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HEADQUARTERS UNITED STATES MARINE CORPS  
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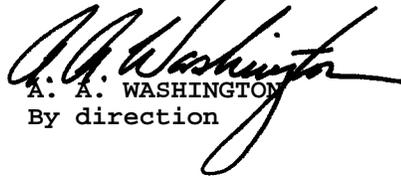
MARINE CORPS ORDER P5000.21A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: HEADQUARTERS MARINE CORPS ADMINISTRATIVE MANUAL (SHORT TITLE: HQADMINMAN)

Encl: (1) LOCATOR SHEET

1. Purpose. To provide current instructions and guidance governing the administration of Headquarters Marine Corps.
2. Cancellation. MCO P5000.21.
3. Summary of Revision. This Manual has been completely revised and should be completely reviewed.
4. Recommendation. Recommended changes to this Manual are invited and should be submitted to the CMC (AR) via the appropriate chain of command for evaluation.
5. Certification. Reviewed and approved this date.

  
A. A. WASHINGTON  
By direction

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HQADMINMAN

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## HQADMINMAN

### INTRODUCTION

0001. PURPOSE. To identify the functions and issue administrative rules and regulations of Headquarters, U.S. Marine Corps (HQMC).

0002. ORGANIZATION

1. This Manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

2. Paragraph numbering is based upon four digits. The first number indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 5101.3c(1) refers to chapter 5, section 1, general major paragraph 01, subparagraph 3c(1).

3. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the 10th page of chapter 5 is shown as 5-10. The figures referred to in a chapter are at the end of that chapter.

4. The term "Headquarters staff agency" or "staff agency" refers to the departments, separate divisions, and separate offices of the Headquarters. The term "activity" refers to offices, activities, or agencies outside of HQMC. Abbreviations for Headquarters staff agencies appear in the HQMC Supplement to the DON Correspondence Manual.

0003. RESPONSIBILITY. The Director, Administration and Resource Management Division (DirAR) is responsible for compiling, editing, and maintaining the currency of this Manual.

0004. POLICY. Policy, as used in this Manual, means a guiding principle set up by the Commandant to govern actions, usually under repetitive circumstances. Its primary purpose is to sanction these actions in advance. Policy is a primary instrument of coordination and control. It yields a consistency of action which makes current operation effective and allows the Marine Corps to reach its goals.

0005. CHANGES

1. This Manual is in looseleaf form to make it easier to insert page changes. Interfile changes in the basic manual in consecutive order and complete the Record of Changes page. This Manual is also located in the Marine Corps Publications Electronic Library and can be accessed from the official Marine Corps website at: [www.usmc.mil](http://www.usmc.mil) under the Hypertext Markup Language (HTML) link entitled: PUBLICATIONS.

2. Send proposed revisions to the DirAR as they occur. After review and approval, they will be published.

3. Minor changes should also be sent as they occur, however, they may be held until enough changes are received to warrant the publication of a change to the Manual.

4. Originators of recommended changes are responsible for required staffing, if appropriate, before sending the change to the DirAR.

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CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

1000. HEADQUARTERS MARINE CORPS ADMINISTRATIVE MANUAL

1. This Manual contains instructions that are Headquarters-wide in scope. Some material is based on decisions, directives, or policy statements of the Commandant of the Marine Corps (CMC) or Assistant Commandant of the Marine Corps (ACMC), and is directive in nature. Any proposed deviations from this type of material must be staffed to the ACMC via the Director Marine Corps Staff (DMCS) for decision before implementation.

2. Staff agencies will ensure that the material for which they are responsible is current and accurate. Duplication of material contained in other publications will be avoided.

1001. COMPILING AND MAINTAINING PROCEDURES MANUALS

1. Heads of staff agencies are encouraged to develop and keep a procedures manual which provides guidance to staff agency personnel and serves as a reference in the orientation and training of new employees. Electronic media is designed.

2. The contents of a procedures manual will typically include:

- a. Administrative instructions.
- b. Organization and function statements.
- c. Standing operating procedures, if desirable.
- d. Operating policy statements and guidance of interest.
- e. Any other material considered appropriate.

1002. DEPARTMENT OF THE NAVY BLOOD PROGRAM

1. OPNAVINST 6530.2C, issued jointly by the CMC and the Chief of Naval Operations (CNO), prescribes policies for conducting the Department of the Navy Blood Program. Navy and Marine Corps volunteer donors supply all the basic blood requirements of the Medical Department. Blood and blood components are indispensable in lifesaving medical practice. An adequate supply of needed groups and types of whole blood must be available to naval hospitals at all times.

2. The Navy Blood Program in the greater Washington area is represented by the Blood Bank of the National Naval Medical Center, Bethesda, Maryland. Blood is collected from volunteer donors; active duty, dependents, civil service, and retired personnel. The Blood Bank also offers limited donor support to the local programs of the American Red Cross, American Association of Blood Banks, and other nonprofit civilian blood banking institutions.

3. Blood Drives are conducted at least once per quarter. The Commanding Officer, Headquarters Battalion, Henderson Hall (HQBN) will post notice flyers and other reminders prior to bloodmobile visits to the Headquarters.

4. The CMC enjoins the whole-hearted support and cooperation of all Headquarters personnel. Staff agencies will allow military and civilian volunteers to donate blood during working hours, for both routine and emergency blood requirements.

1003. SOLICITATION AND FUNDRAISING CAMPAIGNS FOR HEALTH, WELFARE,  
AND EMERGENCY RELIEF ORGANIZATIONS

1. The soliciting of alms and contributions, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, and the collecting of private debts is prohibited in or on property controlled and occupied by HQMC activities. Department of Defense (DoD) regulations govern solicitation and contributions in public areas of Federal Office Building #2 (Navy Annex). DoD regulations parallel those outlined above and do not apply to national or local drives for funds for welfare, health, and other purposes sponsored or approved by the CMC.

2. HQMC annually contributes to the following fundraising campaigns:

- a. Navy-Marine Corps Relief Fund Drive conducted during April and May.
- b. HQMC Combined Federal Campaign (CFC) conducted from October through December.
- c. Emergency and disaster appeals conducted as necessary.

3. Each staff agency and activity listed in figure 1-1 is a separate reporting unit for each drive and will appoint a single point of contact to provide overall coordination within their respective staff agencies/activities. (This individual is referred to as "team captain" for the HQMC CFC; as head "keyperson" for the Navy-Marine Corps Relief Fund Drive and emergency/disaster appeals.)

4. The CMC annually serves as both the Co-Chairman for the Department of the Navy (DON), Marine Corps National Capital Region (MCNCR), CFC and as the Division Chairperson, HQMC CFC. In addition, the following campaign officials provide guidance and supervision for the HQMC CFC:

- a. HQMC Division Vice Chairman - The DirAR assists the HQMC CFC Chairman.
- b. HQMC Division Campaign Manager (assigned by the DirAR) - The CFC Campaign Manager organizes and manages the campaign; develops objectives, themes and strategies; briefs team captains on managing the campaign and conducts training sessions for keyworkers; identifies and resolves campaign difficulties; represents HQMC at external and internal functions; receives and audits pledges; prepares, presents and delivers campaign reports; delivers campaign pledges to central receipt point; and, plans and prepares the recognition awards and ceremonies.
- c. Team captains (designated for each reporting unit) assume the leadership responsibility for a group of keyworkers and attend keyworker orientation with his or her group of keyworkers. They also collect completed pledge card carriers from keyworkers; prepares CFC Report envelopes and confidential gifts report envelopes. Distributes campaign Eagle Award lapel pins to keyworkers for presentation to qualified employees and gives recognition to keyworkers.
- d. Keyworkers (selected or appointed by team captains) assume the responsibility of contacting 15 coworkers to collect pledge cards; attends the kick-off and training session for keyworkers. Contact coworkers who attended session to ask for a pledge, ensuring 100 percent solicitation. Keyworkers also answer questions about the campaign; collect pledge cards, contributions and prepares appropriate forms and delivers them to their team captain. Receives and passes confidential gifts to team captains and reports weekly progress to team captains. Keyworkers also attend recognition ceremonies.

5. The following goals are established:

a. For the Navy-Marine Corps Relief annual call for contributions, the goal is to equal or surpass the previous year's total monetary contribution, with 100 percent participation sought.

b. A monetary goal will be assigned to this Headquarters for the CFC with 100 percent solicitation sought.

c. For the emergency and disaster fundraising campaigns there is no monetary goal. Percentage of participation is the keynote, with 100 percent participation sought.

1004. DESIGNATION OF MARINE CORPS REPRESENTATION AT POLICY PRESENTATIONS AND INFORMATION BRIEFINGS FOR THE SECRETARY OF THE NAVY

1. When the P&R (R) receives a scheduling memorandum of policy presentations and informational briefings for the Secretary of the Navy (SecNav), he will assign staff cognizance telling each staff agency what is required.

2. For studies presentations, the P&R (R) will coordinate with the COMMARCORSYSCOM in determining proper staff cognizance.

1005. REPRESENTATIVE OF THE CMC AT CHANGE OF COMMAND CEREMONIES. In the event CMC receives an invite to attend a CONUS change of command ceremony, CMC will either accept, regret, or regret with a representative on a case-by-case basis.

1006. BRIEFINGS FOR THE CMC AND READ-AHEADS

1. Heads of staff agencies who desire to brief the CMC on selected matters need to coordinate those briefings with the CMC Military Secretary or Senior Aide. Once a meeting is scheduled, a Read-Ahead is required from the scheduling agency for this meeting.

2. Read-Ahead Guidelines

a. A two week outlook of Read-Ahead requirements is published daily by the office of the DMCS.

b. A Read-Ahead is due to DMCS, via MCATS, by 0800 the day prior to the scheduled event.

c. A Read-Ahead that is programmatic and/or fiscal related will be routed through P&R and OLA prior to being submitted to DMCS.

d. Figure 1-2 provides the format for a Read-Ahead. Further guidance regarding the preparation of a Read-Ahead are:

(1) Write to CMC level.

(2) Use bullets not paragraphs, and keep to one page maximum. Should additional information be required, refer to tabbed Info Papers.

(3) Less is better and use current information.

(4) At a minimum, the Department/Division EA must approve a Read-Ahead before submitting to DMCS.

e. Congressional Read-Ahead. OLA will prepare the Congressional Read-Ahead using IRS. Questions and answers from agencies will be tabbed.

1007. OPERATIONAL/INTELLIGENCE (OPS/INTEL) BRIEFINGS

1. There is a continuing need for members of the headquarters staff to brief designated military and civilian officials concerning Marine Corps Ops/Intel matters. The DMCS has been designated as the single POC for the overall coordination of these briefings.
2. To support these briefings, the following responsibilities are assigned:
  - a. The DC, PP&O is responsible for the operational portion of the brief.
  - b. The Dir, Intel is responsible for providing the intelligence portion of the brief, and for verifying clearance level for foreign personnel desiring to attend the briefing.
  - c. The DirAR is responsible for:
    - (1) Providing briefing facilities.
    - (2) Coordinating with the CDR, MCNCR for providing visual and graphic support.
    - (3) Verifying security clearances of personnel attending the briefing.

1008. PROMULGATION AND MAINTENANCE OF RECORDS SIGNED BY THE CMC AND ACMC. Maintaining files of correspondence signed by the CMC and/or ACMC is the responsibility of the originating agency.

1009. TRIPBOOKS FOR THE CMC

1. Tripbooks will be prepared for CMC visits to Marine Corps installations and locations, visits hosted by a foreign government, speaking engagements, a visit to another service installation, and any other event as directed. The format and guidelines for presented information for the trip book will be in Read-Ahead format; providing intelligence data, biographies of key personnel, and other key documents as appropriate.
2. Trip Book Responsibilities
  - a. The DC, PP&O is tasked with compiling information for the CMC Trip Book and forward to DMCS for printing and building of Trip Book.
  - b. The Dir, Intel will provide to DC, PP&O, biographic data on key foreign officials, as well as, maps and other intelligence data.
  - c. The DMCS is tasked with building the Trip Book(s), with the information received from PP&O. The submission of information for the Trip Book is due to DMCS three working days prior to the date of the trip.

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Headquarters Marine Corps

Office of the Commandant/Assistant Commandant/Director, Marine Corps Staff  
Office of the Counsel to the Commandant  
Office of the Legislative Assistant to the Commandant  
Manpower and Reserve Affairs Department  
Plans, Policies and Operations Department  
Installations and Logistics Department  
Aviation Department  
Office of the Naval Inspector General for the Marine Corps  
Programs and Resources Department  
Command, Control, Communications, Computer (C4) Department  
Intelligence Department  
Staff Judge Advocate Division  
Office of Health Services  
History and Museums Division  
Office of the Chaplain, USMC  
Public Affairs Division  
Administration and Resource Management Division  
Marine Corps Uniform Board

Other Activities

Headquarters Battalion, HQMC  
Marine Barracks, Washington, DC (except for Navy Relief)  
Marine Corps Systems Command (Clarendon Square only)

Figure 1-1.--Staff Agencies and Activities Included in Fundraising Campaigns Participated in by Headquarters Marine Corps.

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Read Ahead Format

Date

Subj: XXXXXXXXXXXXXXXXXXXX

1. Purpose. To provide information for CMC meeting with Mr. XXXX

2. Executive Summary. Prepare one paragraph or several bullets that summarize the subject's essential information. This write up should provide a quick glance of what CMC needs to review.

3. Background. (Note: fit all info on one page. If you can not include all info on one page, be brief and broad in approach on this one page and make reference to a tabbed info paper(s) for details.)

- The Marine Corps active component authorized end-strength for FY03 is 175,000. The reserve component authorized end-strength is 39,558.

- Title X of the US Code authorizes the Secretary of Defense to exceed this level by three percent (5,250 active component Marines and 1,187 reserve component Marines).

- The Corps' current policy on stop loss will push end-strength above authorized levels. The forecasted end-strength level for the active component is 191,000. Selected Reserve component forecast is 45,000.

- The Corps expanded stop loss in order to stabilize units and increase our combat effectiveness. Stop loss:

- Maintains unit cohesion, sustains experience levels, assists in meeting high demand for low-density skills, aids in meeting increased force protection requirements, reduces reliance on reserve augmentation.

- Initial cost estimates for the stop loss policy are \$XXX in FY03.

4. Issues for CMC to raise with appropriate CMC responses/answers: (Note: should be at CMC's level, not AO's):

- The Corps intends to maintain its Stop Loss policy.

(responses/answers)

- The Corps requires an active component end-strength of 175,000 to satisfy current operational taskings.

(responses/answers)

5. Issues Mr. XXX will raise with appropriate CMC responses/answers:

- Manpower costs are rising at an alarming rate.

(responses/answers)

Prepared by: LtCol XXX XXXX, XXX-XX, 703-XXX-XXXX.

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CHAPTER 2

HEADQUARTERS ROUTINE

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CHAPTER 2

HEADQUARTERS ROUTINE

2000. HOLIDAYS. This Headquarters will observe the following days as legal holidays:

New Year's Day, January 1  
Martin Luther King, Jr.'s Birthday, the third Monday in January  
President's Day, the third Monday in February  
Memorial Day, the last Monday in May  
Independence Day, July 4  
Labor Day, the first Monday in September  
Columbus Day, the second Monday in October  
Veteran's Day, November 11  
Thanksgiving Day, the fourth Thursday in November  
Christmas Day, December 25

If a holiday falls on a Sunday, the following workday will be observed as the legal holiday. If the holiday falls on a Saturday, the preceding Friday will be observed as the legal holiday.

2001. STANDARD AND DAYLIGHT SAVINGS TIME. Standard time is advanced 1 hour beginning at 2 a.m. the first Sunday in April and ending at 2 a.m. the last Sunday in October (Title 5, U.S.C.).

2002. HOURS OF DUTY

1. The regular tour of duty for civilian personnel assigned to HQMC is 0800 to 1630, daily, Monday through Friday, with ½ hour allowed for lunch. Staff agencies may approve alternative tours of duty for individuals within the hours of 0600 to 1800 as the needs of the organization permit. Some staff agencies have implemented the flexitime or compressed work schedules (CWS) per the HQMC Alternative Work Schedule (AWS) Handbook. If an employee elects to participate in the flexitime/CWS program, the election form is completed and forwarded to the DirAR (ARH).

2. The hours of work of individual civilian employees in excess of the regularly scheduled work hours may be authorized when circumstances dictate. However, overtime must be approved in advance.

3. Normal working hours for military personnel are determined by the heads of the staff agencies.

2003. WEEKEND WATCH

1. Heads of staff agencies, less separate offices and boards, will set up their own weekend and holiday duty watches, consisting of at least one officer knowledgeable in the functions performed within the staff agency who can readily be reached by telephone in the event of an emergency.

2. Each Thursday morning all staff agencies, less separate offices and boards, will send the Commanding Officer (CO), HQBN a current roster of officers assigned to weekend and holiday watches. Headquarters staff agencies may send a monthly roster provided changes are reported in writing to the CO, HQBN by Thursday morning preceding the affected weekend. The roster will include name, grade, organization, security access, and home telephone number. It will also include the officer(s) assigned duty during legal holidays. The CO, HQBN will combine information into a Headquarters listing, and make distribution by 1200 each Friday (Thursday when Friday is a holiday).

2004. HENDERSON HALL (POST) DUTY ASSIGNMENTS. Gunnery Sergeants and Staff Sergeants will be assigned to duty on a rotating basis as Post Staff Duty Officer of the Day (SDNCO); Privates through Sergeants will be assigned as BEQ duty personnel and HQMC staff duty watch members. Specific details about post duty assignments are contained in Post Order 1601.7 and transmitted electronically on the local area network (LAN) by E-mail announcing both the HQMC staff duty watch and post duty assignments. Personnel assigned to billets described in 2004.3, are exempt from post duty assignments.

2005. WEARING OF THE UNIFORM

1. Uniform regulations for Marine Corps personnel assigned to HQMC are as prescribed in MCO P1020.34, post/battalion orders in the 1020 series, and as amplified below.

2. The appropriate seasonal uniform will be worn by all military personnel while on duty at HQMC or on special assignment in the Washington, DC, area. Slacks are authorized for wear as part of the working uniform at the option of women Marines, but will not be worn at the White House, Capitol, or the State Department.

3. Heads of staff agencies may authorize their military personnel to wear the utility uniform on specific occasions when working under conditions that could cause soiling of the service uniform. Send requests for personnel to wear the utility uniform on a continual basis to the Commanding Officer, Headquarters Battalion, for approval. The restriction on wearing the utility uniform applies to personnel assigned duty within HQMC whether performance of duty is in the Navy Annex or external facilities.

4. Seasonal uniforms will be worn starting on the following days:

a. Winter Uniform

- |                        |                          |
|------------------------|--------------------------|
| (1) Dress Uniform      | 1 October                |
| (2) Uniform of the Day | First Monday in November |

b. Summer Uniform

First Monday in April

5. When circumstances dictate the wearing of more formal attire, personnel will exercise care in selecting the proper uniform for the occasion.

6. When Marines assigned to the MCNCRC wear civilian clothing during or after working hours, their attire will be of the same comparable degree of formality as the uniform prescribed for duty. Inappropriate attire includes shower shoes, tee shirts (non-logo) and athletic attire.

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CHAPTER 3

SECURITY

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CHAPTER 3

SECURITY

3000. DEPARTMENT OF DEFENSE BUILDING PASSES

1. DoD Building Passes are required for all personnel to gain access to the Pentagon and the Navy Annex compounds. These passes are administratively controlled by the Pentagon Access Control Division (PACD).

2. Information

a. The DirAR (ARS) is the single administrative control point for the issuance of DD Form 2249, DoD Building Pass Request.

b. Processed DD Forms 2249 must be hand delivered by the requesting individual for issuance of a building pass to the Access Control Office on Mondays through Fridays from 0800 to 1530 by appointment to G501A.

c. To obtain admittance authorization for contractor personnel or others requiring official access to FB#2, staff agencies will submit a memorandum request to the DirAR (ARS) detailing visitor(s) name, social security number, employer/contractor, purpose of visit, and sponsoring staff agency's point of contact and phone number. Some DoD contractor personnel may be eligible for a DoD Building Pass. Staff agencies desiring to sponsor contractor building passes should follow the instructions in paragraphs 2a and 2b.

3. DirAR (ARS) will collect building passes upon termination of employment or reassignment, unless persons concerned are being reassigned within the National Capital Region.

3001. THEFTS OF PERSONAL ITEMS

1. Report thefts occurring in Navy Annex to the FPS, room 1036, extension 614-2121.

2. Report thefts occurring aboard Henderson Hall to the Military Police, extension 614-2200.

3. Report thefts occurring in other HQMC areas to the MCNCR Communications Center, telephone number (202) 472-1111.

3002. VISITORS, SOLICITORS, AND PEDDLERS

1. It is contrary to the policy of the Marine Corps to receive visitors on personal business in this Headquarters. Access to buildings occupied by DON activities are restricted to personnel on duty therein and to persons on official business. Solicitors and peddlers are not allowed to operate in any building occupied by DON activities.

2. Should personnel of this Headquarters be visited by sales representatives, they will advise them of the regulations and arrange to conduct their business at another place.

3003. SECURITY OF CLASSIFIED MATTER AND OFFICIAL INFORMATION. Headquarters Marine Corps security regulations are contained in MCO P5510.18, HQMC Information and Personnel Security Manual. That manual, in conjunction with SECNAVINST 5510.36, Department of the Navy Information Security Program Regulation, sets up procedures for the safeguarding of classified matter at HQMC.

3004. ACCESS TO THE MARINE CORPS COMMAND CENTER (MCCC)

1. The MCCC, Current Operations and Readiness Branch, is a limited access area. Access will only be granted to personnel as follows after proper identification is made:

a. Those assigned duty in the Command Center.

b. Those who are on an access list sent by the staff agency to the DC, PP&O (POC).

c. Those not on an access list provided they have good reason. These individuals will be escorted by MCCC personnel while conducting business.

2. Heads of staff agencies will send an alphabetical listing, by memorandum, to the DC, PP&O (POC) via the DirAR (ARS) listing individuals who must have access to the Command Center. The listing will include name, rank, grade, social security number, and clearance.

a. Staff agencies will inform the DC, PP&O (POC) and the DirAR (ARS) of changes to their access requirements as they occur.

b. A listing of personnel requiring access to the World-wide Military Command and Control System (WWMCCS) is submitted by separate memorandum to the DC, PP&O (POC).

3005. DESTRUCTION OF CLASSIFIED MATERIAL. Refer to MCO P5510.18, Headquarters Information and Personnel Security Manual, for regulations on the destruction of classified material within HQMC.

3006. SPECIAL INTELLIGENCE (SI)/SPECIAL ACTIVITIES OFFICE (SAO) ACCESSES. The Dir, Intel is responsible for the administration of SI and SAO programs. Address any questions on SI programs, material, or accesses to the Special Security Officer (SSO), Intelligence Division (INTS). Address any questions on SAO programs, material, or accesses to the SAO, INTP.

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CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
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CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
HEADQUARTERS PERSONNEL

SECTION 1: GENERAL

4100. HEADQUARTERS MARINE CORPS T/O COORDINATOR. The DirAR (AR-2) is the HQMC T/O coordinator. As such, the DirAR (AR-2) reviews the missions, functions, organization of, and recommendations concerning HQMC activities. The DirAR (AR-2) also reviews required personnel strengths by grade, skill, billet title, and number. Further, the DirAR (AR-2) is responsible for developing, maintaining, and recommending modifications to HQMC T/O's, manning levels, and other manning documents for HQMC as the Commandant may direct. As T/O coordinator, the DirAR (AR-2) sends recommendations to DC/MCCDC (TFSD) for final review and publication in the Table of Manpower Requirements system (T/MR).

4101. REQUEST FOR ADDITIONAL BILLET(S)

1. Manpower resources for HQMC are allocated within the approved manpower ceilings contained in the Future-Year Defense Program (FYDP). Requests for manpower increases can be supported only at the expense of another activity or by lowering FMF manning levels. The DirAR (AR-2) holds no unallocated reserve.

2. Marine Corps manpower resources are rigidly controlled by personnel ceilings, grade ratios, and budget limitations. Military and civilian manpower is consistently lower than total valid requirements, and this gap widens with each introduction of new, more sophisticated equipment and systems.

3. Manpower requirements must be balanced against available manpower resources and funding limitations. The balancing procedure must take place at all echelons within staff agencies and must be an all-out effort to absorb new requirements within assigned manpower allowances. HQMC civilian positions are controlled by ceilings mandated by congressional limitations. New positions, therefore, can only be established by compensation from already established positions. Each staff agency should review new requirements to see if there are areas within its staff agency that could take compensatory reductions to generate sufficient manpower to meet the new requirements.

4. Staff agencies may trade billets in some cases; e.g., if a staff agency has an unmanned military billet but needs a civilian billet, they may trade its unmanned military billet to another staff agency that needs a military billet in exchange for an unmanned civilian billet. The DirAR (AR-2) will provide assistance in this area upon request.

5. Requests for additional billets due to new/changed missions will be coordinated with the DirAR (AR-2). Upon receipt, the DirAR (AR-2) will:

a. Review the request for validity, and identify any possible compensatory reduction from within the requesting staff agency or from the overall personnel assets of HQMC.

b. Forward the request to the DC/MCCDC (TFSD) for review and validation.

6. If manpower spaces are available, the DirAR (AR-2) will be notified by the DC/MCCDC (TFSD) and the billet written. If no spaces are available, the requesting staff agency will be advised to submit their request during the next Programmed Objective Memorandum (POM) cycle. A copy of the reply will be sent to the DirAR (AR-2) to make sure the requirement is addressed in the POM.

4102. MILITARY/CIVILIAN STAFFING

1. It is the policy of the CMC to keep the number of military billets in this Headquarters to a minimum, consistent with operational demands and training needs. Qualified civilian personnel shall, therefore, be employed for staffing as many Headquarters billets as possible within available funds and authorized manpower allowances.

2. The use of civilian personnel stabilizes the Headquarters work force. Key civilian personnel should be assigned in offices where continuity in operations is important.

3. To effectively implement this policy, officials responsible for planning staffing requirements must anticipate personnel shortages sufficiently in advance to recruit, indoctrinate, and train qualified applicants. Staffing planners should also make use of the management training programs at HQMC.

4103. MILITARY AND CIVILIAN CHECK-IN/CHECK-OUT PROCEDURES. All military and civilian personnel assigned to HQMC will check in and out as follows:

1. Check-In

a. Military Personnel will begin their check-in process as directed by the Commanding Officer, Headquarters Battalion, building 29, room 205.

b. Civilian employees will start their check-in process in room 1120, Human Resources and Organization Management Branch.

2. Check-Out. Upon transfer, discharge, retirement, or termination of employment, all personnel will check out in the following manner:

a. Military Personnel will obtain a check-out sheet from the Commanding Officer, Headquarters Battalion, building 29, room 205.

b. Civilian employees will obtain a check-out sheet from the Classification and Employment Section, room 1115.

4104. DOD TELEPHONE DIRECTORY. Changes to the DoD Telephone Directory are the responsibility of the staff agency. As changes occur, updates will be submitted to the DirAR (AR-1).

4105. HEADQUARTERS, U.S. MARINE CORPS PERSONNEL LOCATOR. The HQMC Personnel Locator is updated every other month to enhance internal communications. The HQMC Personnel Locator is for in-house use only and is transmitted electronically on the local area network (LAN) to staff agencies.

4106. HEADQUARTERS MARINE CORPS EMERGENCY RECALL LISTING. The HQMC Emergency Recall Listing is updated every other month as a working document for use only within HQMC working spaces. It serves as a recall listing of key personnel to be contacted in the event of an emergency. It is transmitted electronically on the LAN to staff agencies. Release of the information contained therein to non-DoD employees is prohibited.

HQADMINMAN

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
HEADQUARTERS PERSONNEL

SECTION 2: MILITARY PERSONNEL

4200. DEFINITIONS

1. Headquarters Staff Agency. Refers to the departments, separate divisions, and separate offices of HQMC.
2. Activity. Refers to offices, activities, or agencies outside of HQMC (i.e., DoD, DON, DIA, JCS, etc.).
3. Special Assignments. Assignment of Marines to duty with DoD, the Navy Department, or other agencies in the Washington area.
4. Military Personnel Assignment Report. A memorandum report from the DC/S M&RA (MMEA) to a staff agency effecting the assignment of an enlisted Marine, usually in response to a staffing request or as directed by the DC/S M&RA (MMAO) for an officer.
5. Reassignment Report. A memorandum report by a staff agency to the DC/S M&RA (MMEA) showing the reassignment of a Marine within the staff agency.
6. Staffing Request. A memorandum to the DC/S M&RA (MMEA) by a staff agency asking for military personnel staffing action.
7. Overstaff Request. A memorandum to the DC/S M&RA (MPC) via the DC/S M&RA (MMEA) asking for temporary personnel staffing (not longer than 6 months) in excess of authorized T/O. See paragraph 4204.3 for additional guidelines.

4201. PERSONNEL ACTION REQUESTS. Military personnel should submit personnel action correspondence (transfer, discharge, duty preferences, etc.) on a [NAVMC 10274](#), AA Form, to the CMC (MM) via the following chain of command:

1. Branch/section head.
2. Department/division head.
3. Commanding Officer, Headquarters Company, Headquarters Battalion.
4. Commanding Officer, Headquarters Battalion.

4202. CONTACT RELIEF. The normal period of contact relief is 10 days. Staff agencies needing a longer turnover period must send justification to the DC/S M&RA (MMAO). Officers directed into HQMC are ordered to report to a staff agency and are not assigned to specific line numbers. The exception to this policy is the assignment of officers to HQMC for the Special Education Program (SEP)/Advance Degree Program payback tours and FTS officers. These officers will be assigned to specific SEP billets following the instructions of the DC/S M&RA (MMAO). The names and estimated dates of arrival for incoming officers are given to HQMC staff agencies by the DC/S M&RA (MMAO). In the assignment process, the DC/S M&RA (MMAO) tries to coordinate the reporting and detachment dates in order to allow contact reliefs when possible. Continuous and close liaison between the administrative officers of HQMC staff agencies and the DC/S M&RA (MMAO) is encouraged in coordinating these reliefs.

4203. REASSIGNMENTS AND SPLIT TOURS

1. Intradepartmental Reassignment. Heads of staff agencies may effect intradepartmental reassignments of military personnel based on departmental requirements. Report all reassignments to the DC/S M&RA (MMOA) immediately using the format in figure 4-2.

2. Interdepartmental Reassignment. Heads of the staff agencies must send interdepartmental reassignments of officers (lieutenant colonels and below) to DC/S M&RA (MMOA/MMRA) for approval. The DC/S M&RA must send interdepartmental reassignments of colonels to the CMC for approval. Send requests for interdepartmental reassignments of enlisted personnel to the DC/S M&RA (MMEA) for approval.

3. Split Tours

a. CMC desires that split tours of duty be made available to Marines so they can take full advantage of training opportunities at this Headquarters. As such, each staff agency will continually review personnel assignments to ensure that, when feasible, all military personnel are allowed either an inter or intradepartmental split tour.

b. Military personnel serving in billets requiring highly specialized skills or a maximum degree of continuity will not normally be considered for a split tour.

c. Submit requests for interdepartmental split tours no later than 16 months after the current tour has begun.

d. Requests for split tours will be submitted on an AA Form using the sample format shown in figure 4-3.

4204. OFFICER ASSIGNMENTS

1. The DC/S M&RA (MMOA) is responsible for staffing officer billets based on allowances and tour criteria.

2. Send requests for temporary assignment of officers in excess of authorized T/O, except for contact reliefs, to the ACMC for approval via the DC/S M&RA (MPC). The ACMC must approve these requests before additional officers will be ordered in.

3. The normal tour of duty at this Headquarters is 3 years. Officers will not be kept beyond a normal tour of duty without prior approval of the DC/S M&RA (MM) in the case of lieutenant colonels and below, and by the CMC in the case of colonels.

a. An extension request for humanitarian reasons will be originated by the officer and be properly supported per the provisions of MCO P1000.6, Assignment, Classification and Travel Systems (ACTS) Manual.

b. Extension requests for personal reasons will be adequately supported with substantiating information or documents.

c. Requests for extension are submitted by AA Form to the CMC (MMOA/MMRA) via the chain of command. DC/S M&RA (MMOA/MMRA) will consider requests on a case-by-case basis.

d. A request not originated by the individual must contain reasons the extension is desirable, in the best interest of the Marine Corps, and should indicate the officer's desires.

4. Normally, an officer being transferred will not be detached until a relief reports for duty. If this is not feasible however, a billet may be left vacant for up to 30 days. Heads of staff agencies will advise the DC/S M&RA (MM) of their billets requiring contact relief. When it is absolutely necessary to effect a contact relief, a transfer may be delayed for a maximum of 10 days after a replacement has arrived.

4205. OFFICERS REPORTING FOR PERMANENT DUTY, TEMPORARY DUTY (TDY), TEMPORARY ADDITIONAL DUTY (TAD), OR TEMPORARY ACTIVE DUTY

1. All officers will be directed to report to the CO, HQBn, building #29, room #205. Those scheduled for permanent duty in the Washington, DC, area will be assigned according to instructions received from the DC/S M&RA (MMOA).
2. The DC/S M&RA (MM) will send the CO, HQBn one copy of all orders transferring officers into the Washington, DC, area.
3. All colonels and below ordered to duty in the Washington, DC, area will be asked to visit the Headquarters company office as part of the check-in process
4. Route all correspondence affecting officer assignments at HQMC, to the Commanding Officer, Headquarters Battalion.

4206. OFFICERS BEING DETACHED FROM THE ROLLS OF HQMC

1. Detachment orders on officers assigned to the following T/O's will be prepared by the DC/S M&RA (MMOA/MMRA) and addressed via the CO, HQBn:

- 5100 Separate Offices, HQMC
- 5101 Manpower and Reserve Affairs Department
- 5160 Personnel Management Division
- 5162 Morale, Welfare and Recreation Support Activity
- 5165 Human Resources Division
- 5167 Personnel Procurement Division
- 5102 Command, Control, Communications and Computer Intelligence (C4I) Department
- 5103 Installations and Logistics Department
- 5104 Requirements and Programs Division
- 5105 Plans, Policies and Operations Department
- 5106 Judge Advocate Division
- 5107 Aviation Department
- 5110 Office of the Legislative Assistant to the Commandant
- 5111 Fiscal Division
- 5114 Administration and Resource Management Division
- 5163 Marine Corps Central Design and Programming Activity (MCCDPA), Quantico, HQMC Detachment
- 5164 History and Museums Division
- \*5050 Miscellaneous Assignments, Marine Corps

\*Route via the CO, HQBn only those orders on officers in this T/O assigned duty in the Washington, DC, area.

If detachment date is not specified, the staff agency to which the officer is assigned will give the CO, HQBn a detachment date. CO, HQBn will include this date in the detaching endorsement.

2. Detachment orders on officers assigned to the following T/O's will be prepared by DC/S M&RA (MMOA) and addressed via the CO, HQBn and the staff agency to which the officer is assigned:

5001 MC Assignments, Department of Defense  
 5002 MC Assignments, Joint Chiefs of Staff  
 5003 Special Assignments, Navy Department, Departmental  
 5004 MC Personnel with Defense Communications Agency  
 5005 MC Personnel with Defense Logistics Agency  
 5007 MC Personnel with Non-DoD Agencies  
 5010 MC Personnel with Allied and UN Commands  
 5011 MC Personnel with Joint, Unified, Specified Command  
 5012 MC Personnel with Rapid Deployment, Joint Task Force  
 5051 MC Personnel with Department of the Navy, Nondepartmental  
 5052 MC Personnel with USA and USAF, Nondepartmental  
 5060 MC Personnel with Joint Schools

NOTE: Route via the CO, HQBn only those orders on officers in the above T/O's assigned duty in the Washington, DC, area. If detachment date is not specified, orders will be written "when directed" by the agency to which the officer is assigned.

3. The DC/S M&RA (MMOA) will address detachment orders on all other officers assigned to duty or duty under instruction in the Washington area, with the exception of those officers assigned to Headquarters Battalion (T/O 5150), Marine Support Battalion (T/O 5200), and Marine Barracks, Washington, DC (5140 series T/O's) via the DirAR (AR-2). If a detachment date is not specified, orders will be written "when directed by the CO, HQBn."

4. In those cases where orders are not addressed via the Commanding Officer, Headquarters Battalion, the DirAR (AR-2) will give the proper personnel accounting information to the Battalion.

4207. ENLISTED ASSIGNMENTS -- GENERAL

1. It is the policy of the CMC that enlisted personnel at HQMC be restricted to the following type billets:

- a. Billets assigned to undergo training at this Headquarters.
- b. Billets requiring military skill or knowledge not easily acquired by civilian employees.
- c. Billets requiring the assignment of personnel subject to the Uniform Code of Military Justice.
- d. Billets required for rotation of military personnel from overseas.

2. The normal tour of duty for enlisted personnel is prescribed in MCO P1300.8, Marine Corps Personnel Assignment Policy. Personnel will not be retained beyond a normal tour of duty without prior approval of the DC/S M&RA (MMEA/MMRA). Requests for extension of tour of duty will be submitted per paragraph 4209 of this Manual.

3. Requests for temporary assignment of personnel in excess of authorized T/O allowances will be submitted to the DC/S M&RA (MPC) via DC/S M&RA (MMEA/MMRA) in the format shown in figure 4-4.

4208. ENLISTED ASSIGNMENT POLICIES AND PROCEDURES1. Staffing Requests

a. Staffing requests will be submitted to the DC/S M&RA (MMEA), using the format shown in figure 4-5, 6 months prior to the billet becoming vacant.

b. Only the offices of the CMC, ACMC, DMCS, and external agencies with specified "high visibility" billets may interview personnel prior to assignment.

2. Staffing Precedence. This Headquarters is designated a "priority command" for staffing precedence per MCO 5320.12, Staffing Precedences for Officer and Enlisted Billets. Headquarters Marine Corps is staffed at 100 percent of authorized strength in gross numbers and receives a fair share of the inventory of short MOS's. Because Headquarters Marine Corps is staffed in gross numbers, enlisted billets may be staffed with a grade equal to, one above, or one below the authorized T/O grade.

4209. TOUR EXTENSIONS

1. All requests for an extension of tour of duty are submitted on an AA Form to the DC/S M&RA (MMEA) via the chain of command listed below:

- a. Branch/section head.
- b. Department/division head.
- c. Commanding Officer, Headquarters Company, Headquarters Battalion.
- d. Commanding Officer, Headquarters Battalion.

2. Requests must be received prior to the individual receiving PCS orders and must include the following information:

- a. Expiration of active service (EAS).
- b. Date current tour began (DCTB).
- c. Overseas control date (DAUS).
- d. Justification.

3. An extension request for humanitarian reasons will be originated by the Marine per the instructions contained in MCO P1000.6, ACTS Manual.

4. Extension requests for personal reasons will be adequately supported by substantiating information or documents.

5. A request originated by other than the individual will contain reasons an extension of duty is desirable, is in the best interest of the Marine Corps, and the Marine's desires.

4210. ADMINISTRATION OF ENLISTED PERSONNEL

1. General. The Commanding Officer, Headquarters Battalion is responsible for the overall administration of enlisted Marines assigned to Headquarters Company, HQMC. Headquarters Battalion is responsible for the maintenance of personnel records. Direct liaison between HQMC staff agencies and the Commanding Officer, Headquarters Company, HqBn is encouraged.

2. Military Jurisdiction. The Commanding Officer, Headquarters Battalion, and the Commanding Officer, Headquarters Company, Headquarters Battalion exercise military jurisdiction over enlisted personnel assigned duty at HQMC. They are guided in these duties by the provisions of the Uniform Code of Military Justice. Complaints against enlisted personnel will be reported to the Commanding Officer, Headquarters Company only if the complaint cannot be resolved within the staff agency. Civilian personnel of HQMC do not have military jurisdiction over any member of the Armed Forces. Civilian personnel desiring to make an official complaint may do so, orally or in writing, to their military supervisor.

4211. ANNUAL LEAVE FOR MILITARY PERSONNEL. Heads of staff agencies should encourage the personnel of their activities to take maximum annual leave throughout the year. Leave for enlisted personnel are governed by the regulations published by the Commanding Officer, Headquarters Company, Headquarters Battalion, also the approving authority. The following information is provided for granting leave to officers:

1. The CMC, APMC, DMCS, heads of staff agencies, Commanding Officer, Headquarters Battalion, and subordinates to whom authority is delegated, are authorized to grant leave, per the instructions contained in MCO P1050.3, Leave and Liberty Regulations.
2. Officers assigned duty with staff agencies will be granted leave by the heads of staff agencies or a representative having authority to grant leave.
3. All officers authorized terminal leave must check out with the CO, HQBn prior to departing on leave.
4. Leave for officers not otherwise covered herein will be granted by the CMC, APMC as appropriate.
5. Leave granting authorities will establish a single control point for the management of officers' leave. The control point will be responsible for preparing leave papers (NAVMC 3). At a minimum, the NAVMC 3 will be prepared in triplicate.
  - a. The original will be given to the officer on the day of departure on leave.
  - b. The duplicate copy will be forwarded to HQCo, HqBn immediately after the officer's leave is approved.
  - c. The triplicate copy will be used as a "tickler" by the staff agency, and filed with the staff agency's copy of the letter reporting the officer's return from leave.

4212. PHYSICAL FITNESS

1. Heads of staff agencies should, workload permitting, allow military personnel time to take part in individual or group physical conditioning programs.
2. Heads of staff agencies are encouraged to set up a schedule to ensure that personnel required to take the physical fitness test are available during prescribed testing or retesting periods.

4213. TRANSPORTATION TO NATIONAL NAVAL MEDICAL CENTER (NNMC), BETHESDA, MARYLAND. There is a daily shuttle service from the ARLEX to NNMC Monday through Friday, except holidays. Personnel needing transportation should report to the Medical Dispensary Admissions Office, room 1319, prior to 0745 or 1200.

4214. DISSEMINATION OF INFORMATION TO GENERAL OFFICERS ASSIGNED TO EXTERNAL BILLETTS IN THE WASHINGTON, DC, AREA. The Commandant wishes to keep the general officers assigned to external billets in the Washington, DC, area informed of all Marine Corps matters. The following methods will be used for that purpose:

1. The DirSplProj will include the general officers assigned to external billets in the Washington, DC, area on the distribution list of the Green and White Letters.

2. The DC/S PP&O will provide JCS updating briefings for general officers assigned to the JCS and DLA billets.

4215. MARINE CORPS GENERAL OFFICERS ARRIVING/DEPARTING WASHINGTON, DC. All Marine general officers from organizations outside of the Washington, DC, area, arriving and departing Washington, DC, normally contact the DirSplProj who arranges accommodations, transportation, and scheduling. The DirSplProj will arrange for these general officers to be met or seen off as the situation requires. In the event of an unscheduled arrival or departure of a general officer who requires assistance, the DirSplProj will be notified.

4216. GENERAL OFFICERS AND SENIOR EXECUTIVE SERVICE MEMBERS IN RECEIPT OF OFFICIAL INVITATIONS. General officers and Senior Executive Service members in the Washington, DC, area are requested to notify the Special Projects Directorate (SPD), extension 41515, whenever they receive an invitation to an official function and indicate their intention to accept or regret the invitation. In cases of acceptance, a copy of the invitation should be provided to SPD. Whenever three or more General Officers/SES members have indicated they will attend a specific function, SPD will publish a coordination memo identifying the details of the function and verifying the attire the senior General Officer attending the function intends to wear.

4217. RETIREMENT CEREMONIES

1. It is the policy of the CMC to give proper recognition to military personnel who are retiring or being transferred to the Fleet Marine Corps Reserve (FMCR) after honorable and faithful service to the Corps.

2. The Commanding Officer, Headquarters Battalion, HQMC is responsible for arranging proper ceremonies for Marine Corps personnel who are to retire or transfer to the FMCR from duty in the Washington, DC, area. Complete details for arranging ceremonies, to include required documentation, is contained in Battalion Order 5060.3.

4218. HQMC REPRESENTATION AT ARRIVAL CEREMONIES HELD AT THE WHITE HOUSE FOR VISITING DIGNITARIES

1. Frequently, and on short notice, the Office of the Secretary of the Navy assigns this Headquarters quotas for Marine Corps representation at arrival ceremonies held on the south lawn of the White House for visiting dignitaries. These quotas are distributed by the CO, HQBn to Headquarters staff agencies who must submit names of volunteers to the CO, HQBn, extension 41471, by the requested time and date.

2. Military and civilian personnel of any grade may represent the Marine Corps. Spouses, children, and other guests may attend, however, each attendee must have a separate pass. Military uniform will be worn by Marines at the White House, and appropriate uniform will be announced by E-mail for each ceremony. Appropriate attire will be worn by civilian personnel.

3. A pass is issued to each individual for admittance to the White House grounds via the Southeast Gate entrance on East Executive Drive. Government transportation is not provided for the ceremonies. As such, the Metro subway system is the recommended mode of transportation.

4. The total time involved for these ceremonies is approximately 4 hours. The ceremony will be canceled in the event of inclement weather, and all tickets will be voided.

4219. SECURITY INDOCTRINATION PROGRAM. The DirAR (ARS) coordinates security orientation training. All personnel are required to attend security orientation training. All personnel who possess a security clearance are required to attend security refresher training annually. All personnel who possess a security clearance are required to attend counterespionage training every 2 years. Heads of staff agencies are responsible for ensuring their personnel receive proper security orientation, training, and supervision in the handling and processing of classified material.

4220. HOMC PARTICIPATION AT MILITARY FUNERALS CONDUCTED AT THE ARLINGTON NATIONAL CEMETERY

1. This Headquarters participates in military funerals of deceased active duty or retired Marine Corps officers held at the Arlington National Cemetery. Details concerning funeral escorts and uniform requirements for participants are contained in MCO 5360. Details concerning burials are announced separately by E-Mail.

2. All officers are eligible for assignment as honorary pallbearers. It is recommended that Headquarters staff agencies institute a plan or prepare a pre-designated list of eligible officers, both field and company grade, to participate in military funerals.

4221. MILITARY AND CIVILIAN PERSONNEL PERFORMING TEMPORARY DUTY OR TEMPORARY ADDITIONAL DUTY (TDY/TAD) IN THE WASHINGTON, DC, AREA

1. There is a continuing requirement for this Headquarters to be aware of the presence of all military and civilian personnel performing TDY or TAD in conjunction with Marine Corps matters in this area. In that regard, staff agencies will furnish the following information concerning each traveler (officer, enlisted, or civilian) who reports directly to the staff agency, and will provide a copy of the traveler's orders to the CO, HQBn as expeditiously as possible (regardless of the traveler's reporting or non-reporting status):

- a. Name and grade.
- b. Parent command and billet assignment.
- c. Office code of staff agency sponsoring traveler.
- d. Phone number where traveler can be reached during working hours.
- e. Time/date of arrival.
- f. Time/date of departure.
- g. Location after working hours to include phone number.

2. The availability of quarters and messing facilities is determined by the CO, HqBn, or an authorized representative. Authority to verify quarters and messing availability has been granted to the DC/S I&L (LA).

4222. CHAPLAINS/RELIGIOUS AFFAIRS. Headquarters Battalion has one Protestant Chaplain. Bible Study is held every Monday at noon at HqBn Henderson Hall, building 29, room 100; Tuesday and Wednesday at noon in the Navy Annex, room G057A.

HQADMINMAN

SSIC  
Code  
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (\_\_\_\_\_)  
To: Deputy Chief of Staff for Manpower and Reserve Affairs  
(MMEA)

Subj: INTRADEPARTMENTAL REASSIGNMENT REPORT

1. (Name/grade/SSN/MOS) has been reassigned from (T/O, line number) to (line number/new code/billet title).

J. J. MARINE

Copy to: (As appropriate)  
CO, HqCo  
CO, HqBn  
DirAR (AR-2)

Figure 4-1.--Intradepartmental Reassignment Report.

**HQADMINMAN**

**ADMINISTRATIVE ACTION (5216)**

**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used  
SN: D109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 1300
3. DATE 20040608	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sergeant John J. Marine 234 56 7890/0151 USMC	5. ORGANIZATION AND STATION (Complete address) HQCo, HqBn, MCNCRC Henderson Hall 1555 Southgate Rd Arlington, VA 22214
6. VIA (As required) (1) DirOpnsDiv (PO) (2) DC/S PP&O	

7.  <b>TO:</b> [ ] Headquarters, U.S. Marine Corps Manpower and Reserve Affairs (MMEA) 3280 Russell Road Quantico, VA 22134-5103 [ ]	8. NATURE OF ACTION/SUBJECT REQUEST FOR SPLIT TOUR
	9. COPY TO (As required) DirAR (AR-1) Files, SNM

10. REFERENCE OR AUTHORITY (if applicable) (a) MCO P5000.21	11. ENCLOSURES (if any)
--	-------------------------

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)
1. Per the reference, I request reassignment to Administration and Resource Management Division or Judge Advocate Division.
  2. My expiration of active service (EAS) is \_\_\_\_\_; date current tour began (DTCB) is \_\_\_\_\_; and my qualifications or skills are \_\_\_\_\_.
  3. Reassignment to any other staff agency will/will not be agreed to.

J. J. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HDMC/JARAE May 98

**Figure 4-2.--Request for Split Tour**

HQADMINMAN

SSIC  
Code  
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (\_\_\_\_\_)  
To: Deputy Chief of Staff for Manpower and Reserve Affairs (MPC)

Subj: OVERSTAFF REQUEST

1. We request     (number of personnel/grade/MOS, with special qualifications, if required)     from     (beginning date)     through     (ending date)     (not to exceed 6 months).
2. (Provide justification.)

J. J. MARINE

Copy to:  
DirAR (AR-2)  
DC/S M&RA (MMEA)

Figure 4-3.--Overstaff Request.

HQADMINMAN

SSIC  
Code  
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (\_\_\_\_)  
To: Deputy Chief of Staff for Manpower and Reserve Affairs  
(MMEA)

Subj: STAFFING REQUEST

1. We request a replacement for (grade/name) who will  
(reason for request). A contact relief with (special  
requirements or qualifications, if needed) (is/is not) needed for  
(billet title/grade/BMOS) on (T/O/line number/MCC).

J. J. MARINE

Copy to:  
DirAR (AR-2)

Figure 4-4.--Staffing Request.

HQADMINMAN

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
HEADQUARTERS PERSONNEL

SECTION 3: TRAINING FOR HEADQUARTERS MILITARY  
AND CIVILIAN PERSONNEL

4300. GENERAL

1. Training for Military Personnel

a. Physical Fitness and Weight Control

(1) Individual Physical Fitness. All Marines are individually responsible for achieving and maintaining a satisfactory level of physical fitness as prescribed by the CMC.

(2) Physical Fitness Test. The Commanding Officer, Headquarters Battalion will conduct a semiannual physical fitness test for all personnel. The dates, times, and places of testing will be announced by separate directive.

(3) Weight Control/Personal Appearance. Heads of staff agencies will provide the Commanding Officer, Headquarters Battalion (S-3), the name, grade, social security number, office code, and telephone number of any Marine who presents an unsuitable military appearance as the result of being overweight or poor weight distribution as defined in current directives issued by the Commander, Naval Medical Command and the CMC. Furthermore, heads of staff agencies will ensure that their Marines are available to participate in the weight control program as prescribed by the Commanding Officer, Headquarters Battalion.

b. Small Arms Training. Marines must requalify with a service rifle and/or pistol prior to detachment for an overseas assignment. Contact the Commanding Officer, Headquarters Battalion (S-3), to arrange for requalification.

c. Education. Heads of staff agencies should encourage their Marines to increase their level of education and must allow their Marines ample opportunity to participate in the educational programs sponsored by the Commanding Officer, Headquarters Battalion.

2. Training for Enlisted Marines

a. Professional Development Education/Essential Subjects Training/Related Training. Heads of staff agencies are responsible for ensuring that enlisted Marines are made available for, and participate in, military training as prescribed by the Commanding Officer, Headquarters Battalion.

b. Military Correspondence Courses. Heads of staff agencies will:

(1) Encourage their enlisted Marines to enroll in courses available through the MCI to improve their general military knowledge, technical qualifications, and to prepare them for promotion.

(2) Advise their enlisted Marines, in the grades of lance corporal through sergeant, of the requirement to enroll in the MCI Course 03.0, "The Marine NCO," and complete it within 6 months after reporting for duty, if they have not already done so.

3. Training for Marine Officers. Policies concerning officer training are contained in the Marine Corps Manual 1980, paragraph 2404.

4. Workforce Development Program. The DirAR (ARH) coordinates the workforce development program available to civilian personnel of HQMC, as well as other commands in the area such as Marine Corps Systems Command (MARCORSYSCOM), Direct Reporting Program Manager, Advance Amphibious Assault (DRMP, AAA), Marine Barracks, Washington, DC (MARBKS 8<sup>th</sup>&I), and Marine Corps Institute (MCI). Additionally, the DirAR (ARH) provides training information on a variety of workforce development opportunities to increase employees' effectiveness on the job and improve their productivity. Workforce development courses, seminars and programs are offered on-site and through approved external services. To determine workforce needs and budget accordingly, the DirAR (ARH) conducts an annual personnel workforce development survey. The DirAR (ARH) ensures that the workforce development program is available for eligible employees. In this regard, the DirAR (ARH) will:

a. Conduct necessary surveys to determine course and funding requirements for HQMC's civilian workforce development.

b. Provide funding for per diem, travel, and tuition expenses for confirmed requests, excluding MARCORSYSCOM; DRPM, AAA, MARBKS 8<sup>th</sup>&I and MCI.

c. Review and recommend approval of travel orders issued to such workshop development programs for requirements that are not readily available in the National Capital Region.

4301. DETERMINATION OF TRAINING REQUIREMENTS. The DirAR (ARH) will conduct a survey during the fourth quarter of each fiscal year to determine workforce development and funding requirements for the Headquarters personnel and serviced activities. Each staff agency appoints an employee to serve as training coordinator for the year. The survey is distributed to the workforce development coordinator and the supervisors and managers of each agency. The DirAR (ARH) will coordinate the results of the workforce development survey to establish the workforce development plan.

4302. WORKFORCE DEVELOPMENT REQUESTS. Forward requests for specific training to the DirAR (ARH) via staff agency training coordinators for final approval and processing. Staff agencies are recommended to submit their DD1556 requests early enough to allow processing time for their requests. Government agencies and vendors programs often fill their classes early so timely submission is crucial. TAD orders (request for official travel) will also be submitted as appropriate, 2 weeks in advance of departure.

4303. WORKFORCE DEVELOPMENT QUOTA CANCELLATIONS. Historically, a number of course quotas requested by staff agencies are canceled each year. Many cancellations are reported as late as the day before the class begins. Last minute cancellations can cause:

a. Loss of training funds.

b. Inconvenience to substitutes and staff agencies because of short notice.

c. Vacant spaces for a course needed for personnel in other staff agencies.

d. Reduced Marine Corps quotas for future classes from internal and external government sources.

HQADMINMAN

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
HEADQUARTERS PERSONNEL

SECTION 4: TEMPORARY ADDITIONAL DUTY (TAD/TDY) AND PASSENGER  
TRANSPORTATION SERVICES

4400. RESERVED FOR FUTURE USE

4401. DOD TRAVEL ADVANCE POLICY

1. Effective management requires that travel advances be held to a minimum; that travel vouchers be submitted within established deadlines; and that travel vouchers be processed in a timely manner in order to recover any excess amounts advanced. Funds advanced for TAD travel are limited to the minimum out-of-pocket expenses the traveler is expected to incur. Reasonable steps to minimize travel advances required include the use of contractor-issued charge cards. At no time, however, should a Federal employee have to use personal funds to pay official travel expenses, unless the employee has elected not to use alternative resources made available by the Government (i.e., contractor issued charge cards).

2. Definitions. The following terms are frequently encountered in the administration of the Government's travel advance policy:

a. Frequent Travelers. Personnel in military pay grades E-7 or above or civilian grades GS-9 or above who are expected to travel on official TAD/TDY at least twice a year. Personnel below the stated pay grades who are required to travel at least twice a year may also be designated "frequent travelers" if they accept a contractor charge card.

b. Non-frequent Travelers. Personnel below the grades stated in paragraph 2a and personnel who are not expected to travel on official business at least twice a year.

c. Out-of-pocket expenses. Travel expenses which are not usually charged and must be paid using cash, personal check, or travelers check. Since "frequent travelers" are expected to charge lodging, rental cars, gasoline, and other automobile expenses, out-of-pocket expenses for a frequent traveler include meals, incidental expenses, and miscellaneous expenses for taxis, tolls, and parking. Registration fees are considered out-of-pocket expenses for both frequent and non-frequent travelers unless paid by DD 1556.

3. Frequent travelers are expected to use contractor-issued charge cards. Personnel may decline to apply for the charge cards, however, they will receive the same advance as those who have accepted the charge card. Additionally, reduced advances will remain in effect for personnel whose cards have been suspended or revoked because of delinquency. Cards may be withheld from personnel known to have financial difficulties. Once a card has been issued, however, the card holder will be responsible for payment of all expenses charged.

4. Travel advances to frequent travelers will be limited to the estimated out-of-pocket expenses (e.g., meals and incidental expenses, and miscellaneous expenses for taxis, tolls, parking, etc.). Travelers issued the charge cards are expected to charge major travel expenses (e.g., lodging costs, rental cars) to the contractor-issued charge card.

5. When a rental car is involved with travel, the traveler must present the orders to the local Passenger Transportation Office (PTO) prior to requesting advance payment from the Disbursing Office (DO). The PTO will endorse the orders indicating the daily rental car rate.

6. Contractor-Issued Charge Card

a. Application forms and instructions are available from the Director MCNCRC Comptroller (DirCompt) in room 1025, Navy Annex. Once the applications are filled out, they must be returned to DirCompt for processing and submission to the contractor. Charge cards will be mailed by the contractor to the applicant's home.

b. The charge card must be returned to DirCompt for destruction and return to the contractor prior to retirement, transfer, or resignation.

4402. PASSENGER TRANSPORTATION SERVICES

1. The PTO, building 29, HQBN, Henderson Hall, provides transportation services to military and civilian personnel traveling under orders while on official business.

2. It is DoD policy that strict economy be practiced in using passenger transportation. The means of transportation selected will satisfactorily meet DoD requirements for the lowest overall cost from the origin to final destination. Staff agencies are responsible for choosing the most economical means of transportation. Approved travel orders must be presented to obtain transportation.

3. General Transportation Policies

a. Travel Within the United States. Commercial transportation will be used for travel within the United States when available and meets military requirements.

b. Travel Beyond the United States. Government transportation will be used for travel beyond the mainland boundaries of the United States when such is available.

c. Use of Foreign Carriers. Foreign-registered carriers will be used only when the carriers registered under the U.S. flag are not available.

d. Port Call Procedures. The CO, HQBN is responsible for requesting port calls for all officers at HQMC.

e. Area Clearance. Travel to a foreign country in a TAD/TDY status may require a request for area clearance. Individual staff agencies should refer to paragraphs 4101.3 and 4402.2 of MCO P1000.6 and OPNAVINST 4650.11 for additional information.

4. Transportation in Connection with TAD/TDY

a. The PTO is fully automated with on-line computer terminals tied in directly with all domestic and international airline carriers. Through this terminal, PTO can make reservations and write tickets without a Government Transportation Request (GTR).

b. Travel agents will not be used for procuring tickets for travel in conjunction with TAD/TDY. Reservations will be made through the PTO as far in advance as possible, especially during holiday periods. Emergency or unforeseen requirements are fully recognized and will be processed as expeditiously as possible.

5. Traveler's Responsibility. The traveler is responsible for reporting unused transportation by the carrier when services actually furnished are of less value than those authorized on the GTR. Any unused tickets or portions thereof will be returned to the PTO to enable subsequent refund adjustments with the carrier concerned. Individuals are not authorized refunds from the carriers for unused tickets or services issued in exchange for GTR's/tickets. Accordingly, refunds received by individuals from the carriers shall be surrendered to proper authorities. Travelers who fail to protect the interest of the Government under such circumstances may subject themselves to a demand for payment of any resulting losses. Tickets/GTR's that are lost or misplaced will be reported immediately to the PTO.

HQADMINMAN

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
HEADQUARTERS PERSONNEL

SECTION 5: FITNESS REPORTS

4500. GENERAL. Fitness reports of military personnel (sergeants and above) assigned to HQMC will be prepared per the instructions contained in MCO P1610.7. Reporting officials will establish and enforce procedures to ensure completed fitness reports are treated as privileged information and are seen only by persons required to have knowledge of the fitness reports.

4501. REPORTING SENIOR/REVIEWING OFFICER. Chapter 2 of MCO P1610.7 outlines the factors to be used when identifying the reporting senior and reviewing officer responsible for completion of a particular fitness report(s). Table 4-1 identifies those personnel for whom the CMC and ACMC have reporting senior responsibility. Table 4-2 identifies reviewing responsibilities for this Headquarters.

HQADMINMAN

REPORTING SENIOR	OFFICERS TO BE REPORTED ON
Commandant of the Marine Corps	<ol style="list-style-type: none"> <li data-bbox="730 346 1443 619">1. <u>HQMC Officers</u>  Officers of the Office of the Commandant will be reported on or reviewed by the CMC per internal office procedures.   Chaplain, USMC (01600)   Director, Marine Corps Staff</li> <li data-bbox="730 640 1443 829">2. <u>All commanding generals outside HQMC for whom HQMC has reporting responsibility</u>   COMMARFORRES   CG MCRC</li> <li data-bbox="730 850 1443 1039">3. <u>Others</u>   Counsel for CMC is reported on by the General Counsel of the Navy with CMC input (Performance Appraisal)   CO, MarBks, Washington, DC</li> </ol>
Assistant Commandant of the Marine Corps	<ol style="list-style-type: none"> <li data-bbox="730 1060 1443 1123">1. Officers of the Office of the Assistant Commandant</li> <li data-bbox="730 1144 1443 1176">2. Director, MCOTEA</li> <li data-bbox="730 1197 1443 1228">3. Director, Safety Division</li> <li data-bbox="730 1249 1443 1598">4. <u>HQMC Officers</u>   DC/S for Installations and Logistics  Inspector General of the Marine Corps  AC/S Command, Control, Communications, Computer and Intelligence  Legislative Assistant to the Commandant  Director, Judge Advocate Division  Director of Public Affairs  Director, Health Services  Director of Marine Corps History and Museums (Performance Appraisal)</li> </ol>

Table 4-1.--Reporting Senior Responsibilities (Fitness Reports).

HQADMINMAN

REPORTING SENIOR	OFFICERS TO BE REPORTED ON
Director, Marine Corps Staff	<ol style="list-style-type: none"> <li>1. Secretary of the General Staff</li> <li>2. Director, Special Projects Directorate</li> <li>3. Director of Administration and Resource Management (Performance Appraisal)</li> </ol>
Deputy Commandant for Installations and Logistics	<ol style="list-style-type: none"> <li>1. COMMARCORSYSCOM</li> <li>2. COMMARCORLOGBASES</li> </ol>

Table 4-1.--Reporting Senior Responsibilities (Fitness Reports)--Continued.

HQADMINMAN

REVIEWING OFFICER	OFFICERS WHOSE REPORTS ARE TO BE REVIEWED
Commandant of the Marine Corps	<ol style="list-style-type: none"> <li>1. Officers reported on by the President; Vice President; Secretary of Defense; Chairman, Joint Chiefs of Staff; Vice Chairman, Joint Chiefs of Staff; Secretary of the Navy; Chief of Naval Operations; Commanders in Chief; Flag/General Officers of other services senior to ACMC.</li> <li>2. Officers reported on by ACMC.</li> <li>3. All general officers assigned to HQMC.</li> <li>4. CMC will endorse all general officer fitness reports, if CMC is not reviewing officer.</li> <li>5. Fitness reports prepared by the Legislative Assistant to the Commandant on the U.S. Senate and the U.S. House of Representative Liaison Officers.</li> <li>6. <u>Others</u> COMMARCORSYSCOM COMMARCORLOGBASES</li> </ol>
Assistant Commandant of the Marine Corps	<ol style="list-style-type: none"> <li>1. Fitness Reports marked by flag/general officers of other services.</li> <li>2. Fitness Reports marked by flag/general officers of other services senior to the heads of staff agencies.</li> <li>3. Officers reported on by heads of HQMC staff agencies.</li> <li>4. All colonel reports considered marginal/adverse are reviewed for information.</li> </ol>
Deputy Commandant for Manpower and Reserve Affairs	<ol style="list-style-type: none"> <li>1. Senior Marine, USNA</li> <li>2. Officers reported on by the AsstSecNav (M&amp;RA)</li> <li>3. All reports on LtCols and below considered marginal/adverse when review is not otherwise prescribed.</li> </ol>
Director, Personnel Management Division	<ol style="list-style-type: none"> <li>1. Colonels and below written by flag/general officers and their civilian equivalent when when review not otherwise prescribed.</li> </ol>
CG MCRC	<ol style="list-style-type: none"> <li>1. LtCols and below assigned USNA/NROTC.</li> <li>2. Reviews all other fitness reports when reviews not otherwise prescribed.</li> </ol>

Table 4-2 Reviewing Officer Responsibilities (Fitness Reports).

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REVIEWING OFFICER	OFFICERS WHOSE REPORTS ARE TO BE REVIEWED
Heads of Staff Agencies	<ol style="list-style-type: none"><li>1. Officers reported on by principal subordinates.</li><li>2. Officers filling external billets sponsored by their agencies for whom there is otherwise no reviewing officer.</li></ol>

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Table 4-2.--Reviewing Officer Responsibilities (Fitness Reports)--Continued.

HQADMINMAN

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF  
HEADQUARTERS PERSONNEL

SECTION 6: CIVILIAN PERSONNEL

4600. CIVILIAN EMPLOYEE ADMINISTRATION

1. Civilian employees are selected, assigned, paid, separated, and their billets classified following Office of Personnel Management and DON policies. Those policies are designed to ensure equal opportunity employment of the best qualified personnel. Administrative decisions must conform to both the intent and the letter of the law.

2. The DirAR (ARH) is responsible for the administration of the Civilian Personnel Program at HQMC. The Director, Human Resources and Organizational Management Washington, DC, ARDiv (ARH), is responsible to the DirAR for operation of the Civilian Personnel Program.

4601. CIVILIAN EMPLOYEE PUBLICATIONS

1. The DirAR (ARH) issues the following publications to keep civilian employees informed on the regulations, policies, and practices of civilian personnel administration.

a. Procedures for the administration and control of the Headquarters Civilian Personnel Programs are contained in Marine Corps Orders under the 12000 series.

b. Information of general interest to civilian employees will be published, as needed, in a Marine Corps Bulletin.

c. Articles of general interest to civilians and their supervisors are published approximately bimonthly in the Civilian Personnel Officer's Memorandum.

2. Anyone wishing to make comments, suggestions, or requests for information about these publications should contact the DirAR (ARH).

4602. DRESS CODE. As civilian representatives of the Federal Government and the U.S. Marine Corps, employees of Headquarters Marine Corps are expected to maintain a neat and professional appearance. While specific articles of clothing are not prescribed, all employees are expected to dress in a manner consistent with their official positions while on duty. Employees in professional and administrative positions as well as those who have extensive contact with members of other Federal agencies and/or the public are expected to attire themselves in a manner that is generally acceptable in the business community. During summer months, a more relaxed dress code may be allowed by heads of staff agencies. This does not, however, diminish each employee's responsibility to dress in a manner that is considerate of other employees and suitable for a Government office. A slovenly or offensive appearance is not appropriate.

4603. EMERGENCY DISMISSALS AND ESSENTIAL PERSONNEL DESIGNATION POLICY

1. The U.S. Office of Personnel Management (OPM) has established procedures for announcing employee dismissals and Federal agency closings during hazardous weather and other emergency situations in the Washington, DC, metropolitan area. The decision to close agencies or authorize early dismissal or late arrival will be communicated directly to the news media and via the OPM website at [www.opm.gov](http://www.opm.gov).

2. Employee Responsibility. All employees are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of weather or other emergency conditions. Employees are expected to be prepared to cope with difficult driving conditions and minor disruptions of public transportation facilities. On occasion, however, emergency situations prevent the opening of Federal offices and activities, prevent employees from getting to work, or create the necessity to dismiss employees early in certain areas.

3. Emergency Personnel. Emergency personnel are those who perform duties vital to the continuity of operations at the Headquarters and are required to be at work regardless of emergency situations or general dismissal authorizations. Heads of staff agencies are to identify emergency personnel, by job title or other appropriate means, and notify them of the special requirements placed on them for reporting to, or remaining at, their worksites in emergency situations.

4. Dismissal Policy

a. In the Absence of Appropriations. When, during the workday, early dismissal or closure is directed because of the absence of appropriations, the DirAR will pass official guidance to staff agencies by E-mail or telephonically. Heads of staff agencies will not release employees until officially notified by the DirAR. After normal working hours, decisions to temporarily suspend operations will be passed to and announced by the news media. Whether employees will be paid for absences under above circumstances will normally be addressed after operations are resumed.

b. Hazardous Weather or Other Emergency Conditions

(1) Disruptions before the workday begins. The OPM will provide one of the following five announcements to the media when a disruption occurs before the workday begins. These announcements do not apply to individuals who are designated as "emergency personnel." Emergency personnel are expected to report for work on time unless excused by their supervisors:

(a) "Federal agencies in the Washington, DC, area are OPEN; employees are expected to report for work on time." MEANS: Employees are expected to report for work on time.

(b) "Federal agencies in the Washington, DC, area are OPEN under an UNSCHEDULED LEAVE policy." MEANS: Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Employees must notify their intent to take unscheduled leave. Emergency personnel are expected to report for work on time.

(c) "Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive." MEANS: Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Emergency personnel are expected to report for work on time.

(d) "Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave." MEANS: Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Emergency personnel are expected to report for work on time.

(e) "Federal agencies are CLOSED." MEANS: Federal agencies are closed. Emergency personnel are expected to report for work on time. Non-emergency employees (including employees on pre-approved leave) will be granted excused absence for the number of hours they were scheduled to work. This does not apply to employees on leave without pay, workers' compensation, suspension, or in another non-pay status. Employees on alternative work schedules are not entitled to another AWS day off in lieu of the workday on which the agency is closed.

(2) Disruptions after the workday begins

(a) Early dismissal of HQMC civilian employees during a regular workday because of hazardous weather or any other emergencies may be authorized only after the DirAR receives official dismissal notification from the DON coordinating authority. The DirAR will rapidly pass the specifics to each staff agency.

(b) The OPM will provide the following announcement to the media when a disruption occurs after the workday begins. This announcement does not apply to individuals who are designated as "emergency personnel." Emergency personnel are expected to remain at work unless excused by their supervisors:

"Federal agencies in the Washington, DC, area are operating under an EARLY DISMISSAL policy. Employees should be dismissed by their agencies xx hours earlier than their normal departure time from work." MEANS: Employees should be dismissed by their agencies relative to their normal departure times from work. For example, if a 3-hour "early dismissal" policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave work earlier than their early dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their schedule workday. Employees on pre-approved leave for the entire day should be charged leave for the entire day. Emergency personnel are expected to remain at work.

4604. OVERTIME/COMPENSATORY TIME

1. The Office of Personnel Management administers the Fair Labor Standards Act (FLSA) (Public Law 93-259). This act brought Federal employees, as a group, in all three branches of the Government, as well as employees of nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces, within the purview of the FLSA. The significant provisions of the FLSA which apply to Federal employees include a minimum wage rate and compensation for overtime work.

2. Certain employees as outlined in the Federal Personnel Manual are exempted from overtime provisions of the FLSA, including employees in "Executive, Administrative, and Professional" positions and all employees serving in foreign areas. All others are called "nonexempt." All civilian positions at this Headquarters have been reviewed and designated as exempt or nonexempt. Block number 35 of the Standard Form 50, Notification of Personnel Action, contains this information.

### 3. Policy/Procedures

a. Work in excess of the regularly scheduled workday or workweek may be authorized when emergency situations arise. Compensation for such work may be by money payment (calculated on an overtime basis) or by granting compensatory time off.

b. Authority to approve requests for overtime or compensatory time work is vested in the DirCompt.

c. Requests for overtime work shall be submitted to the DirCompt on [NAVCOMPT Form 2282](#), Overtime/Compensatory Time Request and Authorization (7410) and will contain the following information:

(1) Type of compensation requested.

(2) Name, grade, periodic pay step of employee to perform work and whether employee is exempt or nonexempt.

(3) Date(s) of work and number of hours requested. Separate requests for each pay period are required when more than one pay period is involved.

(4) Specific justification.

(5) Signature and title of requestor.

(6) Additional justification for approval after the fact is required when overtime/compensatory time was not approved in advance of the time worked.

d. Requests for overtime/compensatory time shall be signed by the heads of staff agencies originating the requests. This authority may be delegated. The DirCompt will be informed by memorandum of the names of subordinates delegated this authority.

e. Requests for overtime/compensatory time authorization will be in writing and submitted to the DirCompt in advance of the proposed overtime/compensatory time period. When exigencies of the service preclude prior approval, interim approval may be obtained by telephone from the DirCompt. Written requests will then be provided not later than the first working day following the period of overtime/compensatory time worked.

f. Payment for authorized overtime will be made in hour and tenths of hour increments. Timekeepers will report overtime to the nearest minute on a daily basis on the individual's time card (NDW-NRFC 7410/17). At the end of each week the minutes of authorized overtime worked are totaled and divided by 60 to determine the number of hours and tenths of hours of overtime payable. Extra minutes may not be carried over to the next week since overtime may be accumulated on a weekly basis only--the week being from Sunday through Saturday. Pay for holiday work and night work will be computed on the same basis.

#### g. Supervisory Responsibility

(1) Under the FLSA, any work (in excess of the regular workweek) that the employer "suffers or permits" to be done must be paid at overtime rates. The fact that a supervisor knows that overtime work has been performed establishes a legal basis for overtime payments. This means that the nonexempt employee is entitled to compensation for overtime work performed--whether or not such work is "officially ordered or approved."

(2) It is the supervisor's responsibility, under the FLSA, to see to it that overtime work is not, in fact, performed except when payment for such overtime is intended, and he must keep accurate records concerning the hours worked by nonexempt employees.

(3) Supervisors will establish procedures to ensure that nonexempt employees are not permitted to perform overtime work unless specifically ordered or authorized to do so. Accurate records concerning the hours worked by nonexempt employees will be maintained.

h. Restrictions

(1) A limitation in funding requires that overtime be strictly confined to situations of temporary urgency or emergency. Supervisors and operating officials will critically examine all requests for overtime to ascertain that the work for which the request is made cannot be accomplished by any other means.

(2) Overtime shall be severely limited to cases of necessity, such as:

(a) Urgent matters affecting Marine Corps readiness.

(b) Bona fide emergencies when no other methods will accomplish needed work.

(c) As may be necessary in safeguarding life and property.

(d) In specific instances where savings can be clearly demonstrated with the use of overtime.

(3) Overtime/Compensatory Time Request and Authorization (7410) will be scrutinized in detail by the DirCompt and returned to the originating office should it appear that the request is unwarranted in that other arrangements could be made to accomplish the required work within the normal workweek.

(4) Employees will not be used for overtime work on any day on which they are absent on annual leave or sick leave, except under extraordinary circumstances justified individually.

(5) In no case will a person request authorization for overtime work for himself. The request must originate with the reporting supervisor of the person concerned.

(6) Section 5547 of Title 5, United States Code, limits the payment of overtime or crediting of compensatory time. No employee may receive compensation payment or compensatory time at a rate which will cause his gross compensation for any pay period to exceed the basic pay of an employee in the maximum scheduled rate for GS-15. This includes night differential and holiday compensation.

(7) Employees on TAD cannot claim compensation for overtime (either paid or compensatory) unless approved in writing by proper authority before it is performed as defined in the Federal Personnel Manual. Overtime will not include time spent in preparation of reports in connection with the assignment, but rather must involve a definite work assignment that cannot be accomplished during regular working hours. In those cases where the activity being visited requires the employee to perform work outside regularly scheduled working hours, and authorization could not be obtained in advance, authorization must be obtained in writing from the commander of the activity visited. If such authorization is not obtained, no compensation can be made for overtime performed.

i. Requirement to Work Overtime. Supervisors may require employees to perform approved overtime work outside the normal working hours or beyond the regular workweek. Absence or tardiness during periods of approved overtime reflect adversely upon the individual employee's cooperativeness and dependability.

j. Compensatory Time

(1) It is the general policy of the DoN, as contained in SECNAVINST 7000.11, that equivalent compensatory time off should be given for irregular or occasional overtime work of employees exempt from the FLSA and for those employees whose rate of basic pay exceeds the maximum rate for GS-10. Any exceptions will require a determination by the DirCompt.

(2) Exempt employees whose basic pay is at or below the maximum rate of basic compensation provided for grade GS-10 are entitled to choose between overtime pay and compensatory time off for all irregular or occasional overtime work they are required to perform. Employees whose basic pay is above the maximum rate of basic compensation provided for grade GS-10 may, at the discretion of the Director of Administration and Resource Management, be paid either overtime pay or granted compensatory time off for the irregular or occasional overtime work they are required to perform. In either case, they should be advised whether they will receive overtime pay or compensatory time off. The maximum amount of compensatory time allowed to accrue to an individual employee is eighty (80) hours. Additional hours of compensatory time may be accrued only after the maximum accumulation has been reduced through the taking of compensatory time off.

(3) Under the FLSA, nonexempt employees normally do not have the option of choosing between overtime pay or compensatory time off, and should be paid for all overtime worked. However, nonexempt employees may elect compensatory time off in lieu of overtime. The following statement must be typed on the Overtime/Compensatory Time Request and Authorization and be signed by each nonexempt employee involved:

"I voluntarily elect compensatory time off in lieu of overtime payment. I understand compensatory time off will be on an hour-for-hour basis.

\_\_\_\_\_  
(Employee signature required)

(4) The actual scheduling of time off for earned compensatory time is at the discretion of the proper administrative official.

(5) Compensatory time will be calculated on a straight time basis, not on an overtime basis.

(6) Compensatory time will be used as soon as possible after becoming due and will be used before any charge to annual leave, except in the situation where leave is restricted and an employee carrying the maximum amount of annual leave would lose it at the end of the year. In this case annual leave may be charged for leave taken. This decision must be made at the time the leave is taken.

k. Overtime and Compensatory Time Worked

(1) Employees will be compensated only for time actually worked. Supervisors and certifying officials should ascertain that the hours claimed as overtime or compensatory time worked is correctly reported.

(2) The Overtime/Compensatory Time Report (NAVMC HQ 812 (7-90), Figure 4-6) must be completed for all authorized overtime and compensatory time worked. This reporting requirement is exempt and requires no symbolization. Local reproduction of NAVMC HQ 812 is authorized.

(a) Each employee who works overtime must sign this report, showing the actual time he/she begins such work and the time he/she leaves. Time taken for lunch periods must be shown, since time worked may not include lunch periods.

(b) The supervisor and certifying official must sign NAVMC HQ 812 (7-90) and submit it with the time card (NDW-NRFC 7410/17) to the DirCompt.

(3) The time shown on NAVMC HQ 812 (7-90) will be verified and, if it differs from the time shown on the time card, the discrepancy will be called to the attention of the unit timekeeper.



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CHAPTER 5

HEADQUARTERS SERVICES

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 1: HEADQUARTERS SERVICES

5100. SUPPLY REQUISITION PROCEDURES

1. Purpose

a. This chapter establishes the supply policies for effective control of equipment/consumable supplies processed through the Marine Corps National Capital Region and Henderson Hall, HQBN. Understanding and executing these supply policies are essential for effective requisitioning, and materiel management necessary to ensure mission accomplishment.

b. Administrative Supply requests will be submitted through Boise Office Solutions website. All open purchase or credit card purchases must be procured utilizing PR Builder, telephone requests for supplies will not be accepted.

2. Responsibilities

a. Customer Delivery (Navy Annex). Customer equipment orders are delivered to the Navy Annex room (1201) and are available for customer pick-up during the following times: Monday through Friday 0830-1100. Afternoon pick-ups are available Tuesday 1300-1600.

b. Customer Delivery (Pentagon). Customer equipment orders are delivered to the Pentagon loading docks (RDF) ON Tuesdays and Thursdays at 1330 to 1400. Also, office supplies for the Pentagon are available at the "Light House for the Blind" formally known as Defense Supply Support Washington (DSSW) Self Service Store, located in room 1E700 using GCPC funded with agency funds.

3. Procurement Consumable Supplies

a. Designated purchasing officials within the HQMC staff agencies will requisition consumable supplies via the Internet to HQBN supply using a third party vendor website (Boise Office Solutions). HQMC staff agencies Fund Administrator's (FA's) screen user requirements and ensure funding is available before releasing orders to third party vendor for shipment.

b. HQBN supply personnel will screen, record and validate all supply request before releasing orders to a third party vendor for shipment. Complete instructions for login ID's, passwords, ordering restricted items, delivery sites and ordering SOP's can be found in the HQBN supply website at <http://hqinetool.hqmc.usmc.mil/hh/>.

c. Consumable supplies are defined as any item of supply that is normally expended, or used up beyond recovery in the use for which it is designed or intended. Expendable desk accessories such as perforators, desk trays, pencil sharpeners, wastebaskets, staplers, typewriter/printer ribbons, and all consumable paper supplies.

d. Property

(1) Non-consumable items such as blackboards, briefcases, chair mats, clocks, easels, and portable partitioning. Items known to be open purchase, such as rubber stamps, specialty items such as drafting equipment, supplies, and other items not normally found in offices should be requisitioned

separately. All requisitions for open purchase items must contain full descriptions, including applicable part or catalog numbers, source of supply if known, and any other information to assist in identifying and locating the item to be purchased. All requisitions for open purchase of items by brand name, or specific items that are similar to those stocked by GSA stores, must be submitted utilizing PR Builder.

(2) Word processing and personal computer supplies including magnetic discs, disc storage units, printwheels, ribbons, equipment accessories and attachments, software, etc., require written justification and approval by branch heads.

(3) Requests for security containers; i.e., safes and safe cabinets, require review by the DirAR (ARS) and should be requisitioned separately.

e. Services. Installation or modification of telephone or intercommunications facilities.

f. Furniture. Desks, chairs, tables, stands, bookcases, clothing racks, and filing equipment. (To purchase new or replace, responsibility of HQBN for HQMC staff agencies)

5101. SECURITY OF OFFICE EQUIPMENT. To ensure the security of office equipment, lock up pilferable items during nonworking hours. Report missing Government property immediately to the FPS, room 1036, ext. 42121, and follow-up with a memorandum report to the DirAR (ARS), via the staff agency Responsible Officer (RO), by the first working day following discovery of the loss.

5102. ASSIGNMENT AND DUTIES OF RESPONSIBLE OFFICERS

1. Anyone acting in a command or supervisory capacity may be assigned duties as a RO, and will be responsible for all accountable property issued to their account.

2. Heads of staff agencies, or their designated representative, will nominate RO's in writing, when a new account is established or at least 20 days prior to the relief of a currently CMR clerk (see Figure 5-1).

3. RO controlled property includes office machines, nonexpendable, accountable-type items and equipment, and such other expendable or highly pilferable-type items for which custodial controls are specified in MC0 P4400.150 and UM4400-15. Local policies are established by the Commanding Officer, and the Supply Officer of HQBN, Henderson Hall MCNCRC.

a. Formal Account. All nonexpendable items under \$15,000 which do not need maintenance agreements such as general officer furniture and flags, and items containing serial numbers such as handheld calculators, electric pencil sharpeners and staplers, microfiche viewers, desktop calculators, ADP equipment, and other items as specified HQBN supply policy.

b. Plant Property. All items with an initial acquisition cost in excess of \$15,000 such as copy machines, reader/printer equipment, and computer/word processing systems. Any time a serialized item or component is removed/relocated or replaced, the action will be reported in writing to HQBN Supply.

4. Appointed RO's will ensure property under their charge is safeguarded, maintained, administered, and accounted for at all times.

a. RO's will obtain subsidiary receipts from the persons having possession of public property. Either a locally devised receipt or Equipment Custody Record (4440) form (NAVMC 10359) will serve this purpose.

b. RO's will ensure transfers of accountable public property are properly documented. In no case is an RO relieved of accountability for public property without appropriate documentation. RO's are not authorized to give away, loan, or dispose of public property.

5. The following procedures apply for all accountable public property in the custody of RO's:

a. A formal account Consolidated Memorandum Receipt (CMR) serves as the formal control document for all nonexpendable accountable items and specified expendable items requiring custodial control.

b. A plant account CMR serves as the formal control document for all plant account accountable items.

c. The original, signed CMR's are kept in the Property office at HQBN Supply.

d. RO's are given a duplicate copy of the CMR for use in verifying the formal property and plant account items charged to their account.

e. Signed copies of DD form 1348-1's are needed for any turn in, transfer, issue, or disposal of gear. All DD form 1348-1's will be generated by the property office at HQBN Supply.

f. The issue or turn-in of accountable items will be noted on the original CMR as transactions occur. It is the RO's responsibility to make similar entries on the retained copy of the CMR.

#### 5103. BUILDING MANAGEMENT

1. Housekeeping and Cleanliness. The building managers of FOB #2 and the Pentagon are responsible for keeping the building and grounds neat and clean. Although custodial services have been contracted to do the cleaning, each person is responsible for keeping their work area clean.

a. Custodial cleaning services traditionally include:

(1) Daily emptying of wastebaskets, dusting and spot vacuuming; complete vacuuming and sweeping weekly; and monthly mopping and buffing of tile floors. Daily cleaning of restrooms, sweeping or vacuuming of entrances, lobbies, and corridors, and policing of entrances, lobbies, and corridors.

(2) Report problems to the DoD Building Manager.

b. Placing unserviceable or excess furniture, equipment, partitions, and extraneous items such as skids, empty boxes, and obsolete publications in public corridors is prohibited by building regulations.

c. Occupants are responsible for arranging the removal of excess furniture and material as follows:

(1) Submit a requisition to the CO, HQBN to request pickup of excess, unserviceable furniture, equipment, partitions, and other non-chargeable items. These items will be held in the office spaces until they can be picked up.

(2) Call the DoD Building Manager to arrange pickup of bulk paper items such as obsolete files, computer printouts, and publications.

2. Building Equipment. Personnel may not move door sign holders and other building equipment from one room to another. Contact the DoD Building Manager for desired changes

3. Central Air conditioning/Heating. Federal Property Management Regulations specify that, during working hours, room temperatures will be kept at 78-80 degrees Fahrenheit in the summer and 65-68 degrees Fahrenheit in the winter. Central systems are monitored and controlled by building engineers through a series of central control panels. Buildings are cooled and heated by a combination of fresh air and chilled/hot water convector systems. The air vents provide circulation while the convector units provide the cooling/heating of internal air. System effectiveness depends on equalized air pressure throughout the building. The blocking of fresh air vents, opening of windows, or storing of material in front or on top of convector units could cause improper functioning of the system, not only in the immediate area but in all rooms of the wing or zone. Any malfunctions in the cooling/heating system or equipment should be reported to the DoD Building Manager.

4. Energy Conservation. Federal Property Management Regulations mandate the practice of energy conservation in all DoD-controlled space. Cooling and heating of space and lighting should be reduced to minimal acceptable standards for personal comfort. Employees are encouraged to:

- (1) Use minimum artificial lighting during daylight hours.
- (2) Keep all unnecessary lights turned off, such as those in storerooms, closets, or other spaces not being occupied.
- (3) Turn off lights, machines, and appliances when leaving the work area.
- (4) Keep windows and outside doors closed at all times.
- (5) Draw or partially close blinds, shades, and draperies on the sunny side of the building during hot weather and open during cold weather for solar heat gain.
- (6) Notify the DoD Building Administrator of any areas requiring service to prevent waste of utilities.

#### 5104. BUILDING ALTERATIONS

1. DoD (WHS) provide building alteration services including construction and removal of permanent partitions, installation and relocation of electrical outlets or power poles, and painting. The Washington Headquarters Services Building Administrator must approve all alterations. Projects of major proportions require further approval by the Federal Building Fund Administrator of the Naval District of Washington (NDW) and the Office of the Secretary of Defense (OSD). As such, all proposed moves involving alterations must be coordinated with the DirAR (ARD). Submit all requests for alterations indicating work required to the DirAR (ARD).

2. Extension Cords. Extension cords will not be used as a substitute for permanently installed receptacles. If used as temporary power source, extension cords will:

- a. Be approved by an underwriters laboratory and be of heavy duty design.
- b. Be three-wire with the three-wire properly installed as an equipment ground connection.
- c. Be protected against accidental damage that may be caused by traffic, sharp corners, or pinching in doors. They will not be fastened with staples, hung from nails, suspended by wire, etc.

3. Unauthorized Alterations. Federal Property Management Regulations prohibit individual "self-help" alterations or improvements in any DoD-controlled space. Only DoD may make alterations and improvements. Any individual making unauthorized alterations or improvements will be held financially responsible for restoring the space to its original condition.

4. Contract Modifications. Approved alteration work requests are binding contracts between the Marine Corps and DoD, therefore no changes negotiated between occupants and workmen are authorized. If legitimate requirements have changed, contact the DirAR (ARD) to either modify or cancel the approved work request.

#### 5105. HEADQUARTERS BULLETIN BOARDS

1. The DirAR (AR-1) maintains the bulletin board located between rooms 1018 and 1020. Individuals who desire to post an advertisement will prepare it on a 4x6 card, using the following guidelines, and submit it to the DirAR (AR-1), room 1022.

a. Type or print advertisement lengthwise (see Figure 5-2).

b. List the owner's name, organization, office phone, and room number on the back of the card.

c. Use an appropriate heading (i.e., House for Sale, Auto Wanted, Furniture for Sale, etc.) with only similar items on one card.

2. Acceptable advertisements will be posted for 45 workdays and then removed. If space on the board permits, advertisements may be renewed upon request.

3. Commercial, help wanted, personal service, organizational or club notices, and similar-type advertisements will not be accepted or displayed.

4. Heads of staff agencies who maintain a bulletin board will ensure:

a. Written regulations governing the use of bulletin boards under their cognizance are published and outline the types of items acceptable for posting.

b. Bulletin boards are kept in a neat, orderly manner and only official matter is posted. Recreational information is considered official matter.

c. Bulletin boards are inspected frequently to ensure no material prejudicial to the maintenance of good order and discipline is displayed.

#### 5106. POSTING OF NOTICES AND OTHER MATERIALS ON WALLS, DOORS, AND ELEVATORS OF FEDERAL BUILDINGS

1. Following DoD Public Building Service (PBS) regulations, all items for posting will be placed on bulletin boards only. No material is to be fastened to walls unless approved by DoD Building Administrator.

2. Posting material by taping to walls, doors, and elevators is unsightly and causes damage to the surface finishes involved.

5107. SMOKING IN HQMC OCCUPIED SPACES. A smoking policy has been established per guidelines set forth by DoD. Regulations for smoking in HQMC-occupied spaces, except Henderson Hall, are published and distributed by the Building Administrator in the form of Washington Headquarters Building Circulars. Specific policy covering HQMC personnel are outlined in MCO 5100.26. The policy states that smoking is prohibited except in designated areas. Unless otherwise designated by the DirAR, smoking is prohibited in all HQMC assigned spaces; i.e., those spaces specifically designated for use or occupied by HQMC

personnel, such as offices, auditoriums, conference rooms, training areas, lobbies, corridors, elevators, stairwells, restrooms, eating areas, warehouse, storage, and loading dock areas.

5108. PROHIBITION ON ALCOHOL. Alcoholic beverages are not permitted on the Pentagon Reservation without written permission from the ACMC. Submit requests for the use of alcoholic beverages to the ACMC via the DirAR. The DirAR will forward such requests to the ACMC for approval or disapproval, and provide a copy of any approvals to the Defense Protective Service.

5109. ENTRAPMENT IN ELEVATORS. Elevator malfunctions are extremely dangerous to both passengers and rescuers. To reduce the possibility of physical injury, the following procedures shall be observed:

1. Engage the alarm bell inside the elevator car.
2. Use the elevator telephone to call authorities as outlined on posted emergency instructions. If no instructions are posted, passengers should call their office and request the Building Manager or Federal Protective Service be notified.
3. Wait for DoD authorized elevator mechanics.
4. Do not try to force open elevator doors or leave stalled elevator cars unless instructed to do so by DoD elevator mechanics.

5110. FUNDING FOR HEADQUARTERS IT EQUIPMENT AND SERVICES

1. AR Division (ARI) is funded to support most non-NMCI Information Technology Equipment (ITE) requirements. Non-NMCI ITE requirements include only those hardware devices and services not supported by NMCI. It must also be noted that ARI is not funded to purchase non-NMCI desktop computers, laptop computers, or servers as those devices are supported under MARCORSSYSCOM's Marine Common Hardware Suite (MCHS) program. To purchase non-NMCI items, customers must submit their requirements using the C4-sponsored IT Waiver Procurement System. If the request is approved, customers must then submit their requirements via the Electronic Requisitioning System (ERS). Funding availability will be determined by the ARI ITE commodity manager. If funding is not available, the request will be returned requesting the customer to either provide their own funding or for re-submission later in the fiscal year when additional AR funding may be available.

2. AR Division (ARI) is funded to support most telecommunications requirements (equipment and services). Customers submit their requirements via the Electronic Requisitioning System (ERS).

HQADMINMAN

4400  
Code  
Date

MEMORANDUM

From: Appropriate Headquarters Staff Agency  
To: Supply Officer, Headquarters Battalion, Henderson Hall

Subj: ASSIGNMENT AND DUTIES OF RESPONSIBLE OFFICER

Ref: (a) MCO P4400.15, Consumer-Level Policy Manual  
(b) MCO P5000.21, HQADMINMAN

1. Effective (20 days prior to relief), (New RO name and grade)  
will assume the duties of RO for account number \_\_\_\_\_ relieving  
(Name and grade).

2. The above individuals will conduct a joint inventory of all custodial and plant property on charge and report all overages or shortages in writing to the Commanding Officer, Headquarters Battalion by the above effective date. The references refer.

3. The RO will report to Battalion Supply, Henderson Hall to sign the original Formal Account and Plant Account CMR.

J. J. MARINE

HQADMINMAN

HOUSE FOR SALE - \$266,500

3 Bedroom, 1½ bath, brick rambler, near schools, bus, and shopping.

In Alcovia Heights, 1001 7th Street, Arlington, VA.

Home telephone: (703) 311-0000. Located 4 blocks from Columbia Pike.

(703) 614-6000 DWH (Picture optional) (703) 971-8888 AWH

Figure 5-2.--Advertisements.

HQADMINMAN

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 2: COMMUNICATIONS SERVICES

5200. HEADQUARTERS MESSAGE SERVICES

1. The HQMC Defense Message System (DMS) Local Control Center (LCC) operates under the cognizance of the DirAR and with Navy Liaison support provided by the Director of Administration Office, Bureau of Naval Personnel (Pers 01). The DMS LCC sends, receives, records, and distributes all general service command messages for 235 Navy and Marine Corps subscribers. The DMS LCC operates under the guidance provided by MCO P2000.5, DMS LCC Standing Operating Procedures.

2. The Intelligence Division (INTS) is responsible for transmitting and receiving messages over the Defense Special Security Communications System for Headquarters Marine Corps.

5201. TELECOMMUNICATIONS

1. Departmental telephone equipment is installed for official business only. All existing and new systems will conform with the following DoD guidelines to ensure overall DoD component equipment levels are not exceeded.

a. The established ratio of branches (main lines) is one for each three personnel assigned.

b. The ratio of instruments to personnel normally should be no more than 8 instruments per 10 personnel.

c. The common telephone instrument is a 10-button set.

d. Multi-button telephone stations with no more than 34 buttons are authorized for secretaries or receptionists responsible for central answering services. To receive such instruments requires written justification.

e. Private line equipment, automatic signaling circuits, speakerphones, spokesman equipment, answering devices, automatic dialing equipment, and dial intercommunications equipment are primarily convenience items and their use severely restricted and not normally authorized. Requisitions for the above items must be justified and approved by Defense Telecommunications Services - Washington (DTS-W).

2. All telephone failures on exchanges 614, 693, 695, 696, and 697 shall be reported as follows:

a. Line problems (no dial tone, etc.) dial 9-611.

b. Station equipment problems (buttons, lights, intercoms, etc.) dial ATTIS at 1-800-327-6567 and furnish the following:

- FOB #2: Provide location code IL#0133429514, the telephone number, room number, point of contact, and describe the trouble.

c. If the problem cannot be identified, contact the DirAR (ARI), ext. 33089 and request assistance.

3. Send requests for telecommunications services involving the disconnection, movement, installation, or changing of equipment numbers with written justification on a NAVMC HQ 333 to the DirAR (ARI). The requisition will specify the service required, room number location, and floor plan. Allow at least 20 working days before the service is required.

a. Requests for new telephone numbers must meet DoD criteria, contain complete justification citing the class of service required, and be approved by appropriate authority. Access to Defense Switched Network (DSN) A7-Unrestricted is limited to 40 percent of DoD numbers in use. Classifications of services available are:

(1) A9-Restricted Basic. Provides telephone access to all Government centrex systems in the National Capital Region (NCR). This class of service does not provide access to DSN (8-level), local commercial (9-level + commercial exchange), long distance operators (0-level), or direct dial (9-level + Area Code).

(2) A7-Unrestricted Basic. Provides telephone access to all Government centrex systems in the NCR, DSN, local commercial, long distance operators, and direct dial.

(3) B5-Unrestricted. Provides telephone access to Government centrex systems in the NCR, and local commercial. This class of service does not provide access to DSN, long distance operators, or direct dial.

(4) B1-Unrestricted. Provides telephone access to Government centrex systems in the NCR, local commercial, long distance operators, and direct dial. This class of service does not provide access to DSN.

b. The normal new installation will be A9-Restricted service, except when the user is required to make calls outside the DoD Government systems. When justified in writing, the minimum classification of unrestricted service will be provided to permit performance of normal duties.

c. The number of branch lines in use and the classification of service provided is the primary basis for allocating costs to the DoD. Therefore, requests for new numbers must be kept at a minimum, and service classification as restrictive as possible.

d. Telephone numbers exclusively for data or facsimile equipment will not be incorporated into normal office telephone systems.

4. Installation and user costs have risen dramatically in recent years. Based on charges prorated to HQMC by DTS-W the monthly cost of each telephone instrument presently ranges between \$35 and \$45. Rate increases granted to C&P Telephone Company by the Virginia State Corporation have had a direct impact on Headquarters telecommunications costs. Annual or semiannual rate increases in one form or another have been traditional rather than the exception and are expected to continue in the foreseeable future resulting in restrictions on the number of lines that can be provided for Headquarters Marine Corps.

#### 5202. TELEPHONE USAGE

1. The following types of telephone calls are made to and from HQMC:

a. Local DoD Calls. Local DoD calls are placed to other DoD organizations in the NCR. These calls may be placed from any 61- or 69-number by dialing the last five digits of other 61- or 69-numbers, or 9 plus seven-digits for other centrex exchanges. There is no charge for these calls.

b. DSN Calls. DSN calls are placed to most military installations in CONUS. These calls can be placed only from A7-Unrestricted class, by dialing 8 to gain access and the appropriate seven-digit number. Since DSN is the most economical means of long distance communications between subscribers, it will be used unless the urgency demands that a commercial, long distance call be made.

c. Local Commercial Calls. Local commercial calls are placed to commercial exchanges within the Washington local calling area. These calls can be placed only from A7, B1, and B5-Unrestricted class 61- or 69-telephone by dialing 9 and the seven-digit commercial number. Each local commercial call averages \$.10, creating a cumulative cost from \$75,000 to \$90,000 annually to HQMC. Avoid calls to local exchanges that are placed by dialing the area code plus seven-digit telephone number as they are billed as toll calls at unnecessary higher costs.

d. Long Distance Calls. Long distance calls are placed to any point outside of the Washington calling area, through DoD operators or by direct dial. These calls can be placed only from A7-Unrestricted or B1-Unrestricted 61- or 69-numbers by dialing 9, the area code, and the seven-digit number desired or, when necessary, dialing 0 and providing the operator with the area code and seven-digit telephone number desired, and the number from which the call is being placed. Operator assisted calls are billed at full commercial rates and must be limited.

(1) Make long distance calls only for official business when necessary to prevent travel, or when an urgency exists that cannot be satisfied by more economical means, and the destination point is not available through DSN facilities.

(2) Calls dialed directly into the long distance system are automatically registered and billed monthly. All long distance calls, whether direct dial or placed through operators, must be recorded in order to verify against billing. Show the date of the call, number called from, and the number and place called to. Limit long distance calls to 5 minutes or less.

(3) Heads of staff agencies should issue appropriate instructions to their personnel on the control of local and long distance telephone usage.

2. Toll call records are kept for 6 months to verify against monthly bills. Records should be arranged to allow copying of entries upon request.

3. Personnel may use Government telephones to place personal local and long-distance calls provided the calls (1) do not adversely affect the mission of the employee's organization or the performance of the employees' official duties, (2) are of reasonable duration and frequency, (3) reasonably cannot be made at another time, and (4) do not result in a charge to the Government even if the employee intends to reimburse the Government. A personal long-distance call must be to an 800-toll free number, charged to an employee's home number or another non-Government number, charged to the called party if a non-Government number, or charged to a personal telephone. Reimbursing the Government for unauthorized calls does not exempt violators from disciplinary action. Use of DoD command and control networks (DSN and Red Switch) is not authorized for personal calls. Examples of permissible types of personal calls includes:

- (1) Checking on a family member.
- (2) Making or canceling personal appointments.
- (3) Checking on the status of home or automobile repairs.

(4) Notifying the family of unforeseen Government overtime requirement or other changes in schedule.

5203. TELEPHONE DISCIPLINE

1. Various regulations cover the use of Government telephones and the penalties for fraud by wire, radio or television, or schemes to obtain free telephone service. Criminal penalties can also be levied on persons for destruction of communications equipment operated or controlled by the United States, or for willfully or maliciously obstructing or interfering with the Government communications system.

2. As taxpayers, it is in the best interest of all Government employees to reduce operational costs by using the telephones as little as possible while still accomplishing the mission. The cost of daily operations can be reduced by:

a. Eliminating excess telephones and equipment by following DoD criteria contained in paragraph 5202 herein.

b. Eliminating telephone abuse in the form of personal calls made from Government telephones.

c. Ensuring telephone move requests are mission essential to office functions and that the expense incurred (estimated at \$80) for moving a set is fully justified and in the best interest of the Government.

3. Third Party Calls. C&P Telephone Company billings for third party and collect calls from non-Government telephones charged to HQMC numbers have been on the rise. Many of these calls appear to have been made in violation of regulations, or were unnecessary. The following procedures will be followed to control third party calls:

a. Send requests for authority to make third party calls to the DirAR (ARD) and provide:

(1) The name and residential telephone number of the individual required to initiate calls when conducting official Government business.

(2) Justification for the third party calls.

(3) The destination (city/state), name and telephone number of the place(s) normally expected to be called when conducting official Government business.

b. The DirAR will approve or disapprove requests.

c. Where authorization has been granted, a log will be kept with the following information:

(1) The Government telephone number calls are charged to.

(2) The date calls were made.

(3) The place and telephone number called from.

(4) The place and telephone number called to.

d. Certifying officers will need this information to verify charges when bills are forwarded for certification.

e. Third party charges billed to HQMC where written authorization has not been granted, will be refused and rebilled to the originating telephone number.

#### 4. Responsibilities

a. Supervisors and managers will:

(1) Ensure that all military and civilian personnel abide by the regulations.

(2) Identify all excess telephone stations and equipment and promptly request removal. (Submit requests to the DirAR (ARI).)

(3) Ensure all requests for telephone installations or relocations are essential to staff agency functions, fully justified, and in the best interest of the Government.

b. Staff agency Telecommunications Control Officers will:

(1) Review monthly call detail printouts of all local and long distance calls.

(2) Verify that all calls were made for official business.

(3) Identify any unauthorized (personal or directory assistance) calls and the person(s) responsible, collect the costs of those calls from those responsible, and initiate appropriate disciplinary action.

(4) Forward the printout to the staff agency head for certification and return it to the DirAR (ARI). Staff agency heads may delegate responsibility for their certification to division directors or their executive assistants, as appropriate. Copies of the letters delegating the authority will be provided to the DirAR (ARI) for retention.

c. The DirAR (ARI) will:

(1) Review requests for installation, relocation, and removal of telephone stations and equipment, and if the justification supports the cost involved, forward the request to the DTS-W.

(2) Return staff agency telephone requests if the justification does not support the cost involved.

(3) Periodically spot check the HQMC call detail printout and request justification for any unusual charges.

d. All personnel assigned to or working in HQMC will comply with these regulations and take positive steps to reduce the Headquarters Marine Corps telephone costs.

5204. FACSIMILE TRANSMISSION (FAX). Facsimile official correspondence requires the same control and accountability as all other types of official correspondence. Transmission of classified material is authorized only on secure FAX equipment networks.

5205. TELEPHONE RECORDINGS. Recordings of telephone conversations must be justified by military necessity. Recordings will be made only with the prior consent of the party being recorded. All recording apparatus will be equipped to deliver the proper tone signal on the line during conversation and shall consist of a short high beep every 15 seconds.

5206. REDUCTION OF TELEPHONE AND MESSAGE TRAFFIC IN AN EMERGENCY. When an actual or simulated emergency arises, or is anticipated, it is necessary to reduce the volume of message and long distance telephone traffic sent over communications systems. The reduction is made by issuing an order to "MINIMIZE." Regulations on the minimize system are contained in MCO P2000.5, Arlington Annex Communications Center Standing Operating Procedures.

5207. TELEPHONE PRECEDENCE SYSTEM

1. General. A telephone precedence system, similar to the one in effect for written messages, has been set up to improve the ability of DoD telephone users in completing urgent calls. The precedence of a call is based entirely on the urgency of the information being exchanged.

2. Applicability. The precedence system applies to all voice communication facilities of the DoD.

3. Guidance

a. The precedence system can be a valuable aid in effecting rapid communication on urgent matters. Abuse of the system completely nullifies its usefulness to all telephone users.

b. The success of the system depends entirely on the conscientious application of the guidelines stated herein for the use of each precedence level.

4. Description of Precedence Levels and Guidelines for Application

a. Precedence Designator -- FLASH

(1) Numerical Category -- 1

(2) Transmission Preemption -- Transmission preempt has precedence over calls of lower precedence. Preempts lower precedence calls to obtain a circuit. May be preempted by the use of the FLASH OVERRIDE capability available to:

(a) The President, Secretary of Defense, and Joint Chiefs of Staff;

(b) Commanders of the Unified and Specified Commands when declaring either Defense Condition One or Defense Emergency;

(c) CINCNORAD when declaring either Defense Condition One or Air Defense Emergency.

(3) Application -- FLASH precedence is reserved for alerts, warnings, or other emergency actions having immediate bearing on national, command, or area security (e.g., Presidential use; announcement of an alert; opening of hostilities; land, air or sea catastrophes; intelligence reports on matters leading to enemy attack; potential or actual nuclear accident or incident; implementation of services unilateral emergency actions procedures, etc.).

b. Precedence Designator -- IMMEDIATE

(1) Numerical Category -- 2

(2) Transmission Preemption -- Preempts lower precedence calls.

(3) Application -- IMMEDIATE precedence is reserved for vital communications:

- (a) Having an immediate operational effect on tactical operations;
- (b) Which directly concern safety or rescue operations;

(c) Which affect the intelligence community operational role (e.g., initial vital reports of damage due to enemy action; land, sea, or air reports which must be completed from vehicles in motion such as operational mission aircraft; intelligence reports on vital actions in progress; natural disaster or widespread damage; emergency weather reports having an immediate bearing on mission in progress; emergency use for circuit restoration; use by tactical command posts for passing immediate operational traffic, etc.).

c. Precedence Designator -- PRIORITY

(1) Numerical Category -- 3

(2) Transmission Preemption -- Preempts ROUTINE calls.

(3) Application -- PRIORITY precedence is used for calls needing prompt completion for national defense and security, the successful conduct of war, or to safeguard life or property; but do not require higher precedence (e.g., reports of priority land, sea, or air movement; administrative, intelligence, operational, or logistics activity calls needing priority action; calls that would have a serious impact on military, administrative, intelligence, operational, or logistics activities if handled in a ROUTINE call). Normally, PRIORITY will be the highest precedence which may be assigned to administrative matters for which speed of handling is of paramount importance.

d. Precedence Designator -- ROUTINE

(1) Numerical Category -- 4

(2) Transmission Preemption -- Handled sequentially as placed by calling parties.

(3) Application -- ROUTINE precedence is used for all official telephone communications not requiring assignment of a higher precedence. Most calls will be of ROUTINE precedence. ROUTINE precedence should be used by all users, even though the authority and the capability have been given to use a higher precedence.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 3: MAIL SERVICE

5300. OFFICIAL MAIL

1. Only official postal service is available at this Headquarters, to include registered, certified, insured, and express mail. The Administrative Aide Under Secretary of the Navy (AAUSN), exercises administrative and technical control over mail policy matters and requests for information or any mail service problems should be directed to that office.

2. All official mail handled and processed by the AAUSN will follow the Department of Defense Postal Manual, Volumes I and II (DoD 4525.6-M), MCO P5110.4, procedures set forth in this Manual, and applicable portions of postal publications and directives.

5301. LOCATION AND HOURS OF OPERATION

1. The Headquarters Mail Center and Files Section is located in rooms 1303 and 1305, ARLEX and is open from 0700 to 1600, Monday through Friday except holidays.

2. All official mail to be sent out must be delivered to room 1305 by 1100. All certified and registered official mail will be delivered to room 1303 by 1500. Routine mail delivered after 1100 will be posted the following workday. All offices will make every effort to get their mail to the Headquarters Mail and Files Section as early in the day as possible.

3. Depositing outgoing official mail in a U.S. Postal Service (USPS) mailbox or post office is prohibited.

5302. HEADQUARTERS MAIL AND FILES SECTION SERVICES

1. Mail addressed to the CMC, without an office code, will be opened and routed by the Headquarters Mail Center.

2. Mail addressed directly to an individual or a staff agency with a complete address or office code, will not be opened prior to delivery. If the mail is classified, it is the responsibility of the individual or the staff agency to ensure that the document is entered into the classified material control system.

3. Depending upon the location (Navy Annex or Pentagon), the correct mailing addresses and ZIP codes for this Headquarters is (insert applicable staff agency code in parentheses):

Commandant of the Marine Corps ( )  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775

Commandant of the Marine Corps ( )  
Headquarters, U.S. Marine Corps  
3000 Marine Corps Pentagon  
Washington, DC 20350-3000

5303. OUTGOING OFFICIAL MAIL

1. This Headquarters takes part in the Nationwide Improved Mail Service (NIMS) program, the principal features of which are:

a. The scheduling of mail so that it moves in an orderly manner throughout the day.

- c. The use of nine-digit ZIP codes (ZIP + 4) per MCO 5110.5.
2. Include ZIP code and ZIP plus 4 code numbers in the address on all outgoing envelopes. Return addresses on envelopes will include the organization code of the staff agency along with the HQMC 9-digit ZIP code.
3. Special mailing services (certified, registered, or express) will follow the instructions contained in MCO P5110.4.
4. Mail going to major Marine Corps commands is placed in a pouch, which once sealed, is not opened until it reaches the designated command. This results in substantial savings in processing time and cost to the Marine Corps.
5. Official mail will be in an addressed envelope before delivery to the Headquarters Mail and Files Section.
6. If more than one piece of correspondence is being sent to the same individual or address, it should be combined into one sealed, addressed envelope.
7. MCO P5110.4 provides guidance on letter-size standards set up by the USPS. When possible, put official mail in standard-size envelopes for mailing.
8. Nonmailable Matter, Articles, and Substances. As provided below, any article, composition, or material, which may kill or injure another, or injure the mail or other property, is nonmailable. Harmful matter includes, but is not limited to:
  - a. All kinds of poison or matter containing poison;
  - b. All poisonous animals, insects, reptiles, and all kinds of snakes;
  - c. All diseased germs or scabs;
  - d. Narcotics and other controlled substances as defined by Title 21, U.S.C. 801.
  - e. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions, which may ignite or explode.
9. Official mail addressed to foreign countries must have a customs declaration form (PS Form 2976-A) or a parcel post customs declaration form (PS Form 2966-A) attached. These forms may be obtained from the AAUSN.

5304. POSTAL COST MANAGEMENT PROGRAM

1. The use of SPECIAL DELIVERY and SPECIAL HANDLING services is prohibited for the transmission of official mail where costs for these services are borne by the Marine Corps.
2. PRIORITY MAIL is not authorized without specific permission of the AAUSN. Joint Uniform Military Pay System (JUMPS), Not Operationally Ready Supply (NORS), and Anticipated Not Operationally Ready Supply (ANORS) material, and material critical to aviation or maritime safety are exempt from this restriction.
3. FIRST CLASS MAIL will not be authorized for items weighing in excess of 11 oz. unless it is specifically authorized by the AAUSN.

4. FIRST CLASS or PRIORITY MAIL will not be used when mailing directives or periodicals. These items will be mailed THIRD CLASS or SPECIAL FOURTH CLASS BOOK RATE, as applicable, except when periodicals and directives are destined for geographical addresses outside CONUS such as FPO's, APO's, Hawaii, and Alaska.

5. CERTIFIED MAIL will be used following current postal directives. Authorization to use certified mail is granted in those instances where, in the judgment of the DirJADiv, proof of delivery or an attempt to deliver legal documents is required. Certified mail will not be used to merely obtain proof of mailing or receipt. If proof of mailing is needed, a Certificate of Mailing (PS Form 3817) may be obtained from the AAUSN. If proof of delivery is needed, a DD Form 1087 or OPNAV 5111/10 shall be used. Return receipts are not authorized for mail destined to a military or Government agency except for mail sent by the DirJADiv.

6. REGISTERED MAIL is authorized when mailing:

- a. Material classified Secret and below.
- b. Confidential material to an APO/FPO address or to a facility cleared for access to classified information under the Department of Defense Industrial Security Program.
- c. High value items, especially negotiable items requiring accountability (i.e., narcotics, defense-sensitive items, weapons systems, etc.); or,
- d. When required by law or as authorized by the AAUSN.

7. Do not use EXPRESS MAIL service except when authorized by the AAUSN. EXPRESS MAIL will never be used to mail material classified Top Secret or above. There is no EXPRESS MAIL service on Friday's and Holiday's.

5305. PREPARATION OF PACKAGES FOR MAILING. Shipping containers must be strong enough to protect their contents from the weight of other mail. The AAUSN, extension 41972/42516 will provide information about weight and size limits on official mail packages.

5306. SPECIAL MAIL AND CODING SERVICES

1. A signature is necessary for registered, certified, express, and insured mail. The head of each staff agency receiving official accountable mail shall appoint in writing, agents authorized to receipt for this mail. Appointment letters can be obtained from the Registry Unit, room 1303.

2. Registered and certified incoming mail addressed to the CMC without a code/name and coming from a Defense contractor or another Federal agency will be delivered to the DirAR (AR-1).

a. Registered/certified mail with a code or a name will be delivered directly to that section and signed for by an authorized agent. If the enclosed mail is classified, it is the individual's responsibility to ensure the document is entered into the classified material control system.

b. Contract bids, offers, or proposals addressed to the CMC will not be opened. In cases where identification is needed, the registry clerk is authorized to open the package for that purpose. A NAVMC HQ 476 form will be prepared, in either case, and sent to the office concerned.

3. Headquarters staff agencies authorized to send registered mail will prepare a PS Form 3806, Registry Receipt, for each article sent. Activities needing a Return Receipt (PS Form 3811) will complete the form, including office code, and return it with each article to be registered.

4. Registered mail addressed to FPO's located in foreign countries may arrive slower than other air and first class mail because of the control necessary to ensure it remains in U.S. custody.

5. All registered, certified, express, and insured incoming mail shall be receipted for in the Registry Mail Unit, room 1303.

5307. GUARD MAIL

1. A U.S. Government Messenger Envelope (SF65) is recommended for use in routing all inter-HQMC mail to save time and prevent loss.

2. Under no circumstances will Classified mail be sent through the guard mail system, nor will an SF65 be used for classified material, regardless of the means it is sent. Instructions for sending classified material within the Washington metropolitan area are in MCO P5510.18, HQINSECMAN.

5308. PERSONAL MAIL

1. The AAUSN processes official mail only.

2. Personal mail received for personnel who are due to report to this Headquarters or who are currently attached is handled by the Henderson Hall Post Office.

3. A civilian branch of the Washington, DC, Post Office is located in room G-702, ARLEX. Hours of operation are 0800-1630, Monday through Friday. Do not send personal mail through the AAUSN, or use a Headquarters office as a permanent personal mailing address. Personnel in the process of transfer to HQMC, can use their office address for personal mail delivery only until a residential address has been established. (Professionally related mail may continue to be received at a work section address.)

5309. POSTAL CLAIMS AND INQUIRIES SERVICE. The AAUSN offers claim and inquiry service for damaged, lost, or rifled incoming and outgoing accountable mail as well as ordinary official mail.

5310. EMERGENCY DESTRUCTION OF MAIL AND EQUIPMENT

1. The following priorities are set up for the destruction of mail and postal equipment if necessary:

- a. Official registered mail.
- b. Other accountable mail (certified and insured).
- c. All remaining mail.
- d. Postage meters and scales.
- e. All other records, equipment, mail sacks, and furniture.

2. The destruction of mail and postal equipment must be witnessed by two officers, when possible. If two officers are not available, witnesses should be one officer and one senior enlisted person. If the foregoing personnel are not available, two enlisted personnel or two other available personnel should be used as witnesses.

a. Registered, certified, and insured mail should be recorded by number, office of origin, originator, addressee, and description of contents.

b. Other postal equipment shall be identified by description and quantity destroyed.

5311. PICKUP OF CORRESPONDENCE. CMC, APMC, DCMS, JA, OLA, JA and the SGTMAJMC distribution boxes are located at the Pentagon.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 4: PRINTING, DUPLICATING, AND COPYMAKING

5400. GENERAL

1. Reproduction services and facilities are available to HQMC staff agencies through the Combat Visual Information Center (CVIC). Reproduction of a document is accomplished by printing, duplicating, or copy making.
2. Policies governing classified material reproduction are in MCO P5510.18.
3. For purposes of this section, a "unit" is defined as a single sheet of paper, 8 1/2" x 11", printed one side in black ink.

5401. PRINTING

1. Printing services at HQMC are available through the DirAR (ARDE). Printing is defined as the processes of composition, plate making, presswork, binding, and microform. Microform applies to any product, produced in miniaturized image format (such as microfiche or microfilm), for mass or general distribution and as a substitute for conventionally printed material. Replication requests that involve process color, specialty forms, or having aggregate total units exceeding 25,000 are examples of printing.
2. Requests for printing services will be directed to the DirAR (ARDE) on a [DD Form 844](#), Requisition for Local Duplicating Service. Staff agencies having a large or unusual requirement should contact the DirAR (AREA) as soon as possible to aid in budgeting and planning.
3. Printing (as distinguished from duplicating and copying) is produced outside the Marine Corps and paid for at established rates for labor and materials. Priority printing requests normally require payment of overtime charges for labor. Staff agencies must plan to avoid expensive priority printing. Any request for priority printing must be fully justified and contain the approval of the staff agency head.
4. The DirAR (ARDE) is the liaison between the Marine Corps and the Defense Printing Service and other Government agencies, bureaus, and offices concerning printing matters and equipment. Any questions concerning printing matters will be addressed to the DirAR (ARDE).

5402. DUPLICATING/COPYING

1. The term "duplicating/copying" is defined as units produced by use of duplicating equipment employing the lithographic process, and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes. This work is one color, not to exceed 5,000 units of one page, and 25,000 units aggregate of multiple pages, requiring simple binding and finishing such as three-hole punch and stapling.
2. Full color copying is available for official business of Headquarters Marine Corps staff agencies. The color copier produces facsimiles of page-size documents in full-color reproduction. Due to the excessive cost involved in full-color copying, this service is limited to 80 copies of one page, and 400 units aggregate of multiple pages. Any requirement over these limits will be fully funded by the requestor.

3. Requests for printed memorandum pads will be reviewed by the CVIC for legality and necessity. Printed memorandum pads in general are not essential for conducting official business of Headquarters Marine Corps activities. To ensure fiscal responsibility and the proper expenditure of Government funds, the following guidelines apply: all approved pads will contain 100 sheets of standard white offset paper, 5-1/2" X 8-1/2", printed in one color. Memorandum pads will contain the appropriate division name/title in black ink, or a General Officers' flag in red ink; they will not contain an individual's name. Memorandum pads with no printing are available in the CVIC Graphics Reprographics Center, room 1313.

4. Requests for duplicating/copying services will be submitted on a [DD Form 844](#) to the CVIC. All requests are processed on a first-come-first-served basis unless otherwise negotiated with the CVIC.

5403. DEADLINES. Lead times must be carefully considered and originators must seek to establish realistic deadlines for printing and duplicating requests. The CVIC will assist in developing realistic lead times and delivery dates.

#### 5404. DISTRIBUTION RESPONSIBILITY

1. Initial Distribution. Sponsors will develop mailing lists for the initial distribution of basic publications. Mailing lists are to identify the Individual Activity Codes (IAC's) of activities and organizations that should receive the publications along with the quantity each should receive. (Sponsors should include their own IAC on the mailing list.) For assistance, sponsors may refer to the List of Marine Corps Activities on the HQMC LAN Bulletin Board. This list includes the addresses of all activities and organizations assigned an IAC in the Marine Corps Publications Distribution System (MCPDS). For technical assistance and additional information, contact the DirAR (ARD), room 1306.

2. External Distribution. Sponsors may occasionally need to include in an initial distribution an organization that is not in MCPDS; i.e., not assigned an IAC. In this instance, the sponsor will select one of the following options:

a. Provide mailing labels that include copy quantity for each non-MCPDS addressee, or

b. If the sponsor anticipates the non-MCPDS addressee will require changes and revisions to the publication, the sponsor will add the requirements to the sponsor's distribution requirement, and upon receipt, effect distribution to the non-MCPDS addressee.

3. Distribution of Classified Publications. Distribution of classified publications will be coordinated with the DirAR (ARD) and (ARS). Also, see MCO P5510.18.

#### 5405. HQMC COPIER MANAGEMENT PROGRAM

1. The DirAR (ARD) is responsible for the management and control of all HQMC copymaking resources. The objectives of the HQMC copier management program are to determine the most efficient and economical means of supporting the copymaking requirements of HQMC; to guard against unwarranted or otherwise indiscriminate copier acquisition; and to reallocate or dispose of excess copiers, when appropriate. Staff agencies must use NAVMC HQ 333, "Requisition," to request a new or replacement copier. Each request must contain full justification and be approved by the staff agency head.

2. The Head, CVIC uses exact management procedures, research techniques and analysis when determining copymaking requirements. These techniques vary in complexity and scope from evaluating the monthly volume and service history of a copier, to conducting a formal survey using detailed data collection methods to obtain organizational and geographical copymaking requirements.

3. HQMC copiers are located in or near offices in a pattern designed for maximum use through open access where possible. No staff agency has priority on a copier nor will access to a copier be preempted by or denied to any authorized user.

4. Copiers at HQMC are for official use only. Making copies for personal use is strictly prohibited. Supervisors at all levels must maintain vigilance to prevent copier abuse and to minimize unauthorized use.

5. Copying Guidelines. Copying is the process of reproducing an existing document (also referred to as an original) on an office copier. Most of the office copiers at Headquarters, Marine Corps are mid-range copiers. A mid-range copier is an office copier that produces copies at 31-70 copies-per-minute. Normal copying on a mid-range copier is restricted to not more than 25 copies per original or 250 total copies; i.e., 10 copies of 25 originals = 250 impressions. If you exceed this quantity, the heat generated may cause damage to your copier or reduce its effectiveness. There are no restrictions placed on large volume duplicators.

a. In special circumstances, and when approved by the key operator, short run duplicating (i.e., reproduction of 26 to 50 copies of an original) may also be accomplished on a mid-range copier. Use [DD Form 844](#) to submit copying requirements in excess of 250 total impressions to the Reprographics Center in room 1313. Follow the guidelines listed below to achieve the greatest economy and efficiency of your copier.

(1) Do not copy personal documents.

(2) Accept any copy which is legible.

(3) Batch copy jobs to reduce the time spent in traveling between your workplace and the copier.

(4) Do not copy material such as blank forms, directives, etc., which are readily available from other sources; i.e., the Local Area Network (LAN).

(5) Seek the assistance of the designated key operator to demonstrate special feature options, correct copier malfunctions or clear difficult jams.

(6) Make and distribute information copies only on a genuine need-to-know basis. Use electronic mail whenever possible.

(7) Do not make extra copies on a "just in case" basis when no apparent need exists. Maintain a copy in your database to satisfy these requirements.

(8) Avoid making "alibi" copies for protection or as proof of action or responsibility.

(9) Do not make unnecessary or "temporary" file copies. Remember to use your data base.

b. Copy classified documents only on those office copiers that have been approved for the reproduction of classified material by the Classified Material Control Section, DirAR, (ARS). These copiers can be readily identified by the highly visible placard that is installed on the copier. Copier users must also take the following precautions when copying classified documents:

(1) Comply with the provisions of MCO P5510.18, "Headquarters, U.S. Marine Corps Standing Operating Procedure for the Information and Personnel Security Program."

(2) Always check the platen glass to ensure you do not leave documents in the automatic document feeder or under the platen cover of copiers.

(3) Ensure the copier has delivered the number of copies requested. Clear the copier's features when the job is complete.

(4) Ensure mutilated copies do not remain in the copier.

(5) Always run one sheet of paper through the copier with nothing on the platen glass to clear any classified image that may have been retained on the drum.

(6) If a jam occurs, stay with the copier until the jam is totally cleared or necessary service is obtained. Always ensure all pieces of the copy causing the jam is accounted for.

c. Use one of the following alternatives to copying when practical:

(1) Obtain additional copies of required material from the originator.

(2) Distribute "electronic" copies rather than paper copies by using the capabilities of E-Mail on the HQMC LAN.

(3) Review the distribution of reports or other sponsored documents to determine if requirements should be changed.

(4) Use sequential, if time permits, versus concurrent routing when distributing information or requesting coordination.

(5) Always print sufficient copies of material involving broad distribution to accommodate both immediate and future requirements.

6. Guidelines for Custodians of Copiers. Each staff agency assigned a copier is responsible for custodial care. First and foremost is to designate an individual in close proximity to the copier to serve as the key operator for the equipment. Provide the current name, grade, office code, room number, and telephone number of the key operator and an alternate to the HQMC Copier Manager (AREA) USER ID GISEAL. These points of contacts are necessary for the proper control and use of the copier; the conduct of internal management control reviews, and copier requirements surveys. The duties of the key operator and alternate are (but not limited to):

a. Order, store, and monitor the specific items and quantity of consumable supplies needed to keep the copier in operation.

b. Check the copier at the start of each workday and ensure it is in proper working order and clean the platen and platen cover as needed.

c. Be readily available to assist users in loading paper, clearing paper jams, and demonstrating the various features of the copier.

d. Prepare NAVMC HQ 333, "Requisition," in duplicate, to order consumable supplies. Maintain one copy in your files.

e. Call the designated maintenance contractor when the copier needs repair or service. (The Key Operator must verify the existence of a maintenance contract with HQMC Copier Manager (ARDE), ext 42580, USER ID GISEAL, on/or before 1 Oct of each year.) Do not call for service on a copier without verification of a valid maintenance contract. Service call hours are from 0800-1600, Monday through Friday. Individuals who request service outside these hours are making an unobligated contract and may be required to pay for the services. Authorization for major repairs or drum replacement must be cleared by the HQMC Copier Manager prior to starting the work. Immediately following each service visit you must validate completion of the work by signing the original copy of the repair voucher left by the service technician. Make and retain a copy of the voucher for your files. Attach the original repair voucher to the NAVMC HQ 820 "Service Call Log Sheet" and forward to (ARDE) at the end of each quarter for validation of the invoice sent by the repair company.

f. Make the required entries on the NAVMC HQ 820, Service Call Log, each time you place a service call. Ensure you record the time and date the call was made; total copies on the copier's metering device; a brief description of the problem and the contractor's response time and date. Maintain this record on a quarterly basis. Not later than 5 workdays following the end of each quarter make a copy of that quarter's complete log for your file and send the original and all repair vouchers to, room 1205. This information will be used to update each copier's maintenance history data base. Retain the complete years service call log in your records for one additional year following the close out date; see SECNAVINST P5212.5. This log provides AR with a means of validating the contractor's compliance with the service contract and maintaining a complete maintenance history of each copier.

7. HQMC Copy Station Configurations. HQMC copiers are two basic types: High volume copier - placed in locations where a large number of copies are made; Mid volume copier - placed at locations where a specific need has been documented to economically justify its use. In addition, each copy station is assigned to one of three categories:

a. General Purpose Stations: Stations that are strategically located throughout the Headquarters complex for the use of all Headquarters staff agencies. No single staff agency has priority on machines located in general purpose stations.

b. Special Purpose Stations: Stations that are only authorized where and if requirements warrant. While equipment in these stations is primarily dedicated to meeting the needs of the staff agency to whom the equipment is issued, staff agencies possessing special purpose copiers should allow personnel from neighboring HQMC offices, regardless of organizational entity, to make copies if no serious disruption to normal operating procedures will result. Special purpose copiers may be withdrawn if changes occur to the original requirements justifying their approval.

c. Restricted Access Stations: This category is assigned for security reasons as the stations are primarily located in limited or controlled access areas. Access to this category of copier is controlled by the staff agency where it is located. Under certain conditions, when determined by the DirAR, machines located in restricted access stations may be used for supplemental support of special purpose and general purpose stations; e.g., unforeseen peak loads.

8. HQMC Copy Station Locations. The location of each authorized copy station, custodian's office symbol, and copy station category is listed on the HQMC LAN "Bulletin Board." Responsible officials may not change the location or configuration of a copier without prior approval of the DirAR.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 5: CONFERENCE ROOMS

5500. CONFERENCE ROOMS

1. Anyone wishing to reserve a conference room must do so through the DirAR (AR1) at (703) 614-1837/3359. Staff agencies should reserve conference rooms as far in advance as possible.

2. Below are available conference rooms and their capacity:

<u>ROOM NUMBER</u>	<u>CAPACITY</u>
G501B	25
G502	20
G503	25
G504	20
G057A	15

3. Keys for conference rooms are located in room 1022 and must be signed for. Smoking is prohibited in the conference rooms. Users must clean up the rooms and return the furniture to its original configuration prior to returning the keys.

5501. HEADQUARTERS MARINE CORPS THEATER AND COMMANDANT'S CONFERENCE ROOM

1. Anyone wishing to reserve the CMC Conference Room (#2206), capacity 40 or the HQMC Theater (#2201), capacity 80, must do so through the DirAR (AR-1). The CMC Conference Room can only be reserved for general officer or SES personnel. The rooms' primary purpose is to provide facilities for formal presentations, briefings, and forums for the CMC and ACMC. The rooms' secondary purpose is to provide for similar functions at the staff agency level. Staff agencies that reserve these rooms must be aware they could be preempted on short notice by the CMC or ACMC.

2. Eating and drinking are prohibited in these rooms unless catered by the CMC Mess. Smoking is not permitted at any time. Users must clean up the rooms and return the furniture to its original arrangement before returning the keys.

3. Audiovisual (A/V) and Video Teleconferencing (VTC) requirements must be determined at time of reserving room. Changes will be excepted 24 hours prior. Due to limited audiovisual technicians, any request for support after 24 hours cannot be guaranteed. Briefers are responsible for coordination with the Combat Visual Information Center (CVIC) VTC Coordinator at (703) 614-3210 as to specific requirements. Due to security requirements the projection booth is OFF LIMITS TO ALL PERSONNEL except when properly escorted by CVIC personnel.

4. When classified information is to be presented in room 2201 or 2206 it will be the responsibility of the staff agency using the room to adhere to all security regulations.

5. The following audiovisual equipment is available for use in these rooms: Computer graphic, side by side via Niprnt and Siprnt with CD, JAZ, and ZIP Inputs; Recorder, Tape-Cassette (Audio), Recorder, Tape-Cassette (Video 1/2" VHS) and lecturn.

6. A projectionist is available for room 2201 and 2206 through the HQMC CVIC. Staff agencies requiring a projectionist should request support when they reserve the room. Projectionists are also able to audio and video tape sessions in these rooms. Recording of ceremonies from builtin equipment is permitted provided requestor provides a blank personal tape and the senior official in room has agreed.

7. For information on additional visual information services, see section 12 of this chapter.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 6: TRANSPORTATION

5600. USE OF BUSES AND METRO

1. Personnel at HQMC will use DoD buses and Metro for official business. DoD buses operate between the principal buildings of defense establishments and Metro serves agencies of the Federal Government in the Washington Metropolitan area. The Department of the Navy motor pool provides shuttle service between the Pentagon, Navy Annex and Crystal City. DoD bus routes and schedules are printed in the back of the DoD Telephone Directory.

2. DoD buses may be used by:

a. Military personnel, on active duty, either in uniform or upon presentation of their Armed Forces Identification Card or DoD Building Pass.

b. Civilian employees upon presentation of their Common Access Card or DoD Building Pass.

3. DoD buses may not be used by:

a. Dependents of military personnel and non-DoD civilian employees.

b. Retired military personnel.

c. Reserve military personnel not on active duty.

4. Special bus service for field trips and for transportation of seminar groups in the Washington area can be arranged. Submit written requests for such service to the Commanding Officer, Headquarters Battalion.

5601. OFFICIAL GOVERNMENT VEHICLES

1. The National Capital Region Department of the Navy Motor Pool (NCRDONMP) provides official sedans and coordinates for the use of other Government transportation facilities while performing official travel in the Washington Metropolitan area. Official sedan service is only for general officers and Senior Executive Service (SES) personnel. Requests for motor vehicle support, whether written or oral, must contain information concerning point and time of pick up, destination, name and/or number of passengers, and assigned NCRDONMP code number. Changes in destination are not authorized without prior notification. Transportation may be arranged by calling the NCRDONMP call takers, (202) 433-9531/32/33.

2. The Commanding Officer (S-4), Headquarters Battalion controls and dispatches service vehicles (buses, trucks, and carryalls) assigned to HQMC. The Battalion Motor Transport dispatcher may be reached by calling (703) 614-1746/1332.

3. Policy. DoD-owned or controlled transportation may be used only in the performance of official duties. As a general rule, whenever transportation is essential to the successful operation of an activity, such transportation may be authorized as long as it does not conflict with existing laws and regulations. The use of Government transportation, to, from, or between locations for private business, personal social engagements, or other personal convenience is not authorized.

a. Public Interest. The primary factor in determining proper usage of Government transportation assets should be whether the failure to authorize the transportation will conflict with the best interest of the Government.

b. Exclusions

(1) Domicile to Place of Employment. Transportation to and from work is an expense of the individual. Government transportation services will not be used for personal convenience and shall not be authorized.

(2) Public Transportation Terminals. Government transportation will not be authorized for trips to or from local transportation terminals. Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances. Since public and commercial transportation to and from Andrews Air Force Base or Davison Army Airfield is not routinely available, a DoD motor vehicle may be used on official business involving these air terminals.

(3) Hotels, Clubs, Restaurants, Etc. Government vehicles will not be used for trips to hotels, clubs, restaurants, or other places of public entertainment, unless such trips can unquestionably be justified as necessary for official business.

c. Prior to arranging for transportation for personnel arriving at Andrews Air Force Base, check with the HQMC Operations Officer, NAF, Andrews AFB ((301) 981-4281) to determine whether or not additional personnel also need transportation. Verify the arrival of flights before sending prearranged transportation.

5. Use of Transportation In and Adjacent to Headquarters Marine Corps

a. The following order will be adhered to in determining the mode of transportation for all official travel by HQMC personnel within and adjacent to HQMC.

(1) DoD-scheduled bus service, NCRDONMP, or Headquarters Marine Corps shuttle service.

(2) Local common carriers: Metrorail/Metrobus, taxicabs (reimbursable).

(3) Government-owned vehicle provided by NCRDONMP.

b. Staff agency certifying officials will consider, on a case-by-case basis, reimbursement for the use of privately owned vehicles to destinations served by the above modes during normal working hours although it is not routinely authorized. See JFTR, Vol. 1 (military) or JFTR, Vol. II (civilian). This mode should be approved in advance.

c. For POV reimbursement purposes, travel from HQMC to any point in the Washington local commuting area will be made under provisions of the JFTR, Vols. I and II. The Washington local commuting area includes the District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Harford, Frederick, St. Mary's, Carroll, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Madison, Orange, Greene, Albemarle, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland; the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, and Richmond in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of the aforesaid counties.

d. Official use of common carriers or POV will be reimbursed as follows:

(1) Actual and necessary expenses incurred for commercial travel or POV mileage for travel within the Washington local commuting area will be reimbursed if approved by the traveler's division director/branch head and authorized for payment by the staff agency certifying official. Travelers may submit requests for authorization/reimbursement for infrequent or occasional travel using an SF 1164, Claim for Reimbursement for Expenditures on Official Business, to the local disbursing office at Henderson Hall or Quantico. The SF 1164 must be signed by the claimant in block 10, the division director/branch head in block 8, and the staff agency certifying official in block 9. Since local travel must be supported by the staff agency's travel fund allocation, staff agency appropriation data must be included in the Accounting Classification block.

(2) Requests for POV mileage and parking fee by military and civilian personnel while attending official authorized training courses within the local commuting area must be prepared per paragraph 5702.5d(1) above, and sent with a copy of DD Form 1556, if applicable, and receipted parking tickets.

(3) Reimbursement of POV expenses will be based on standard or predetermined mileage from HQMC, or odometer readings for destinations for which mileage has not been established.

e. Written orders are needed for travel by military and civilian personnel under the following conditions:

(1) To perform temporary duty assignments outside of the local commuting area.

(2) When travel within the local commuting area requires overnight accommodations and/or per diem.

f. Submit requests for written orders per paragraph 4400.4a herein.

5602. ADMINISTRATIVE FLIGHTS FOR HEADQUARTERS PERSONNEL

1. The DC/S Avn represents the CMC in the control and scheduling of operational support aircraft. To ensure these aircraft are used as efficiently as possible, the DC/S AVN or his designated representative will approve all flights.

2. The following types of aircraft are available for administrative scheduling:

- a. At NAF Washington - two C-12's
- b. At MCAS Cherry Point - three CT-39G's, two C-9B's
- c. Seating capacity for each type aircraft is:
  - (1) C-12 - 7 seats
  - (2) CT-39G - 6 seats
  - (3) C-9B - 89 seats

3. The following passenger criteria will govern the use of administrative aircraft:

- a. All C-12 flights need a minimum of four-passengers.
- b. All CT-39G flights need a minimum of six passengers.
- c. All C-9B flights need a minimum of 48 passengers.

4. Send all requests for operational support aircraft to the DC/S AVN (ASM) in writing, following the format shown in Figure 5-5, and include the following:

a. Cost comparison between commercial and Government modes of transportation (see MCO 5440.14).

b. Justification when use of operation support aircraft is not the most economical mode of travel.

5. The DC/S AVN will schedule desired flights based on aircraft flight crew availability, and will rank requests based on cost effectiveness and urgency specified in the written request.

6. Refer all inquiries regarding aircraft scheduling to the Air Transportation Coordination Office, AVNDEPT, room 2328, ext. 42170/42756.

5603. USE OF GOVERNMENT AIRCRAFT FOR TEMPORARY ADDITIONAL DUTY (TAD/TDY). There are a considerable number of Government aircraft flying daily between Andrews Air Force Base and various points within the United States. In those cases where a decision is made to use available space on these aircraft, TAD/TDY orders will be written authorizing the use of Government aircraft, if available. "This travel meets the criteria of the Secretary of Defense memo dated 18 January 1982" must be shown on each set of TAD/TDY orders issued when Government air is authorized.

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SSIC  
Code  
(Date)

MEMORANDUM

From:

To: Deputy Chief of Staff for Aviation (ASM-41)

Subj: REQUEST FOR GOVERNMENT AIR TRANSPORTATION

Ref: (a) MCO 5440.14

1. Request Government air transportation for (total number) passengers for (purpose of flight). Per the reference, (name and grade) is the senior passenger. Commercial transportation cannot be used because (reason why).

a. Itinerary: (all times local)\*

<u>REQUIRED ARRIVE</u> <u>DATE TIME</u>	<u>REQUIRED</u> <u>AIRFIELD</u>	<u>DEPARTURE</u> <u>DATE TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(\*PROVIDE EITHER REQUIRED ARRIVAL OR DEPARTURE DATE/TIME, NOT BOTH.)

b. Cargo: (Do not include normal baggage; for cargo, provide weight, dimensions (of largest item), and total cubic feet.)

c. Liaison: (Provide name, grade, code, and phone number for liaison at departure and arrival point.)

2. We realize a higher priority commitment could cause a last-minute modification/cancellation of this approval.

J. J. MARINE

Figure 5-5.--Request for Government Air Transportation.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 7: MANAGEMENT ENGINEERING SERVICES

5700. OA/EUC/ADP RESOURCES MANAGEMENT

1. The DirAR (ARI) is responsible for the management and control of HQMC office automation, end-user computing, and automatic data processing (OA/EUC/ADP) resources. The term "OA/EUC/ADP resources" as used in this paragraph includes equipment (hardware), software, supplies, maintenance, and training. Examples of OA/EUC/ADP equipment are word processors, personal computers, mini and mainframe computers as well as peripherals and accessories that have been classified by the General Services Administration as Group 70 (General Purpose ADPE) items.
2. The objectives of the OA/EUC/ADP resources management program are to increase productivity through the use of the OA/EUC/ADP resources; to provide guidance for the analysis, design, implementation, and evaluation of such systems; guard against unwarranted or otherwise indiscriminate acquisition of systems or equipment; and to provide for the exchange and dissemination of information about OA/EUC/ADP operations, technology, and applications.
3. Submit requests for OA/EUC/ADP resources to the DirAR (ARI) with written justification. Contact the DirAR (ARI) early in the planning phase for assistance in the preparation of supporting documentation. The DirAR (ARI) will evaluate and process requests following current Marine Corps regulations governing the HQADMINMAN acquisition and use of such resources. Staff agencies anticipating requirements for new, additional, or replacement systems or equipment should identify those requirements in the annual budget submission. (See paragraph 5112.)

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 8: LIBRARY FACILITIES

5800. MARINE CORPS HISTORICAL CENTER LIBRARY

1. The Marine Corps Historical Center Library is a specialized collection focusing on the U.S. Marine Corps, U.S. Marine Corps history, and the Marine Corps of other countries. The library is on the third floor of the Historical Center, Building 58, Washington Navy Yard and is open from 0800 to 1630, Monday through Friday, except holidays. It is recommended that researchers call before visiting to make sure staff is available. Phone: (202) 433-3914.
2. The library's book collection has over 40,000 volumes including Corps related fiction and biographies. The journal collection represents approximately 50 titles, including complete holdings of the Marine Corps Gazette, Leatherneck magazines and Naval Institute Proceedings. In addition to the books and journals, the library has post and station newspapers from the major Marine Corps commands and deployments going back to the beginning of the twentieth century.
3. The collection provides reference material on Marine Corps history, history of amphibious warfare, and related military and naval history. It covers all the Corps' Wars from the Revolutionary War through the latest works on the Global War on Terror, Operation Enduring Freedom and Operation Iraqi Freedom. The library also contains a collection of general reference books such as encyclopedias, indexes, and almanacs, and a collection of references on Marine Corps history.
4. Books may be borrowed in person and are loaned for 4 weeks. Loans can be renewed.
5. The Historical Center Library is open to all military and civilian employees of HQMC, Marine Barracks, Washington, DC, other Marine Corps activities in the Washington metropolitan area, and to anyone with an interest in Marine Corps history.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 9: VEHICLE PARKING

5900. VEHICLE PARKING AT ARLINGTON ANNEX. The Parking Management Office has the primary responsibility for all parking in FOB#2 parking facilities. They maintain exclusive control of executive, carpool, vanpool, handicapped, special situation, and visitor parking requirements, and allocate spaces to this Headquarters for executives and all other parking aboard the Pentagon Reservation. The Parking Management Office is located in room G501, ext. 41125/41126.

5901. HEADQUARTERS PARKING CONTROL OFFICER

1. The Director of Administration and Resource Management (ARS) is designated as the Headquarters Parking Control Officer, and as such is responsible for the administration of executive parking spaces allocated to HQMC by the Parking Management Office.

2. The Headquarters Parking Control Officer will reallocate to Headquarters staff agencies, parking space(s) based upon individual staff agency requirements, population, and ultimately the availability of HQMC-allocated parking spaces. The Headquarters Parking Control Officer is located in room 1006, ext. 42320/43609.

3. The Headquarters Parking Control Officer will administer the annual review of HQMC-allocated executive and general parking assignments when so notified by the Parking Management Office.

5902. STAFF AGENCY PARKING CONTROL OFFICER. Each staff agency will appoint a parking control officer to administer the assignment of executive parking spaces that have been reallocated to the staff agency by the Headquarters Parking Control Officer. The name, grade, and work phone number of the individual appointed as the staff agency parking control officer will be reported to the DirAR (ARS) when so appointed.

1. The staff agency parking control officer will ensure the proper completion of a Pentagon Reservation Parking Permit Application, [DD Form 1199](#) (Figure 5-6).

a. Each individual requiring a parking space, based upon the criteria for the type of space, and the availability of such space will be assigned by the staff agency.

b. Individuals meeting the criteria noted in paragraph 51004.7, who require temporary parking.

2. When completed, the [DD Form 1199](#) will be forwarded to the Headquarters Parking Control Officer for processing. When a permit holder is transferred or is reassigned to another staff agency, the permit will be recovered by the staff agency parking control officer. Reassignment of that parking space will be effected by submitting a [DD Form 1199](#) for the new holder to the Headquarters Parking Control Officer.

3. Staff agency personnel requesting carpool, vanpool, special situation, or handicapped parking permits should be referred to the Parking Management Office.

5903. INDIVIDUAL PERMIT HOLDERS. Holders of parking permits are responsible for ensuring the proper utilization of their individual permits as prescribed. Permits are valid only for the person and space (or lot) so assigned. When an assigned parking space is no longer required (e.g., change of working hours, transfer, reassignment, etc.) the permit must be relinquished to the staff agency parking control officer. Failure of individual permit holders to comply with the requirements may result in the permanent withdrawal of parking privileges in FOB#2 facilities.

5904. POLICIES AND PROCEDURES. The following policies and procedures apply to parking in FOB#2 parking facilities. Locations of parking spaces and lots are shown in figure 5-7. Applications for parking permits (except for special situations and two-wheeled vehicles) must be made by completing a [DD Form 1199](#).

1. Carpool Parking. Eligibility for carpool parking consists of a group of two or more people using a motor vehicle for transportation to and from work. At least one member must be assigned to physically work in FOB#2 on a full-time basis. Applications for carpool parking should be made by submitting [DD Form 1199](#) to the Parking Management Office, room G501. Carpool parking is designated within Lot #3 or in Lots 4 through 6 based on the availability of parking spaces.

2. Vanpool Parking. Eligibility for vanpool parking consists of a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single, daily round-trip. This excludes automobiles, buses, or commercially-operated vanpools. Applications for vanpool parking will be submitted in the same manner as carpool applications (see paragraph 51004.1). Vanpool parking is designated within Lot #3 or in Lots 4 through 6 based on the availability of parking spaces.

3. Executive Parking. Executive personnel are defined as general or Flag Officers, General Schedule 15 and civilian employees in the Senior Executive Service, or the equivalent.

a. Certain spaces within the FOB#2 compound will be designated as executive spaces at all times.

b. Applications for executive parking should be made by submitting [DD Form 1199](#) to the Headquarters Parking Control Officer via the executive's staff agency parking control officer.

4. Handicapped Parking. A person eligible for handicapped parking is one who is so severely handicapped as to preclude, or make unreasonably difficult, the use of public transportation or carpools/vanpools. Justification for this priority will require certification by the DoD Civilian Employees Health Service or the Medical Officer, USMC, as appropriate. The individual must work in FOB#2. Persons eligible for handicapped parking should submit [DD Form 1199](#), along with required certification, to the Parking Management Office.

5. Two Wheeled Vehicle Parking. Parking between wings 5 and 6 is reserved for two-wheeled vehicles only. Permits are necessary for this area. You are required to go to room G501 to show your registration and complete a [DD Form 1199](#). Upon completion, a permit will be issued.

6. Visitor Parking. Visitor parking within FOB#2 compound in spaces M35 through M45, and the designated area of Southgate Road is reserved for persons who visit FOB#2. Persons who work in FOB#2 are not considered visitors. VIP visitor parking may be reserved for visiting general/flag officers, or Senior Executive Service, or equivalent by contacting your staff agency parking

control officer. The staff agency parking control officer is responsible for submitting all required information to fully process such requests to the Headquarters Parking Control Officer.

7. Temporary Parking. Temporary parking is available in Lot 6 for holders of valid temporary parking permits and is limited to duty officers, personnel on temporary duty not to exceed 2 weeks, Reserve component personnel on 2 weeks of annual active duty, selection board members not to exceed 2 weeks, and new/departing personnel up to 10 working days. Applications for temporary parking permits will be submitted on [DD Form 1199](#) to the Headquarters Parking Control Officer via the staff agency control officer.

8. General Parking. Limited parking is available on Southgate Road, Lot 2 and Lots 4-6 for holders of valid permanent parking permits. Permits are issued on annual basis for those personnel who are not members of a vanpool, carpool, etc. Parking is limited and is on a fair share basis as determined by each staff agency. Applications for parking permits will be submitted on [DD Form 1199](#) to the Headquarters Parking Control Officer via the staff agency parking control officer.

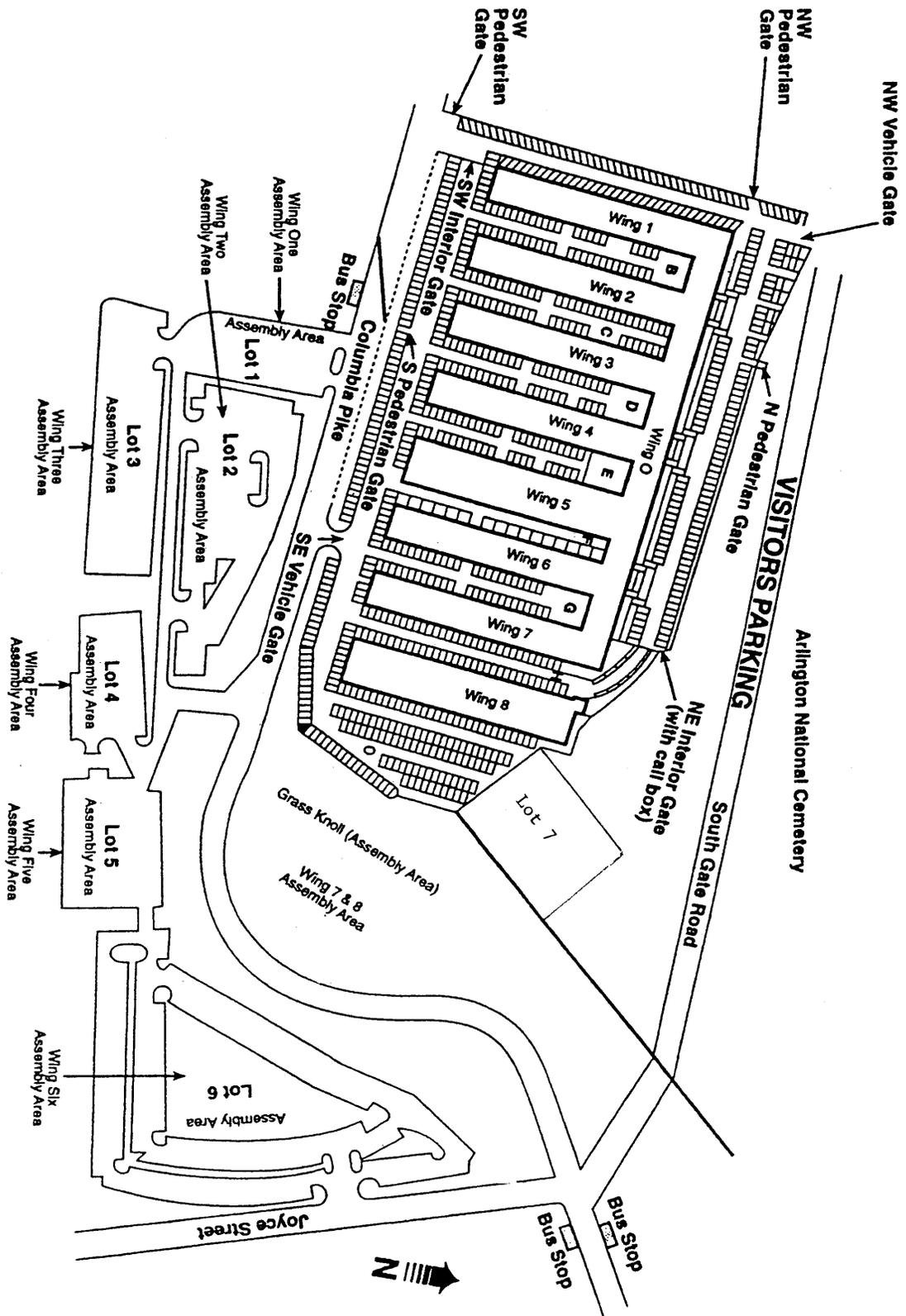
HQADMINMAN

PENTAGON RESERVATION PARKING PERMIT APPLICATION Bulk Processing Application				Form Approved OMB No. 0704-0395 Expires Jul 31, 2003			
<p>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0395), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE AGENCY WHICH PROVIDED THIS FORM TO YOU.</b></p>							
<b>PRIVACY ACT STATEMENT</b>							
<p><b>AUTHORITY:</b> 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 2674(c)(1); 42 U.S.C. 7418(d); 5 U.S.C. 7905; E.O. 12191; E.O. 13150; and E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To administer the Pentagon parking permit program where individuals in a car pool are allocated parking spaces; to operate vehicular environmental compliance and maintenance programs involving certain vehicles which are operating on the Pentagon Reservation or Federal Office Building 2 (FOB2); and to ensure that unless authorized to do so, parking permit applicants do not also receive the DoD National Capital Region Public Transportation fare subsidy benefit.</p> <p><b>ROUTINE USE(S):</b> Other Federal agencies may receive permit application information to ensure that only eligible individuals are receiving the mass transportation fare subsidy benefit. The EPA may receive permit application information to ensure that vehicles operating on the Pentagon Reservation and FOB2 are in compliance with Clean Air Act requirements. State and local governmental authorities may receive information for the purpose of reporting vehicular compliance with statutory/regulatory maintenance standards.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information will result in denial of the application for a parking permit.</p>							
1. LAST NAME		2. FIRST NAME		3. MIDDLE NAME			
4. MAIDEN NAME (If applicable)		5. SOCIAL SECURITY NUMBER		6. E-MAIL ADDRESS			
7. RANK (X one)							
<input type="checkbox"/> a. GENERAL SCHEDULE		<input type="checkbox"/> b. EXECUTIVE SCHEDULE		<input type="checkbox"/> c. SENIOR EXECUTIVE SERVICE		<input type="checkbox"/> d. OFFICER	
<input type="checkbox"/> e. WAGE GRADE		<input type="checkbox"/> f. ENLISTED		<input type="checkbox"/> g. CONTRACTOR		8. GRADE	
<input type="checkbox"/> h. OTHER (Specify)							
9. WORK LOCATION (X one)							
<input type="checkbox"/> a. PENTAGON		<input type="checkbox"/> b. 400 ARMY NAVY DRIVE		<input type="checkbox"/> c. FOB2		<input type="checkbox"/> d. OTHER (Specify)	
10. ROOM NUMBER		11. WORK TELEPHONE NUMBER (Include area code)			12. HOME ZIP CODE (ZIP Code + 4)		
13. DEPARTMENT (X one)						14. AGENCY/DIVISION	
<input type="checkbox"/> a. ARMY		<input type="checkbox"/> b. AIR FORCE		<input type="checkbox"/> c. NAVY		<input type="checkbox"/> d. DEPARTMENT OF DEFENSE	
<input type="checkbox"/> e. OFFICE OF THE SECRETARY OF DEFENSE		<input type="checkbox"/> f. OTHER (Specify)					
15. VEHICLE TAGS							
a.(1) LICENSE PLATE NUMBER		(2) STATE		b.(1) LICENSE PLATE NUMBER		(2) STATE	
c.(1) LICENSE PLATE NUMBER		(2) STATE		d.(1) LICENSE PLATE NUMBER		(2) STATE	
16. CAR POOLS AND VAN POOLS (X one)							
<input type="checkbox"/> a. 2M		<input type="checkbox"/> b. 3M		<input type="checkbox"/> c. 4M (4 - 7 members)		<input type="checkbox"/> d. VAN POOL (8 or more members)	
17. ARE YOU THE PRINCIPAL CAR POOL OR VAN POOL MEMBER?				18. DO YOU RECEIVE METRO SUBSIDY?			
<input type="checkbox"/> a. YES		<input type="checkbox"/> b. NO		<input type="checkbox"/> a. YES		<input type="checkbox"/> b. NO	
<b>CERTIFICATION PERTAINING TO CAR POOL</b>							
<p>I certify that I actively participate as a member of a reserved car pool. I understand that active participation means that I ride to and from work as a member of the car pool except when on leave or other situations that would preclude travel on any given day, for a distance of at least five miles. Further, I understand that administrative action will be taken to revoke my parking privilege for falsifying my participation.</p>							
19.a. PRINCIPAL MEMBER SIGNATURE		b. DATE (YYYYMMDD)		20.a. APPLICANT SIGNATURE		b. DATE (YYYYMMDD)	
<b>FOR OFFICE USE ONLY</b>							
21. PERMIT TYPE		22. ISSUE TYPE (X one)			23. TRANSACTION TYPE (X one)		
		<input type="checkbox"/> a. NEW		<input type="checkbox"/> b. REPLACE		<input type="checkbox"/> c. DUPLICATE	
		<input type="checkbox"/> a. SPECIAL		<input type="checkbox"/> b. DISABLED		<input type="checkbox"/> c. EXCEPTION	
24. FOB2 ONLY				25. PERMIT NUMBER		26. PERMIT EXPIRATION DATE (YYYYMMDD)	
a. LOT NUMBER (1 - 6)		b. COMPOUND LETTER (A-O) AND SPACE NUMBER					
27. PROCESSOR NAME (Last, First, Middle Initial)			28. PROCESSOR SIGNATURE			29. SIGNATURE DATE (YYYYMMDD)	

DD FORM 1199, JAN 2002

PREVIOUS EDITION IS OBSOLETE.

Figure 5-6.--DD Form 1199 (Pentagon Parking Permit Application).



**DIAGRAM OF FEDERAL BUILDING #2  
PARKING LOTS / (ASSEMBLY AREAS)**

Figure 5-7.--Diagram of Federal Building #2 - Parking Plan.

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CHAPTER 5

HEADQUARTERS SERVICES

SECTION 10: VISUAL INFORMATION SERVICES

51000. COMBAT VISUAL INFORMATION CENTER (CVIC)

1. The CVIC is responsible for providing professional visual and audiovisual support services to Headquarters Marine Corps; all Marine Corps activities in the Military District of Washington and those within a 30-mile radius without designated support from elsewhere; and DoD tenants within the ARLEX. The CVIC services include graphics design, reprographic duplication and bindery production, still photography, video production. Also provided are audiovisual issue equipment, closed circuit television, projectionist support, and audiovisual equipment repair/maintenance/installation capability and a viewing room.

2. The CVIC does not have an image library/database to provide customer's with images to use in their self made products. If customers require images, it is provided as part of the CVIC's service to produce the actual product in the product's entirety. Customer's requiring copies of the Marine Corps Seal, or Emblem are directed to contact HQMC Printing (ARDE), Mr. Renner, at 703.614.2580, for authorization to use the image, or to get a copy of the image. Customer's interested in photographic images can go to the following websites; the Marine Corps' Website (<http://www.usmc.mil/imagearchive>), the Marine Corps Visual Information Management's (VIM) website at TECOM in Quantico (<http://www.tecom.usmc.mil/vim>), or the Joint Combat Camera Center's website (<http://dodimagery.osd.mil/>) for all the services photographic images. Note: The CVIC will not duplicate copyright materials without written permission from the copyright holder. The CVIC will not provide services for unofficial office/unit functions such as, gifts, mementos, dine-ins, mess nights, office parties (like going away fond and farewells), as noted in MCO 5600.31.

51001. GRAPHICS AND PUBLICATION SERVICES

1. The CVIC's Graphics Section provides professionally prepared designs for publications, displays, signage, presentations, and limited illustrations and artwork.

2. Publication layout and design services provided for commercial and in-house publications, such as; books, brochures, booklets, covers, flyers, newsletters, certificates, event informational cards and layout and design forms. Typesetting and camera ready artwork services are provided to assist customer's working with HQMC Printing for invitations and related materials. Note: The CVIC does not provide gifts nor publication support for unofficial office/unit functions such as, dine-ins, mess nights, office parties (like going away fond and farewells), as noted in MCO 5600.31.

3. Display services provided for commercial and in-house products, such as, event posters, recruiting and retention poster design, briefing charts, and designs for hallway displays. Note: The CVIC does not support office beautification due to limited personnel and funds, and the general fraud, waste and abuse issues, as noted in MCO 5600.31.

4. Signage services provided for informational and directional purposes, such as, event signs, signs for identifying organizational services and representatives like office entry signs (TMO, PMO, etc.), or billet signs (OIC, NCOIC, Admin Chief, etc). Note: The CVIC does not support individualized nameplates, except for official events due to limited personnel and funds, and the general fraud, waste and abuse issues, as noted in MCO 5600.31.

5. Presentation design services are available to customers, but due to technology advancement and availability at the customer level a decline in these types of requests have reduced our need to offer this service.

6. Illustration and artwork services are provided as part of the overall service CVIC provides in the production of customer's products. For example, customer's can expect the designer to produce illustrations and artwork for customer's products; publications, displays, signs, and presentations.

Note: A Graphics Request is completed upon submission of all projects in room 1306. Turnaround times vary according to scope of projects, priorities already in house, and time restraints placed on individual customers to meet briefing and publication deadlines, but normal turnaround time is seven to ten working days for most requests. Requests for priority work must be justified.

#### 51002. PHOTOGRAPHIC SERVICES

1. The CVIC's Photo Lab Section provides official photographic services to all authorized staff agencies. These services include: photo documentation services, official portraits, full-length photos, ID card and passport photos, as well as photographic coverage of official ceremonies and events. Customers are requested to provide a minimum of 24 hours notice to coordinate an official photographer to shoot their event. Customers requiring a photographer are to provide transportation to and from the event for the photographer. A limited quantity of point and shoot loan check out camera's are available for agencies requiring photographic services, but not a photographer. Point and shoot cameras are limited in quantity, so it is first come first serve. Customers will not be provided both an official photographer and a check out camera due to the redundancy of service. Photo Lab will print official photos for official events. Customers are provided two sets of prints (point and shoot customers receive only one set) and a CD-ROM with their images if they wish to reprint images out in town for personal use. Customers are responsible for their image CDs, Photo Lab is not an archive. Photos that do not fall into the historical documentation mission are not saved.

2. A Photo Job Order Request is completed upon submission of all projects in room 1312. Turnaround times vary according to scope of projects, priorities already in house, and time restraints placed on individual customers to meet their mission deadlines, but normal turnaround time is two working days for most requests. Requests for priority work must be justified.

3. Administrative photographs, such as program application photos, official passport photos (must have orders or memo in hand) and promotion board photos, are taken in room 1312. Anyone coming for an administrative photograph needs to have in hand paperwork specifications (size, type and purpose) and be in the correct uniform (see MCO P1070.12). Photographs are taken daily on an appointment basis.

#### 51003. AUDIOVISUAL DISPLAY SERVICES

1. Support is provided in the form of: audiovisual equipment on a short term or long term (sub custody) loan basis; a limited closed circuit TV (CCTV) service; projectionist and Video Teleconferencing support for the CMC's Theater and Conference Room; an audiovisual equipment repair/ maintenance facility; and expert audiovisual consultation in planning new presentation facilities.

2. Audiovisual equipment and training tapes are available for short term (30 days or less) loan in room 1309. Agencies will complete an Equipment Checkout request when picking up needed equipment. USMC agencies requiring equipment for over 30 days or on a recurring basis may request a long term loan by memorandum stating equipment needs and complete justification. Approved requests require the agency Responsible Officer to sign a Sub-Custody Record upon receiving equipment and are subject to funding constraints.

3. CCTV service consists of the operation and maintenance of the head end for the limited, in-house closed circuit video with taped broadcasts service and a cable news television programs distributed to all HQMC LAN users. This office also has been designated as requesting authority for all USMC CCTV cable use in the Pentagon.

51004. VIDEO SERVICES. Support is provided in the form of: video/audio production/documentation recording and processing capabilities; audio cassette duplication capability and video/audio duplication or format conversion.

1. Agencies requiring audio/video duplication, audio/video production or audio/video documentation recording services will complete an Job Order in room 1312.

2. Large duplication requests (20+) are commercially contracted on a case by case basis and may require funding from the requesting agency if it is an unbudgeted request. Distribution of video material within HQMC is via CD or LAN server. Marine Corps wide distribution of a video is via master copies to other regional CVICs.

3. Videotaping of parades and ceremonies containing copyrighted material, either audio or visual, is prohibited unless specifically requested by CMC, SPD Dir, PA; Dir, HD; or the Commanding Officer, Marine Barracks, 8th and I. Such video tapes will be for internal Marine Corps use; i.e., archival (historical documentation), or internal Marine Barracks, 8th and I use only. Other duplication requests of copyrighted events must be accompanied by copies of the releases from the copyright owner(s).

4. Videotaping of subjects outside the Annex / Pentagon / Henderson Hall area require transportation or parking coordination by the requestor. Taping outside of Washington area (TAD) will be supported as long as the requestor provides funding and administration requirements.

51005. REPRODUCTION SERVICES

1. The CVIC's Reproduction (Repro) Section provides professionally prepared black and white, and color toner based reproduction and bindery services for in-house print duplication materials such as; books, brochures, booklets, covers, flyers, newsletters, certificates, event informational cards and forms. Maximum document size is 11x17" (tabloid). Also, the Reproduction section can provide limited CD-ROM and DVD duplication.

2. Reproduction section is authorized to duplicate classified material up to SECRET level, reference MCO P5510.18. See Reproduction Chief for current procedures.

3. Bindery and finishing services provided include; three hole punch, stitching, stapling, cutting, comb binding, coil binding, glue pad binding, and limited perfect binding.

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CHAPTER 6

MARINE CORPS PERSONNEL RECORDS

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CHAPTER 6

MARINE CORPS PERSONNEL RECORDS

6000. OFFICIAL MILITARY PERSONNEL FILES (OMPFs)

1. Per MCO P1070.12, Marine Corps Individual Records Administration Manual (IRAM), Official Military Personnel Files (OMPFs) are maintained by the Deputy CMC, M&RA (MMSB) for:

- a. All active duty and Reserve Marine officers and enlisted.
- b. Fleet Marine Corps Reserve.
- c. All temporary disability retired (TDRL) Marines.

2. The OMPFs of all other retired and former Marines are held for no less than five years (\*) after all military obligation time has been completed or from the date of discharge, resignation, retirement or death, and then are maintained at the National Personnel Records Center (NPRC), St. Louis, Missouri. \* NOTE: Procedures are being developed to enable Services to retire OMPFs electronically to NPRC. At this time, OMPFs are being held at MMSB indefinitely until this capability exists for all OMPF of Marines discharged or separated from 1999 forward.

3. The Deputy CMC, M&RA (MMSB) creates new OMPFs for all new officer and enlisted Marines, and continuously updates these OMPFs by adding authorized documents.

4. When a selection board, staff agency, or an individual desires to review a particular OMPF. Boards and staff agencies must ensure safeguards are taken to properly dispose of all copies of OMPFs requested by their agency; i.e., put paper into burn bags, break CDs in half and scratch off SSN, or delete electronic copies that are no longer needed. St. Louis (NPRC) stored records retrieved for use must be returned to MMSB-20, no exceptions.

5. The contents of the OMPF consist of:

a. Service Folder. The Service Folder contains documentation pertaining to service computation and general administrative data, such as contract information, appointment and acceptance agreements, etc.

b. Commendatory Folder. The Commendatory Folder contains any commendatory or derogatory documentation maintained on an individual, such as personal awards, court-martials and information on schools and training.

c. Performance Folder. The Performance Folder contains fitness reports and associated documentation.

6001. SCREENING AND FILING MATERIAL IN PERSONNEL FILES

1. The military history of a Marine from time of entry into the service until final separation is contained in the OMPF. The contents of the OMPF are limited to material clearly pertinent to the Marine's military history.

2. To prevent the inclusion of extraneous matter in OMPFs, the Personnel Management Support Branch (MMSB) will carefully apply the intent of chapter one of the IRAM in the creation and maintenance of OMPFs. HQMC staff agencies submitting material for inclusion in the OMPF will submit only those documents which are clearly pertinent to the Marine's career and history. Items submitted which are extraneous per chapter one of the IRAM will be purged.

3. HQMC staff agencies sending correspondence for filing in OMPFs will observe the following requirements. Incoming correspondence will be stamped or marked "file" on the face of the document. Placing of a stamp on material is a certification that the following conditions have been met:

- a. The material is properly related and pertinent to the Marine concerned.
- b. All interested parties within HQMC have seen the material.
- c. All necessary action has been taken and completed, to include referral of the document to the Marine for rebuttal in cases where the Marine does not have knowledge of the document.
- d. All material contains the Marine's full name and social security number (SSN).

4. All staff agencies reviewing OMPFs will notify the Records Management Section, Personnel Management Support Branch (MMSB-20) of misfiled or illegible material or errors in the OMPF.

5. When OMPFs are drawn from NPRC by HQMC offices, such files will be retained and safeguarded by the requester until the necessary action is completed. Copies of the incoming correspondence, together with the Headquarters response, will be inserted in, or attached to, the OMPF prior to its return to the Personnel Management Support Branch so appropriate action is taken to include the correspondence in a subject Marine's OMPF prior to returning the OMPF to NPRC.

6. Material of an unfavorable nature will not be submitted for inclusion in the OMPF until action required by chapter one of the IRAM concerning unfavorable material is completed.

6002. AUTHORITY TO ORDER PERSONNEL FILES

1. OMPFs may be requested for official purposes only.
2. The number of individuals authorized to draw OMPFs will be kept to a minimum. Normally, staff agencies that are not high volume users will designate no more than two individuals to order OMPFs. Higher volume users may designate more than two individuals.
3. No one may order or draw the OMPF of a superior in the chain of command. Enlisted personnel are not authorized to draw or review officer personnel files except when required in the normal course of their duties. Written justification must be included with any request for authorization to routinely order OMPFs.
4. Requests for authority to draw OMPFs are submitted on a NAVMC HQ 91, Authorization to Order Personnel Files, to the Deputy CMC, M&RA (MMSB) for approval. The following items of information must be submitted with the NAVMC HQ 91 when applying for case draw authority:
  - a. Detailed justification of the need to have access to OMPFs.
  - b. Specific uses to be made of all OMPFs drawn. Authority to draw OMPFs will not be approved for the following categories:
    - (1) Reporting Seniors/Reviewing Officers acting in those capacities.
    - (2) Persons responsible for the assignment of Marines below the level of HQMC.

(3) Competency review boards.

c. Procedures and equipment in place ensure protection of the information as required by the Privacy Act of 1974.

5. Notify the Deputy, CMC M&RA (MMSB), in writing, when an individual who is authorized to order OMPFs is transferred or when authority is no longer required.

6. Do not take OMPFs out of HQMC without prior approval from MMSB. It is the requester's responsibility to ensure an NPRC case is recharged through MMSB-20 in the event the case must be sent to another office or agency before being returned to NPRC. The system will continue to show the case charged to the customer as originally input, and the original user will be held responsible for the OMPF until action is initiated through MMSB-20 to change or recharge the OMPF.

7. A listing of active customers will be distributed annually for review. Staff offices will be asked to verify these listings for currency, to advise MMSB of any changes, and to submit appropriate NAVMC HQ 91 forms as applicable. If responses are not received, authorizations not revalidated will be automatically cancelled.

6003. AUTHORITY FOR MARINES TO REVIEW THEIR OWN PERSONNEL FILES

1. Marines may review their own personnel files, upon presentation of proper identification, during the hours of 0730 to 1700, Monday through Friday, except holidays. Individuals may request their OMPF at the Customer Service Window, Records Management Section, Personnel Management Support Branch, located on the third deck, 2008 Elliot Road, Quantico, VA. They may also request a copy of their OMPF via the MMSB website at [HTTPS://WWW.MMSB.USMC.MIL](https://www.mmsb.usmc.mil), by telefax to 703-784-5792/DSN 278-5792, by email to the MMSB organizational mailbox at [MMSBOMPf@manpower.usmc.mil](mailto:MMSBOMPf@manpower.usmc.mil), or by mail. If the requested OMPF is to be mailed to a mailing address that cannot be verified as belonging to the individual through the Marine Corps Total Force System (MCTFS), a signature will be required on applicable requests.

6004. PROCEDURES FOR ORDERING, CONTROLLING AND RETURNING OFFICER AND ENLISTED OMPFS

1. General Procedures for Ordering Personnel Files

a. Routine Requests. Authorized users within M&RA will log on to the system using computer terminals. Users will request OMPFs, check status of previously entered requests, cancel previously entered requests and view OMPF ordered in digital format. OMPFs requested in either CD or paper format will be sent to the requester by MMSB-20 via guardmail. Users external to M&RA will be provided OMPFs in either paper or CD format.

b. Emergency Requests. When immediate delivery of an OMPF is necessary, the request should be entered into the system with a request type of "emergency". This will flag the system for expeditious processing. Only the following situations are considered appropriate as emergency requests:

(1) An immediate response is required to a written or oral request from White House staff, Members of Congress, Secretary of Defense, Secretary of Navy, or a Marine Corps general officer.

(2) Authorized investigator (e.g., Naval Criminal Investigative Service, Office of Personnel Management, U.S. Secret Service, Federal Bureau of Investigation) visits to review official files of individuals.

c. Controlled Case Files. To safeguard and protect the personal privacy of active duty general officers, living former commandants, Marines who have attained newsworthy status, or Marines or family members of Marines employed in Personnel Management Support Branch, such personnel files are stored and designated "special files" and are under the direct cognizance and control of the Head, Personnel Management Support Branch. These OMPFs have an additional flag set in the system to control access. Justification must be provided to the Admin Officer, MMSB before the OMPF will be released to an authorized user. The Head of the requesting office will be responsible for proper custody of these records. The following officials/boards may be issued special cases without release approval and may keep such records at the discretion of respective officials:

Commandant of the Marine Corps  
 Assistant Commandant of the Marine Corps  
 Director, Marine Corps Staff  
 Deputy Commandant, Manpower & Reserve Affairs Department  
 Director, Personnel Management Division  
 Head, Officer Assignment Branch (release approval required)  
 Head, Separation and Retirement Branch (release approval required)  
 Promotion/Selection Boards convened at this Headquarters

d. Inactive files located at NPRC. OMPFs located at NPRC should be requested through the system just like a request for an active OMPF. If a St. Louis OMPF does not appear in the system, MMSB-20 must be contacted to create a shell in the system before a request can be entered. Users may request assistance as needed through the Customer Service Window at 703-784-3623/5640.

## 2. Procedures for Return and Retrieval of Personnel Files

a. Return all paper or microfiche (NPRC) personnel files to MMSB as soon as possible but not later than seven calendar days after the date of checkout.

b. Situations may arise that require an extensive search throughout HQMC for an OMPF that is on loan and transfer from NPRC. On such occasions, properly identified personnel from MMSB shall be granted access to all offices and afforded every assistance necessary to locate the needed personnel files.

6005. SAFEGUARDING FILES. Responsibility for safeguarding OMPFs against loss, use for unofficial purposes, and unauthorized divulgence of information rests with all personnel having the files in their possession. Title 18, U.S.C. 2070 prohibits alteration, concealing, removing, mutilating, obliterating, or destroying material in the OMPF. Infractions of the law are punishable by a fine of not more than \$2,000.00, imprisonment for not more than 3 years, or both.

## 6006. MAINTAINING THE PRIVATE NATURE OF OMPFs

1. The contents of OMPFs are considered to be private in nature and as such the policy set forth in the Marine Corps Manual and in this paragraph will be strictly applied. Requests will be referred to the Deputy CMC, M&RA (MM) when attending circumstances are not covered by existing policy. Requesters will be required to provide complete identification (full name and SSN) in all cases where known, and a statement concerning the nature of their requirement.

2. The Deputy CMC (MMSB) shall grant access or deliver OMPFs only as follows:

a. Per paragraphs 6003 and 6004 of this chapter.

b. OMPFs of Marine Corps personnel may be delivered to authorized recipients for use by the following naval organizations:

- (1) Navy Council of Personnel Boards
  - (a) Navy Clemency Boards (b) Naval Physical Disability Review Board
  - (c) Navy Discharge Review Board
- (2) Board for Correction of Naval Records
- (3) Board of Decorations and Medals

c. The OMPF of a Marine or former Marine may be delivered to the following officials via the Director, Personnel Management Division in return for a receipt signed personally by the official concerned or the designated assistant or aide:

- (1) The President of the United States and the Naval Aide to the President. (NOTE: All requests for records emanating from the White House must be sent through the Military Assistant to the President and the Special Assistant to the Secretary of Defense.)
- (2) The Secretary of Defense, the Deputy Secretary of Defense, the Assistant Secretaries of Defense.
- (3) The Joint Chiefs of Staff.
- (4) The Secretary of the Navy, the Under Secretary of the Navy, and the Assistant Secretaries of the Navy.
- (5) The Judge Advocate General of the Navy and designated assistants, when required in legal determinations.
- (6) The Chief, Vice Chief, and Deputy Chiefs of Naval Operations.

3. The following general policy governs the release of information from the records of Marines or former Marines:

a. Any classified information in the files of the Deputy CMC (M&RA) regarding a Marine or former Marine, will be furnished only when specifically authorized by DMCS.

b. If a request for information is refused, prompt notice will be given to the requester with a statement for the refusal.

c. Information furnished will be held to a minimum consistent with the requirements of the request.

d. A Marine, former Marine, or the personal representative (one who presents proof in writing) may be furnished any information or copies from their records unless prohibited by existing directives.

e. The Director, Public Affairs may prepare and release to news media information of a biographical nature from the records of Marines or former Marines unless prohibited by existing regulations and directives.

f. Name, grade, service address, age, and length of service will be released by MMSB following the Privacy Act of 1974.

6007. RELEASE OF INFORMATION FROM MEDICAL RECORDS OF MARINES AND FORMER MARINES AND TEMPORARY DISABILITY RETIRED LIST (TDRL) MARINES

1. Medical records of Marines on the Temporary Disability Retired List (TDRL) are maintained by MMSB-16. All other medical records are turned over to the Marine Corps Reserve Support Command upon a Marine's discharge, retirement, or separation, who in turn will copy applicable records and forward to the Department of Veterans Affairs Service Medical Records Center in St. Louis, MO. Requests for medical information, other than statement of well being in the case of active members of the Marine Corps, will be referred to the Commander, Naval Medical Command.

2. Officials of this Headquarters will keep and service those health records on members of the TDRL and respond to inquiries about those records, subject to the Privacy Act, to:

- a. The former member.
- b. Next of kin.
- c. Prospective employers.
- d. Armed Forces recruiting services.
- e. Law enforcement authorities.
- f. Veterans Administration.
- g. Members of Congress.
- h. Offices or bureaus of state, local, and federal governments.
- i. Insurance companies.
- j. Others authorized by the member concerned.

3. When a response requires an interpretation of the medical information from a record or where a psychiatric report must be reviewed before the record can be released, the inquiry and the OMPF are sent to the Medical Officer of the Marine Corps.

4. Nothing in this statement of policy is intended to preclude the release of appropriate information concerning the current health and welfare of individuals in the armed services or vital statistical data, including proof of death concerning such personnel. Neither is it intended to preclude compliance with court orders calling for the production of medical records in connection with litigation or criminal prosecutions or to preclude release of information from medical records when required by law.

6008. WORLDWIDE LOCATOR UNIT

1. The Deputy CMC, M&RA (MMSB-10), Worldwide Locator Unit, 1-800-268-3710 is available for assistance during normal working hours in identifying and locating Marine Corps members.

2. Upon request, MMSB-10 will furnish necessary releasable information on all military personnel. Mailing addresses of retired personnel and SSN's will not be released.

3. Telephonic or written requests will be accepted. Telephonic requests can be handled for a limited number of named by calling DSN 278-3942.

4. Overseas military addresses will not be provided as a general policy.
5. The HQMC staff duty officer will provide emergency worldwide locator service during nonworking hours.

6009. INQUIRIES REGARDING PERSONAL AFFAIRS OF MILITARY AND CIVILIAN PERSONNEL. Persons receiving calls from credit associations, merchants, and other persons requesting personal information or that which is part of an official record will make no attempt to answer the inquiry. Such calls will be transferred to one of the following offices authorized to give out certain information to the public:

1. Calls concerning active military: Deputy CMC, M&RA (MMSB-10) DSN 278-3942.
2. Calls concerning civilians: CMC (ARH), DSN 224-2027.

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CHAPTER 7  
STAFF STUDIES

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CHAPTER 7

STAFF STUDIES

7000. GENERAL

1. The term "staff study" refers to a formal staff study addressed to the Commandant of the Marine Corps. Time permitting, a staff agency recommending a course of action concerning a matter of importance and involving other staff agencies will prepare and submit a "staff study" on the subject.

2. Approval of some studies will require that a letter or directive be issued or a directive or form be modified. When this is the case, the study must have the letter, directive, or form attached when it is sent to the Commandant.

7001. PREPARATION AND ROUTING

1. Studies will be prepared in memorandum format or following paragraph 1406.h of FMFM 3-1, Command and Staff Action, and identified in the subject line by "STUDY NO. \_\_\_\_". Staff agencies shall maintain their own series of numbers for this purpose. Classified studies shall be prepared following HQO P5510.2, HQMC Information Security Manual. The study shall contain basic information that will allow the CMC or ACMC to make a decision and should include, but not be limited to the following:

a. A statement relating references to the paper. What is required by the reference...what are the key points in the reference necessary for an understanding of the paper?

b. A statement of the importance of the paper to the Marine Corps.

c. A discussion of the effect upon the Marine Corps. Is the paper establishing policy of less than 1-year...policy of long-term duration...or does the paper have an immediate 1-year effect upon the Marine Corps?

d. A discussion of policy. Does the paper continue or change a previous Marine Corps policy or position...does the paper vary in position from any other activity?

e. A statement as to possible pitfalls or questions from higher authority which may be generated by the paper.

f. Additional pertinent factors not covered above that will assist the CMC or ACMC in making a decision on the paper. (If previous correspondence on the subject has addressed the areas above, restrict statements to points that will direct attention to current requirements.)

2. The last paragraph of the memorandum will have recommendations. The study will be routed by the use of the HQMC Routing Sheet (NAVMC HQ 335) and be completed by following the instructions contained in the HQMC Supplement to the DON Correspondence Manual. The study will then be processed as follows:

a. Unclassified studies will be routed simultaneously to those staff agencies whose concurrence is needed to implement the recommended course of action.

b. The information should be assembled and a copy of the study delivered with enough basic information to allow addressees to take necessary action within a reasonable timeframe. If, for any reason, it is impracticable for the interested staff agency to indicate whether or not it concurs within a reasonable timeframe, the staff agency will request an extension.

c. If all interested staff agencies concur with the study, or if the originator believes that further expression of views on nonconcurrences would be of no benefit, the originator will prepare the study in a smooth and route it to the Secretary of the General Staff for the principals, using the HQMC Routing Sheet. Frequently a nonconcurrency is based on a misunderstanding or insufficient knowledge of the facts, and may be changed to a concurrence after an informal discussion between the originator and the nonconcurring staff agency.

d. If the originator believes it is necessary to further substantiate or change the original position, a revision of the study will be prepared in the same format as the initial version. The revised study will then be assigned the same identifying serial number as the initial version, but with a letter suffix; e.g., 1A-1980. A copy of the revision will then be delivered by simultaneous routing to each interested staff agency using the HQMC Routing Sheet. This procedure will be repeated until the revision receives the concurrence of all interested staff agencies or, in the opinion of the originator, no further expression of views would be of benefit.

e. Double-spaced rough drafts should be used for intra-Headquarters routing of studies.

f. Classified studies will be routed in the same manner as unclassified studies except the number of copies distributed will be held to an absolute minimum. Distribution will be made only to those staff agencies whose concurrence or recommendations are essential. When time is not an overriding concern, routing will be consecutive rather than simultaneous.

7002. DECISION. After decision by the CMC or APMC, the Secretary of the General Staff will return all papers to the originating staff agency and will send a copy of the decision to each interested staff agency.

7003. STAFFING OF PROPOSED PUBLICATIONS AND CHANGES

1. Proposed publications and changes may be made the subject of studies, sent by memorandum, and staffed by means of a routing sheet.

2. It is the responsibility of the originating staff agency to obtain required approvals for proposed publications and changes prior to submission for signature.

3. Proposed changes to the Marine Corps Manual will be sent to the DirAR for appropriate action and final approval by the Commandant. Proposals for changes to the Marine Corps Manual will be fully documented and will contain a summary of changes proposed. (See paragraph 8101.2 for technical validity of paragraphs in the Marine Corps Manual.)

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CHAPTER 8

PUBLICATIONS AND DIRECTIVES

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CHAPTER 8

PUBLICATIONS AND DIRECTIVES

SECTION 1: PUBLICATIONS SYSTEM

8100. GENERAL

1. The Marine Corps Publications System is established in the Marine Corps Manual 1980, paragraph 1010 (See Figure 8-1). The regulations contained therein apply to the preparation of all material published in the Marine Corps.

2. Originating staff agencies will contact the DirAR (ARD) for detailed instructions on printing when there is a question about the preparation, style, and format of publications or changes.

8101. RESPONSIBILITY

1. The responsibilities of HQMC staff agencies for functions involved in the issuance and distribution of publications and directives are contained in MCO P5600.31, Marine Corps Publications and Printing Regulations and MCO 5215.1, Marine Corps Directives.

2. Responsibilities of staff agencies for the technical validity of paragraphs of the Marine Corps Manual are assigned in Figure 8-1.

3. The DirHD and DC/S I&L are responsible for the technical validity of MCO P10520.3, Flag Manual. (See Figure 8-2.)

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<u>Responsible</u> <u>MCM 1980 Paragraphs</u>	<u>Headquarters Staff Agency</u>
1000	PP&ODept
1001	ARDiv
1002	M&RADept
1003	I&LDept/MARCORSYSCOM
1004	M&RADept
1005	PP&ODept
1006	M&RADept
1007	M&RADept
1008	M&RADept
1009	M&RADept
1010	ARDiv
1011	InspDiv
1012	OffLegisAsst
1013	P&RDept
1014	P&RDept
1015	PADiv
1100	MCCDC
1200	C4IDept
1201	C4IDept
1202	M&RADept
1203	P&RDept
1204	P&RDept
1205	P&RDept
1206	P&RDept
1300	JADiv
1301	JADiv
1302	M&RADept
1303	M&RADept
1400	HDDiv
1401	C4IDept/M&RADept
1402	H&MDiv
2000	M&RADept
2001	M&RADept
2002	M&RADept
2003	M&RADept
2004	M&RADept
2005	M&RADept
2100	M&RADept
2101	M&RADept
2102	M&RADept
2200	M&RADept
2201	M&RADept
2202	M&RADept
2300	M&RADept
2301	M&RADept
2302	M&RADept
2400	MCCDC
2401	MCCDC
2402	MCCDC
2403	MCCDC
2404	MCCDC
2405	MCCDC
2406	MCCDC
2500	JADiv

Figure 8-1.--Staff Agencies Having Responsibility for Paragraphs in the Marine Corps Manual.

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<u>Responsible</u> <u>MCM 1980 Paragraphs</u>	<u>Headquarters Staff Agency</u>
2501	I&LDept
2502	M&RADept
2503	M&RADept
2504	M&RADept
2600	M&RADept
2601	M&RADept
2602	M&RADept
2603	M&RADept
2604	M&RADept
2605	M&RADept
2700	M&RADept
2701	M&RADept
2702	MCCDC
2800	M&RADept/C4IDept
2801	OffHHS
2802	M&RADept
2803	M&RADept
2804	M&RADept
2805	M&RADept
2806	OffMFCUB
2807	M&RADept
2808	M&RADept
2809	M&RADept
2810	I&LDept
2811	M&RADept
2812	M&RADept
2813	M&RADept
2814	M&RADept
2815	MCCDC
2816	OffChaplain
2817	M&RADept
2818	PADiv
2819	M&RADept/PP&ODept
2820	M&RADept
3000	PP&ODept
3001	PP&ODept
3002	PP&ODept/M&RADept
3100	PP&ODept
3101	PP&ODept
3102	PP&ODept
3103	PP&ODept
3200	C4IDept
3300	C4IDept
3400	MCCDC
3401	MCCDC
4000	I&LDept
4001	I&LDept
4002	I&LDept
4003	I&LDept
4004	OffHHS
4100	I&LDept
4101	I&Ldept

Figure 8-1.--Staff Agencies Having Responsibility for Paragraphs  
in the Marine Corps Manual--Continued.

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<u>Responsible</u> <u>MCM 1980 Paragraphs</u>	<u>Headquarters Staff Agency</u>
4102	I&LDept
4103	I&LDept
4104	I&LDept
4105	I&LDept
4106	I&LDept
4107	I&LDept
4200	I&LDept
4201	I&LDept
4202	I&LDept
4300	I&LDept
4301	I&LDept
4302	I&LDept
4303	I&LDept
4304	I&LDept
4305	I&LDept
4306	OffHS
4400	I&LDept
4401	I&LDept

Figure 8-1.--Staff Agencies Having Responsibility for Paragraphs  
in the Marine Corps Manual--Continued.

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Section A. Flags, Colors, and Standards Definitions	*Hist&MusDiv/I&L Dept (LM)
Section B. The National Flag	
History	Hist&MusDiv (HDH)
Use and Display	Hist&MusDiv (HDH)
Placing of the National Flag in Mourning	Hist&MusDiv (HDH)
The National Flag at Burials	Hist&MusDiv (HDH)
Section C. The National Ensign	
Size and Display	Hist&MusDiv (HDH)
Half-masting	Hist&MusDiv (HDH)
Lowering and Folding	Hist&MusDiv (HDH)
Section D. The National Color or National Standard	
Use of Rayon	Hist&MusDiv (HDH)
Use of Fringe	Hist&MusDiv (HDH)
Section E. Marine Corps Colors, Standards, Flags, Guidons and Plates (For Order of Precedence see Annex F)	
Colors and Standards	I&LDept (LM)
General Officers' Distinguishing Flags	I&LDept (LM)
Guidons	I&LDept (LM)
Automobile and Aircraft Distinguishing Metal Plates	*Hist&MusDiv/I&L Dept (LM) (LFS)
Section F. Miscellaneous	
Miscellaneous Flags	Hist&MusDiv (HDH)
Distinguishing Flags for the President, Vice President, DOD Officials, Navy Officials and Navy Flag Officers	*Hist&MusDiv (HDH) I&LDept (LM)
Carrying Flags of Foreign Nations and Nonmilitary Organizations	Hist&MusDiv (HDH) I&LDept (LM)
Accessories	Hist&MusDiv (HDH)
Units Entitled to Awards	Hist&MusDiv (HDH)
Streamers	Hist&MusDiv (HDH)
Silver Bands	Hist&MusDiv (HDH)
Certificates of Unit Honors	Hist&MusDiv (HDH)
Section G. Administrative Procedures	
Supply	I&LDept (LM)
Funding	I&LDept (LM)
Allowances	I&LDept (LM)
Repair, Replacement, and Disposition Flags	I&LDept (LM)
Change in Unit Designation	I&LDept (LM)
Deactivated Organizations	I&LDept (LM)
Storage, Preservation and Packaging, and Materials Handling	I&LDept (LM)
Sale, Loan, or Private Use of Flags	I&LDept (LM)
Presentation of Distinguishing Flags	I&LDept (LM)

Figure 8-2.--Staff Agencies Having Responsibility for the Flag Manual.

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Annex A.	Rules, Customs, and Prohibition Pertaining to Display and Use; Pledge of Allegiance; and Penalties for the Desecration of the Flag	Hist&MusDiv (HDH)
Annex B.	Executive Order 10834 of 21 August 1959 "The Flag of the United States"	Hist&MusDiv (HDH)
Annex C.	Presidential Proclamation 3655 (Armed Forces Day)	Hist&MusDiv (HDH)
Annex D.	Navy Regulations	Hist&MusDiv (HDH)
Annex E.	Presidential Proclamation 3044 (Display of the Flag at Half-Staff)	Hist&MusDiv (HDH)
Annex F.	Department of Defense Directive 1005.8 (Order of Precedence)	Hist&MusDiv (HDH)
Annex G.	United Nations Flag Code and Regulations as Amended on 28 July 1950	Hist&MusDiv (HD)
Annex H.	Presidential Proclamation 3418 (Display of the Flag at the United States Marine Corps Memorial in Arlington, VA)	Hist&MusDiv (HDH)
Annex I.	Public Law 203--81st Congress (Flag Day); Public Law 89-443-89th Congress (National Flag Week)	Hist&MusDiv (HDH) *(JADiv (JAL))
Annex J.	Presidential Proclamation 4000 (Display of the Flag at the White House)	Hist&MusDiv (HDH)

\*In those sections where two or more staff agencies appear, the one appearing first is the coordinator.

Figure 8-2.--Staff Agencies Having Responsibility for the Flag  
Manual--Continued.

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CHAPTER 9

INSPECTIONS, AUDITS, AND INVESTIGATIONS

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AUDITS CONDUCTED BY AGENCIES EXTERNAL TO THE HQMC. . . . .	9003	9-3
AUDIT OF NONAPPROPRIATED FUNDS . . . . .	9004	9-4
IGMC INVESTIGATIONS/INQUIRIES . . . . .	9005	9-4

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CHAPTER 9

INSPECTIONS, AUDITS, AND INVESTIGATIONS

9000. HQMC STAFF AGENCY ASSISTANCE TO IGMC

1. From time to time the IGMC has need of assistance from the various HQMC staff agencies' expertise in the conduct of the Commandant's inspection programs. Providing subject matter experts (SMEs) as augment inspectors, creating and updating functional area inspection checklists, and occasionally providing technical assistance with request mast and other issues raised during an inspection are some examples of staff agency assistance to the IGMC.

2. HQMC staff agencies will provide, upon request from IGMC, competent subject matter experts to serve as augment inspectors during Commanding General Inspection Program inspections and technical advisors for inspection related matters. Ideally these SMEs are also the functional area manager of the particular area and checklist to be inspected. All augment inspectors accompanying the IGMC on inspections will have their travel arrangements coordinated with and TAD costs funded by IGMC. The inspections for which augment inspectors are required will be scheduled evenly throughout the year. Every reasonable effort will be made to schedule these requirements such that they will not exceed more than one four-day period per month.

3. Functional area inspection checklists are the purview of the specific HQMC staff agency that authors the applicable Marine Corps Order on a particular functional area. These checklists comprise the Automated Inspection Reporting System (AIRS). The checklists must be reviewed no later than 15 January annually and updated as necessary to comply with current policy and procedures on an as needed basis. Updated or new checklists are submitted to Inspection Division, IGMC to be entered into AIRS.

4. The IGMC, through analysis of inspection results, will advise the Commandant, and appropriate staff agencies as necessary, of significant trends in noted inspection discrepancies within the Marine Corps.

9001. PROCESSING REPORTS CONDUCTED BY EXTERNAL INSPECTORS GENERAL. HQMC receives copies of reports from external Inspectors General that may affect the Marine Corps. The IGMC reviews these reports, provides comments and recommendations as appropriate, and coordinates their distribution with Director Marine Corps Staff to the appropriate HQMC staff agencies.

9002. INSPECTIONS CONDUCTED BY HQMC STAFF AGENCIES. In accordance with Appendix A of Enclosure (4) of MCO 5040.6G, the IGMC must be apprised of all inspections and audits by HQMC staff agencies. Through the analysis of information obtained through all inspections results, the IGMC will then provide appropriated recommendations for improvement.

9003. AUDITS CONDUCTED BY AGENCIES EXTERNAL TO HQMC. HQMC receives copies of announcements of audits conducted by the General Accounting Office (GAO), the Department of Defense Inspector General (Audit) and the Naval Audit Service (NAS) that may affect the Marine Corps. The Deputy Commandant, Programs and Resources (DC, P&R) reviews each announcement and makes distribution, via DMCS, throughout HQMC and sponsors opening conferences and other meetings as may be appropriate in order to coordinate the audit. When audit reports are issued, the DC, P&R (RFR) reviews each

audit report, solicits input from HQMC staff agencies, and prepares coordinated Marine Corps responses on matters cited in the report that HQMC and Marine Corps field commands have concurred in. The DC, P&R (RF) is also responsible for maintaining an up-to-date follow up system on all audit recommendations with which CMC has agreed.

9004. AUDIT OF NONAPPROPRIATED FUNDS. The DC, P&R is responsible for the continuous audit of Marine Corps Community Service activities, and the Designated Miscellaneous Funds that are administered by the Commandant.

1. The Audited Fund will keep the original audit report, together with the final action of the Commandant, on file. The DC, P&R is responsible for ensuring follow up action on all reports.

2. Reports of audit will be sent at the completion of each audit to CMC.

9005. IGMC INVESTIGATIONS/INQUIRIES. The IGMC initiates and conducts non-criminal investigations into any Marine Corps matter as directed by SECNAV, CMC, the Naval Inspector General (NAVINGEN), or as otherwise deemed appropriate. Additionally, the IGMC serves as the official Marine Corps representative to whom, as an alternative to the normal chain of command channels, military and civilian personnel may request assistance or lodge complaints and provide facts without fear of reprisal concerning: violations of law, rules, or regulations; fraud, waste, or inefficiency; abuse of authority or other misconduct; and other matters that can be reasonably expected to be of interest to the SECNAV, CMC, NAVINGEN, or DODIG; in order to ensure appropriate inquiry and management action.

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CHAPTER 10

PUBLIC AFFAIRS

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CHAPTER 10

PUBLIC AFFAIRS

10000. GENERAL

1. The Director of Public Affairs (DivPA) represents the Commandant in all matters concerning public affairs.
2. Public affairs includes public information, internal information, media relations, and community relations.
3. Headquarters staff agencies will cooperate with the DivPA by responding to requests from the public, including the media, for information about the Marine Corps, and for Marine Corps participation in public events.

10001. COORDINATION OF PUBLIC INFORMATION

1. The DivPA is the coordinating staff agency for all matters of public affairs at HQMC. These matters include contacts and cooperation between HQMC and the news, pictorial, broadcasting and telecasting media, motion pictures, magazines and commercial advertisers.
2. Staff agencies will inform the DivPA, in advance, of plans to participate in network radio or television shows or cooperation with news media and commercial advertisers that will result in national news or publicity about the Marine Corps. No commitment for participation or cooperation will be made without prior referral to the DivPA.
3. Requests from the public under the Freedom of Information Act (FOIA):
  - a. The DirAR (ARS) is the central coordinating authority for the FOIA.
  - b. Requests for Marine Corps documents or records by members of the public will be handled per current Marine Corps directives.
  - c. In all instances where a denial is contemplated, the appropriate staff agency will give the DirAR (ARS) a proposed response and supporting documents. The DirAR (ARS) will review these and decide if additional staffing is needed before submission of denial for signature. This procedure will be accomplished by all Headquarters staff agencies except the DC/S I&L.
  - d. The DirAR (ARS) will also act as the central coordinating authority should the requester appeal to the SecNav.
4. The CO, HqBn, HQMC has authority to release information of local interest either directly to local media or through the Fleet Home Town News Center. All media requests for information of other than local interest will be referred immediately to the DivPA.

10002. PROCEDURE FOR MEDIA QUERIES

1. The DivPA will answer all media queries directed to HQMC. Media representatives work against stringent deadlines, therefore, all personnel concerned with replying to media queries, whether the reply is favorable or not, will work as quickly as possible. Delays in replies may be construed as a means to avoid unfavorable publicity and lead to unwarranted adverse speculation.
2. The following procedures are set up for processing all media queries received at HQMC:

a. The DivPA, or his representative, will answer routine queries directly to the media.

b. The DivPA will refer queries of a technical or sensitive nature to the head of the appropriate staff agency. The agency must answer these queries by the deadline given.

c. The DivPA will send queries to staff agencies in writing or telephonically. Staff agencies will respond in writing time permitting.

d. When all or part of a response to a media query involves classified material, the staff agency will obtain assistance from the DivPA action officer in making as complete a response as possible without compromising classified material.

e. The DivPA will not withhold responses to media queries due to sensitivity or possible embarrassment to the Marine Corps.

3. Staff agencies to whom media queries are referred are responsible for the accuracy of all information furnished to the DivPA, and must inform the DivPA of security classification and sensitivity.

4. The DivPA will refer answers to media queries that are classified or sensitive to the ACMC or the DirIntel for disposition.

5. Media queries received outside of normal working hours will be directed to the after-hours duty spokesperson via the Marine Corps Operations Center.

10003. PROCEDURE FOR MEDIA INTERVIEWS. Media interviews will be processed similar to media queries. The DivPA will coordinate all administrative matters to include date, time, place, and special equipment as required. Interviews with general officers will be audio recorded whenever possible.

10004. MEDIA COVERAGE FOR MARINE CORPS EVENTS

1. The DivPA will provide for media coverage of Marine Corps events in the Washington, DC area that are of national interest.

2. The DivPA will coordinate administrative matters to include:

a. Invitations and RSVP's to members of the media to include the Pentagon Press Corps and other representatives in the Washington, DC, area.

b. Preparation and distribution of press kits.

c. Parking for media representatives at the event sites.

d. Seating of media representatives during the event.

e. Other administrative matters as appropriate.

10005. COORDINATION OF COMMUNITY RELATIONS

1. The DivPA is the coordinating staff agency for all community events involving participation by Marine Corps units and individual Marines. These events include those directed by higher authority and those public events outside the immediate areas or capabilities of local commanders.

2. The DivPA coordinates and provides the necessary staff assistance for Marine Corps participation in public events to include:

a. Department of Defense special events and programs.

b. Marine Corps public affairs and information programs using speakers, color guards, musical and marching units, static aircraft displays or aircraft flight participation/and other appropriate support for public events. This support includes soliciting participation from Marine bands.

3. The DivPA is the principal staff advisor on plans and activities involving the Marine Corps and one or more elements of the civilian community. As principal staff advisor the DivPA will keep continuous liaison with:

a. Those HQMC staff agencies whose activities relate to the Marine Corps community.

b. The national headquarters of the Marine Corps-oriented organizations and their respective women's auxiliaries.

c. Navy-interest organizations when Marine Corps public affairs support is determined to be of mutual benefit to community events.

d. National veterans organizations.

4. The DivPA is responsible for monitoring those public affairs programs which ensure the continuance of Marine Corps traditions.

5. The DivPA will advise the ACMC on all Marine Corps community relations projects, programs, and problems related thereto.

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CHAPTER 11

LEGISLATIVE MATTERS

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CHAPTER 11

LEGISLATIVE MATTERS

11000. PROCEDURE FOR HANDLING LEGISLATIVE MATTERS

1. The Office of the Legislative Assistant (OLA) to the Commandant of the Marine Corps, will send staff agencies copies of bills or legislative proposals that are of interest or concern to them.

2. These staff agencies must provide information and comments to OLA within the deadline. OLA will then prepare comments for the Marine Corps.

3. The Legislative Assistant will call upon any HQMC staff agency or appropriate field commanders for information in connection with legislative proposals whenever necessary.

11001. PROCEDURE FOR PRESENTATION BEFORE CONGRESSIONAL COMMITTEES

1. When the views of the Marine Corps relative to legislative proposal matters are desired by congressional committees, the Commandant or his designated representative, will make the presentation. When the nature of the proposal makes it advisable, the Commandant, or his representative, will be accompanied by a representative of the staff agency having cognizance of the subject matter, so he may be available to supply additional facts or detailed data the committee may require. The Commandant, or his representative, will always be accompanied by the Legislative Assistant or the House/Senate Liaison Officers. Any presentation of information to Congressional Authorizers (or other committees less appropriations) must be coordinated with OLA.

2. Regulations directing the preparation of statements for presentation before Congressional committees are found in SECNAVINST 5730.5G, Procedures for the Handling of Naval Legislative Affairs and Congressional Relations. OLA will provide additional instructions on testimony preparation and assist in the preparation of witnesses as required.

3. The divulging of testimony before congressional committees that includes classified information will be governed by DoD 5200.1, Department of Defense Information Security Program Regulations and OPNAVINST 5510.1, Department of the Navy Information Security Program Regulations.

11002. HANDLING OF CONGRESSIONAL CORRESPONDENCE.

1. All written congressional inquiries (congrints) received by any Marine Corps organization falls under the cognizance of OLA. Congressional correspondence, regardless of origin, subject matter or method of receipt, must be forwarded to OLA for action. Written inquiries include letters, faxes, and electronic mail (email) messages.

2. Neither the Operating Forces nor HQMC Agencies/Departments are authorized to respond directly to inquiries from members of Congress.

3. All HQMC and Operating Forces must keep OLA informed of their points of contact (POC's). Updates to POC information should be provided as appropriate, but at least once per during each calendar year.

#### 4. DUE DATES

a. All commands receiving congrints from OLA are required to acknowledge taskers to the email address indicated on the tasker within 48 hours. If the Marine or civilian Marine who is the subject of the congrint is no longer a member of the command, in an unauthorized absence (UA) status, deployed, or discharged, OLA must be advised as soon as possible.

b. HQMC Agencies/Departments: five (5) working days are granted from receipt of congrint to complete the required actions and return the tasker to OLA.

c. Marine Corps Recruiting Command: ten (10) working days are granted from receipt of congrint to complete the required actions and return the tasker to OLA.

d. CONUS Operating Forces: five (5) working days are granted from receipt of congrint to complete the required actions and return the tasker to OLA.

e. OCONUS Operating Forces: eight (8) working days are granted from receipt of congrint to complete the required actions and return the tasker to OLA.

#### 5. PRIVACY ACT

a. All Marines (including civilian Marines) who are the subject of a congrint should be counseled on the provisions of the Privacy Act of 1974. The Privacy Act explicitly prohibits the release of personal information without a Marine's approval and the waiver of Privacy Act rights is strictly voluntary. Marines must be counseled and indicate specifically by name to whom information should be released. Where dependent support is concerned, it is mandatory that Marines specify by name to whom information should be released.

b. If a Marine sends a signed letter (with legible signature) to a member of Congress, such actions constitutes Privacy Act authorization to release information to that member.

c. If a Marine personally visits or calls a Congressional member's office and asks for assistance, such action constitutes Privacy Act authorization to release information to that member.

d. In cases where a third party contacts a member of Congress regarding a Marine, the Marine must explicitly state to whom information should be released (i.e., member of Congress, third party, etc.).

e. The waiver or non-waiver of Privacy Act rights does not relieve the Operating Forces/HQMC Agencies/Departments of its responsibility to thoroughly respond to OLA's tasker/route sheet.

#### 6. HOUSE AND SENATE OFFICERS

a. Congressional Liaison Officers are physically located on Capitol Hill and provide information in person to members of Congress and their staffers, which add to the sense of urgency.

b. Both the House and Senate Liaisons are authorized to obtain information from Marine Corps organizations by telephone, fax or email.

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