BATTALION ORDER 3000.1

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION STANDING OPERATING PROCEDURES (SHORT TITLE: H&S BN SOP)

Encl: (1) LOCATOR SHEET

1. **Situation.** This order establishes directive guidance for the operations and administration of Headquarters and Service Battalion (H&S Bn), Headquarters Marine Corps (HQMC), Henderson Hall (HH), Arlington, VA. This order amplifies guidance from the Commandant of the Marine Corps (CMC) and policy promulgated from his Deputy Commandants. Where Higher Headquarters (HHQ) guidance is published which conflicts with this order, this order will be amended to comply.

2. **Cancellation.** Battalion Order 3000.

3. **Mission.** The mission of H&S Bn, HQMC is approved by the Commandant of the Marine Corps and is found in paragraph 1 of Table of Organization and Equipment (TO&E) #M67353.

4. **Execution**
   a. **Commander’s Intent.** This organization provides operational, administrative, supply services, and logistical support to more than 2000 Active and Reserve Marines, Sailors, and Civilians spread throughout the globe; therefore, this SOP must be comprehensive, user-friendly, and accurate. All efforts in this organization are directed toward that end. When policies, procedures, or techniques require a change in this SOP, a timely update must be made and promulgated to all personnel no matter their location. The SOP policies and procedures focuses on maintaining accountability, conducting training and operations, developing our Marines professionally, and keeping Marines, Sailors, and Civilians informed.
   b. **Concept of Operations.** Policies and procedures in H&S Bn, HQMC will be executed as outlined in this order and in accordance with the references.

5. **Administration and Logistics**
   a. Recommendations concerning this order are invited and should be submitted to the H&S Bn CO via the chain of command and the Operations Officer.
   b. Copies of this order and appropriate references will be maintained by the H&S Bn Staff and Company Commanders. Copies of this order must be available electronically to all H&S Bn personnel.
   c. Additional references are noted in each chapter’s overview and / or the text throughout the publication.
   d. This SOP cancels all Bn orders and will be reviewed annually. The Operations Officer will issue Fragmentary Orders to make changes throughout the year and will be included into the annual SOP review and revision.

6. **Command and Signal.** This SOP has been created to serve as a baseline for all operations at H&S Bn, HQMC.

DISTRIBUTION: B and C

E. K. COUCH
**RECORD OF CHANGES**

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1-1  Henderson Hall MOL – UMSR Structure RUC 54008
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1-15  Commemorative Certificate Sample
1-16  Duty Quota and Assignments Example
1-17  CCIRs
1-18  General Orders for OOD
1-19  Security Checklist
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1-21  Deadly Force/Continuum of Force/Weapons Handling
1-22  Sample Log Book Entry
1-23  OPREP-3 SIR Reportable Events or Incidents
1-24  Bomb Threat Data Sheet
1-25  Acknowledgment of Reading and Understanding
1-26  Sample Listing of Active Directives (an updated/final list will be published by a FRAGO)
1-27  Sample Directives Annual Review Timeline (an updated/final list will be published by a FRAGO)
1-28  Battalion Annual Review Letter
1-29  Sample of Command Vital Records List
1-30  Addressees on Standard Distribution List for Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall
1-31  Sample of Reports List (final list will be published by a FRAGO)
1-32  DD Form DD67 (Revised May 2016)
1-33  Sample of Command File Plan
1-34  Sample of Command Designated Records Management Appointment Letter
1-35  Sample of Subordinate-Staff Section Records Coordinator Appointment Letter
REFERENCES

1-a MARADMIN 475/14 Marine Online Planned Location and Personnel Accountability in Conjunction with National Emergencies or Natural Disasters
1-b MCO 1050.3I/Regulations for Leave, Liberty, and Administrative Absence
1-c SECNAVINST 1650.1H/Navy and Marine Corps Awards Manual
1-d MCO 1650.19J/Administrative and Issue Procedures for Decorations
1-e MARADMIN 636/13 Clarification on Policy for Joint and Other U.S. Armed Service Awards
1-f MCO P3040.4/Marine Corps Casualty Assistance Program
1-g JAGINST 5800.7F/Manuel of the Judge Advocate General
1-h MCO 1001R.1L CH 1/Marine Corps Reserve Administrative Management Manuel
1-i MCO 1610.7A/Performance Evaluation System
1-j MCO 1742.1B/Voting Assistance Program
1-k MCO 4600.40B/Government Travel Charge Card Program
1-l MCO 4650.39A/Defense Travel System
1-m MCO P1400.32D w/Ch 1-2 (ENLPROM)
1-n MCO P1400.31C w/Ch 1 (OFFPROM)
1-o MCO 6110.3 w/Ch 1 (MCBCMAP)
1-p MCO P10520.3/Flag Manual
1-q MCO 3504.2A (OPREP-3 Reporting)
1-r MCO 5215.1K/Marine Corps Directives Management Program
1-t MCO 3030.1/Marine Corps Continuity of Operations (COOP) Program
1-u COOP Plan [CLASSIFIED]
1-v MCO 5210.11F/Marine Corps Records Management Program
1-w 5 U.S.C. 552a/Annual Training and Education Requirements
1-x SECNAVINST 5211.5E/Department of the Navy (DON) Privacy Program
1-y SECNAV M-5210.1/Department of the Navy Records Management Program Records Management Manuel
1-z SECNAV M-5210.2/Department of the Navy Standard Subject Identification Code (SSIC) Manuel
1-aa SECNAV M-5214.1/Department of the Navy Information Requirements (Reports) Manuel
1-ab MCO 5214.2G/Marine Corps Information Requirements (Reports) Management Program
1-ac SECNAVINST 5210.16/Department of the Navy (DON) Forms Management and Information Requirements (REPORTS) Management
1-ad SECNAV M-5213.1/Department of the Navy (DON) Forms Management and Information Requirements Management Programs
1-ae MCBUL1500 W/ ADMIN CHANGE Annual Training and Education Requirements
CHAPTER 1: COMMAND ADMINISTRATION

1000. GENERAL. This chapter outlines the roles and procedures the S-1 has adopted to accomplish its mission.

1001. PERSONNEL. The Henderson Hall S-1 provides command administrative support to Marines assigned to reporting unit codes 54008 and 88600. In addition, the S-1 provides administrative support to all battalion staff sections, civilians, and Navy personnel assigned to Headquarters Company.

1002. INSPECTOR GENERAL FUNCTIONAL AREAS ASSIGNED TO S-1

1. Casualty Affairs (3040)
2. Voter Assistance Program (1742)
3. Information and Personnel Security Program (5510.3)
4. Performance Evaluation System (1610)
5. Privacy Act (5211)
6. Records, Reports, and Directives Management Programs (5210)
7. Legal Administration (5800.16)
8. Postal Affairs (5510)
9. Military Awards (1650)
10. Leave, Liberty and Meal Card Accountability (1050)
11. Marine Corps Officer and Enlisted Promotion Process (1400)
12. Defense Travel System (4650)
13. Government Travel Charge Card Program (4600)

1003. EMERGENCY NOTIFICATION SYSTEM – ATHOC. This section is the AtHoc from the S-1’s perspective. See paragraph 3003 for information on ATHOC from the Operations Section perspective. The ATHOC Emergency Notification System is a tool for the command to effectively pass communication to personnel assigned to the command.

1. Concept of Operations. When required, the S-1 will use Marine OnLine to create personnel reports that will be entered into the ATHOC System with at minimum the below information:
   a. Rank
   b. Name (Last First, M.)
   c. Electronic Data Interchange Personal Identifier (EDIPI)
   d. Service Code Description
   e. Reporting Unit Code
   f. Company Code
g. Platoon Code

h. Monitored Command Codes (MCC)

i. Individual Location Code

j. Home Telephone Number

k. Work Telephone Number

l. Cellular Telephone Number

m. Work Email

n. Personal Email

2. Tasks

   a. S-1. Prior to a federal holiday period, pull a roster from Marine Online (MOL) with the above information and upload for broadcasting. Upon conclusion of the holiday period, the Battalion S-1 will provide the Company Commanders/Company First Sergeants’ with the roster of Marines that did not respond to the ATHOC message. Adjutant will provide the Executive Officer with an update of the Battalion by 1230 when liberty period expires at 0730 and 1530 when liberty periods expire at 1200. Once the Battalion has reported 100% accountability, Adjutant/Adjutant Chief will ensure the Commanding Officer and Executive Officer are informed.

   b. Company Staff. At least 3 days prior to the holiday period, send an email to your company to notify your personnel of the time they should expect the ATHOC message to be released. This allows for personnel that may be TAD or in a location unable to receive calls, to coordinate another means of accountability. Upon conclusion of the holiday period and receipt of the roster provided by S-1, the staff will account for their Marines. Initially, you will confirm accountability using the MOL UMSR tab in MOL and the Leave and Liberty tab. If you are unable to locate the Marine using these means, you will try to reach the Marine using their personal contact information in MOL. You will use the Marines Record of Emergency Data (RED) and contact their Primary Next of Kin (PNOK) and Secondary Next of Kin (SNOK). During this time, each company is required to report the status of their respective company to the Adjutant and Adjutant Chief by 1200 if the liberty period expired at 0730 or 1500 if the liberty period expired at 1200. Once you have 100% accountability utilizing morning report, ATHOC, phone con and or via e-mail, report this to the S-1 leadership.

   c. Executive Officer. When you receive 100% accountability from the Adjutant, report to the Director, Marine Corps Staff H&S Bn is accounted for.

3. Coordinating Instructions

   a. Events that will regularly require ATHOC messages:

      (1) Accountability following a holiday period.

      (2) Active shooter or other emergency drills.

   b. The S-1 and S-3 will coordinate all necessary requirements to achieve the objective of each ATHOC message.

A1001. PERSONNEL ASSIGNMENTS. Headquarters and Service Battalion (H&S Bn), Headquarters Marine Corps (HQMC), Henderson Hall has Marines assigned across various commands and spread throughout the globe. MOL-UMSR is the primary means to ensure personnel are correctly assigned to this command.
1. **Concept of Operations.** Upon checking into Henderson Hall, Marines will be joined to the Henderson Hall UMSR. Civilians and other service personnel will be joined as necessary. Upon checking out, Marines will be dropped from the Henderson Hall UMSR. Civilians and other service personnel will be dropped as necessary. Reporting Unit Code (RUC) 54008 is designated for active duty personnel and RUC 88600 is designated for Individual Mobilization Augmentee (IMA) personnel.

2. **Tasks**
   
a. **Consolidated Administration (CONAD)**
   
   (1) Join Marines as they check into Henderson Hall and assign them to the correct platoon in MOL – UMSR.
   
   (2) Drop Marines as they check out of Henderson Hall in MOL – UMSR.
   
   (3) Reassign Marines starting terminal leave to the “Terminal Leave” company in MOL – UMSR.

b. **S-1**

   (1) Ensure all Marines, permanently assigned General Services (GS) and Non-Appropriated Funds (NAF) civilian employees and other service personnel are assigned to Headquarters Company.

   (2) Assign all personnel in Headquarters Company to the correct Billet Identification Code (BIC).

   (3) Update and maintain the Company – Platoon – Section structure within MOL – UMSR. Conduct an annual audit to add or subtract structure as necessary.

   (4) Conduct a monthly audit of personnel who may be incorrectly assigned in MOL – UMSR.

   (5) Support subordinate platoon in the restricting or reassignment of personnel as necessary.

c. **HQMC Staff Agencies**

   (1) Ensure all Marines, Sailors, permanently assigned GS and NAF civilian employees and other service personnel are assigned to your platoon.

   (2) Assign all personnel with the correct billet identification code that corresponds with the appropriate table of organization.

   (3) Report any incorrectly assigned personnel or missing personnel from your MOL – UMSR to the Battalion S-1 for corrective action.

   (4) Organize the sections within your platoon in MOL – UMSR in the format that best supports your administrative control.

d. **Henderson Hall Individual Mobilized Augmentee (IMA) Coordinator**

   (1) Ensure RUC 88600 mirrors to the greatest extent possible the RUC 54008.

   (2) Ensure Marines assigned to RUC 88600 are assigned to the correct platoon.

4. **Coordinating Instructions**

   a. The current active duty structure within MOL – UMSR, RUC 54008, is illustrated in enclosure (1-1). Structure can be Company/Platoon structure can be amended by the Battalion S-1 as necessary.
b. The current IMA structure within MOL – UMSR, RUC 88600, is illustrated in enclosure (1-2). Structure can be amended by the Battalion S-1 or Henderson Hall IMA Coordinator as necessary.

A1002. ACCOUNTABILITY. H&S Bn, HQMC, Henderson Hall is a unique command with over 130 Monitor Command Codes (MCC) and 2 reporting unit codes (RUC). Because of the command’s complexity, accountability is a continuous challenge.

1. Concept of Operations. No later than 1200 each normal working day, all Marine Online (MOL) platoons have published their morning report using MOL UMSR in order to maintain daily accountability. The S-1 will delegate permissions to necessary personnel throughout the battalion to update duty statuses and publish the daily report. All personnel (Marine, Civilian, other services) reflected on a platoons report will have a current duty status.

2. Tasks
   a. Company Commanders

      (1) Review/update/publish your companies daily morning report no later 1200 of each normal working day. Report any discrepancies to the S-1 for corrective action.

      (2) In the event of exercise or operation in accordance with reference (1-a), ensure all personnel who meet the criteria are joined prior and accounted for in the MOL – Planned Location tab.

   b. S-1. Send out discrepancy notices to companies’ who have outdated duty statuses for personnel and published morning reports. In the event of exercise or operation in accordance with reference (1-a), assign a Marine as the Command Personnel Accountability Coordinator. Work with all companies to account for all personnel and submit all required reports to higher headquarters.

   c. Individual Marine. Ensure your contact information is up-to-date under your basic individual record (BIR) in MOL. Any changes must be made in MOL within seven days. You must maintain current:

      (1) Home Telephone Number

      (2) Cell Phone Number

      (3) Work Telephone Number

      (4) Physical Address

      (5) Work Email

      (6) Personal Email

4. Coordinating Instructions

   a. Any section without the ability to approve leave or check their Marines in and out must request permissions via email from the company clerk first, followed by the S-1.

   b. Any section without the ability to review/update/publish their morning report must request permissions via email to company clerk first, followed by the S-1.

A1003. LEAVE AND LIBERTY. H&S Bn is unlike most units in the Marine Corps. Because of its unique structure, specific authorities must be delegated or retained by the H&S Bn CO to the various sections. Paragraph A1003 provides policy for the preparation, approval, and maintenance of leave and liberty for Marine Corps personnel administratively assigned to H&S Bn, HQMC, HH.
1. **Concept of Operations.** Leave and liberty will be managed in the most effective manner that supports operations and still maintains appropriate oversight. Battalion S-1 clerks will manage the Leave and Liberty module and will ensure compliance on a monthly basis. All sections and individual approvers who do not comply with requirements will have their permissions revoked.

   a. **Guidance for assignment of leave approvers.** Company staffs are required to minimize the number of leave approvers to what is absolutely necessary to support operations and promote efficiency. The proliferation of leave approvers complicates the management of the leave system which ultimately impacts Marines and the accuracy of their duty status. Approvers are not to be assigned for convenience but rather for justified reasons. Sections and individual approvers who do not meet requirements, i.e. timeliness with approving leave, will have privileges revoked by the H&S Bn CO without reinstatement.

   b. **Annual Leave.** A Marine will request annual leave via Marine Online (MOL) and forward to his section’s designated leave approver. A section’s designated leave approver can approve annual and emergency leave. If the Marine does not have an approver in his/her chain of command the company staff will require comments in MOL/email from your supervisor in your chain of command before leave is approved.

   c. **Foreign Leave.** Any leave location executed outside of the continental United States (OCONUS) constitutes foreign leave (to include members forward deployed). Marines must report foreign leave to HQMC security and battalion adjutant office at least 45 days prior to travel. Requirements differ for each country for service members to be authorized leave. All foreign leave requirements must be processed through the Marines’ Security Coordinator/Manager. The company staff will ensure that the MarineNet training and itinerary are attached before forwarding to the S-1. The battalion will not approve leave for foreign destinations until notification has been received by the Marines’ Security Coordinator/Manager that the Marine has completed all necessary requirements. Foreign leave is only authorized to be approved at the battalion level and is not delegated to sections. Read enclosures (1-5) and (1-6) for detailed guidance.

   d. **Permissive Temporary Additional Duty (PTAD).** PTAD approval for house hunting is the only type of PTAD delegated down to the company level. PTAD for maternity and paternity leave is not delegated below the battalion level. Procedures for primary and secondary caregivers are upon 60 days prior to the anticipated delivery, the Marine will request their designation as the primary caregiver or secondary giver utilizing an EPAR via MOL to Battalion S-1 for their leave to be approved. A Marine will request PTAD in accordance with Ch. 5 para 1.c of reference (1-b) with justification and forward to his section’s designated leave approver for endorsement. It will then be forwarded to the battalion S-1 via MOL for final review and action. PTAD taken not in accordance with Ch. 5 para 1.c of reference (1-b) will be charged as annual leave.

   e. **Convalescent leave.** Convalescent leave is normally limited to a period of not more than 30 days per period of hospitalization. Convalescent leave will be approved with proper medical documentation to the battalion S1 (i.e. proper medical authority documentation stating the fact the member will be required to be placed on convalescent leave for a period of time).

   f. **Terminal leave.** Terminal leave will be processed through separations section of the Consolidated Administration Office upon receipt of separation orders. No individual Marine will submit terminal leave through the Marine Online leave and liberty module. Terminal leave requested for 60 or less can be approved by the companies. Terminal leave 60 or greater will be approved by the H&S Bn CO.

   g. **Special Liberty.** Only the Commanding Officer is authorized to grant a 96-hour special liberty period. Personnel assigned to H&S Bn, HQMC, HH can be granted a single day of special liberty by a military O-6 in their operational chain of command. Personnel in the military grade of O-6 can authorize a 72-hour liberty period only when the excused workday is in conjunction with a weekend liberty period. It must be annotated in the Marine’s special liberty request in MOL who authorized the period.

   h. **Liberty Limits.** Liberty is permission to leave the duty station. It does not include permission to leave the general vicinity of National Capitol Region (NCR) geographical limits without specific permission from their OIC. Personnel in a regular liberty or special liberty status of 24-hours or less constitutes local liberty and will not proceed beyond 100-miles. Personnel on liberty over a normal two-day weekend liberty period will not proceed
beyond 250 miles. Personnel on liberty for a 72-hour period will not proceed beyond 350 miles. Personnel on liberty for a 96-hour period will not proceed beyond 450 miles. Distances are calculated by a straight line with Henderson Hall acting as the point of origin. Enclosure (1-7) is a liberty limits radius chart.

i. Out of Bounds. Personnel must have approved out of bounds requests in MOL when traveling beyond liberty limits. Designated leave approvers are authorized to approve out of bounds requests by Marines assigned to their sections. Out of bounds requests do not need to be submitted for approved leave periods as locations are already annotated.

j. Commencement and Termination of Leave. All leave periods will commence and terminate in the vicinity of the permanent duty station, place of residency, or within local liberty limits. Leave will normally commence at the end of the section’s regular workday. Leave will normally terminate at the beginning of the section’s regular workday. Leave that begins during a liberty period will start at the regular close of business time.

   (1) Any leave that commences or terminates outside of the normal working hours must have an annotated reason in the leave request.

   (2) Checking Out and Check In from Leave. All Marines are responsible to ensure they are checked out when leave commences and checked in when it terminates. Failure to comply with this can result in incorrect leave balances, false morning reports, and administrative action. Staff Sergeants and above are authorized to check themselves out and in from leave via MOL. Staff Sergeants and above are granted authority to have check out and check in authorities for officers and staff noncommissioned officers in their sections. Sergeants and below must check out with the company office during working hours or the Officer of the Day during non-working hours.

2. Tasks

   a. S-1

      (1) Verify company clerks maintain all leave statements of understanding and assign leave approval permissions to designated leave approvers in MOL.

      (2) Process all requests in MOL that are outside the authority of company or designated leave approvers.

   b. Company Leave Approvers. Complete enclosure (1-3) and ensure leave is approved/disapproved in a timely manner and Marines are checked properly in/out of leave. All leave approvers will be granted permissions once the SOU has been reviewed and signed by the H&S Bn CO. Upon conclusion of the weekend liberty, ensure the staff check in/out on leave Marines within your company. This information is located in the OOD logbook located in the S-1.

   c. Designated Leave Approvers. Complete enclosure (1-3) and ensure leave is approved/disapproved in a timely manner and Marines are checked properly in/out of leave. All leave approvers will be granted permissions once the SOU has been reviewed and signed by the battalion commander.

   d. Designated UMSR Coordinator. Complete enclosure (1-4) and ensure section’s morning report accountability is completed in a timely manner. All designated UMSR Coordinators will be granted permissions once the SOU has been reviewed and signed by the H&S Bn CO.

3. Coordinating Instructions. This policy is applicable to all Marines and Sailors assigned to RUCs 54008 and 88600 and carried on the rolls of H&S Bn, HQMC, HH.

A1004. MILITARY AWARDS PROGRAM. The CO, H&S Bn has Navy and Marine Corps Commendation Medal and below for Marines and Sailors that he has administrative control over.

1. Concept of Operations

   a. The S-1 oversees the processing of the below awards:
(1) Meritorious Mast

(2) Certificate of Commendation

(3) Military Outstanding Volunteer Service Medal

(4) Navy and Marine Corps Achievement Medal

(5) Navy and Marine Corps Commendation Medal

(6) Meritorious Service Medal and higher (Henderson Hall must endorse to CMC-MMMA for approval)

b. Upon receiving award recommendations in the improved awards processing systems (IAPS), the S-1 will review the award for compliance with references (1-b), (1-c), and (1-d) and enclosure (1-8). Forward Navy and Marine Corps Achievement Medals and Navy and Marine Corps Commendations Medals 30 days prior to desired ceremony presentation. This allows for review, corrections, routing, and CO signature. Meritorious Service Medal and higher must be submitted 60 days in advance in order to all HQMC awards board process. Upon S-1 review, the award will be placed into the Henderson Hall Awards board in IAPS for five days. Board members will make appropriate recommendations to the Commanding Officer on if the award should be approved, disapproved, downgraded, upgraded, or returned for corrective action. The Henderson Hall awards board consists of:

(1) Battalion Executive Officer

(2) Battalion Sergeant Major

(3) Battalion Operations Officer

(4) Battalion Adjutant

(5) Headquarters Company Commander

(6) Battalion Operations Officer

(7) Battalion Supply Officer

(8) Battalion Logistics Officer

2. Tasks

a. **Henderson Hall Officers.** Appropriately recognize personal under your charge with award recommendations and forward them to “UNIT ADMIN” in IAPS in compliance with the timelines set forth in enclosure (1-9).

b. **S-1.** Review/correct/and format all awards for submission to the Henderson Hall awards board and for the Commanding Officer’s signature. Ensure appropriate medals and certificates are maintained in the S-1 supply inventory.

4. Coordinating Instructions

a. Henderson Hall S-1 can only take action on awards the Commanding Officer has administrative control over. Awards for Marines must be submitted via their operational chain of command. There are cases where Marines in Company B awards will be processed for the H&S Bn CO’s signature based on the organizational chain of command and authorities of the leadership.

b. Henderson Hall S-1 will submit awards directly to CMC-MMMA for archiving or final approval.
A1005. CASUALTY REPORTING. The CO, H&S Bn is solely responsible for all reporting requirements for all personnel assigned to H&S Bn. The HQMC staff agencies or separate agencies within the NCR must refer all casualty reporting to the H&S Bn CO.

1. Concept of Operations

   a. Reference (1-f) contains instructions for reporting all types of casualties involving military personnel, family members, and civilian government employees. Reference (1-g) provides instructions for conducting investigations. Reference (1-h) provides instructions for closing out pay records for deceased personnel. Strict adherence to these instructions and this order are mandatory. A message report of death or injury must be released as soon as possible after receipt of positive information in which to base a report.

   b. The Adjutant is assigned the collateral duty as the Casualty Assistance Calls Response (CACR) for H&S Bn, HQMC, HH and responsible for properly implementing casualty reporting procedures.

   c. For casualty reporting purposes, this policy will address only actions required for reporting casualties resulting from death, serious injury, or illness, as defined in chapter 3 of reference (1-f).

   d. If informed of a casualty involving personnel not assigned to H&S Bn, the Adjutant or Adjutant Chief will immediately notify HQMC Casualty Branch by telephone.

   e. If the death of a retired Marine is reported, the Adjutant or OOD will immediately notify HQMC Casualty Branch by telephone (CML 703-784-9512/9515/DSN 278-9512/9515/CELL 202-439-6136/5941).

   f. Action. When a Marine dies or is seriously injured, the relevant plan of action below will be acted upon:

      (1) In Case of Death

         (a) The individual’s Officer-in-Charge (OIC) (or supervisor in the case of civilian employee) will immediately report the casualty, using enclosure (1-10), to the Adjutant during working hours or to the OOD after working hours. OOD phone number 202-439-5941.

         (b) The Adjutant will immediately notify the following.

            1. Commanding Officer

            2. Executive Officer

            3. Sergeant Major

            4. HQ Co Company Commander

            5. HQ Co First Sergeant

            6. Bn Chaplain

         (c) The Adjutant will use the individual’s personnel record and information provided in enclosure (1-10) to complete a personal casualty report (PCR).

         (d) The Adjutant will administratively process the death or injury involving civilian personnel, family members and other special categories per chapter 3 of reference (1-f).

      (2) In Case of Injury/Illness

         (a) Reference (1-f) requires the reporting of the casualty when:
1. A competent medical authority determines the condition to be seriously injured (SI) or very seriously injured (VSI). If this injury/illness is considered SI or VSI, the Battalion Adjutant will get all the information from the Marine’s chain of command and submit a report to the following:

To Line: CasualtyPCRUSMC-INJ_ILL_WIA@usmc.mil
From Line: Commanding Officer, Executive Officer, Sergeant Major, Adjutant Chief, Company Commander, Company 1stSgt, Safety Officer, Behavior Health Director, Marines operational chain of command representative(s).

2. A service member made a suicide attempt (not a gesture). Verification by a competent medical authority is required. A PCR is only required if it is deemed attempt. You do not submit a report if it is deemed an ideation.

(b) The Individual’s OIC/Supervisor will complete and submit enclosure (1-10) to the S-1 for follow on PCR.

g. Casualty Assistance Calls Officer (CACO). The Adjutant will maintain a roster of trained personnel and assign a CACO to assist in performing the required functions necessitated by a casualty. Training can be accomplished by completing all eight CACO modules via https://www.hqmc.marines.mil/cacotraining/ or coordination with the Casualty Branch for leader/led training. The CACO will perform duties as specified in the reference (1-f).

2. Coordinating Instructions. Henderson Hall is supported by Casualty Assistance: 703-784-9512. Email: casualty.section@usmc.mil. Website: https://www.manpower.usmc.mil/webcenter/portal/MF_MPS_CA?_afrLoop=2092293794119072%1%40%40%3F_afrLoop%3D2092293794119072%26_adf.ctrl-state%3Dqj41gms3k_30

A1006. SERIOUS INCIDENT REPORTING (SIR). The H&S Bn CO is responsible for all reporting requirements for all H&S Bn personnel to include HQMC staff agencies and separate agencies within the NCR.

1. Concept of Operations

a. Reference (1-q) contains instructions for reporting OPREP-3 SIR. Enclosure (1-23) establishes the criteria that should an event occur within these guidelines it is deemed a reportable event and shall be reported to the appropriate personnel within the Marine Corps Operations Center (MCOC)

b. The Adjutant is required to submit the report to MCOC in a timely manner and must submit these administrative reports for all personnel assigned to H&S Bn, HQMC, HH.

c. If informed of an incident involving personnel not assigned to this Battalion, the Adjutant or Adjutant Chief will immediately identify if this is still a reportable event or forward to appropriate personnel in HQMC.

d. Action. When an incident occurs that requires the OPREP, the relevant plan of action below will be acted upon:

(1) Incident that is within the 16 different criterion presented in the enclosure.

(a) The individual’s Officer-in-Charge (OIC) (or supervisor in the case of civilian employee) will immediately report the incident, using enclosure (1-23), to the Adjutant during working hours or to the OOD after working hours. OOD phone number 202-439-5941. If after hours the OOD will report this incident to the Battalion Adjutant.

(b) The Adjutant will immediately notify the following.

1. Commanding Officer
2. Executive Officer
3. Sergeant Major
4. HQ Co Company Commander
5. HQ Co First Sergeant
6. Bn Chaplain
7. Bn Safety Officer
8. Bn Adjutant Chief

(c) The Adjutant will use the individual’s personnel record and information provided in enclosure (1-10) to complete and OPREP-3 SIR. If OPREP-3 SIR is required, the Battalion Adjutant will get all the information from the Marine’s chain of command and submit a report to the following:

1. The Battalion Adjutant will make an initial voice report to the MCOC at (703) 695-5454.

2. To Line: HQMC.MCC1@usmc.mil, hqmc.mcc2@usmc.mil, and HQMC.MCC3@usmc.mil
   From Line: Commanding Officer, Executive Officer, Sergeant Major, Adjutant Chief, Company Commander, Company 1stSgt, Safety Officer, Behavior Health Director, Marines operational chain of command representative (s).

A1007. FITNESS REPORTS AND PERFORMANCE EVALUATION GUIDELINES. This section provides policy, procedures, guidance, and available resources to track fitness reports and evaluations in orders to endure administrative guidance, accuracy, and submission in a timely manner for all Marines and their reporting seniors and reviewing officers.

1. Concept of Operations. The intent is that no Marine in this battalion has any fitness report date gaps in their records. It is the command’s responsibility in supporting Marines completing their fitness reports. The Reporting Senior (RS) and Reviewing Officer (RO) will ensure that fair and timely completion of personnel evaluations occur in accordance with the service specific requirements contained in the reference. It is ultimately the individual Marine’s responsibility to ensure his record is accurate and his/her fitness reports are completed.

   a. Non-Marine Corps Reporting Seniors and Reviewing Officers. Marines assigned to this command regularly have civilians or officers from other services writing and reviewing their fitness reports. Access to the Automated Performance Evaluation System (APES) is the most effective tool in completing reports. Marines can request MOL and APES access to their reporting seniors and reviewing officers by completing enclosure (1-11) and submitting to the Battalion S-1 for processing. If it is not practical for a Marine’s RS and RO to get access to MOL/APES, a NAVMC 10835 (Rev 7-11) can be completed and forwarded to the MMRP-32 organizational mailbox at SMB.Manpower.MMRP-32@usmc.mil for processing.

   b. Senior Marine Reviewer. When both the Marines RS and RO are not Marines, a Senior Marine Reviewer must review the report for accuracy. In situations when a Marine does not have a Marine in his organization to act as the Senior Marine Reviewer for his fitness report, the fitness report must be reviewed by the Marine Corps Agency that is sponsoring the Marine’s billet. This can be found on the Marines corresponding table of organization.

2. Tasks

   a. Marine Reported On (MRO). Ultimately, each individual Marine/MRO is responsible for his military record. Tasks are as follows:

      (1) Upon assignment, identify your RS and RO.
(2) Recognize and process your fitness report in accordance with enclosure (1-12). Because of the complexity of this command, many reporting occasions will occur without the battalion having necessary oversight.

(3) Work to process all existing date gaps. This command can provide notification that you have a date gap, but it is ultimately your responsibility to complete the report. Failure to comply with this requirement can result in command administrative action.

b. Reporting Seniors (RS)/(RO). The RS/RO must work in support of the MRO to have a completed fitness report submitted no later than 30 days following each reporting period.

   c. Battalion Adjutant. Serves as the primary custodian and primary Henderson Hall point of contact with ensuring this command supports Marines in completing fitness reports. Tasks are as follows:

   (1) Ensure electronic command notification is made to each Marine 15 days prior to each annual reporting occasion.

   (2) Ensure command notification is made quarterly to each Marine who has an existing date gap.

   (3) Coordinate an annual Master Brief Sheet (MBS) class for Marines to attend.

   (4) Ensure Directed by the Commandant of the Marine Corps (DC) fitness reports are completed when necessary.

   (5) Provide electronic education to RSs and ROs who are not Marines.

   (6) Ensure new join and annual audits are conducted on all Marines to identify possible date gaps.

   (7) Provide support to Marines with unique scenarios that are not covered by this order.

3. Coordinating Instructions. For corrections to administrative errors to Fitness Reports, complete the corrections template found in appendix A of Reference (1-i). The completed form will be submitted directly to the MMRP-31 organizational mailbox at SMB.Manpower.MMRP-31@usmc.mil.

A1008. VOTING ASSISTANCE. Voting assistance is an installation requirement. H&S Bn, is required to provide voting assistance to all Marines assigned to Joint Base Myer-Henderson Hall (JBM-HH). In addition to the requirement, Marines assigned to the H&S Bn are spread across various installations. The Henderson Hall Voting Assistance Officer also provides guidance and notifications to all Marines under RUCs 54008 and 88600.

1. Concept of Operations. Completion of all voting requirements are held within the Battalion S-1 in accordance with Reference (1-j).

2. Tasks. Battalion Adjutant

   a. Serve as the Battalion Voting Assistance Officer.

   b. Provide voting information to all Marines checking into the command.

   c. Maintain a voting continuity folder.

   d. Send quarterly voting emails to personnel assigned to the battalion about upcoming elections.

   e. Submit all required quarterly and annual reports.

3. Coordinating Instructions

   a. Hard copy absentee requests forms are maintained in the S-1. Most efficient method to get Marines and their families registered is complete the required forms at www.fvap.gov.


A1009. GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM. H&S Bn supports GTCC requirements for all Marines and civilians assigned to MCC 011 (Henderson Hall) and by exception, those Marines under RUC 54008 who do not have GTCC capability with their operational organization. In general, Marines operational chain of commands control their travel authorizations and GTCC. Only when all other means have been exhausted will Henderson Hall service GTCCs for Marines they don’t operationally employ.

1. Concept of Operations. Upon checking into the command, all Marines assigned to MCC 011 will complete GTCC administrative requirements and accounts transferred within H&S Bn’s hierarchy. Henderson Hall civilians will be issued a GTCC when mission requires.

2. Tasks

   a. S-1

      (1) Upon checking into this command, ensure all Marines and necessary civilian employees complete enclosure (1-13) in accordance with reference (1-k) and their GTCC account is transferred into the battalion’s hierarchy.

      (2) Ensure an Agency Program Coordinator (APC) and as many Assistant Agency Program Coordinators as necessary to accomplish the mission are assigned in writing and have APC access at the link: https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2.

      (3) No later than the 6th of each month, pull/work/archive the following reports:

         (a) Account Activity

         (b) Detailed Account Listing

         (c) DOD Travel IBA Aging Analysis

         (d) Declined Authorizations Report

         (e) DOD Travel IBA Aging Analysis Summary

         (f) Weekend Holiday Activity

         (g) Card Delinquency

      (4) Ensure 30, 60, 90, and 120 day delinquency notifications are completed.

      (5) Ensure you have on file a Travel Card Program (Travel Card 101) certificate for all personnel who fall under the battalion GTCC hierarchy. Training can be completed at https://secure.defensetravel.dod.mil/Passport.

      (6) Inform cardholders of any changes in GTCC policies.

      (7) Closely monitor for any misuse of the cards by travelers.
3. **Coordinating Instructions.** Henderson Hall is supported for GTCC by Administration and Resource Management Division Fiscal, Level 3 APC. Phone: 703-256-8733. Email: smbhqmc.arf.travel@usmc.mil. Website: http://www.hqmc.marines.mil/ar/Branches/AR-Fiscal/Travel/.

A1010. DEFENSE TRAVEL SYSTEM (DTS)

1. **Concept of Operations.** H&S Bn supports DTS requirements for all Marines and civilians assigned to MCC 011 (Henderson Hall) and by exception, those Marines under RUC 54008 who do not have DTS capability with their operational organization.

   a. In general, a Marine’s operational chain of command controls their travel authorizations and vouchers through DTS. Only when all other means have been exhausted will Henderson Hall support DTS requirements for Marines.

   b. Individuals shall be appointed by the H&S Bn CO to manage and perform DTS tasks as required per Reference (1-1).

2. **Tasks**

   a. **S-1**
      
      (1) **Organization Defense Travel Administrator (ODTA)**
      
      (a) Ensure personnel are appointed to the correct role (Authorizing Official (AO), Reviewing Official (RO) and Financial Defense Travel Administrator (FDTA)) using DD Form 577 and have the correct permissions assigned in DTS. DD Form 577s shall be issued and retained for six years and three months from the date of release or cancellation of assignment as required.

      (b) Establish DTS check-in and check-out procedures to ensure travelers have no outstanding travel advances, unsettled authorizations and vouchers, or debt in DTS upon transfer or separation.

      (c) Ensure leave taken in conjunction with Temporarily Additional Duty (TAD) is reported in the Marine Corps Total Force System (MCTFS) via Marine OnLine (MOL) for Marines and in the civilian payroll system for civilian employees.

      (d) Maintain all travelers DTS training certificates.

      (e) Provide customer service to travelers.

      (f) Ensure travelers keep their DTS profile up to date, specifically profile email address, Electronic Funds Transfer (EFT), and Government Travel Charge Card (GTCC) information.

   (2) **Approving Official (AO)**

      (a) Shall be a Staff Noncommissioned Officer (SNCO) (E-6) or civilian equivalent (GS-7) or above.

      (b) Approve travel authorizations/vouchers.

      (c) Ensure travel is necessary to accomplish the mission and fully justified.

   b. **Consolidated Administration (CONAD).** Ensuring compliance with all Marine Corps Total Force System (MCTFS) reporting requirements to include Personal Tempo (PersTempo), family separation allowance, and all deployment/TAD pay entitlements.

   c. **Individual Traveler**

      (1) Submit travel authorizations prior to executing official travel and ensure it is approved prior to departure.
(2) Submit travel voucher within five business days returning from travel.


3. Coordinating Instructions. Henderson Hall is supported for DTS by Administration and Resource Management Division Fiscal, Lead Defense Travel Administrator (LDTA). Phone: 703-695-5062. Email: smbqhmcarf.travel@usmc.mil. Website: http://www.hqmc.marines.mil/ar/Branches/AR-Fiscal/Travel/DTS-Role-Reqmts/

A1011. PROMOTIONS. This section provides additional guidance, policy, and basic instructions relating to the administration and processes on enlisted and officer promotions in accordance with the promotions references (1-m) and (1-n).

1. Concept of Operations. The H&S Bn CO is the final promotion authority for all enlisted Marines E1-E5. The Commandant of the Marine Corps, HQMC, MMPR is the final promotion authority for all enlisted Marines E6-E9. The Commandant of the Marine Corps is responsible for authorizing the promotion of all officers below the grade of brigadier general within the Marine Corps. MARADMINs provide promotion authority information.

2. Tasks
   a. S-1

       (1) Ensure all qualified Marines are promoted in a timely manner by implementing and maintaining a well-managed promotion system by establishing sound internal controls or procedures.

       (2) Ensure all enlisted promotions are signed by the H&S Bn CO and available for pick up no later than the final day of each month.

       (3) Coordinate with Manpower Management – Promotion Branch (MMPR) for the pickup of all officer warrants. Notify officers that their warrant is available for pick up at first opportunity.

   b. S-3

       (1) In an effort to ensure that only fully qualified and deserving Marines are promoted to the next higher grade, all enlisted personnel are required to conduct official height and weight verification within one week of their effective date of promotion.

       (2) If the Marine is found to be within standards, the S-3 section will provide a completed and certified height and weight verification form to the individual for further submission to the S-1 section at the time when picking up his/her promotion warrant.

       (3) If the Marine is found not to be within standards, the S-3 section will immediately notify all concerned parties to include his/her immediate chain of command for further administrative action as in accordance with the promotion reference (1-o).

3. Coordinating Instructions. The Director, Marine Corps Staff (DMCS) serves as Henderson Hall’s General Officer in the chain of command. Any withhold of promotion must be endorsed by the Director’s office prior to it being forwarded to Manpower Management – Promotions Branch. Submit all recommendations concerning this order to the Battalion Adjutant.

A1012. MARINE CORPS WAR MEMORIAL COMMEMORATIVE FLAG RAISING PROGRAM. The Henderson Hall Commemorative Flag Raising Program was instituted to provide a means for individuals to have the National Ensign flown over the MCWM in order to honor or recognize special events such as, but not limited to, retirement from the Armed Forces or the commissioning/christening of a ship.
1. **Concept of Operations**

   a. The Commanding Officer has the following responsibilities in connection with the flag at the MCWM per reference (1-p):

      (1) Ensure that the flag is displayed on the flagstaff of the MCWM at all times during the day and night except during inclement weather.

      (2) Replace the flag as required.

      (3) Coordinate with the National Park Service (NPS) to ensure that the flag is adequately illuminated during evening hours and that the area surrounding the MCWM is in a proper state of police.

   b. The Commanding Officer has the final decision in any contested requests. The criteria for acceptance will be based on those instances outlined in subparagraph 2d. below. Requests outside the above criteria will be reviewed on a case-by-case basis.

   c. Commemorative flags will be raised and lowered over the MCWM from the first to the seventh day of each month, except weekends, holidays, and during inclement weather.

   d. Special consideration should be taken when reviewing requests for a commemorative flag raising to ensure that the occasion for the request is commensurate with the solemn atmosphere of the MCWM. Unmonitored or unrestricted use can devalue the program, and a risk may develop that it will be used for an occasion that is not worthy of recognition. Typical occasions for consideration are:

      (1) Retirement or release from active duty in the armed forces after honorable service.

      (2) Veterans whom have served honorably.

      (3) KIA/MIA Armed Forces personnel.

2. **Tasks**

   a. **S-1**

      (1) Accept and process flag raising requests, enclosure (1-14). Ensure request forms are filled out legibly and completely to accommodate timely flying of the flag and proper certification of the event.

      (2) Ensure flags to be raised are received by the Flag Program Coordinator along with all pertinent information necessary for the event.

      (3) Produce Flag Certificates, enclosure (1-15) commemorating the occasion for which the flag was flown.

      (4) Prepare the certificate for command signature.

      (5) Verify that the flag certificate is signed by the appropriate officials.

      (6) Return flag and certificate to the requestor.

      (7) Coordinate the assignment of Marines from designated sections to fly the flags over the MCWM.

      (8) The Adjutant will requisition the flags for requestors retiring/transferring from this command from Battalion Supply.

   b. **Requestor**. All requestors must provide their own flag and pre-paid shipping for the return of the flag
after it is flown.

c. Headquarters Company Sections and Personnel. Requests for flag details from the Battalion Adjutantlags in accordance with this program.

3. Coordinating Instructions. The S-1 performs all requirements associated with the Marine Corps War Memorial
Commemorative Flag Raising Program. Phone number 703-614-2014.

A1013. BATTALION POSTAL

A1014. SPECIAL PROGRAMS. Special Programs such as Marine Corps Enlisted Commissioning Education
Program (MECEP), Enlisted Commissioning Program (ECP), Warrant Officer Program, Defense Attaché Program
and various other programs are processed through H&S Bn, HQMC, HH.

1. Concept of Operations. Any program requiring the Commanding Officer’s endorsement will be processed by the
Battalion S-1.

2. Tasks

a. S-1

   (1) Maintain and publish a MARADMIN tracker.

   (2) Identify requirements and conduct an administrative review of all special program packages that are
   submitted through Henderson Hall.

   (3) Adjutant/Adjutant Chief will send the company staff an email notifications as necessary to advertise
   programs and due dates. Notify all enlisted Marines of due dates of all enlisted to officer programs. This email will
   establish the due date for H&S Bn board dates, schedule of board interview, and ensure all Marines understand they
   must submit these packages through their respective company staff. Once endorsed by Company Commanders,
   packages will be forwarded to Battalion S-1 for review, routing, and endorsement by Battalion Commander. All
   HQMC special program packages require the first General Officer in the chain of commands endorsement.
   Henderson Hall packages are submitted to Director, Marine Corps Staff for endorsement. Coordination with DMCS
   S-1 to endorse. DMCS will forward endorsements back to Henderson Hall, Henderson Hall will submit all packages
to the appropriate program.

b. Individual Marine

   (1) Monitor published MARADMINs for programs that you may apply to.

   (2) Have all packages endorsed by at minimum your first line supervisor, and company commander before
   submitting to Henderson Hall S-1.

   (3) Maintain current contact information in Marine Online to ensure notification is received by the S-1.

3. Coordinating Instructions. The Staff Director, Headquarters Marine Corps serves as Henderson Hall’s General
Officer in the chain of command. Any program requiring a general officer endorsement will be forwarded to that
office before sent to its final location.

A1015. BATTALION OFFICER OF THE DAY DUTY ASSIGNMENTS. H&S Bn has an administrative
requirement to maintain an overnight watch stander for emergency reporting requirements and physical security.
The staff is not manned to accomplish this task and must assign Marines administratively assigned to RUC 54008 to
accomplish this administrative mission.

1. Concept of Operations
a. Eligible duty standers. All E6-E7; WO-CWO3, and 02-03 assigned HQ Company and Company A (RUC 54008) and located within the National Capital Region are eligible duty standers. Unless an exemption is approved, all eligible duty standers are expected to stand Battalion OOD at building 29 aboard Henderson Hall throughout the calendar year. Marines assigned to very small sections can be individually tasked to meet this intent.

b. Duty exemptions. Because of the composition and missions of Headquarters and Service Battalion and all assigned agencies, no individual section is exempt from standing Battalion OOD but individuals can be exempt based on their billet requirements. An individual can be exempt from standing duty by submitting a request a letter outlining the operational requirement and endorsed by the Marines chain of command to the Battalion Commander for decision.

c. Assigned quotas. Quotas will be assigned based on the number of eligible duty standers assigned to each platoon code in Marine Corps Total Force Structure (MCTFS) then divided by the number of duty days in the time period. Enclosure (1-16) is provided as an example of assigned quotas. Partial numbers will be rounded up until all duty days are assigned a quota.

2. Tasks

a. Battalion Adjutant. Tasked to oversee all assignments of the duty process. On or about the first day of the final month of the quarter, the Adjutant will pull a MCTFS roster and determine all eligible duty standers. Based on the population, the Adjutant will assign quotas and specific days to each platoon code. No later than the 20th of each month, the Adjutant will send out the duty calendar for the quarter. The Adjutant is authorized to grant temporary exemptions based on mission requirements.

b. Individual duty standers. Marines that need the criteria set forth in this chapter are counted as a part of their section’s duty standing population. Personnel can request exemption from Battalion OOD if billets require it. Only the Battalion Commander can grant permanent exemptions.

3. Coordinating Instructions. Duty times are regularly 1530 to 0800 the following morning on normal working days. During non-working days, it is a 24-hour post from 0800 to 0800 the follow morning. Times may be slightly amended based on special liberty periods and weather disruptions. As a duty stander, you must report by 0800 on the day of your duty to receive any special instructions by the Battalion Adjutant. If you standing duty on Friday, Saturday, Sunday or a federal holiday, you are to be at the changeover at 0800 on the last business day prior to the holiday for special instructions. If you are unable to arrive at 0800 for duty change over you must coordinate in advance with the Battalion Adjutant or Executive Officer. If there is inclement weather, and the Office of Personnel Management (OPM) determines that the government is on a delay or cancelled and you are scheduled for duty, you and the off going duty will do an informal change over at 0800.
e. The General Orders for Officer of the Day are located in the OOD Binder and provide guidance on references (1-f), (1-q), and enclosures (1-17 through 1-25).

2. Tasks

a. Adjutant

   (1) Ensure the oncoming OOD is briefed and posted and off-going OOD is debriefed and relieved.

   (2) Check the OOD logbook daily for matters that require command attention or action. Ensure company staff is informed of check in/outs or other matters pertaining to their company.

   (3) Promulgate a duty roster/calendar.

b. S-4

   (1) Ensure the OOD is issued a Service Pistol, rounds and necessary gear before taking post.

   (2) Ensure the OOD returns all issued equipment.

c. Henderson Hall OOD. The OOD will comply with all orders contained in enclosures (1-17 through 1-25) and any special instructions that may be given.

A1017. DIRECTIVES MANAGEMENT PROGRAM. All directives must be reviewed by the command on an annual basis. This section publishes guidance and a timeline that will enable this command to ensure all directives maintain applicability and relevancy to current operations and higher Headquarters Marine Corps directives.

1. Concept of Operation

a. Directives issued by this command are issued on a “need to act/need to know basis” and are to be maintained by the intended addressees only.

b. Enclosure (1-26) lists all current directives signed by the Commanding Officer, H&S Bn, HQMC, HH, or principal subordinate authorized to sign by title. All other Directives issued by this command that are not included in the enclosure are canceled and no longer valid.

c. Staff Sections shall use enclosure (1-26) as a timeline for reviewing directives that fall under their scope for relevance and accuracy.

d. All directives will be reviewed annually for any required changes and revisions. Directives that have reached service limitations (six years after originated date) will be returned to their respective sections for revision or cancellation.

e. At the beginning of each month, the Directives Control Point (DCP) Coordinator will contact the pertinent section and forward a signed copy of enclosure (1-28) for each directive that requires review during that month. This letter will go to responsible section for further action.

   (1) If no changes are required to the directive, the responsible section will endorse the letter and forward to the Battalion Adjutant for his concurrence and approval as applicable.

   (2) If changes are required to the directive, the responsible section will endorse the letter and forward to the Battalion Adjutant with the proper course of action to be taken and work with the command’s DCP Coordinator to produce a relevant and applicable directive for review and signature.
f. If a new revision or change of a directive has been established, reviewed, and signed by the Commanding Office, the command’s DCP Coordinator will update the command Shared Drive/SharePoint as appropriate.

2. Coordinating Instructions. Directives issued by this command are published and distributed electronically. Below is the link to locate the active and current directives within the H&S Bn, HQMC, HH SharePoint portal:


b. Commanding Officer’s Policy Letters.  


d. This section is applicable to all Officers in Charge (OICs) and/or Managers/Supervisors of work centers and staff sections and to all personnel who occupy key billets in the command or have functional areas of inspection. This section does not apply to Headquarters Marine Corps Staff Agencies as they follow their own Records Management Program Directive.

A1018. VITAL RECORDS PROGRAM. Leaders at all levels are responsible for ensuring that the command is protecting vital records. For the purposes of this section, vital records are those records necessary to meet operational responsibility under national security emergencies or other emergency or disaster conditions (emergency operating records) and/or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records). Vital records are identified as essential to the conduct of emergency functions and those that preserve the rights and interest of personnel are current, complete, adequately protected, accessible and usable.

1. Concept of Operations. The Vital Records Program consists of policies, plans, and procedures developed and implemented to identify, use, and protect the essential records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the Government’s rights or those of its citizens. Vital records are essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

a. Program Objectives

(1) Create and maintain current duplicative records at Department of Navy (DON) and/or United States Marine Corps (USMC) relocation sites adequate to support DON and/or USMC emergency actions and Mission Essential Functions (MEFs) in National security emergencies in accordance with references (1-s), (1-t), (1-u), (1-v), (1-w), (1-x), (1-y), (1-z) and (1-aa).

(2) Safeguard records essential to the reconstitution of DON and USMC organizations and the re-establishment of DON and USMC operations once the situation has stabilized.

(3) Provide for the preservation of legal and financial rights records of the DON, USMC, and individuals directly affected by its activities.

(4) Standardize vital records selection, labeling, and storage procedures.

(5) Ensure all equipment needed to read vital records or copies of vital records will be available in case of emergency or disaster; and for electronic information systems, that system documentation adequate to operate the system and access to the records will be available.

b. Vital Records Plan
(1) All Henderson Hall staff sections shall develop a vital records plan. The first part of the plan is a description of records that are vital to the continued operations or for the protection of legal and financial rights. The plan also includes specific measures for storing and periodically cycling (updating) copies of those records. The Vital Records Plan should also address recovery of records (regardless of medium) that are damaged in an emergency or disaster.

(2) The description of vital records is based on identification and inventorying. The following steps are involved in identifying vital records and records disaster mitigation, and should be performed in conjunction with Continuity of Operations (COOP) planning efforts:

(a) Review normal command functions. Identify the categories of records relating to each of these functions. Review existing COOP plans and determine which functions are necessary during a national security emergency. After those functions are identified, earmark specific vital records for safeguarding.

(b) Review emergency functions assigned to command and treat in same manner as outlined above.

(c) Review documentation created for contingency planning and risk assessment phase of emergency preparedness (COOP documents). Such documentation will produce vital records material requiring proper safeguards.

(d) Review current file plans of offices that are responsible for performing Mission Essential Functions (MEFs).

(e) Review the Command’s records manual or records schedule to determine which records series potentially qualify as vital.

(f) Identify which records series or electronic information systems (EIS) contain information needed to protect the legal and financial rights of the DON, USMC, and persons directly affected by the command. Only those records series or EIS (or portions of them) most critical to emergency operations or the preservation of legal or financial rights should be designated.

c. Records Subject to be selected as Vital

(1) Emergency-Operating Records

(a) Statements of mission in an emergency and plans and programs for carrying out that mission.

(b) Delegations of authority.

(c) Orders of succession.

(d) Organization and manning documents.

(e) Pre-drafted directives or announcements to be issued immediately at the beginning of an emergency.

(f) Emergency action programs that may have been drafted in skeleton form.

(g) Vital records inventories.

(h) Information about personnel, property, and activities sufficient to provide basis for damage and assessments.

(i) System documentation for any electronic information systems designated as emergency operating records.

(j) Copies of basic regulations and procedures.
(k) Lists of personnel assigned emergency duties, as well as lists of personnel skills that might be useful during and following an emergency.

(l) Industrial records such as engineering drawings, explanation of complex industrial processes, list of suppliers for items and materials not readily available, and similar items.

(2) Legal and Financial Rights Records

(a) If the command is the statutory office of record for legal rights, it has primary responsibility for records protection.

(b) Fiscal records such as periodic summary of financial status of command; records of significant amounts of money owed to the command, and records of debt owed by the command.

(3) Vital Records Contents

(a) The name of the office responsible for the records series or EIS containing vital information.

(b) The title of each records series or EIS containing vital information.

(c) Identification of each series or system that contains emergency-operating vital records or vital records relating to rights.

(d) The medium on which records are recorded.

(e) The physical location for offsite storage of copies of the records series or system.

(f) Classified documents should be labeled correctly.

d. Protection and Storage of Vital Records

(1) After completion of the inventory, protection methods and storage sites must be chosen for vital records. The former may include using existing duplicates of the records designated as vital or duplicated for this purpose.

(2) Appropriate equipment should be selected to ensure the continued preservation of copies of the vital records until they have met their lifecycle. In addition, plans should be made to ensure proper environmental conditions for storage of copies of vital records, particularly for those recorded on fragile media such as microfilm, magnetic tape, or disks, until they are replaced.

(3) Given the importance of vital records, if possible, plans should be arranged for offsite storage of copies in a facility not subject to the same emergency or disaster but still reasonable accessible to personnel. Current duplicative records necessary to support DON and USMC MEFs in National security emergencies shall be stored at DON and USMC relocation sites. Periodic cycling (updating) of copies of vital records is essential.

e. Training

(1) Personnel assigned responsibilities in the Vital Records Program shall receive appropriate training. Periodic briefings should be given to senior managers, especially those new to the command, about the Vital Records Program and its relationship to their records.

(2) Appropriate personnel such as records managers or administrative officers should ensure that all personnel within the command receive training appropriate to their assigned duties. Such training generally focuses on the identification, inventorying, protection, storage, and cycling of copies of the command’s vital records. Whenever possible, vital records management training should be integrated with existing training initiatives, particularly in such areas as records management and COOP planning and operations.
f. **Program Review and Testing**

(1) The Vital Records Program will be reviewed annually at minimum to determine whether vital records are adequately protected, current, and accessible to personnel who would use them.

(2) In addition, valuable information for improving the program can be obtained by testing it under simulated emergency or disaster conditions (i.e., War gaming or Rehearsal of Concept (ROC) drills).

2. **Tasks**

a. **Command Designated Records Managers (CDRMs)**

(1) Provide guidance and assistance in inventorying records and determining appropriate maintenance and disposition lifecycles for copies of vital records.

(2) Ensure original vital records are properly stored and maintained until their authorized disposition in accordance with reference (1-aa).

b. **Command Security Manager**

(1) Ensure classified vital records are labeled appropriately.

(2) Approve and/or designate appropriate space or equipment for storage of classified vital records.

c. **Program Managers**

(1) In accordance with reference (1-v), identify emergency-operating records and records needed to protect legal and financial rights.

(2) Determine which records within physical or legal custody are vital.

(3) In coordination with CDRMs, ensure copies of vital records are managed throughout their lifecycle as they are updated, stored, and distributed.

d. **All Henderson Hall Work Centers and Staff Sections**

(1) Identify, inventory, protect, store, make accessible, and cycle (update as needed) the copies of vital records required in an emergency, including records that document legal and financial rights.

(2) Identify and report all non-classified vital records to the Information Requirements Reports Management Program Manager. These reports will be used to build and update enclosure (1-29). All classified records deemed vital will be determined by the Security Manager.

(3) Identify and develop a written plan for the Vital Records Program. These plans will be included in the Command’s Continuity of Operations Plan (COOP).

3. **Coordinating Instructions**

a. The generation, collection or distribution of Personally Identifiable Information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (1-x) and (1-y). Any unauthorized review, use, disclosure or distribution is prohibited.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (1-h) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.
c. This section is applicable to all Officers in Charge (OICs) and/or Managers/Supervisors of work centers and staff sections and to all personnel who occupy key billets in the command or have functional areas of inspection. This Order does not apply to Headquarters Marine Corps Staff Agencies as they follow their own Vital Records Program directive.

A1019. STANDARD DISTRIBUTION LIST. This section promulgates guidance and creates a standard distribution list to distinguish which staff sections within H&S Bn, HQMC, HH and the National Capital Region/Pentagon will receive certain official correspondence.

1. Concept of Operations. Drafters of official correspondence are responsible for assigning appropriate distribution code(s) in accordance with enclosure (1-30). Information containing further guidance for orders and directives management should be utilized in accordance with reference (1-r).

   a. Addressees shown in enclosure (1-30) who wish to be deleted from or included in a desired list should forward such a request to the H&S Bn, HQMC, HH Adjutant office.

   b. Commanding Officer (CO) and Officers-in-Charge (OIC) are responsible for redistribution of all official correspondence to the sections under their command.

   c. Distribution to an individual or section not listed in enclosure (1-30) will be indicated as follows:

      DISTRIBUTION:   A
      Copy to:   CO H&S Bn HQMC HH

2. Coordinating Instructions. This section is applicable to H&S Bn staff residing on HH. This section is not applicable to Headquarters Marine Corps Staff Agencies as they operate under a different directive. All H&S Bn, HQMC, HH staff will ensure compliance with this Order.

A1020. INFORMATION REPORTS MANAGEMENT

A1021. FORMS MANAGEMENT PROGRAM. The Forms Management Program for H&S Bn, HH seeks to eliminate the use of locally produced forms when there are other forms available or provided by a higher command with the same information. This program aligns H&S Bn with the HQMC Electronic Forms Program and helps reduce the cost of reproducing and maintaining local forms.

1. Concept of Operations

   a. Eliminate unnecessary forms by justifying the need for existing and proposed forms.

   b. Reduce operating costs and increase efficiencies by developing forms that are easy to complete, read, transmit, process and retrieve.

   c. Ensure that only approved forms are used.

   d. Eliminate and prevent unnecessary forms and consolidate those serving like or similar functions.

   e. Submit all forms to the Adjutant (Attn: Forms Management Officer) for approval. Prior to submitting a form, the section requesting the new form will ensure there are no existing similar forms made by higher headquarters (i.e., DD, NAVMC, Navy, DA, DAF, SF or OF Forms) which will be used to prevent and eliminate unnecessary and duplicate forms.

   f. Submit a DD67 and a copy of the proposed form.

   g. Any proposed form submitted in letter or question-and-answer format will not be approved as a H&S Bn Form.
h. All H&S Bn forms reproduced at the Department of Defense Printing will be approved by the Battalion Forms Management Officer prior to printing. All forms will be converted to fillable format using Adobe 7.0 or higher. When completed, all uncontrolled forms will be accessible on the Electronic Forms Program. All controlled forms will be listed on the Battalion website but will only be accessible by authorized personnel. For printing requests submit a cover letter indicating how many copies will be required and whether or not it is being reproduced on card-stock paper.

i. The Battalion Forms Officer will ensure that all local battalion forms are reviewed annually by the owning staff section, and any forms no longer required are canceled.

2. Tasks. S-1

a. Provide updated information/guidance to departments within the Battalion.

b. Review all requests for new and revised forms, ensuring that they are not duplicates of senior forms.

c. Ensure that all forms are reviewed annually.

d. Place all uncontrolled forms on the Battalion web page for use and accessibility.

e. Publish an annual Battalion Bulletin which contains a list of all current local forms.

f. Maintain a file of all currently approved forms and retain historical forms until 3 years after cancellation.

g. Inform departments of the requirement to comply with Department of the Navy Requirements for Form Creation per reference (1-ad).

h. Conduct unannounced inspections of staff sections for compliance with this Order.

3. Coordinating Instructions. This section is applicable to H&S Bn, Henderson Hall.

A1022. RECORDS MANAGEMENT PROGRAM. In accordance with the references, H&S Bn is required to establish a uniform process for managing electronic and hard copy records.

1. Concept of Operations

a. Delegation of Authority. The Battalion Adjutant will take charge of the Records Management Program by establishing a Command Designated Records Manager (CDRM) to manage and adhere to Marine Corps standards concerning records management.

b. Command Designated Records Manager (CDRM)

(1) Assist commander with oversight of the Command Records Management Program.

(2) Serve as liaison with Headquarters Marine Corps (HQMC), Administrative and Resources Division (AR), Records, Reports, Directives, and Forms Management Branch (ARDB) to determine records management best practices.

(3) Submit appointment letter (enclosure (1-34)) to HQMC (ARDB) via the Records Management Knowledge Site (RMKS) at: https://eis.usmc.mil/sites/rmks/SitePages/homepage.aspx.

(4) Appoint and designate in writing an Alternate Command Designated Records Manager (ACDRM)/Coordinator within every section (enclosure (1-35)). Ensured all appointees have access and registered on the Records Management Knowledge Site (RMKS) at: https://eis.usmc.mil/sites/rmks/SitePages/homepage.aspx.
(5) Equip and empower fellow Staff Records Managers/Coordinators to establish proper records management practices.

(6) Serve as representatives and conduct day to day administration of the Battalion Records Management Program.

(7) Oversee respective Records Programs across the command by establishing a comprehensive unit file plan and employing lifecycle management in accordance with National Archives and Records Administration (NARA)-approved dispositions.

(8) Assist subordinate CDRMs/Coordinators to transfer records to the appropriate Federal Records Center (FRC), HQMC (ARDB), and/or NARA direct, per appropriate records dispositions.

(9) Preserve records that protect the legal and financial rights of the Federal Government and the Marine Corps

(10) Serve as command and subordinate activity liaisons for the transfer of records to NARA and the FRCs in coordination with HQMC (ARDB).

(11) Attend HQMC (ARDB)-sponsored CDRM meetings and training sessions.

(12) Conduct interval self-inspections to improve local records management programs and practices.

(13) Monitor conversion of paper records to electronic records using the guidelines outlined.

(14) Provide assistance to subordinate sections to develop and implement a Vital Records Program.

(15) Ensure annual and pre-deployment records training requirements and responsibilities are met (as applicable).


c. Alternate Command Designated Records Manager (ACDRM)

(1) Assist the CDRM with oversight of the Command Records Management Program.

(2) Familiarize yourself with the CDRM’s responsibilities listed above in para 1.b.(1-16) and assist the CDRM as directed in your appointment letter enclosure (1-34).

(3) Have access and registered on the Records Management Knowledge Site (RMKS) at: https://eis.usmc.mil/sites/rmks/SitePages/homepage.aspx

d. Subordinate-Staff Section Records Coordinators (SSSRC)

(1) Assist the CDRM with oversight of the Command Records Management Program.

(2) Familiarize yourself with the CDRM’s duties and responsibilities listed above para 1.b.(1-16) and assist the CDRM as directed in your appointment letter enclosure (1-35).

(3) Have access and registered on the Records Management Knowledge Site (RMKS) at: https://eis.usmc.mil/sites/rmks/SitePages/homepage.aspx

e. Record System
(1) **Hard Copy Records.** Hard copy records will be maintained in a secure filing cabinet away from the
general public. These cabinets must be labeled with a privacy act statement, as well as a unit file plan reference
(1-w, Ch. 3, Par. 3). Hard copy records should only be used for records determined to be vital records. Effective 1
January 2018, all records will be stored on Shared Drive/SharePoint. All hard copy records already stored will
remain until the destruction or transfer dates in accordance with reference (1-z).

(2) **Electronic Records.** Electronic records must be labeled with the equivalent information of paper records.
A properly configured Shared Drive/SharePoint site can greatly assist in the management of electronic record
labeling reference (1-w, Ch. 3, Par. 2). All records, including vital records, will be maintained electronically.
Effective Calendar Year 2018, the CDRM will coordinate and established additional guidance to transition into the
electronic records management (ERM) and using the Marine Corps Tool for Information Lifecycle Management
(MCTILM). MCTILM is simply SharePoint configured in such a way that it performs ERM for the command’s
records management. Paragraph 1.f.(2) below is being incorporated in this order to provide additional guidance with
the use of the MCTILM records management system.

(3) **Vital Records.** Any record deemed critical for the reorganization or reconstruction of the unit in times of
emergency. Vital record types include: Legal, Financial, Inspections, and Directives.

f. **Marine Corps Tool for Information Lifecycle Management**

(1) **Access.** The CDRM will monitor MCTILM. The ACDRM will operate MCTILM, storing all records for
their respective sections. Permissions will only be given out to the CDRM and the ACDRMs.

(2) **MCTILM Filing.** ACDRMs will submit all records into MCTILM and store them with respect to the
Standard Subject Identification Code (SSIC). The CDRM/ACDRM will inspect these SSIC areas weekly for
appropriate content. Records will be maintained via folders located within the system based on the Battalion’s File
Plan, see enclosure (1-33).

g. **Disposition of Records.** For all records that have reached the appropriate disposition date, ACDRMs will
submit a request to the CDRM with appropriate information. Upon review, the CDRM will sign and issue a copy
for the requesting section to maintain until disposition has been reached.

h. **Training.** Training will be completed by Fiscal Year - annually in September, as well as quarterly workshops
hosted by the Adjutant section/CDRM.

2. **Tasks**

a. **Alternate Command Designated Records Manager (ACDRM).** Maintain a listing of all SSSRC appointees for
the command and file a copy within the battalion’s Records Management Program file folder.

b. **Subordinate-Staff Section Records Coordinators (SSSRC).** Will maintain direct contact with the battalion’s
CDRM and ACDRMs for the section’s proper records management and quarterly training.

3. **Coordinating Instructions**

a. Recommendations concerning the content of this Order may be forwarded to the battalion Adjutant via the
Command Designated Records Manger.

b. **Records created as a result of this Order shall be managed according to National Archives and Records
Administration approved dispositions per reference (1-z) to ensure proper maintenance, use, accessibility and
preservation, regardless of format or medium.**

c. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil
and criminal penalties. The Department of Navy (DoN) recognizes that the privacy of an individual is a personal
and fundamental right that shall be respected and protected. The DoN’s need to collect, use, maintain, or
disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against
the individuals’ right to be protected against unwarranted invasion of privacy.

d. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974,
as amended in reference (1-x) and implemented per reference (1-y).

e. This section is applicable to all Officers-in-Charge (OICs) and/or Managers/Supervisors of work centers and
staff sections and to all personnel who occupy key billets in the command or have functional areas of inspection.
This section does not apply to Headquarters Marine Corps Staff Agencies as they follow their own Records
Management Program directive.

SECTION B: CIVILIAN MANPOWER

B1000. CIVILIAN MANPOWER & HUMAN RESOURCES LIAISON SERVICES. This position/section serves
as the principal civilian personnel advisor to the H&S Bn CO and his/her principal staff, and assists the Battalion S-1
Officer in complying with civilian manpower policies and management of civilian manpower personnel and
resources. Roles and Responsibilities include:

1. This section has full responsibility for planning, developing, directing, coordinating and evaluating a
comprehensive civilian manpower management program, which includes assignments of civilian personnel.

2. Advising the Commanding Officer on current program trends and anticipated future developments; devising,
recommending and implementing manpower programs and related courses of action, and supporting/advising
supervisors of civilian personnel.

3. This includes serving as the administrative advisor and liaison for the onboarding, training, performance, position
staffing and management, awards, time and attendance, and check-outs of GS civilian personnel of H&S Bn, HH.

B1001. STAFFING AND RECRUITMENT

1. Requests for Personnel Actions (RPA) are submitted via DCPDS Portal.

2. First point of contact for RPA for recruitments other personnel actions is the H&S Bn S-1, Civilian Manpower
Specialist / HR Civilian Liaison.

3. Additional HR support POC at the Pentagon is as follows.

   Pentagon, Room 2C253
   Washington, DC 20350-3000
   Phone: (703) 784-2049
   SMB_HQMC_STAFFING@usmc.mil

   Pollard, Clarissa CIV
   Human Resource Specialist
   Email: Clarissa.Pollard@usmc.mil
   Telephone: 703-614-9099

B1002. DEFENSE CIVILIAN PERSONNEL DATA SYSTEMS (DCPDS)/MYBIZ


2. The human resources information support system for civilian personnel operations in the Department of Defense
(DOD) to include the following:

   a. Recruitment and position data
b. Performance data
c. Pay/leave benefits
d. Reports
e. Professional development

3. DCPDS hosts multiple human resources applications and is designed to support appropriated funds, non-appropriated funds (NAF), and local national HR operations.

4. Access to the system, at all levels within Headquarters Service Battalion Henderson Hall, will be based on an individual’s official need for information.

B1003. CIVILIAN AWARDS PROGRAM AND GUIDANCE.

B1004. MARINE CORPS CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM (MCCLDP). The MCCLDP consists of three key components that offer professional growth and development for civilian personnel.

1. Civilian Leadership Development Program (CLDP)
2. Academic Degree Program (ADP)
3. Centrally Managed Civilian Leadership Courses (CMCLC)

B1005. CLASSIFICATION. Assist and guide Command and Staff Supervisors in determining need for new position descriptions, statement of differences, pen/ink changes to current job descriptions, or requests for re-description of current position descriptions. Submits necessary RPA and documents as required.

B1006. DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP).

B1007. TRAINING. TWMS Training Coordinator Link [https://twms.navy.mil/login.asp](https://twms.navy.mil/login.asp) self-service link provides the following information:

1. Support organization-specific training & development efforts and programs.
2. Serve as a liaison between the HQMC WFD office and their organization.
3. Disseminate training and development information to workforce.
4. Provide Individual Development Plan (IDP) process guidance & assistance.
5. Coordinate developmental program nominations.
6. Communicate, track, and manage mandatory training requirements.
7. Assist with employee training completion documentation.
8. Lead training-related data call efforts for organization.
9. Hold TWMS Training Coordinator Account.

B1008. CIVILIAN MANPOWER TOTAL FORCE STRUCTURE MANAGEMENT SYSTEM (TFSMS)

B1009. CIVILIAN ATTIRE AND APPEARANCE. This section provides policy on professional dress code for civilian personnel and civilian supervisors.
1. H&S Bn Civilian employees, including GS, NAF, and contractors, are expected to maintain a neat and professional appearance.

2. 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.

3. 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.

4. Supervisors may establish specific dress codes, subject to satisfying bargaining obligations, if applicable.

5. Civilian employees working in professional and administrative positions will dress in business attire Monday through Thursday and business casual attire on Fridays.

SECTION C: EXECUTIVE ASSISTANT

C1000. COMMANDING OFFICER’S EXECUTIVE ASSISTANT (EA).

1. The EA plans, coordinates and performs a variety of activities which contribute to the effective management of the Adjutant Office and the optimum utilization of personnel resources. The EA also serves as the Force Preservation Council (FPC) Coordinator and works with company commanders, staff sections, and HQMC staff directorates to track personnel status and facilitate the H&S Bn FPC.

2. Scheduling

   a. H&S Bn CO Site Visits. The EA assists the Protocol Officer with site visits to meet with H&S Bn personnel at their workplaces located throughout the NCR. This includes visit and badging requests and assists with set-up, conference planning and lunch/refreshment orders ensuring accuracy and accountability. The EA conducts significant formal and informal contacts with all levels of management and administrative personnel to include H&S Bn Staff, HQMC Deputy Commandant Staffs, other Service Headquarters, the Joint Staff, OSD, government and non-government agencies, media, and various personnel associated with private organizations and businesses. Persons contacted are at all levels from secretarial/administrative to professional / managerial personnel to senior executives.

   b. The EA verifies all necessary read-ahead documents have been received and printed prior to meetings.

3. The EA coordinates, and advises on command deck office requirements, e.g., schedule conferences, ensure suspense’s are met by all staff members, make travel arrangements, follow up on directed actions and required responses, resolve operating problems, and provide guidance and assistance as required to clerical personnel internal and external to the S-1.

C1001. DEFENSE TRAVEL SYSTEM. The EA makes arrangements for lodging, transportation, rental cars, registrations, etc., in accordance with H&S Bn travel policies and as required meeting Commanding Officer, Sergeant Major, and Executive Officer travel needs and preferences within one day of receiving the requirement. Reschedule and revise as needed in sufficient time to ensure all necessary parties are notified of the arrangements prior to departure.
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ENCLOSURES

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2-9 OPREP-3/SIR Requirements and Procedures
2-10 Confidentiality Exceptions to Restricted Reporting
2-11 Local SAPR Resources and Support
2-12 Training Attendance Roster
2-13 1351-2 (Travel Claim)
2-14 NAVMED 6120_8 Civilian PHA Form
2-15 Flight Request Form
2-16 DD FORM 2813 (Civilian Dental Exam Form)
2-17 TNPQ Paperwork
2-18 LOD Determination for Reserve Marines on Active Duty Protocol
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2-21 Youth Sponsor Request Form
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2-2 Responsibility Organizational Chart
REFERENCES

2-a MCO 5300.17 Marine Corps Substance Abuse Program
2-b MarAdmin 364/14 Marine Corps Drug Testing and Alcohol Screening Programs/Amplifying Guidance
2-c MARCORMAN, PAR 2816
2-d SECNAVINST 1730.8B Accommodation of Religious Practices
2-e MCO 1730.6F w/ Admin CH Command Religious Programs in the Marine Corps
2-f MCO 4400.154 Religious Ministry Supplies
2-g MCTP 3-30D Religious Ministry in the United States
2-h MCO 1040.31 Enlisted Retention and Career Development Program
2-i MCO 1040R.35 Reserve Career Retention and Development Manual
2-j MCO 5100.19F w/ Ch 4 Marine Corps Traffic Safety Program (DRIVESAFE)
2-k MCO 1752.5B Sexual Assault Prevention Program
2-l SECNAVINST 1752.4C Sexual Assault Prevention and Response
2-m DoDD 6495.01 Sexual Assault Prevention and Response (SAPR) Program
2-n DoDI 6495.02 Sexual Assault Prevention and Response (SAPR) Program Procedures
2-o MCO 3504.2A Operations Event / Incident Report (OPREP-3) Reporting
2-p U.S. Navy Regulation 1990, Chapter 11, Article 1137
2-q MCO 1001.62B Individual Mobilization Augmentee (IMA) Program
2-r MCO 1001R.1L Marine Corps Reserve Administration Management Manual (MCRAMM)
2-s Individual Mobilization Augmentee Program Handbook v 1.7
2-t MCO 1001.59A Active Duty for Operational Support (ADOS) in Support of the Total Force
2-u The Joint Travel Regulations (JTR)
2-v MCO 1800.11 Policy and Procedures for Reserve Component (RC) Member Service Beyond 16 Years of Active Duty Service
2-w MCO P1610.7 Performed Evaluation System
2-x MARADMIN 204/15 Validation Requirements When Determining Primary Residence for Reserve Component (RC) Marines
2-y DoDI 6495.03 Sexual Assault Prevention and Response (SAPR) Program
2-z MCO 1320.11G Marine Corps Sponsorship Program
2-aa MCO 1720.2 Marine Corps Suicide Prevention Program (MCSPP)
2-ab MCO 1754.14 Marine Corps Community Counseling Program (CCP)
2-ac MARADMIN 524/12 Never Leave a Marine Behind Annual Suicide Prevention Training and Master Training Team Requirements
2-ad MARADMIN 580/12 Reporting Requirements ICO Department of Defense Suicide Event Report
2-ae MARADMIN 073/14 Marine Corps Marine Intercept Program (MIP)
2-aff MARADMIN 461/15 Update To Marine Corps Marine Intercept Program (MIP)
2-ag Commanders Suicide Prevention Policy Statement
2-ah MCO 1754.9B Unit, Personal and Family Readiness Program (UPFRP)
2-ai OPNAVINST 5380.1D Acceptance and Use of Voluntary Services in the Navy
2-aj SECNAVINST 5211.5E DoN Privacy Use Program
2-ak MCO P1700.27B w/ CH1 MCCS Policy Manual
2-al MCO 1500.61 Marine Leader Development
2-am MCO 5100.29B Marine Corps Safety Program
2-an MCO 3500.27C Risk Management
2-aos SECNAVINST 1730.9A Privileged and Confidential Communications to Chaplains
2-ap MCO 5354.1E w/ Admin Ch Marine Corps Prohibited Activities and Conduct Prevention and Response
2-aq Commander’s Equal Opportunity and Sexual Harassment Policy
2-ar MCO 1720.2 Marine Corps Suicide Prevention Program (MCSPP)
2-as MCO 1754.14 Marine Corps Community Counseling Program (CCP)
2-at MARADMIN 524/12 Never Leave a Marine Behind Annual Suicide Prevention Training and Master Training Team Requirements
2-au MARADMIN 580/12 Reporting Requirements ICO Department of Defense Suicide Event Report
2-av MARADMIN 073/14 Marine Corps Marine Intercept Program (MIP)
CHAPTER 2: COMMAND TEAM AND PROGRAMS

2000. GENERAL. H&S Bn, HQMC, Henderson Hall is a unique unit as the sole Joint Base in the Marine Corps and retains some installation services to support Marines in the National Capital Region (NCR). H&S Bn is administratively responsible for over 2000 Active and Reserve Marines and more than 100 Civilians composed of more than 130 Monitor Command Codes (MCCs) with the majority located in the NCR and others positioned throughout the United States and across the globe. H&S Bn is organized into four companies with only one Company Staff.

1. Mission. To provide operational, administrative, supply services, and logistical support for chargeable, non-chargeable, and attached Marine Corps personnel assigned within the Washington Metropolitan Area to Headquarters Marine Corps, other Departments and Agencies of the Federal Government, Joint or Armed Service Schools and Marine Corps personnel assigned within the Washington Metropolitan Area to duty under instruction, awaiting separation, awaiting assignment or transportation, in a disciplinary status, or who are hospitalized.

2. Command Relationships
   a. H&S Bn is under Operational Control to the Director of the Marine Corps Staff. We are the CMC’s Bn.
   b. H&S Bn provides direct support to HQMC.
   c. H&S Bn’s General Court-Martial Convening Authority is Commander, Marine Corps Installations Command (MCICOM).

3. Organizational Structure. Figure 2-1 shows the H&S Bn Structure.

![Organizational Chart](chart.png)

Figure 2-1
2001. COMMAND PROGRAMS. H&S Bn is responsible for many of the same programs that other battalions throughout Marine Corps are responsible for; however, the disposition of our Marines throughout the globe means we have to stay in contact and apply more attention to those who may serve as the only Marine in their unit. The H&S Bn’s command programs are listed below.

2002. SPONSORSHIP PROGRAM. One of the most difficult times for a Marine or Sailor and their family is the Permanent Change of Station (PCS) move. The welfare and morale of Marines and Sailors and their families are essential factors that influence career motivation. The H&S Bn Sponsorship Programs is intended to minimize the stress and uncertainty that arise, while reducing the difficulties experienced during PCS moves. Although reference (2-2-z) only requires Marines and Sailors arriving from OCONUS to receive mandatory sponsorship assistance, H&S Bn, HQMC, Henderson Hall is one of the most diverse complex units in the Marine Corps. As such, personnel in the grades of E-1 through E-6, WO through CWO-3, O-1 through O-3, and all overseas accompanied personnel will be assigned a sponsor. All other personnel will be assigned a sponsor if they request one.

1. Concept of Operations

   a. The Consolidated Administration (CONAD) will publish a bi-weekly inbound roster to the MCCS Relocation Assistance (RA) Program Manager covering Marines and Sailors reporting to H&S Bn over the next 90 days. MCCS RA Program Manager will email all Marines and Sailors on the roster with a sponsorship package that includes the CO’s Command Philosophy, CO’s Policy Statements, Sponsorship Request Form, the Weekly Gouge, and local information concerning housing, schools etc. The MCCS RA Program Manager will request inbound Marines and Sailors acknowledge receipt and return the sponsorship request form to be in compliance with reference (2-2-z).

   b. The MCCS RA Program Manager will forward all returned Sponsorship Request Forms to the H&S Bn Sponsorship Coordinator and the corresponding Company Sponsorship Coordinator. Company Sponsorship Coordinators will connect Section Sponsorship Coordinators who will assign a sponsor and conduct a virtual linkup with their inbound Marine or Sailor and provide any additional guidance. The sponsor will normally be of equal or higher grade and marital status than the inbound Marine or Sailor.

   c. Once the sponsor has made contact with the inbound Marine or Sailor, the sponsor will notify the Company Sponsorship Coordinator via the chain of command that contact has been made.

   d. Inbound Marine or Sailor reports to H&S Bn and completes sponsorship questionnaire during check-in.

2. Tasks

   a. Consolidated Administration (CONAD)

      (1) Assume staff cognizance of the Sponsorship Program and ensure that all transferring Marines or Sailors receive a Sponsorship Request Form (enclosure 2-19) or a Family Registration Form (enclosure 2-20) and information on the benefits of participating in the program at the time the Marines and/or Sailor is notified about pending PCS Orders. Marines with school-aged children will also be provided with a Youth Sponsor Request Form (enclosure 2-21).

      (2) Provide an updated inbound roster to the MCCS RA Program Manager and the appropriate Company Commander by the first and third weeks of each month.

      (3) Provide an updated joined roster to the MCCS RA Program Manager and the Company Commander by the first and third weeks of each month.

      (4) Provide an updated inbound roster to the Company Commanders by the first and third weeks of each month.

      (5) Establish check-in procedures that ensure all incoming personnel check in with Marine & Family Programs and attend the mandatory Welcome Aboard Orientation brief.
(6) Maintain a record of all sponsorship requests for incoming personnel, to include the name of the sponsor assigned to each Marine or Sailor.

b. Company Commanders

(1) Assign a Company Sponsorship Coordinator (SC) in writing to support the inbound Marines and Sailors assigned to company. Ensure they complete the appropriate training via MarineNet.

(2) Coordinate with section leadership to assign sponsors for inbound Marines, using the Sponsorship Assignment Letter (enclosure 2-22). Attempt to assign as sponsor of the same grade or senior, marital status, and work section as the incoming Marine/Sailor. The sponsor should not be the Marine/Sailor being replaced.

(3) Establish follow-up procedures to ensure Marines or Sailors have been assigned a sponsor by the gaining command no later than 60-days before transfer.

(4) Brief each outbound Marine or Sailor on the importance of making their sponsorship needs known and that the individual Marine or Sailor, married or single, has primary responsibility for the welfare of themselves and their family.

(5) Establish check-out procedures requiring Marines or Sailors transferring from this command to report to the MCCS RA Program Manager sufficiently in advance to attend a PCS Workshop.

(6) Maintain a record of all sponsorship requests for incoming personnel, to include the name of the sponsor assigned to each Marine or Sailor.

(7) Provide the Marine or Sailor with the administrative support required to ensure that the sponsorship request is provided to the gaining command in a timely manner.

c. HQMC Staff Agencies

(1) Appoint a Sponsorship Coordinator for your section. Ensure they complete the appropriate training.

(2) Appoint sponsors for inbound Marines and Sailors. Ensure they complete the appropriate training.

(1) Ensure Section Sponsorship Coordinator reports the name of the assigned sponsor to the Company Commander for tracking purposes.

(2) Establish check-out procedures requiring Marines or Sailors transferring from this command to report to the MCCS RA Program Manager sufficiently in advance to attend a PCS Workshop.

d. MCCS Personal & Professional Development-Relocation Assistance (RA) Program Manager

(1) Send a Command Welcome Aboard e-mail to all incoming Marines and Sailors (enclosure 2-23), along with a detailed welcome aboard package containing information about Henderson Hall and the local community.

(2) Conduct relocation workshops including PCS Workshops and Welcome Aboard Orientations.

(3) Notify the Company Commander of all incoming sponsorship requests for those Marines or Sailors not automatically assigned a sponsor.

(4) Maintain a record of all sponsorship requests for incoming personnel, to include the name of the sponsor assigned to each Marine or Sailor.
Have the incoming Marine or Sailor complete a Sponsorship Questionnaire (enclosure 2-24) as part of the check-in process and retains them on file for a period of two years. This will be used to improve and verify the effectiveness of the sponsorship program.

**Assigned Sponsors**

1. Check in with the MCCS RA Program Manager to ensure a Welcome Aboard Package has been sent to the Marine or Sailor being sponsored.

2. Send a Sponsor Welcome Aboard letter to the incoming Marine or Sailor immediately upon being assigned as a Sponsor. Enclosure (2-25) is provided as an example.

3. Complete Sponsorship Training on MarineNet.

**Coordinating Instructions**

a. All Sponsors and the Sponsorship Coordinator (SC) are military personnel and not civilian personnel. Additionally, this sponsor should come from the section the Marines is to be assigned.

b. Personnel in the grades of E-1 through E-6, WO-1 through CWO-2, O-1 through O-3, and all overseas accompanied personnel will be assigned a sponsor. All other personnel will be assigned a sponsor if they request one. All Sponsors and the Sponsorship Coordinator (SC) are military personnel and not civilian personnel.

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2003. SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM. Sexual assault is a crime incompatible with our core values. This crime degrades the individual, erodes trust, and destroys morale. The standard operating procedures set forth provide policy, assign responsibilities, and outline procedural and training guidance regarding Henderson Hall Sexual Assault Prevention and Response (SAPR) program, in accordance with references (2-k) through (2-p), and (2-y). Sexual assault is a criminal act that is not restricted to any gender, race or age. Per reference (2-l), sexual assault is defined as “intentional sexual contact, characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent.” Per reference (2-l), consent is defined as “a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent.” The term includes a broad category of sexual offenses consisting of the following specific Uniform Code of Military Justice (UCMJ) offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts.

1. Concept of Operation

a. Every Marine, when not designated as a SAPR VA as defined in reference (2-l), will report incidents of sexual assault which comes under their observation immediately to their chain of command or Military Criminal Investigative Organization i.e. NCIS/CID, or civilian law enforcement. Sexual assault is incompatible with Marine Corps values and is punishable under the UCMJ and other federal and local civilian laws.

b. Victims. Victims of sexual assault will be treated with sensitivity, dignity and without prejudice. Sexual assault victims will be given priority and will be treated as emergency cases regardless of whether physical injuries are evident. Victims will receive appropriate healthcare (medical, emotional, psychological, and social) services unless he/she refuses care. Care will be given to ensure that the identity of a victim of sexual assault is released only to those who have a need to know (i.e. in the case of an unrestricted report, the unit commander, command team, or law enforcement/NCIS). Victim safety is always paramount. Victims who choose to make a restricted report in accordance with the references will fully have that choice honored. Victims who have the courage to report must feel confident that their personal safety will be protected and that they will be protected from coercion, ostracism, discrimination, or reprisal. In addition, if witnesses, SAPR Victim Advocates, Civilian Victim Advocates, responders, bystanders who intervenes, or other parties to the crime experience any incidents of reprisal, coercion, or
discrimination of any type, they shall immediately report such incidents to the command. Marines must demonstrate the strength and courage to step up and act to protect their fellow Marines.

c. Prevention and Training

(1) Annual Training will be conducted by a credentialed SARC or SAPR VA appointed by HH using the most up-to-date training resources and guidance provided by HQMC SAPR located on the SAPR Workspace; [www.thegearlocker.org](http://www.thegearlocker.org). This training will be coordinated through the H&S Bn S-3 and will be provided throughout the fiscal year. Training statistics for all HH will be reported to the H&S Bn CO weekly in the Commanders Update Brief training slides.

(2) “Pre-deployment” briefs, for the purpose of this SOP, will be provided to any groups of HH personnel going TAD outside of the National Capitol Region. These briefs will be coordinated through the SARC. These briefs will be mandatory for all identified OICs and SNCOICs who will be in charge of the departing group. Refer to Company Commanders tasks, within this Order, for scheduling and administrative responsibilities.

(3) Welcome Aboard Briefs will be provided for all new personnel to HH by the either the SARC or a SAPR VA where points of contact and resources specific to Henderson Hall’s SAPR Program.

(4) SAPR training for HH civilian personnel will be provided annually by the HH SARC, for all mandated curriculums or as directed by the CO.

(5) The SARC and SAPR VAs will complete 16 hours of approved continuing education units (CEUs) per year and have 32 CEUs completed, prior to submitting renewal packages. Applicable CEUs, training materials, and completion guidance can be found on the SAPR workspace. SARCs will approve and monitor continuing education of SAPR VAs, and training progression will be reporting to the CO on a quarterly basis on the SAPR slide in the Commanders Update Brief.

d. Reporting Options. All active duty HH personnel and military dependents 18 years and older who have been sexually assaulted have two reporting options: Unrestricted or Restricted Reporting. For active duty personnel, these reporting options are available for incidents that have occurred in-service or prior to enlistment or commissioning. Unrestricted Reporting is the preferred method, but we recognize the barriers for victims and the fundamental need to provide a confidential disclosure vehicle via the Restricted Reporting option. Civilian personnel, their dependents, are only eligible for Unrestricted Reports and for limited emergency care medical services at a Military Treatment Facility (MTF), unless the individual is otherwise eligible as a Service member or TRICARE beneficiary of the military health system to receive treatment in an MTF at no cost to them. In all cases of sexual assault, the SARC or SAPR VA will be notified directly or via the HH 24/7 Sexual Assault Support Line (571-205-1298) to ensure proper victim support, confidentiality, and adherence to all orders pertaining to sexual assault. See enclosure (2-8) for the flowchart for restricted and unrestricted reporting.

(1) Restricted Reporting. This option affords victims the option to make a confidential report to authorized individuals, as listed in references (2-k) and (2-y). A Restricted report is available only if a victim elects the Restricted Report option via the DD 2910. This option does not trigger an investigation. The H&S Bn CO is only notified that “an alleged sexual assault” has occurred, but no personally identifying information is provided.

(a) Only the SARC and/or SAPR VA, are designated as authorized to maintain a Restricted Report.

(b) In the otherwise privileged communications with the Command Chaplain, Special Victim’s Counsel (SVC) / Victim’s Legal Counsel (VLC), or legal assistance attorney, a victim may indicate that he or she wishes to file a Restricted Report. The Chaplain, SVC/VLC may facilitate contact with the SARC or SAPR VA, with the victim’s consent, but cannot accept or maintain a Restricted Report.

(c) Disclosure of a sexual assault to individuals, other than those authorized confidential resources listed in references (2-k) and (2-y), may eliminate the Restricted Reporting option. All questions pertaining to this situation will be directed to the SARC and VLC.
(2) **Unrestricted reporting.** This reporting option triggers an investigation, command notification, and allows a person who has been sexually assaulted to access healthcare treatment and the assignment of a SARC and a SAPR VA. When a sexual assault is reported through Unrestricted Reporting, a SARC shall be notified, respond or direct a SAPR VA to respond, offer the victim healthcare treatment and a Sexual Assault Forensic Exam (SAFE), and inform the victim of available resources. The SARC or SAPR VA will explain the contents of the DD 2910 and request that the victim elect a report option on the form. If the victim elects the Unrestricted Reporting option, a victim may not change from an Unrestricted to a Restricted Report.

(3) **Confidentiality.** This term refers to confidential communications, to include oral, written, or electronic communication, of personally identifying information made by a victim to one of the confidential resources listed in references (2-k) and (2-y). Maximum effort will be made to maintain the privacy and confidentiality of the victim.

2. **Tasks.** All HH personnel will treat every reported sexual assault incident seriously by following proper guidelines per references (2-k) through (2-p) and (2-y). The information and circumstances of the allegations will be disclosed on a need-to-know basis only.

   a. **Commanding Officer H&S Bn, HQMC Henderson Hall.** The below tasks and responsibilities are specifically addressed to allow all personnel to understand the H&S Bn CO’s role and ensure continuity for the future of the program. The H&S Bn CO sets expectations for the SAPR program through his or her command climate.

      (1) **Prevention**

         (a) Publish a HH SAPR Command Policy Letter, using the sample provided on the SAPR Workspace, within 60 days of assuming command.

         (b) Establish and maintain a command climate of prevention that is predicated on mutual respect and trust that recognizes and embraces diversity, the values and contributions of its entire Marine Corps community.

         (c) Receive a SAPR Command Resource Brief within 30 Days of assuming command.

         (d) Brief all personnel regarding the H&S Bn CO’s policy on sexual assault and the potential consequences of those who violate the law. This includes the shared responsibility for bystander intervention.

         (e) Recognize changes in the organization’s climate regarding inappropriate behavior and respond with appropriate action toward any negative trends that may emerge regarding sexual assault.

         (f) Provide all HH civilian (both NAF and GS) and active duty personnel with annual training, “pre-deployment” briefs, and Welcome Aboard Briefs facilitated by appointed SAPR personnel.

         (g) Appoint in writing, by using the template provided on the SAPR Workspace, an H&S Bn SARC. Prior to appointment, contact HQMC SAPR to ensure all applicable prerequisites have been met.

         (h) Appoint in writing, by using the template provided on the SAPR Workspace, collateral SARCs, as necessary. Prior to appointment, contact HQMC SAPR to ensure all applicable prerequisites have been met.

         (i) Appoint in writing, by using the template provided on the SAPR Workspace, a minimum of two SAPR Victim Advocates. Prior to appointment, contact HH SARC to ensure all applicable prerequisites have been met. The intent is to have a diverse group of SAPR VAs to ensure coverage throughout HH. Selection criteria for this billet is found in Appendix F of reference (2-k).

         (j) Notify HQMC SAPR of any SAPR personnel changes by emailing smb.manpower.SAPR@usmc.mil

(2) **Response/Reporting**
(a) Ensure that the HH 24/7 Sexual Assault Support Line is always active and properly staffed by credentialed and command appointed SAPR personnel. Ensure that all incoming calls are redirected to the DoD Safe Helpline at 877-995-5247 after five rings.

(b) All missed calls to the HH 24/7 Sexual Assault Support Line will be routed to the DoD Safe Helpline. The SAPR personnel staffing the phone will return these calls within 15 minutes and meet the victim, in person, within 2 hours. Failure to meet these timelines will result in notification to the CO for corrective action.

(c) All HQMC SAPR Quality Assurance (QA) audit or HH SARC audit call failures will be addressed immediately. The CO will provide a formal Corrective Action Plan to HQMC SAPR QA before the close of the next business day addressing the cause of the failure, steps to address the failure and prevent future failures, the timeline for corrective action, and those involved in the corrective actions.

(d) Immediately report all Unrestricted Reports and allegations of sexual assault to NCIS, per reference (2-n). This includes those assaults disclosed directly by victims or by third parties. Sexual assaults will be only investigated by NCIS and the appropriate law enforcement agencies. H&S Bn will not conduct independent inquiries or investigations of alleged sexual assault.

(e) Submit an Operations Event/Incident Report (OPREP-3)/Serious Incident Report (SIR), in accordance with reference (2-o), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims, and reports converted from Restricted to Unrestricted.

(f) Complete a Serious Incident Report, hereafter referred to as the “SAPR 8-Day Incident Report,” per reference (2-k) and enclosure (2-9). This report serves as the CO’s checklist for all initial requirements that must be completed within the first eight calendar days following an Unrestricted Report of adult sexual assault involving a Service Member. A SAPR 8-Day Incident Report can be found on the SAPR Workspace at www.thegearlocker.org.

(g) Notify HQMC SAPR within 24 hours of having knowledge of a situation where a SARC or SAPR VA is suspected of, alleged to have, or committed any act referred to as a “SAPR Critical Incident” such as a violation of Uniformed Code of Military Justice Articles 120 and 125 (sections 920 and 925) or a violation of items listed in reference (2-p) enclosure (5).

1. Execute the SAPR Critical Incident protocols within 24 hours of having knowledge of a SAPR Critical Incident as defined above.

2. Initiate a timely and comprehensive investigation or inquiry, in conjunction with the servicing legal office, the SARC (for SAPR VAs), and the Human Resources Office, as applicable.

3. Immediately confiscate the D-SAACP certification card of the individual(s) under investigation.

   a. If under investigation, the SARC will not be considered a SME and must be removed from all SAPR activities and locations where the perception may be that he or she is acting in the capacity of SARC.

   b. Remove all other credentialed personnel under investigation from all SAPR activities.

   c. Remove all information pertaining to the individual(s) under investigation from public facing media and replace with a credentialed and appointed SAPR POC.

   d. Confiscate on-call phones and provide to the covering SARC, or to the supervisor if no coverage exists.

4. Additional guidance on contingency plans, reporting requirements, investigation, and revocation or reinstatement protocols will be directed by HQMC SAPR.

5. Immediately report the final disposition of a sexual assault to the assigned MCIO.
(3) Victim Support

(a) Separate, as appropriate, victims and alleged offenders so they do not remain in the same work and/or living areas. Victims and alleged offenders who remain in the same work and/or living area should be routinely monitored for safety concerns.

(b) Chair the High Risk Response Team (HRRT) if a victim is assessed to be in a high-risk situation and, at a minimum, include the alleged offender’s CO, the victim’s SARC and SAPR VA, NCIS, the Staff Judge Advocate, the VWAC/VLC assigned to the case, the victim’s healthcare provider or mental health and counseling services provider, and the personnel who conduct the safety assessment. The responsibility of the HRRT members must not be delegated. Further guidance for the conduct and actions of the HRRT are found in reference (2-m) enclosure (9).

(c) Attend all Joint Base Myer-Henderson Hall (JBM-HH) Sexual Assault Review Boards (SARB) chaired by the Commanding General as outlined in reference (2-m) enclosure (9) when the actual assault of an H&S Bn person took place on aboard JBM-HH and was submitted as Unrestricted Report. Due to operational or other exigent circumstances, the designated acting commander will attend. Continue attending the monthly SARB until the victim is no longer receiving services

(d) Honor the decisions of non-participating victim to not be involved in the military justice process.

(e) In all cases of collateral misconduct, consider deferring the victim’s disciplinary proceeding until final disposition of the sexual assault case, in accordance with reference (2-m). Contact the Staff Judge Advocate for further guidance regarding this matter.

(f) Address and respond to all requests for expedited transfer within 72 hours of receiving a signed and dated written request. Utilize the SARC as the subject matter expert and designated point of contact. Ensure only “need to know” personnel are made aware of the request. All considerations for this request are outlined in reference (2-m).

b. S-1/Adjutant

(1) Submit an Operations Event/Incident Report (OPREP-3)/Serious Incident Report (SIR), in accordance with reference (2-o) and enclosure (2-9), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims, and reports converted from Restricted to Unrestricted is completed within 24 hours of the initial report.

(2) For all allegation of a sexual assault reported to the command that will generate media interest, immediately notify the Battalion Public Affairs Specialist in order to establish proper protocols in dealing with the media, as required. All PII will be handled on a need-to-know basis.

(3) Assist the SARC in completing SAPR 8-DAY Incident Report, per reference (2-o).

(4) Treat all applicable reports, and information herein, for official use only (FOUO); provide information only to personnel with an official need-to-know, to include the HH Adjutant and Adjutant Chief (in absence of the HH Adjutant).

(5) Ensure a copy of this SOP, SARC/SAPR VA contact information and reporting protocols are maintained in the HH Officer of the Day (OOD) Binder.

c. S-3/Training

(1) Coordinate with the HH SARC to provide battalion-wide training, establishing an agreed upon date/time, location, and course being taught.
(2) Publish all applicable SAPR training on the HH operations and training calendar.

(3) Verify all completed training rosters in MCTIMS.

(4) Coordinate logistics and S-6 support for all SAPR trainings, to include laptops, speakers, projectors, projector screens, and additional equipment requested by the instructor.

(5) Submit completed training rosters, provided by the SAPR instructor for the course or company staff and enter all applicable personnel into MCTIMS utilizing the appropriate course code annotated on the roster.

d. Sexual Assault Prevention and Response Coordinator

(1) Prevention

(a) Serve as the SME to the H&S Bn CO and oversee all facets of the H&S Bn SAPR program as a program manager. The H&S Bn SARC is the central point of information regarding the program. Where other entities are charged with respective tasks, per this SOP, the SARC ensures those tasks are carried out in compliance with references (2-k) through (2-p) and (2-y).

(b) Track the certification status of all H&S Bn SAPR VAs and identify all H&S Bn SAPR VAs’ certification expiration dates and ensure required CEUs and renewal packages are completed and submitted in a timely manner. All renewal should be initiated no later than 30 days prior to the published deadline and submitted to the National Organization for Victim Assistance (NOVA) no later than 15 days prior to the published deadline. Submission guidelines are provided on the NOVA website, www.trynova.org, under the “credentialing” tab.

(c) Maintain a copy of all signed appointment letters, training certificates, completed D-SAACP application (new and renewal) packages, for H&S Bn SARCs and SAPR VAs. Ensure copies of the H&S Bn SAPR policy letter and contact posters are posted throughout the H&S Bn common areas. See the SAPR Turnover Binder for a list of locations.

(d) Conduct quarterly QA audits to the H&S Bn website, verifying the 24/7 Sexual Assault Support Line contains up-to-date SAPR-related information and appears within 2-clicks of the homepage. Conduct quarterly QA audit of resources and POCs annotated in the SAPR Turnover Binder. This includes all applicable MTFs, Legal resources, Marine Corps Installation Offices (MCIOs), and SARCs throughout the NCR.

(e) Conduct Command Team SAPR Resource brief to the CO and all other applicable parties (XO, SgtMaj, and Chaplain) within 30 days of the H&S Bn CO assuming command.

(f) Coordinate with MARFOR and local SARCs in the NCR for location coverage during any periods of absence, such as leave or TAD.

(g) Develop and submit budgets for all SAPR-related expenditures, to include travel, SAPR educational events, as directed by HQMC SAPR.

(h) Coordinate events for Sexual Assault Awareness and Prevention Month (SAAPM). More information regarding SAAPM can be found on the SARC Workspace. Events should include “Live Fire” exercises, breakfast with the Chaplain, and Joint Base SHARP collaboration, which can all be found in the SARC SAAPM planning binder.

(i) Assist the H&S Bn CO in meeting sexual assault prevention and response training requirements by creating a fiscal year training plan in collaboration with S-3 for all Marines/Sailors, SAPR VAs, and first responders. Training will include SAPR annual, pre and post deployment training, Take-A-Stand, and Step-up. Maintain and track all training rosters and ensure entry in MCTMS.

(j) Attend the monthly Force Preservation Council (FPC) as a resource only. The FPC is not the venue to discuss case-specific details or individuals with a nexus to SAPR. The H&S Bn Adjutant and/or the CO’s Executive
Assistant will be able to provide the schedule for these meetings. Regardless of whether a victim is a subject of a FPC, attendance should be consistent to preserve the identity of victims.

(k) Conduct a quarterly review of local resources and ensure all resources are maintained and updated as new information becomes available.

(2) Response/Reporting

(a) Coordinate with S-6 to ensure the H&S Bn SAPR webpage is current, support information is accurate, the H&S Bn 24/7 Support Line and the DoD Safe Helpline Line is accurately displayed. The SARC will also coordinate with S-6 to ensure a dedicated cell phone is established for the purposes of maintaining a 24/7 response Support Line.

(b) Safeguard all confidential information pertaining to victims. All emails that contain PII will be sent encrypted. Limit this email traffic to “need to know” only.

(c) Post a copy of the H&S Bn CO’s SAPR policy letter throughout the common areas to include Marine Corps departments at the Pentagon and areas where Marine Corps personnel are located who are assigned to Henderson Hall. (See SARC binder where all Policy letters are located).

(d) Post your photograph in the unit’s common areas such as company/section read boards, male and female bathrooms within H&S Bn, Marine Corps workspace within the Pentagon, BEQ, and supporting agencies, along with contact information, reporting options, and exceptions to confidentiality. Maintain a list of where all posters are located for quality assurance. (See SARC binder where all photos are located.)

(e) Maintain monthly liaison with the local Military Treatment Facilities (MTF) ensuring they are using the established Henderson Hall 24/7 Support Line. Contact information is at the following MTF; Ft Myer Clinic, Delorenzo Clinic (Pentagon), Navy Yard Clinic, MCB Quantico clinic, and Inova Hospital in the event a Marine presents and discloses a sexual assault. Collaborate with Joint Base Myer SARC and attend their monthly Sexual Assault Review Board meetings.

(f) Obtain initial contact victim information from the SAPR VA via phone, in person or encrypt email for input in the Defense Sexual Assault Incident Database (DSAID) within 72 hours.

(g) Verify all OOD and DNCOs have the HH 24/7 helpline information in the event a victim of a sexual assault needs assistance. All information is posted in the Duty binder under “Duty SAPR SOP”. Provide all new joins with the HH SAPR contact information at the Welcome Aboard brief along with the unit’s pamphlets and resources on how to report a sexual assault. SAPR VA/SARC shall be included on the battalion’s check-in/out sheet.

(h) Supervise the SAPR VAs during the performance of advocacy duties. Assign VAs cases and provide oversight of all sexual assault cases and ensuring VAs are providing appropriate referrals and care.

(i) After consultation with the SJA or other concerned parties (e.g. NCIS), establish appropriate Memoranda of Understanding (MOU) with off base non-military facilities for all incidents of sexual assault involving military personnel to identify protocol and utilization of SAPR services for H&S Bn, HQMC, Henderson Hall. The Battalion has an established MOU with Inova Fairfax Hospital which is located in the SARC workspace.

(j) Complete all H&S Bn SAPR administrative requirements are met as described in references (2-k) through (2-p) and (2-y).

(k) In areas where the SAPR VA is not co-located with the SARC and when authorized by the commander and with support of the Battalion SJA, establish MOU between military and civilian agencies. When located on a sister service installation, coordinate with the installation’s services.
(l) Review and maintain SAPR SOP annually to ensure it is in accordance with established policies. Develop, maintain, and reconcile the budget for events (Sexual Assault Awareness and Prevention Month (SAAPM)) and implement prevention and response campaigns as requested by HQMC SAPR.

(3) Victim Support

(a) Coordinate with any SAPR VAs in cases of permanent change of station (PCS) or end of service (EAS), and facilitate a warm handoff with another SAPR VA for any victims still received services.

(b) Verify SAPR VAs meet with the victim, once a month, at minimum, for case updates and to conduct safety assessments.

(c) While working with a victim, regardless of rank, driving to any SAPR related appointment is permitted to be in the same car alone. The VA may use a personal vehicle or (depending on rank) may check out a government vehicle. If a third person is present, no conversation related towards the victim or case may be discussed as the confidentiality between VA and victim will then no longer apply.

(d) Coordinate with the SAPR VA to provide resources for the victim, but at no time will the SAPR VA make decisions for that victim or give the victim guarantees outside of that SAPR VA’s control (i.e. expected outcome of investigation).

(e) Meet with the victim in an agreed upon location that will preserve confidential communications and is comfortable for the victim.

(f) Utilize the approved Safety Screening Tool located in SAPR Turnover Binder on the SAPR Workspace to provide victims with safety assessments. Conduct these assessments at a minimum on a monthly basis.

e. Sexual Assault Prevention and Response Victim Advocate

(1) Prevention and Response

(a) Notify the SARC via phone or encrypt email immediately of all sexual assault pertaining to H&S Bn personnel who filed a sexual assault report. Initial contact information for Defense Sexual Assault Incident Database (DSAID) shall be provided via encrypt scanned email or in person within 24 hours or as soon as practical of a filed sexual assault. Coordinate local resources (NCIS at Anacostia, local hospitals where SAFE is performed, i.e. MCB Quantico, or Inova Fairfax hospital). Notify SARC immediately via phone or encrypt email of all expedited transfer requests.

(b) Provide training and education for all active and reserve Marines and Sailors within H&S Bn in accordance with reference (2-k). Training includes SAPR annual, pre/post deployment, Take-A-Stand (NCOs), and Step-Up (Junior Marines). Maintain and ensure a copy of the sign-in roster is provided to S-3 for MCTMS input. Track and ensure the correct code is posted. Conduct Welcome Aboard briefs, and sign check in/out sheets.

(c) Meet all UVA administrative requirements described in reference (2-k) and UVA turnover binder. Complete required continuing education to maintain credentialing status. On-line courses are available on the H&S Bn or HQMC SharePoint workspace, and provide the SARC with copies of completed training certificates.

(d) Should a Reservist report an incident of sexual assault, and if they elect, SAPR services are available to the victim. The SAPR VA or SARC in collaboration with Henderson Hall’s Limited Duty Coordinator (703) 614-1765 will support the Reservist through the Line of Duty (LOD) process. In the event a restricted report is filed, the SAPR VA is authorized direct liaison with the Wounded Warrior Regiment (WWR), Naval Clinic at MCB Quantico. WWR and Naval Clinic will ensure the privacy of the request is maintained and that members within the command do NOT have access to information regarding the request for medical benefits. Do not coordinate any parts of a restricted report LOD determination through the chain of command or Limited Duty Coordinator. The point of contact to send all restricted report LOD determination is the Wounded Warrior Regiment at (703) 432-
1868, or Marine Forces Reserve (MFR) crisis line at (504) 655-3521. (LOD protocol for Reservist on Active duty is detailed in the UVA SOP).

2. Victim Support

(a) Notify the SARC, via phone, in person, or encrypted email, in cases of PCS or EAS, and coordinate with the SARC for a warm handoff when working with a victim.

(b) Meet with the victim, once a month, at minimum, for case updates and to conduct safety assessments.

(c) Notify the SARC with all questions or situations not directly outlined in this Order or references (2-k) through (2-p) and (2-y).

(d) Provide H&S Bn SARC a copy of all required training certificates prior to performing their duties, along with D-SAACP credentialing information. Provide SARC additional CEU certificates as they are completed.

(e) While working with a victim, regardless of rank, driving to any SAPR related appointment is permitted to be in the same car alone. The SAPR VA may use a personal vehicle or (depending on rank) may check out a government vehicle. If a third person is present, no conversation related towards the victim or case may be discussed as the confidentiality between VA and victim will then no longer apply. Check-in with H&S Bn SARC for questions relating towards driving.

(f) Provide resources for the victim, but at no time will the VA make decisions for that victim or give the victim guarantees outside of that SAPR VAs control (i.e. expected outcome of investigation).

(g) Meet with the victim in an agreed upon location that will preserve confidential communications and is comfortable for the victim.

(h) Utilize the approved Safety Screening Tool located in SAPR Turnover Binder on the SAPR Workspace to provide victims with safety assessments. Conduct these assessments at a minimum on a monthly basis.

f. Command Chaplain

(1) Ensure all H&S Bn military religious service personnel are aware of the policies for providing religious services to military victims of sexual assault outlined within this SOP and references (2-k) through (2-p) and (2-y).

(2) Provide spiritual support to victim and alleged offenders within H&S Bn as needed. Inform all victims of SAPR services and refer them to the H&S Bn SARC or SAPR VAs. The Chaplain can only refer a victim, he or she cannot report the sexual assault to the command.

g. Victim Witness Advocate Coordinator (VWAC). Contact the H&S Bn SARC in any cases of sexual assault.

h. Company Commanders

(1) Coordinate with SARC to schedule company-wide training in the SAPR Annual training curriculum; establishing an agreed upon date/time, location and course being taught.

(2) Screen MCTIMS for all delinquent personnel in each annual training course and send out training information, to include time, date and course being taught.

(3) Submit training attendance rosters to the S-3 for final submission into MCTIMS.

i. Officer of the Day (OOD)

(1) Remind all Duty NCOs to notify the OOD in any case of reported sexual assaults.
(2) Verify all Duty NCOs have the H&S Bn 24/7 SAPR Hotline number.

j. Henderson Hall H&S Bn Personnel

(1) Prevention

(a) Attend the appropriate SAPR annual training for your rank during the fiscal year and any additional training, as required.

(b) Read and familiarize yourself with this order and protocols provided.

(c) Maintain a command climate of prevention that is predicated on mutual respect and trust that recognizes and embraces diversity, as well as the values and contributions of its entire Marine Corps community.

(d) Understand Battalion Commander’s policy on sexual assault and the potential consequences for those who violate the law. This includes the shared responsibility for bystander intervention.

(e) Familiarize yourself with the H&S Bn SARC, SAPR VAs, and VWAC. Know your rights as a potential victim, and as a leader, be able to respond to reports of sexual assault.

(f) Address all sexual assault-related questions to the SARC or SAPR VA, as they are the SMEs for the program.

(2) Response/Reporting

(a) Maintain a command climate that encourages Marines and Sailors to report incidents of sexual assault, without fear of retaliation, ostracism or reprisal.

(b) Report inappropriate behavior or negative trends to your respective chain of command, to include acts of retaliation, ostracism or reprisal.

(3) Victim Support

(a) Maintain an environment where sexual assault victims, SAPR personnel, and support personnel are free from coercion, ostracism, discrimination, and reprisal.

(b) Ensure any observed safety concerns for the victims are addressed with your chain of command immediately.

(c) Honor the decisions of a non-participating victim to not be involved in the military justice process.

3. Coordinating Instructions

a. The H&S Bn SAPR Program’s AOR consists of personnel assigned to RUCs 54008 and 88600 located throughout the NCR, across the country and stationed throughout the globe to include locations such as JBM-HH, Pentagon, Ft Belvoir, Ft Meade, Patuxent River, Indian Head, A/MOI ROTC locations etc.

b. Situations not covered in this document can be found in more detail within the references.

c. During the check-in/check-out process, all HH personnel are required, via the H&S Bn Check-in/Check-out sheet, to receive a brief from the appointed SARC or SAPR VAs. The appointed spot is listed on the sheet with a location and phone number for SAPR personnel.

2004. FAMILY READINESS PROGRAM. IA references (2-ah), (2-ai) and (2-aj), this program establishes the guidance for implementation and maintenance of the Unit Personal and Family Readiness Program (UPFRP) to
ensure the deployment status, operational tempo and personal effectiveness is maintained at an optimal readiness state.

1. Concept of Operations. The H&S Bn Uniform Readiness Coordinator (URC) is tasked to carry out the vision and UPFRP Policy established by the Commanding Officer to every Marine and Family member assigned to Henderson Hall. The URC will have direct access to the Commanding Officer, UPFRP Command Team Staff, Marine Corps Family Team Building and MCCS personnel to ensure the UPFRP Policy is in maintained and enforced and resources are available to each service member and their family. The URC will be a special staff officer under cognizance of the Commanding Officer.

   a. Official Communication. Official communication is a message sent on behalf of or with the approval of the Commanding Officer. The URC will utilize every tool available to communicate information to the Marines, spouses, families and extended family members and designated contacts per the NAVMC 11654. Official communication is critical to establish and maintain a two-way communication between every Marine and their designated contacts. The URC will be the main communication manager (CM) for the command unless otherwise appointed by the Commanding Officer via appointment letter. The URC will send out official communication during the time frames listed below:

      (1) At least once a month via official means of communication.

      (2) Inbound Marines 90 days out from estimated date of arrival.

      (3) Anytime as deemed necessary by the commanding officer or a critical need to inform the Marines and Family members of not situation not routine in nature.

   b. Unofficial Communication. Unofficial Communication is information related to social events or events intended for specific groups normally not always approved by the commanding officer or sponsored by the unit/command. Social events will be sent utilizing the weekly gouge, social media sites managed by the command public affairs officer and utilizing event organization websites, to include but not limited to Eventbrite.com.

   c. Readiness and Deployment Support (RDS). Henderson Hall is a non-deployable command however we do have dynamic commands administratively attached to Henderson Hall that are overseas and have some duty locations that are dependent restricted. These units/sections fall under Bravo Company and are part of the Forward Area Officer (FAO) and United States Military Observer Group (USMOG) programs. These commands have already conducted a pre-deployment process with their respective program. The URC will ensure each Marine prior to being assigned to an OCONUS tour Family Readiness information is updated and be available the members designated contacts to provide any assistance requested.

   d. Volunteer Management. Volunteers are individuals with a direct connection with the command. A volunteer can be a Marine, Spouse, parent or extended family member within the command. The URC will utilize every means available to establish and maintain a volunteer program. MCFTB will aide in the managing of volunteers and volunteer hours. These volunteers will be recognized during volunteer appreciation month in April every year.

   e. Single Marine Program. The UPFRP command team will stay abreast of the SMP activities to ensure our single Marines and Marines who are geographical bachelors/bachelorettes are taken care of while families or significant others are displaced. The UPFRP will foster an environment where the command is made aware of the needs and interests of our single/geo graphically separated Marines. A Single Marine representative will ensure they attend all UPFRP meetings scheduled for every second Monday of each month at 1000 unless otherwise rescheduled.

2. Tasks

   a. Unit Readiness Coordinator / Funds Manager. The URC will manage the UPFRP debit card and UPFRP funds unless otherwise appointed by the Commanding Officer via appointment letter as the UPFRP Funds Manager. The Funds Manager will ensure all purchases have the Commander’s approval and are in strict compliance with reference (2-ah). The Funds Manager will:
(1) Ensure the section head/unit commander submits a letter requesting UPFRP funds to the URC or UPFRP funds manager (FM) per enclosure (2-26).

(2) Ensure requests are submitted to the URC/FM 30 days prior to the date of the event.

(3) Ensure the request includes a roster of the Marines attending to include (name, EDIPI, rank), date and type of event, point of contact of event and copy of the restrictions of use of non-appropriated funds.

(4) Ensure UPFRP funding requests for events occurring after 1 October are submitted prior to 1 October. All remaining UPFRP funds after 1 October will be consolidated and unavailable; requests for funding submitted after 1 October will not be accepted.

(5) Request adequate UPFRP funds when preparing the annual unit and UPFRP budget. The dollar amount budgeted will be $12.50 per Marine per NAF fiscal year using Battalion on hand strength as of 31 December.

(6) Verify all funding requests received meet appropriate UPFRP requirements as set forth in the reference (ah).

(7) Verify the authorized UPFRP funds recipient is thoroughly aware of the requirements and responsibilities assumed when receiving for funds.

(8) Compile, upon completion of the function, all funds issuance documentation and receipts returned by the UPFRP recipient, and maintains such records on file for three years.

(9) Will report the failure of the UPFRP funds recipient to comply with providing fund accountability in the form of receipts, within 72 hours (three working days) after the event to the commanding officer.

b. **Section Points of Contact**. Verify all funding requests received meet appropriate UPFRP funds requirements as set forth in this SOP.

c. **UPFRP Funds Recipient**

(1) Provide the URC/FM with original receipts for all itemized expenses incurred by the function, with 72 hours (three working days) to ensure accountability.

(2) Return to the URC/FM all funds not utilized in support of the function, within 72 hours (three working days) to ensure accountability.

(3) Provide the URC/FM a “statement” in Lieu of original receipts, signed by the section head, for any receipts which were lost, misplaced, forgotten to be requested, or otherwise unavailable. Statement must certify proper usage of the funds expended and explain the unavailability of the receipts. The “statement” is lieu of original receipts document can be obtained through the URC/FM.

d. **Consolidated Administration (CONAD)**. Provide URC with a monthly battalion alpha roster of all active duty Marines via email or stored on share point or the battalion shared drive for easy access. The roster will include, Full Name, EDIPI, Rank, Company, Section, work email, work phone, personal cell, marital status, number of dependents, individual location codes.

e. **Chaplain**. The H&S Bn Chaplain will advise the Commanding Officer about any potential challenges within the UPFRP that the unit may be facing and recommend appropriate courses of action. The Chaplain will attend all unit specific functions where a Chaplain’s brief is required, such as a unit’s L.I.N.K.S workshop. The Chaplain will be make every effort to be available to attend each UPFRP meeting scheduled for every second Monday of each month at 1000 unless otherwise rescheduled.
3. **Coordinating Instructions**

   a. UPFRP funds are available for each fiscal year (1 February through 31 January). UPFRP funds are not carried forward to the next fiscal year.

   b. UPFRP funds are made available in the form of CASH, UPFRP Debit Card (via an authorized UPFRP Debit Card Holder) or an Advanced Check. The UPFRP fund recipient will read and sign a Cash Advance Receipt Form, enclosure (2-27), acknowledging his or her responsibilities as the authorized UPFRP funds recipient. The URC or Funds Manager does not have access to issue checks. The individual receiving the check is responsible for maintaining records and original receipts to validate expenditures. If the receipts are not received within three working days after the event, the URC or FM will forward all pertinent information to the Commanding Officer, H&S Bn for disposition.

   c. UPFRP funds are not to be placed in a personal checking account or savings account.

   d. Sections are strongly encouraged to request only the amount they actually need for the event. In the event that all issued funds are not used during an event or function, the un-used funds along with all original receipts will be returned to the URC/FM for re-deposit into the appropriate account line of accounting within three working days after the event date.

   e. UPFRP funds are Non-appropriated Funds (NAF), which can only be authorized and expended in accordance with the references (ah) and (ak), enclosure (26) and the guidelines established in this SOP.

   f. Only the Commanding Officer can approve fund expenditures.

2005. **SUBSTANCE ABUSE PROGRAM**. IAW references (2-a) and (2-b), this program establishes the administrative procedures intended to ensure the efficient management of the H&S Bn, HQMC Marine Corps Substance Abuse Program. Successful administration of Substance Abuse Program requires the knowledge of unique procedures, systems, and legal constraints. The program complies with the references and clarifies section responsibilities associated with testing and personnel requirements.

1. **Concept of Operations**

   a. The H&S Bn Substance Abuse Control Officer (SACO) is tasked with program management and coordinating administration of the Battalion Substance Abuse Program. The SACO will coordinate with the section Urinalysis Program Coordinator’s (UPC), Senior Enlisted Leader, or Administrative Section assigned in the Battalion’s various platoons to conduct the substance abuse program testing.

   b. As directed by the H&S Bn Commander, the SACO will conduct testing of a minimum of ten percent of available population via random urinalysis testing and unit sweep testing of sections on a monthly basis.

   c. Ensure that all personnel within the battalion are tested in the event of any of the following events per reference (11a):

      1. All service members are required to be tested once per year regardless of rank.

      2. Upon check-in to the unit within 72 hours with the SACO/A-SACO only.

      3. After more than 8 days of consecutive leave.

      4. Upon receipt of a deserter.

      5. When an individual returns from an unauthorized absence in excess of 24 hours.

      6. Commanding Officer directed.
(7) Monthly testing of the unit SACO, Assistant SACO, all assigned UPC’s and Observers.

d. Alcohol Screening Program

(1) All service members will be administered a breathalyzer test on a semi-annual basis.

(2) Breathalyzer tests can be directed by the battalion commander at their discretion

e. Urinalysis Program Coordinators (UPC). Unless waived by the H&S Bn CO, all sections within the battalion that have more than 10 service members per T/O shall assign a Officer or Staff Non-Commissioned Officer in writing to serve as an UPC for that section.

2. Tasks

a. Substance Abuse Control Officer (SACO)

(1) The Battalion SACO is responsible for advising the commander on all substance abuse matters.

(2) Identify and conduct administrative reviews of available records and documents and refer alcohol or drug abusers to the Substance Abuse Combat Center (SACC) via the commander for screening.

(3) Maintain accurate records on Marines with alcohol or drug problems.

(4) Coordinate with Medical Review Officers (MROs) for review of all drug positives, and coordinate and provide the commander for further submission to the Drug Demand Reduction Coordinator (DDRC) or SACC.

(5) Display substance abuse prevention materials from the SACC in common areas.

(6) Monitor Marines in the command aftercare program, and provide the commander with bi-weekly progress updates on adherence to the aftercare plan provided by the local SACC.

(7) The battalion SACO will provide all testing supplies and support to the UPCs conducting testing.

(8) Conduct quarterly inspections, audits and training of UPCs and Observers.

(9) Conduct annual unit substance abuse prevention education.

b. Urinalysis Program Coordinators (UPC)

(1) The section UPC shall conduct testing in coordination with the SACO.

(2) The UPC will administer breathalyzer tests in coordination with the SACO.

(3) The UPC will identify Marines who are required to test upon returning from leave, and conduct testing.

(4) The UPC will utilize their own section’s observers.

c. Urinalysis Observer

(1) Each section that has assigned an UPC shall assign in writing, a minimum of 1 male observer and where possible 1 female observer.

(2) Assigned observers shall be an Non-Commissioned Officer or higher wherever possible.

(3) Under no circumstance will a Marine observe a person of the opposite gender.
2006. FORCE PRESERVATION PROGRAM. H&S Bn, HQMC, Henderson Hall’s unique composition and disposition requires leaders at all levels to take an active and intimate roll in the unit’s force preservation program. The H&S Bn Force Preservation Program works to uniformly identify and systematically evaluate the personal and professional threat to each service member's ability to contribute to the unit mission and provide services that address those needs. Force Preservation Councils (FPCs) are a core component of Marine Corps Force Preservation efforts designed to provide leaders with a mechanism to gain and maintain a holistic view of service members facing personal, professional and other challenges threatening military performance. The H&S Bn FPCs are designed to improve leadership engagement and interaction for Marines and Sailors needing quick and responsive support in our highly dispersed and stove piped organization. We must identify service members whose individual performance may be negatively impacted by human and environmental factors and match resources that mitigate those factors in order to minimize organizational risk and improve personal readiness.

Our profession is highly demanding of every Marine, personally and professionally. We are subjected to very high levels of hardship and stress on a regular basis, and every one of us struggles to meet these challenges at one time or another, in one way or another. Moreover, while this Battalion is home to Marines at every stage of their careers, we have a high proportion of senior Marines who routinely care for their subordinates before they care for themselves. This is part of the leadership ethos, but sometimes results in senior Marines who disregard or minimize their own stressors and challenges. Because of this, leaders at every level must look at every one of their Marines, regardless of rank or experience, and to look at themselves as well. Be discreet but honest about the problems we face. Be the mentor for the experienced Marines you serve with, just as you continue to do for junior Marines.

With a battalion as large and distributed as ours, I need the concept and practice of the FPC to be managed at the company level and executed by each HQMC directorate and agency, as well as any additional organizations where Marines work, including Joint and Interagency communities. In accordance with reference (2-10), senior Marines within these organizations must take ownership of the FPC process at their level to ensure our Marines are continually equipped to maintain focus on the duties our Corps requires of them. FPCs establish and maintain a systematic process that enable our leadership to remain aware of and engaged with Marines so that, as issues arise, the H&S Bn staff can engage with programs and resources before the situation becomes unmanagable. Engage with company and H&S Bn staff and subject-matter experts up-front and often for advice, engagement, and detailed care for specific cases.

Finally, leaders must take the time to meet and know the families of the Marines in your care. Family members know what is going on in the lives of their Marine and are force-multipliers in ensuring welfare and mission readiness. Know the families of your Marines in advance, to build the relationships that will be needed when life challenges affect the Marine.

1. **Concept of Operation.** Leaders at all levels will mentor, monitor, and assist their Marines to mitigate and manage risk factors that may negatively affect performance.
   
   a. The H&S Bn FPC is intended to increase the Commander's ability to provide concerned, knowledgeable, involved, collaborative leadership in support of individual leaders and their Marines to identify and provide support to at-risk Marines. FPCs at the Company, Directorate, and other levels are intended to increase the ability of immediate leaders to provide the same or better level of focus on at-risk Marines assigned to their respective sections.

   b. In coordination with the Company Staffs, HQMC Directorate/Staff Agencies (A Company) and Joint and Interagency organizations (B Company) will assign a Marine or civilian supervisor as the local FPC Representative (FPC Rep) using enclosure (2-29). Appointees will be the primary point of contact between the organization and the Company Staffs. Depending on the size and dispersion of the Directorate/Staff Agency, multiple FPC Reps may be appointed. Creativity is encouraged when assigning FPC Reps to encompass such a dispersed population of Marines. Let the ethos of “never leave a Marine behind” and the fourth article of the POW Code of Conduct “If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way” be your guide as you endeavor to create micro-FPCs and assign responsibilities for leadership and monitoring, ensuring that every Marine is accounted for and covered.
c. Appointees shall organize a local FPC and conduct micro-FPCs (monthly assessments) to assign service members to an appropriate risk level based on their circumstances using Table 2-1, paragraph 1.d below and enclosure (2-8) as a guide. Counselors, medical personnel, and other subject-matter experts will be coordinated for these FPCs as needed, subject to the limits of availability. Depending on the organizational makeup, appointees will review their FPC process of evaluation with the Directorate/Agency/Company leadership at a minimum of once per quarter.

d. Risk Categories. For common terms of reference, the Risk Matrix below displays the classification of risk levels:

<table>
<thead>
<tr>
<th>Identify / Assess</th>
<th>Make Decisions Implement Controls</th>
<th>Supervise</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initial Assessment Correlation Matrix</td>
<td>Combat Operational Stress Control</td>
</tr>
<tr>
<td></td>
<td>Risks</td>
<td>Levels</td>
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<tr>
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<td>Red</td>
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<tr>
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<td>Medium</td>
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<tr>
<td>Moderate</td>
<td>Elevated</td>
<td>Yellow</td>
</tr>
<tr>
<td>Minor/Negligible</td>
<td>Low</td>
<td>Green</td>
</tr>
</tbody>
</table>

Table 2-1

(1) **Green** / Low-Level / Minor or Negligible Risk – This is the normal baseline level of risk expected for Marines, undergoing the routine rigors of service in the Marine Corps. This level of risk is assessed for Marines whose conduct or behavior does not place them at risk for a potential incident. Marines in this category still require the reinforcement of safe practices, good decision making and avoidance of factors that could propel them into a higher risk category. These individuals are effective contributors to their unit mission and potential role models who can support fellow Marines who occupy other categories.

(2) **Yellow** / Elevated-Level / Moderate Risk – This level of risk is assigned to Marines who are assessed to be at elevated risk, requiring additional attention from leadership. Leaders should mentor Marines in these circumstances, and ensure they have access to resources and assistance as needed. Marines at Low risk are undergoing stressors of a higher nature than normal, but are not currently exhibiting signs of inability to manage them. Alternatively, Low risk can be assigned to a Marine returning to Baseline risk after a period of higher risk.

(3) **Orange** / Medium-Level / Serious Risk - Marines who demonstrate an inability to independently manage stressful life events or maintain standards of acceptable performance/conduct. These individuals require moderate support to develop and execute plans that mitigate the possibility of adverse consequences. With support, these individuals can address the issues causing concern while contributing to their unit’s mission. Marines formerly assigned to the high risk category who demonstrate sustained adherence to their mitigation plans may be deemed a medium risk until a normal balance between their stressors and performance is restored.

(4) **Red** / High-Level / Critical Risk- Marines who demonstrate an inability to manage significantly stressful life events or whose performance/conduct fall substantially below acceptable levels. These individuals require significant time and assistance to address the issues causing concern and are therefore unable to materially contribute to their unit’s mission. Personnel assigned to the high risk category who demonstrate sustained adherence to their mitigation plans may be reassigned a lower category.

e. Assessing your Marines and Sailors. Time tested risk management principles should be used to assess your Marines where you Identify Hazards (Identify Factors and Stressors), Asses Hazards (Determine Risk Probability and Severity), Make Risk Decisions (Identify Potential Resources/Solutions), Implement Controls (Apply Resources/Solutions), Supervise (Verify Marine Receiving Resources/Treatment and Responding Positively).
(1) Identify the specific activity, life event, risk, or stress.

(2) Assess the risk and/or stress as an expression of potential harm/severity, described above.

(3) Through the FPC (micro/section-level and Bn-level) make the appropriate decisions to improve both the well-being of the individual and the unit’s readiness.

(4) Implement controls, resources, or measures such as medical, chaplain, counseling, legal, substance abuse control officer (SACO), financial assistance, family services, etc.

(5) Supervise; Residual Risk/Stress (Final Assessment)

(a) After controls, resources, or measures are in place, identify and select appropriate risk-level-color assessment as an expression of reduced harm/severity.

(b) The assessment codes, levels, or colors (Figure 1-3) are an expression of risk that combines the elements of severity (factors and stressors) and probability (likelihood of impacting individual/unit readiness over time). The assessment is a level of risk/stress for each problem expressed as a single Arabic number as portrayed in the above assessment matrices.

(6) Each Marine undergoing periods of elevated risk should be assessed repeatedly through the process of restoration to Baseline risk. One model for demonstrating this process is:

![Progressive Force Preservation Process](image)

Marines are to be evaluated on an ongoing basis for emerging life and career stressors, including but not limited to relationship matters, medical and behavioral health, and performance or professional issues. Reference (2-al) encompassing the Force Preservation Council (FPC) Program has additional useful material in enclosure (2-28) for assessing Marines’ needs.

(7) Sample Assessment Matrices are listed below in Tables 2-2 through 2-6 and provided in enclosure (2-28) as a quick reference.
### Off-Duty Matrix

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>Factors &amp; Stressors</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>License suspended or revoke; No training or use of PPE</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>History of unsafe acts; History of traffic violations and/or alcohol related offenses; inadequate training or limited</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>III</td>
<td>Recently purchased a motorcycle as first time owner; participates in high risk activities or</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>Fully trained, wears all PPE, and skilled for off-duty activities</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Risk Assessment Codes
1- Critical/High/Red 2-Serious/Medium/Orange 3- Moderate/Elevated/Yellow 4 & 5- Minor/Negligible/Low/Green

Table 2-2

### Financial Matrix

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>Factors &amp; Stressors</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Bankruptcy; foreclosure; collection agency</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>Past due on bills; late on payments</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>III</td>
<td>High debt load; manages to pay bills and saves or invest money</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>No debts; pays bills on time; saves or invest money</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Stress Assessment Codes
1- Critical/High/Red 2-Serious/Medium/Orange 3- Moderate/Elevated/Yellow 4 & 5- Minor/Negligible/Low/Green

Table 2-3

### Relationships Matrix

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>Factors &amp; Stressors</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Violence or abuse</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>Recent divorce, separation or severely strained relationship</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>III</td>
<td>Recent breakup or family/social discord/seeking counseling services</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>Healthy family/social relationship</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Stress Assessment Codes
1- Critical/High/Red 2-Serious/Medium/Orange 3- Moderate/Elevated/Yellow 4 & 5- Minor/Negligible/Low/Green

Table 2-4
f. All Battalion personnel will start as “green” on the force preservation matrix to illustrate the baseline category that may be escalated based on identified risk factors. As leaders become aware of factors and stressors in their Marine’s life through observation, listening, reporting, performance, etc., leaders can use the sample risk assessment matrices above to identify the appropriate risk category for their Marine and determine appropriate services and support.

  g. The H&S Bn FPC will be held on the third Thursday of the month, except for November when it will be held the Thursday prior to Thanksgiving. This FPC will focus on Marines identified as high risk leaders can the appropriate amount of resources can be applied to assist these Marines in their critical time of need.

  h. This program is intended to formalize a process that facilitates small unit leadership, but does not replace it. Management of all low- and medium-risk cases will be executed locally, with the assistance of the Company staff to facilitate the identification and coordination of resources. However, to ensure H&S Bn, HQMC, HH command-level situational awareness, Marines that are high-risk will be briefed by the Company Staff, with assistance from the respective FPC Rep, and at the monthly Battalion FPC to address the most immediate and threatening issues causing concern.

2. Tasks

   a. Executive Officer

      (1) Chair the Force Preservation Council meetings. Use enclosure (2-30) to record attendance and brief confidentiality requirements.
(2) Ensure the program is focused on preventing suicide, alcohol and drug abuse, domestic violence, sexual assault and addresses other common negative risk factors.

(3) Coordinate within the battalion to ensure counselors, medical experts, and other resources are provided to subordinate-element FPCs as requested and when available. Coordinate with external elements to obtain additional resources and expertise, as needed.

(4) Brief the Commanding Officer on cases that merit his attention.

b. Sergeant Major. Co-chair the FPC meetings and provide advice concerning the appropriate resources needed to support our Marines and Sailors.

c. CO’s Executive Assistant

(1) Serve as the Force Preservation Council Coordinator (FPCC); coordinate and schedule Force Preservation Council meetings monthly.

(2) Manage the FPC meetings in such a way as to ensure confidentiality.

(3) Assist the Battalion Executive Officer in the execution of his assigned tasks under this order.

(4) Provide the Company Staffs and leaders briefing their Marines with the FPC Case Briefing Slide Template (enclosure (2-31)) to assist in understanding the circumstances surrounding the Marine being briefed.

d. Unit Readiness Coordinator

(1) Incorporate Force Preservation principles into the overall Unit Readiness Program.

(2) Educate families on the goals and procedures of the Force Preservation Program, including resources available. Maximize communication between family members and the command, particularly during periods of elevated risk level in the case of individual Marines.

(3) Manage command-to-family relationships and the overall program to ensure appropriate privacy and discretion for sensitive cases.

e. Company Commanders

(1) Ensure risk ratings are assigned to every Marine within your company. Work with appropriate FPC Reps to ensure FPCs are being conducted monthly and tracked appropriately. Brief high-risk Marines at the Battalion FPC.

(2) Maintain a list of all organizational force preservation representatives and appointment letters.

(3) Ensure all newly joined personnel are screened for any previous FPC risk categorization from previous commands during the check-in process. Take appropriate action to ensure a warm hand-off is conducted with the FPC Rep at the unit to which the Marine is assigned and if any on-going treatment is required. Utilize the FPC Module in MOL IAW reference (2006 2-m).

(4) IAW reference (2006 2-m), update the MOL FPC module, or current electronic tracking system as directed by HQMC, upon departure of Marines from Henderson Hall to ensure gaining commands are advised of the appropriate risk-level of the Marines.

e. Company B Commander. Due to your unique composition and disposition where you have units that are 1 of 1 Marine, you have special tasks:
(1) Track any Marines identified either as low, medium, or high who belong to platoon codes without a designated FPC Rep.

(2) Provide quarterly updates for Marines who do not report to a more senior Marine in their operational chain of command or independent duty platoon. Report high risk Marines to the monthly H&S Bn FPC.

f. Battalion Force Preservation Council

(1) Assist Company Staffs and local FPC Reps in assigning risk ratings to every Marine and Sailor attached to Headquarters and Service Battalion.

(2) Track all high-risk Marines and work with company and staff leadership to develop plans that address the needs and mitigate risks.

(3) Identify internal and external resources available to assist leaders.

(4) Identify negative organizational trends and recommend solutions before they become epidemic.

g. Deputy Commandant Executive Assistants, Staff Agencies, Department Heads, and all other Executive Assistants and Agency Senior Marines Administratively Assigned to H&S Bn

(1) In accordance with reference (2006 2-al), establish a force preservation framework within each organization and designate primary and alternate FPC Reps to represent the organization using enclosure (2-29). Ensure designees complete required PII and JKO HIPPA training.

(2) Forward the names of the designated FPC representatives to the respective Company Staff and the CO’s Executive Assistant.

(3) Conduct micro-FPCs (monthly assessments) of every member in your organization to assign appropriate risk category. Quarterly, provide assessment methodology refresher information to the section FPC Reps to standardize assessments.

(4) Coordinate with Company Staff to provide resources to assist Marines and Sailors who appear to be experiencing personal or professional issues they cannot independently manage.

(5) Coordinate with the Battalion Executive Officer directly for cases of a sensitive nature for senior enlisted Marines and Officers.

(6) Monthly, section FPC Reps will coordinate with appropriate Company Staff to brief all high-risk Marines in your sections at the Battalion FPC.

g. Battalion Staff Section OICs/SNCOICs/Civilian Supervisors

(1) Ensure all section personnel are screened, mentored, and identified if at-risk for force preservation.

(2) Keep HQ Company Leadership aware of all Marines assigned a risk category and communicate risk category and available resources to the assigned Marine.

(3) Brief all high-risk Marines in your sections at the Battalion FPC.

3. Coordinating Instructions

a. The list of common terms of reference, all Marines administratively assigned to H&S Bn, Henderson Hall will be assessed for their level of risk using the criteria and scale in enclosure (2006 2-28).
b. Subject-Matter Expertise available within the Battalion shall be provided for subordinate FPCs as requested by section FPC leadership, subject to availability and staff capacity. The Battalion Executive Officer will coordinate with the Company Staffs to ensure these capabilities are provided to subordinate-element FPC's as requested and when available.

c. All Marines holding the rank of Colonel and below, regardless of position, grade, or seniority, shall be evaluated for Force Preservation risk. FPC Reps, along with Company Staff leaderships, shall handle each case with appropriate privacy and discretion. FPC leadership shall handle cases pertaining to more senior Marines, as determined by the Executive Officer, with the discretion required to ensure that these Marines’ ability to lead and carry out assigned responsibilities be preserved.

d. The standing members of H&S Bn’s FPC include the following individuals: Battalion Executive Officer, Battalion Sergeant Major, Headquarters (HQ)/Alpha (A) Company Commander and/or First Sergeant, Bravo (B) Company Commander and/or Senior Enlisted Advisor, Safety Officer, Chaplain, Behavioral Health Programs Director or Representative, Substance Abuse Counseling Center Director or Representative, Unit Readiness Coordinator, Limited Duty Coordinator, and FPC Coordinator.

e. Designated representatives from Battalion Staff Sections, HQMC Directorate and Staff Agencies (A Company), Joint and Interagency organizations (B Company), and C Company will attend/call-in as required to brief high-risk Marines to the council.

f. Discussions of the Force Preservation Council are confidential. No one is to discuss information about these cases with anyone except those directly involved with assisting the impacted individuals to resolve the issues causing concern or to keep the commander updated on the status of the cases.

g. All Marines identified as high-risk will remain high-risk for a minimum of 90 days while the assessed risk factors are being resolved. After 90 days, the risk category will be reassessed to determine if a new category is warranted.

h. All personnel will read reference (2-al) and enclosure (2-28) to become familiar with the assessment terms and categories.

2007. RELIGIOUS PROGRAM. The Commanding Officer, H&S Bn is responsible for the Command Religious Program (CRP). Per reference (2-c), this responsibility includes logistical support for religious programming, Chaplains, and enlisted personnel assigned in support of this Command. Chaplains assigned shall provide ministry and facilitate the free exercise of religion for all members of this Command, their dependents, and other authorized personnel through the CRP. The Henderson Hall Chaplain's Office consists of the Command Chaplain and one Religious Program Specialist (RP). The Command Chaplain is a special staff officer who reports directly to the Commanding Officer and is under the cognizance of the Battalion Executive Officer.

1. Concept of Operations

   a. Divine Services

      (1) The U.S. Constitution guarantees every citizen of the United States the right of free exercise of religion. In accordance with reference (2-e), the Commanding Officer, through the CRP provides for the free exercise of religion for any service person and seeks to strengthen the moral and spiritual wellbeing of the personnel under his command.

      (2) The Command Chaplain will provide for the free exercise of religion by members of the command. Each will directly provide for the religious needs of members of their own religious congregations and facilitate the free exercise of religion for all personnel.

   b. Deaths and Memorial Services. The Command Chaplain will assist in condolence calls as requested by the Commanding Officer. Headquarters and Service Battalion Chaplains will also assist the Casualty Assistance Calls
Officer (CACO) as requested, in making notification of death to family members of the deceased. The Command Chaplain will assist the Commanding Officer in any memorial service that may be required.

2. Tasks

a. Chaplain

(1) Advise the Commanding Officer on all matters pertaining to religion, religious affairs, moral and ethical concern, spiritual welfare, and the morale of the personnel within the Command and their dependents.

(2) Make provisions for the religious needs of all authorized personnel by offering regular religious services according to their tradition and facilitate worship opportunities for other faith groups by using assigned Chaplains, Chaplains from other commands, civilian clergy or lay leaders as appropriate. Per reference (2-a0), the Command Chaplain will make himself available to provide care through confidential counseling to all who seek it, referring to appropriate agencies when necessary. The unconstrained ability to discuss personal matters in complete privacy encourages full and complete disclosure by personnel and family members seeking chaplain assistance. Such disclosure establishes a sacred trust, facilitates increased morale and mission readiness, and benefits the individual and the institution.

(3) Develop Planned Ministry Objectives (PMO) as the basis for the CRP.

(4) Provide supervision, training, coordination, counseling, professional guidance and assistance in personal development for assigned Chaplains and RPS assigned to the Chaplain's Office.

(5) Maintain liaison with the Family Service Center, Navy/Marine Corps Relief Society, American Red Cross, and other appropriate civilian organizations and community resources.

(6) Visit company/work sections and incarcerated or hospitalized members of the Command.

(7) Submit required reports timely.

(8) Prepare a budget based on the PMO for the CRP for inclusion in the Command's Operation and Maintenance (O&M) Funds Annual Budget and is responsible for the fiscal management of the Chaplain's O&M Funds (Account No. 20).

(9) Perform additional duty orders to the Chaplain, USMC (Code REL) and maintains liaison with his Office. Represent the Chaplain, USMC, at ceremonies and meeting and perform other functions as directed.

(10) Maintain adequate ecclesiastical supplies.

(11) Attend weekly staff briefing.

(12) Current Directives. The Command Chaplain will be familiar with current directives that:

(a) Affect administrative matters such as emergency leave, humanitarian transfers, hardship discharges, conscientious objectors, inter-service transfers, and transfer for Marine personnel relative to making application for the Navy RP rating.

(b) Affect local customs and laws, such as pre-marriage requirements, child abuse, and spouse abuse.

(13) Per reference (2-g), the Command Chaplain will support command prevention efforts in areas such as suicide, domestic violence, combat operational stress control (COSC), substance abuse, sexual assault, and other tone and health of force matters. Support methods may include lectures, classes, talks, training, or other forms of communication.

b. RP / Chaplain’s Clerk
(1) Assist the command, and specifically the Chaplain in the administration and coordination of the programs in support of the CRP. The duties and responsibilities of the RP are delineated in reference (2-d).

(2) The RP is assigned duties in direct support of the CRP and is not assigned any duties without the concurrence of the Command Chaplain.

(3) In the event that the RP is absent due to circumstances beyond the control of the command (e.g. detailing gap) the battalion will assign a Chaplain's clerk to provide office coverage.

(4) The Chaplain's clerk will be assigned by the Headquarters and Service Battalion Personnel Officer with concurrence of the Command Chaplain. Clerks assigned will have the Military Occupational Specialty (MOS) 0111 (Administrative Clerk). While the Chaplain's clerk is militarily and administratively responsible to his/her unit commander, the Command Chaplain will recommend appropriate proficiency and conduct marks to the clerk's company commander.

(5) A Chaplain's clerk should be mature, responsible, of good moral character and possess other personal and professional qualifications to represent the Chaplain and his office.

(6) The Chaplain's clerk will serve as a receptionist, maintain appropriate files, prepare correspondence and reports, maintain records pertaining to O&M funds allocated to the CRP, be designated as the Administrative Custodian (alternate for the Religious Offering Fund, assist in the preparation for divine services, and maintain chapel and office spaces).

(7) The Chaplain's clerk will participate in the basic training of the parent unit. He/she should not, however, be assigned duties outside the Command Chaplain's purview or without the Command Chaplain's concurrence. No duties will be assigned which interfere with Chaplain's clerk functioning in the performance of the CRP.

(8) Leave and liberty for the Chaplain's clerk will be coordinated through the Company Commander by the Command Chaplain.

(9) The Chaplain's Clerk will perform other duties as assigned by the Command Chaplain.

(10) Leave and liberty for the RP will be granted by the Command Chaplain.

3. Coordinating Instructions

a. Turnover Files. The Command Chaplain and RP will ensure the maintenance of a turnover file and desktop procedures for organizational responsibilities.

b. Reports Required. Required reports shall be submitted in accordance with reference (2-e).

(1) The Command Chaplain is responsible for ensuring the continuity and timely submission of his/her fitness reports. Fitness reports worksheets will be submitted to the Commanding Officer via the Executive Officer.

(2) The Command Chaplain will submit such other reports as may be directed.

c. Spiritual Formation and Professional Development. The Command Chaplain is accountable to their ecclesiastical endorsing agency and the Navy Chaplain Corps as well as to the commands to which they are assigned. References (2-d) through (2-g) and (2-ao) provide for the allowance of time and funding for the Command Chaplain to maintain professional qualifications by attending the following:

(1) Retreats/Chaplains meeting.

(2) Chaplain Professional Development Training Course.
(3) Denominational conferences/ministers meeting.

(4) Other professional development opportunities as available.

d. Supplies

(1) Policy and procedures for the logistical support of the Chaplains and religious programs within the Navy and Marine Corps are contained in reference (2-c), (2-e), and (2-f).

(2) The O&M Funds provide support for ecclesiastical supplies, which are monitored by the Post Supply Officer and allocated each fiscal year. Requests for supplies will be addressed for procurement through the Command Chaplain.

(3) The Command Chaplain is designated a Cost Center Manager by the Commanding Officer.

2008. CAREER RETENTION PROGRAM. IAW references (2-h) and (2-i), this program establishes administrative procedures intended to ensure the efficient and effective management of enlisted Marines; active and reserve, under the umbrella of H&S Bn, Henderson Hall, HQMC Retention Program.

1. Concept of Operations. This program provides the primary means for managing and retaining highly qualified enlisted active and reserve Marines in order to meet total force shaping requirements through the following means.

a. All new join Marines are required to check in with the Career Planner to confirm appropriate obligated service and to complete any outstanding career interviews/counselings.

b. All Marines checking out for Permanent Change of Station Orders (PCSO) are required to check out with the Career Planner to confirm appropriate obligated service.

c. All Marines checking out for separation are required to check out with the Career Planner for appropriate assignment of reenlistment eligibility (RE) code.

d. All Marines are to complete required interviews/counselings based on their expiration of current contract. Interviews/counselings are initial, FTAP, careerist (STAP), and expiration of active service (EAS).

e. All retention matters go through the Career Planner IAW Marine Corps orders, publications, bulletins, MARADMINs and retention guidelines.

2. Tasks

a. Consolidated Administration (CONAD)

(1) Report appropriate reenlistment eligibility (RE) code on DD Form 214 for separating Marines utilizing interview contact record.

(2) Report all reenlistments and extensions on unit diary and submit documents to the Marines Official Military Personnel File (OMPF).

b. S-1

(1) Ensure each Marine requesting reenlistment, extension, lateral move (RELM) or special duty assignment (SDA) has no pending legal/administrative actions.

(2) Ensure each Marine requesting a RELM or SDA has required security clearance for his or her military occupational skill (MOS) and provided a security clearance letter.

c. S-3
(1) Validate every Marine requesting a RELM or SDA is within height (HT), weight (WT) and body fat (BF) standards. HT/WT/BF standards are validated on the day of signing the RELM request.

(2) Ensure each Marine requesting a RELM or SDA has current physical and combat fitness test on file.

d. **SACO**. Validate whether any Marine requesting a RELM or SDA has an assignment to any treatment program and provide appropriate documentation if applicable.

e. **Individual Marine**

(1) Ensure all training records are updated, i.e. PFT, CFT.

(2) Ensure there are no missing fitness reports or date gaps (Sergeants and above).

(3) Responsible for submitting 360 physical training (PT) gear photos, promotion style photo (if applicable), all page 11s on current contract, security clearance letter and fitness report inventory screen (Sergeants and above) to the Career Planner for processing with any RELM or SDA request.

(4) Responsible for routing any RELM request through their chain of command up to the Company First Sergeant and Commander.

(5) Complete required interview/counseling within specified timeline found in coordinating instructions.

(6) Attend Transition Readiness Seminar (TRS) within specified timeline found in coordinating instructions.

(7) Submit for reenlistment within appropriate fiscal year (FY) and within timeline determined by Headquarters Marine Corps (HQMC). Standard HQMC timeline found in coordinating instructions.

(8) Complete execution of reenlistment or extension upon approval from HQMC IAW timeline from HQMC. Timelines found in coordinating instructions.

f. **Battalion Career Planner**

(1) Identify, screen and process Marines for reenlistments, extensions, lateral moves and special duty assignments (SDAs).

(2) Coordinate the implementation of the First Term Alignment Plan (FTAP) and Subsequent Term Alignment Plan (STAP) within the command.

(3) Advise Commanding Officer all retention matters (e.g. Retention Reports, Letters of Instruction, Case Studies and After Action Reports).

3. **Coordinating Instructions**

a. **Interview Requirements.** Marines are required to complete interviews/counselings at the following intervals and timelines.

(1) Initial interviews/counselings 24 – 26 months prior to EAS (FTAP only).

(2) FTAP interviews/counselings 12 – 14 months from EAS.

(3) Careerist (STAP) counselings 12 – 14 months from ECC.

(4) Career Planner (CP) and Commanding Officer (CO) EAS interviews/counselings 6 – 8 months from EAS.
(5) Reserve (RESV) CP and RESV CO EAS interviews/counselings 12 – 14 months from Reserve Expiration of Current Contract (RECC).

(6) RESV CP and RESV CO EAS interviews/counselings 3 – 6 months from RECC.

b. TRS. Marines are required to attend TRS 3 – 12 months prior to EAS.

c. Reenlistment Submission

(1) FTAP Marines may begin submitting for reenlistment for their FY no earlier than (NET) 5 July and no later than (NLT) 30 September.

(2) STAP Marines may begin submitting for reenlistment for their FY NET 5 July and NLT 31 December.

d. Reenlistment/Extension Approval

(1) FTAP Marines must execute within 10 days of approval date (includes weekends).

(2) STAP Marines must execute within 14 days of approval (includes weekends).

e. Contact Information. Phone: 703-614-9208/9278

2009. PROHIBITED ACTIVITY AND CONDUCT INVOLVING HARASSMENT AND UNLAWFUL DISCRIMINATION PROGRAM. Reference (2-ap) provides policy and guidance on prohibited activity and conduct involving harassment (to include sexual harassment) and unlawful discrimination. This program also implements DoD and Department of the Navy policies on Military Equal Opportunity (MEO) and Harassment and Prevention Response program activities.

1. Concept of Operation. The prohibited activities and conduct defined in this program are fundamentally inconsistent with our core values and ethos. H&S Bn continues to take deliberate actions necessary to eradicate these prohibited activities and conduct from our ranks. Addressing the problem starts with ensuring that the unit does not tolerate harassment (to include sexual harassment) or unlawful discrimination. This program provides the necessary and required actions regarding prohibited activities and conduct prevention and response.

a. Harassment (to include sexual harassment)

(1) Harassment. Any conduct whereby a Service member or DoD employee knowingly, recklessly or intentionally and without proper authority but with a nexus to military service engage in conduct that is unwelcome or offensive to a reasonable person or that is unwelcome and based on race, color, religion, sex (to include gender identity), national origin, or sexual orientation, and where (1) enduring the unwelcome or offensive conduct becomes a condition of continued employment or service, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, abusive or as otherwise having an adverse impact on the unit.

(2) Offensive conduct may include, but is not limited to, offensive jokes; slurs; epithets or name calling; physical assaults or threats; intimidation; ridicule or mockery; insults or putdowns; display or transmission of derogatory, demeaning or offensive objects or pictures; and interference with work performance (to include unwillingness to train, evaluate, assist, or work with an individual).

(3) Harassment can occur in a variety of circumstances, including, but not limited to, the following:

(a) The harasser can be the victim’s supervisor, a supervisor in another area, a coworker, or a contractor.

(b) The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
(4) Harassment does not include: properly directed command and organizational activities, or the training required to prepare for such activities (e.g., administrative corrective measures; Extra Military Instruction; command-authorized physical training); proper verbal and written counseling addressing performance or conduct deficiencies; authorized incentive training permitted exclusively at the Marine Corps Recruit Depots; or similar activities properly authorized by the chain of command.

b. Sexual Harassment. Knowing, reckless, or intentional conduct with a nexus to military service that:

(1) Involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s job, pay, or career;

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment; or,

(2) Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive.

(a) Any knowing, reckless, or intentional use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a Service member or DOD employee.

(b) Any conduct whereby a Service member or DoD employee knowingly, recklessly, or intentionally and without proper authority but with a nexus to military service makes deliberate or repeated unwelcome verbal comments or gestures of a sexual nature.

c. Unlawful Discrimination. Any conduct whereby a Service member or DoD employee knowingly and wrongfully and without proper authority but with a nexus to military service treats another Service member or DoD employee adversely or differently based on race, color, national origin, religion, sex (including sexual orientation) or gender identity gender identity), or sexual orientation. Unlawful discrimination includes actions or efforts that detract from equal opportunity, with respect to the terms, conditions, or privileges of military service including, but not limited to, acquiring, assigning, promoting, disciplining, scheduling, training, compensating, discharging, or separating. This definition excludes justifiable conduct that discriminates on the basis of characteristics (including, but not limited to, age, height, and weight) that serve a proper military or other governmental purpose as set forth in other military policies.

d. Reporting

(1) All command civilian and military personnel have a duty to report any actual, suspected, or alleged incident of prohibited activities and conduct as defined by this Policy, to the extent required by law. Reports may be made to any person in the chain of command; to any Inspector General (IG); any EOA/MEO Office; and to any law enforcement officer. Any person in the chain of command who receives a report of prohibited activities and conduct shall immediately forward that report to the commanding officer or, if the commanding officer is suspected or alleged to have engaged in the conduct at issue, to any superior officer in the chain of command or the IG.

(2) Complaints of prohibited activities and conduct will be treated seriously and handled promptly, fairly, and with respect for the individuals involved in accordance with the complaint process defined in the reference.

(3) All reports, complaints, and grievances will be filed per the guidance provided in Chapter 3 of reference (2-ap).
e. **Training Requirements.** Every Marine will be trained annually in order to facilitate their ability to prevent, eliminate or respond to prohibited activity and conduct involving harassment (to include sexual harassment) using Harassment Prevention and Response program activities. The S-3 is responsible for reporting completion of this training in Marine Corps Training Information Management System (MCTIMS).

f. **Protection of Confidentiality and Protection of Personally Identifiable Information.** When managing prohibited activity and conduct related cases confidentiality is essential. Information must remain secure at all times unless authorized by the Commanding Officer for release or disclosure.

g. **Reintegration.** In order to have a complete and successful prohibited activity and conduct implementation plan, the command is responsible for ensuring every individual who was adversely affected by the incident is properly reintegrated back into the operating forces without career reprisal due to incident.

2. **Tasks**

   a. **Equal Opportunity Representative**

      (1) Maintain overall cognizance of the MEO programs, procedures, and guidance published in this Policy.

      (2) Coordinate services and provide support for the commanders for the management of the MEO program and all applicable Harassment and Prevention Response program activities.

      (3) Maintain and provide oversight of the Battalion’s Discrimination case management system and forms, as necessary, for the reporting, collection and retention of all case-related information.

      (4) Provide oversight for the development and implementation of prevention and response efforts/strategies related to the prohibited activities and conduct identified in this Policy.

      (5) Assist commanders in establishing local prohibited activity and conduct complaint response procedures; assessing the command climate; and identifying, coordinating, and conducting necessary command training.

      (6) Complete the local Equal Opportunity Representative Course.

      (7) Serve as a liaison with the servicing EOA/MEO Office for all command climate and complaint related matters.

      (8) Assist commanders in the submission of required reports.

      (9) Serve as the responsible agent for the command’s compliance with Inspector General Checklists for the MEO program.

      (10) Submit quarterly reports to the supporting EOA/MEO Office as requested.

      (11) Provide all training related to prohibited activity and conduct involving harassment (to include sexual harassment); and unlawful discrimination.

b. **S-3.** Input and track all training related to prohibited activity and conduct involving harassment (to include sexual harassment); and unlawful discrimination.

c. **Company Commanders**

   (1) Oversee your command’s compliance with this policy. Ensure the Deputy Commandants, Directors, and Officers in Charge effectively implement this policy. Ensure you establish a command climate that supports consistency with the mission of this policy.
(2) Ensure your company is trained to prevent incidents of prohibited activities and conduct, and encouraged to report conduct that they believe constitutes prohibited activities and conduct under this policy.

(3) Safeguard the due process rights of those suspected of violating this policy.

(4) Be aware that complainants may experience trauma response; physical, mental, and emotional responses to prohibited activities and conduct. Ensure those adversely affected by this conduct have access to all available support services.

(5) Ensure adherence to processing and timeline requirements for all complaints alleging prohibited activities and conduct in accordance with this policy.

(6) Safeguard the integrity of the reporting process by ensuring accountability with respect to individuals who make a false complaint or lack good faith in filing a complaint under this policy.

(7) Ensure appropriate documentation and accountability consistent with the provisions of this policy.

d. Supervisors and Leaders

(1) Cultivate a climate and culture of dignity, respect, and trust within their units. They will establish the benchmark of appropriate behavior by modeling and incorporating such behaviors into their daily practices.

(2) Engage in clear communication of expectations and provide transparency within the bounds of privacy to assure all subordinates that the Marine Corps values and standards will be upheld.

(3) Encourage reporting of alleged prohibited activities and conduct under this order and inspire confidence by responding to complaints alleging prohibited activities and conduct with impartiality, fairness, and urgency.

3. Coordinating Instructions

a. Appropriate action must be taken to prevent, eliminate, or respond to harassment and unlawful discrimination.

b. There is no requirement for concrete psychological harm to the complainant for behavior to constitute harassment.

c. As Marines, we are on duty 24/7 and bound by this policy regardless of duty status and location.

2010. SUICIDE PREVENTION PROGRAM. IAW references (2-ar) through (2-ax), the H&S Bn Suicide Prevention Program establishes the appropriate action to take to prevent or respond to suicide ideations, attempts and deaths.

1. Concept of Operations. Per reference (2-ar) there are six components of a suicide prevention program implementation plan; the Internal Suicide-related Event Notification Procedures, Measure to Facilitate Crisis Management and Reporting Requirements, Methods to Restrict Access of at-risk personnel to means that can be used to inflict harm to themselves or others, Suicide Prevention Resources and Contacts, Training Requirements, and Protection of Confidentiality and Personally Identifiable Information. Every component needs to be addressed individually and tracked aggressively.

a. Internal Suicide-Related Event Notification Procedures. Once a suicide risk or actual suicide had been identified, a rapid response is essential to a successful intervention. Individuals who believe that someone they know is a suicide risk or feels they may be at risk themselves must immediately report the situation to someone else.

(1) Personnel reporting or assisting with prevention of a suicide or suicide risk must maintain confidentiality as they respond to the crisis.
(2) Any section that receives suicide related report(s) must immediately inform the Suicide Prevention Program Officer (SPPO).

(3) The SPPO will coordinate with the immediate leadership of the individual in crisis and the command Force Preservation Council to ensure the prompt identification of available resources. The focus should be on having open communication with them about issues during, leading up to, and after the incident to enable the Commanding Officer to make sound decisions and address any emotional and physical needs contributing to or resulting from the suicide incident.

(4) The Adjutant will promptly process the Personnel Casualty Report (PCR) and ensure that the Department of Defense Suicide Report (DODSER) is completed and submitted in a timely manner if required. When applicable, the Adjutant will facilitate appointment of a Casualty Assistance Calls Officer (CACO) by direction of the Commanding Officer. The CACO will assist the immediate family members in getting support and access to appropriate survivor benefits and any other decedent affairs.

b. Crisis Management and Reporting

(1) In the case of a suspected suicide ideation of actual suicide, The Commanding Officer must be notified as soon as immediate actions are taken to care for the individual in crisis.

(2) Never leave an individual alone. Transport the individual to the nearest emergency room immediately.

(3) Upon receipt of the diagnosis, the SPPO will coordinate with the patient’s immediate leadership, Community Counseling Program Manager, Force Preservation Council, ensure that Marine Intercept Program service are offered and drive the command’s long term response.

(4) The Commanding Officer may direct the removal of weapons, drugs, or any other means that can be used to harm the person at risk.

(5) The patient themselves can be removed from the threat if necessary.

c. Suicide Prevention Resources and Contacts. Available resources include but are not limited to:

(1) Command Behavioral Health Manager (703) 693-0643

(2) D-STRESS hotline (877) 476-7734

(3) Military OneSource 24 Hour Hotline (800) 342-9647


(5) Command Chaplain (703) 614-9280

(6) Command SPPO (703) 693-2989

d. Training Requirements. Every Marine will be trained annually through UMAPIT in order to facilitate their ability to recognize the warning signs of suicide risk and respond appropriately. The S-3 is responsible for reporting completion of this training in the Marine Corps Training Information Management System (MCTIMS).

e. Protection of Confidentiality and Protection of Personally Identifiable Information. When managing suicide related cases confidentiality is essential. Information must remain secure at all times unless authorized by the Commanding Officer for release or disclosure.

f. Reintegration. In order to have a complete and successful suicide prevention implementation plan, the command is responsible for ensuring every individual who was adversely affected by the suicide case is properly reintegrated back into the operating forces without career reprisal due to incident.
2. Tasks

   a. Suicide Prevention Program Officer

      (1) Act as the Commander’s representative on issues of suicide ideation, suicide attempts and deaths related to suicide and related issues.

      (2) Coordinate services and provide support for the commander for the management of the suicide prevention program. The duties do not include clinician or therapy duty per reference (2-ar).

      (3) With assistance and support of Marine and Family Programs Community Counseling Program, the SPPO refers incidents of suicidal ideation and suicide attempts to the Community Counseling Program per reference (2-av), and ensures the Marine is offered Marine Intercept Program (MIP) Services per references (2-av) and (2-aw).

   b. Company Commanders

      (1) Coordinate with Section OICs/SNCOICs in discussing suicide prevention topics, awareness, and identifying Marines and Sailors displaying suicide triggers and indicators.

      (2) Engage with the Chaplain and the MIP personnel to provide preventive care to the Marine or Sailor.

      (3) Coordinate leader-led UMAPIT instructors to facilitate annual training at the company and section level.

   c. Section OICs/SNCOICs

      (1) Discuss suicide prevention and behavioral triggers with your personnel. Identify those Marines or Sailors exhibiting traits or triggers to the chain-of-command so the Marine or Sailor can receive the necessary care.

      (2) Provide leader-led UMAPIT instructors to facilitate annual training at the section level.

   d. Individual Marine

      (1) Learn and practice skills for maintaining a healthy lifestyle that promotes psychological health, physical readiness, and positive stress management.

      (2) Provide assistance and immediately notify the chain-of-command if a fellow Marine or Sailor is observed to be experiencing distress or difficulty in addressing problems or exhibiting behavior consistent with suicidal ideation.

      (3) Seek assistance through the chain-of-command for support resources when experiencing distress or difficulty in addressing problems.

      (4) Participate in suicide prevention training on an annual basis at a minimum.

3. Coordinating Instructions

   a. Suicide prevention is an integral part of mission accomplishment through force preservation.

   b. All personnel must maintain awareness of the Marines and Sailors with whom they work; ask questions, see how they are doing, and take action to prevent suicide.

   c. This program is applicable to all H&S Bn uniformed members. Interference with the Marine’s right to Request Mast or any attempt at reprisal is prohibited and is punishable under Article 92 of the UCMJ.
2011. REQUEST MAST PROGRAM. IAW references (2-ay), (2-az), and (2-ba), this program establishes administrative procedures to preserve the rights of all Marines to directly communicate grievances or seek assistance from, their Commanding Officer as exercised through the formal process of Request Mast. Request Mast is the preferred method for submitting formal Equal Opportunity complaints of discrimination, to include sexual harassment and hazing outside of the Informal Resolution System.

1. Concept of Operations. This program provides the primary means executing the Request Mast program and procedures for processing Request Mast petitions.

   a. All Marines are required to understand Request Mast procedures and the appropriate chain of command.

   b. Request Mast applications are submitted in writing utilizing enclosure (2-33), NAVMC Form 1126 (Rev. 6-97).

   c. The NAVMC Form 1126 (Rev. 6-97) will be routed via the chain of command to the commander with whom the Request Mast is desired and eligible as outlined in reference (2-ba).

   d. All Marines are to use the references to formulate a Request Mast and seek assistance to facilitate proper route the Request Mast.

   e. All Marines are to ensure reprisals for or interference with Request Mast proceedings are reported.

2. Tasks

   a. Officers/Staff NCOs

      (1) Ensure that all personnel are familiar with reference (2-ay) regarding the Commandant of the Marine Corps’ Request Mast policy and this SOP for exercising Requesting Mast to the lowest level commander capable of solving the petition.

      (2) Once a Marine expresses a desire to request mast, all efforts thereafter should be directed toward getting the Marine before the commanding officer to whom the petition is addressed in a timely manner. The Marine does not have to disclose the subject of the Request Mast except to the commander.

   b. XO/SgtMaj/ HQ Co 1stSgt

      (1) The Company Commander within the Marine’s chain of command will forward Request Mast applications intended for a commander not located on the same base or geographic location as the requesting Marine.

      (2) Ensure that no other specific avenue of redress is available to the Marine under the UCMJ, involuntary separation, or under Article 138 UCMJ and Article 1150, U.S. Navy Regulation which includes any element of disciplinary action whether contemplated, pending, in progress, or final.

      (3) If the Request Mast is for the Battalion Commander, determine requirements and scheduling to allow for the Marine to appear personally before the Commanding Officer while exploring alternative ways to communicate through written correspondence, telephone, or video telecommunication if the preferred method of appearing in person is impractical.

      (4) If applicable, XO/SgtMaj/HQ Co 1stSgt will advise the Commanding Officer on clarifying to the Marine why the Request Mast application is denied and, if appropriate, what procedures must be followed to resolve the issue.

      (5) If denied, forward a report for denying a Request Mast to the Commanding General, MCICOM via the chain of command within one week of contact with the Marine.
(6) Be prepared to exercise disciplinary or administrative options considered appropriate for a Marine that tries or does interfere with or attempts reprisal for exercising the right to Request Mast.

(7) Ensure S-1 retains Request Mast records for two years from the date of final action is taken.

c. Individual Marine

(1) Fill out enclosure (3-32) NAVMC Form 11296 (Rev 6-97) for Request Mast in accordance with instructions outlined in reference (2-az) seeking the advice of senior enlisted leaders or officers if needed.

(2) Ensure that an immediate supervisor is made aware of the request to facilitate the initiation of the chain of command routing to meet Request Mast timelines.

(3) Understand reporting procedures for Request Mast, typically communicated by the SgtMaj or 1stSgt.

(4) If confined or otherwise restricted, a Marine may mark a letter for Request Mast to the commander as “to be opened by the Commanding Officer/Commanding General only” as outlined in reference (2-ba).

(5) Report the perception of any post Request Mast reprisals to the chain of command for investigation. In the event perceived reprisals come from within the chain of command, a report may be made to the Inspector General.

3. Coordinating Instructions

a. Post NAVMC DIR1700.23F on unit read boards to institute and maintain the Commandant’s Request Mast program.

b. All personnel will be familiar with Request Mast policy and procedures.

c. Attempt to process and resolve a Marine’s Request Mast issue without delay. Generally, within one working day from when the request is presented to when the Marine sees their commander.

d. Provide Marines the opportunity to Request Mast in person unless geographic circumstances preclude such an appearance.

e. Establish and monitor follow-up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interests of any Marine, results from the Marine’s exercise of the Request Mast.

(1) In matters that cannot or should not be resolved via Request Mast, explain to the Marine why action will not be taken to resolve the grievance and advise the Marine as to the proper avenue of redress if there is one.

(2) In matters that are beyond the commander’s authority to resolve, forward the Request Mast to the next higher commander for consideration and appropriate action and follow-up on the progress of the Request Mast through resolution.

f. Ensure the records, proceedings, and final disposition of all Request Mast applications are properly safeguarded to prevent such information from having a prejudicial effect on the Marine. Request Mast records shall be maintained separately from service records.

g. Exercise those disciplinary or administrative options considered appropriate if a Marine commits or attempts to commit interference or reprisal against any Marine exercising his or her right to Request Mast.

2012. TRANSITION READINESS PROGRAM. IAW references (2-bb) and (2-cc), this program establishes administrative procedures intended to ensure the efficient and effective management of all Marines; active and reserve, assigned to RUCs 54008 and 88600, H&S Bn, Henderson Hall, HQMC.
1. Concept of Operations. This program provides the primary means for managing and ensuring all Marines receive appropriate transition counseling prior to exiting the Marine Corps through the following means.

2. Tasks
   a. Battalion Unit Transition Coordinator (UTC). The Career Planner Staff Non-Commissioned Officer In Charge (SNCOIC) will be appointed as the Battalion UTC.
      (1) Coordinate the implementation of the battalion transition readiness program.
      (2) Manage company level UTCs and liaison with Transition Readiness Seminar (TRS) coordinator.
      (3) Ensure Marines attend the TRS no less than ninety days from expiration of active service (EAS).
   b. Company Commanders
      (1) Identify a sergeant or above to be appointed as UTC for not more than one year.
      (2) Ensure Marines attend the TRS no less than ninety days from EAS.
   c. Company UTC
      (1) Identify all Marines within twelve to fifteen months of EAS.
      (2) Verify Marines complete all required TRS pre-course work prior to class registration.
      (3) Register Marines for TRS.
      (4) Maintain completed Capstone documents for current fiscal year plus one previous fiscal year.
      (5) Ensure Marines attend the TRS no less than 180 days from EAS.
      (6) Review accuracy of TRS Checklist, registration form and eForm documents received from the Marine. Sign and date TRS checklist and forward all documents to TRS coordinator for registration completion.
   d. Senior Leadership (O5s, E8s, CWO5s & above) and Retiring Marines. Contact the Administrative Support Specialist within the Transition Readiness Office directly at 703-614-6828 for requirements and guidance.
   e. All Marines (O4s, E7s, CWO4s & below) Not Retiring. Contact your respective company UTC for the listed documents. Complete items (1), (3), (5) and (6) per instructions given within each document. Items (1), (3) and eForm must be forwarded back to UTC for TRS registration.

3. Coordinating Instructions. Point of contact information:
   a. Battalion UTC Phone: 703-614-9278
   b. Transition Readiness Office Administrative Support Specialists Phone: 703-614-6828

2013. MOTORCYCLE MENTORSHIP PROGRAM. Motorcycle Mentorship. IAW reference (2-j), this program establishes the administrative procedures intended to ensure the efficient mentorship for Marines that own or operate motorcycles. It serves as a leadership and mentorship resource where seasoned riders can pass their knowledge and wisdom onto less experienced riders. Additionally, the Club is a mechanism to bring riders together to jointly experience different events, share common interests, and build organizational cohesion and camaraderie. Successful administration of Motorcycle Mentorship Program requires the experience, time and commitment from all motorcycle operators within the battalion.
1. Concept of Operations

   a. The battalion will establish a Motorcycle Operator Safety Program, to include a Motorcycle Operator Safety Club, that is led and administered by the most senior and experienced riders in the command. Enclosure (2-2) provides details on the Battalion Motorcycle Operator Safety Club. Participation in the Headquarters and Service Battalion Motorcycle Safety Program is mandatory for all Marines/Sailors who own or operate a motorcycle; no exceptions. However, participation in the Motorcycle Operator Safety Club, to include meetings, events, functions and rides is not mandatory, but is highly encouraged.

   b. Every motorcycle rider must complete a Basic Riders Course (BRC). The BRC is intended to teach riders fundamental riding skills such as breaking, turning, and low speed maneuvering. Within 120 days of completing the BRC, all riders must attend the next level of training – the Basic Riders Course-2 (BRC2) or the Advanced Rider Course (ARC). All riders must complete follow-on training every 3 years.

   c. The Battalion Safety Office will conduct an initial counseling for each motorcycle rider at the time they check-in to the battalion in order to pass the Battalion Commanders guidance, concerns, expectations and responsibilities. This counseling will be completed at check-in and, for members already in the command, prior to or immediately after purchasing a motorcycle.

   d. The Commanding Officer will appoint, in writing, a Motorcycle Operator Safety Club President (MOSCP) who will assume responsibility as the principal administrator and manager of the Battalion Motorcycle Operator Safety Club. The president will be responsible for conducting quarterly meetings with all riders in the battalion. Additionally, the Commanding Officer may appoint a Club Vice-President and Club Secretary to assist the Club president in the execution of the club’s mission.

   e. The Battalion Safety Office will have oversight of all training documents; track and document motorcycle safety training records, statistics and metrics to include submitting a consolidated list to the S-1/Administrative Officer monthly to enter motorcycle safety training data into TMS/MCTFS. The Safety Office will also respond to motorcycle training data calls from higher headquarters.

2. Tasks

   a. Motorcycle Operator Safety Club President

      (1) Administer and manage the day-to-day affairs of the Motorcycle Operator Safety Club.

      (2) Ensure that the Club is professionally administered and managed appropriately.

      (3) Plan organized events.

      (4) Organize quarterly membership meetings.

      (5) Maintain the following documents on file in the Battalion Safety Office:

         (a) President appointment letter

         (b) Enrollment roster

         (c) Individual rider Statements of Understanding

         (d) Quarterly meeting attendance rosters and minutes

   b. Club Vice President. Assist the Club President and act on behalf of the MOSCP Club President in his/her absence.
c. **Club Secretary**

1. Maintain records for all active riders within the battalion.
2. Assist the MOSCP and handle administrative matters associated with Club activities.

d. **S-3.** Appointed staff shall maintain an Enterprise Safety and Management System (ESAMS) account and support all required motorcycle training IAW reference (2-bd).

1. Ensure personal training requirement completions are verified/entered into the MCTIMS and register for appropriate motorcycle safety training course in ESAMS.
2. Upon completion of training, ensure training completion is entered into MCTIMS.
3. Assist with all required follow on training.
4. Assist DOS with statistics and metrics monthly.

3. **Coordinating Instructions**

a. Marines/Sailors reporting for duty to Headquarters and Service Battalion who own or operate a motorcycle shall complete a motorcycle information sheet, enclosure (2-2) within 10 days of reporting aboard.

b. Marines/Sailors reporting for duty to Headquarters and Service Battalion will sign the statement of understanding (SOU) in enclosure (2-3) to acknowledge their acceptance and appreciation of basic motorcycle safety rules and requirements as identified in the references.

c. The Battalion Motorcycle Safety Club will conduct quarterly meetings for all participants, in order to keep members abreast of relevant training opportunities, upcoming rides and events, and to establish a sense of cohesion and purpose.

d. The Battalion MOSCP will coordinate with the Safety Officer on organizing and scheduling of a quarterly battalion motorcycle ride. This ride will emphasize professional motorcycle operations, build confidence in group riding, share techniques and promote camaraderie among all styles of riders. Although participation in a scheduled, on-duty, battalion motorcycle ride is not mandatory, OICs, SNCOICs and civilian supervisors shall make every allowance possible to ensure maximum participation. Attendance in off-duty events is also encouraged but not mandatory.

e. All members of the Motorcycle Safety Club must wear the prescribed Personal Protective Equipment (PPE) and comply with certain requirements and restrictions when riding as follows:

1. **Helmet:** Certified to meet Department of Transportation standards properly fastened.
2. **Goggles/Face Shield:** Impact or shatter-resistant goggles, wrap around glasses, or full-faced shield properly attached to helmet. A windshield alone is not proper eye protection.
3. **Mirrors:** Rear view mirrors must be mounted on handlebars or fairing and headlight must be turned on at all times while operating the motorcycle.
4. **Footwear:** Sturdy footwear such as leather boots or over-the-ankle shoes should be worn at all times when riding.
5. **Clothing:** Long-sleeved shirt or jacket, long trousers such as blue jeans or leather riding suit. Full fingered gloves, or mittens designed for use on a motorcycle must be worn.
(6) Garment Visibility: A reflective belt worn over the right shoulder or a reflective vest over clothing must be worn at all times while on Joint Base Ft Myer-Henderson Hall only. This is an Army Regulation.

(7) Headphones: Headphones, cell phones or earphones will not be used while operating a motorcycle on-base or off-base.

(8) Off Road Operations: During off road operations, operators and riders must use additional PPE, such as knee and shin guards, and padded full fingered gloves.

2014. RESERVE INTEGRATION PROGRAM (INDIVIDUAL MOBILIZED AUGMENTEE (IMA)). IAW references (2-q) and (2-r), this SOP establishes the administrative procedures intended to ensure the efficient management of the H&S Bn, HQMC Individual Mobilization Augmentee (IMA) Operational Group (OPGROUP) program. In this SOP, IMA Members may also be referred to as “IMAs,” “individuals,” or “members”. Successful administration of Reserve Component (RC) Manpower requires the knowledge of unique procedures, systems, and legal constraints. This SOP complies with the references and clarifies command functions and responsibilities associated with IMA OPGROUP program management and personnel administration. The H&S Bn, HQMC Reserve Integration Section (RIS) will manage the IMA OPGROUP.

1. Concept of Operations

   a. IMA Tour of Duty. Individual IMA Members must remember that serving in an HQMC IMA billet is a privilege and not a right. Satisfactory participation and successful completion of all training requirements, as spelled out in the references and this SOP, is required to remain in the billet.

      (1) Initial Tour – Once accepted into an IMA billet within this IMA OPGROUP, IMA Marines are authorized to serve an initial 36-month tour.

      (2) Extensions – At the completion of the initial tour, two successive 12-month tours may be requested for a maximum of 60 months in the billet. Subsequent extensions will only be considered on a case-by-case basis and approved at RA IMA Program Office. Submit extensions via IDMS. Route extensions for O-6s via hard-copy naval letter format via the IMA OPGROUP to RA. If approved, then the approval letter will be loaded into IDMS via an extension request.

      (3) Tour Resets – Normally, switching BICs in the same Monitored Command Code (MCC) will not qualify for a tour reset. However, if approved by RA, switching BICs can constitute a tour reset for certain MOSs/IMA Dets. Route all requests for tour reset via hard copy to RA through RIS with justification and endorsement from the Operational Chain.

   b. Early Dismissal/Release. The completion of a full tour is neither guaranteed nor required. At any time, at either the IMA Marine’s request, the OpSponsor’s request, or OPGROUP/RUC CO’s direction, the IMA Marine may be either dropped to the IRR (voluntarily or involuntarily) or allowed to IUT to another IMA or SMCR unit.

   c. Inactive Duty Training (IDTs) Periods “Drills”

      (1) IDTs will be conducted in coordination with the OpSponsors and the IMA Marine. Operational requirements, as dictated by the OpSponsor, take precedence over convenience to the IMA Marine.

      (2) It is the member’s responsibility to track their drills to ensure they properly manage their 48 drills, ensuring they meet operational objectives, while still achieving 50 points for a satisfactory year by the member’s anniversary date. They must also ensure they do not over drill.

      (3) IMA Members are responsible for requesting their own drill(s) via RTAMMS, Drill Manager Module (DMM). IMA Members will input their request for drill(s) no later than 24 hours prior to the requested drill date and drill(s) must be approved prior to executing the drill.
(4) Off-site IDT will only be approved if the drill location is further than 50 miles from the members Home Training Center (HTC) (normal drilling location). For IDTs conducted in the NCR, please refer to the JTR and Bn commuting order. Off-site IDT orders must be submitted in MROWS at least 5 days prior to anticipate travel. This will prevent a situation requiring confirmation orders.

(5) ATPs will be managed at the OPGROUP level (RIS). OpSponsors will request ATPs from RIS, and must provide adequate justification. ATPs will normally only be approved for IMA Marines that have exhausted their 48 drills and 12-day Annual Training for the FY.

d. Participation Requirements

(1) The IMA Marine’s participation will be strictly enforced IAW references (2-q) and (2-r). Henderson Hall will monitor participation and make recommendations to the OpSponsor and RA on members not meeting minimum participation requirements.

(2) At a minimum, IMAs must complete all mandatory training requirements, to include (1) 12-Day AT/ADADOS order period, PFT/CFT, (1) Weigh-in, and Back-In-The-Saddle training annually (to include annual urinalysis).

(a) Annual Training

1. IMAs must perform a minimum of 12 days AT/ADOS each year. IMA’s will perform Annual Training with the organization to which they are assigned or as authorized by that organization, in accordance with Military Service policy.

2. IMA Marines will coordinate with their OpSponsor to request AT orders. Any extended or additional AT request must be approved by RIS prior to executing orders.

3. Marine Corps AT requirements will be tracked by the OpSponsor with assistance of RIS.

4. AT Orders Request will be submitted no later then 7 working days prior to the start of orders. IMA Members are not authorized to execute any orders without the approved orders in hand.

5. Any “hard holds” will be waived once to allow member to fix discrepancy.

6. Subsequent orders will not be approved for any “hard holds” previously identified on orders not corrected.

(b) PFT/CFT

1. The PFT/CFT may be completed at Henderson Hall or any other approved training course of the member’s choice. If an IMA Marine takes a Henderson Hall-sponsored PFT/CFT, the scores will be entered by S-3 upon completion of the event. The IMA Marine must have a current PHA (within the last 12 months) in order to participate in PFT/CFT.

2. If an IMA Marine completes a PFT or CFT at a location other than Henderson Hall, the member must obtain a copy of the training NAVMC, as well as the monitor’s appointment letter showing that they are appointed as a certified monitor. All forms must be submitted to Henderson Hall S-3 IAW the published policy. NAVMCs received outside of that policy will not be accepted and member will be ran “Required Did Not Take”.

3. Marines 46 and over in age must fill out required Risk Factor Worksheet in order to complete CFT/PFT. If the 46 year old or greater IMA Marines decides to row on the PFT, the 5K row must be conducted at and by Henderson Hall’s S-3 shop.

(c) Weigh-in.
1. As part of the IMA Program, IMA Marines are required to weigh in once a calendar year IAW reference (3-r).

2. Weigh-ins can be conducted in the Henderson Hall S-3 during normal business hours. An IMA can also conduct a weigh-in at another Marine Corps unit if not local to the NCR. If an IMA conducts a weigh-in at another unit, the member must submit the properly filled out Height and Weight form along with the CPTR assignment letter from the monitor to the OpSponsor, who will forward to RIS.

3. Uniform for weigh-in is green-on-green PT gear with socks.

(d) IMA Annual Training

1. Henderson Hall will host quarterly Annual Training events during the year, in which all of the required annual training classes will be offered.

2. Required courses include two categories: Instructor-led and Leader-led.
   
   (a) Instructor-Led: Instructor-led classes require a trained and certified instructor. Training rosters must be signed by the certified instructor. Courses include Sexual Assault Prevention Response (SAPR—Fiscal Year requirement and grade-specific) and Equal Opportunity/Sexual Harassment. Training rosters (enclosure (3-19)) require the signature of a certified instructor.

   (b) Leader Led: Leader-led classes can be taught by any senior NCO, SNCO, or Officer, based on the demographics of the audience. Course materials for the Leader-led classes can be found on the TECOM website and in the Battalion S-3. Courses include Unit-based Marine Awareness and Prevention Integrated Training (UMAPIT) and Battle Skills Training (BST). Training rosters (enclosure (3-19)) require the signature of the individual of the person teaching the class.

3. Attendance is highly encouraged. Letters of Instruction (LOIs) will be provided early to give adequate notice to allow IMAs to plan accordingly with their civilian employers.

3. If IMAs do not attend the quarterly training events, they will have to figure out ways to comply with the required annual training to ensure satisfactory participation. The Battalion Annual Training Calendar will be distributed to the OpSponors yearly. IMAs are invited to attend one of those scheduled events. Other options are to do an IMA det training event or to attend training events sponsored by other Marine Corps units. As a reminder, it is the IMAs responsibility to submit valid and signed training rosters (enclosure (3-19)) to RIS to get the completion ran in MCTIMS.

   e. Lack of Participation Consequences

   (1) IMA Members who do not meet the minimum participation requirements listed above will be evaluated to determine if they are adequately supporting the operational unit’s mission.

   (2) Members who are determined not to have met minimum participation requirements, will be recommended for involuntarily drop to the IRR. Any IMA who is dropped for failure to complete a PFT/CFT will receive an Adverse Fitness Report as well.

   (3) Henderson Hall stands firm on hiring and keeping quality Marines who improve the readiness and capabilities of their active duty counterparts.

   (4) IMA Members who are unable to meet minimum requirements due to other (personal, family, health, or civilian employment) obligations should request transfer to the IRR or an SMCR command.

f. Inter-Unit Transfers (IUT)

   (1) IMA Marines are joined using one of two methods:
(a) Transfer from SMCR/IMA to another IMA Command via IUT.

(b) Joining from the IRR (Inactive Ready Reserve) via a Prior Service Recruiter (PSR). Both the gaining command and the losing command partake in the IUT process for the IMA Marine. Either the IMA Marine or losing OpSponsor can initiate the IUT request via RTAMMS IDMS. Enlisted members must have at least 6 months left before their Reserve End of Current Contract (RECC) or reenlist prior to submitting an IUT. Listed below are the steps to process the IUT from an SMCR/IMA unit to this IMA unit. (This SOP does not address joins from the IRR via PSR.)

(2) Process

(a) IMA Marine/Operational Sponsor (on behalf of the Marine) creates IUT within RTAMMS.

(b) The losing command (OpSponsor/SMCR CO) endorses the request and submits to gaining command.

(c) Gaining command endorses the request and forwards to MFR G-1 for SMCR or to RA for IMA.

(d) MFR G-1 or RA will validate BIC and Approval/Disapproval.

(e) If disapproved, see step g. If approved, losing command (SMCR) or RA (IMA) will create IUT orders from RTAMMS and forwards to the MFR IPAC via EPAR.

(f) MFR IPAC updates Marine’s record via Unit Diary.

(g) Disapproving Unit forwards disapproval to losing command for Marine notification.

(g. Check-In Procedures. Within 30 days of an IMA Marine joining an IMA Detachment belonging to the Henderson Hall OPGROUP, the IMA Marines that drill in the NCR (National Capital Region) will schedule a physical drill in order to check-in with RIS. IMA Marines whose HTC is not in the NCR will conduct a phone check-in with the RIS within 30 days of joining.

1. Schedule Drill with support from OpSponsor via RTAMMS.

2. Check-in with RIS in Service Alpha uniform.

3. Conduct new join audit with Administrative Clerk at RIS then submit audit via EPAR.

4. Conduct Urinalysis with Battalion SACO.

h. Audits. The RIS will conduct New Join audits upon IMA Marines checking in. Once audits are completed, the RIS administrative clerk will submit documents via EPAR for Unit Diary Action by MFR IPAC. Audits will also be administered for the following occasions:

1. Upon Joining/Rejoining a Command.

2. Within 60 days prior to performing AT (Annual Training).

3. Whenever there is a change in Martial or Dependency status.

4. Triannual--every three years if none of the above have occurred.

i. EPARS (Electronic Personnel Administrative Request). **EPARs are the ONLY vehicle for the processing of all administrative actions.** The RIS will review and process EPARs for the IMA Marine under the 88600 RUC. Reserve Marines on active duty orders for more the 30 days will fall under the Active Duty RUC (54008) hierarchy and EPARS will be processed by Henderson Hall CONAD.
(1) IMA-generated EPARs will route to the RIS for processing to MFR IPAC. All submitted EPARs will be addressed within 2 working days. If not, the IMA Marine should contact their OpSponsor for assistance and follow-up.

(2) The process of an EPAR is as follows:

(a) IMA Marine/OpSponsor will create EPAR via MOL.

(b) RIS Administrative clerk will review/work EPAR.

(c) If correct, RIS will forward EPAR to MFR IPAC. If a discrepancy is identified, RIS will return EPAR to IMA Marine.

(d) Once received, MFR IPAC will work assigned EPARS with 5-7 business days.

(e) MFR IPAC reports EPAR via Unit Diary (UDMIPS) to update IMA Marines Record.

j. Travel Claims

(1) Upon completion of active duty orders (ADOS or AT) or Off-Site IDT orders, IMA Marines are to submit a DD form 1351-2 (enclosure (2-13)) to their OpSponsor for signature and validation within 5 business days.

(2) Once signed and returned, the IMA Marine will submit DD form 1351-2 with a copy of the orders, a zero-balance lodging receipt, and rental car receipt (if applicable) via EPAR to get reimbursed for their travel expenses.

(3) The RIS will check for accuracy and forward travel claim EPAR to MFR IPAC for processing.

(4) MFR IPAC will either return the EPAR to member for corrections/re-work or will submit the DD form 1351-2 to Quantico Finance/Disbursing for payment via DTMS.

(5) IMA Marine should see disbursement posted approximately 25 business days following their submission.

k. IDT Lodging Reimbursement.

(1) IMAs will use OF1164 forms to claim reimbursement for lodging costs incurred due to an IDT performed at their Home Training Center (HTC) when the member lives over 50 miles away or outside of the local commuting distance.

(2) IMAs will utilize the same process described in paragraph j.1 – j.5 for IDT Lodging Reimbursement claims, with two caveats.

(a) Instead of uploading a copy of their orders to the EPAR, the member will upload a print out of their mustered drill from Drill Management Module (DMM).

(b) The OpSponsor must sign block 8 on the OF1164 form, certifying that the lodging expense was authorized.

l. Medical Readiness/ Limited Duty/ TNPQ. IMA Marines assigned to the Henderson Hall OPGROUP are expected to follow the Commanding Officer’s policy and procedures when receiving medical treatment that affects their ability to perform military duty.

(1) Processing of medical documents will be a collective function between the IMA, the OpSponsor, the Henderson Hall Limited Duty Coordinator (LDC), and the Reserve Integration Section (RIS).
(2) The Military Treatment Facilities (MTF) that support the Active Component Marines in the NCR are available to the IMA Marines whose HTC is in the local area while on Active Duty orders (AT or ADOS) or Appropriate Duty orders. It is recommended that IMAs in a drilling (Inactive Duty) status call for an appointment prior to scheduling drills to ensure the MTF will see them.

(3) The IMA Marine will submit medical documents (PHA, Dental, shot records, etc.) via EPAR for uploading into Medical Readiness Reporting System (MRRS).

(4) Annual Medical Readiness requirements are as follows:

(a) PHA must be performed using the ePHA system and must be completed by a Military Treatment Facility (MTF).

(b) Dental (Civilian dentist exam authorized 2 out of every 3 years with enclosure (2-16))

(c) Audio Exam (Annually)

(d) Immunizations

(e) Medical Readiness Labs

(f) HIV Exam (Bi-Annually for CONUS, Annually OCONUS)

(5) LOD/TNPQ

(a) Any Marine who is injured while on orders/IDT (Line of Duty) or while not on orders/drill (TNPQ) will submit documents found in enclosures (2-17) and (2-18) via EPAR to RIS.

(b) Once RIS has verified the medical documents are filled our properly, RIS will coordinate with the OpSponsor to determine if LOD or TNPQ is warranted.

(c) If LOD, the OpSponsor will conduct Line of Duty investigation. Upon completion, the OpSponsor will forward investigation to RIS. RIS will forward investigation and enclosure (2-18) documents to Bn LDC and create case in MCMEDS.

(d) If TNPQ, RIS will type up the TNPQ Assignment Letter and ICD Code Letters and forward to RMED.

(e) IMA Marines on TNPQ or LOD statuses owe medical updates to the OpSponsor and LDC every 30 days. Failure to comply will result in IMA being non-compliant and they will either be returned to full-duty or lose their LOD coverage.

m. Orders

(1) Marine submits orders request for orders to OpSponsor.

(a) For Annual Training and Off-Site IDT orders that require travel, requests must be initiated 15 Business Days prior to the duty start date utilizing enclosure (2-15).

(b) If no travel is required, requests must be initiated 5 business prior to the duty start date.

(2) Once received, OpSponsor drafts orders using appropriate BEA/BESA; and requests itinerary from Local DMO. If waivers are required, OpSponsor submits to RA (some required paper package but all approvals done in MROWs). Upon receipt of itinerary, route orders via MROWS.

(3) RIS receives request in MROWS and works hard-holds (i.e., lack of PHA, lack of CEI update, etc.).
(4) Upon receipt of waiver, RA processes. If waiver is approved RA approves orders request via MROWS.

(5) Once hard holds and waivers are rectified, TMO/DMO reviews travel plan and itinerary then forwards to RIS in MROWS.

(6) RIS fund-approves orders.

(7) OpSponsor authenticates orders; copy of orders available via MOL. (OpSponsors require Authentication Permissions in MROWS)

(8) OpSponsor ensures Marine is notified. Marine can print orders from Marine Online MROWS module. *If resubmission is required, process timeline re-starts.

(9) IAW reference (2-r), Appropriate Duty may be authorized for IMA members to perform inactive duty on an affiliated basis with a Reserve or Active Component unit. The intent of appropriate duty must be to enhance the Marine’s readiness. Pay and allowances are not authorized while performing this duty; however, inactive duty Reserve retirement points are awarded.

(10) IMA Members are responsible for requesting their own drill(s) via RTAMMS, Drill Manager Module (DMM). IMA Members will input their request for drill(s) no later than 24 hours prior to requested drill date and must be approved prior to executing the drill.

(11) Off-site IDT will only be approved if the drill location is further than 50 miles from the members Home Training Center (HTC) (normal drilling location). For IDTs conducted in the NCR, please refer to the JTR and Bn commuting order.

(12) ATPs will be managed at the OPGROUP level (RIS). OpSponsors will request ATPs from RIS, and must provide adequate justification. ATPs will normally only be approved for IMA Marines that have exhausted their 48 drills for the FY.

(13) Confirmation Orders are a situation that exist when a Member travels and/or conducts off-site drills/AT without approved off-site IDTs/Orders. DO NOT CONDUCT TRAVEL AND/OR OFF-SITE DRILLS OR AT WITHOUT APPROVED OFF-SITE DRILLS OR AT ORDERS, REGARDLESS OF THE IMPORTANCE OF THE DUTY. All confirmation orders have to be approved at the 3-Star level and can take up to six months for approval. Members will not be paid for the travel expenses until the confirmation orders are approved.

2. Tasks

a. Reserve Integration Section (OPGROUP Manager/RUC CO). The RIS is tasked with program management and coordinating administration of IMA personnel assigned to the Henderson Hall IMA OPGROUP. The RIS will coordinate with the IMA OpSponsors assigned to the battalion’s various directorates and other operational units that have IMA structure on their Table of Organization (T/O). All members of the command (RUCs 54008 & 88600) who support IMA management will comply with the contents of the references and this SOP.

   (1) As subject matter experts in IMA administration, the RIS will execute the essential functions required to manage the IMA OPGROUP Program. RIS personnel conduct IMA program management functions; advocate on behalf of the command on IMA matters; execute policy/quality control; and assist OpSponsors with IMA administrative requirements. The H&S Bn Commanding Officer will designate a commissioned officer as the IMA OPGROUP Program Manager and the OIC for RIS.

   (2) Provide Reserve administration expertise for the IMA Marines assigned to the Henderson Hall OPGROUP.

      (a) Conduct New Join Check-ins and Audits and forward via Electronic Personnel Administrative Request (EPAR) on behalf of the Marine to MARFORRES IPAC for diary entry. During the audit, ensure the IMA has a
Government Travel Charge Card (GTCC) and that they have an account in Defense Travel System (DTS). If member does not have one or either, instruct them to see OpSponsor to set up those accounts.

(b) Coordinate with H&S Bn S-3 for training event entries such as PFT, CFT, etc. in Marine Corps Training Management Information System (MCTMIS).

(c) Coordinate with MARFORRES IPAC to assist IMA members with travel claim settlements as necessary.

(d) Coordinate with S-3 and Corpsman to track IMA members’ medical and dental readiness, and to maintain medical/dental records for IMA Marines (as applicable).

(e) Coordinate with the H&S Bn Limited Duty Coordinator (LDC) to ensure the tracking all IMA members that are in a Temporary Not Physically Qualified (TNPQ), Not Physically Qualified (NPQ), or Line Of Duty (LOD) medical status. Ensure entry and update of cases in MCMEDS as needed.

(f) Coordinate with H&S Company 1stSgt and Bn S-1 for legal support coordination for reserve specific issues. Prepare UPB entries, conduct NJPs and utilize the Request Mast directive set by the H&S Bn CO. Liaison between MARFORRES and Reserve Affairs (RA) with results of proceedings.

(g) Coordinate and plan quarterly annual training and medical stand-down events for the IMA Marines.

(3) Provide Program Management functions for the H&S Bn IMA OPGROUP.

(a) Maintain a copy of all OpSponsor assignment letters and DD577 forms for DMM access and permissions.

(b) Represent Henderson Hall IMA OPGROUP at working groups, budget meetings, and all other reserve related actions at RA and MARFORRES.

(c) Collect data on the IMA program and submit reports to RA IMA Program Office as necessary.

(d) Work with OpSponsors to prepare budgets and send to CMC Programs and Resources (P&R) in order to receive annual funding for pay and allowances, travel, and lodging reimbursement. Coordinate with the H&S Bn Budget Office to ensure Lines of Accounting (LOAs) are loaded with funds as applicable.

(e) Exercise control of the IMA “paychecks” for the OPGROUP. Allocate and re-allocate as needed to the OpSponsors to meet mission requirements. Ensure OpSponsors are not hiring over 110% of their allotted paychecks.

(4) Assist IMA OpSponsors as necessary in their duties.

(a) Ensure that all drill musters are scheduled, approved, mustered, certified, and exported in drill management (DMM) in a timely manner. BPT to approve drills and submit musters for IMA Members when extenuating circumstances prevent OpSponsors from doing so.

(b) Assist as necessary with writing and issuing Off-Site IDT travel orders and/or Annual Training (AT) and ADOS orders via Marine Resource Order Writing Service (MROWS). Cancel/modify orders as necessary.

(c) Process/endorse requests for Billet Identification Code (BIC) grade or MOS waivers from OpSponsors to RA IMA Program Office as necessary.

(d) Ensure identified IMA BIC vacancies are being properly advertised and filled by OpSponsors IAW references (2-q) and (2-s).
(e) Endorse voluntary requests for transfer to Individual Ready Reserve (IRR) and return to member to forward to IMA Program Office via EPAR. Process/initiate involuntary transfer to IRR requests to RA IMA Program Office as required.

(f) Receive and forward to RA IMA Program Office all inter-unit transfer (IUT) requests from OpSponsors and IMA Marines.

(g) Assist OpSponsors with Administrative Separation Packages.

(h) Work with OpSponsors to track members’ Fitness Reports, to ensure timely and accurate submissions.

b. S-1

(1) Provide permissions for MOL to RIS, OpSponsors and their staff.

(2) Provide administrative support to RIS and OpSponsors for IMA Marines’ legal issues.

(3) Screen and release all correspondence from RIS in regards to the H&S Bn’s IMA Program.

(4) Be prepared to provide support to IMA Marines whose operational sponsors do not have organic administrative capability.

c. S-3

(1) Coordinate with RIS to plan and conduct large-scale training events (PFTs, CFTs, Medical/Dental Stand-Downs, and Back-in-the-Saddle briefs) for IMA Marines.

(2) Update IMA Marines’ training records in MCTIMS.

(3) Maintain a cadre of trained instructors to support the large-scale annual training events.

d. S-4

(1) Coordinate with RIS to plan and conduct large-scale training events (PFTs, CFTs, Medical/Dental Stand-Downs, and Back-in-the-Saddle briefs) for IMA Marines.

(2) Coordinate with RIS to support OpSponsor-conducted training events as applicable.

e. Supply

(1) Coordinate with RIS to plan and conduct large-scale training events (PFTs, CFTs, Medical/Dental Stand-Downs, and Back-in-the-Saddle briefs) for IMA Marines.

(2) Coordinate with IMA Marines for uniform issue (as applicable).

(3) Coordinate with RIS to support OpSponsor-conducted training events as applicable.

f. Consolidated Administration Section (CONAD)

(1) Coordinate with RIS to transition IMA Marines between RUC 54008 and RUC 88600 as they come on and off ADOS orders.

(2) Liaise with MARFORRES IPAC on IMA Reserve Matters as applicable.

g. Budget Office
(1) Perform Comptroller functions for Henderson Hall IMA OPGROUP to include receipt and allocation of Reserve funding (Pay and Allowances, AT Travel, and IDT Off-Site Travel) into the appropriate LOAs within SABRS.

(2) Track balances in SABRS through funds commitment, obligation, and liquidation. Screen SABRS for erroneous documents that prevent liquidation. Provide weekly balance spreadsheets to RIS for reconciliation.

(3) Maintain Comptroller role and functions in MROWS.

(4) Maintain and publish LOAs in DTS for IMAs to utilize for Annual Training travel and lodging reimbursements.

h. Limited Duty Coordinator

(1) Work with IMA Marines and RIS to initiate, track, update, and close out Temporarily Not Physically Qualified (TNPQ), Line of Duty (LOD), and Limited Duty (LIMDU) medical cases in Marine Corps Medical System (MCMEDs).

(2) Maintain an RTAMMS account for MCMEDs access with required permissions.

i. Substance Abuse Control Officer (SACO)

(1) Conduct annual urinalysis for all IMA Marines IAW reference (2-a).

(2) Assist in the legal process for any cases of failure on a urinalysis.

j. Career Planner

(1) Process re-enlistment and extension requests for IMA Marines.

(2) Conduct Career Planner briefs during IMA training events.

k. Organizations with IMA structure on T/O (MCC Owners/OpSponsors)

(1) IAW reference (2-q), organizations will appoint an OpSponsor who will be designated in writing by the H&S Bn Commander. The OpSponsor will act as the advocate and primary liaison while coordinating IMA manpower management concerns with RIS and Henderson Hall Commanding Officer. The OpSponsor will be familiar with this SOP and all references herein listed, as well as those not listed that pertain to the management of IMA Marines.

(2) OpSponsors shall be a full-time (AC, AR, or RC on ADOS orders) Officer, Staff Non-Commissioned Officer, or a federal employee (GS-9 or higher) who is available on a daily basis and familiar with the duty requirements of the IMA Program billets assigned to that command/organization. Designation letters with the appointee’s signed endorsement of acceptance will be submitted to CMC (RAM-5), the COMMARFORRES CSC, and RIS.

(3) Responsible to RIS and RA for BIC management, as well as the scheduling, coordination, and reporting of all Inactive Duty Training (IDTs--aka drills) and ATs, as well as the coordination of mandatory annual training events for IMA personnel. OpSponsors will execute Operational Control (OPCON) of the IMAs assigned to their T/O.

(4) Determine mission requirements and required staffing of authorized manning levels (i.e. paychecks). Facilitate the filling of funded IMA BICs equal to or less than 110% of officer and enlisted paychecks in coordination with RIS.
(5) Advertise BICs three to six months prior to the end of current tour via IDMS, but not less than thirty days prior to filling. As per reference (2-q), perform all necessary functions to join an IMA Marine to an advertised BIC.

(6) Schedule and approve requested drills in DMM as soon as requirement is known. Following the completion of a drill, muster and certify (if applicable) drills in DMM promptly (ideally within 5 business days). Ensure proper accountability when mustering drills. OpSponsors will sign Member’s Muster Sheet with a wet or electronic signature of the authorized mustering official (especially if mustering official is different than the OpSponsor). Store these muster sheets (physically or electronically) IAW applicable records keeping regulations.

(7) Ensure all IMA Marines have Drill Management Module (DMM) accounts and that they are able to access DMM as well as Marine On-Line (MOL), regardless of drilling status and location.

(8) Coordinate with RIS on requests from IMAs for inter-unit transfer (IUTs) and transfers to IRR.

(9) Track completion of mandatory 12-day Annual Training period, PHAs, PFT, CFT and annual training classes.

(10) Ensure IMA Marines’ Fitness Reports are completed in a timely manner IAW reference (2-w).

1. Individual Mobilization Augmentee (IMA) Reserve Marine

(1) Upon joining an HQMC IMA Det (under RUC 88600), coordinate with OpSponsor to schedule initial IDT period for check-in IAW paragraph 20141.g of this SOP.

(2) Schedule and execute approved drills, AT and ADOS orders in coordination with the OpSponsor. Any IDT/AT/ADOS orders that are not in support of the member’s detachment must be approved by the OpSponsor before being executed. Acceptance of any ADOS orders expected to be 365 or more days will require the member to drop to the IRR prior to executing those orders, IAW references (2-u) and (2-v).

(3) Initiate travel claims via EPAR IAW this SOP.

(4) Initiate and assist with the coordination of IUT or transfer to IRR requests.

(5) Complete all required annual classes and training events. Confirm courses are recorded via MOL. Utilize EPARs to correct any discrepancies.

(6) Maintain medical readiness (current PHA and Dental). The PHA and dental exam is an annual requirement for IMA Marines. The HIV exam is a bi-annual requirement. The IMAs will receive one “hard hold” waiver per fiscal year in order to facilitate Active Duty orders to complete required PHAs/Dental exams. PHAs must be completed utilizing the ePHA process and requires a MTF to sign off on the final ePHA. You may take an annual dental exam 2 out of every 3 years by a civilian provider; (see enclosures (2-16)).

(7) Inform OpSponsor and Bn LDC of any Temporary Not Physically Qualified (TNPQ), Not Physically Qualified (NPQ), or Medical Board status. Submit enclosure (2-17) for official change of status. Following monthly reporting requirements to keep status compliant.

(8) Verify and validate their Primary Residence. The Primary residence is the location where the Marine resides day to day. This address will determine allowances for travel and BAH when performing duty. Reference (2-x) requires that Marines complete validation by submitting an EPAR with substantiating documentation. For IMA Marines, the OpSponsor must verify the documents and submit an endorsement as further verification.

(9) Maintain a GTCC (Government Travel Charge Card) and DTS Reserve account. Work with OpSponsor to establish those accounts upon joining the IMA det.

3. Coordinating Instructions
a. The Commanding Officer, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall has Special Court Martial Convening Authority for all Marines assigned to active duty reporting unit code (RUC) 54008 and reserve individual mobilization augmentee RUC 88600. All orders, directives, and regulations applicable to Marines assigned to RUC 54008 are also applicable to Marines assigned to RUC 88600. Commander, Marine Corps Installations National Capital Region has General Court Martial Convening Authority for all Marines assigned to Henderson Hall.

b. IAW reference (2-r) and (2-s), RIS will be responsible for the ADCON support of IMA Marines with administrative request and processing, whether that be submitting an EPAR to MFR IPAC or inputting training in MCTIMS. IMA Marines belonging to the Henderson Hall OPGROUP will receive support through the following modules: RTAMMS (DMM), MOL, MROWS, MCTIMS and DTMS (Document Tracking Management Service).

c. **Lack of Participation Consequences**

   (1) IMA Members who do not meet the minimum participation requirements listed above will be evaluated to determine if they are adequately supporting the operational unit’s mission.

   (2) Members who are determined not to have met minimum participation requirements, as stated 2014.1.d, will be recommended for involuntarily drop to the IRR. Any IMA who is dropped for failure to complete a PFT/CFT will receive an Adverse Fitness Report as well.

   (3) Henderson Hall stands firm on hiring and keeping quality Marines who improve the readiness and capabilities of their active duty counterparts.

   (4) IMA Members who are unable to meet minimum requirements due to other (personal, family, health, or civilian employment) obligations should request transfer to the IRR or an SMCR command.

d. Figure 2-2 below illustrates the IMA Program’s organizational responsibility.
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3-a MCO 3500.27C Risk Management
3-b MARADMIN 188-17 MOD to MCBUL 1500 Annual Training Requirements
3-c SECNAVINST 5216.5 Naval Correspondence Manual
3-d MCO 5360.10B Conduct of Funerals for the CMC, Former CMCs, and Marine Corps 4-Star Generals
3-e Joint Force Headquarters-National Capital Region State Funeral Plan, 22 June 2009
3-f H&S Bn All Hazards Plan
3-g MCO 5500.6H w/Ch1 Arming of Law Enforcement and Security Personnel and the Use of Force
3-h MCO 5210.11F Marine Corps Records Management Program
3-i MCO 5215.1K Marine Corps Directives Management Program
3-j MCO 3070.2A The Marine Corps Operations Security (OPSEC) Program
3-k Joint Publication 3-13.3 Operations Security
3-l MCO 5750.1H Manual for the Marine Corps Historical Program
3-m MARADMIN 509/14 Library of the Marine Corps Electronic Command Chronology Reporting System Test
3-n MCO 3500.26A w CH1 Universal Naval Task List
3-o MCO 1553.10 MCTIMS SOP
3-p MCO 6100.13A Marine Corps Physical Fitness and Combat Fitness Tests
3-r MCO 6110.3A w/CH1Marine Corps Body Composition and Military Appearance Program
3-s DoD Instruction 1308.3, "DoD Physical Fitness and Body Fat
3-t MCO P1070.12K w/CH1 Marine Corps Individual Records Administration Manual (IRAM)
3-u MCO 1900.16 w/CH1 Separation and Retirement Manual (MARCORSEPMAN)
3-v Manual of the Medical Department: Chapter 18, Change 120, 10 January 2005
3-w MARADMIN 229/17 Clarification of Requirements for Medical Extension Beyond A Contractual Separation Date
3-x MCO 1500.59 Marine Corps Martial Arts Program (MCMAP)
3-y MCO 3574.2L Marine Corps Combat Marksmanship Programs (MCCMP)
3-z H&S Bn Exemption Letter
3-aa ALMAR 046/17, Battle Skills Test
3-ab MARADMIN 539/18, Notice of Forthcoming Changes to the Physical Fitness Test and Combat Fitness Test
3-ac MARADMIN 005/19, Changes to the Physical Fitness Test, Combat Fitness Test: Advisory 2-19
3-ad MCO 1500.62 Force Fitness Instructor Program
CHAPTER 3: OPERATIONS & TRAINING

3000. GENERAL. This chapter is divided into two sections: Operations and Training. The S-3’s primary mission is to support the National Capital Region (NCR) Continuity of Operations Plan (COOP), the Joint Base Myer-Henderson Hall Anti-Terrorism/Force Protection (ATFP) plan, State and regular funerals, and special events as tasked by the Director, Marine Corps Staff (DMCS). In addition, the S-3 is responsible for planning, scheduling, and coordinating training and PME for H&S Bn personnel.

3001. PERSONNEL. See enclosure (3-1) for the S-3 Table of Organization (T/O) for FY-18. In addition to the T/O, the S-3 occasionally receives overstaff personnel for Marines awaiting school, administrative action, etc.

3002. COLLATERAL DUTIES. The S-3 is responsible for the following collateral duties:

1. Anti-Terrorism / Force Protection Officer (ATFPO)
2. Historical Officer
3. Limited Duty Coordinator
4. Guard Force
5. Operations Security (OPSEC) Manager
6. Public Affairs / Information Management
7. Marine Corps Martial Arts Program (MCMAP) Manager
8. Operations Facilities Scheduling
9. Distinguished Visitor Scheduling

3003. EMERGENCY MASS NOTIFICATION SYSTEM (EMNS) - ATHOC. H&S Bn Marines are not only serving in the NCR, but also conduct their duties throughout the U.S. and across the globe. In coordination with other Marine Corps and Service entities in the NCR, H&S Bn employs the Emergency Mass Notification System (EMNS) / AtHoc to rapidly share information, maintain accountability, and ensure potentially affected H&S Bn personnel are provided timely, accurate and actionable information regarding emerging threats and situations whether personnel are at work, at home or otherwise dispersed. Emergency events include, but are not limited to active shooter incidents, force protection condition changes, personnel recalls, man-made and natural disasters and life-threatening or severe weather phenomena.

1. Concept of Operations

   a. For incidents occurring aboard JBM-HH, the first priority is to alert the personnel at that location.

      (1) Republication of alerts/notifications from external entities to H&S Bn, HQMC will be at the commander’s discretion. Although the intent is to facilitate shared situational awareness throughout the NCR, not all alerts and notifications received from other entities in the NCR are significant enough to warrant general republication.

      (2) All alerts/notifications shall include the name of the installation or facility initiating the alert to enable situational awareness regarding the location of the incident in question and facilitate decision-making.

   b. If there is no actual emergency, H&S Bn will conduct a monthly test to maintain/validate the ability of assigned personnel to respond in a timely manner. These tests will be sent using emergency notifications / alerts to assigned personnel (military and civilian) via telephone (land line/mobile), email (work and/or personal), computer desktop pop-ups, SMS text messages and smartphone applications in order to facilitate the ability to decisively respond. The response rate will be assessed and provided to leaders at the battalion, staff agency, company, and section levels. The monthly tests will coincide with a post-holiday muster / accountability will begin with the statement “Headquarters and Service Battalion Accountability Exercise”. If there is no planned holiday for the
month, the test will occur on first Wednesday of the month and will begin and end with “EXERCISE, EXERCISE, EXERCISE”.

c. On rare occasions, with the H&S Bn CO approval, the EMNS will be used to pass important but non-emergency information to prevent and/or mitigate potential hardships to H&S Bn members.

2. Tasks

a. S-1

(1) Coordinate with the Battalion S-3 and appropriate Human Resources points of contact to ensure current personal contact information for military and civilian personnel is uploaded into the EMNS system of record.

(2) Execute monthly accountability notifications when it coincides with a holiday liberty accountability drill and reconcile responses with company staffs and battalion leadership.

b. S-3

(1) Coordinate with the Battalion Adjutant and the appropriate Human Resources points of contact to ensure that current personal contact information for military and civilian personnel (attached to the battalion headquarters) is available for use in the EMNS system of record.

(2) Conduct monthly tests to evaluate the effectiveness of the EMNS; draft and release test messages as required.

(3) At the conclusion of each test, publish a report(s) detailing the response rate and contact personnel who fail to respond to determine the cause and the appropriate action to take.

(4) The Operations Officer, Operations Chief or ATFP Officer will ensure publication of relevant alerts/notifications to command members.

(5) The Operations Officer, Operations Chief or ATFP Officer will serve as the primary command POCs for alerts or notifications generated by external entities within the NCR and will likewise forward those alerts/notifications as required to POCs for USMC equities.

(6) Coordinate with H&S Bn tenants (Navy Mutual Aid, Marine Corps National Capital Region Command (MCNCRC), etc.) to provide recall information and include the tenant in notification exercises and actual events.

c. Company Commanders

(1) Coordinate with the appropriate leaders to assist/ensure personnel update/validate their personal contact information via MOL.

(2) Upon receipt of the post-test response report, coordinate with the appropriate leaders to assist with the remediation of deficiencies.

d. Staff Agency Department Heads, Executive Assistants and Agency Senior Marines

(1) Ensure personnel update/validate their personal contact information via MOL/TWMS.

(2) Upon receipt of the post-test response report, coordinate with the Company Commander to remediate deficiencies.

e. Individual Marines

(1) Upon checking into the command, Marines will provide or update their contact information by logging on to Marine Online (MOL), navigating to the “Personal Info” tab, scrolling to the “Personal Updates” section and clicking on the “Contact information” link. There they will update the following contact information as applicable:
Work Phone, Mobile Phone, Home Phone, Preferred number to receive text messages, Work Email and Personal Email. For those Marines operating off the usmc.mil domain, it is extremely important you update your work email once you arrive at your new section and receive your new email address. Alternate domain addresses include but are not limited to @state.gov, @mail.mil, @navy.mil.

(2) Do not block the EMNS phone number, text number, or email address. The H&S Bn CO is responsible for all members assigned to his/her command and must be able to reach individual Marines to pass critical information and receive responses in a timely manner.

(3) Respond to EMNS AtHoc messages in a timely manner.

f. General Service (GS) Civilians. GS Civilians and Supervisors working aboard Henderson Hall will validate their contact information by logging onto the Total Workforce Management System (TWMS) website, navigating to the “Self Service” page, clicking on the “Personal/Recall Information” link and update/provide the required information.

g. Non-Appropriated Funds (NAF) Civilians. NAF Civilians working aboard Henderson Hall will validate their contact information in People Soft.

h. MCCS Human Resources Department. Provide updated NAF Civilian contact information to the H&S Bn S-1 and S-3.

2. Coordinating Instructions

a. The alerts are electronically recorded and sound like robo-calls. Command members must lookout for and respond to phone calls from the phone number (775) 775-1775 and texts/emails from the "H&S Battalion, HQMC Mass Notification System".

b. Military personnel from other branches of service assigned/attached to the command must coordinate with Consolidated Administration (CONAD) to get MOL access.

c. Personnel who updated their contact information in MOL/TWMS but fail to receive the test message should notify the H&S Bn S-3 to determine the cause.

3004. OPERATIONAL RISK MANAGEMENT (ORM) PROCEDURES AND WORKSHEET. The Risk Management (RM) process is proven to effectively identify, assess, and control risk while on or off-duty. Effectively executing RM in all tasks, missions, and activities requires a firm understanding of the fundamentals. The focus of RM is to mitigate risk in all activities both on and off duty. RM extends to risks associated with human factors in the workplace, behavioral healthcare, and behavioral lifestyles that can affect readiness. Successful implementation of RM increases mission effectiveness while minimizing loss of both personnel and material. Additionally, RM does not remove risk altogether, support a zero-defect mindset, or remove the need for using approved doctrine or justify violating orders or laws.

1. Concept of Operations

a. All H&S Bn personnel will apply the RM process described herein and in reference (3-a) for planning, training, exercises, operations, and non-operational activities to optimize mission success, operational capability, readiness, and safety. All H&S Bn personnel shall apply RM concepts to identify and mitigate risks in all tasks, missions, operations, training, and personal activities whether forward deployed, in garrison, or on liberty no matter how routine these events become over time. All civilian personnel shall apply RM concepts while on duty and are highly encouraged to use these concepts while off duty.

b. Anyone planning or leading operations and training within the H&S Battalion must have completed Risk Management training provided by a trained RM Instructor and the MarineNet Risk Management Distance Learning Course Curriculum for your appropriate grade within the last two years, as well as conduct and document risk management by completing an Operational Risk Assessment Worksheet (ORAW) prior to the conduct of the training. Once the risk management process has been completed, and the ORAW has been filled out, the ORAW will be routed through the Bn Safety Officer, Bn S-3, and finally the Bn CO (or his designee) for approval. Only the
Bn CO or designated S-3 personnel can approve the ORAW. Once the ORAW is approved, then the training can commence.

c. **Risk Management 5-Step Process Cycle.** The 5-steps (Identify Hazards, Assess Hazards, Make Risk Decisions, Implement Controls, Supervise) in the risk management process use a systematic, continuous, and repeatable approach to decision making. The 5-steps follow a set sequence that response to mission, task, or activities. The first step, Identifying and Accessing Hazards, address the risk assessment phase of risk management and provide enhanced situational awareness and understanding. The following three steps Make Risk Decisions, Implement Controls, and Supervise, are actions that are taken to either to eliminate or reduce hazards and mitigate risks as per reference (3-a). The most common way to document the risk management process is through the use of an ORAW as per enclosures (3-2 and 3-3).

d. **Operational Risk Assessment Worksheet (ORAW).** When filling out the ORAW document, refer to reference (3-a) and enclosures (3-2 and 3-3). The ORAW will only be signed off by the Bn CO or designated S-3 personnel. The only authorized ORAW will be the H&S Bn, HQMC, Henderson Hall ORAW located in enclosure (3-2).

2. **Tasks**

   a. **S-3**

      (1) Ensure the education and training of the Marines within H&S Bn is being conducted annually IAW reference (3-b)

      (2) Facilitate and identify the date(s) and location(s) for annual risk management training.

      (3) Properly review and forward all ORAWs to the Bn CO or his designee for approval.

      (4) Document RM training in MCTIMS. Provide untrained rosters to sections leadership.

      (5) Provide RM training time in the H&S Bn monthly annual training.

   b. **Battalion Safety Officer**

      (1) Educate and train Marines in the RM process.

      (2) Provide tools and information to help Marines use and apply RM.

      (3) Integrate RM into all operational and non-operational activities both on and off duty.

      (4) Integrate RM when assessing behaviors that may affect activities both on and off duty.

      (5) Incorporate identified hazards, assessments, and controls into briefs, notices, and written plans.

      (6) Report all mishaps and accidents that occur during training to the appropriate authorities.

   c. **Individuals**

      (1) Conduct a thorough risk assessment for new or complex evolutions defining acceptable risk and possible contingencies for the evolution.

      (2) Elevate risk decisions through the chain of command when unable to mitigate identified hazards to an acceptable level.

      (3) Complete Risk Management annual training requirements as outlined in reference (3-a).

3. **Coordinating Instructions**

   a. All mishaps and accidents will be reported to the Bn Safety Officer immediately.
b. MarineNet Risk Management Distance Learning Course Curriculum for your appropriate grade can be found at website https://www.marinenet.usmc.mil.

c. For assistance filling out the ORAW, contact the Bn Safety Officer, Bn S-3, or refer to reference (3-a).

d. For the correct ORAW format, refer to enclosures (3-2) and (3-3).

3005. AFTER ACTION REPORTS (AAR). Work doesn’t stop at the completion of an operation or major event; instead, this merely begins the process of preparing for future operations. Many of H&S Bn’s operations and events are recurring, as such, critical to the improvement of these operations is the collection of After Action Reports (AARs) to capture lessons learned and to identify obstacles or issues that created friction. AARs enable planners to create realistic, practical corrective actions that can mitigate or reduce those obstacles or friction points. AAR formats will follow the “Topic-Discussion-Recommendation” format utilizing standard Naval Correspondence Manual guidelines in reference (3-c) or PowerPoint as directed by the S-3, see enclosure (3-4 & 3-5) respectively. AAR comments should be from the sections or subject matter expert’s perspective and must provide enough information in the discussion and recommendation to articulate the problem and viable solution. AARs will be forwarded to the S-3 within five working days at the end of an operation or event as directed by the S-3. Negative responses via email to the Operations Officer is required.

SECTION A: OPERATIONS

A3000. SUPPORT FOR TASKS, CMC FUNERALS AND SPECIAL EVENTS. H&S Bn is tasked to support various special events and non-traditional mission sets throughout the NCR. Some of these special events are high profile, public engagements that are no fail and must be fully supported. Due to H&S Bn’s decentralized nature and limited manning on Henderson Hall, many of these special events must be supported and augmented by HQMC Staff sections.

1. Concept of Operations. When the S-3 H&S Bn receives tasks for CMC funerals and special events, the S-3 Future Plans Officer reviews the requirements and determines what can be supported internally to Henderson Hall and if HQMC Staff sections will be required to augment. Once the initial support plan is created, the Future Plans Officer transfers the task to Current Operations, HQMC Staff section, or the appropriate Company Staff for delegation and execution depending on the requirements. Enclosure (3-6) is a list of regularly scheduled special events H&S Bn is tasked to support. H&S Bn S-3 receives tasks from the following:

   a. White House. The White House Military Office (WHMO) tasks the Director of Marine Corps Staff (DMCS) either directly or through the Office of the Sectary of Defense (OSD) to provide Marines and family members to support special events at the White House year-round. All events at the White House require the S-3 to fill out the Waves System Request Form located in enclosure (3-7).

   b. CMC. The CMC’s office tasks H&S Bn with providing Marines for in support of the Marine Corps Birthday Run, CMC Marine Corps Ball, etc. These are reoccurring special events listed in enclosure (3-6).

   c. DMCS. The DMCS’s office tasks H&S Bn support White House, CMC Events, and CMC Funeral Representative. Some of these are reoccurring special events listed in enclosure (3-6).

   d. Marine Corps National Capital Region Command (MCNCR). The MCNCR tasks H&S Bn to support for State Funerals and the Presidential Inauguration See enclosures (3-8) & (3-9) respectively.

   e. CMC Special Projects Division (SPD). The SPD tasks H&S Bn to support all Executive Off-Sites (EOS) and General Off-Sites (GOS) that take place three times a year as indicated in enclosure (3-6).

   f. Marine Corps Marathon (MCM). The MCM department tasks H&S Bn providing 125 Marines and four Special Projects Officers (SPOs) to support the Marine Corps Marathon. Enclosure (3-10) lists the personnel requirements for the MCM.

   g. Funeral Staff Organization and CMC Funerals
(1) In accordance with reference (3-d), H&S Bn supports the DMCS as part of the Funeral Staff Organization in the execution of funerals for the Commandant, former Commandants, and generals. H&S Bn also supports the Funeral Director at Marine Barracks Washington (MBW) by providing a CMC representative to present the National Ensign to the Primary Next Of Kin (PNOK) at the conclusion of the burial honors held at Arlington National Cemetery.

(2) H&S Bn will provide a Marine of equal grade or higher to serve as the CMC representative who will present the colors to the PNOK and to provide personnel and support to the Funeral Staff Organization. Support will be tasked on a “fair share” rotation based upon the on-board strength of the officers in each grade from the respective HQMC Staff agencies.

2. Tasks

a. S-3

(1) Provide oversight to all tasks and events assigned to H&S Bn. Maximize support using HQ Company Marines when possible.

(2) Assign Action Officers (AO) / SPOs for MCM, CMC events and White House events.

(3) Provide operational oversight of all assigned CMC Funerals and the Funeral Staff Organization.

(4) Create, publish, and maintain a “fair share” CMC Funeral tasking to respective HQMC staff agencies based on all Officers Assigned. See enclosure (3-11).

(5) Provide a two-week advanced notice or as great a notice as possible to tasked agencies for CMC Funerals.

(6) Identify and source both a CMC Funeral primary and alternate for each designated staff position listed in reference (3-d).

b. S-4. Provide drivers and vehicles to support tasks and events.

c. Company Commanders

(1) Provide Marines to support tasks and special events to include State Funerals, Presidential Inauguration and the Marine Corps Marathon.

(2) Provide support to retirements and Color Guard events.

d. HQMC Sections

(1) Provide Marines for State Funerals, Presidential Inauguration and the Marine Corps Marathon

(2) Review the assigned CMC Funeral tasking schedule published by the S-3 for your section and provide an officer of equal or greater rank when the weekly or bi-weekly funeral taskings are published by the Funeral Staff Organization.

3. Coordinating Instructions

a. Many of the events the S-3 is task with are no notice/short notice. When time allows, the S-3 will provide a minimum two weeks for sections to submit rosters. Sections must conduct the detailed analysis to ensure the personnel they have assigned to the task meet the requirements and are not double scheduled. i.e. they have a driver’s license if required or they don’t have doctor’s appointments scheduled.

b. Sections must consider the personnel they assign to the tasks are TAD and cannot be redirected or re-tasked. Once they are tasked and they show up for the event, they are untouchable.
c. Due to the high-profile nature and public appearance of many of the events, sections must conduct uniform inspections prior to meeting with the AO.

d. All Marine Officers administratively attached to H&S Bn, HQMC are considered eligible to support CMC Funeral requirements.

A3001. STATE FUNERAL AND READINESS SUPPORT. In accordance with reference (3-e), Marine Corps National Capital Region Command (MCNCR) supports Joint Force Headquarters–National Capital Region (JFHQ-NCR) in the conduct of a State Funeral Plan (SFP) or State Funeral Training and Readiness Exercise (SFTRE). HQMC Henderson Hall is required to provide support to MCNCR.

1. Concept of Operations. State Funerals and SFTREs are conducted in three Phases.

   a. Phase I – Planning /Preparation. During Phase I, MCNCR will coordinate support and participation by USMC organizations and review procedures.

      (1) State Funeral Plan (SFP)

         (a) An ATHOC emergency notification message is sent from MCNCR to Henderson Hall.

         (b) Henderson Hall sends ATHOC to designated personnel to directing them to send their personnel to Henderson Hall, Bldg 29, Room 105.

         (c) Joint Team (JTM) Capital conducts an on-site key leader walkthrough, sand table exercise, and JTM Capital/JTM Motorcade troop mission brief.

         (2) SFTRE. MCNCR conducts quarterly planning conferences to validate the JTM Capital Command Post and Execution Checklist; hold the JTM Capital logistics and security working group; and rehearse the JTM Procession, JTM Movement Mission Brief, and ROC Drill Briefing.

   b. Phase II – Execution. During Phase II, MCNCR determines what type of support is required depending on what President or official has passed away.

      (1) State Funeral

         (a) The JTM Capitol and JTM Motorcade advanced party meet on-site to rehearse arrival, Rotunda Service, Lying in State, and departure ceremonies.

         (b) The JTM Capitol and JTM Motorcade main body meet on-site to conduct the arrival, Rotunda Service, Lying in State, and departure ceremonies.

      (2) SFTRE. MCNCR conducts JTM Capitol and JTM Motorcade advanced party and main body quarterly training on-site for modified and full-force rehearsal for certification for arrival, Rotunda Service, Lying in State, and departure ceremonies.

   c. Phase III – After Action Review (AAR). During Phase III, MCNCR determines what support was not required and consolidates lessons learned comments from JFHQ-NCR Exercise Project Officers using the standardized AAR format to create the overall JFHQ-NCR AAR.

2. Tasks

   a. S-1. BPT support with accountability.

   b. S-3

      (1) Send ATHOC message to all HQMC Funeral Reps.

      (2) Prepare room 105 for the arrival of all participating H&S Bn personnel.
(3) Inspect all personnel for appropriate uniform and driver’s license.

(4) Brief the Guard Force, all Drivers, Escorts, and Supply Marines on their duties.

(5) Coordinate with MCNCRC and the JTM.

(6) Ensure Marines do not possess personal cell phones.

(7) Maintain section State Funeral point of contact roster to include work and personal phone numbers and email addresses.

c. Motor Transport

(1) Ensure all sedans are clean.

(2) Be prepare to assume as JTM Motorcade Commander

(3) Inspect all personnel for appropriate uniform and driver’s license.

(4) Brief the motorcade.

d. HQMC Sections

(1) Provide the number of escort officers and drivers tasked in enclosure (3-8).

(2) Ensure personnel assigned as drivers have their driver’s license.

3. Coordinating Instructions

a. No privately-owned vehicles (POV) or non-designated government owned vehicles (GOV) will be permitted onto the U.S. Capital (USC) grounds.

b. Individuals are responsible for the own transportation to Joint Base Myer-Henderson Hall (JBM-HH) each day.

c. Specially designated buses will transport all personnel support the State Funeral from Conmy, Hall, JBM-HH to the USC.

d. Personnel may utilize the dining facility at JBM-HH for meals during published meal hours. It is the responsibility of parent units to ensure that Marines on meal cards are provided meals outside of those hours.

e. All personnel will remain OPCON to their parent units and TACON JTM Capitol during daily mission execution.

f. No pictures are taken/released to the public. State Funeral participants will be issued communication devices from MCNCRC.

A3002. ALL HAZARDS PLAN. The H&S Bn S-3 maintains the command’s All Hazards Plan (AHP) in a separate binder in the S-3 due to the sensitive nature regarding physical security, barrier plans, and some responses. The Crisis Management Team (CMT) recall roster and a list of key events with associated actions for the OOD to take resides in the OOD’s Destructive Weather Binder. Each H&S Bn Section OICs maintains a copy of reference (3-f) H&S Bn All Hazards Plan.

A3002.1. DESTRUCTIVE WEATHER AND NATURAL DISASTERS. The H&S Bn CO is responsible for adopting appropriate precautionary measures to mitigate the potentially calamitous effects of destructive weather and natural or man-made disasters. Destructive weather or other disasters can strike quickly, with little warning.
Therefore, H&S Bn must maintain a condition of readiness that allows for a rapid appropriate response in order to prevail over such disasters in accordance with reference (3-f).

1. Concept of Operations. H&S Bn’s emergency management capabilities are limited with respect to manning and equipment. In order to satisfactorily cope with hazardous weather and other natural or man-made disasters, H&S Bn must establish and maintain a Memoranda of Understanding (MOU) with external agencies to allow for cooperative use of local county, state, and federal agencies' equipment and expertise.

   a. Set Basic Plan. Pre-incident operations include such tasks as conducting preventive hurricane measures during May or preparing snow removal plans during November. Specific pre-incident, incident and post-incident operations will be executed as set forth in Tabs A, B, C, and D of reference (3-f).

   b. Building Manager Organization (BMO)

      (1) Building Managers (BMs) are assigned to each separate building aboard Henderson Hall. The mission of the BMs under routine circumstances is to collate and coordinate facilities maintenance issues for their building and serve as a conduit between the building inhabitants and facilities maintenance. Additionally, the BM maintains familiarity with reference (3-f) and serves, along with resident OIC/SNCOICs, as a conduit for implementing disaster plans, and force protection measures. The BMs report to the logistics officer or his/her representative. The BM is empowered to divide his/her building into floors and further into sections in order to delegate the authority for accomplishing this mission.

      (2) Tenant agencies are required to provide qualified personnel for the BMO to make them available for all scheduled drills, meetings, and training sessions.

      (3) Assignments to the BMs are made per the list below:

<table>
<thead>
<tr>
<th>Building Manager</th>
<th>12 Marine &amp; Family Services</th>
<th>416 BEQ Manager</th>
<th>27 Gym Semper Fit</th>
<th>28 Supply &amp; MT</th>
<th>29 &amp; 29A S4 &amp; NMAA</th>
<th>MCX:11/26/21/31 MCCS</th>
</tr>
</thead>
</table>

(4) Each BM will appoint a qualified deputy to act in their absence.

(5) BM responsibilities include, but are not limited to:

   (a) Direct occupants during fire or other mandatory evacuation, and/or confirm that buildings are evacuated.

   (b) Direct/confirm that air circulation equipment or windows are secured when shelter in place is mandated.

   (c) Conduct routine inspections for suspicious items when required by Force Protection Condition (FPCON).

   (d) Prepare building and surroundings for hazards during high winds conditions.

   (e) Maintain accountability for escape hoods located in each building.

(6) Building Managers will be assigned by the Battalion CO in writing.

c. Execution. Destructive weather and natural disasters include, but are not limited to the following phenomena:

   (1) Hurricanes, Tornadoes, Thunderstorms and Lightning, and High Wind Conditions. See Tab A of reference (3-f).

   (2) Flooding. See Tab B of reference (3-f).
3. Blizzards/Heavy Snowfall. See Tab C of reference (3-f).

4. Fires. See Tab D of reference (3-f).

d. **Advisories and Conditions**

   (1) Alert conditions are tailored to meet the requirements necessary for addressing severe weather conditions. Appropriate conditions could be set by higher headquarters or recommended locally by organizations such as the Commandant Naval District Washington; Director, Marine Corps Staff (DMCS); or Director, Office of Personnel Management (OPM).

   (2) The H&S Bn CO will establish Destructive Weather Readiness Conditions, recommended by the S-3 or the Crisis Management Team (CMT), based on local weather reports from DoD or National Oceanic and Atmospheric Administration (NOAA) weather offices. Specific Destructive Weather Readiness (DWR) Conditions are listed in Tabs A, B, and C of reference (3-f).

2. **Tasks**

   a. **XO**. Activate the CMT upon declaration of a destructive weather or natural disaster incident. See ANNEX C (Operations) of reference (3-f).

   b. **S-3**

      (1) Recommend destructive weather readiness conditions, warning, and advisories to the H&S Bn CO.

      (2) Post guidance for the H&S Bn OOD:

         (a) Notify the H&S Bn XO when potentially destructive weather forecasts or changes to fire conditions are received during off-duty hours.

         (b) Conduct notifications per Appendices 1 (Notification Procedures) and 2 (Phone-list) to ANNEX V of reference (3-f) and the OOD Emergency Recall Binder. When notification is complete, make an appropriate log entry.

         (c) Be prepared to implement procedures as directed by the CMT.

   c. **S-4**

      (1) Review the Basic Plan, ANNEX D (Logistics) of reference (3-f).

      (2) Supervise the BM program. Maintain BM letters of assignment.

   d. **Budget Officer**. Review the Basic Plan, ANNEX E (Fiscal) of reference (3-f).

   e. **S-6**. Review the Basic Plan, ANNEX K (Communications) of reference (3-f).

   f. **Safety Officer**. Review the Basic Plan, ANNEX M (Safety) of reference (3-f).

   g. **Company Commanders and Section OICs**

      (1) Pre-Incident Phase:

         (a) Maintain recall rosters of all key personnel under your cognizance. Update this list quarterly and forward to the S-1 Officer for publication.

         (b) Brief personnel on the hazards of destructive weather and natural disasters as part of the information program.
(c) Review the Basic Plan of reference (3-f).

(2) Incident and Post Incident Phase: Execute appropriate duties as outlined in the Basic Plan located in reference (3-f).

3. Coordinating Instructions

a. Maintain recall rosters of all key personnel.

b. Brief personnel on the hazards of destructive weather and natural disasters.

c. Designate emergency and essential personnel.

d. Develop a section plan.

e. Be prepared to respond to tasking assigned by the CMT.

f. The CMT is comprised of the H&S Bn XO (Chair), S-1, S-3 Officer, S-3 Chief, S-4, S-6, ATO, Physical Security Officer and Company Commanders.

A3002.2. ANTI-TERRORISM FORCE PROTECTION (ATFP). Anti-Terrorism (AT) measures include those defensive measures used to reduce the vulnerability of individuals and property to terrorism, to include limited response and containment by local military forces. AT measures seek to diminish the likelihood that DoD affiliated personnel, facilities, and property will be attacked, and to mitigate the effects of such attacks should they occur. AT efforts build on the foundation of physical security, crime prevention, industrial health, safety, and hygiene programs and military and civil construction programs. These efforts are designed to reduce a broad range of physical dangers faced by DoD affiliated personnel. The terrorist threat is a significant danger that many DoD Force Protection (FP) initiatives can mitigate. The information contained in reference (3-f).

1. Concept of Operations. On a continuing basis, H&S Bn will implement active and passive security measures in order to deter terrorist incidents, employ counter measures, mitigate the effects of a terrorist attack, and recover from a terrorist incident. On order, H&S Bn will increase force protection conditions (FPCONs) and random anti-terrorism measures (RAMs) in accordance with reference (3-f).

a. Pre-incident Phase. This phase consists of an active Physical Security Council (PSC) and JBM-HH Terrorism Threat Working Group (TWG), ongoing AT training, regularly exercising procedures and personnel, conducting physical security and crime prevention surveys, identifying and correcting physical security deficiencies, and implementing basic RAMs. This phase transitions to the Incident Phase when the FPCON level increases from its current level. It focuses on deterring terrorist attack and detecting terrorist pre-attack indicators.

b. Incident Phase. This phase involves the implementation of higher FPCONs and continuing RAM measures due to the escalation from the pre-incident FPCON. RAMs from progressively higher FPCONs may be implemented at any time at the discretion of the H&S Bn CO in coordination with the Commander, JBM-HH. This phase is complete when the threat of terrorist activity abates and the installation returns to the pre-incident FPCON. It focuses on detection of terrorist incidents and defense against such attacks.

c. Post-incident Phase. Actions taken during this phase include those actions taken to return H&S Bn to pre-incident conditions after the incident phase. During this phase, recommended improvements to the AT/FP Plan should be considered for adoption by the Battalion. This phase is complete upon operations, facilities, and missions returning to their pre-incident state. It focuses on mitigating the damage to or impact upon H&S Bn personnel, facilities, assets and capabilities.

2. Tasks

a. XO. Convene the TWG to develop Courses of Action (COAs) and resolutions for the incident. See ANNEX C (Operations) of reference (3-f).

c. S-3. Coordinate with JBM-HH PMO to:

(1) Provide personnel qualified to coordinate with and make decisions to the JBM-HH EOC.

(2) Communicate and provide liaison with adjacent and supporting law enforcement agencies via the JBM-HH EOC.

(3) Brief Criminal Investigation Division (CID) crisis negotiators on the situation when they arrive. Additionally, CID and H&S Bn S-3 will coordinate any NCIS Washington assistance.

(4) Provide resolution options and courses of action as outlined in TAB A of reference (3-f).

d. Anti-Terrorism Officer (ATO)

(1) Notify JBM-HH EOC upon discovering the situation.

(2) Notify Rader Clinic of situation. Call emergency services (911) to request an ambulance crew and Basic Life Support (BLS) to be provided to the On-Scene Commander.

(3) On order, request NCIS Washington send hostage negotiation personnel to scene. NCIS will coordinate efforts with JBM-HH CID agents, if present on scene.

(4) Notify the JBM-HH Public Affairs Office to ensure that they provide the required personnel.

e. S-4

(1) Provide a representative to the On-Scene Commander. See ANNEX J (Command Relationships) of reference (3-f).

(2) Review the Basic Plan, ANNEX D (Logistics) of reference (3-f).

(3) Coordinate necessary actions with Building Managers (BMs).

f. S-6

(1) BPT provide communications support.

(2) BPT provide a representative to the On-Scene Commander. See ANNEX J (Command Relationships) of reference (3-f).

g. Budgeting. Establish procedures for monitoring expenditures during crisis situations per ANNEX E (Fiscal) of reference (3-f).

h. Safety Officer. Provide a representative to the On-Scene Commander. See ANNEX J (Command Relationships) of reference (3-f).

i. Counseling Services (MCCS)

(1) Be prepared to provide psychiatrist support to assist with hostage negotiations.

(2) Provide Critical Incident Stress Debriefing (CISD) for emergency responders and victims as necessary.

k. Chaplain. Provide CISD counseling for emergency responders and victims as necessary.

m. On-Scene-Commander. On-Scene-Commander should come from Directorate of Emergency Services (DES) from JBM-HH. They will act in accordance with the JBM-HH Emergency Operations Plan (EOP).
3. Coordinating Instructions

a. The Rules of Engagement provided by the JBM-HH TWG will supersede all previous rules and directions, and are applicable to the JBM-HH PMO, Response Force, and all other personnel performing security/law enforcement duties during the incident.

b. All leaders will ensure security of personnel and sensitive items during shipment and unit movements. They will ensure compliance with regulatory guidance pertaining to security and accountability of property.

c. Shipment and receipt of sensitive items and AA&E should be coordinated with the S-4 Section, ATO, JBM-HH PMO, and the unit(s) involved.

d. All Battalion personnel must be familiar with screening procedures as contained in Tab E (Suspicious Packages) to APPENDIX 4 (Bomb threats and Suspicious Packages) to ANNEX C (Operations) of reference (3-f) to detect attacks via special mail deliveries, i.e., FEDEX or UPS.

e. Be prepared to respond to tasking assigned by the JBM-HH TWG.

f. The JBM-HH TWG consists of JBM-HH ATO and Physical Security Officer (PSO) and the H&S Bn ATO and PSO.

g. All OICs, SNCOICs, and Supervisors account for and report personnel accountability to S-1 and Company Office ASAP.

3002.3. GUARD FORCE. The Memorandum of Agreement (MOA) between Joint Base Myer/Henderson Hall Directorate of Emergency Services (DES) and H&S Bn requires Marines to assist in staffing and manning a permanent guard force in order to represent the Marine Corps, its customs and courtesies, and high security standards. In order to achieve this, each section within Headquarters Company H&S Bn will provide Department of the Army Security (DAS) trained Marines as a permanent guard force for the base. The end-state is that H&S Bn will have an always ready Marine Guard Force to improve the base force protection posture, as well as maintain a pool of trained Marines in order to support the command ATFP program in accordance with the references (3-f) & (3-g).

1. Concept of Operations. The guard force will be comprised of selected sergeants and below from each section of Headquarters Company who have attended the two-week Department of the Army Security Guard/Civilian Police Training Academy. Upon graduating the course, they will report to the H&S Bn S-3 and Sergeant of the Guard (SOG) where they will be permanently assigned to H&S Bn Guard Force and be implemented immediately into the gate sentry and random anti-terrorism measures (RAMs) schedule.

a. Initial/Sustainment Training. Marines assigned to guard force will be required to attend the two-week Department of the Army Security Guard/Civilian Police Training Academy aboard JBM-HH at building 412. Furthermore, Marines will be required to conduct a monthly two-day refresher training course with Department of the Army Security Guard/Civilian Police Training Academy at building 412. Additionally, Marines are also required to conduct a semi-annual pistol marksmanship training and qualification with the DES at building 415. Lastly, Marines will be required to do an annual CPR refresher training course prior to expiration of their certificate. The SOG will be responsible for coordinating the training for all Marines assigned to the Guard Force.

b. Gate Sentry. Marines assigned to gate sentry duty will report to DES building 415 at 0400 for the morning shift and 1100 for the afternoon shift aboard JBM-HH in the authorized utility uniform MARPAT woodlands along with assigned guard force gear as listed in enclosure (3-12). The morning shift is from 0500-1200 and the afternoon shift is from 1200-1900. While on gate sentry duty, Marines will be assigned to Gate 1 (also known as Post 6) along with a soldier or Department of the Army security guard. On post they will monitor and control access of pedestrian and vehicular traffic in and out of the base by checking for required and proper documentation IAW the base protocol provided during Guard Force training. They will also screen and report suspicious person(s), situations, safety hazards, and unusual or illegal activities.

3-16
c. Random Anti-Terrorism Measures (RAM). Marines assigned to RAMs patrol will report to a designated area as assigned by the SOG to receive special instruction prior to commencement of duties. Duties may consist of designated area site patrol, ID checks, building security checks, and safety hazard checks. Once RAMs patrol is completed, Marines will report to SOG to report findings. The only authorized uniform and equipment is listed in enclosure (3-12).

2. Tasks

a. **S-3**. Provide administrative oversight for the execution and conduct of the guard force.

b. **Sergeant of the Guard (SOG)**
   
   (1) Assign and provide monthly gate sentry and RAMs schedule.
   
   (2) Ensure Marines meet monthly and annual training requirements.
   
   (3) Conduct random spot checks and informal inspections of the Marines on post.
   
   (4) Ensure all guard force Marines are properly trained.
   
   (5) Ensure all records, reports, orders, directives, and logs are updated.

c. **Watch Standers**

   (1) Review monthly gate sentry and RAMs schedule as posted by the Operations Chief or SOG. Any changes must be approved by SOG.

   (2) Read, review and understand all orders and directives as per reference (3-g) and those provided by JBM-HH DES.

d. **Company Commanders and Section OICs**. Provide personnel to the H&S Bn Guard Force as directed by the H&S Bn S-3.

3. Coordinating Instructions

a. All Marines assigned to guard force will report to the S-3 and SOG for assignment to gate sentry or RAMs duty.

b. All Marines assigned to gate sentry, will report to DES for weapon, ammunition, updated Be-on-the-Lookout (BOLO) reports, base daily events, special events, and local threat levels.

c. All Marines will be issued body armor, utility belt, handcuff and keys, OC spray, ASP baton, flashlight, and three pistol magazines, etc. from SOG as stated in enclosure (3-12).

d. Morning Shift is from 0500-1200.

e. Evening Shift is from 1200-1900.

f. NLT 30 days prior to a Guard Force Marine’s PCS or EAS, the Marine’s section must provide the S-3 a replacement before the Marine’s departure.

g. All issues must be brought up to the SOG immediately.

A3002.4. PHYSICAL SECURITY. An active battalion physical security program is the bedrock on which many other security programs are rested. The physical security program is designed to prevent or mitigate the potentially deleterious effects of criminal activity, including terrorist acts. The physical security guidance to support this plan is found in reference (3-f).
1. **Concept of Operations.** On a continuing basis, H&S Bn implements active and passive physical security measures presenting an installation security profile commensurate with the threat, in order to achieve anti-terrorism (AT) readiness, safeguard personnel and property against unauthorized access, espionage, sabotage, wrongful destruction, malicious damage, theft, pilferage, and other acts which degrade mission readiness.

   a. **Pre-incident Phase.** Reference (3-f) establishes security guidelines for the protection of personnel and assets forming the crux of day-to-day physical security. These physical security measures are designed to establish a baseline physical security posture and include physical security surveys, elevating individual awareness, developing and practicing good security procedures, considering AT/FP concerns into new building design, implementing random antiterrorism measures (RAM), and varying security routines. This phase is complete when criminal activity or terrorist attack has occurred.

   b. **Incident Phase.** This phase involves immediate correction of the security deficiency or implementing security measures, commensurate with the threat, which reduces the likelihood of criminal activity. This phase is complete when the immediate threat or security concern has been abated.

   c. **Post-incident Phase.** This involves examining the events which allowed the incident to occur and developing security measures to lessen the likelihood it will happen again. This phase is complete when lessons-learned have been applied to correct the deficiency.

2. **Tasks**

   a. **S-1.** Establish procedures for opening and securing the facility.

   b. **S-3**

      (1) Conduct an annual review of the command physical security plan. At a minimum address: Access Control, Material Control, Personnel, Restricted Areas, Barrier Plan, Electronic Security Systems (ESS), and Security forces.

      (2) Ensure all personnel (military and civilian) receive initial security instruction.

   c. **Anti-Terrorism Officer (ATO)**

      (1) Upon completion of a vulnerability assessment (VA) by either a local team, the Joint Staff Integrated Vulnerability Assessment (JSIVA) or Higher Headquarters, verify the JBM-HH ATO as entered the vulnerabilities into the Core Vulnerability Assessment Management Program (CVAMP) within 10 days after the H&S Bn CO’s out-brief/formal termination of the VA.

      (2) Verify the JBM-HH ATO inputs the “OBSERVATION/CONCERNS” and “OBSERVATIONS/POSITIVES” identified by JSIVAs, HHQs or local VA teams into the CVAMP within 30 days of the receipt of a written VA report.

      (3) Perimeter Controls. Validate perimeter controls have been implemented by the JBM-MM PSO IAW reference (a), Joint Base physical security plan as it pertains to perimeter security, and references (b) and (c) as per reference (3-f).

      (4) Access Control

         (a) Installation Access. The JBM-HH Provost Marshall is responsible for Installation access control. Use of vehicular Entry Control Points (ECPs) will change balancing the threat and access for base visitors.

         (b) Building/Security Area Access. Reference (3-f) establishes specific instructions for building/security area access. Assist building managers in implementing procedures to control visitors commensurate with security concerns IAW reference (3-f).

      (5) Coordinate with the JBM-HH ATO to ensure that physical security measures aid the accomplishment of necessary AT measures, as required by the terrorist threat condition.
(6) Identification systems. Coordinate with JBM-HH DES to ensure they employ reliable means to verify the identity of workers and visitors entering the base and restricted buildings. Examples include personal recognition, CAC check systems, picture identification, coded badges or keypads.

(7) Commercial Deliveries. Coordinate with JBM-HH DES to ensure these are conducted in accordance with JBM-HH policies and procedures.

(8) Building Security Measures. Implement the following measures:

(a) When executing RAMs or increased FPCON, limit entrance/exit ways to a minimum.

(b) When executing RAMs or increased FPCON, ensure visitors are greeted upon entering the building.

(9) Physical Security Evaluations (PSE). PSE will be conducted annually on all MEVA; Arms, Ammunition, and Explosive (AA&E) facilities; and other designated vulnerable areas by a school trained physical security inspector (MOS 5814). Priority of evaluations will be given to the facilities in the order listed above. See reference (3-f). Coordinate these actions with the S-4 and ensure all restricted areas under the H&S Bn CO’s purview receives an annual physical security survey.

(10) Coordinate with the S-4 to certify, in writing, that physical considerations have been thoroughly reviewed and integrated into all proposed construction as applicable.

d. AT/FP Working Group. ANNEX A (Task Organization) of reference (3-f) for AT/FP details working group composition.

(1) Prioritize security expenditures.

(2) Establish the Mission Essential Vulnerable Areas (MEVA) as per reference (3-f).

(3) Ensure physical security and AT measures are systematic and well-integrated.

(4) Plan, prioritize, and coordinate training requirements per reference (3-f) ANNEX O (Training).

e. Physical Security Council (PSC)

(1) Reference A3002.4 (3-a) establishes the requirement for a PSC. See ANNEX A (Task Organization) of reference (3-f). The PSC will:

(a) Establish a quarterly AT/FP working group to work physical security and AT/FP issues.

(b) Review and prioritize H&S Bn physical security and AT/FP actions.

(c) Using the current National Capital Region (NCR) threat assessment and lessons-learned, evaluate the effectiveness of current security programs and make recommendations to the H&S Bn CO concerning priorities for the commitment and allocation of resources and funds.

(2) Evaluate the results of security related inspections, surveys, and exercises and recommend corrective action.

(3) Review H&S Bn space-entry and visitor control procedures.

(4) Evaluate any reports of large losses or thefts and take corrective action.

(5) Develop and implement security education requirements that encompasses physical security, law enforcement, and crime prevention including those specifically related to AT/FP.
(6) Review existing regulation, directives, and plans to ensure H&S Bn can support an AT/FP plan best suited to the local situation.

(7) Identify in writing, all designated restricted areas.

f. S-4 Officer

(1) Coordinate with JBM-HH Directorate of Public Works (DPW) for lighting requirements as identified in annual PSEs. Interior/exterior security lighting will be in accordance with reference (3-f).

(2) Ensure DPW is taking action on work requests submitted to correct physical security deficiencies. ANNEX E (Fiscal) of reference (3-f) provides guidance for tracking AT/FP related expenses.

(3) Coordinate and ensure physical security structural design is incorporated into the initial planning or renovation of facilities.

(4) Ensure all proposed barriers are constructed and employed to provide the maximum protection needed for the risk level associated with the targeted asset. The following guidance is established:

(a) Coordinate the barrier construction and employment with the Physical Security Council.

(b) Barriers will not be employed on base roadways without coordination with JBM-HH CO in order to prevent a safety problem for vehicles or pedestrians.

(c) Unmanned barriers will be employed in a manner to allow vehicle operators safe rerouting alternatives. Further, other warning devices such as signs and reflective cones will be employed in conjunction with the barrier to provide vehicle operators ample warning/reaction time.

(5) Serve as the Access Control Officer directly responsible for all security-related key and lock control functions.

(6) Lock and Key Control. Strictly control the issuance of keys, pass codes, and other means by which access is granted. Keep the construction and issuance of “master key” devices to an absolute minimum.

(7) Physical Security Evaluations (PSE). PSE will be conducted annually on all MEVA; Arms, Ammunition, and Explosive (AA&E) facilities; and other designated vulnerable areas by a certified physical security inspector (MOS 5814) or JBM-HH DES. Priority of evaluations will be given to the facilities in the order listed above. See reference (3-f). Coordinate these actions with the H&S Bn ATO.

(8) Coordinate with the H&S Bn ATO to certify, in writing, that physical considerations have been thoroughly reviewed and integrated into all proposed construction as applicable.

g. S-6. Provide radios and call group to support the Guard Force.

h. Building Managers

(1) Conduct physical security evaluations using the physical security evaluation instrument provided by the Provost Marshall’s Office, Physical Security Section, for your building.

(2) Assist the Provost Marshall in developing and implement access control procedures for your building.

i. H&S Bn Officer of the Day (OOD)

(1) Establish random exterior building checks and report all unsecured buildings to the H&S Bn XO.

(2) Lock all buildings and doors when not in use.

3. Coordinating Instructions
a. All leaders will ensure security of personnel and sensitive items during shipment and unit movements. They will ensure compliance with regulatory guidance pertaining to security and accountability of property.

b. Shipment and receipt of sensitive items and AA&E will be coordinated with the S-4 Section, ATO, JBM-HH PMO, and the unit(s) involved.

c. All Battalion personnel must be familiar with screening procedures as contained in Tab E (Suspicious Packages) to APPENDIX 4 (Bomb threats and Suspicious Packages) to ANNEX C (Operations) of reference (3-f) to detect attacks via special mail deliveries, i.e., FEDEX or UPS.

d. Barrier Plan. The Barrier Plan will be implemented during periods of increased threat conditions in order to limit access to key facilities and areas and to present another security perimeter. Implementation of the Barrier Plan will be directed by the H&S Bn CO and linked to the FPCON system. The H&S Bn CO, working with the Threat Working Group (TWG), will review/amend the Barrier Plan as necessary. The Barrier Plan will be used in conjunction with the Containment Plan, which should reduce the overall workspace population and the volume of vehicle and pedestrian traffic entering Battalion areas. See tab A (Barrier Plan) of reference (3-f).

e. Containment Plan. The containment plan is implemented during periods of increased threat or times of emergency. The plan is designed to close nonessential facilities and services, in an effort to reduce the base population. Implementation of the Containment Plan will be directed by the H&S Bn CO and linked to the destructive weather plan and FPCON system. See Appendices 1 (Destructive Weather and Natural Disasters) and 3 (Antiterrorism) of reference (3-f). Tab B (Containment Plan) is a planning document designed to assist the TWG in identifying services and infrastructure that can be curtailed or discontinued during emergency situations.

f. The AT Working Group and Physical Security Council is comprised of the H&S Bn XO (Chair), S-1, S-3 Officer, S-3 Chief, S-4, S-6, ATO, Physical Security Officer and Company Commanders.

A3002.5. EMERGENCY OPERATION CENTER (EOC). The EOC is the primary center for providing command and control support for the Terror/Threat Working Group (TWG), coordinating the response of H&S Bn assets as directed by the TWG, and conducting liaison with external agencies as required. The EOC is established by the direction of the H&S Bn CO, when the On-Scene Commander (OSC) does not possess the personnel and/or equipment capabilities/resources to manage the incident and other internal/external resources must be mobilized. See APPENDIX 10 (EOC Operations) to ANNEX C (Operations) of reference (3-f).

1. Concept of Operations. When directed by the H&S Bn CO, the S-3 will stand up an EOC in order to build and maintain situational awareness and common operational picture for the H&S Bn CO, as well as support the OSC with additional support necessary to resolve the situation at hand. The EOC will be manned by the Marines and Sailors of HQ Co, H&S Bn until an order to stand down is given by H&S Bn CO.

a. Pre-incident (Planning and Preparation) Phase. Annual Joint Base Terrorism Exercises emphasizing support for selecting courses of action by the Crisis Management Team will be conducted. JBM-HH EOC will manage each training exercise to ensure that actions taken are in accordance with the JBM-HH Emergency Operations Procedures (EOP).

b. Incident (Execution) Phase. The nature, scope, and duration of the incident will determine the operational chain of command for responding agencies and the level of crisis management team/force task organization. A basic criterion for determining which agency will have on-scene command and control is whether the incident is criminal or non-criminal in nature. Unless otherwise directed, the JBM-HH TWG or Commander will retain on-scene command and control for crisis response and consequence management action. The military police will assume on-scene command and control for crisis response actions (criminal in nature), and the fire department will assume on-scene command and control for consequence management actions (non-criminal in nature). OSC will maintain communications and report actions to the EOC.

c. Post-incident (Recovery) Phase. As the incident develops, on-scene command and control are vested in the agency most capable of restoring the area to normal operations. The TWG and EOC will remain functional until such a time when emergency command and control is no longer required. The EOC will collate lessons learned per ANNEX O (Training) of reference (3-f).
2. Tasks

   a. **S-1**. Review the Basic Plan and ANNEX P (Personnel) of reference (3-f).

   b. **S-3**

      (1) Activate the Emergency Operations Center (EOC), when required or directed.

      (2) Coordinate post-incident and cleanup operations as conditions allow. (EOC provides this function when activated.)

      (3) Coordinate with the S-6 to determine the requirements for pre-wiring the EOC.

      (4) Be prepared to implement messenger and courier services.

   c. **Anti-Terrorism Force Protection Officer**. Issue command advisories as required.

   d. **S-4**

      (1) Examine external logistical sources of supply to assess their ability to support the battalion.

      (2) Examine internal logistics procedures for supportability.

      (3) Review the Basic Plan and ANNEX D (Logistics) of reference (3-f).

   e. **S-6**

      (1) On order, initiate execution of the communications plan and supervise all necessary communication support as may be required by this plan.

      (2) Provide communication services required to establish and operate the EOC, located in the H&S Bn S-3 Conference Room, per APPENDIX 12 (Emergency Operation Center Procedures) to ANNEX C (Operations) of reference (3-f).

         (a) Ensure the EOC is pre-wired for voice and data connectivity as directed by the S-3 Officer.

         (b) Provide communications personnel capable of responding to the technical needs of the EOC per APPENDIX 10 (Emergency Operation Center Procedures) to ANNEX C (Operations) of reference (3-f).

         (3) Serve as the liaison with local telephone companies to direct and prioritize the focus of repair efforts.

         (4) Provide personnel to restore telephone, data, and radio networks as necessary.

         (5) Provide communications services to assist other base organizations in fulfilling their AT/FP responsibilities.

         (a) Provide communications services required to establish a MCCS Family Service Center per ANNEX P (Personnel Services) of reference (3-f).

         (b) Fulfill communications requirements as may be outlined in other ANNEXES of reference (3-f).

   f. **Safety Officer**. Review the Basic Plan and ANNEX M (Safety) of reference (3-f).

   g. **Legal Officer**

      (1) Coordinate legal issues with Quantico SJA for state legal representatives.
(2) Review the Basic Plan and ANNEX H (Legal) of reference (3-f).

h. Director, Marine Corps Community Services. Review Basic Plan and ANNEX P (Personnel) of reference (3-f) and be prepared to activate emergency evacuation shelter(s).

i. H&S Bn Officer of the Day (OOD). Immediately notify the H&S Bn XO, SgtMaj, S-3 Officer and S-4 Officer when there is a disruption or emergency situation aboard JBM-HH.

j. Supply Officer

(1) Establish a plan for stockpiling, distributing supplies and continuing mission essential services during critical systems disruptions/failures (see ANNEX D of reference (3-f)).

(2) Take prudent measures to prevent the loss of perishable classes of supply.

k. Budget. Be prepared to execute emergency contracts as outlined in reference (3-f).

3. Coordinating Instructions

a. Immediately report the apprehension of persons to the Provost Marshall or the JBM-HH EOC as quickly as possible.

b. If a situation arises which warrants the activation of the H&S Bn EOC, all training and other non-essential activities aboard H&S Bn will be suspended.

c. H&S Bn EOC reports H&S Bn accountability to Marine Corps Installations National Capital Region Operations Centers (MCINCROC) and Marine Corps Operations Center.

d. All sections aboard H&S Bn report accountability to H&S Bn EOC.

e. HQMC sections report personnel accountability to EOC.

f. H&S Bn Staff Sections be prepared to augment additional Marines/Sailors into the EOC radio watch schedule.

A3002.6. CONTINUITY OF OPERATIONS PLAN (COOP). There are a number of man-made and natural events which could result in the disruption/failure of H&S Bn critical systems. These events could range from natural disasters like a tornado or hurricane to man-made incidents like a terrorist attack. Soft infrastructure support systems represent potential lucrative targets for sabotage/terrorist acts. Critical systems are the means by which H&S Bn provides essential mission and life support services i.e., power, water, sewer, heat, telecommunications. Problems with critical systems supplied to H&S Bn are largely technical in nature and primarily a management problem which can lead to degradation in operational readiness. Adding to the complexity of potential critical systems disruption/failure is H&S Bn’s reliance on external military and civilian service providers. Contingency Plans (CP) for these critical systems must be developed to maximize restoration efforts while mitigating the inconvenience, and potentially harmful, effects caused by service disruptions/failures for those in H&S Bn. Continuity of Operations Plans (COOP) will ensure H&S Bn’s mission continues should a disruption/failure occur with a critical system. The COOP guidance to support this plan can be found in reference (3-f).

1. Concept of Operations. On a continuous basis, H&S Bn will take all prudent measures to prevent or mitigate the potentially deleterious effects of critical systems disruptions/failures and develop detailed CP & COOP in order to minimize the effects on mission readiness.

a. Pre-incident (Planning and Preparation) Phase. The goal of this phase is to identify all critical systems and ensure proper continuity planning is executed. The objectives include:

(1) Minimize the adverse impact of critical systems disruptions/failures.

(2) Identify and share consistent strategies for finding and fixing critical systems problems and testing solutions.
(3) Minimize duplication of effort for problem identification and resolution.

(4) Minimize the impact of resource reallocation.

(5) Minimize risk and cost in determining CP and COOP solutions for each system.

(6) Develop solid lines of communication with external agencies and include them in all contingency operations planning.

(7) External service providers should be examined to determine the level of COOP preparedness and the impact to H&S Bn’s critical systems should disruptions/failures occur.

(8) Key elements for conducting CP and COOP are:

(a) Maximize the use of existing CP & COOP.

(b) CP should start from the device level expanding outward to encompass the systems of which they are a part.

(c) Contingency planning will follow these three distinct process elements; Pre-incident (planning and preparation), Incident (execution), and Post-incident (recovery).

(9) Ensure task organized maintenance and/or security teams are incorporated into CP and COOP.

(10) Endstate: The planning process has identified all critical devices and systems; detailed device level CP and systems level COOP have been created to minimize disruptions; CP & COOP have been validated through testing.

b. Incident (Execution) Phase. Pre-selected triggering mechanisms will activate device-level contingency plans and/or systems level continuity plans.

(1) These plans will serve to mitigate or prevent disruptions/failures and begin the restoration process.

(2) Task organized facilities maintenance, communications, security, and other emergency response teams will be employed as outlined in device level CP and systems level COOP.

(3) Endstate: A baseline preparedness posture enables H&S Bn to quickly identify, mitigate, and contain potential disruptions/failures, and institute the restoration process.

c. Post-incident (Recovery) Phase. This phase involves the specific steps required to move from contingency operations back to normal operations. Measures include:

(1) Procedures for how systems are restored/restarted.

(2) Procedures to correct, restore, and reload any lost or corrupted data.

(3) Procedures to check systems for proper function.

(4) Procedures for returning to pre-contingency monitoring for additional triggering.

(5) Procedures to provide the workforce and residents with specific instructions and inform them about the status of the recovery, as required.

(6) Endstate: CP & COOP facilitate a smooth transition from the incident phase throughout the post-incident phase to normal operations with minimal disruption to battalion critical systems and mission degradation.

2. Tasks
a. **S-1**. Review the Basic Plan and ANNEX P (Personnel) of reference (3-f).

b. **S-3**

   (1) Serve as the primary staff officer for the development and execution of the H&S Bn COOP.

   (2) Based on the H&S Bn CO’s guidance, develop and execute fragmentary orders based on CP, COOP, and the All Hazards Plan (reference (3-f)).

   (3) Coordinate COOP with higher headquarters and local/state emergency management agencies.

   (4) Review the Basic Plan as per reference (3-f).

   (5) Coordinate with the JBM-HH PMO to ensure they:

      (a) Serve as the responsible agent for locally managed Emergency Service Support (ESS).

      (b) Assist H&S Bn activities with locally managed ESS, with CP development, and other ESS issues.

      (c) Have contingency plans for systems failures for all H&S Bn buildings possessing ESS alarms.

      (d) Are prepared to employ additional security force in support of CP and COOP.

      (e) Provide other security and law enforcement support per the basic Plan.

   (6) Periodically exercise critical systems CP and COOP.

c. **Anti-Terrorism Force Protection Officer**

   (1) Issue command advisories as required.

   (2) Develop training and exercise scenarios to test CP and COOP.

d. **S-4**

   (1) Examine external logistical sources of supply to assess their ability to support battalion COOP.

   (2) Examine internal logistics procedures for CP and COOP supportability.

   (3) Coordinate with the S-6 to develop device level CP and systems level COOP for critical systems disruptions/failures within your purview.

   (4) Be prepared to logistically support the establishment of emergency evacuation shelters per ANNEX P (Personnel) of reference (3-f).

   (5) Review the Basic Plan and ANNEX D (Logistics) of reference (3-f).

e. **S-6**

   (1) Serve as the primary staff officer for command and control critical systems.

   (2) Develop a CP for all mission critical devices/systems and non-critical systems for systems disruptions/failures within your purview.

   (3) Develop a standing, 24-hour, maintenance capability.
(4) Be prepared to establish an alternate site in Building 29 to access critical Marine Corps Information Systems.

(5) Examine external resource providers to assess their impact on critical systems and ability to support the H&S Bn COOP.

(6) Review the Basic Plan and ANNEX K (Communications) of reference (3-f).

f. Safety Officer. Review the Basic Plan and ANNEX M (Safety) of reference (3-f).

g. Legal Officer

(1) Coordinate legal issues with Quantico SJA for state legal representatives.

(2) Review the Basic Plan and ANNEX H (Legal) of reference (3-f).

h. Director, Marine Corps Community Services. Review the Basic Plan and ANNEX P (Personnel) of reference (3-f) and be prepared to activate emergency evacuation shelter(s).

i. H&S Bn Officer of the Day (OOD). Immediately notify the H&S Bn XO, SgtMaj, S-3 Officer, and S-4 Officer when there is a disruption/failure of a base critical systems. Review Tab A (Listing of Battalion Critical Systems) of reference (3-f).

j. Supply Officer

(1) Establish a plan for stockpiling, distributing supplies and continuing mission essential services during critical systems disruptions/failures (see ANNEX D of reference (3-f)).

(2) Take prudent measures to prevent the loss of perishable classes of supply.

k. Budget. Be prepared to execute emergency contracts as outlined in reference (3-f).

3. Coordinating Instructions

a. Coordinate with the S-6 to provide input in their development of device level CP for all mission and non-mission critical devices.

b. Identify section-level COOP requirements for all mission and non-mission critical systems to be added to the H&S Bn COOP. Develop a COOP.

c. Restoration/resupply priorities (All are controlled by JBM-HH):

d. Immediately notify the S-3 upon activating a critical device/system CP or COOP.

e. Report all suspected disruptions/failures to S-4, S-6, and JBM-HH DPW as appropriate.

f. As required, conduct frequent, unit level, troop information briefs to ensure Marines, Sailors, and civilian employees are kept abreast when a COOP is activated.

g. Maintain current unit recall rosters. Forward changes to the S-1 Officer.

A3002.7. OPERATIONS FACILITIES SCHEDULING PROCESS. H&S Bn, HQMC maintains three classrooms, the Joe Rosenthal Theater (Theater), and Physical Training (PT) field for battalion training, special events, and meetings. H&S Bn allows staff sections from across the battalion and outside agencies to utilize these spaces based on availability and priority. Per enclosure (3-37), the facilities provide varying capacities and resources. H&S Bn S-3 will maintain administrative and operational control of these areas, and all scheduling and cancellations will be conducted through the S-3. Reserving a classroom or the theater will be on a first come, first serve basis; however,
H&S Bn S-3 maintains the discretion to bump/remove any request due to Command priorities. Enclosure (3-38) specifies Command priority for event reservations.

1. Concept of Operations

   a. Initial Facilities Request. All DOD personnel, units, or outside agencies who want to request a classroom or the Theater must first submit a unit request form per enclosure (3-39). This form can be found on the H&S Bn SharePoint page (https://ehqmc.usmc.mil/org/hqbn/s3/default.aspx), on the H&S Bn Battalion S-3 public website (https://www.hqmc.marines.mil/Agencies/Headquarters-and-Service-Battalion/S-3-Operations/), or by contacting the H&S Bn S-3. Once the unit request form is properly filled out, the unit or individual will email the document to H&S Bn S-3 organizational email inbox (HNHL_YRYTRING@USMC.MIL) for review and approval/denial. The requesting unit point of contact (POC) will receive an email within one to three business days as to whether the request is approved, denied, or needs to be amended. Do not email or call the H&S Bn S-3 to hold a classroom or the Theater for a unit as this will not be accepted as a request for a training space. Only completed request forms will be used to determine availability and approval.

   b. Request Timeline. Due to the high use of the classrooms and Theater, unit request forms shall be submitted no earlier than six months and no later than one month from the event start date. Requests submitted prior to six month before the event will receive a placeholder reservation only. The space will not be reserved until the six month mark and only after the requesting unit confirms the reservation. Any requests inside of the one month run a higher risk of being denied due to availability and logistics limitations.

   c. Flag Officers or Higher. In the event a flag officer or higher will be in attendance, the requesting individual(s) or unit must provide the highest ranking member’s name, rank, and billet so that the Bn S-3 can notify the Commanding Officer and display the appropriate flag outside of Joe Rosenthal Theater.

   d. Logistics Support. For logistics support outlined in enclosure (3-39), list in detail exactly what is needed. Failure to request specific equipment in a timely manner will result in inadequate support as other events are prioritized. The H&S Bn S-3 will coordinate requested logistics support with the S-4 and S-6 based on information provided in the request form. All information will flow from the S-3 to other H&S Bn staff sections for sourcing; direct liaison is not authorized by outside individuals or units unless granted by the S-3.

   e. Audio/Visual Support (A/V). For A/V support outlined in enclosure (3-37), list in detail what is requested in the unit request form. Failure to request specific equipment in a timely manner will result in inadequate support as other events are prioritized. A/V support will be approved based on personnel and equipment availability, when the request is received, and overall priority of the event. The H&S Bn S-3 will coordinate requested A/V support with the S-6 based on the information provided on the request form, and all information will flow through the S-3 for sourcing.

   f. Facilities Clean Up. The using unit or individual(s) is responsible for ensuring the areas reserved are clean and furniture is returned to its proper place, per enclosure (3-40) and (3-41), before departing. The requestor will coordinate with an H&S Bn S-3 representative to walk through the classroom or Theater before departing. Failure to comply will result in notification to the requester’s chain of command and restricted ability to reserve spaces in the future.

   g. After Working Hours Request. All requests to use the classrooms or Theater after normal working hours (Monday-Friday 0730-1630), to include weekends and holidays, require H&S Bn Executive Officer approval due to civilian overtime compensation requirements. The request submission process remains the same as normal working hours.

2. Tasks

   a. S-1. In the event a flag officer or higher is in attendance, coordinate with the S-3 to execute appropriate protocol requirements.

   b. S-3

      (1) Provide oversight for scheduling and cancelling classrooms and Theater.
(2) Ensure all requests are reviewed and de-conflicted within the H&S Bn SharePoint calendar prior to approving or denying a request.

(3) Ensure all unit request forms are properly filled out and filed prior to approval or denial.

(4) Reply to each request with in one to three business days after receipt to HNHL_YRYTRING@USMC.MIL inbox.

(5) Ensure the requesting unit POC is immediately notified by email and phone any time an individual(s) or unit is bumped/removed from using a classroom or Theater. Every effort will be made to provide alternate available dates or locations when an event is bumped.

(6) Coordinate with appropriate staff sections for requested S-4 or S-6 support. Authorize direct liaison authority (DIRLAUTH) from the staff section to the requestor to solidify coordination instructions for support as required.

(7) Ensure cleanliness and serviceability of classroom or Theater prior to signing over the facility and before assuming custody after the event.

c. S-4

(1) Provide the S-3 with the feasibility of support based on details in the request form.

(2) As Building Coordinator for Bldg 29, while conducting periodic, weekly walk-throughs, ensure classroom training areas are clean and organized. Inform the S-3 of any discrepancies or issues observed and coordinate DPW work request for maintenance/facilities issues.

d. S-6

(1) Provide the S-3 with the feasibility of support based on details in the request form.

(2) Conduct periodic, weekly walk-throughs to ensure the Joe Rosenthal Theater area is clean and organized. Inform the S-3 and S-4 of any discrepancies or cleanliness issues observed in order to address the problem with the Facilities Manager and S-4.

e. Requestor

(1) Ensure request form is properly filled out to include all pertinent S-4 and S-6 support details.

(2) Submit request for one to six months prior to event start date. All request forms will be submitted electronically to the S-3 organizational email inbox (HNHL_YRYTRING@USMC.MIL).

(3) Contact the H&S Bn S-3 one week before the event start date to confirm support.

(4) Contact the H&S Bn S-3 immediately in the event of a cancellation.

(5) Check-out and check-in approved facility from the Battalion S-3.

(6) Ensure room is returned to standard set up (see placard in room, enclosure (3-40 and 3-41)) and is clean prior to departing. Failure to comply will result in notification to the requester’s chain of command and restricted ability to reserve spaces in the future.

3. Coordinating Instructions

a. All events will be executed in the uniform of the day or corresponding civilian attire unless otherwise directed by the Commanding Officer, CMC, or other authority.
b. Any scheduling or facilities issues will be reported to the H&S Bn Operations Officer.

A3002.8. DISTINGUISHED VISITORS. In order to gain better insight to the diverse and decentralized nature of H&S Bn, HQMC and view the joint nature of the base, numerous Distinguished Visitors (DV) visit Henderson Hall. These visits require specific and detailed planning to ensure proper timelines, protocol procedures, coordination with internal and external agencies, and battalion staffing are conducted. While the visit will be tailored to the DV’s intent and timeline, there are standard planning considerations and tasks.

1. Concept of Operations. Execute a professional and thoroughly planned sequence of events to provide a holistic representation of H&S Bn to a DV and demonstrate the battalion’s capabilities aboard Henderson Hall as well as its responsibilities throughout the NCR, country, and abroad. A successful DV visit captures the DV’s intent and represents the professional nature of the battalion.

2. Tasks
   a. S-1
      (1) Coordinate protocol requirements with the Action Officer (AO).

      (2) Make placards and seating chart for staff briefings as required.

      (3) Create seating chart.

      (4) Coordinate funding and set-up for refreshments with AO. This includes coordinating with H&S Bn Budget Office, and Director of the Marine Corps Staff (DMCS) Protocol Office for Official Representation Funds (ORF) as time and feasibility permits prior to executing the DV visit.

   b. S-3
      (1) Write letter of instruction (LOI) for DV visit and provide a venue to receive and incorporate staff input to the draft LOI prior to publishing. Once the LOI is published, coordination and execution is turned over to the assigned AO.

      (2) Assign an AO for the event.

      (3) Provide AO with DV Visit Binder.

      (4) Request appropriate flag to be flown during the site visit if not already owned by S-3. Fly the flag starting 30 minutes prior to expected arrival and until the DV departs Henderson Hall.

      (5) Update and execute the command brief for the DV and staff members when required based on the sequence of events.

      (6) Reserve parking spots in Building 29 parking garage and/or the Navy Mutual Aid parking lot for the DV and staff. The parking spots will be marked with cones and placards for each individual.

      (7) Coordinate details of site visit with Joint Base Myer-Henderson Hall (JBM-HH) staff and security personnel as required, and request and coordinate special entry authorization for DV with JBM-HH.

      (8) Coordinate with DMCS scheduler for site visit details, sequence of events, and guest information. Once initial communication is established with DMCS scheduler, pass communication over to AO to serve as the primary point of contact (POC).

      (9) Create parking space placards for reserved parking spaces.

   c. S-4
3. **Coordinating Instructions**

(1) Conduct a facilities walk through and inspection prior to the DV’s arrival in order to ensure cleanliness throughout the battalion work spaces in accordance with prescribed timeline.

(2) Provide transportation to and from Corridor 2 Entrance, Pentagon in order to pick up and drop off Company A and Company B personnel who may be required to attend the DV visit.

d. **HQ Company and Company A**

   (1) Coordinate with HQMC staff sections to source Marines as required to support the DV visit.

   (2) Distribute the LOI to Company A sections and serve as the primary POC for HQMC staff sections regarding event coordination, personnel participation, specific tasking, and requests for information.

   (3) When Company A personnel are required to attend the DV visit, develop a roster of personnel and submit the final roster to the AO in accordance with the Plan of Action and Milestones (POA&M) published by the AO.

e. **Company B**

   (1) Coordinate with company personnel to request volunteers to attend DV visits as requested by the DV and supporting staff. Company B Marines may be requested to attend in order to show the uniquely diverse nature of organizations in which Company B Marines work.

   (2) Distribute the LOI to Company B sections and serve as the primary POC for company personnel regarding event coordination, personnel participation, specific tasking, and requests for information.

   (3) When Company B personnel are requested to attend the DV visit, develop a roster of personnel and submit the final roster to the AO in accordance with the POA&M published by the AO.

f. **Action Officer**

   (1) Use the DV Visit Binder and SOP to coordinate and execute specific and implied tasks set for in the LOI for the specific DV event.

   (2) Supervise the execution of the LOI.

   (3) Coordinate details of the LOI tasks with assigned sections and companies.

   (4) Serve as the POC for battalion staff and external agencies.

   (5) Capture implied tasks and coordinate execution through established chains and resources.

   (6) Coordinate protocol requirements with the S-1 and S-3. Protocol factors for consideration and implementation include: appropriate flag requirements, coins and a list of personnel receiving coins from the sections sent to the DV staff, participation roster from companies sent to DMCS POC, coordination with the aide-de-camp, reserved parking spots with placards, refreshments, name placards for conference room briefs, public affairs coverage.

   (7) Create a confirmation brief based on enclosure (3-14) guidance.

   (8) Conduct a confirmation brief and walk through rehearsal with all appropriate personnel.

   (9) Update the POA&M based on enclosure (3-25) guidance and available planning timeline.

   (10) When timelines permit, coordinate refreshment funding through the S-1 and H&S Bn Budget Office to source legal funding avenues to avoid personal costs for refreshments.
a. An LOI will be issued for each specific event and DV to include requirements unique to the event and staff.

b. DV visits are subject to changing requirements and timelines and may be scheduled on a short notice basis. Every effort will be made to adhere to this FRAGO and subsequent LOIs in order to execute a successful visit.

c. The Action Officer will coordinate with the Battalion S-3 until given direct liaison authority (DIRLAUTH) at the appropriate time to coordinate with the DMCS scheduler for DV visits. This includes liaison with any external agencies, NCIS/personal security detachment, protocol representatives, and/or aides.

d. The Operations Officer and/or Executive Officer will serve as the POC for JBM-HH Commander and Deputy Commander.

A3003. INFORMATION MANAGEMENT AND SECURITY. Information management is the sum of the processes for the collaboration and sharing of information that enables commanders to formulate and analyze courses of action, make decisions, execute those decisions, and adjust plans accordingly. Managing information, providing situational awareness to our team, and securing that information creates challenges due to H&S Bn’s unique composition and disposition with Marines, Sailors, and Civilians operating in the NCR, across the U.S. and throughout the globe utilizing a variety of networks that include DoD, U.S. Government, educational, and personal. H&S Bn must secure Personally Identifiable Information (PII) and maintain Operations Security (OPSEC) while creating an environment that fosters a responsibility-to-share versus a need-to-know mentality to better support decision-making in addition to accounting for the risks associated with compromise on the various networks.

1. Concept of Operations. In order to facilitate collaboration, information sharing, and staff work, H&S Bn will employ a variety of mediums to store, share, and publish information. The following methods and mediums below are in order of most restrictive to least restrictive with regards to distribution. Information will be created, stored, and disposed of IAW references (3-h) & (3-i).

a. **Shared Drive.** The Henderson Hall (HH) shared drive is secured and compartmentalized for use with unclassified information by HH sections operating on Joint Base Myer-Henderson Hall (JBM-HH). The H&S Bn S-6 is the shared drive capability owner and provides each H&S Bn section with a folder in the shared drive. The HH shared drive is only accessible while operating on the Marine Corps Enterprise Network (MCEN).

   (1) **HH Parent Folder.** To facilitate collaboration across the sections, the HH parent folder is accessible to all sections. Sections will only edit/delete information they have inputted into the folder and not edit/delete information submitted by another section. Only the section or Action Officer (AO) who created a folder in the HH parent folder to facilitate collaboration will delete or move that folder once the project is over or the folder is no longer required.

   (2) **Shared Drive Access.** Users are provided access to the HH shared drive through the System Account Access Request (SAAR) process. Once OICs and/or SNCOs sign a user’s SAAR as the supervisor, they will annotate whether or not the user should have access to the parent folder and/or the section folder. The collaboration between the S-6 and the section OIC/SNCOIC helps safeguard access to the HH shared drive.

b. **SharePoint.** The H&S Bn S-6 is the capability owner for SharePoint Common Access Card (CAC)-enabled website and controls access by creating accounts for users through the SAAR process or when users outside of HH need access for collaboration. The S-6 provides each section a page. Once OICs and/or SNCOICs sign a user’s SAAR as the supervisor, they will annotate whether or not the user should have access to the HH SharePoint and their section’s page and what type of permission. All users must complete SharePoint Level-I training before being able to write on SharePoint.

   (1) **Permissions.** Most users will have one of the following permissions:

   (a) **Read.** Includes permissions that enable users to view items on the site pages.

   (b) **Edit.** Includes permissions that enable users to add, edit and delete lists; can view, add, update and delete list items and documents.

   (c) **Contributor.** Includes permissions that enable users to add or change items on the site pages or in lists and document libraries.

c. Marines.mil Public Website. The H&S Bn Marines.mil public website is available to post both static reference information on section pages and new, emergent messages on the Bn homepage. Any information posted here must meet OPSEC standards IAW reference (3-j) since the information can be viewed by anyone inside or outside the command including Marines, families, civilians etc. H&S Bn’s Marines.mil public website is located at http://www.hqmc.marines.mil/Agencies/Headquarters-and-Service-Battalion/.

d. Weekly Gouge. The weekly gouge provides H&S Bn members and their families with information taking place over the next two weeks and beyond on major events and important notes. The weekly gouge also provides links to the H&S Bn section and MCCS branch pages for more details concerning information pertinent to that section or branch. If HQMC sections want information published on the Weekly Gouge, they should send an email to HNHL_YRYTRING@USMC.MIL and the S-3 will coordinate with the information owner for final details.

(1) Battle Rhythm

(a) The S-3 leads the Weekly Gouge meeting NLT Tuesday of each week to discuss and determine what information should be on the main gouge page.

(b) By 1200 on Wednesdays, sections and branches will finalize their individual files and change the “as of” date on their file to that week’s release date, which informs the S-3 that they have completed their file. Example, if the Weekly Gouge release date is 2 Feb, then each section’s “as of” date would be 2 Feb. If any new information was added, add the word “New” behind the day in red font and put the word “New” in red font in front of bullets that have new information.

(c) Starting 1201 on Wednesdays, S-3 begins finalizing all gouge files by reading each file and verifying OPSEC is maintained, saving the files as PDFs, replacing old gouge files on the public website with the new week’s files, and verifying all hyperlinks on the Weekly Gouge main page work. Once the Weekly Gouge is finalized, it will be saved as a PDF and posted to the public website and social media.

(d) NLT 0830 on Fridays, the S-3 releases the Weekly Gouge to all H&S Bn Marines, Sailors, and Civilians via email.

(2) Attendees. Minimum attendees consist of Distribution Management Office (DMO), Company GySgt, FRO, Single Marine Program, Family Care and Readiness Branch, Personal and Professional Development Branch, and Behavioral Health Branch. Other sections are welcome to attend.

(3) Content

(a) Major Events. The “Major Events” section will be balanced between operations, training, and MCCS events forecasted two weeks out. The Operations Officer will determine which events are added to the Weekly Gouge. If an event has an RSVP date forecasted for the next two weeks, or the event requires additional time for planning and coordinating, it can be added. If there are a limited number of major events occurring in the next two weeks, the S-3 will project further out to maximize space available and keep everyone informed.

(b) Notes. The “Notes” section is used for bringing attention to important information such as new orders, MARADMINs, “how-tos”, etc. Items will stay in the “Notes” section typically for two weeks, or more depending on the importance/relevance. Afterwards, the section owning the information may add it to its section file until they determine the information is no longer required.

(c) Section Files. Some H&S Bn sections and major MCCS branches have hyperlinked areas allocated on the Weekly Gouge to provide users with amplifying information on events, general information, and points of contact.

e. Social Media. H&S Bn maintains accounts for Facebook, Twitter, and Instagram to publish timely information to users both inside and outside of the command. The H&S Bn S-3 is the content owner for these accounts. Family Readiness, Weekly Gouge, and other emergent information will be posted here. All H&S Bn
members and their families who use social media are encouraged to like or follow H&S Bn to receive the most up-to-date information.

Facebook: http://www.facebook.com/HOSVCBNHH  
Twitter: http://www.twitter.com/HENDERSONHALL1  
Instagram: http://www.instagram.com/hendersonhall1775

f. Emergency Mass Notification System (EMNS). Paragraph 3003 describes the H&S Bn EMNS AtHoc capability. The H&S Bn S-3 is the capability owner and will use the EMNS to pass emergency information and important, but non-emergency information approved by the H&S Bn CO.

2. Tasks

a. All H&S Bn staff section OICs, SNCOICs and MCCS Director and Branch Managers
   
   (1) Determine the appropriate access and permissions to the shared drive and SharePoint and forward to S-6 for process using the SAAR.

   (2) Provide personnel to the Weekly Gouge IAW paragraph 1.d.(2) above.

   (3) Provide updates to the Weekly Gouge IAW the battle rhythm in paragraph 1.d.(1) above.

   (4) Do not store or publish unprotected PII on SharePoint, Marines.mil website or social media sites.

   (5) Maintain backups of information stored on the shared drive.

b. S-3

   (1) Serve as the capability and process owner for the Weekly Gouge, EMNS, and social media sites.

   (2) Coordinate and assist H&S Bn staff sections and MCCS Branch Managers to ensure OPSEC is not violated when releasing information to the public through the Weekly Gouge, EMNS, H&S Bn’s Marines.mil site, and social media sites.

c. S-6

   (1) Process SAARs in a timely manner to ensure Marines have access to the shared drive and SharePoint.

   (2) Serve as the capability owner for the shared drive, SharePoint, and Marines.mil.

   (3) Assist the S-3 with Marines.mil content.

3. Coordinating Instructions

a. Understand and maintain OPSEC when providing information for public release.

b. The shared drive, SharePoint, and Marines.mil sites will be reviewed at a minimum annually during the first quarter of each calendar year when H&S Bn conducts an orders review to determine if the information is still valid/current or needs to be archived or removed IAW references (3-h) & (3-i).

A3004. OPERATIONS SECURITY (OPSEC). The protection of classified information remains a priority, but today the vast majority of collection efforts by adversaries are directed toward open source, unclassified information. Each Marine, Sailor, Civilian, and contractor must be aware of their responsibility to protect unclassified, but potential useful information from adversaries. H&S Bn’s OPSEC program is intended to prevent an adversary or potential adversaries from obtaining critical information that facilitates the prediction of friendly intentions, capabilities, and activities that pertain to unit operations.
1. **Concept of Operations.** H&S Bn, through the Command OPSEC team led by the Operations Officer, develops and implements an OPSEC program IAW reference (3-j) that includes education, training, identifying critical information to protect and surveying the command’s operations and training to analyze potential threats, identify vulnerabilities, assess risk, and develop countermeasures. The Command OPSEC team provides recommendations to the H&S Bn Co regarding impacts and costs to operations and training associated with applying countermeasures to determine the overall risk.

   a. The first and most important part of the OPSEC process is identifying critical information, followed closely by analyzing friendly actions linked to military operations and other activities to:

      (1) Identify those actions that can be observed by adversary intelligence systems.

      (2) Determine what OPSEC indicators hostile intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.

      (3) Eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

   b. H&S Bn employs the OPSEC process identified in reference (3-j) and in enclosure (3-13).

   c. The H&S Bn S-3 maintains the Critical Information List (CIL) developed by the Command OPSEC team. Critical Information is related to Essential Elements of Friendly Information (EEFI).

      (1) Critical information is a term used throughout the OPSEC community and refers to “specific facts about friendly intentions, capabilities, and activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for friendly mission accomplishment.”

      (2) EEFI is a term used extensively throughout the Marine Corps and is defined as "Key questions likely to be asked by adversary officials and intelligence systems about specific friendly intentions, capabilities, and activities, so they can obtain answers critical to their operational effectiveness.”

      (3) These two terms are very similar and the difference in the terms is in their specificity. EEFIs are more general in nature and thought of in terms of a question, while critical information is more specific and thought of as the answer to the question.

   d. Incorporate an OPSEC plan into operations and training events. The OPSEC plan’s complexity will be determined by the event’s size, scope and characteristics understanding that and small, low intensity event may only need a review of the existing plan while a major, high profile event would require a detailed OPSEC focus. A notional OPSEC plan is located in reference (3-j).

   e. **Command OPSEC Team.** Effective OPSEC planning and execution requires input from all functional areas; therefore, the H&S Bn Command OPSEC team consists of cross-command representation including administration, operations, logistics, supply/contracting, communications, budget, public affairs, family readiness, and chaplain.

2. **Tasks**

   a. **S-3.** OPSEC is an operations function. The H&S Bn Operations Officer is the staff proponent for OPSEC.

      (1) Serve as the H&S Bn Primary OPSEC Coordinator.

         (a) Develop and implement an OPSEC Program tailored to the command's needs. At a minimum, the program will consist of:

            1. Ensuring all personnel assigned to the H&S Bn receive annual OPSEC training as outlined in paragraph 3.a.(2).

            2. Emphasizing the importance of OPSEC with family members on a semi-annual basis at a minimum, via official correspondence and after coordination with the Battalion Commander.
3. Verifying contract requirements properly reflect OPSEC responsibilities and are included in contracts, when applicable. Specifically, ensuring industry partners take sufficient and appropriate action to protect sensitive government information throughout the contracting process. When contacted by the Defense Security Service (DSS), support them in their role of ensuring contract industrial security efforts are adequate. Review enclosure 8 in reference (3-j) for OPSEC contract requirements.

4. Reviewing websites quarterly to ensure they account for the OPSEC concerns listed in enclosure (3-15) of this chapter. Maintain records of reviews conducted.

5. Developing and executing OPSEC plans in support of operations and training events in cooperation with the Anti-Terrorism Officer (ATO), Physical Security Manager and Cyber Security. Henderson Hall will coordinate with their respective Fort Myer counterparts to ensure continuity and consistency in OPSEC plans and procedures for these events.

6. Providing oversight to ensure all locally assigned Readiness Coordinators (RCs), Public Affairs (PA)/Command Information Coordinators (CIC), Webmasters and all personnel posting information to official command websites and social media sites receive proper OPSEC training within 90 days of assignment.

7. Conducting assessments. Detailed information regarding assessments is contained in enclosure (6) of reference (3-j). At a minimum, this command and applicable subordinate department/sections will conduct an annual command level OPSEC assessment utilizing the Inspector General's Functional Area Checklist in enclosure (3-16).

8. Advertise the OPSEC program through posters, billboards, inserts in bulletins, or other media which frequently reach Marines, civilians and contractors. Develop slogans, logos, and other materials designed to promote the H&S Bn OPSEC program.

   (b) Coordinate with higher and adjacent units to participate in OPSEC working-groups (OWG).

   (c) Provide copies of the CIL to the PA/CIC and FRO in order to prevent inadvertent disclosure of this information via public affairs programs.

   (d) Maintain copies of the OPSEC program plans for all HQMC divisions, to include Plans, Policies, and Operations (PP&O); Public Affairs (PA); Command, Control, Communications, and Computers (C4); Programs and Resources (P&R); Aviation (AVN); Installations and Logistics (I&L); Intelligence; Judge Advocate Division (JAD); Security Programs and Information Management Branch (ARS); Office of Counsel for the Commandant (CL); and Director, Marine Corps Staff (DMCS).

b. H&S Bn Staff Section OICs/SNCOIC, Company Commanders, and MCCS Director. Provide one Officer or SNCO, or GS equivalent to serve on the Command OPSEC team.

c. Command OPSEC Team

   (1) Develop the H&S Bn CIL. An example of a CIL is located in reference (3-j).

   (2) Analyze threats using enclosure (3-13) as a guide.

   (3) Analyze vulnerabilities by identifying OPSEC indicators. Examples of OPSEC indicators are located in enclosure (3) of reference (3-j).

   (4) Plan and implement OPSEC countermeasures to preserve essential secrecy in every phase of operations, exercises, tests, or activities that prepare, sustain, or employ Marine Forces. Examples of OPSEC countermeasures are located in enclosure (4) of reference (3-j).

   (5) Participate in the OPSEC process and planning sessions.
d. Readiness Coordinator (RC). The H&S Bn RC (previously called the FRO) will discuss OPSEC concerns with the CO as part of the Family Readiness Program and stress the family's ability to contribute to the protection of the command's critical information.

3. Coordinating Instructions

a. Training

(1) Annual OPSEC training is required for all command personnel to include civilians and contractors who have authorized access to Marine Corps resources by virtue of employment or contractual relationship. In addition to the MarineNet course “Uncle Sam’s OPSEC,” minimum training requirements provided by the S-3 include:

(a) A definition of OPSEC and its relationship to the command's security and intelligence programs.

(b) An overview of the OPSEC process.

(c) Awareness of the command's current CIL to ensure command members do not inadvertently disclose critical information. Examples of critical information are discussed in reference (3-j).

(d) A listing of the command's personnel fulfilling OPSEC responsibilities.

(e) Information regarding OPSEC and social media.

(2) Table 3-1 shows OPSEC training requirements. Except for “Uncle Sam’s OPSEC” completed through MarineNet, all OPSEC courses are completed through https://www.iad.gov/ioss/index.cfm. Once users log in, search for the classes under the “Training” tab. Some classes in the table must be completed within a certain time from appointment.

<table>
<thead>
<tr>
<th>Training</th>
<th>Total Force to include Civ &amp; CTR</th>
<th>Coordinators &amp; Program Managers</th>
<th>PAO</th>
<th>FRO</th>
<th>Webmasters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual OPSEC Training (Uncle Sam’s OPSEC) MarineNet</td>
<td>Required</td>
<td>Required w/in first 30 days of appointment</td>
<td>Required w/in first 30 days of appointment</td>
<td>Required w/in first 30 days of appointment</td>
<td>Required w/in first 30 days of appointment</td>
</tr>
<tr>
<td>OPSEC Fundamentals (OPSE 1301)</td>
<td>Optional</td>
<td>Required w/in first 30 days of appointment</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>OPSEC Analysis (OPSE 2380) &amp; Program Management (OPSE 2390)</td>
<td>Optional</td>
<td>Required w/in first 90 days of appointment</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>OPSEC Public Release Decisions (OPSE 1500)</td>
<td>Recommended</td>
<td>Required w/in first 90 days of appointment</td>
<td>Required w/in first 90 days of appointment</td>
<td>Required w/in first 90 days of appointment</td>
<td>Required w/in first 90 days of appointment</td>
</tr>
<tr>
<td>OPSEC &amp; Internet Based Capabilities Course (OPSE-3500)</td>
<td>Recommended</td>
<td>Required w/in first 90 days of appointment</td>
<td>Required w/in first 90 days of appointment</td>
<td>Required w/in first 90 days of appointment</td>
<td>Required w/in first 90 days of appointment</td>
</tr>
</tbody>
</table>

Table 3-1 Training Requirements

b. Unclassified Websites. Nearly all of H&S Bn’s information is unclassified and virtually all sections handle PII. Just as great care must be taken to ensure PII is protected, the same care must be taken when publishing information to unclassified websites, SharePoint, and social media. Marines accessing these sites who also have the ability to post information on them must review and adhere to the guidelines set forth in enclosure (3-15).
c. **Public Affairs (PA).** Through communication and engagement, PA plays a vital role in building understanding, trust and relationships with the public and is critical to mission success. Therefore, PA personnel should be the first point of contact and must be included in the OPSEC planning process to ensure PA considerations are addressed and that critical information is safeguarded.

d. **Excessive OPSEC.** Excessive OPSEC can degrade operational effectiveness by interfering with various day-to-day activities such as coordination, training, and logistical support. The H&S Bn CO, with recommendations from the OPSEC manager and/or Command OPSEC team, must evaluate each activity and operation and then balance the required OPSEC countermeasures against operational needs. The OPSEC process will help in assessing the risk and applying appropriate OPSEC countermeasures.

A3005. **MARINE CORPS HISTORICAL PROGRAM.** Military history encompasses descriptive and interpretive accounts of peace or wartime activities which meet the criteria of objectivity and accuracy; Marine Corps history is but a part of military history. IAW reference (3-1), the objective of the Marine Corps historical program is to provide knowledge of the Marine Corps’ past, to ensure an understanding of its present and future, for the Marine Corps and the American people by making its hard-earned experience and official history available for practical study and use; preserving a written, spoken, and visual record of its activities and traditions by collecting papers, articles, images, and interviews of lasting historical interest; and assisting in the Marine Corps’ use of military history to aid in professional military education, training, and to provide background and precedents for decision-making.

1. **Concept of Operations.** A comprehensive historical program provides the primary means of honoring tradition, building esprit, and transmitting the Marine Corps’ heritage to Marines and the nation. The recording, preservation, and dissemination of the cumulative operational and institutional experience of the Marine Corps as well as unit and individual achievement are critical to this effort. Inherent is the commitment of our commanders, staff members, and individuals involved in the execution of this program to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to be well versed in the spirit and intent of this Manual.

   a. **Commemorative Naming Program.** H&S Bn, HQMC Henderson Hall commemorative named property list is located in the Historical Binder maintained by the S-3.

   b. **Unit Lineage and Honors Program.** H&S Bn, HQMC Henderson Hall unit lineage and honors certificates are located in the Historical Binder maintained by the S-3.

   c. **Command Chronology**

      (1) The command chronology is a documented report to the Commandant of the Marine Corps covering the significant events of designated Marine Corps organizations. It is retained on behalf of the Commandant of the Marine Corps in the Archives and Special Collections Branch, Library of the Marine Corps. It includes basic material for use by the staff agencies of Headquarters Marine Corps and by field organizations. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and for the orientation of new personnel.

      (2) The command chronology is the basic historical record of the character and experience of each Marine Corps organization. Unit histories, lineages, streamer entitlement, and numerous manpower, logistics, and mission-related reports can be developed through reference to this record. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives and Records Administration (paper or digital copies are to be retained by the Archives and Special Collections Branch, Library of the Marine Corps). As these reports are often the only lasting official record of a command’s activities, it is imperative that they be complete, informative, legible, and representative of the professionalism and precision that have traditionally characterized the Marine Corps.

      (3) IAW reference (3-1), to ensure the command chronology truly reflects the command, it must receive the personal attention of the commander and must be signed by the commander rather than “By direction.” Command chronologies not signed by commanding officers will be considered incomplete until the commander or acting commander has signed. H&S Bn, HQMC Henderson Hall command chronologies are located in the Historical Binder maintained by the S-3.

2. **Tasks**
a. S-3

(1) Perform additional duties as the Command Historian in order to assist the Commanding Officer in fulfilling responsibilities to the Marine Corps Historical Program.

(2) Collect, analyze and organize reports and documents, and use them together with data obtained from interviews, staff meetings, and other sources to record and preserve the history of the unit.

(3) Maintain the Command Historical Summary File and prepares the Command Chronology for submission to the Commandant of the Marine Corps Staff (Code CMC) by 31 December each year covering the fiscal year period ending 30 September IAW reference (3-m).

(4) Route the H&S Bn Command Chronology to the H&S Bn CO for his/her signature. The Command Chronology is not complete without the CO’s signature. By direction is not authorized.

(5) Acts as the Command Custodian of art objects on loan from the Marine Corps Museum. Semiannually, during January and July, submit to the Director of the Marine Corps Museum, a physical inventory letter of such items loaned.

(6) Coordinates support whenever appropriate for other historical programs described in the reference, such as Oral History and Collections.

(7) Must submit a written request from the Commanding Officer/Commanding General to the Director of Marine Corps History, when unit desires to be added to the schedule of units requesting updated certificates for Lineage and Honors.

b. Company Commanders and Staff Sections. Submit input to the Command Historian for inclusion / consolidation in the Command Chronology by the second of each month.

3. Coordinating Instructions

a. Units or sections report information for command chronology in narrative style and/or statistical data under one or more of the following sections of the standardized Command Chronology format for H&S Bn.

b. The narrative summary will highlight the most significant accomplishments of the unit and discuss techniques used to overcome problems and achieve unit objectives. Special emphasis should be given to recurring problems requiring the attention of higher headquarters.

c. Significant events include, but are not limited to, significant command and staff actions, ceremonies, major training events, recreational and sports events, civic action and community relation highlights.

d. Sections should include any supporting documents to include sketches, photographs, copies of combat art, blueprints, after action reports, administrative plans, etc. Attach whenever necessary for clarity, completeness or elimination of lengthy writing.

SECTION B: TRAINING

B3000. ANNUAL TRAINING. IAW reference (3-n), H&S Bn does not have a registered Mission Essential Task List (METL) nor is it required to report readiness through the Defense Readiness Reporting System (DRRS); however, the H&S Bn Staff conducted a Marine Corps Task (MCT) review and identified Mission Essential Tasks (METs) related to the H&S Bn mission. These METs make up the H&S Bn METL located in the Commander’s Training Guidance in enclosure (3-17) and focus on the staff’s ability to support H&S Bn’s Marines, Sailors, and Civilians.

1. Concept of Operations
3. S-3 will lead a METL review with the staff within the first 60 days of a new CO taking command and provide any recommended changes to the new CO.

b. Commander’s Training Guidance. The S-3 will draft the Commander’s Training Guidance within the first 90 days of the new CO taking command accompanied by an annual review (at a minimum). The Commander’s Training Guidance must be complete NLT 31 Oct each year in order to prepare the H&S Bn Annual Training Plan aligned with the calendar year (CY). The Commander’s Training Guidance must meet all the requirements set forth in the Commander’s Training Guidance Template located on MCTIMS in order to be in compliance with applicable orders and directives.

c. Annual Training Plan. The Annual Training Plan is a (CY) requirement; however, both CY and Fiscal Year (FY) training requirements are listed. The S-3, with input from H&S Bn staff sections, will draft the annual training plan for the CO’s review NLT 30 Nov each year. IAW reference (3-b), leader-led discussions are the primary method for completing annual requirements, which means companies and sections are responsible for completing that training, tracking attendance, and submitting rosters to the H&S Bn S-3. The H&S Bn S-3 will input training completion into MCTIMS.

2. Tasks

a. S-3

(1) Conduct a METL review with the staff within the first 60 days of a new CO taking command and provide any recommended changes to the new CO.

(2) Ensure Commander’s Training Guidance is completed NLT 31 Oct each year.

(3) Publish Annual Training Plan NLT 31 Dec each year.

(4) Coordinate the completion of annual training requirements for H&S Bn through scheduling locations and instructors as required.

(5) Receive attendance rosters from the companies and input information into MCTIMS.

b. Headquarters Company Section Officers-in-Charge (OICs)

(1) Provide input to the METL review.

(2) Provide information to the Annual Training Plan.

c. Company Commanders

(1) Provide information to the Annual Training Plan.

(2) Coordinate, facilitate, and supervise the completion of all annual training requirements for your company.

(3) Track all training and submit attendance rosters to the H&S Bn S-3.

d. HQMC and non-HQMC staff sections

(1) Conduct leader-led discussions at your section level.

(2) Coordinate with H&S Bn S-3 to schedule instructors for SAPR, EO and Sexual Harassment at your location.

(3) Complete annual training requirements IAW the completion rates listed below.

3. Coordinating Instructions
a. **Instructor-led training.** IAW reference (3-b), Sexual Assault Prevention Response (SAPR), Equal Opportunity and Sexual Harassment Training must be provided by trained instructors. Sections must provide the location, maximize attendance, and coordinate with the H&S Bn S-3 to schedule a time for those instructors to come to your location and provide the training.

b. **Training Locations**

(1) Henderson Hall. The H&S Bn S-3 conducts Unit Marine Awareness and Prevention Integrated Training (UMAPIT) the 1st Tuesday of every month. H&S Bn S-3 facilitates annual training the 3rd Wednesday of every month covering SAPR, EO and Sexual Harassment, and RM.

(2) Sections are responsible for conducting the leader-led portions in their work areas to meet the intent of reference (3-b).

c. **Completion Rates.** Annual training requirements are mixed between CY and FY completion dates. To prevent companies and sections from waiting until the last minute to complete annual training requirements, the following completion rates are listed below for Hazing (FY), Tobacco Cessation, UMAPIT, Records Management, Combat Trafficking in Persons (CTIP) (FY), Violence Prevention, Social Media Conduct (FY), Cyber Awareness (FY), Anti-terrorism (AT), Operational Security (OPSEC), EO and Sexual Harassment, SAPR (FY), and Operational Risk Management (ORM).

(1) 1st Quarter CY: 50% of companies’ and section’s personnel complete with CY and FY requirements. Due to the numerous holidays and events in October, November, and December, there is not enough time or available personnel to complete FY annual training requirements.

(2) 2nd Quarter CY: 75% of companies’ and section’s personnel complete with CY and FY requirements.

(3) 3rd Quarter CY: 100% of companies’ and section’s personnel complete with CY and FY requirements. This allows all FY annual training requirements be completed on time, provides opportunities to train summer check-ins, and provide time for late check-ins/stragglers for 4th Quarter CY requirements.

B3001. **PROFESSIONAL MILITARY EDUCATION (PME) AND FORMAL SCHOOLS.** Professional Military Education (PME) provides a continuum of education to improve leadership, sharpen critical and creative thinking skills, and deepen Marines’ understanding of warfighting concepts in distributed and joint environments. The goal is to create ethical, professional leaders who make sound decisions in complex operational situations.

1. **Concept of Operations**

a. **School Nominations.** All Marines that want to attend a PME course or formal school must first submit a package with the related Command Screening Checklist (enclosure (3-18)) along with any other course specific requirements to the H&S Bn S-3. Once all submissions have been verified, the Formal Schools Manager will obtain a registered school seat for the Marine via MCTIMS. Open quotas/seats will be based on MCTIMS availability.

b. **Timeframe.** Command Screening Checklists and PME packages must be turned into the H&S Bn S-3 no later than 45 days out from the course start date.

c. **Registering a School Seat.** Once a completed package has been submitted, the Formal Schools Manager will obtain a school seat for the Marine. This is done by entering the Student Registrar module in MCTIMS. Once in the Student Registrar module, they will utilize the search function to locate the appropriate course in the Course Search Results list. Clicking the link for the course will bring up a list of Class Codes for each scheduled class for the course. They will then click the corresponding link for the class the Marine wishes to attend, which will present the Class Details. Once on the Class Details page, they will click the dropdown labeled “Allocations / Registration.” This shows how many seats are available and how many seats are registered for each sponsor. They will then scroll down to the MCICOM sponsor, click the dropdown menu, select “Register a Student”, and click on “Use DOD ID.” They will then enter the Marine’s EDIPI and click “Next”. On the next screen they will verify that the correct Marine has populated and click “Submit Registration.” At this point they will then click on “Request Funding” if the Marine rates funding for the course or click “Close.” The student will only rate funding from TECOM if they are not part of the local school area. If all quotas/seats for the corresponding sponsor are already registered, then the Marine
will be added to the wait list. If it is not an MCICOM sponsored course, then the Formal Schools Manager will click the link for an available sponsor to bring up a list of points of contact. They will then contact one of the POCs to obtain a seat.

d. Senior Enlisted PME (SEPME) Submissions. Marine’s wanting to attend SEPME must submit all required documents to the H&S Bn S-3. Once the information in the package has been verified, the S-3 will route the package to the Company 1stSgt. The Formal Schools Manager does not register seats for SEPME nominees.

e. Package Processing. Once the Marine submits a package to the H&S Bn S-3 it will be reviewed for correct information and stamped with the S-3 stamp once all information has been verified. Once verified and stamped, the S-3 will complete an entry in the school’s log book with the name of the Marine routing the package, the student Marine’s name, course attending, location the package is being routed to, date, and who is receiving the package. The package will be routed for review by the Company 1stSgt. After the Company 1stSgt reviews the package it will be sent to the H&S Bn S-1 to be reviewed and endorsed by the H&S Bn SgtMaj and CO. Once endorsed by the H&S Bn SgtMaj and CO, the H&S Bn S-1 will notify the Marine that the package is complete and the Marine will come to the S-1 to receive package and orders for the course.

f. Lecture Series Program. The S-3 will coordinate a bi-monthly lecture series event for SNCOs and Officers to facilitate professional development and teamwork. The S-3 will request guest speakers to discuss a range of topics that affect the future of the Marine Corps and national security.

2. Tasks

a. S-3

(1) Verify all information in Command Screening Checklists.

(2) Make a copy of the package.

(3) Register Marines for schools in MCTIMS or through the appropriate course POC.

(4) Route packages for review and endorsement by the CO and SgtMaj.

b. Formal Schools Manager

(1) Request a MCTIMS account through H&S Bn MCTIMS Security Manager.

(2) Request permissions to register students in the Student Registrar module in MCTIMS.

(3) Utilize MCTIMS to monitor your Marines’ formal schools training.

(4) Familiarize yourself with the Student Registrar module in MCTIMS as per reference (3-o).

c. Company Commanders. Review all Command Screening Checklists and PME packages and take appropriate action.

d. Individual Marine

(1) Accurately and thoroughly complete the course package with the Command Screening Checklist and any other course specific requirements.

(2) Turn in course package to the Bn S-3 no later than 45 days out from the course start date. Once you turn in your package, make regular inquiries as the status of the package being processed.

(3) Once notified by the Bn S-1 that the package has been endorsed by the H&S Bn Co and SgtMaj, pick up the package and orders from the Bn S-1.
a. Ensure all prerequisites are met prior to submitting a nomination and all packages submitted to the Bn S-3 have all necessary blocks in order to be successfully registered for the course.

b. For any questions pertaining to PME or formal schools review reference (3-o) or contact the Bn S-3.

B3002. MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM (MCTIMS). MCTIMS is an automated, Common-Access-Card enabled, web-based system comprised of (16) integrated modules that support individual and unit training requirements that include Training Standards, Training Development, Curriculum Management, Training Delivery, Training Management, Training Tracking and Record of Training Completions for schools within Training and Education Commands. MCTIMS also supports end users throughout the Marine Corps by recording training for individual Marines and Units against training standards identified in the Training & Readiness Manuals, Military Occupation Specialty Manual and Formal School Program of Instruction. MCTIMS supports 57 formal learning centers and training detachments and has interfaces with 16 Marine Corps systems, Navy, Army, Air Force and other DoD service components to provide capabilities for all formal school management functions. Additionally, MCTIMS provides objective training data to inform readiness assessments for units and individual Marines executing doctrinal Unit Training Management processes throughout the total force.

1. Concept of Operations. H&S Bn will use MCTIMS as the primary system utilized to record all training events competed. The H&S Bn S-3 is the Bn’s MCTIMS process owner and the only ones entering training completion and enrolling Marines for formal schools. This is to ensure accuracy of training being completed and guarantees Marines who have completed the training receive the appropriate credit in MCTIMS. This will reflect in the overall H&S Bn readiness percentage.

   a. Requesting a MCTIMS Account. All H&S SNCOs and Officers who request MCTIMS access to the H&S Bn MCTIMS Security Manager will be granted “View Only” account IAW reference (3-o). This will be done by all first time and returning users in order to receive access to view the H&S Bn MCTIMS account. You will need to go onto the MCTIMS website at www.mctims.usmc.mil and select the “Security Management” option from the MCTIMS drop down box. Only the MCTIMS Security Manager will be able to approve “View Only” access. These rights will assist leaders in tracking their Marines formal schools training, annual training requirements, as well as provide a tool that will better assist them in coordinating and managing training within their section.

   b. Submitting Training Rosters. Upon completion of any training (e.g. PFT/CFT, height and weight, FY/CY annual training classes, etc.) a by-name roster will be immediately given to the H&S Bn S-3 via hard copy or sent to the H&S Bn S-3 inbox at HNHLYRYTRING@USMC.MIL for input into MCTIMS. Training Rosters are located in enclosure (3-19) & (3-20) or can be obtained by requesting one through the H&S Bn S-3 or printed from MCTIMS. All training rosters will include the Marine’s rank, full name, middle initial, EDIPI, and section. Failure to do so, will potentially cause the Marine(s) not to receive the appropriate credit for the training.

   c. Receiving and Inputting Training Rosters. Upon receiving scoresheets or training roster, the H&S Bn S-3 will go into the “Unit Training” tab of MCTIMS, next they will select the “Individual Marine Management (IMM)” tab and scroll down to “Individual Training”. Once in “Individual Training”, they will select the appropriate training requirement by putting a check in the box, then they will select the action “New Score Roster”. Once in “New Score Roster”, they will select the action “Add Marines”. Once “Add Marines” is selected, they will select all the Marines listed on the scoring sheet or training roster and select the button “Add Selected”. At that point all the Marines selected will show up on a roster on the follow up screen. Next, they will either input the scores or simply review the roster for accuracy and select “Continue”. Once they select “Continue” the next screen will allow them to review it one more time before submitting it for certification. This completes the process for receiving and inputting either a scoresheet or training roster into MCTIMS.

   d. Filing Training Rosters. Once a scoresheet or training roster has been inputted into MCTIMS for certification, the next step will be to file the document appropriately by uploading the scanned roster into MCTIMS.

   e. Certifying Training Rosters. Upon submission of a scoresheet or training roster, the MCTIMS Certifying Officer within the H&S Bn S-3 will go onto their home page of MCTIMS, and under “Notifications”, they will view all documents that have been submitted for certification. Once an item has been viewed for certification, the Certifying Officer will review the information on MCTIMS along with the source document to ensure accuracy and that no erroneous entry was inputted. Once the score sheet or training roster has been verified for accuracy by the
Certifying Officer, they will certify the document by selecting the button “Certify”. If the document is incorrect, the Certifying Officer will select “Reject”, therefore sending the document back to its originator for correction.

f. **Timeframe.** Score sheets and training rosters turned into the H&S Bn S-3 for input should reflect in MCTIMS and MCTFS within 7 business days. In the event this does not happen, contact the H&S Bn S-3.

   
g. **School Nominations.** School nominations must be submitted 45 days prior to commencement of course. Refer to paragraph B3001 PME and Formal Schools, reference (3-o) and enclosure (3-18) for guidance. Open quotas/seats will be based on MCTIMS availability.

   h. **Schools Availability.** To find the availability of a course, an individual will select the “Student Registrar” option in the MCTIMS tab located on the top left. On the next page the “Student Registrar Search” bar will appear. Next, input the name of the course you are looking for. Afterwards, on the next page, the “Course Search Results” will appear. Select the correct FY and location of the course you are searching for. On the next page will be the “Class list”. Select the correct class you are looking for, making sure you look at the course report and graduation date, as well as the percentage of class filled. Make sure you are selecting a course that is within the 45 days school submission requirement in accordance with paragraph B3001 PME and Formal Schools. Once you’ve selected a class code, the next step is to see how many seat allocations H&S Bn has available. In order to check this, select “Allocations/Registration” and look for the sponsor call “MCICOM”. Scroll to the right and look at seats available and the number of Marines currently registered for the course. Also look at the student type to ensure you are choosing the correct student type (I.E. Active Duty, Active Reserve, Reserve, Enlisted, or Officer).  

2. **Tasks**

   a. **S-3**

   (1) Manage and oversee MCTIMS for H&S Bn.

   (2) Appoint a MCTIMS Certifying Officer(s).

   (3) Ensure Marines in the H&S Bn S-3 receive proper training in MCTIMS (Unit Readiness Planning Course (URPC), etc.).

   (4) Verify and input all scoresheets and training rosters into MCTIMS for certification.

   (5) File all hard copy score sheets and training rosters in the appropriate FY file, as well as scan and upload the documents into MCTIMS unit documents folder.

   b. **MCTIMS Certifying Officer**

   (1) Grant MCTIMS view only access to all requesting SNCOs and Officers.

   (2) Verify and certify all score sheets and training rosters in MCTIMS.

   (3) Familiarize yourself with MCTIMS. See reference (3-o).

   c. **SNCOs/Officers**

   (1) Request a MCTIMS accounts through H&S Bn MCTIMS Security Manager.

   (2) Submit all scoresheets and training rosters to H&S Bn S-3 within three working days upon completion of the training.

   (3) Utilize MCTIMS to monitor your Marines formal schools training, FY/CY training, etc.

   (4) Utilize MCTIMS to assist you in developing and managing training.

   (5) Familiarize yourself with MCTIMS as per reference (3-o).
3. Coordinating Instructions

   a. Ensure all score sheets and training rosters (enclosure (3-19) & (3-20)) submitted to the H&S Bn S-3 have all necessary blocks in order to be ran correctly into MCTIMS.

   b. For any questions pertaining to MCTIMS, review reference (3-o) or contact the Bn S-3.

B3003. PHYSICAL FITNESS. Due to H&S Bn’s unique decentralized nature with units operating throughout the globe, the following procedures are established to enable Marines to complete their PFT/CFT requirements while staying in compliance with appropriate orders and regulations.

1. Concept of Operations

   a. PFT/CFT

      (1) For Marines located near Henderson Hall, the S-3 conducts PFTs/CFTs a minimum of two times a month. See the H&S Bn Weekly Gouge: S-3 Section for a complete schedule. All other Marines must coordinate taking the PFT/CFT with an H&S Bn certified Command Physical Training Representative (CPTR) / Monitor.

      (2) Prior to starting a PFT/CFT, the CPTR will ask if everyone has a current Periodic Health Assessment (PHA). The CPTR will also ask any Marines 46 and older to submit their completed NAVMC 11639 Risk Factor Worksheet (enclosure 3-21). Afterwards, the CPTR will brief all attendees and administer the PFT/CFT in accordance with reference (3-p).

   b. CPTRs / Monitors

      (1) The H&S Bn CO assigned the Bn S-3/Operations Officer in writing as the Bn’s CPTR and serves as the CO’s senior representative responsible for the administration of the Marine Corps Physical Fitness Program and for the development, implementation, management, and supervision of the H&S Bn Combat Conditioning Program. The Bn S-3/Operations Officer is assigned in writing by the H&S Bn Co as the CPTR and serves as the CO’s senior representative responsible for the administration of the Marine Corps Physical Fitness Program and for the development, implementation, management, and supervision of the H&S Bn Combat Conditioning Program. The S-3 is also responsible for Body Composition Program (BCP), Military Appearance Program (MAP), and the Remedial Conditioning Program (RCP) discussed in B3004 MCBCMAP.

      (2) Within H&S Bn, the CPTR will provide expert assistance and guidance to organizations and individual Marines who are referred to or seek assistance in the following areas: BCP/MAP/RCP, fitness and health assessments, exercise orientation, and will ensure the timely submission of final PFT/CFT/Partial PFT/PPFT/PCFT Performance Worksheets in accordance with locally established administrative procedures. Only a command approved, Force Fitness Instructor (FFI) or CPTR monitored PFT/CFT/PPFT/PCFT satisfies the annual requirement. Only a command approved, FFI or CPTR monitored PFT/CFT/PPFT/PCFT will be recorded as an entry in MCTIMS, Marine Corps Total Force System (MCTFS), MOL, or as an item 8b/c of Section A entry on NAVMC 10835A, “USMC Fitness Report.” Bn CPTRs will also be responsible for their section’s completion of any FY/CY annual training and submitting annual training attendance rosters.

      (a) CPTR Certification. H&S Bn S-3 will certify all Bn CPTRs through the Bn’s CPTR class. For Marines that are geographically separated from the NCR, the S-3 will send the brief to the future CPTRs. The S-3 will add that Marine to the official Bn CPTR roster once the future CPTR has sent a digitally signed email to HNHL_YRYTRING@USMC.MIL stating they have read, understand, and will comply with reference (3-p), and have provided a sample signature to be used for comparison when submitting NAVMC 11622s (enclosure 3-20). Marines must complete the Bn class in order to serve as CPTRs. CPTRs must conduct an annual recertification.

      (b) Supervision. The FFI or CPTR will monitor the PFT/CFT and maintain the NAVMC 11622, “PFT/CFT Performance Worksheet.” Marines will be kept advised of their progress as they are performing each event by the FFI or CPTR. CPTRs are responsible for the proper administration of the PFT.
(c) Submitting Training Rosters. Upon completion of any training (e.g. PFT/CFT, height and weight, FY/CY annual training classes, etc.) CPTRs will submit a by-name roster within three working days to the Bn S-3 via hard copy or sent to the Bn S-3 organizational inbox at HNHL_YRTRYING@USMC.MIL for input into MCTIMS. Enclosures (3-19) & (3-20) will be used for record annual training attendance and PFT/CFT and height/weight scoring respectively. All training rosters will include the Marine’s rank, full name, middle initial, EDPI, and section. CPTRs must include their names on the NAVMC 11622. The S-3 will not accept NAVMC 11622s without the CPTR’s printed name and signature. Failure to do so, will potentially cause the Marine(s) not to receive the appropriate credit for the training.

2. Tasks
   a. S-3
      (1) Verify and input all score sheets and training rosters into MCTIMS for certification within three working days from receipt by the CPTR.
      (2) Provide CPTR/Monitor training in accordance with reference (3-p).
      (3) Ensure that all Bn CPTRs have the appropriate certifications entered into MCTIMS.
      (4) Verify all Marines listed on NAVMC 11622 have a current PHA on file. For those Marines with expired PHAs, highlight their names on the NAVMC and do not enter their scores into MCTIMS.
      (5) At the end of the PFT/CFT seasons, track all light duty periods and contact the Marine at the end of their limited duty period to inform them that in accordance with reference (3-p) p. 1-5, they must complete a PFT/CFT NET 30 days and NLT 90 days from the end of the light duty period. If after 90 days the Marine has not completed their PFT/CFT or submitted a new light duty chit or started the limited duty process, then enter code 4 into MCTIMS indicating the Marine was required but did not take the PFT/CFT.
   b. CPTR. Responsible for coordinating and supervising the execution of regularly scheduled organizational semi-annual PFTs/CFTs. Responsibilities may include, but not be limited to the following:
      (1) Select PFT run routes and CFT locations.
      (2) Conduct PFT/CFT Risk Management (RM) evaluations in accordance with reference (3-a).
      (3) Document and record PFT/CFT evaluation performance data. Maintain copies of NAVMC 11622 for one year. Submit annual training rosters and NAVMC 11622 PFT/CFT Performance Worksheets to the S-3 NLT three working days after the completion of training. Failure to do so may be grounds for removing your CPTR certification.
      (4) Ensure annual training classes are being conducted in accordance with reference B3004 (3-b). Maintain copies for one year.
      (5) Conduct a risk management assessment prior to administering a PFT/CFT event. Complete the risk management assessment located in enclosure (3-2). Risk management worksheet must be signed by the CPTR’s OIC or an officer senior to the CPTR.
      (6) Verify Marines 46 and older have completed the NAVMC 11639 Risk Factor Worksheet (enclosure (3-21). Submit the NAVMC 11639 with the scoresheets. Do not allow 46 and Older Marines to run the PFT/CFT without the completed NAVMC 11639 or record any of their scores.
   c. Individual Marine
      (1) IAW reference (3-p) you must have a current PHA prior to running the PFT/CFT. Failure to have a current PHA will result in your score not being accepted and you will have to run the PFT/CFT again once you have completed your PHA. If the Marine you wait until June or December to complete your PFT or CFT respectively, and
you have an expired PHA, you will receive a “Required Did Not Take” (RDNT) code in MCTIMS if you cannot retake the PFT/CFT by the end of the period, which has adverse effects on fitness reports.

(2) Marines 46 and older see reference (3-p) page 1-6 for completing NAVMC 11639 Risk Factor Worksheet 30-60 prior to taking the PFT/CFT. You must bring the completed NAVMC to the PFT/CFT and submit it to the CPTR in order to run the PFT/CFT. The CPTR will not allow you to run or accept any of your scores without it.

(3) Check MOL after 10 working days to see if your score has posted. If your score has not posted, check your Individual Medical Record (IMR) in MOL to verify you have a current PHA. Contact the S-3 at HNHL_YRYTRING@USMC.MIL if your score has not posted after that time.

(4) Submit light duty chits within three working days to the H&S Bn Limited Duty Coordinator. Read reference (3-p) p. 1-5 regarding the requirement to still complete a PFT/CFT NET 30 days and NLT 90 days from the end of the light duty period. Failure to do so will result in an RDNT code being entered into MCTIMS.

3. Coordinating Instructions

a. Ensure all score sheets and training rosters submitted to the Bn S-3 have all necessary blocks in order to be ran correctly into MCTIMS. Submit rosters and scoresheets to HNHL_YRYTRING@USMC.MIL.

b. For any questions pertaining to CPTR/MONITORS review reference (3-p) chapter 1 paragraph 2 or contact the Bn S-3.

c. If a Marine runs the PFT/CFT with an expired PHA, the S-3 will not run the score in MCTIMS and the Marine will have to run the PFT/CFT again. The Marine will not be contacted. It is the responsibility of the individual Marine to ensure they have a current PHA.

d. It takes about seven working days for scores submitted in MCTIMS to reflect on a Marine’s Basic Training Record in MOL.

B3004. MARINE CORPS BODY COMPOSITION & MILITARY APPEARANCE PROGRAM (MCBCMAP).
The unique, decentralized structure of H&S Bn challenges subordinate leaders, organizations, and individual Marines at all levels to accept a significant degree of individual responsibility for their military appearance; however centralized administrative oversight and mentoring are required. The intent for this program is to ensure all H&S Bn Marines understand the MCBCMAP, comply with the standards of the MCBCMAP identified in references (3-r) & (3-s), and present a suitable military appearance, regardless of age, grade, gender or duty assignment. The end-state is that every H&S Bn Marine is afforded the opportunity to meet the standards of the MCBCMAP, and enhance Marine wellness, and military appearance as a way of improving combat readiness and personal appearance. H&S BN S-3 will administer the MCBCMAP for members of this battalion, in accordance with the references (3-a), (3-p) through (3-u) and using enclosures (3-22) through (3-28) listed at the beginning of the chapter.

1. Concept of Operations. The effectiveness and long-term viability of the MCBCMAP are dependent upon uniform application and enforcement by Department Heads/Officers-In-Charge (OICs), Staff Non-Commissioned Officers in Charge (SNCOICs) and compliance by all Marines. Department Heads and OICs will ensure Marines comply with the standards established in reference (3-s). H&S Bn will centrally manage the formal MCBCMAP administered by the H&S Bn Executive Officer for officers and the H&S Bn Sergeant Major for enlisted Marines. Additionally, Department/Directorate Heads and their Senior Enlisted Advisors are encouraged to implement and administer informal MCBMAP within their respective departments.

a. Weigh-in. The only authorized uniform for the weigh-in / Body Composition Evaluation (BCE) is the Marine Corps approved green-on-green PT gear (green T-shirt, green shorts and socks). No other uniform or clothing garment is permitted. Shoes will be removed prior to evaluation. Medical considerations for height/weight standards can be found in reference (3-r) enclosure (1), page 1-20.

b. Semi-Annual. All H&S Bn Marines will participate in semi-annual weigh-ins, and/or a BCE(s) if they exceed standards identified in reference (3-r) enclosure (3). Marines who fail the BCE will be placed on the MCBCMAP IAW reference (3-r). Marines assigned to the MCBCMAP will participate in a centralized Battalion Remedial Conditioning Program (RCP) conducted by the H&S Bn S-3 and assigned Force Fitness Instructor.
c. Promotion Weigh-in

(1) Due to H&S Bn’s unique composition, disposition, and nature, all Marines, Officer and Enlisted, are required to conduct an official height/weight verification by the H&S Bn S-3 during the week prior to their effective date of promotion. In extremous situations, a Command Physical Training Representative (CPTR) may be authorized to supervise the height/weight. If found to be within standards, the Marine will provide a copy of the certified height/weight sheet to the Headquarters Company (HQ Co) Office or S-1 and will receive their promotion warrant in return, which ensures only fully qualified and deserving Marines are promoted to the next higher grade.

(2) If it is determined that a Marine is not in adherence with weight and body fat standards, the Marine will be immediately processed for BCP assignment IAW reference (3-r). Enlisted Marines will be placed on promotion restriction while Officer promotions will be delayed respectively, until such time as they are found to be within standards. The certified height/weight sheet documenting the Marine is out of standard will be provided to the CONAD section in order to process the promotion restriction and/or delay via HQMC and unit diary.

d. Random Inspections

(1) H&S Bn will randomly inspect populations by requiring weigh-ins utilizing the Unit Inspection Program. The H&S Bn CO also reserves the right to conduct weigh-ins/BCEs as deemed necessary. H&S Bn Marines assigned to Company A and those Marines assigned to Company B that operate in the Pentagon will conduct weigh-ins in March/April and August/September. The H&S Bn S-3 will publish detailed guidance and a schedule on or about 30 days prior to the weigh-in.

(2) Weigh-in/BCE is a semi-annual requirement; however, MAP will be continuously evaluated.

(3) Department Heads/Commanders/OICs are authorized to conduct unit/individual weigh-ins/BCEs or Military Assistance Program (MAP) assessments as often as deemed necessary. The Inspector General may also perform weigh-ins while conducting unannounced inspections. All Marines found to be outside standards will be referred to the Bn S-3 for BCP and or MAP processing.

e. Individual Mobilized Augmentee (IMAs) Annual Weigh-in

(1) All IMAs are required to conduct their annual weigh-in during the calendar.

(2) If their weigh-in is conducted anywhere besides H&S Bn at Henderson Hall, they must submit their NAVMC 11622 certified by a CPTR with the CPTR assignment letter and a point of contact via Electronic Personnel Action Request (EPAR).

(3) Failure to complete the annual weigh-in may result in being dropped from the Henderson Hall Operational Group for lack of participation.

2. Tasks

a. Sergeant Major, H&S Bn. Evaluate enlisted Marines for compliance with the MCBCMAP and provide oversight and supervise the performance of enlisted personnel assigned to the MCBCMAP.

b. Executive Officer, H&S Bn. Evaluate officers for compliance with the MCBCMAP and provide oversight and supervise the performance of officers assigned to the MCBCMAP.

c. S-1. Provide legal advice as required and ensure page 11/6105 Unit Diary entries are being made IAW references (3-t) & (3-u); BPT initiate the administrative separation process for those Marines who have reached their maximum allowable time on BCP.

d. S-3

(1) Provide administrative oversight for the MCBCMAP. Ensure Marines that are not within Marine Corps standards are identified and processed per reference (3-r).
(2) Assign a Command Physical Training Representative(s) (CPTR).

(3) Train, certify, and appoint in writing all Marines within the H&S Bn, S-3 that are authorized to conduct height, weight and body fat evaluations.

(4) Inform OICs and SNCOICs of BCP, MAP and RCP assignments and progress.

(5) Coordinate all MCBCMAP unit diary entries with the Consolidated Administration (CONAD) section.

(6) Direct Marines to dietitians, nutritionists, medical and other professionals for assistance with their weight/appearance.

(7) Provide subject matter expertise and serve as a liaison to HQMC Department Heads and Senior Enlisted Advisors in the execution of the MCBCMAP.

(8) Provide centralized body fat computation/estimation support for HQMC.

(9) Prepare and route applicable 6105 Unit Diary Entries for Marines being assigned to the BCP/MAP.

e. Force Fitness Instructor (FFI) / CPTR (Monitor)

(1) Review reference (3-p) and (3-r) immediately upon assignment.

(2) Track all Marines assigned to MCBCMAP for the duration of their 6-month or extended assignment.

(3) Develop, implement, manage, and supervise the BCP, MAP, and RCP.

(4) Apply Operational Risk Management (ORM) fundamentals during the conduct of the RCP in support of MAP or BCP assignment, IAW reference (3-a).

(5) Coordinate and supervise the execution of weigh-ins and BCEs and Military Appearance Evaluations utilizing the MCBCMAP Evaluation Form contained in enclosure (3-22) & (3-23), if necessary. Responsibilities may include, but not be limited to the following:

   a. Report BCE findings to the S-3 for those Marines who exceed weight and body composition standards in accordance with reference (3-r).

   b. Document, record, and maintain MCBCMAP data/documents IAW with reference (3-r) and enclosure (3-24). MCBCMAP documentation will contain, at a minimum, the following:

      1. BCP Evaluation Form NAVMC 11621 (enclosure (3-22)).

      2. MAP Evaluation Form NAVMC 11620 (enclosure (3-23)).

      3. Medical documentation/evaluation.

      4. Counseling records / Page 11/6105 counseling entries using examples listed in reference (3-r), enclosure (1), pages 1-19, 1-23 through 1-26 and as appropriate.

      5. Weekly weigh-in and BCE results (enclosure (3-26)).

      6. A RCP training log of members participation details.

      7. PFT / CFT performance results.

   c. Coordinate diet and nutrition seminars, and coordinate appointments with Semper-Fit Fitness and lifestyle professionals for Marines assigned to the BCP or MAP.
(d) Ensure Marines on their first MCBCMAP assignment order and complete MarineNet MCIZ4133AZ (Semper Fit Basic Fitness Course).

(e) Ensure Marines on their second or subsequent MCBCMAP assignment order and complete MarineNet MCIZ4134AZ (Semper Fit Advanced Course).

(f) Provide periodic feedback to the Company First Sergeant, H&S Bn Sergeant Major, Section OIC, S-3, H&S Bn Executive Officer, and H&S Bn Commanding Officer.

f. Department/Directorate Heads. Ensure Marines that are not within Marine Corps standards are identified to the H&S BN S-3 for processing per reference (3-r).

g. Individual Marine. Every Marine will conform to established Marine Corps weight and body composition standards and present a suitable military appearance, regardless of age, grade, gender or duty assignment. Marines who exceed established Marine Corps weight and body composition standards or do not present a suitable military appearance will take the necessary individual actions to return to within standards. Failure to do so may result in assignment to MCBCMAP which decreases competitiveness for retention/promotions, and results in adverse Fitness Reports, substandard conduct marks, PCS/PCA restriction, denial of Special Schools assignment, and/or being processed for administrative separation.

3. Coordinating Instructions

a. All BCE/body fat estimations will be conducted by the H&S Bn S-3 at Henderson Hall.

b. BCE/weigh-in is required for all re-enlistments and promotion photographs and can only be conducted by the H&S Bn S-3. Weigh-ins associated with promotion photographs must be conducted within a 30-day window of when said promotion photograph is to be taken.

c. Thirty days prior to departing for a formal school, all Marines will conduct a PFT/CFT and weigh-in which will be administered by the H&S Bn S-3.

d. Weigh-ins and height and circumference measurements will be conducted IAW reference (3-r) as directed in enclosure (1), page 1-8. Marines exceeding the standards in reference (3-r) will immediately begin the process for assignment to the MCBCMAP. During the process, Marines will conduct weekly weigh-ins with the H&S Bn S-3. If the Marine weighs-in within standards during one of the weekly weigh-ins prior to official assignment to the MCBCMAP, then the process stops.

e. Marines will schedule BCP/MAP related medical evaluations with their Primary Care Manager (PCM) and/or at their respective medical treatment facility to be evaluated prior to being formally assigned to BCP/MAP. These evaluations are to be conducted by a Board Certified or Board Eligible Military Physicians (BCBEMP) and returned to the H&S Bn S-3 within a 30-day period.

f. After being reviewed by the Battalion’s FFI/CPT in the H&S Bn S-3, the BCP package will be forwarded to the Battalion Commander for review and decision on BCP assignment. Upon a decision being made, unit diary entries will be executed IAW reference (3-r) as depicted in enclosure (1), page 1-22.

g. Once Marines are assigned to MCBCMAP, Marines will continue weekly weigh-ins with the H&S Bn S-3.

B3005. LIMITED DUTY AND DISABILITY PROCESSING. In accordance with reference B3005 (3-a), the H&S Bn CO has appointed in writing a Limited Duty Coordinator who is responsible for the proper administration and tracking of all light duty and Limited Duty (LIMDU) Marines through the Disability Evaluation System (DES) and Integrated Disability Evaluation System (IDES) process.

1. Concept of Operations

a. Light Duty. A Marine receives light duty when the Marine becomes sick, injured, or develops a medical condition which prohibits performance in a full duty status as determined by a competent medical authority. In
accordance with (IAW) reference (3-v), light duty will be in periods not to exceed 30-day increments to ensure proper clinical oversight, but in no case will light duty exceed 90 consecutive days, inclusive of any convalescent leave periods.

b. Medical Evaluation Board (MEB). At the end of the third 30-day light duty period, if the Marine has not returned to full duty, the Marine will be referred to a MEB. A MEB may do the following:

(1) Place a Marine on a LIMDU status via a NAVMED 6100/5. A Military Treatment Facility (MTF) may approve up to two periods of LIMDU not to exceed 12 months for enlisted Marines. The MEB must go through MMSR-4 for review for all subsequent LIMDUs or 3rd LIMDU involving a distinctly different condition than that responsible for the first and second LIMDU. There are two types of LIMDU:

(a) Temporary Limited Duty (TLD). Based on a recommendation of a MEB with the expectation that the Marine will improve or be restored to full duty by the end of the specified period (normally six months).

(b) Permanent Limited Duty (PLD). PLD is designed to carry a Marine to retirement eligibility after they have been determined unfit by the PEB as a result of a physical disability. PLD is authorized by CMC (MMSR-4) based on the best interest of the Marine Corps and the Marine.

(2) Return the Marine to full duty via a NAVMED 6100/6.

(3) Forward case to MMSR-4 for departmental review in any circumstance (usually for any period of LIMDU beyond the first and second without referring to a MEB/PEB for adjudication).

(4) Be forwarded directly to the PEB, requesting a determination of fitness.

(5) All Officer MEBs must be forwarded to MMSR-4 for review and approval of LIMDU.

c. Disability Evaluation System (DES) process

(1) DES makes the decision on fitness for continued service and, when appropriate, assigns a disability rating at an informal board (medical records only). The findings are sent to the Marine via a Physical Evaluation Board Liaison Officer (PEBLO) and states whether the Marine is:

(a) Fit for continued Naval Service.

(b) Unfit for continued Naval Service. Reference (3-w) states that depending on the severity of the medical condition, the Marine may receive the following IAW reference (3-v):

1. Disability Retirement (30% or more DOD disability rating for one or more unfitting conditions).

2. Disability Separation (20% or less DOD disability rating for one or more unfitting conditions).

(2) Marine’s available actions upon notification of Physical Evaluation Board (PEB) findings:

(a) Accept findings as is or the Marine may request a formal board with the PEB members.

(b) Contest findings. The Marine can request a DoD rating reconsideration or a formal hearing.

d. Limited Duty Tracking/Processing. The LIMDU Coordinator will hold a bi-weekly LIMDU meeting in order identify and update all Marines currently in a LIMDU status.

(1) The CONAD requires a completed NAVMED 6100/5 or NAVMED 6100/6 in order to add or drop the Marines to/from the LIMDU roster so that it reflects in MCTFS.

(2) The LIMDU Coordinator will also check the message board daily for messages from the MTFs assigning or removing a Marine from LIMDU. The LIMDU Coordinator will also track the progress via LIMDU Sailor and Marine Readiness Tracker System (SMART). Officers assigned to LIMDU must be approved by MMSR-4.
(3) Each Marine is responsible for providing the LIMDU Coordinator with the proper documentation assigning the Marine to LIMDU or returning to full duty. If the MTF supports it, the preferred method for processing the LIMDU is via LIMDU SMART which is initiated by the physician.

(4) For IMAs on anything other than a full duty status, see the Henderson Hall IMA Operations Group SOP in Appendix A.

2. Tasks

a. LIMDU Coordinator. Refer to reference (3-u) for a complete listing of responsibilities.

(1) Maintain case files on all LIMDU personnel. At a minimum include the NAVMED 6100/5, LIMDU info sheet, Non-Medical Assessment (NMA), extensions on LIMDU using form 321M and NAVMED 6100/6 (when applicable).

(2) Provide CONAD completed NAVMED forms signed by an MTF Convening Authority (CA) to ensure Marines Duty Code status are updated in MCTFS.

(3) Conduct bi-weekly reconciliation of all Marines in the LIMDU process using LIMDU SMART.

(4) At the end of PFT/CFT season, submit names of Marines currently on LIMDU to the Training Chief so a Code 5, Medical Exemption can be entered into MCTIMS.

b. Individual Marine

(1) Submit any and all light duty chits and medical information pertaining to updates to your light/LIMDU status within five working days of receiving the information so the LIMDU Coordinator can take appropriate action.

(2) Once assigned to a MEB, reconcile with the PEBLO on a weekly basis.

3. Coordinating Instructions

a. Definitions

(1) CMC (MMSR-4), Disability Section, Separation and Retirement Branch, Personnel Management Division, Headquarters Marine Corps.

(2) Physical Evaluation Board (PEB). Established to act on behalf of the Secretary of the Navy (SECNAV) to make determinations of fitness to continue naval service, entitlement to benefits, and coordinated disability ratings of Marines referred for disability evaluation.


B3006. MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP). MCMAP is an integrated, weapons-based system that incorporates the full spectrum of the force continuum on the battlefield and contributes to the mental, character, and physical development of Marines. In order to achieve this, H&S Bn S-3 will provide detailed guidance to standardize MCMAP training and provide advancement opportunities for Martial Arts belt users within the battalion. This will require Martial Arts Instructor Trainers (MAITs) and Martial Arts Instructors (MAIs) coordinate their efforts with the H&S Bn MAIT and the H&S Bn S-3. The end-state is that H&S Bn will have a standardize program that can train Marines and maximize the use of available MAITs and MAIs in the battalion in accordance with reference (3-x) and enclosures (3-29) through (3-35).

1. Concept of Operations. All MAIs and MAITs who request to run a MCMAP course or MCMAP sustainment/advancement training must first submit a series of documents that must be approved by the H&S Bn CO, S-3, and MAIT prior to the commencement of the course or sustainment/advancement training, otherwise belt
advancements will not be recognized or run in MCTIMS. Once the MAI/MAIT’s course or sustainment/advancement training has been recommended by the H&S Bn MAIT and S-3, they will go to the CO for approval. Once the H&S Bn CO has reviewed and approved the training, the MAI/MAITs may commence with the training as approved on their letter of intent (LOI) and training schedule. Upon completion of the training, the MAI/MAITs will submit the appropriate NAVMC 11432 (enclosure (3-33)) to the H&S Bn MAIT and S-3 to be ran in MCTIMS. Only MAITs will be allowed to run MCMAP courses.

a. MCMAP Sustainment/Advancement Training

(1) Requesting Training. MAI/MAITs who request to run MCMAP sustainment/advancement training must first contact the H&S Bn MAIT to get the necessary documents. These documents consist of an example training schedule and operational risk assessment worksheet (ORAW) as per enclosures (3-30) & (3-31). Once these documents have been completed, the MAI/MAITs will present these documents to the H&S Bn MAIT for review. Once the H&S Bn MAIT has reviewed all the documents and recommends the course, the package will go to the H&S Bn S-3 and lastly to the CO for approval. This may require the MAI/MAITs give a confirmation brief to the H&S Bn CO, if directed. Once the training has been approved and the ORAW has been signed by the H&S Bn CO, the MAI/MAITs may commence with the training. Any drastic changes or deviations after the training has been approved, must be re-approved by the H&S Bn MAIT, S-3 and potentially the CO.

(2) Preparation. Training preparation will consist of the MAI/MAITs taking the necessary steps to prepare for their upcoming MCMAP sustainment and advancement training. Some of these steps may include selecting, coordinating, and requesting the use of a training areas, requesting a corpsman, and requesting the appropriate MCMAP gear. The H&S Bn MAIT and S-3 will be able to assist in coordinating these items.

(3) Execution. Training execution will consist of the MAI/MAITs carrying out the planned sustainment and advancement training plan as stated in approved and training schedule. MAI/MAITs will only execute the training schedule that was approved by the H&S Bn CO. Any drastic changes or deviations after the training has been approved, must be re-approved by the H&S Bn MAIT, S-3 and potentially the CO. MAI/MAITs will ensure all training is documented and recorded in a log book as per enclosure (3-34).

(4) Post Training Actions. Upon completion of the MCMAP sustainment and advancement training, the MAI/MAITs will immediately submit the appropriate Instructor’s Course Record NAVMC 11432 as per enclosure (3-33) to the H&S Bn S-3 to be ran into MCTIMS. Belt advancement certificates will be routed through the H&S Bn S-1 to be signed by the CO. The MAI/MAITs will then distribute the certificates to the Marines at their earliest opportunity. Belt advancements should post on MCTIMS and Marine Corps Total Force System (MCTFS) within 7-10 business days after submission.

b. Martial Arts Instructor Course (MAIC)

(1) Requesting a Course. Only MAITs may request to run a Martial Arts Instructor Course (MAIC). MAITs who request to run a MAIC must first contact the H&S Bn MAIT to discuss necessary documents. These documents will consist of an LOI, training schedule, ORAW and gear list as per enclosures (3-29) through (3-32). The MAIT will also include all drill diagrams they plan on utilizing during the course. Once these documents have been completed and reviewed by the H&S Bn MAIT, the MAIT will present these documents to the Martial Arts Center of Excellence (MACE) at least 30 days prior to the start date of the course. Once the MAIT gets approval from the MACE to commence with the MCMAP course, they must then get approval from the H&S Bn CO. The MAIT will route the same documents through the H&S Bn MAIT. The H&S Bn MAIT will recommend the course to the H&S Bn S-3 and CO for approval. This may require the MAIT give a confirmation brief given to the H&S Bn CO, if directed. Once the course has been approved and the ORAW has been signed by the H&S Bn CO (or his designee), the MAIT may commence with the course. Any drastic changes or deviations after the training has been approved, must be re-approved by the H&S Bn MAIT, S-3 and potentially the CO, in addition to the MACE.

(2) Preparation. Course preparation will consist of the MAIT taking the necessary steps to prepare for their upcoming MCMAP instructor course. Some of these steps may include selecting, coordinating, and requesting the use of a training areas, requesting a corpsman, and requesting the appropriate MCMAP gear as outlined in the MAIC LOI and training schedule. The H&S Bn MAIT and S-3 will be able to assist in coordinating these items.
(3) Execution. Course execution will consist of the planned training as stated in approved LOI and training schedule. MAIT will only execute the training outlined in the LOI and training schedule that was approved by the MACE and Bn CO. Any drastic changes or deviations after the training has been approved, must be re-approved by the H&S Bn MAIT, S-3 and potentially the CO, in addition to the MACE.

(4) Post Course Actions. Instructor’s Course Record NAVMC 11432 will be completed, and certificates will be signed by the H&S Bn CO prior to the completion of the MAIC. Before completion of the course, graduation planning will be coordinated through the H&S Bn S-3 and will be held in the theatre or any available large space on the last day of the course. At that time, certificates and NAVMCs will be presented to each individual Marine. The H&S Bn S-3 will ensure information from the Instructor’s Course Record NAVMC 11432 is run into MCTIMS. Belt advancements should post on MCTIMS and MCTFS within 7-10 business days after submission.

2. Tasks
   a. S-3
      (1) Provide administrative oversight for the execution and conduct of the MCMAP classes.
      (2) Ensure NAVMC 11432s are entered into MCTIMS.
      (3) Issue MCMAP equipment as needed.
      (4) Coordinate corpsman support for MCMAP training events as required/directed by the training schedule.
      (5) Forward all MCMAP Pit facilities discrepancies to the S-4 for correction.
   b. Battalion Martial Arts Instructor Trainer (MAIT)
      (1) Stay current and informed on all MCMAP related orders, publications, and messages IOT provide the H&S Bn CO and S-3 accurate and current information.
      (2) Review, endorse, and forward all new MACE and MCMAP orders and quarterly training logs to the H&S Bn S-3.
      (3) Assist MAITs or MAIs as needed. Brief all MAI/MAITs within the battalion the contents of this SOP.
      (4) Ensure that MAI/MAITs have the signed and approved ORAWs and any references needed to assist in MCMAP training.
      (5) Recertify any MAI/MAIs that have expired or are approaching expiration.
      (6) Serve as the Building Manager for the MCMAP Pit. Identify discrepancies to the S-3.
   c. Martial Arts Instructor Trainers (MAIT)/Martial Arts Instructors (MAI)
      (1) Notify the H&S Bn MAIT of planned MCMAP training.
      (2) Submit training schedules to the H&S Bn MAIT.
      (3) Ensure all students are in a full duty status.
      (4) Accept additional students for instruction as needed; as long as it is within the instructor’s ability to do so.
      (5) Check-out required gear from the H&S Bn S-3.
      (6) MAITs may recertify any MAIs that have expired or are approaching expiration.
      (7) Include transportation support requirements during the preparation phase.
d. Marines Seeking Training

   (1) Contact the H&S Bn MAIT or S-3 for information about current MCMAP Training and how to contact the MAI/MAIT conducting the training.

   (2) Complete appropriate level Professional Military Education (PME).

   (3) Must be within height and weight standards.

e. S-4. Receive and process all maintenance requests for the MCMAP Pit.

3. Coordinating Instructions

   a. Marines will be trained in the appropriate seasonal uniform.

   b. MAI/MAIT's will only use MACE approved training gear.

   c. MAI/MAIT's will only use the approved training areas.

   d. All MCMAP training hours will be logged in the individual student's MCMAP log book and in the instructor’s training log as per enclosure (3-34).

   e. All MCMAP records will be maintained by the individual instructor and the H&S Bn MAIT IAW reference (3-x).

   f. All MCMAP training equipment is maintained by the Bn S-3.

   g. The H&S Bn MAIT has the overall responsibility for the coordination and execution of all MCMAP related events.

   h. ORAW will only be signed off by the H&S Bn CO or his designee with “By direction” authority.

   i. All issues must be reported to the H&S Bn MAIT immediately.

B3007. RIFLE RANGE AND PISTOL RANGE.

Although Marine Corps annual training requirements require Marines to conduct annual rifle and pistol marksmanship qualification, Marines assigned to H&S Bn are exempted annual rifle and pistol range qualification IAW reference (3-b), (3-y), & (3-z) and enclosure (3-36). This is due to the high operational tempo and lack of sufficient resources preventing the accomplishment of these annual marksmanship training requirements.

1. Concept of Operations. Although the Marines assigned to the unit are exempt from annual rifle and pistol marksmanship qualification, Marines may still request to attend annual rifle and pistol marksmanship qualification details aboard Marine Corps Base Quantico (MCBQ). This may be done by contacting the H&S Bn S-3 and submitting your nominations via the S-3 training inbox (HNHL_YRYTRING@USMC.MIL) no later than 19 days prior to the start of the range. The section sending the largest number of Marines to the range will also be required to provide (1) Staff Non-Fire to facilitate the range requirement.

   a. Staff Non-Fire (SNF). The SNF must be a Sergeant or above. The SNF must attend the SNF Brief 12 calendar days prior to the start of the range. The SNF is permitted to be a shooter on the pistol range; however, they are prohibited from doing so on the rifle range. The SNF brief dates can be obtained by contacting the H&S Bn S-3 or viewed in the Weekly Gouge by selecting the S-3 hyperlink.

   b. Combat Marksmanship Coaches (CMC). All CMCS will be required to have the 0933 MOS in their BIR in order to coach a rifle or pistol range. H&S Bn is required to provide (1) CMC per every 10 shooters. CMCS must be prepared to support all H&S Bn Marines during their preparatory training.
c. **Weapons Issue.** Since H&S Bn does not organically own its own rifles and pistols, the SNF will be required to coordinate with Weapons Training Battalion during the SNF brief for the temp loan of weapons and equipment needed for either the rifle or pistol range.

d. **Preparatory Training.** Prior to conducting the live-fire portions of tables 1 and 2, Marines are required to conduct preparatory training which will test them on a variety of marksmanship fundamentals as found in reference (3-y). The SNF will be required to coordinate this with Weapons Training Battalion upon completion of the SNF brief. Marines who fail to attend this preparatory training will be removed from the qualification detail.

e. **Chow and Water.** Since H&S Bn enlisted Marines receive Basic Allowance for Subsistence (BAS), Marines are required to bring their own chow and water to the range for both preparatory and live-fire training. It is imperative that Marines do this, as there are no chow or water breaks during the conduct of the range.

f. **Post Rifle and Pistol Qualification.** Usually, Weapons Training Battalion will submit qualification scoresheets to the H&S Bn S-3 within 2 weeks. The H&S Bn S-3 will input the scores in MCTIMS which should post within 7-10 business days after submission.

2. **Tasks**

a. **S-3**

   (1) Submit nominations of rifle and pistol shooters to the Weapons Training Battalion S-3 NLT 19 days prior to the start of the range.

   (2) Coordinate with the SNF to ensure they know the date, time, and location of the SNF Brief.

   (3) Ensure rifle and pistol scores are properly input in MCTIMS.

b. **S-4.** Provide transportation to shooters and SNF and their gear.

c. **Staff Non-Fire (SNF)**

   (1) Attend SNF Brief at designated time and location.

   (2) Coordinate the issue of weapons and gear.

   (3) Coordinate the transportation of shooters through Motor T.

   (4) Coordinate with S-3 for any required range supplies.

   (5) Ensure all information about range dates, times, and locations is disseminated to all shooters.

   (6) Review all orders and references in regards to the Marine Corps Marksmanship Program (reference (3-y)) prior to the commencement of the range.

   (7) Ensure that any major issues are reported to the H&S Bn S-3 immediately.

d. **Combat Marksmanship Coaches (CMC)**

   (1) Review all orders and references in regards to the Marine Corps Marksmanship Program (reference (3-y)) prior to the commencement of the range.

   (2) Report any issues or concerns to the SNF immediately.

e. **Shooters**

   (1) Report to appropriate place of duty during preparatory and live-fire week.
(2) Follow all rules and regulations pertaining to the range.

(3) Report any issues or concerns to the SNF and CMCs immediately.

(4) Bring all necessary gear to the range.

(5) Bring appropriate amount of chow and water to the range.

3. Coordinating Instructions

   a. Marines will be trained in the appropriate seasonal uniform.

   b. All issues must be brought up to the SNF immediately.
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4-2 BEQ Room Cleaning Checklist
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4-6 Recognition and Awards
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4-8 Motor Vehicle Operator Responsibilities
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4-a MCO 11000.22 W/CH 1 MC Bachelor and Family Housing Management
4-b MCO 1700.22F MC Alcoholic Beverage Control In The Marine Corps
4-c ALMAR 106/98 Quality of Life, Good Order And Discipline, And Transformation
4-d MARADMIN 429/11 Freeze on Further Approval of BAH
4-e Marine Corps BEQ Campaign Plan of 9 November 2006
4-f Bn Safety Policy and Mission Statement
4-g AR420-1 Army Facilities Management
4-h MCO P1020.34H Uniform Regulations
4-i OPNAVINST 5530.14E Ch3 Physical Security Reporting Requirements
4-j MCO 5530.14A Marine Corps Physical Security Program Manual
4-k UM 4790-5 Maintenance Management
4-l UM 4400-124 Consumer Level Supply
4-m MCO P4790.2C W/CH 1 MIMMS Field Procedures
4-n MCO 5500.6H W/CH 1 Arming Of Law Enforcement And Security Personnel And The Use Of Deadly Force
4-o MCO 8300.1D MC Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP)
4-p CJCSI 3121.01B Standing Rules of Engagement/ Standing Rules for the Use of Force
4-q DOD 4000.25 Defense Logistics Management Standards
4-r MCO 4410.9G Assignment of Local Stock Numbers and Criteria for Determining Assignment of NSN
4-s MARADMIN 052/00 Policy Clarification On The Arms, Ammunition, And Explosives/(AA&E) Program
4-t MCO 8020.10 MC Explosives Safety Management Program
4-u TM 4700-15/H Ground Equipment Record Procedures
4-v MCO P4790.2C MIMMS Field Manual
4-w MCO P11240.106B Garrison Mobile Equipment
4-x DoDM4500.36 Acquisition, Management, and Use of DoD Non-Tactical Vehicles
4-y MCO 11262.2B W/Admin Change Standard Policy for Inspection, Testing, and Certification of Ground Load Lifting Equipment

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CHAPTER 4: LOGISTICS

4000. GENERAL. Provide efficient and reliable logistical support to the Marines of Headquarters and Service Battalion, Headquarters, U.S. Marine Corps as well as other Military and Civilian customers aboard Henderson Hall in the following specific areas- facilities maintenance and planning, motor transportation, armory/ammunition operations, and household and freight shipment.

4001. BACHELOR ENLISTED QUARTERS. To establish policy and procedures regarding the maintenance and management of the Headquarters and Services Battalion (H&S BN), Headquarters Marine Corps (HQMC) Bachelor Enlisted Quarters (BEQ/barracks) aboard Joint Base Fort Myer-Henderson Hall (JBM-HH). The barracks, under the following guidelines, are Bldg416-A, Bldg416-B, Bldg416-C and Bldg416-D. In accordance with the references (4-a) through (4-h), this order promulgates guidance governing issues such as safety, security, facility maintenance, visitation policies, alcohol consumption, and quality assurance which will need to be addressed on a daily basis.

1. Concept of Operations

a. Residential Guidelines

   (1) Rooms are designated as personal space to the extent as is consistent with good order and discipline.

   (2) Room décor will be maintained in accordance with reference (4-a). Obscene and or offensive material pertaining to extremist groups, drug use or pornography is strictly prohibited from display in any room or common area within the BEQ.

   (3) Quarters will be used to the maximum extent possible, while allowing for flexibility in the assignments of rooms.

   (4) Geographic bachelors will be considered for quarters in the H&S BN BEQ on a case-by-case space available basis and upon discretion of the H&S BN Commander and JBM-HH Executive Management Housing Directorate (EMHD). Formal approval of individual Geographic bachelors written requests from the H&S Battalion Commander and JBM-HH EMHD is required.

   (5) All residents will be expected to maintain their rooms in an orderly and clean posture and to adhere to the rules and regulations contained in this order, to ensure a safe, secure, clean, and quality living environment for everyone in the BEQ.

2. Tasks

a. Headquarters Company (H&S Co) Commander

   (1) Ensure weekly inspections of living quarters for safety, health, comfort, and serviceability.

   (2) Administer disciplinary measures in the vent of rules of regulations violated within the BEQ.

   (3) Coordinate and supervise, upon the Battalion Commander’s approval, periodic walk-through inspections, with military working dogs.

b. S-4

   (1) Coordinate with Department of Public Works (DPW) to schedule preventative and corrective maintenance, project development, and administration to include new minor construction planning and execution as necessary to maintain the BEQ in a high state of maintenance.

   (2) Ensure that work requests and service orders are properly responded to and corrective actions requested are completed in a timely manner.

   (3) Provide assistance and ensure all documentation is completed in processing, missing, lost, stolen, damaged or destroyed property and assist in the acquisition of real property.
(4) Provide overall management oversight and supervision for BEQ operations.

(5) Provide a monthly occupancy report to the company on a monthly basis.

(6) Appoint the BEQ Manager and Assistant Manager in writing prior to their assumption of duty.

(7) Supervise the BEQ Manager in the conduct of their duties and responsibilities.

c. **BEQ Manager**

   (1) Conduct inspections of the entire complex as required to check serviceability, maintenance, and repair status of building structures, systems, and equipment.

   (2) Develop and maintain accurate reporting of billeting assignments and reconcile with the Joint Base Housing Office weekly to ensure accuracy.

   (3) Identify, report, track maintenance problems, and requirements and report to (DPW) for corrective action via Service and Work orders.

   (4) Coordinate with the Battalion S-4 and Supply Officer for budgeting, ordering of supplies, materials, and other equipment to support continuous BEQ operations.

   (5) Ensure that the Manager receives formal and on-the-job training (OJT) in BEQ management practices and techniques.

   (6) Ensure appropriate internal management controls (IMC) are established and maintained.

   (7) Develop and administer BEQ budget requirements.

   (8) Administer and manage the day-to-day operations of the BEQ.

   (9) Maintain sufficient on hand stock quantities of cleaning supplies and other consumable items for use in clean-up of common areas.

   (10) Facilitate access to the barracks during emergencies and when tenants report lost or stolen keys.

   (11) Pull an inbound/outbound roster from the Consolidated Admin section (CONAD) on a weekly basis to forecast 90-day occupancy requirements.

   (12) Place maintenance tags on all equipment subject to an active service order.

d. **Assistant BEQ Manager**. Assist the BEQ manager in the day-to-day operations of the BEQ.

e. **BEQ Occupants**

   (1) Responsible for routine housekeeping and for reporting items for repair or replacement to the BEQ Office located within Lounge (also known as the Kickback Lounge).

   (2) Complete enclosure (4-1) to signify awareness, understanding of occupant responsibilities and liabilities, and the assumption of all government-provided equipment/furnishing.

   (3) Obey all rules and regulations as set forth in this Order to ensure that the BEQ remains a safe and healthy place to work and live. In addition, the occupant will ensure the room meets the cleaning standards set forth in enclosure (4-2).

4001.1. **CHECK-IN PROCEDURES**
1. **During normal working hours**

   a. Each new resident will be directed to the S-4 office for room assignment at which time their check-in sheet will be signed. At the S-4 office, each Marine will receive (1) room key, (1) mail box key (1) set of linen, (1) comforter, (2) pillows and (2) pillow cases.

   b. The occupant will inventory the room assigned and complete the condition of occupancy form and the BEQ room inventory sheet. Both forms must be returned to the S-4 Office for retention. The occupant has one working day to return this sheet to the S-4 office. The check-in sheet will be stamped and signed when the inventory sheet is returned.

   c. The S-4 office will issue the Marine a name placard for the room door. It is the occupant’s responsibility to ensure that the placard is on the door and filled in with current accurate information.

   d. Each new resident will be briefed by the Company GySgt or the BEQ Manager on the rules and regulations governing the BEQ, using this SOP as a guide.

2. **After Normal Working Hours**

   a. All Marines who report in after normal working hours will report to the Battalion OOD/SDNCO. The OOD/SDNCO will billet the Marine in a transient room. The Marine will be issued and sign for temporary linen, if required and will be escorted to the room.

   b. On the next regular working day, the Marine will report to the S-4 Office and check in with the BEQ Manager, using the same procedures outlined above.

**4001.2. CHECK-OUT PROCEDURES**

1. **During Normal Working Hours**

   a. Every occupant assigned to a BEQ room is required to check-out with the S-4 office using enclosure (4-3). A joint inventory by the occupant and BEQ Manager will be conducted up to 72 hours prior to final inspection using the inventory sheet that was filled out when the occupant first checked-in. If damages or losses are discovered, the BEQ Manager will take the appropriate action in notifying the S-4 Officer, JBM-HH EMH Office, and DPW.

   b. Upon completion of the inventory, the occupant will report back to the S-4 office to turn in their key. The S-4 office will stamp and initial the Marine’s check-out sheet and issue a letter of vacancy indicating the proper cleaning was conducted and keys and bedding were returned. The Marine will then report to H&S Co and CONAD to complete processing. If the inventory uncovers damaged or missing gear, the check-out sheet will not be stamped or initialed and the Marine will not be allowed to complete checking-out until the issue is resolved in accordance with H&S Co guidance which is not limited to Non-Judicial Punishment (NJP) proceedings, government reimbursement or checkage of pay.

2. **During Non-Working Hours**

   a. Marines detaching on weekends or holidays will be allowed to check-out on the last working day prior to the day they are scheduled to depart. When a Marine is scheduled to depart on a weekend the occupant must coordinate their intention with the BEQ Manager as notification is required one working day 24 hours prior.

   b. The room inventory will be conducted on the last working day prior to departure in accordance with enclosure 4-3. The Marine will transfer to a transient room until the day of departure and check out with the OOD/SDNCO. The inventory sheet will be left in the BEQ office. On the day of departure, the Marine will check in with the OOD/SDNCO, turn in his or her temporary linen if issued, conduct a joint final walk through and turn in the room and mailbox keys. The OOD/SDNCO will return the key to the BEQ Manager at the beginning of the next official work day.

**4001.3 TERMINAL LEAVE POLICY**
1. Marines are not permitted to live in the BEQ while on terminal leave. Occupants must check-out of the BEQ prior to starting terminal leave. However, once those Marines have their check-out sheets stamped and signed by the BEQ Manager, they may request Basic Allowance for Housing II through CONAD. The separations section will not process the required unit diary entry until a completed check-out sheet is provided with letter of vacancy. CONAD will provide the S-4 Office a weekly report of the Marines who are on terminal leave.

2. Marines may request annual leave, vice terminal leave, and still maintain their BEQ residency. In this instance, the Marine must end the leave period no later than five working days prior to their end of active service (EAS) date, so they may complete the check-out process utilizing enclosure (4-2) and (4-3).

4001.4. GEOGRAPHIC BACHELORS

1. **Definition.** A geographic bachelor is a member that meets all of the following criteria:
   
   a. Permanent party assigned to H&S Bn, HQMC.
   
   b. Receives BAH at the with dependent rate or family resides in military family housing.
   
   c. Has PCS orders that allow for the transfer of dependents and transportation of household goods.

2. **Policy.** In accordance with references (4-e) and (4-g), geographic bachelors will be provided quarters in the Henderson Hall BEQ on a case-by-case, space-available basis only. The following guidelines apply to geographic bachelor billeting in the BEQ.
   
   a. If more space is required for bona fide bachelors, or BEQ occupancy is above 85 percent, geographic bachelors will be required to vacate the BEQ, they will be given thirty days' notice to vacate quarters.
   
   b. If involuntary terminations are required, geographic bachelors with the longest tenure will be required to vacate first (first in, first out) and maximum effort will be made to accommodate lower pay grade Marines, those Marines near PCS, discharge or other special considerations.
   
   c. Geographic bachelors will be assigned quarters at less than the minimum assignment standards (MAS) for space and privacy. Specifically, all geographic bachelors will live two to a room as much as practical and may be moved monthly as needed.

3. **Application.** Geographic bachelors desiring billeting in the BEQ must submit a written request to the H&S Co office to request billeting space.

4001.5. ALCOHOLIC BEVERAGES. Responsible alcohol consumption by those Marines who are of legal drinking age is permitted in the BEQ. The minimum drinking age for all Marines in the BEQ is 21 years old. Marines who are under 21 years of age are prohibited from possessing or consuming alcohol and this standard will be strictly enforced.
   
   a. An individual NCO (E4-E5) may store either one 12-pack of 12-ounce beer, two 4-packs of 12-ounce wine coolers, or two bottles of non-fortified wine (under 14% of alcohol) in their room. Non-NCOs (E1-E3) may store either one 6-pack of 12-ounce beer, one 4-pack of 12-ounce wine coolers or one bottle of non-fortified wine (under 14% of alcohol) in their room. Hard alcohol is not permitted in the BEQ.
   
   b. It is the duty of residents, legally possessing alcohol to ensure that no underage personnel consume alcohol. Any occupant who has had an alcohol-related incident will not be authorized to consume or store alcoholic products of any type in the BEQ.

4001.6. BICYCLES. Bicycles are not authorized for long-term storage in BEQ rooms. However, they may be stored in the bicycle racks located behind the building 416 laundry room. All Marines using battalion provided bicycle racks are required to have a personal lock and chain on their bicycles.

4001.7. FIELD DAYS. Field days will be conducted on Thursdays commencing at 1730 and as required at the discretion of the Company Commander. Field days will be the appointed place of duty for all residents of the
barracks. Exceptions will be granted on a case-by-case basis at the request of the occupants SNCOIC. Occupants are prohibited from moving furniture and items from the rooms into the hallways during field days.

a. The occupant’s quarters will be inspected Friday mornings by the Company Gunnery Sergeant. Inspections are a pass or fail evaluation based on quality of life and cleanliness of living space, during which rooms will be identified as clean and suitable for living or unsatisfactory and failed.

b. Rooms and common areas that fail inspection will be re-inspected on the following Saturday morning at 0900 by the OOD/SDNCO. Marines will be standing by in their rooms dressed in the uniform of the day. Marines responsible for cleaning specific common areas will also be subject to re-inspection by the OOD/SDNCO.

4001.8. FLAMMABLE AND/OR HAZARDOUS MATERIALS. No flammable or hazardous materials will be stored in the BEQ. All hazardous materials will be disposed of properly. Candles (open flames) and incense are not authorized in the BEQ at any time.

4001.9. FOOD. Ensure all food items are properly stored in such a way as to prevent insect and rodent infestation. Residents are responsible for properly disposing of trash prior to 0700 each morning. No cooking items such as toaster ovens, hot plates, griddles, or George Foreman grills are authorized for use within BEQ rooms. All cooking will be conducted within the designated BEQ kitchens.

4001.10. FURNISHINGS. Listed below are guidelines for the use of government provided and personally owned furnishings:

1. Government Provided Furnishings. Government provided furnishings will not be removed from the individual’s room. BEQ residents have the option of using government provided accessories; or using their personal items. It is the resident’s responsibility to accurately complete the furnishings custody receipt upon check-in and check-out of the room. Neither residents nor their visitors will remove government provided furnishings from the individual rooms or lounge areas.

2. Personally Owned Furnishings. Residents are permitted to have personally owned furniture in their BEQ rooms. Residents must receive specific approval from the Company GySgt prior to introducing the furniture into the BEQ. The BEQ Manager will inspect the furniture and ensure that it is clean, serviceable, professional in appearance and will not impede the traffic flow of the room. In no case will anything larger than a standard sized love seat be approved for use in the BEQ.

3. Restrictions. The arrangement and installation of furniture and furnishings in BEQ rooms will adhere to the following restrictions:

   a. Racks will not be placed in front of windows or doors to impede emergency exiting of the room in the event of a fire.

   b. Racks will not be placed in a manner that will interfere with the entrance to the head or washing areas.

   c. The arrangement of furniture must not result in safety hazards, damage to furniture or damage to the room (i.e., refrigerators will not be stacked on any furniture).

   d. Wires and cables (e.g., electric wires, speaker wires, power cables, TV cables, computer wires and cable, phone cords) must not run across the floor or be taped to the walls. Doing so could result in a fire or safety hazard.

   e. Regular extension cords or extra wall sockets are not authorized. Fused or circuit breaker equipped surge protectors will be used.

   f. Water beds are not allowed.

   g. Full size couches are not allowed.

   h. Television sets over 60” are not allowed.
i. Mounting of electronics or installation of permanent furniture requiring drilling into decks or bulkheads is prohibited as identified in reference (4-a).

4001.11. BAGGAGE STORAGE. Residents of the BEQ requiring storage space for oversized or excess personal effects should contact the Battalion Distribution Management Office (DMO) upon check in to the battalion. Excess storage accommodations for personal equipment and outsized gear will not be made available to Marines that acquire excess personal gear while on station.

4001.12. LIGHT AND NOISE CONTROL. When occupants leave their rooms, all lights, and electronics (i.e. stereo equipment, irons, hair dryers, curling irons, televisions, etc.) will be turned off. Occupants may be directed to turn off stereo equipment deemed excessively loud by authorized personnel.

4001.13. NARCOTICS, GAMBLING, AND CONTROLLED SUBSTANCES. Possession of un-prescribed narcotics, stockpile of prescribed narcotics, illegal and dangerous drugs, controlled substances or drug related paraphernalia within the BEQ by any person is strictly prohibited. All medication prescribed by proper medical authorities will be properly labeled and secured at all times. Any prescription that has passed its expiration date is considered an illegal substance and should be disposed of properly. No Gambling of any kind in the barracks.

4001.14. OFF LIMITS AREAS. Maintenance areas and building roof tops are strictly off limits to residents and their guest(s).

4001.15. PARKING. Every resident of the BEQ with an automobile or motorcycle has access to parking within the vicinity of Building 416.

4001.16. PERSONAL ELECTRONIC ITEMS. Electronic items such as TVs, personal computers (PCs), and stereos are permitted. The following guidelines apply:

1. Satellite dishes are not authorized.
2. Televisions are limited to screens of 60” or less, unless otherwise approved by the H&S Bn CO.
3. Stereos and PCs are allowed as long as they can be retained in the Marine’s individual living space.
4. All personal electronic equipment must comply with the fire and safety regulations outlined in reference (4-f).

4001.17. PETS. No pets will be permitted in the BEQ (to include fish).

4001.18. PLANTS. Small house type plants within BEQ rooms are permitted, as long as the size and quantities kept are within reason and no complaints are received from other occupants. Plants will not be placed outside the confines of individual BEQ rooms. Marines found to have dead plants in their BEQ will be directed to remove all plants and may be banned from keeping plants in their rooms.

4001.19. RECREATION ROOM. There is one recreation lounge available for use by all Marines located in 416E. This recreation lounge room is open from 24/7 daily including weekends.

4001.20. ROOM DECORATIONS. Occupants in the BEQ may decorate their rooms to meet their personal tastes, with the following exceptions:

1. No repainting of the room.
2. Decorations that cause paint to be removed from the bulkheads or any surface in the room.
3. Decorations that cause any alterations to the structure, fixture or furniture are prohibited.
4. Pictures or posters displayed that bring discredit on the United States or the Armed Forces.
5. Pornographic material or items depicting of sexual nature are prohibited. Any material deemed offensive to individuals on the basis of race, creed, color, national origin, religion, or sexual orientation are not permitted and will be removed immediately upon notification.

6. No pictures or posters will be placed on or in the windows.

7. Hanging of pictures or similar items on surface with nails or screws is not permitted.

4001.21. ROOM POLICING. All occupants are responsible for the cleanliness and habitability of the rooms in which they reside. Anyone residing in the BEQ who fails to maintain good standards of habitability and cleanliness is subject to disciplinary action. To ensure high standards, the following tasks will be conducted on a daily basis:

1. All trash removed from the rooms will be placed in the dumpsters. Trash from rooms will not be put in the laundry room or kitchen area trash cans. Doing so may result in disciplinary or administrative action. Residents are responsible for taking out all food related trash prior to 0700 each morning.

2. All clothing will be maintained either in a wall locker, dressers or dirty laundry hamper (e.g. bags, baskets).

3. Decks will be kept clean by sweeping and swabbing. No decks will be waxed or have a buffer used on them.

4. No gear will be left adrift (i.e. the room must be organized).

4001.22. SMALL APPLIANCES

1. Small appliances are permitted in BEQ rooms to include microwave ovens, blenders and coffee makers. Hot plates and other heat producing cookware are NOT permitted for use.

2. Refrigerators are provided by the housing management office.

3. All appliances must comply with the fire/safety regulations outlined in reference (4-f).

4001.23. SMOKING

1. Smoking (to include vaping) is not permitted within any BEQ structure, ladder wells, and to include individual rooms, common areas, offices, and parking lots.

2. Designated outdoor smoking areas are not located in areas commonly used by nonsmokers and not in the vicinity of air supply intakes, building entryways or egresses. Use of tobacco products is prohibited within 50 feet of any federal government facility.

4001.24. TEMPERATURE CONTROL

1. Thermostats. Each BEQ room’s temperature is controlled by the room’s thermostat. Any problems with the heating or cooling system will be directed to the BEQ office.

2. Drapes. The drapes are provided for both privacy and insulation from the outdoor temperature changes. Drapes and blinds will be open during daylight hours. Any personnel that work during other than normal work hours 0800-1630 must indicate on their identification placards.

4001.25. UNIFORM AND CIVILIAN ATTIRE

1. Ladder wells and indoor hallways are part of the BEQ common areas. When in the vicinity of the identified areas Marines are required to be in uniform or appropriate civilian attire as pertaining to their activity.

2. Appropriate civilian attire is IAW reference (4-h).

3. Appropriate athletic attire may be worn when entering or leaving the BEQ to engage in athletic activities or when proceeding to and from the gymnasium.
4001.26. WASHERS AND DRYERS

1. A sufficient number of washers and dryers are located in the BEQ laundry room. Washers and dryers will only be used to clean personal clothing and uniform items.

2. The washing and or drying of shoes, combat boots or 782-gear is prohibited. Residents will obey all posted Laundry room procedures.

4001.27. VISITATION

1. Anyone who is not a resident of the BEQ or administratively assigned to H&S Bn is considered a visitor or guest. Visitors or guests are not personnel on official business (i.e. Manager, facilities department personnel, company command staff).

2. All guests must be accompanied by a sponsoring Marine residing in the BEQ and must sign-in their guest with the DNCO. The DNCO will verify a proper form of identification and observe the date of birth. A log book entry will be made by the DNCO.

3. No one under the age of 18 may visit, unless a member of their immediate family or a legal guardian, who is also a resident of the BEQ, escorts them.

4. Visitation hours are 0730 to 2200 Sunday through Wednesday and 0730 to 0001 Friday and Saturday.

5. Vendors making deliveries will report to the BEQ office or DNCO and the Marine to receive the item will be notified to collect the delivery.

6. During field days and unit formations, guests will not be permitted in BEQ areas.

7. Guests will not be permitted to stay overnight in the BEQ unless specifically authorized by the H&S Co Commander. The company will inform the BEQ manager in writing of approved requests.

8. Upon leaving, guests will be logged out in the logbook maintained by the DNCO.

9. Staff Noncommissioned Officers and Officers will only do so while on official business while in the uniform of the day.

10. Staff noncommissioned officers will not visit rooms occupied by sergeants and below unless on official business.

4001.28. MAINTENANCE, REPAIR AND UPKEEP. Given that the BEQ is a heavily used facility, it stands to reason that maintenance and repair problems will occur on a daily basis. It’s incumbent upon BEQ residents and users of the facility to be proactive and immediately report all facilities-related deficiencies and defects to the BEQ Manager. All maintenance problems will be promptly reported per instructions outlined in the following paragraphs.

1. Routine Repairs

   a. Maintenance and or repair problems will be immediately reported to the BEQ office. Maintenance requests for individual rooms will be logged into the maintenance log maintained by the BEQ manager during working hours and the DNCO maintenance log and chronological logbook during non-working hours. The BEQ Manager will affix a maintenance tag with pertinent service order information to the equipment in question. The BEQ Manager will then complete a maintenance work request and electronically forward the request to the Department of Public Works (DPW) for action. DPW will dispatch a facilities maintenance technician to correct the problem based on priority.

   b. Each week, the BEQ manager will reconcile all pending work requests with the S-4 Officer to ensure all work is being conducted in an efficient and timely manner.
c. Emergency Repairs

(1) Emergency maintenance and repair problems are those problems that pose an immediate threat to the safety and health of tenants or could result in significant damage to or destruction of government property. Problems that meet this definition include, but are not limited to the following:

(a) Roof leaks
(b) Broken water pipes
(c) Power failures
(d) Sewer backups
(e) Gas leaks
(f) Electrical malfunctions
(g) Heat in winter and AC in summer
(h) Hazards requiring immediate repair to prevent death or injury

(2) If emergency maintenance is required during normal working hours, the BEQ manager will notify DPW. The completion of work request documentation is secondary and will be performed after the emergency problem has been addressed.

4001.29. MAINTENANCE PERSONNEL. Occupants will be present to escort maintenance personnel performing duties. If the occupant is unavailable to escort, then approved staff from the BEQ office will escort maintenance personnel.

4001.30. LIABILITY DAMAGE. Liability for damage to government property and personnel support equipment (PSE) falls upon the occupant. Any BEQ resident found liable for property or equipment damage will be subject to NJP or court-martial depending upon the extent of such damage. BEQ residents will also be held responsible for any loss or damage to BEQ facilities, equipment or furnishings caused by abuse or negligence on the part of their visitors and guests.

4001.31. PEST CONTROL

1. Frequent and routine cleaning of rooms and common areas will eliminate most causes of insect and rodent problems.

2. All trash and garbage will be disposed of daily in the dumpsters located behind building 416A. Doors and lids to the dumpsters will be closed after each use. All food waste will be removed from rooms daily by 0700 or prior to departing BEQ.

3. Occupants are not permitted to use or store pesticides in the BEQ.

4. When treatment for a specific pest problem such as insect or rodent infestation is required, residents should contact the BEQ Manager.

4001.32. CLEANING SUPPLIES

1. The BEQ office will issue cleaning supplies for use in the common areas only, on an as-needed basis and during weekly field day.

2. The BEQ Manager will ensure that all requests for cleaning supplies are requested within the same fiscal quarter of the need being identified.
4001.33. LAUNDRY ROOMS

1. The laundry room is open twenty-four hours a day except during weekly field day. The Company GySgt will secure (at 1700) and re-open the laundry room after the field day inspection has been completed on the following morning.

2. The laundry rooms are available for use by BEQ occupants only. Residents will clean up after themselves placing all trash in the container provided. Users are to remove clothing from washers and dryers immediately upon completion in consideration of others. Laundered clothing left unattended will be removed from machines by the BEQ personnel or DNCO without the owner’s permission.

3. Washers or dryers that are not functioning properly will be reported to the BEQ manager immediately. Abuse of washers and dryers will not be tolerated. Duty personnel will make a log entry of anyone found abusing laundry room equipment. Those found abusing equipment will be reported to the H&S Co Commander.

4001.34. TRASH RECEPTACLES. Trash receptacles located in common areas are not for individual occupants’ room trash. Residents are to place all trash from their rooms in the dumpsters. Hazardous waste (oil, oil cans, paint, paint cans, etc.), recyclable material (to include large cardboard boxes), wood, metals (including old bicycles), or any object weighing over thirty pounds must be disposed of or deposited in accordance with special disposition procedures. Any BEQ resident who is unsure if an item can be disposed of in BEQ trash containers should contact the BEQ manager for guidance.

4001.35. CLEANING AND FIELD DAYS

1. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Housekeeping tasks to be performed:

   a. Daily
      
      (1) Empty trash receptacles
      
      (2) Sweep decks
      
      (3) Make racks
      
      (4) Stow dirty equipment and clothes
      
      (5) Conduct police call around facility
      
      (6) Open blinds and drapes upon departure

   b. Weekly
      
      (1) Mop decks and vacuum carpets
      
      (2) Dust room
      
      (3) Clean windows and mirrors
      
      (4) Clean head and shower
      
      (5) Clean refrigerator inside and out
      
      (6) Clean designated common area

2. BEQ residents are charged with cleaning up after themselves in common areas such as recreation rooms, laundry rooms, lobbies, etc.
3. Field day will be conducted on a weekly basis to ensure that health and welfare standards are being achieved throughout the BEQ.

4. Commissioned and Noncommissioned Officer Supervision. In order to ensure that the command’s Commissioned and Noncommissioned Officers maintain an active role in helping their Marines observe and maintain Marine Corps standards of cleanliness and efficiency, the OOD/SDNCO shall conduct a daily walk-through of all common areas at least twice per duty period. The Company First Sergeant, Company GySgt and at least two other SNCOs from the BN will conduct field day inspection every Friday morning.

SAFETY AND SECURITY

4001.36. BOMB THREATS. In the event that any BEQ resident receives a bomb threat, the resident will notify the Command Duty and the Department of Emergence Services.

4001.37. CRIMINAL AND VIOLENT BEHAVIOR. Bachelor Enlisted Quarter residents must be attentive and alert to suspicious situations or persons at all times. In the event any BEQ resident is the victim of or witness to any type of criminal act, violent or suspicious behavior, the incident should be immediately reported to PMO and the OOD/SDNCO from the location of the incident, description of persons involved, description of property involved, and all other pertinent identifying and evidence information.

4001.38. CRIME PREVENTION

1. Headquarters Company will provide instruction on proper marking and inventory of organizational gear. Copies of completed serialized personal inventory lists can be submitted to the BEQ Manager for safe keeping, along with the initial room property inventory, within the BEQ Office.

2. Personnel will ensure that assigned rooms are kept locked at all times. Inoperable locks will be reported immediately upon observation to the BEQ Office for repair action. BEQ residents are not authorized to depart their room if the door lock is inoperable and must remain in place until the DPW locksmith rectifies the problem. Door locks will not be repaired on holidays, weekends or after hours due to DPW locksmith availability.

3. All windows will be kept shut and locked when no occupants are in the room or in the immediate area. All closets within individual rooms will be kept shut whenever the occupant is not in the room.

4001.39. KEY CONTROL

1. The S-4 Officer is responsible for the BEQ key control program. A BEQ key log book will be maintained by the BEQ Managers at BEQ 416. Key control log books will annotate a minimum of the following entries:
   a. Key code as inscribed in key
   b. Date of issue
   c. Date of return
   d. Rank
   e. Full Name printed as identified on military ID card
   f. Signature
   g. Remaining balance of keys for room and mail box

2. In order to maintain key integrity and safety of personal and government property, master keys will be maintained by the S4 and issued to the DNCO and Company Office personnel only when required.
3. In case of lock out the occupant must notify the DNCO or BEQ Manager and show proper identification to verify room assignment. If the master key does not work, notify the BEQ Manager or S-4.

4001.40. ELECTRICAL WIRING. BEQ residents or any other users of the facility will not modify or tamper with any electrical wiring in anyway. Only DPW is allowed to perform maintenance and repair on the BEQ building electrical system.

4001.41. EMERGENCY NOTIFICATION PROCEDURES. In the event that an emergency of any type arises in the BEQ (i.e., fire, criminal act, medical, explosion, etc.), the first step is to call the Department of Emergency Services (703)696-3525 or 911. The following procedures should be performed:

1. Stay calm.

2. Be prepared to answer questions about the emergency and provide a situation report (i.e. who, what, when, where and how).

3. Gather information that may be useful for the emergency responders (i.e. injuries, etc.)

4. Give emergency responders a safe location where they can meet you. Keep the area clear of bystanders.

5. Wait for responders to arrive and direct them to the emergency if necessary.

4001.42. EVACUATION PROCEDURES. In the event the BEQ has to be evacuated for an emergency such as a fire, the following procedures will be adhered to:

1. Stay calm, do not rush or panic.

2. Gather personal belongings if it is safe to do so. A coat, hat, gloves, and appropriate foot wear should be kept handy during cold weather along with a react bag containing a minimum of seasonal MARPAT uniform and boots.

3. If safe, all BEQ room doors should be closed and locked.

4. Use the nearest ladder well and proceed to the nearest exit. Deck NCOs or senior Marine present will ensure all rooms are clear of personnel on their assigned deck. Upon evacuation of the BEQ buildings, deck NCOs will muster their decks in accordance with the fire safety plan. Deck NCOs will conduct a roll call; all discrepancies will be identified to the DNCO.

5. Proceed to the designated emergency assembly areas so that a head count can be taken. The emergency assembly area (EAA) for residents in building 416C and 416D wings is the north end parking lot. The EAA for residents in 416A and 416B wings is the gym parking lot.

4001.43. FIRE PREVENTION AND PROTECTION

1. All BEQ residents are required to familiarize themselves with the BEQ emergency fire evacuation bill posted in all rooms.

2. Fire evacuation drills, supervised by the Battalion Safety Officer and H&S Company office, will be conducted semi-annually in coordination with the JBM-HH Fire Department.

3. The Battalion Safety Officer will be responsible for the annual safety inspection.

4. The BEQ manager will conduct quarterly inspections and submit report any issues to the H&S Company Commander and Safety Manager.

5. For fire safety and health reasons, smoking is prohibited inside occupant rooms, passage ways, ladder wells, and outside catwalks.

6. The burning of incense and candles within the BEQ is prohibited.
7. Tampering with smoke detectors in any building or rooms of the BEQ is considered a federal felony and will result in administrative action or NJP.

4001.44. FIRE SAFETY. BEQ residents are required to evacuate when a fire alarm sounds. Individuals who fail to evacuate when the alarm sounds may be subject to administrative action. If a fire occurs in the BEQ, the following procedures should be followed:

1. Notify the Department of Emergency Services immediately by calling (703)696-3525 or 911.

2. Extinguish the fire if possible with on-hand fire extinguishers. If unable to extinguish the fire, leave immediately and pull the fire alarm.

3. Evacuate the building as soon as the alarm sounds using the nearest ladder well and proceed to the nearest exit.

4. On your way out, warn others in nearby rooms or in common areas but do not take any unnecessary risks in notifying others.

5. Proceed to the designated EEA so that a head count can be taken.

6. Do not re-enter the BEQ until you have been instructed to do so by the emergency responders.

4001.45. FLOODING AND PLUMBING FAILURES. In the event of a plumbing failure that causes significant water flooding in a BEQ room, the following procedures should be taken:

1. Cease using all electrical equipment.

2. Immediately notify the BEQ manager during working hours or emergency maintenance after hours.

3. Try to curtail the flooding as much as possible using mops and squeegees located in the BEQ gear locker until help arrives.

4001.46. HAZARDOUS MATERIALS. No hazardous materials other than retail type personal-use materials, such as cleaning supplies, are to be brought into or used in the BEQ. All hazardous materials should be maintained in their original containers and disposed of properly in accordance with manufacturer’s directions. Questions regarding hazardous material use within the BEQ should be directed to the base safety and environmental office.

4001.47. WEAPONS. All personal weapons on board JBM-HH will be registered with PMO and stored in the Battalion Armory. The following items are prohibited in the BEQ:

1. Firearms or ammunition.

2. Bows and arrows.

3. Air rifles, pistols, and BB guns (Paint ball guns)

4. Switchblade knives or knives that can be opened by mechanical means.

5. K-bars and knives with blades over three inches in length (to include diving knives, individual K-bars, harpoons and sharp cutting tools) unless permanently mounted.


7. Metal/brass knuckles.

8. Oriental fighting weapons.
4002. KEY CONTROL. To establish local key control procedures within the command in order to supplement and amplify guidance issued in ref (4-i) in order to maintain comprehensive key control and inventories.

1. Task S-4

   a. Assign a key control officer.

   b. Establish and monitor the key control program for the battalion in accordance with reference (4-i).

   c. Maintain a Key Inventory binder. Ensure the Battalion is in compliance with reference (4-i). Maintain key inventory sheets for the S-4 Office in Charge (OIC) office and the Battalion Duty.

   d. Ensure the S-4 Key Inventory is posted inside the KCO’s office on the S-4 key locker and the Duty Key Inventory is posted at the duty desk.

   e. Conduct key inventories of the S-4 key locker and the duty key locker every month, reporting discrepancies to the Battalion Security Manager.

   f. Sign out, Key Checkout Form, keys to Department Heads, Officers and Staff Non-Commissioned Officers, and others requiring personal keys for their office spaces utilizing enclosure (4-4). Maintain copies of the forms in the Key Inventory binder.

   g. Update key inventories using enclosure (4-5), ensure they are posted in the S-4 OIC office and duty hut.

2. Coordinating Instructions

   a. All section SNCOICs ensure all section keys are logged out properly and accounted for. All sections will turn in all government issued keys to the S-4 section. Keys will be re-issued to the appropriate personnel based off the section OIC/Director and the KCO’s decision on access requirements.

   b. All lost keys will be reported to the S-4. If Marines lose their key they will be logged in the key log book and charged a replacement fee for a new key.

4003. ARMORY. In accordance with the references (4-j) and (4-t), the purpose of this standard operating procedure (SOP) is to provide procedures, responsibilities, and standards for the battalion armory.

4003.1. ROBBERY/BURGLARY PREVENTION. In accordance with reference (4-p) robbery/burglary procedures must be established for designated weapon storage area within Henderson Hall.

1. Robbery/burglary procedures are after-the-fact responses to the loss of government property, due to inadequate accountability measures, negligence, and theft resulting in significant monetary loss and directly impacting a unit’s readiness. Robbery/Burglary procedures will include but are not limited to:

   a. Reporting all incidents/occurrences immediately. Timely notifications of all reportable losses and recoveries, as well as losses which are not reportable will enable prompt action by military or civilian police.

   b. Thefts observed while in progress or immediately afterwards, will be reported immediately to the military or civilian police, with descriptions of suspects, vehicles, and property involved.

   c. The loss, theft, recovery, or inventory adjustment of all Marine Corps Automated Readiness Evaluation Systems reportable (MARES) equipment, as published in the Marine Corps Bulletin 3000, shall be reported by Missing, Lost, Stolen, and Recovered (MLSR) message as soon as possible, but no later than 48 hours, in accordance with reference (4-p).

   d. Notify chain of command of robbery/burglary incidents.

   e. In any case where there is bodily injury, obtain prompt first aid for injured persons.
2. All measures and procedures must be followed in order to prevent/deter, robberies/burglaries. Ensure all military and civilian employees are familiar with policies pertaining to robbery/burglary procedures.

4003.2. CRIME/LOSS PREVENTION AWARENESS. Crime/Loss Prevention Awareness is a command responsibility. Crime/Loss prevention is a direct crime control method that applies to before-the-fact efforts to reduce criminal opportunity, protect potential human victims, and prevent property loss. Henderson Hall’s crime/loss prevention program will reduce crime by:

1. Ensuring sight counts are conducted twice daily, upon opening and closing of the Armory.
2. Restricting access to the Armory.
3. Maintaining current access rosters.
4. Performing inventories on all gear placed, stored, and removed from the Armory.
5. Ensuring the safe guarding of the Armory via trained guard force and Intrusion Detection System (IDS).

4003.3. DOCUMENTATION. The following letters must be kept on file in the Armory: keep assignment, appointment, acceptance, and revocation letters on file for 5 years after termination of person’s assignment.

1. Completed AA&E screening packages, for Armory personnel, will be kept at the Armory, in the Marine's personal record jacket. The record jacket will be maintained for one year after termination of the person’s assignment. See reference (4-p) for sample letter.
2. Unaccompanied/Accompanied Access Rosters are kept on file for three years. See reference (4-p) for sample letter.
3. AA&E Officer/SNCO appointment Letter. Keep appointment letters on file for one year after termination of person’s assignment.
5. Battalion Security Officer Appointment Letter.
6. Access Control Officer & Access Control Custodian appointment letters as directed in reference (4-p).
7. Designation of Restricted Area Letter as directed in reference (4-p).
9. Authority to sign NAVMC 10520s. The Commanding Officer signs the NAVMC 10520 or appoints in writing a Commissioned Officer, Warrant Officer, or Staff Non-Commissioned Officer to sign weapons cards “By direction.”
10. Authority to store privately owned firearms/weapons and authority to remove privately owned firearms are kept on file for one year after the weapon is permanently withdrawn from the Armory.
11. Daily sight counts are filed and retained for three years.
12. Monthly serialized inventories are kept on file, at supply, for a period of three years.
13. NAVMC 10359 (Equipment Custody Card). These forms are used for a 30-day or less temporary loan or issue.

4003.4. SCREENING ORDNANCE PERSONNEL. In accordance with reference (4-p) Marines that are assigned duties/responsibilities that deal with Arms, Ammunitions, or Explosives (AA&E) will be carefully screened by the Commanding Officer, via the appointed AA&E Officer, to ensure that only the most reliable Marines are assigned duties as Armory personnel. The Marines are screened for maturity, good judgment, trustworthiness, and reliability. The Battalion AA&E Officer will ensure that each person has a completed National Agency Check with Local
Agency Check (NAACLAC), has their Service Record Book (SRB) screened, medical record screened, and has a thorough check of local records, i.e., Provost Marshall Office (PMO). Individuals must also be trained in the use of force. Marines with disciplinary problems, suspected/known drug abuse, domestic violence, or unreliable traits will not be considered. Determination of which traits and actions are disqualifying is at the discretion of the commanding officer: traits/actions that will be disqualifying include but are not limited to larceny, drug usage, and domestic crimes. If a Marine meets the standards above, then completion of the successful screening will be documented using NAVMC 11386 and a unit diary entry will be made using type transaction codes (TTC) AD, AA and DK as stated in reference (4-s).

4003.5. ARMORY ACCESS

1. Unaccompanied access will consist of armory custodians (MOS XXXX): these Marines are the only ones authorized armory key access for building 29. The armory duty must be present at all times for the armory to remain open. All personnel will sign the restricted access log upon entering and exiting the armory. At no time will an individual be granted access to the armory without first presenting the armory guard with an Armed Forces Identification Card. This will also include Marines that the armory guard may recognize as being authorized unaccompanied/accompanied access to the Armory. When presented with an Armed Forces Identification Card by a Marine authorized unaccompanied/accompanied access, the armory duty will verify the identity of the Marine with the picture on the ID Card. Before granting access to the armory, the sentry will verify the Marine’s name, rank, and Department of Defense (DOD) ID number with the information listed on the Armory access roster. Only after this is done will the sentry allow the Marine inside the armory. The armory duty will ensure that all individuals authorized unaccompanied/accompanied access to the armory, properly fill out and sign the Restricted Area Access Log.

2. Accompanied access consists of personnel who are authorized escorted access into the armory. The accompanied access list will be strictly limited to only those personnel who have an official need for access to the armory. Personnel on the accompanied access list must be accompanied by an individual on the unaccompanied access list. Upon entering the armory, all personnel listed on the accompanied access list and visitors are required to sign in on the Restricted Area Access Log. All personnel desiring access to a weapons storage area, who are not on the accompanied or unaccompanied list may be granted permission by the Commanding Officer or designated representative and will be escorted by an individual authorized unaccompanied access to that space and kept under observation/supervision for the duration of the visit.

3. Official visitors, Inspection Teams, weapons repair personnel, and other personnel not listed are authorized access to the armory on the approval of the Battalion Commander, S-4 Officer, Battalion Armory Officer, or the Battalion Armory Chief. All personnel will render an Armed Forces Identification Card, or in the case of some civilian workers, an appropriate civilian identification card and sign the restricted access log upon entering and exiting the armory.

4. The armory compound is a restricted area, and entry to a restricted area constitutes consent to search of personnel and the property under their control. Personnel and vehicle search procedures are to prevent the introduction of prohibited items (firearms, explosives, drugs, etc.) or the removal of government property or material. Armory personnel are authorized to search any and all persons entering and leaving the Armory by metal detector.

4003.6. HOURS OF OPERATIONS. The battalion armory will, at all times utilize the two-man policy for opening and closing (i.e., anytime the armory is opened or closed, there will be two armory personnel present at all times). These armory personnel must be identified on the Unaccompanied Access Roster. A copy of the Unaccompanied Access Roster will be maintained in the OOD logbook.

4003.7. SECURITY DURING WORKING HOURS

1. The Armory guard will be formally posted and relieved by the battalion Armory Chief. The Armory guard will primarily be posted utilizing the company custodians. Initial posting will occur when an authorized Marine from the unaccompanied access roster opens the Armory. A duty roster internal to the Armory for guard duty will be generated to reflect which company is responsible for duty day to day. The Armory duty will be selected, that will not inhibit the mission of the company custodians and their duties, and all efforts will be used to not constantly utilize the same company, unless no other options are feasible. The Armory duty’s post is the front desk within the
Armory, in order to control access in and out of the Armory. All Armory personnel are considered watch standers and are required to be posted during working hours. All members of the Armory have security responsibilities to uphold during both working and non-working hours.

2. Due to required security measures and concerns in regards to accountability of all ordnance end items and components; the physical layout, organization, and composition of the Armory and all gear contained within is the responsibility of the Battalion Armory Chief. The Battalion Armory Chief has final say involving setup of all racks and storage containers to ensure physical security guidelines are met and also to ensure the uniformity of the different company cages throughout the battalion Armory.

3. Armorers and custodians will report any suspicious activities or unauthorized personnel in or around the Armory to the battalion Armory Chief, or to the OOD, during non-working hours.

4003.8. SECURITY AFTER WORKING HOURS. If the situation requires the armory to be opened and maintained open, the armory duty will call in the second duty to maintain the two man rule. If the situation only requires the OOD and the armory duty to check the IDS, then only the armory duty will be called in.

4003.9. PROCEDURES FOR ISSUE AND RECOVERY OF THE DUTY SECURITY WEAPON AND AMMUNITION

1. The security weapon and/or ammunition will be issued to designated personnel (i.e. OOD, Armory duty, ammunition technician).

2. Designated security personnel will report to the battalion armory and present their ID card to the armory personnel. The individual requesting a security weapon must be qualified with the weapon they are drawing.

3. The armory personnel will issue the security weapon and ammunition utilizing the security weapon log book and NAVMC 10359 (ECR Card).

4. The security weapon and/or ammunition will normally be returned to the battalion armory on a daily basis. Notify the armory personnel if issue will be required longer than 24 hours for any other reason than standard weekend liberty.

5. The armory personnel will verify the weapon serial number, quantity of ammunition, and the lot number of the ammunition and only then sign them back into the armory utilizing the security weapon log book. If there are any discrepancies, the battalion Armory Chief will be notified immediately.

6. OODs, during weekend/holiday periods, will sign over the duty security weapon/ammunition to their relief by making the appropriate entry on the ECR card and weapon log book: this entry will include the weapon serial number and security ammunition count and lot number.

7. Recovery of the OOD security weapon and ammunition will take place only upon relief of OOD duties.

4003.10. DEADLY FORCE STATEMENTS

1. All personnel who draw a security weapon and/or ammunition must have received training and signed a statement concerning the use of deadly force and the proper loading/unloading of their weapon per reference (4-n).

2. This training must be accomplished within the last 12 months before the time the individual intends to draw the security weapon and/or ammunition. It is not the responsibility of armory personnel to ensure that all assigned OODs, and other security personnel, have received this training as per reference (4-n) but can and will assist, as needed, in the instruction of such training. When OODs are chosen, the individual choosing these individuals should ensure that they have received appropriate and documented training: assistance in this can be gained via the Battalion S-3.

3. These statements will be retained for a period of 1 year and must be provided if necessary to ensure proper training before any security weapon and/or ammunition is issued.
4003.11. PREVENTATIVE MAINTENANCE OF THE SECURITY WEAPON

1. All designated security weapons, belonging to the battalion maintenance cage, will have a pre-firing inspection (PFI)/limited technical inspection (LTI) conducted and be cleaned once a month.

2. Individually issued weapons used for security purposes will be required to have a PFI/LTI conducted prior to issue but will be cleaned by the individual issued the weapon prior to return to the armory.

4003.12. SECURITY AMMUNITION

1. When not in use, all security ammunition will be secured in the safe located in the armory. All security ammunition will be rotated on a yearly basis or when deemed necessary by Armory Officer or Chief.

2. Security ammunition will be documented daily on the sight count. An accurate count will be conducted upon armory opening and closing. Any discrepancies will be reported immediately to the battalion Armory Chief.

3. Security ammunition will also be counted and recorded during the Monthly Serialized Inventory (MSI). Any discrepancies will be reported immediately to the AA&E Officer.

4. Daily accountability of the security weapon/ammunition is verified by an entry in the security weapon/ammunition logbooks and on NAVMC 10359s. These serve as official documentation for sight counts/MSI accountability.

4003.13. ASSIGNMENT OF IDS PIN NUMBER. Upon assignment to duty in the Armory, and after a successful AA&E screening, all personnel on the unaccompanied access roster will be assigned an IDS PIN in order to activate and deactivate the Armory IDS. The Battalion Armory Chief will request PINs by submitting an Unaccompanied/Accompanied Access Roster to the battalion Commanding Officer. Upon the Armory receiving the signed roster they will forward it to the PMO Physical Security Department. Marines will proceed to PMO Physical Security Department with their Armed Forces Identification Card in order to receipt for the PIN(s). PINs will be canceled by providing an updated letter to the PMO Physical Security Department as required due to personnel turnover and PIN revocation.

4003.14. ACTIONS TAKEN WHEN AN IDS ALARM IS ACTIVATED. When the armory building is secured and an IDS alarm is triggered, a signal is transmitted to the PMO dispatcher. PMO will dispatch units to investigate the cause of the alarm. PMO will also contact the OOD to report that an alarm has occurred. At no time will the OOD personally investigate the cause of an alarm, however, the OOD will contact the battalion Armory Chief. The armory custodian from there may be required to perform opening/closing procedures, if required to do so by PMO.

4003.15. ISSUE AND RECOVERY OF WEAPONS

1. The only forms authorized for the issue and recovery of individual and crew-served weapons are: Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576), Ordnance Custody Receipt (NAVMC 10520), and Crew Served Weapons Cards (NAVMC 11186). When personnel check into the unit they will be issued their T/O weapon. Only Armory custodians are authorized to issue weapons using these NAVMC forms. Use the Marine’s ID Card to fill out a NAVMC 10576 and a NAVMC 10520, in accordance with reference (4-k). For a block issue or temporary loan (i.e. rifles for parade practice or night vision device for a class) a NAVMC 10359 may be used in accordance with reference (4-q). When personal weapons are issued out to individuals, required/applicable SL-3 will be issued out to the individual and at which point it becomes the responsibility of that individual to ensure accountability and possession of SL-3: SL-3 that will not be used, will be not be issued to prevent the unnecessary loss. A standardization of what is issued out will be established in order to simplify issue and recovery of weapons/optics, alleviating all questions and deniability concerning SL-3.

2. Personnel that are hospitalized, on leave, or in TAD status in excess of 30 days will have their weapons and accessories recovered. Marines who are UA, confined, hospitalized, or any other condition/situation that should inhibit an individual from possessing a weapon will be reported to the Armory Officer. These weapons will be marked immediately and recovered as soon as physically possible. When a weapon is recovered for an individual that is unavailable, the NAVMC 10576 form will be completed and placed in the Marine’s SRB as per reference (4-
n). Every attempt will be made to recover the NAVMC 10520s and a comment regarding this should be annotated on the morning report until it is believed improbable that NAVMC 10520 are able to be recovered.

4003.16. PRIVATELY OWNED WEAPONS

1. Concept of Operations. The Battalion Commander will authorize the storage of privately owned firearms, ammunition, and weapons in the Armory via a separate policy letter. Firearms must be registered with the Provost Marshall’s Office before stowing in the Armory. Weapons, for the purposes of this letter, include: rifles, air rifles, pistols, lock-blade knives, pocketknives with blades exceeding three inches, brass knuckles, other karate type weapons and blackjacks. Ammunition is stored and locked in a separate container. The Marine will obtain permission from the Battalion Commander to remove his privately-owned weapon and/or ammunition. The Marine will also make arrangements with the battalion Armory Chief, through their company Armory custodian, to return their weapon and/or ammunition. Weekend and after-hour arrangements for returning weapons are made as necessary. At no time will a weapon be stored in the barracks or in a personal vehicle. Personal weapons and ammunition are added to the daily sight count.

2. Tasks

   a. Armory Officer

      (1) Serve as the technical advisor to the Commanding Officer and his staff on ordnance matters and exercising technical supervision over ordnance activities throughout the command.

      (2) Coordinate or supervise the determination of requirements, storage, and distribution of ordnance material

      (3) Ensure the conduct of AA&E screenings prior to personnel assignment to the Armory.

      (4) Ensure annual fire, safety, and security inspections are conducted by qualified personnel from the appropriate organization of Marine Corps Base.

      (5) Ensure all precautionary measures are taken to properly account for all weapons and ammunitions within the battalion.

   b. Armory Chief

      (1) Ensure monthly serialized inventories are conducted and maintained for a minimum of three years.

      (2) Inspect the Armory every quarter in compliance with the Internal Inspection Program.

      (3) Ensure the Armory is in accordance with the Commanding General’s Readiness Inspection (CGRI), Field Supply Maintenance Analysis Office (FSMAO).

      (4) Ensure weapons/optics and associated equipment assigned to personnel in an Unauthorized Absence (UA) status, on leave or TAD in excess of 30 days or more, hospitalized, confined, or have a condition that would prohibit them from utilizing a weapon, i.e. has suicidal tendencies, are tagged immediately/according and recovered as soon as physically possible.

      (5) Ensure all Limited Technical Inspection (LTI), Pre-Firing Inspection (PFI) and Preventive Maintenance Checks and Services (PMCS) of all weapons and equipment are recorded in GCSS-MC.

   c. Armory Custodian

      (1) Maintain a current roster of personnel authorized accompanied and unaccompanied access to the Armory and ensure that it is displayed properly.

      (2) Ensure necessary publications and directives are available in order to properly manage security and equipment maintenance.
(3) Ensure that a sight count is conducted, at minimal, twice daily (upon opening and closing of each individual bay) and that results are recorded and maintained for at least 3 years.

4004. MOTOR TRANSPORT. The mission of the Headquarters Battalion Motor Transport Platoon is to provide efficient, economical, and safe motor vehicle services to Headquarters, U.S. Marine Corps.

4004.1. PRIMARY RESPONSIBILITIES

1. The Motor Transport Officer (MTO) is directly responsible to the Battalion Commander in all matters affecting the motor transport. The MTO is also the Garrison Mobile Equipment Manager (GMEM) for Headquarters Marine Corps. The MTO must work closely with Company Commanders, Consolidated Administrative Section, S-3, S-4, Supply, and Budget Officer in order to effectively and efficiently lead the motor transport platoon.

   a. The MTO will continually review the quantities and types of vehicles and personnel required to provide essential support to the command’s activities.

   b. The MTO will ensure that all vehicles are operated in the most efficient and cost-effective manner within the guidelines prescribed by higher authority. Safe operating procedures will be employed at all times.

   c. The MTO will make timely and appropriate recommendations to the Commanding Officer. He/She will also take the necessary steps to eliminate the cause of excessive costs and unsatisfactory utilization with special emphasis on dispatch control, planning, and maintenance down time.

2. The Motor Transport Chief (MTC) will assist and report to the MTO in all matters pertaining to the motor transport platoon.

   a. The MTC may be given orders and responsibilities as directed by the MTO including the responsibilities listed in paragraph above.

   b. The MTC will monitor, direct, and control both the Operations and Maintenance sections, in the performance of their assigned duties.

3. The Motor Transport Operations Chief (MTOC) will assist the MTO/MTC in all matters pertaining to transportation support. The MTOC is responsible for the following:

   a. Operators assigned to the operations section.

   b. Cleanliness of all assets.

   c. First Echelon Maintenance (Bi-Weekly PM and Monthly).

   d. Dispatching procedures for Garrison Mobile Equipment (GME) and Material Handling Equipment (MHE).

   e. Monthly inventory of GME/MME assigned to his care.

   f. Ensuring that all assets dispatched are equipped with the required On Vehicle Equipment (OVE) (i.e. tires, tools, flares, etc.)

   g. Ensuring timely reporting of vehicle deficiencies to Maintenance.

   h. Coordinating all maintenance requirements with the Maintenance Chief to ensure operational readiness.

   i. Ensuring monthly MOS training is conducted.

4. The Chief Dispatcher will assist the MTOC in the performance of his duties by supervising the day-to-day processing of all ground transportation request. In the absence of the MTOC, the Chief Dispatcher will assume those responsibilities of the MTOC. The Chief Dispatcher is responsible for the following:
a. Operators assigned to the operations section.

b. Dispatching procedures for GME/HME.

c. Monthly inventory of all controlled documents (i.e. vehicle keys, fuel keys, and passes etc.).

d. Submitting monthly chronology, driver mileage, and vehicle utilization reports.

e. Coordinating with maintenance to ensure operational readiness.

5. The Motor Transport Maintenance Chief (MTMC) will assist the MTO/MTC in all matters pertaining to equipment maintenance. The MTMC is responsible for the following:

a. Personnel assigned to the maintenance section.

b. Lot/Safety NCO.

c. Equipment maintenance, both scheduled Maintenance (SM) and Corrective Maintenance (CM).

d. Recording and reporting maintenance services in accordance with the references (4-u) and (4-v).

e. Collateral equipment, programs, inspections, inventory of all tool sets, kits, and chests assigned to the maintenance section.

f. Reviewing remarks block of trip tickets to identify vehicles requiring repair.

g. Reviewing Bi-Weekly and Monthly Preventative Maintenance (PM) sheets to identify any trends within the First Echelon Maintenance Program (FEMP).

h. Ensuring petroleum and cleaning materials are in sufficient quantity to maintain operational readiness.

i. Coordinating all maintenance requirements with the MTOC and briefing the MTO/MTC in situations where the Battalion GME support will be suspended for maintenance.

j. Maintaining MHE (i.e. forklifts tractor, and street sweeper, etc.)

4004.2. TURNOVER BINDER AND DESK TOP PROCEDURES. Primary billets holders will maintain a turnover binder. All others billet holders are required to have desk top procedures binder, delineating the functions of their assigned duties as prescribed by the references.

1. Motor Transport Officer

2. Motor Transport Chief

3. Motor Transport Operations Chief

4. Motor Transport Maintenance Chief

5. Chief Dispatcher

6. Motor Transport Quality Control/Line NCO

4004.3. RECOGNITION AND AWARDS PROGRAM. Motor Transport Platoon will have a Recognition and Awards program. This program will recognize Motor Vehicle Operators (MVO) for their sustained performance. Listed in enclosure (4-6) are the specific requirements.

4004.4. OPERATIONS GENERAL
4004.5. UTILIZATION OF MOTOR VEHICLES FOR OFFICIAL USE ONLY

4004.6. VEHICLE UTILIZATION REPORT

1. Equipment utilization will be monitored by using Activity Utilization Report Form (NAVFAC 9 11240/9) and the locally devised Computerized Dispatching system. This data will be used to determine which assets receive the most use, realigning assets based on their usage and assist in establishing or changing allowances to meet the mission.

2. The Battalion’s utilization goals, contained in enclosure (4-7) are to ensure effective use of GME assets.

3. At least annually, the MTO will compare actual utilization performance with battalion’s planned utilization goals. This comparison will be considered in determining whether modifications are required to the Battalion Table of Equipment (T/E).

4. Requests for modifications to the T/E will be addressed to Headquarters, U. S. Marine Corps, Code (LFS-2).

4004.7. REQUESTING TRANSPORTATION

1. Headquarters Battalion Motor Pool provides commercial transportation support throughout the greater National Capital Region. Scheduling and requests for ground transportation will be submitted to the battalion motor pool via the battalion S-4/Motor Transportation Section with a minimum processing time of forty-eight (48) hours in advance.

2. The battalion motor pool will record and document all requests received. Furthermore, a copy of all requests will be forwarded to the Battalion S-4/Motor Transportation Section office for final disposition/notification. Send all request to HNHL_MT@usmc.mil.

3. GME will not be dispatched for the purpose of department branch or section convenience (i.e. scheduled trips to or from medical facilities that are not an emergency). Exceptions will be considered on a case-by-case base.

4. GME assets dispatched with Motor Vehicle Operator from H&S Bn Motor Pool will wait for thirty minutes passed the scheduled pick-up time. After 1 hour the Motor Vehicle Operator (MVO) will notify the dispatcher by radio or phone if possible. If the request cannot be confirmed, the commitment will be canceled and the MVO will return to the motor pool for further instructions.

5. Agencies and departments that require transportation support for larger special events, (i.e. Special Project Directorate (SPD), General Officer Symposium (GOS), etc.) shall forward their request to either the S-3 or S-4 sections. These requests must be submitted at least five days (5) working days in advance of the commitment.

6. The duty dispatcher will be notified immediately when it is necessary to cancel and approve transportation request via Chief Dispatcher, MTO, MTC, or MTOC. After normal working hours the duty dispatcher can be reached via duty cell phone at 202-652-9104.

7. Transportation for MCCS events may be provided on a non-reimbursable basis for the following categories:
   a. In support of the Chaplain’s program.
   b. Teams composed of personnel officially representing H&S Bn in scheduled competitive events.
   c. DOD personnel or dependent spectators attending local events in which H&S Bn is participating.
   d. Entertainers, guests, supplies, and/or equipment essentials to MCCS programs.
   e. Civilian groups transported to DOD installations in the interest of community relations when invited by the Commanding Officer. The requesting agency must ensure that a Wavier of Liability Form is completed and turned into the motor pool prior to the event, see enclosure (4-10).
Transportation may be provided for special activities such as Scouting programs when approved by the Commanding Officer. Assets may be used to support MCCS only after mission requirements have been met.

4004.8. PERMISSIBLE OPERATING DISTANCE (POD)

1. The POD is a guide for determining the best economical use of NTV assets. It is usually more economical to use the services of commercial carriers/providers for transportation services when traveling outside the immediate area of the installation. A written request for a waiver out of the POD area will be submitted to the Motor Transport section, H&S Bn.

2. The POD for the H&S Bn is a 100-mile radius from the Battalion. The 100-mile radius from Henderson Hall, includes the following areas:
   a. Annapolis, Md
   b. Fredrick, Md
   c. Fredericksburg, VA
   d. Winchester, VA

3. Transportation requirements outside the POD should be accomplished through public or commercial means if possible. The use of GME outside the POD requires written approval from the Commanding Officer, or his authorized representative(s).

4. For overnight missions and if not providing a unit driver, method of paying for operator's per diem and billeting (MIPR, line of accounting, travel orders, etc.).

5. Vehicles used for missions beyond the POD must be inspected for safety/mechanical soundness by the Motor Transport section, H&S Bn.

6. Supported units must pay tolls incurred for all trips beyond the POD.

7. Trips beyond the POD require the use of a fleet fuel card.

4004.9. FUEL CREDIT CARD

1. The Fuel Credit Card (FCC) is a controlled item. Each vehicle assigned to the motor pool has an assigned FCC. When an operator receives the keys for a vehicle, he will also receive the FCC. The operator will sign for the FCC in the Statement of Understanding (SOU), see enclosure (4-12). The driver will fill out the fuel logbook upon completion of fueling the vehicle.

2. The operator that signed for the FCC will keep the FCC in his/her custody at all times. That individual is accountable for the FCC and is responsible for any charges made on the FCC while signed out to them. If the FCC is lost or stolen, the operator will complete a Missing/ Stolen/ Lost/ Recovery form. NOTE: At No Time will the FCC be used to buy snacks, newspapers, or any personal items.

3. Upon the operator’s return to the motor pool, he/she will turn in the receipts for the fuel purchased with the fuel card to the dispatcher. The Chief Dispatcher is responsible for forwarding all receipts to the Maintenance Chief for processing.

4. Under no circumstances shall FCC be used to have vehicles washed or waxed.

5. In the event of a vehicle failure (breakdown), the vehicle operator should contact the motor pool during normal working hours. After normal working hours, contact the dispatcher or the Officer of the Day for instructions. When outside of the Washington D.C. area or in a TAD status the operator will contact the nearest military installation for assistance as well as notifying the H&S Bn Motor Transport office of the situation.
4004.10. DISPATCHING

4004.11. SPEED LIMITS

4004.12. MOTOR VEHICLE OPERATOR’S RULES

1. Operation of Motor Transport is governed by federal, state, local, and command regulation.

2. MVOs will comply with all traffic laws, ordinances, and regulations.

3. Vehicle load capacities will not be exceeded past manufactures specifications.

4. MVOs may request assistance from passengers to assist them in backing situation or another instance that requires a ground guide for safety of the vehicle and the occupants of that vehicle.

5. GME assists will be towed only with authorized towing equipment.

6. GME assets will use the designated parking spaces at both the Navy Yard and Pentagon locations. If a MVO receives a citation (ticket), that individual is responsible for paying it.

7. Drivers will wear covers while operation a government vehicle, except if the head gear will obstruct their view or the movement of their body.

8. Seatbelts will be worn by the driver and all passengers while GME is in motion.

9. Drivers will ensure tailgates and doors are properly secured.

10. All GME will refueled at the end of each work day by the using operator.

11. All vehicles keys, fuel keys, trip ticket, and other issued equipment will be turned in at the end of each run to the duty dispatcher. If no dispatcher is on duty, turn in all items to the duty hut to the Officer of the Day (OOD) located at building 29.

12. All drivers will have the trip ticket signed off by the Quality Control/Line NCO prior to turning in to the dispatcher.

13. Hydraulic gates on GME assets will be properly secured with a safety chain attached, except when loading and unloading. Gates will be in the secured position when vehicle is in motion.


15. Drivers will use defensive driving practices and common sense involving right of way situations. If the situation is unclear, the driver of the GME will yield the right of way.

16. Drivers who are involved in two accidents or receive two traffic citations are subject to:

   a. Loss of Driving Privilege

   b. Disciplinary Action

   c. Voiding of MOS (as directed by CMC)

17. All traffic violations will be reported to the MTO via the chain of command at the earliest possible time.

4004.13. COMMAND DUTY DRIVERS
1. The duty driver will be provided from the command duty roster and all Marines designated as duty driver for each day and will report to the motor pool on their assigned day to be dispatched out on GME.

2. The duty driver will report to the motor pool at 1030 daily to receive the duty vehicle from the dispatcher.

3. The command duty driver will have in his/her possession the following:
   
   a. Valid State Driver’s License.
   
   
   c. Drivers Improvement Card (DIC), if under 26 years of age.
   
   d. Motor Equipment Utilization Record, (NAVMC 10627 or MCDDC 4641/2 “Trip Ticket”).
   
   e. Accident Report Kit (SF-91, SF-94, and DD518s).

4. Any maintenance or safety defects of the duty vehicle will be brought to the attention of the Chief Dispatcher, MTO, MTC, or MTOC for immediate correction(s).

5. The duty driver will be responsible for the operator’s maintenance and appearance of the duty vehicle while in duty status.

6. If on a weekend duty, the previous duty driver will make sure the oncoming duty driver has the appropriate credentials prior to taking over duty driver.

4004.14. ACCIDENT REPORTING. In the event that an operator is involved in a motor vehicle accident or their vehicle breaks down, the operator will refer to the package in the trip ticket and enclosure (4-10).

4004.15. REIMBURSEMENT FOR NTV DAMAGE

1. The using Unit/Activity responsible for the NTV at the time of the accident/incident will be financially responsible for loss or damage to USMC owned, GSA leased, and commercial leased NTVs.

2. The Unit/Activity will bear all costs for removing and repairing the NTV. If the NTV is determined to be unserviceable and damaged beyond repair, the Unit/Activity will be charged all costs, to include the fair market value of the NTV less any salvageable value.

4004.16. MAINTENANCE POLICY. The maintenance of all organic equipment will be conducted in accordance with current directives, technical publications, and manufacturer’s specifications consistent with operational commitments. An efficient and economical program will be designed to provide optimum maintenance at the greatest cost effectiveness. The maintenance program will be based on that maintenance which is essential to retain equipment, during normal life expectancy, in a safe and serviceable condition, and in an acceptable appearance.

4004.17. GENERAL MAINTENANCE. The basic sources for maintenance of equipment and maintenance management are the current editions of reference(s) (4-u), (4-v), and (4-w) and the appropriate equipment technical manuals and service bulletins. Equipment will be maintained and repairs will be made if the repairs needed are within the capability of the maintenance section. All other repairs will be accomplished by commercial vendors.

4004.18. MAINTENANCE CATEGORIES

1. Preventive Maintenance Checks and Services (PMCS) “First Echelon”. It is the operator’s responsibility to ascertain that the equipment is in a safe and serviceable operating condition.

   a. This can be accomplished by performing simple PMCS and promptly reporting deficiencies to appropriate supervisory personnel.
b. The PMCS shall consist of inspection and detection of malfunctions that could render the equipment unsafe or unserviceable.

c. Operator’s service may include simple parts replacement (i.e. lights, tires, battery, etc.) as required.

d. When servicing is specified to be performed by other designated personnel, the operator shall be responsible for checking that services were performed and that the equipment is in a safe and serviceable condition.

2. Safety Inspections and Emissions of GME and MHE:

   a. At a minimum of 12 months, all GME/MHE will receive a safety inspection by local vendors that shall consist of the items set forth by Quantico Base Motor Transport Maintenance.

   b. Safety inspections of all equipment, load tests, and calibrations procedures for equipment will be performed in accordance with reference (4-w) and (4-y) and manufacturer’s specifications. This is especially crucial for the 6000 lbs. forklifts maintained by this battalion.

   c. Deficiencies noted shall be corrected before returning the equipment to use. All completed annual safety inspections and bi-annual load test will be recorded on the NAVMC 696D, Motor Vehicle and Equipment Record Folder. All Equipment Repair Receipts will be filed with the NAVMC 696D.

3. Corrective Maintenance (CM). CM is the total of all maintenance actions performed, because of a failure to restore an item of equipment to a serviceable condition. The CM process commences when an item of equipment is reported as dead lined requiring CM. It terminates when the item is restored to a serviceable condition or declared not repairable.

4. Scheduled Maintenance (SM)

   a. The SM, referred to as preventive maintenance, is the sum of the actions taken to maintain equipment in a serviceable condition. A systematic SM program of inspecting, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness. A good SM program will help prevent early breakdowns or failure of equipment, thus assisting in preventing costly, complex, and time-consuming repairs. A sound SM program also optimizes maintenance resources.

   b. Equipment will be inspected and serviced in accordance with the time/usage interval prescribed by the manufacturer to maintain the validity of the warranty. Manufacturer recommended intervals will continue to be used after the warranty expires.

   c. All checks indicated by the manufacturer will be performed during these services. If there are no intervals prescribed to maintain the warranty, scheduled services will be performed every 6 months or 6,000 miles for automotive equipment and 6 months or 600 hours for MHE and engineer equipment. The maintenance intervals may be shortened at the discretion of the MTO.
CHAPTER 5: SUPPLY & GARRISON PROPERTY

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NOTE: Due to Marine Corps Enterprise Network (MCEN) restrictions with Adobe, you must right click, copy link address, and paste link into browser to access enclosures. You will receive an error if you attempt to click the links below.

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FIGURES
5-1 HQMC Roles and Responsibilities
# REFERENCES

5-a DoD 7000.14-R DoD Financial Management
5-b DoD 4140.01 Volume 1 Volume 1 DoD Supply Chain Materiel Management Procedures: Operational Requirements
5-c DoD 4140.01 Volume 8 DoD Supply Chain Materiel Management Procedures: Materiel Data Management and Exchange
5-d MCO 4400.201 Consumer Level Supply
5-f MCO 4400.16H Uniform Materiel Movement and Issue Priority System
5-g UM 4400.125 GCSS-MC User Manual
5-h MARADMIN 417-15 Clarification Of Document Retention Requirements To Support Marine Corps Logistics Audit Readiness
5-i CMC L LPC Message 152105Z Sep 15 Message to the Force "Execute"
5-j NAVSUPINST 4200.99 Department Of The Navy Government-Wide Commercial Purchase Card Program Policy
5-k MARADMIN 331/15
5-l DMCS Policy for Compliance for MARADMIN 331/15
CHAPTER 5: SUPPLY & GARRISON PROPERTY

5000. GENERAL. Provide efficient and reliable supply and garrison property support to the Marines of Headquarters and Service Battalion, Headquarters, U.S. Marine Corps.

5001. INTERNAL CONTROLS. Internal controls are processes and procedures that Marines use every day to ensure the resources they are provided are utilized properly and safely guarded. Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal controls over their processes to ensure that programs (property control, fiscal resource management, logistics system access) operate well and resources are used efficiently and effectively to achieve desired objectives. Programs must be executed and resources must achieve unit missions, in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurance that significant weakness in the design of program processes, which might adversely affect the Marine Corps ability to meet its objectives, can be prevented or detected in a timely manner. They also ensure the proper stewardship of government resources.

1. Concept of Operations. H&S Bn will provide local procedural guidance for the roles and responsibilities associated with the establishment of internal controls regarding the execution of resources for HQMC and tenant activities/organizations which receive installation garrison property support.

   a. The Commanding Officer, Headquarters and Service Battalion, HQMC, Henderson Hall will delegate appointing authority to HQMC agencies and department level for the purpose of appointing individuals within the internal controls program.

   b. HQMC agencies and departments will establish organization internal controls that meet the guidelines of references (5-a) through (5-l) for budget execution and property management to ensure HQMC and tenant activities/organizations which receive installation garrison property support are efficiently and effectively managing the resources provided. Specifically, internal controls will identify the roles associated with budget execution as they relate to the HQMC organization; and clarify the requirements for appointing these individuals to these specific roles and responsibilities via an appointment letter, DD Form 577 “Appointment/Termination Record – Authorized Signature”, and/or NAVMC 11869 “Notice of Delegation of Authority” forms.

   c. Controls – organization, oversight or reporting relationships, policies, and procedures – are tools to help commanders, program managers, and financial managers achieve results and safeguard the integrity of their programs. Such controls include program, operational, and administrative areas as well as accounting and financial management.

   d. Internal controls are established to meet three objectives: to ensure the effectiveness and efficiency of operations, establish the reliability of financial reporting, and comply with applicable laws and regulations. The safeguarding of assets is a subset of these objectives. Despite considering internal controls as isolated management tools, organizations should integrate their efforts to meet internal control requirements with other efforts to improve overall effectiveness and accountability. Thus, internal controls are an integral part of the entire cycle of planning, budgeting, management, accounting, and auditing. It should support the effectiveness and the integrity of every step of the process and provide continual feedback to management.

   e. The importance of internal controls is stressed in both statutes and executive documents. The Federal Manager’s Financial Integrity Act (FMFIA), establishes overall requirements regarding internal controls. Leadership must establish controls that reasonably ensure that:

      (1) Obligations and costs are in compliance with applicable law;

      (2) Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and

      (3) Expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports in order to maintain accountability over the assets.
2. Tasks

   a. **HQMC Departments and Staff Agencies.** Implement this order and any supplementary germane instructions directly related to budget execution and property management internal controls not necessarily contained or enclosed herein. Local policies may be of equal or more stringent guidance.

   b. **Appointing Officials.** Develop, publish, and keep current standard operating procedures to facilitate the execution of this order.

   c. **Henderson Hall Supply and Garrison Property Offices.** Assist in the implementation of this order and the periodic audit of HQMC departments and staff agencies.

   d. Questions concerning the implementation and specific instructions of this order can be directed as appropriate to: Henderson Hall Supply and Garrison Property Offices for overall coordination.

3. **Coordinating Instructions**

   a. This order establishes internal controls required for resource management. It is intended to govern budget execution and property management operations within HQMC and tenant activities/organizations which receive installation garrison property support.

   b. Adherence to the provisions established in this order shall ensure the appointment of appropriate individuals to the roles and responsibilities required for budget execution internal controls as well as ensure resources are used efficiently and effectively.

   c. This order is applicable to all active duty, reserve, and civilian personnel serving within HQMC and all units that fall under the Henderson Hall Garrison Property Office.

5002. **ROLES AND RESPONSIBILITIES.** The purpose of this section is twofold. First, to clearly identify the roles and responsibilities associated with resource management internal controls as they relate to the HQMC organization. Specifically, it will bridge the gap between role terminology or classification in the logistics and comptroller communities. Secondly, it will clarify the requirements for appointing individuals to these specific roles and responsibilities via an appointment letter, DD Form 577 “Appointment/Termination Record – Authorized Signature”, and/or NAVMC “Notice of Delegation of Authority” forms.

1. Figure 5-1 is provided as visual representation of HQMC roles and responsibilities which will be further defined within the content of the enclosures.

2. For additional details on the responsibilities associated with the below roles refer to the references.

3. These roles and responsibilities apply to the entire HQMC organization. However, certain elements do apply to tenant commands and organizations which receive installation garrison property support. This structure/relationship will be clearly identified.
5003. ACCOUNTABLE OFFICER (AO). Accountability is inherent to command. The Commanding Officer of a unit having a consumer-level supply account is accountable by virtue of acceptance of command. The AO for resource management for HQMC is the Commanding Officer, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall (CO, H&S BN, HQMC, HH).

5004. BUDGET EXECUTION. The AO is responsible for budget execution and has requisition authority. Per reference (d), requisition authority is the lawful authority to obligate appropriated funds whereby accountability and liability for such obligations can be attached to an individual delegated by the Commandant of the Marine Corps to perform such obligations. This delegation is conferred upon commanding officers as defined in the Marine Corps Manual and is inherent to commands with a table of organization (T/O) mission to manage both the fiscal and supply responsibilities inherent to the full life cycle of the transaction and the goods/services procured by them (i.e., from the creation of the request through to the closing/retirement/disposal). Commands charged with the mission must also have the T/O structure necessary to perform these functions. In other words, the ability to spend funds is not only irrevocably tied to property management and the structure to execute requisitions, but also the ability to track property records. This requisition authority is tied to the AO with other associated billets and duties listed below:

1. Accountable Officer. Responsibilities include, but are not limited to:
   a. Assume control of allocated funds ensuring internal controls are established.
   b. Execute appropriate requisition authority as delineated for Commanding Officers, Inspector-Instructors, and Officers-in-Charge as outlined in reference (5-d).
c. Appoint required Certifying Officers and Departmental Accountable Officials (DAOs) to execute requisition authority. DAOs are responsible for providing information, data, or services to the Certifying Officer to assist with the proper certification of vouchers for payments. DAOs include the Resource Manager, Fund Holder, Fund Holder Clerks, Receipt and Acceptors, and Government Commercial Purchase Card (GCPC) Officials.

d. Ensure sound requisition procedures are conducted in accordance with the references, to include preparation of requisition source documentation prior to the execution of the funds, applicable accounting reconciliations, and file retention for the period specified in the references.

e. Appoint Appointing Officials to oversee the requisitions for HQMC departments and staff agencies.

2. Appointing Official. The Appointing Official will be nominated by their department or staff agency to the AO. Once assigned in writing the Appointing Official will act as the AO’s appointing authority within their department or staff agency for all roles and responsibilities involving requisitions, but not roles and responsibilities for property accountability. Responsibilities include, but are not limited to:

a. Assume control of allocated funds ensuring internal controls are established for the nominating department or staff agency.

b. Appoint required Certifying Officers and Departmental Accountable Officials (DAOs) to execute requisition authority for the nominating department or staff agency. DAOs are responsible for providing information, data, or services to the Certifying Officer to assist with the proper certification of vouchers for payments. DAOs include the Resource Manager, Fund Holder, Fund Holder Clerks, Receipt and Acceptors, and Government Commercial Purchase Card (GCPC) Officials.

c. Ensure sound requisition procedures are conducted in accordance with the references, to include preparation of requisition source documentation prior to the execution of the funds, applicable accounting reconciliations, and file retention for the period specified in the references.

(1) Nomination for this appointment will be in writing. Recommended format for this nomination letter is provided in enclosure (5-1).

(2) This appointment will be in writing and include a signed DD Form 577. Recommended format for appointment letter is provided in enclosure (5-2).

(3) Appointing Officials will have the authority to make appointments and sign DD Form 577s in the execution of these duties.

3. Resource Manager. The Resource Manager is a requisition authority function typically inherent to the Supply Officer or Personal Property Manager billet. Each receives authorized funds as a resource to execute the AO’s requisition authority in order to accomplish and execute their assigned missions. For clarity within this order, the Resource Manager is addressed as a role under Requisition Authority separate from the Supply Officer or Personal Property Manager under Property Management.

a. Responsibilities include, but are not limited to:

(1) Approve and ensure proper assignment of funding on obligations before the obligation is incurred.

(2) Ensure positive fund control of allocated funds.

(3) Execute requisition management in accordance with the references.

(4) Compile and execute a budget in accordance with the financial plan for the current fiscal year.

(5) Monitor the execution of the financial plan for all fiscal years available for obligation.

(6) Reconcile the accounting system with source documents on a cyclic basis.
(7) Maintain financial records and source documents in accordance with the references.

(8) Identify and provide information to the Comptroller on Unmatched Disbursements (UMDs) and Negative Unliquidated Obligations (NULOs) on error and exception listings.

(9) Conduct Unliquidated Orders (ULO) validations.

(10) As necessary, nominate Fund Holder appointments and provide Fund Holder oversight for preparing source documents, ensuring the proper assignment of funding on an obligation document before the obligation is incurred.

(11) Nominate to their Appointing Official Receipt and Acceptors via a NAVMC 11869 to receipt for supplies and services requisitioned with your allocated funds. NOTE: In terms of internal controls, the individual who assigns/approves funding on an obligation document before the obligation is incurred (i.e., Resource Manager or Fund Holder) cannot be the same individual who receipts for the requisitioned goods or services. To ensure separation of function, all Resource Managers and Fund Holders must have delegated Receipt and Acceptors.

(12) As necessary, nominate to their Appointing Official Certifying Officer appointments and provide Certifying Officer oversight, ensuring proper certification of payments.

(13) Perform the functions as the Using Unit Account Manager for PR Builder for funding execution automated systems.

(14) The Resource Manager will be appointed by their respective Appointing Official. The appointment will be in writing and include a signed DD Form 577. Recommended format for appointment letter is provided in enclosure (5-3).

4. **Fund Holder.** The Fund Holder is a requisition authority function which is responsible for the proper assignment and approval of funding on an obligation document before the obligation is incurred and for maintaining a system of positive funds control. This is an inherent responsibility of the Resource Manager; however, the Resource Manager may recommend to the Appointing Official the appointment of Fund Holder’s to assist in their Resource Manager duties. Within HQMC, departments and staff agencies will have individuals appointed as Fund Holders who are responsible for incurring obligations against and managing an administrative subdivision of funds. In other words, this individual is the final approving authority for the execution of funds via the supply system (i.e., PR Builder), open market contracts (i.e., Regional Contracting Office), off-line MILSTRIP purchases (e.g., ServMart, GCPC, etc.), or authorize travel (i.e., DTS). These individuals will receive fund and will execute requisition authority via their respective Appointing Official.

    a. Responsibilities include but are not limited to:

       (1) Approve and ensure proper assignment of funding on obligations before the obligation is incurred.

       (2) Ensure positive fund control of allocated funds.

       (3) Ensure proper preparation of requisitioning source documents prior to the execution of the funds.

       (4) Conduct reconciliations with the accounting system and source documents on a regular basis.

       (5) Maintain appropriate financial records and source documents for the period specified in references (5-a) through (5-j).

       (6) Ensure all requisitions of non-expendable accountable assets are routed to the Henderson Hall Supply Office or Garrison Property Office prior to incurring an obligation.

       (7) Serve as the Resource Manager agent for requisition management.

          (a) Maintain accurate tracking of document numbers for the command’s DoDAAC(s) used for requisitioning.
(b) Execute requisitions and source documents in accordance with published policies and local business rules.

(c) Induct requisitions into the supply system.

(d) Retain requisition records.

(e) Maintain requisition status information.

(f) Ensure that available stock is issued (if authorized and held) before induction of requisitions into the supply system (except replenishment action).

(g) Conduct causative research and follow up actions on outstanding requisitions with the appropriate source of supply.

(h) Modify existing requisitions, when appropriate.

(i) Process cancellations in a timely manner and when appropriate.

(j) Process receipts in a timely manner and when appropriate.

(k) Make liaison with supply activities providing support to the unit for any additional action required.

(l) Ensure appropriate fiscal transactions process correctly.

(m) Manage appropriate requisition related reports.

(8) Appoint Receipt and Acceptors in writing and NAVMC 11869 to receipt for supplies and services requisitioned with your allocated funds. NOTE: In terms of internal controls, the individual who assigns/approves funding on an obligation document before the obligation is incurred (i.e., Resource Manager or Fund Holder) cannot be the same individual who receipts for the requisitioned goods or services. To ensure a separation of function, all Resource Managers and Fund Holders must have delegated Receipt and Acceptors.

(a) The Fund Holder will be appointed by their respective Appointing Official with requisition authority. The appointment will be in writing and include a signed DD Form 577. Recommended format for the appointment letter is provided in enclosure (5-4).

(b) Examples of Fund Holders include, but are not limited to, section heads, Deputy Directors, or supply representatives who serve the functions as Purchase Request Builder (PR Builder) fiscal approvers.

5. **Fund Holder Clerk.** The Fund Holder Clerk performs clerical duties such as the preparation of source documents, management of the accounting transactions in an accounting system, or the maintenance of financial records on behalf of a Fund Holder. The Fund Holder Clerk will be appointed in writing by the respective Fund Holder and require a DD Form 577. Examples include PR Builder clerk, GCPC Cardholders, Fuel cardholders, and ServMart cardholders. They will maintain financial documentation for the Fund Holder. Recommended format for an appointment letter is provided in enclosure (5-5).

6. **Certifying Officer.** Certifying Officers certify to the validity of vouchers prior to the disbursement of funds. Disbursing Officials cannot disburse payments unless they are certified by a properly appointed certifying officer. Marine Corps Certifying Officers are typically aligned to Supply Officers, Supply Resource Managers, or Personal Property Managers (PPMs). Similar to the Fund Holder functions, HQMC departments and staff agencies will have individuals appointed as Certifying Officers who are responsible for the validity of vouchers prior to the disbursement of funds.

a. Responsibilities include, but are not limited to:
(1) Attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, and certifying the voucher as correct and proper for payment.

(2) Provide oversight to Departmental Accountable Officials (DAOs) to strengthen internal controls.

(3) Ensure proper preparation of all source documents and availability of funds prior to certifying payment.

b. Certifying Officers will be appointed by their respective Appointing Official with delegated requisition authority. The appointment will be in writing and include a signed DD Form 577. Recommended format for the appointment letter is provided in enclosure (5-6).

c. Examples of Certifying Officers include, but are not limited to, Resource Managers, offline requisition Approving Officials, and procurement officials.

d. GCPC Approving Officials and Cardholders. Within the HQMC organization, departments and staff agencies may have individuals that utilize the GCPC program as a means to acquire goods and services. These individuals are directly involved with executing purchases and maintaining oversight of the program as well as perform final certifications of GCPC statements for payment. These individuals include GCPC cardholders and Approving Officials who provide oversight of GCPC cardholders and act as Certifying Officers.

7. Approving Officials. In accordance with reference (5-j), only an individual appointed and trained as a GCPC Certifying Official may certify GCPC invoices for payment. It is DoD policy that the same person performing the role as GCPC Approving Official performs the role as Certifying Officer. This GCPC Approving Official is essentially performing the role as Certifying Officer and must be appointed as such by their respective Appointing Official with delegated requisition authority. This appointment will be coordinated by the GCPC Agency Program Coordinator (APC) upon completion of required GCPC Approving Official training. The appointment will be in writing, include a signed DD Form 577, and will be an enclosure to the GCPC Approving Official appointment letter.

8. Cardholders. In accordance with reference (5-j), cardholders are DAOs which provide the GCPC Certifying Officials with information that they need to certify a GCPC invoice for payment and are required to have a DD Form 577. These individuals will receive a DD Form 577 from the GCPC APC upon completion of required GCPC Cardholder training which will be an enclosure to the GCPC Cardholder appointment letter. Recommended format for the appointment letter is provided in enclosure (5-7).

9. Receipt and Acceptor. A Receipt and Acceptor is an individual that receives supplies on behalf of Resource Managers or Fund Holders and are not directly involved in the obligation or expenditure of government funds.

a. Responsibilities include, but are not limited to:

(1) Ensure proper receipt of supplies or services on behalf of their command, department, or agency.

(2) Provide timely and accurate receipt data, to include source documentation, to the Resource/Fund Manager, applicable Fund Holder/Manager, and/or the Certifying officer, (i.e., quantity and receipt date).

(3) Provide copies of key supporting documentation to the respective Responsible Officer upon receipt of any non-expendable property for subsequent coordination with the Supply Officer or Garrison Property Officer to establish property accountability.

b. In terms of internal controls, the individual who assigns/approves funding on an obligation document before the obligation is incurred (i.e., Resource Manager or Fund Holder) cannot be the same individual who receipts for the requisitioned goods or services. To ensure proper separation of functions, all Resource Managers and Fund Holders must have delegated Receipt and Acceptors.

c. Individuals will be delegated these responsibilities by the Resource Manager or Fund Holder by written appointment and a NAVMC 11869. In certain situations, the Receipt and Acceptor may be an appointed Fund Holder Clerk (e.g., ServMart cardholder) and the Fund Holder Clerk appointment letter can be used in lieu of the
NAVMC 11869. A sample format of the NAVMC 11869 is provided in enclosure (5-8). Recommended format for the appointment letter is provided in enclosure (5-9).

5005. ACCOUNTABLE OFFICER RESPONSIBILITIES. Include, but are not limited to:

1. Assume control of respective consumer-level and intermediate-level supply accounts ensuring accounting records are current, complete and accurate.

2. Execute the authority for property management functions as to include but not limited to appointments, gain/loss vouchering, priority approval, reviewing requests for investigation, and turnover letters.

3. Ensure sound supply procedures are conducted in a complete and timely manner, to include all applicable inventories, submission of all applicable reports, completion of investigations, processing of adjustments, and the proper issue and recovery of equipment.

4. Execute the authority to approve certain adjustments to the accounting records, as outlined in reference (5-d).

5. Coordinate with the first convening authority within the Responsible Officer’s chain of command in all cases where a Judge Advocate General Manual investigation is required, see reference (5-d).

5006. APPOINTING OFFICIAL. The Appointing Official for each HQMC department or staff agency will nominate to the AO, via the Supply Officer ((Consolidated Memorandum Receipt (CMR)/GCSS)) or Garrison Property Officer ((Custodial Asset Report (CAR)/DPAS)), appropriate individuals to serve as Responsible Officers (ROs). Recommended format for nomination letter is provided in enclosure (5-10).

5007. SUPPLY OFFICER. The Supply Officer is responsible for the CMR/GCSS property accounting functions for the command.

1. Responsibilities include, but are not limited to:

   a. Properly receive, accept, and account for all government property received by the command.

   b. On a monthly basis, validate allowance item information (e.g., TAMCNs (Table of Authorized Material Control Number), NSN/NIINs (National Stock Number/National Item Identification Number), nomenclature, authorized quantities, etc.) on the unit’s Table of Organization and Equipment (T/O&E) as accurate and properly recorded on the unit’s supply accountable property system of record.

   c. Account for equipment that is issued or signed out to Responsible Officers, individuals, and/or other units and maintain the permanent record of custody for such equipment.

   d. Ensure that physical inventories are being conducted as required (e.g., annual, quarterly CMRs, RO turnovers, etc.) and that account records are being adjusted accordingly.

   e. Track monthly inventories of small arms and report to respective AO when monthly inventories of small arms are not conducted. Ensure account and custody records are being adjusted accordingly, and weapons reporting procedures are being followed.

   f. Achieving and maintaining a minimum physical inventory accuracy rate (to the serial number for serialized items) of 98 percent (100 percent for classified or sensitive property).

   g. Maintain assigned equipment in a ready-for-use and serviceable condition.

   h. Assist and maintain communication with the Appointing Officials to ensure the accounting systems and records are accurate and updated at all times.

2. The Supply Officer will be appointed by the AO in writing and DD Form 577.
3. The Supply Officer will coordinate with the Appointing Official to ensure all CMR/GCSS property is properly accounted for by a RO.

5008. GARRISON PROPERTY OFFICER. The Garrison Property Officer is responsible for the CAR/DPAS property accounting functions for the command.

1. Responsibilities include, but are not limited to:
   a. Properly receive, accept, and account for all garrison property received by the command.
   b. Account for garrison property that is issued or signed out to Responsible Officers, individuals, and/or other units and maintain the permanent record of custody for such equipment.
   c. Ensure physical inventories are conducted as required (e.g., annual, quarterly CMRs/CARs, RO turnovers, as directed by the AO etc.) and that account records are being adjusted accordingly.
   d. Maintain assigned equipment in a ready-for-use and serviceable condition.
   e. Manage the DRMO process for HQMC ensuring that all government property is disposed of in an appropriate manor and that account records are being adjusted appropriately.
   f. Manage the furniture procurement, distribution and reutilization program that supports all furniture projects for HQMC commodities.
   g. Assist and maintain communication with the Appointing Officials to ensure the accounting systems and records are accurate and updated at all times.

2. The Garrison Property Officer will be appointed by the AO in writing and DD Form 577.

3. The Garrison Property Officer will coordinate with the Appointing Official to ensure all CAR/DPAS property is properly accounted for by a RO.

5009. RESPONSIBLE OFFICER. A Responsible Officer (RO) is an individual nominated in writing by their Appointing Official. The RO/property custodian will accept custodial responsibility for property, by signing a CAR and/or acceptance letter. The RO/property custodian is directly responsible for the physical custody of accountable property under their control. Within the HQMC organization, the RO does not have the inherent function to execute authorized funds and are not responsible for financial resources unless they are appointed as a Fund Holder. Refer to paragraph 3.a.(3) of this order for additional information regarding Fund Holders. Responsibilities include, but are not limited to:

1. Assume responsibility for the property assigned to you for mission accomplishment.
2. Assume control and properly account for all property issued to you by the supply office or garrison property office.
3. Receipt for all equipment (i.e., non-expendable property) on-hand, ensuring the sub-custody account (i.e., Consolidated Memorandum Receipt (CMR) and Custodian Asset Report (CAR)) identifies equipment by Marine Corps or manufacturer’s serial number, when applicable, and ensure parent-child relationships are maintained identified. In addition, report to the supply office property within your span of control which is not currently on your CMR/CAR.
4. Maintain assigned equipment in a ready-for-use and serviceable condition in accordance with the applicable equipment’s supporting technical manuals and Stock List publications.
5. Enforce a clear chain of custody for all equipment via DD Form 1348, DD Form 1149, and ECR documentation and always sub-custody equipment to others before allowing it to leave your area of responsibility. Any temporary loans outside of the command must be authorized and executed via Supply.

5-12
6. Report all changes of the accounting records to the Supply and Garrison Property Offices as they occur.

7. Report all discrepancies to the Supply Officer or Garrison Property Officer in writing that exists between the CMR/CAR and what is actually on hand. Fully state the circumstances of each discrepancy listed. CMR discrepancies will be reported via Discrepancy Letter. CAR discrepancies will be reported via a discrepancy letter and DD Form 200. Formats for letters are provided in enclosure (5-13).

8. Request necessary investigative action in writing, for CMR/CAR discrepancies resulting from a known loss, damage, or destruction of government property, to the AO via a Request for Investigation (RFI) to the Supply or Garrison Property Officer in accordance with the references. A sample RFI is provided in enclosure (5-12).

9. Conduct inventories of all assigned equipment and reconcile the account with the Supply or Garrison Property Officer on a quarterly basis. Semi-annual inventories have to be approved by the AO. Inventories will include an inventory of each end item components and accessories as listed in the respective end items Marine Corps Stocklist (SL-3) publication.

10. Delegate in writing via a NAVMC 11869 the individuals who will perform the following duties on your behalf: NOTE: If an RO does not want to delegate any of the below duties, enter NONE and sign.

   a. Receipt for Equipment, Supplies and/or Service.

   b. Turn-in excess or damaged government property.

11. ROs may, and are encouraged to, appoint Responsible Individuals (RI) to assist in your property accountability responsibilities. RIs are sub-custody holders of accountable supplies, originally signed for by you. They are appointed by you in writing and will sign for all supplies within their possession. Delegation of accounting responsibilities to a RI does not relieve the RO of accountability. Refer to paragraph 5010 of this order for additional information regarding RIs. Recommended format for appointment letter is provided in enclosure (5-14).

12. Request a change of RO from the Supply or Garrison Property Officer and conduct a joint inventory no less than 30 calendar days prior to the date of relief. The account must be transferred prior to transferring from the command.

13. Identify, report, and dispose of serviceable, unserviceable, reparable, and excess materiel in a timely manner.

14. Report immediately all incidents involving lost, stolen, or damaged government property to the AO via the Supply or Garrison Property Officer.

   a. The RO will be appointed by the AO. The appointments will be in writing and a signed DD Form 577. In certain situations, a RO may be responsible for the execution of funds and must be appointed as a Fund Holder. Refer to paragraph 5004.4 of this order for additional information regarding Fund Holders.

   b. These RO requirements are applicable to tenant commands and organizations which receive installation garrison property support from the installation.

      (1) The RO will be a Staff Sergeant or above, or an appropriate civilian (GS-7 or above). If your do not have a SSgt or above or GS07 and above, a waiver must be submitted.

      (2) Tenant commands and organizations which cannot meet the requirements identified in paragraphs 5009.14.b and 5009.14.b.(1) directly above, will coordinate with the Henderson Hall Garrison Property Officer to identify an appropriate individual.

5010. RESPONSIBLE INDIVIDUAL. The appointment of Responsible Individuals (RIs) is not a requirement. It is a tool that allows the RO a means to further sub-custody equipment.

1. The responsibilities of the RI are at the discretion of the appointing RO; however, recommended responsibilities include but are not limited to:
a. Assume responsibility assigned to you for mission accomplishment.

b. Receipt for all equipment on-hand, ensuring the sub-custody account identifies equipment by Marine Corps or manufacturer’s serial number, when applicable, and ensure parent-child relationships are maintained within the GCSS.

c. Maintain assigned equipment in a ready-for-use and serviceable condition in accordance with the applicable equipment’s supporting technical manuals and StockList publications.

d. Enforce a clear chain of custody for all equipment and always sub-custody equipment to others before allowing it to leave your area of responsibility. Any temporary loans outside of the command must be coordinated with the RO.

e. Report all changes of the accounting records to the RO as they occur.

f. Report all discrepancies to the AO in writing that exist between the sub-custody account and what is actually on hand, and fully state the circumstances of each discrepancy.

g. Request necessary investigative action in writing, for sub-custody account discrepancies resulting from a known loss, damage, or destruction of government property, to the AO via the Supply or Garrison Property Officer in accordance with the references.

h. Conduct inventories of all assigned equipment and reconcile the account with the AO on a quarterly basis or as directed by the AO. Inventories will include an inventory of each end item components and accessories as listed in the respective end items Marine Corps Stocklist (SL-3) publication.

i. If desired, delegate in writing via a NAVMC 11869 the individuals who will perform the following duties on your behalf:

   (1) Sign and receipt for government property and services for use within your command, organization, department, or section.

   (2) Turn-in excess or damaged government property for your command, organization, department, or section.

2. When ROs determine that a RI is necessary and desired, the RI is appointed in writing by the RO. In terms of property management, there is no a requirement for a corresponding DD Form 577. Recommended format for appointment letter is provided in enclosure (5-14).

3. This applies to tenant commands and organizations which receive installation garrison property support.

5011. DELEGATED INDIVIDUAL. A Delegated Individual is an individual (or individuals) that is (are) delegated certain responsibilities by the RO and/or RI. Within the HQMC organization and in terms of pure property management, these individuals, on behalf of the RO and/or RI can (1) sign and receipt for government property and services for use within the command, organization, department, or section, (2) turn-in excess or damaged property for the command, organization, department, or section, or (3) submit non-obligating requests for supplies. The Delegated Individual is delegated these responsibilities by the RO or RI via a NAVMC 11869. This applies to tenant commands and organizations which receive installation garrison property support. A sample copy of the NAVMC 11869 is provided in enclosure (5-8).

5012. APPOINTMENT LETTERS AND DD FORM 577. Appointment letters, to include the DD Form 577 when required, will be signed by the individual identified in this SOP and will be retained in accordance with reference (5-i).

1. When an individual is being appointed to multiple roles (e.g., same individual is being appointed as the Certifying Officer and Fund Holder) a single appointment letter and DD Form 577 meets the appointment requirement. In these cases, each role must be clearly identified and defined in the appointment letter and DD Form 577.
2. The completion of the DD Form 577 meets the DoD requirements identified in reference (5-a).

3. The DD Form 577 does not always have the specific appointed role in Block 13 (e.g., Supply Officer, Fund Holder, etc.). In these situations, the “Departmental Accountable Official” block will be used and specific roles will be identified Block 14.

4. A sample copy of the DD Form 577 is provided in enclosure (5-15).

5013. WAREHOUSING. The Henderson Hall Supply warehouse is essentially broken down to four sections. (1) Issue and Receiving, (2) Personal Effects, (3) RDF runs (Remote Delivery Facility), (4) Defense Reutilization and Marketing Office (DRMO).

1. Issue and Receiving is the located in Bldg 28 in the main entry way. At this location an individual can enter and request white gear as in ceremony tents ranging from 10’ x 10’, 5’x5’, 10’x 20’, 20’x 20’ also folding chairs. Basic aluminum and padded red EGA chairs. Folding tables ranging from 6’-8’. The customer can also be checked out for PCS, PCA, EAS or retirement.

2. Personal Effects. The warehouse in Bldg 28 has a cage to hold personal effects of marines going TAD, Hospitalized, Deceased, OTH, Brig/Civilian Authority, UA/Deserter. In the event of any of these circumstances, an Inventory Officer will inventory the Marines personal belongings and store them in the Personal Effects Cage for safekeeping. The Marine has the option to pick up his/her belongings, have NOK pick up on their behalf with Power of Attorney, or be sent to home of record.

3. RDF runs consists of warehouse Marines delivering ordered supplies to Marines/Civilians located at the Pentagon with support of Motor Transport.

4. DRMO is a process to facilitate the proper disposal of accountable and non-accountable gear for the NCR. The Responsible Officer for the account can request removal of gear by contacting DRMO rep and providing all information needed to start the process.
ENCLOSURES
CHAPTER 6: COMMUNICATIONS & INFORMATION SYSTEMS

6000. MISSION. To deliver Information Technology Services Management (ITSM) services that provide the installation and tenant the ability to accomplish their installation operations, support command and control, and command mission requirements. Services consist of information assurance, systems and network management, collaboration and messaging services, computers, fixed voice, wireless connectivity services, multi-media visual information, video teleconferencing, service desk, software, firmware, procedures, services (including support services), and related resources (e.g., IT workforce). It includes manpower authorizations, contracts, peculiar and support equipment, and associated costs to plan, manage, coordinate and execute the delivery of services. Supporting activities include alignment with DoD Architecture Framework (DoDAF) and standards, configuration management, continuity of operations and disaster recovery planning, service level management, information assurance compliance and reporting, infrastructure sustainment and modernization, and a professional IT workforce. The sub-functions definitions pertain to operations of the sub-function and sustainment of infrastructure supporting the sub-functions.

6001. CUSTOMER SUPPORT

1. The H&S Bn S-6 provides support to personnel working aboard Henderson Hall.

2. Marines administratively assigned to H&S Bn working in HQMC staff sections receive support from Administration & Resource: Information Systems Management (ARI).

3. Marines assigned to H&S Bn working in non-HQMC sections (e.g. Joint Staff, National Defense University, etc) receive support from their operational command’s Information Systems Management section.

6002. MICROSOFT HOME USE PROGRAM

1. The Department of the Navy (DON) is entitled to Microsoft’s Home Use Program (HUP) as a volume license owner with Microsoft. The HUP allows government civilian and uniformed personnel currently under NGEN to obtain a licensed copy of Microsoft Office, Project or Visio desktop applications to install and use on a home computer, if the products are also currently installed on their NGEN computer. Contractors are ineligible to participate in the HUP program at this time. Usage of HUP licenses is valid only for the member, and not transferable to dependents or other persons.

2. Visit this CAC-enabled website to access the program code for the USMC and link to the Microsoft Home Use Program website. https://www.homeport.navy.mil/management/microsoft-hup/.
CHAPTER 7: CONSOLIDATED ADMINISTRATION (CONAD)

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NOTE: Due to Marine Corps Enterprise Network (MCEN) restrictions with Adobe, you must right click, copy link address, and paste link into browser to access enclosures. You will receive an error if you attempt to click the links below.

7-1 CONAD Organizational Chart
7-2 CONAD Telephone Listing
REFERENCES

7-a MCO P5000.14D - Marine Corps Administrative Procedures (Short Title: MCAP)
7-b ALMAR 058/05 - Total Force Administration System and Installation Personnel Administration Centers
7-c MARADMIN 535/08 - Marine On-Line (MOL) Mandate
7-d MCO P1400.32D - Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (Short Title: MARCORPROMMAN, VOL 2, ENLPRM)
7-e MCO P1070.12K - Marine Corps Individual Records Administration Manual (Short Title: IRAM)
7-f MCO 5800.16 w/ CH1 - LEGAL SUPPORT AND ADMINISTRATION MANUAL (SHORT TITLE: LSAM)
7-g MCO P1080.40 - Marine Corps Total Force System Personnel Reporting Instructions Manual (Short Title: MCTFS PRIUM)
7-h MCO 1050.16A - Appellate Leave Awaiting Punitive Separation
7-i DFAS-KC 7220.31-R - Marine Corps Total Force System Automated Pay Systems Manual (Short Title: MCTFS APSM)
7-j DOD 7000.14-R - Department of Defense Financial Management Regulations (Short Title: DODFMR)
7-k MCO 7220.12 - Special Duty Assignment (SDA) Pay Program (Short Title: SDAP Program)
7-l MCO P1000.6 - Assignment, Classification and Travel Systems Manual (Short Title: ACTSMAN)
7-m MARADMIN 361/09 - Hazardous Duty Incentive Pay (Demolition Pay)
7-n MARADMIN 056/01 - Career Status Bonus (CSB)/REDUX
7-o MARADMIN 699/07 - FY08 Update on Career Status Bonus (CSB)/REDUX
7-p MARADMIN 372/10 - FY10 Update on Career Status Bonus (CSB)/REDUX
7-q MBul 1800 - Blended Retirement System Policy (Short Title: BRS Policy)
7-r MARADMIN 543/17 - Special Procedures for the Continuation Pay Program for Blended Retirement System (BRS) Participants Reaching 12 Years of Service in the First Two Months of Calendar Year 2018
7-s MARADMIN 575/17 - Continuation Pay Program for Calendar Year 2018 for Blended Retirement System (BRS) Participants
7-t MCO 1001R.1L - Marine Corps Reserve Administrative Management Manual (Short Title: MCRAMM)
7-u NAVSO P-6034 - The Joint Travel Regulations (Short Title: JTR)
7-v MCO 10110.47 (Basic Allowance for Subsistence (BAS))
7-w Chapter 4 - (H&S BN Billeting SOP)
7-x Pay and Allowance Advisory Notice (PAAN) 06-05 – Temporary Additional Duty
7-y Pay and Allowance Advisory Notice (PAAN) 34-06 – Temporary Additional Duty
7-z MARADMIN 056/04 - Injured/Ill Patient Tracking for OEF/OIF
7-aa MARADMIN 262/05 - Marine For Life Injured Support Program Announces Initial Operational Capability
7-ab MCO 1771.2 - Pay and Allowance Continuation (PAC) Program
7-ac MCO P3040.4E - Marine Corps Casualty Procedures Manual (Short Title: MARCORCASPROC)
7-ad MCO 1900.16 - Marine Corps Separation and Retirement Manual (Short Title: MARCORSEPS)
7-ae MCO 1050.3J - Regulations for Leave, Liberty, and Administrative Absence (Short Title: Leave and Liberty Manual)
7-af MCO 5512.11E - Identification Cards for Members of the Uniformed Services, their Eligible Family Members and other eligible Personnel
7-ag MARADMIN 102/19 Guidance Regarding Initiation of Overseas Screening
CHAPTER 7: CONSOLIDATED ADMINISTRATION (CONAD)

7000. GENERAL. To establish policies, procedures, responsibilities, and relationships with respect to administrative matters within the Consolidated Administration Center (CONAD), hereafter referred to as the CONAD.

1. Commander’s Intent. This SOP is not designed to replace directives or instructions published by higher headquarters. It is published to provide administrative policies, procedures, and responsibilities with sections and personnel supported by the CONAD consistent with the direction from higher headquarters.

2. Concept of Operations

   a. Review of this SOP is recommended for all Marines administratively supported by the CONAD. Adherence to this SOP will assist sections in focusing on maintaining personnel administrative readiness. The end-state is to provide Marines and their family members with effective administrative support. Training in the use of administrative initiatives such as Marine On-Line (MOL), and assistance in establishing or refining internal control procedures is available from the CONAD, Quality Assurance Section.

   b. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. Therefore, this SOP is a dynamic document, subject to periodic updates as higher headquarters publishes changes. The varied methods in which Marines deploy require flexibility and cooperation. In fact, it is essential to ensure administration is achieved in a timely and proactive manner. Authorization to deviate from this SOP may occur as the situation requires, under the provision of the references and their updates and direction from higher headquarters.

   c. Consolidated Personnel Administration and the use of MOL has been mandated by references (7-a), (7-b), and (7-c); therefore, the individual Marine must take greater responsibility in the accuracy of their Marine Corps Total Force System (MCTFS) and pay records. With the limitless amount of information on the internet and the availability of MOL and MyPay applications, there are tools available for Marines to use to ensure the correctness of their MCTFS and pay records. Marines must be mentored, educated and if necessary, directed to get involved in their own administration and pay.

   d. A Marine who sees a significant change in their pay for no apparent reason, is responsible for bringing the situation to the attention of their chain of command and the CONAD Customer Service Section. A Marine’s lack of action furthers the pay problem.

7001. POLICY, STRUCTURE, AND ORGANIZATION. The CONAD is under the operational and administrative command and control of the Commanding Officer, Headquarters and Service Battalion, Henderson Hall, Arlington, Virginia. The mission of the CONAD is to provide world-class personnel administrative support to the Commander, Marines and families assigned to the National Capitol Region, by ensuring military personnel records and pay accounts are accurate and properly maintained in order to prepare individuals for worldwide deployment with the operating forces.

7001.1. CONAD OVERVIEW AND MISSION. To provide personnel administrative support and services to Commander(s), Marines (Active and Reserve), Sailors and Family members by ensuring military personnel records and pay accounts are accurate and properly maintained in order to prepare individuals for worldwide deployment with the operating forces.

7001.2. HOURS OF OPERATION. The CONAD hours of operation are Monday through Friday from 0730 to 1630. On Thursdays, the CONAD is closed from 1200 to 1500 for Professional Military Education (PME).

1. For emergency situations, contact the Director, Deputy Director, of Staff Noncommissioned Officer in Charge (SNCOIC) via the Battalion Staff Duty Officer.

2. The CONAD is open for limited business on Thursdays from 1500 – 1630 after PME, with the exception of scheduled appointments, check-ins, check-outs, and Marines with bonafide emergencies.
3. The CONAD will extend hours of operation to accommodate requests for service outside of normal working hours.

7001.3. CONAD PERSONNEL POLICIES

1. All military personnel conducting routine administrative business are required to be in the uniform of the day or appropriate civilian attire.

2. All personnel are required to sign-in prior to being assisted.

3. Electronic Personnel Action Requests (E-PARs) are encouraged for all Marines and must be properly routed through the respective chain of command. All properly submitted E-PARs are processed within 5 working days after being received by the CONAD.

4. Leave and Earnings Statements (LES), Basic Training Records (BTR), Basic Individual Records (BIR), W-2 and W-2-C, and Fitness Report printouts will be processed by the individual Marine utilizing MOL and/or MyPay.

5. All disputes/disagreements or service problems will be addressed to the Section SNCOIC, CONAD SNCOIC, Deputy Director or the Director of the CONAD. The CONAD staff will ensure that every complaint is thoroughly researched and a satisfactory explanation is provided to the Marine and/or command.

7001.4. CHECK-INS. All New Join Marines are required to report to the CONAD wearing the Service “A” uniform with the exception of Marine Peacekeepers assigned to United States Military Observer Group (USMOG) who are allowed to report in MARPAT Camouflage Utilities. Due to their unique circumstances where they are reporting from their home station in a geo-bachelor status and only bringing the clothing, gear, and equipment to which they are deploying.

1. The CONAD is located aboard Joint Base Fort Meyer-Henderson Hall on the second deck of Building 29. All Marines are required to check-in to the CONAD upon the following occasions: Arrival for Permanent Change of Station (PCS), when directed Permanent Change of Assignment (PCA), Reserve ordered to active duty, upon assignment to Active Duty Operational Support (ADOS), and To/From Temporary Additional Duty (TAD) in excess of 30 days.

2. All personnel will report to the CONAD Inbound Section prior to the no later than date annotated on their PCS/PCA orders or the first work day if arriving on a weekend, with the appropriate reporting endorsement from the parent command or Battalion Duty Officer. All Marines from the rank of Lieutenant Colonel and below are required to attend the Commander’s monthly scheduled Welcome Aboard Brief. Dependents are encouraged to attend the Welcome Aboard Brief with their sponsor.

7001.5. CHECK-OUTS. All Marines transferring, separating, and retiring are required to report to the CONAD Outbound Section 90-days prior to the estimated date of departure for administrative out-processing. Marines going TAD in excess of 30-days are required to report to the CONAD Command Support Section for administrative processing.

1. Marines transferring or departing on TAD in excess of 30-days are required to check-out of those agencies designated on their check-out sheet.

2. Check-out sheets are required before Marines can pick up tickets (if applicable) and orders from the CONAD Outbound Section.

7001.6. TASKS AND RESPONSIBILITIES

1. CONAD. The CONAD’s responsibilities include, but are not limited to, the following:

   a. Provide timely administrative support in response to EPARs from individual Marine(s) or command representatives.
b. Ensure all reportable items are accurately processed in the Marine Corps Total Force System (MCTFS) via unit diary within 5 working days of receipt of valid source documentation.

c. Preparation, maintenance, accountability, and security of all individual records.

d. Endorsement and preparation of all PCS and PCA Orders.

e. Prepare and distribute separation documents. This also includes processing requests for retirement and transfer to the Fleet Marine Corps Reserve.

f. Monitor and retain completed check-out sheets.

g. Process bond and allotment requests that cannot be processed through MyPay.

h. Conduct new join, triennial, pre- and post-deployment audits. Deployment audits will include review and update of BIR, Service Member’s Group Life Insurance (SGLI), and Record of Emergency Data (RED) within 30 days prior to departing and upon return from any deployment/TAD in excess of 30 days in duration.

i. Provide administrative support for MOL. This includes also providing any administrative assistance that may be needed by Marines.

2. Company Commanders/Section OICs. Although the CONAD has reduced the Commander’s and Section Head’s administrative responsibilities, they are not eliminated. Commanders and Section Heads are responsible for ensuring personnel information and providing documentation for unit diary reporting into MCTFS (e.g. TAD Orders; deployment rosters, page 11s, UPBs, promotion, etc.) are forwarded promptly and properly to the CONAD (in most cases no later than 3 working days from the day an event occurs). For the CONAD to function effectively and efficiently, a free and open exchange of information must exist between the Commander, the supported sections, and the CONAD. Commanders and Section Heads retain responsibility for the following (Note: Action passed is not action completed. The need for supervisory oversight exists, and Designated Representatives remain responsible for tracking and ensuring information is entered properly into a Marine’s record):

a. Maintain the minimum technical and operational directives and publications required to accomplish the command’s assigned mission.

b. Submit accurate and timely morning reports via MOL.

c. Provide the CONAD accurate and timely information for unit diary input in regards to TAD Orders (including funded emergency leave orders), deployment and non-deployable information, limited duty status via the Limited Duty Coordinator, pay and entitlement changes, promotions, legal, and unit awards.

d. Input all proficiency and conduct (pro/con) occasions marks into MOL. This includes pro/con marks for reductions, promotions, transfers, and discharge for unit diary input. When the promotion to Corporal or Sergeant and the Semi-annual/Annual (SA/AN) marking period coincides (1st of the February and August for Regular Marines or the 1st of January for Reserve Marines), the promotion (PR) markings will take precedence over the SA/AN markings.

e. Recommend/Non-Recommend Marines for reenlistment.

f. Monitor eligibility and recommend Marines for awards or personal decorations to include awarding of the Good Conduct Medal (GCM) Certificates.

g. Recommend/Non-Recommend Marines for promotion and submit only the “Non Rec” roster by 1700 on the 10th day of every month, via MOL. If the 10th falls on a weekend or holiday, non-recommendations will be submitted on the last workday prior to the weekend or extended liberty period.

h. Prepare leave, special liberty, and permissive temporary additional duty (PTAD) requests utilizing MOL. Ensure daily reconciliation is complete to ensure proper posting of the periods via MOL.
i. Ensure separating Marines initiate contact with the CONAD 90 days prior to their planned terminal leave date in order to ensure pay, allotment, and separations documents are properly prepared and processed by the CONAD’s Separation Section.

j. Counsel and authenticate mandated Page 11 (6105) entries in the service record as required. (Note: Only the Commanding Officer can sign 6105 entries).

k. Assign Billet Identification Codes (BIC) for all military and civilian personnel within their respective Sections.

7001.7. CONAD ORGANIZATIONAL STRUCTURE. Enclosure (7-1) is provided as a visual depiction of the organizational structure of the CONAD. Enclosure (7-2) provides the phone listing for the individual sections within CONAD to assist with direct contact.

1. Headquarters Section. The Headquarters Section consists of the Director, Deputy Director, and SNCOIC and exercises internal control of all CONAD functional areas and establishes command relationships with the supported sections.

   a. The Director and Deputy Director shall perform executive level duties pertaining to the CONAD by ensuring sections receive quality administration through open communication and coordination between higher headquarters and external agencies.

   b. The CONAD Headquarters Section is responsible for management of CONAD personnel training requirements and personnel accountability.

2. Inbound Section. The Inbound Section is responsible for processing all personnel arriving to the Battalion on PCS/PCA Orders. The Inbound Section will conduct all initial join audits, ensure accuracy of the individual’s service and pay records, and the completion of the second stage audits and settlement of travel claims.

3. Customer Service Section. The Customer Service Section is responsible for processing and reporting any change in a Marine’s dependency and marital status to include a complete record audit, member married to member, member married to other service member, and triennial audits, and the management of EPAR submissions to update service member records when requested or necessary. The Customer Service Section is also responsible for tracking and monitoring all pay entitlements for personnel of the supported sections, auditing and resolving pay discrepancies, and submitting special payment authorizations to the Finance Office. Lastly, the Customer Service Section is responsible for processing allotments not processed by MyPay.

4. Command Support Section. The Command Support Section is responsible for reporting information pertaining to promotions, legal, limited duty, and Career Planner. It assists with reporting of training events not reportable by Marine Corps Training Information Management System (MCTIMS), assignment and removal from body composition program, limited duty status change reporting, extension of service obligation reporting, local/formal schools, and any entries not reported by the Battalion’s S-3 section. When MOL is not available or corrective action is beyond the capability of the Marine Corps Training Information Management System (MCTIMS) or MOL use, the CONAD will support and assist with reporting the appropriate unit diary entries. The Command Support Section is responsible for tracking, monitoring, and conducting all required audits to include pre- and post-deployment audits.

5. Quality Assurance Section. The Quality Assurance Section is responsible for monitoring unit diary reporting and extract, work, and monitor Electronic Diary Feedback Reports. Review, monitor, and conduct random audits identifying internal control problems and trend discrepancies in pay. In addition, responsible for conducting test cycle of software installation, special queries using Quality Control reports; and conduct administrative visits to the supported sections.

6. Outbound Section

   a. The Outbound Orders Section has overall cognizance of the PCS and PCA process and for endorsing all PCS and PCA orders issued by Headquarters Marine Corps. Additionally, it maintains responsibility for all port calls, area clearances, and pay advance submissions for Marines orders CONUS and OCONUS.
b. Per reference (7-ag), Marines in receipt of orders have 10 days to initiate the overseas screening process from the date of orders are issued for an OCONUS assignment or austere CONUS assignment. After completion of all portions of the suitability screening process, if a Marine, or his/her dependent(s) is not found suitable for assignment, Commanding Officers have 5 days from the date of unsuitable determination to notify HQMC via AMHS. Failure to complete suitability screening within 60 days of orders issuance may result in orders being modified to unaccompanied/dependent restricted (if applicable).

c. Separation/Retirement Section. The Separation/Retirement Section is responsible for the identification and processing of all Marines pending release from active duty, retirement, and transfer to the Fleet Marine Corps Reserve (FMCR), administrative separation, and physical evaluation board discharges in coordination with the Limited Duty Coordinator.

7001.8. FLOW OF INFORMATION. In an effort to reduce the requirement for Marines to physically visit the CONAD for routine personnel actions, Marines are required to utilize MOL EPAR. Marines are also encouraged to utilize the MyPay website (https://mypay.dfas.mil) or the MOL website (https://tfas.mol.usmc.mil).

7001.9. SUPPORT OF ACTIVATED RESERVIST ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)/RESERVE WRITING SYSTEM (ROWS) ORDERS. The CONAD provides administrative support to a number of activated Reserve Marines. Due to the complexity of Reserve issues, Marines are encouraged to contact the respective CONAD section when the following issues occur:

1. Inbound Section will process all newly activated Reservist who require an INITIAL JOIN, execute a PCS from outside HQMC, Henderson Hall, and require processing of a travel claim incident to PCS.

2. Customer Service Section will support all pay inquiries.

3. Command Support Section will provide administrative support to all activated reservist who are on TAD type orders, but orders were modified to PCS orders. Additionally, it processes all 30-day partial travel claims, all travel claims for ADOS/ROWS orders Pre-/post- deployment audits, any periods of TAD executed through the use of the Defense Travel System (DTS) application.

4. Outbound Section will make adjustments to EAS/ECC dates due to modifications to ADOS/ROWS orders, NAVMC 11060s, and preparation of DD Form 214 upon demobilization.

7002. INBOUND SECTION

7002.1. GENERAL. For all PCS, PCA and Reservist ordered to active duty, processing will be conducted by the Inbound Section and in accordance with references (7-a), (7-g), and (7-t).

7002.2. MISSION. The mission of the Inbound Section is to:

1. Conduct a thorough and detailed audit on all Inbound Marines to the Battalion.

2. Ensure all pay related entitlements for newly joined Marines are reported correctly and in a timely manner.

3. Ensure all entries reported by the previous unit were reported correctly and have posted into MCTFS.

4. The most important function is to verify if there are any errors in entitlements, and if so, notify the Marine of any financial impact.

7002.3. REPORTING INSTRUCTIONS. All inbound personnel will report to the CONAD, located aboard Henderson Hall (Building 29, 2nd Deck). It is imperative that all Marines conduct a join audit in a timely manner in order to ensure pay and entitlements are started correctly.

7002.4. DOCUMENT FLOW. The Inbound Section will conduct a complete audit of the Marine’s record in the following sequence:
1. The First Stage Audit and PCS travel claim is conducted with the Marine present. Upon join, the join audit will remain in the Inbound Section until all diary entries are reported.

2. Once a travel claim is settled, a copy of the settlement will be attached to the Second Stage Audit package. Any discrepancies that are discovered during the audit will be corrected by either a diary entry or NAVMC 11116. The unit diary, NAVMC 11116, or both will be submitted to the Deputy Director, CONAD or Director, CONAD for certification and/or signature. All NAVMC 11116s will be processed and tracked through DTMS.

3. Travel claims are maintained with the join package in the Inbound Section’s correspondence files.

7002.5. FIRST STAGE AUDIT SECTION RESPONSIBILITIES. The First Stage Audit Section is responsible for reporting all changes in entitlements associated with Marines and establishing and maintaining written internal controls, document flow, and desktop procedures to ensure appropriate pay entitlements and allowances are identified. Additional responsibilities include the following, but not limited to:

1. Complete an Official Reporting Endorsement on Marines upon reporting into the CONAD during normal working hours and on Marines that have reported into the Duty Officer of the Day after normal working hours and over the weekend.

2. Conduct new join audits on all personnel serviced by the CONAD. In addition, ensure all entries reported by the previous unit were reported and posted correctly.

3. Report all unit diary join entries within the 5-day window.

4. Work Electronic Diary Feedback Reports and make all corrective actions of entries reported by the section and advisory entries pertaining to the section within the prescribed time established.

7002.6. FIRST STAGE AUDIT PROCEDURES. Initial audits are conducted in the presence of the Marine being joined. The audit will consist of the Option 23, Basic Individual Record, Basic Training Record, Awards, Education, Career Sea, Record of Service, and Record of Emergency Data MCTFS Screens, LES, and the electronic service record (ESR) review from the OMPF. In addition to the audit, the auditor will also prepare the NAVMC 10922 for any dependent gain/loss package, update any DD Form 2058-1 State Tax Exemption, and SGLI Forms, and conduct a page-by-page audit of the ESR. The Inbound Clerks will annotate all corrective action (if required) taken on the Option 23 as well as the unit diary number and date. They will then turn the audit over to the Inbound SNCOIC for review. The SNCOIC will review the package and forward the service record documents and the unit diary to the Deputy Director, CONAD or Director, CONAD for review and certification. All documents (join package) will be maintained in the Inbound Section.

1. An initial pay/entitlement audit is crucial to identify that in-transit entitlements started correctly and to ensure that new station allowances are started.

2. Report Basic Allowance for Housing (BAH) via unit diary, if eligible, based on assignment and termination of government quarters. Additionally, report Continental United States (CONUS) Cost of Living Allowance (COLA) based on the BAH ZIP Code. Effective dates and location rates are available at www.dtic.mil/perdiem.

   a. BAH-Partial/CONUS COLA start the day the single Marine reports for duty.

   b. BAH-DIFF is continued for Marines who were in receipt of the entitlement prior to the join.

   c. BAH/COLA with Dependents at the duty location ZIP code is reported for Marines authorized the “with dependent” rate, effective the date the Marine reports for duty.

   d. BAH Waivers for low cost PCS/PCA or PME Orders will be submitted to CMC (MMIB) for consideration.

   e. Marines attending a formal school Duty Under Instruction, will receive BAH/COLA at the appropriate ZIP code, unless they received a specific PME BAH/COLA waiver. Those that are on Temporary Duty Under Instruction (TEMINS) (less than 20 weeks in duration), rate BAH/COLA at the last permanent duty station ZIP code.
f. Mobilized Marines rate BAH/COLA based on their type of orders.

   (a) If a Reserve Marine with FULLY FUNDED Permanent Change of Station Orders (PCS O), then report BAH/COLA at the duty station ZIP code.

   (b) If a Reserve Marine has orders to Active Duty other than PCS Orders or NON FUNDED PCSO, then report BAH/COLA at their PLEAD.

   (c) ADOS Marines only rate COLA if they are on orders for more than 139 days. Otherwise, there is no COLA entitlement.

   (d) Any Single Marine without dependents who execute a PCS move and are assigned a barracks room, will only rate BAH-

   g. BAH (Transit or R/C) will be verified and reported as appropriate. Refer to reference (7-u, Chapter 10) for entitlement clarification.

   h. BAH without Dependents applies to single Marine Sergeants and below. If a single Marine Sergeant and below are in receipt of BAH without dependents prior to joining this command, BAH without dependents is forfeited upon reporting for duty. All single Marine Sergeants and below are required to submit a BAH without dependent (also known as BAH Own-Right) package as soon as they check into the command if they would like to retain their BAH without dependent rate. Note that BAH without dependents approval rest with the Battalion Commander only at this duty station/command.

3. All Marines who are joined to the Battalion are authorized Basic Allowance for Subsistence due to the complexity of work locations and lack of dining facility, the Battalion Commander has authorized Full BAS for all personnel effective the date of join.

7002.7. PCS TRAVEL SECTION PROCEDURES. Original travel claim will be prepared and two additional copies will be made. An additional electronic copy will be kept on file and used to submit claim to the Finance Office via DTMS. The original travel claim will be given to the Marine. Upon submission of the travel claim by the Marine to the CONAD, the Marine is instructed verbally on how to pull a copy of settled travel claims via MyPay (https://mypay.dfas.mil). A copy will be included with the entire join package and another copy included in the travel tickler file and used to check the status of the claim within 5 days from the day it was sent to the Finance Office for processing and settlement.

1. The New Join tickler files will be managed by the Inbound Section for completion of the Second Stage Audit. If claims are settled, the travel claim clerk will forward the settlement to include voucher number and date of settlement to the Second Stage Audit Section for proper analysis of pay entitlements.

2. The Inbound Section will conduct a quality control review of all travel claims. This review is to identify any discrepancies on the travel claim, PCS orders, and endorsements or required receipts prior to the claim being submitted to the Finance Office via DTMS.

3. Travel claims will be monitored to verify the travel claim status within 5 working days of submission. For travel claims not settled within 5 working days, a 5-day letter will be prepared and forwarded to the Finance Office for response.

4. Supplemental claims will be processed as needed for Dislocation Allowance (DLA), Temporary Lodging Expense (TLE), vehicle pick-up, dependent travel, and miscellaneous unclaimed expenses.

5. All PCS travel settlements will be tracked by the Inbound Section for completion of the Second Stage Audit. Upon completion of the Second Stage Audit, the PCS orders, travel claim, settlement, and all documentation from both the join and the second stage audit will be filed in the Inbound Section as one complete package in the correspondence files.
7002.8. PCS TRAVEL CLAIM DISCREPANCIES. All discrepancies will be annotated and corrective action will be taken immediately. Attempts to obtain missing PCS orders and endorsements from external sections will be closely monitored by the Travel Claims Section. After two unsuccessful attempt to obtain missing information, the claim will be provided to the CONAD SNCOIC, Deputy Director or Director for resolution. Travel claims returned by the Finance Office with a Discrepancy Notice will be handled in the same manner as discrepancies identified during the quality control process. All discrepancies identified on the travel claim will be expeditiously researched, resubmitted, and continue to be tracked until properly settled.

7002.9. SECOND STAGE AUDIT RESPONSIBILITIES. The Inbound Section will (no later than 45 days from the elapsed time posting, date of join, or upon entitlements for the PCS posting in the MCTFS) conduct the second stage of the New Join audit.

7002.10. SECOND STAGE AUDIT PROCEDURES. This audit will be completed by the auditor through a comparison of the MCTFS record to include the settled travel claim, PCS orders, TRS, MCAAT screens, and join documents. An audit will be conducted after the Marine’s elapsed time (leave/delay) has posted in MCTFS or 60 days after the Join posts, whichever is earlier.

1. For joins where no travel entitlement exists (e.g. PCA, reassignments between reporting sections or inter-department transfer of Reserve Marines) the second stage of the Join Audit will be conducted within 5 days after the join posts.

2. If the elapsed time is not reported within 45 days, an automatic EDFR advisory will be posted on Part III, advising that a travel claim needs to be completed. The Inbound Section will ensure that the Finance Office receives the DD Form 1351-2 and a copy of the PCS orders to process the correct elapsed time.

7002.11. PROMOTION PROCEDURES FOR INBOUNDS. Upon checking into the CONAD, the Inbound Section will conduct a new join audit on all newly joined Marines and will be responsible for identifying those Marines who were promoted via MCTFS enroute or identifying those Marines who have a “SELECT GRADE”.

1. If it has been discovered that a Marine has been erroneously promoted while enroute, the Company Office will be contacted and a letter signed by the Company Commander requesting the promotion be deleted as erroneous must be forwarded to the Inbound Section immediately to avoid further delay and overpayments to the Marine.

2. All Marines with select grades will have an electronic copy of the MCTFS Grade Screen sent to the gaining section for promotion verification. If the Marine is recommended for promotion, corresponding Pro/Con marks will be obtained along with a copy of the promotion warrant to be filed with the join package. If the Marine is not recommended, a “Will Not Promote” entry will be reported via unit diary accompanied by the required page 11 entry for inclusion into the Marine’s OMPF.

7002.12. TEMPORARY DUTY UNDER INSTRUCTION (TEMINS) JOINS. Marines under PCS orders with TEMINS to a special type duty (DI/RTCT/MSG/SOI/MCSF/MARSOC) that fail to meet the special duty assignment criteria will be returned to their parent command. These Marines must report to the CONAD Inbound Section for proper processing and audit requirements.

7002.13. FAILURE TO REPORT JOINS. The Inbound Section will immediately make every effort to determine the reason for the Marine’s failure to report. Reference the PRIUM for appropriate unit diary entry.

1. The Inbound Section will contact the transferring command to determine if the Marine was actually transferred or if the Marine’s orders were cancelled or modified enroute. The gaining command will also be contacted to verify if the period of delay (leave) was extended or if the Marine is being placed in an Unauthorized Absence status.

2. After determination has been made that the Marine has in fact been transferred and has not reported to the joining or intermediate command by the hour and date specified, the Marine will be joined and reported as having commenced a period of unauthorized absence.

7002.14. FOREIGN AREA OFFICERS (FAO) JOINS. Upon receipt of Arrival Message, DD Form 1351-2, and supporting pay documentation from the member, the Inbound Section will conduct an audit of pay and entitlements, to include possible entitlement to Hazardous Duty Pay (Location), Hostile Fire Pay (HFP), COLA and Combat
Exclusion Tax Exemption (CZTE) entitlement. Once the audit is complete, the clerk will then report, via unit diary, the join and other related entries and route the join package for certification. The SNCOIC will review the package and forward the service record and the unit diary to the OIC for review and certification. After the join is processed, all other administrative matters such as TAD, PCS Orders, Pay or Retirements will be handled by the respective section within the CONAD.

1. Upon arrival at the Outside CONUS (OCONUS) Permanent duty Station (PDS), FAO personnel must submit a DD Form 1351-2 for themselves and their dependents (when applicable) to settle all travel for the PCS.

2. FAO personnel must notify the CONAD of what type of housing is being occupied and if residing on the local economy, provide a copy of the lease agreement and a completed Individual Overseas Housing Allowance (OHA) Report in order to start the OHA and Move-in Housing Allowance (MIHA).

3. Pay and Allowances will be started only upon receipt of proper supporting documentation.

7003. CUSTOMER SERVICE SECTION

7003.1. GENERAL. The Customer Service Section is responsible for handling routine administrative matters for walk-in customers. Duties include, but are not limited to, marriage/divorce packages, dependent add/loss packages, awards updates, personal information updates into MCTFS, triennial audits, CSB, BRS, Dependents Over 21, and providing general information/guidance for newly introduced administrative practices.

7003.2. ONLINE SERVICES. In an effort to reduce the requirement for Marines to physically visit the CONAD or an Adjutant/BN S-1 Office for routine personnel actions, Marines are highly encouraged to utilize the MyPay website (https://mypay.dfas.mil) or the Marine On-Line (MOL) website (https://tfas.mol.usmc.mil) whenever possible to complete administrative tasks.

7003.3. TRIENNIAL AUDITS. As required by current regulations, triennial audits will be conducted every 3 years, per reference (7-g).

1. The triennial audit will be conducted by a personal interview with the member and comparison of data in MCTFS.

2. The BIR will be audited and corrective action taken. The audited BIR, complete with signatures and BAH certification, will be filed in the CONAD’s Electronic Correspondence Files. The date the BIR is signed will be used as the BAH certification date.

3. The RED will be audited and corrective action reported in MCTFS. The audited and certified RED will be filed in the OMPF until the next update to this document is required.

4. The Record of Service (ROS), Individual Deployment Record, Awards, Career Sea, Remarks Summary, BTR, and Education Screens in MCTFS will be audited and corrective action taken as required. These documents will be returned to the Marine. (Note: Source documentation verifying proposed updates will be required.)

5. In an effort to reduce the number of times a Marine is required to visit the CONAD, Marines may declare any visit for routine service as their triennial audit. Such audits must be completed within 3 years from the date of the last completed audit process or triennial audit.

6. Marines are required to inform the CONAD with immediate notification of changes that may effect the status of pay entitlements. Such changes include: marriage/divorce, separation for the purpose of, or intent to, divorce, birth/death/acquisition of a dependent, change in BAH status/residence on or off base.

7003.4. DEPENDENT ADD/LOSS PACKAGES. Marines who experience a change in marital status or gain/loss of a family member must immediately notify the Customer Service Section. These changes require both unit diary reporting to correct information into MCTFS and a complete review of all entitlements. Marines requiring this type of administrative service must report to the CONAD with all supporting documents, i.e. marriage certificates, birth certificates, divorce decrees, etc. (Note: ID Cards are issued by the ID Card/DEERS Office)
7003.5. SGLI, TSGLI, AND FSGLI. Marines must verify their SGLI/TSGLI/FSGLI during join, pre/post deployment, triennial audits, during an addition or loss of family members, or any time the Marine desires to change the SGLI contract (Note: SGLI is separate from the RED).

1. Increases in coverage are effective the first day of the month the new SGLI form was executed (Example: SGLI was signed on 3 January, the increase takes effect on 1 January). Decreases in coverage are effective the 1\textsuperscript{st} day of the month following the month the new SGLI was signed (Example: SGLI was signed on 3 January, the decrease takes effect on 1 February).

2. Marines must verify that the correct SGLI premium is being deducted from their pay (contained in the LES).

3. For Married Marines, notification will be sent to the spouse whenever he/she is not the primary or sole beneficiary of the SGLI.

7003.6. RECORD OF EMERGENCY DATA (RED). RED information is vital to contacting family members in the event of death or serious injury. Each Marine is responsible for ensuring the information on their RED is current and accurate. These changes include address/telephone changes of family members, parents’ information, guardian information, and child(ren) information. Some RED information can be updated via MOL at www.mol.usmc.mil. During required audits, Marines will be required to sign their original RED.

7003.7. TRICARE FAMILY MEMBER DENTAL PROGRAM. Personnel offices no longer have the capability to report enrollments or disenrollment of dental coverage for service members. For inquiries regarding such coverage, Marines must contact Metropolitan Life Insurance Company (MetLife) directly by calling (877) 638-3379 or visiting www.MetDental.com on the internet.

7003.8. BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

1. Full BAS (Committed Rations/COMRATS). Marital status alone does not entitle a service member to be authorized to mess separately. Marines in the grade of E-7 and above are automatically authorized to mess separately. Additionally, Marines in the grade E-6 and below who reside with their dependents are authorized to mess separately. All other Marines in the grade E-6 and below must be authorized to mess separately.

2. Meal Cards Policy

   a. Due to the complexity of work locations and lack of a dining facility, the Battalion Commander has authorized full BAS (Committed Rations/COMRATS) for all personnel, effective the date of join to this Battalion, in accordance with reference (7-v).

   b. Meal Cards are no longer issued to members of H&S Bn, HQMC, Henderson Hall.

   c. All newly joined enlisted Marines will be authorized BAS upon checking in to this command. All newly joined enlisted Marines in the grade of E-6 and below (both married and single) will have a NAVMC 10522 (Committed Rations Action Form) created and retained for record purposes by the CONAD.

   d. All blank meal card stock in the Battalion Supply and CONAD inventories have been destroyed in accordance with reference (7-v).

   e. Individuals from other commands who have been issued a Meal Card for their personal use will continue to be authorized to use their meal card at the Joint Base Myer - Henderson Hall Chow Hall.

7003.9. BASIC ALLOWANCE FOR HOUSING (BAH). BAH is based on geographic duty location, pay grade, and family member status/location. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets, and is payable when government quarters are not provided, per reference (7-u).

1. BAH own-right is not automatically authorized for personnel in pay grades of E-5 and below, unless requested for and approved to reside off base by the Battalion Commander, per reference (7-w). Personnel in the pay grades of E-5 and below who are married to service members who do not establish a joint household or do not have
physical custody of dependent children will be required to request permission to reside off base. Requests must be submitted to the Battalion S-1 via the chain of command. Once approved, the CONAD will report the entitlement.

2. Upon the loss of all dependents (through divorce, death, or other reason), Marines (E-5 and below) residing on the economy must submit a request for approval for entitlement to BAH own-right.

7003.10. BAH-DIFF. Marines who claim BAH solely upon the financial support of a dependent minor child, may be eligible for BAH-DIFF, if such financial support is equal or greater than the amount of BAH-DIFF. If support payments are less than the amount of BAH-DIFF and the member has no other qualifying criteria which would make them eligible for a greater BAH rate, the service member is entitled to BAH-Partial only. If a Marine is authorized to reside off base, and child support payments are equal to or greater than the amount of BAH-DIFF, the serviced member is entitled to BAH at the “with dependents” rate with a BAH-DIFF qualifier code.

7003.11. MYPAY. Personnel are encouraged to make changes directly to their own pay and personal information accounts in a secure electronic environment.

1. Some of these changes consist of, start, stop, increase, decrease allotments, update tax exemptions, change direct deposit information, Thrift Savings Plan (TSP) changes, as well as view and print current and previous year W-2s, etc. The web site for MyPay can be accessed at https://mypay.dfas.mil.

2. With the exception of emergency service support (e.g. emergency stoppage of an allotment), the CONAD will not approve service requests for administrative changes available in the MyPay and MOL Systems. Personal Identification Number (PIN) access/resetting can be accomplished in the CONAD Pay Section, by following the instructions on the MyPay Website, or by calling DFAS-Cleveland directly at 1 (800) 390-2348, DSN 580-5122, or FAX (216) 522-5800. Per reference (7-c), effective October 1, 2008, MOL is mandated as the sole source for Commanders to report leave, proficiency/conduct marks, junior enlisted promotion recommendations/warrants, and Billet Identification Code (BIC) assignments.

7003.12. ALLOTMENTS. MyPay offers the individual Marine the ability to effectively manage a portion of their respective pay entitlements in the form of allotments. This system enable a Marine to start, stop, increase, or decrease a new or existing allotment. Allotments that are unable to be started utilizing the MyPay System should be submitted to the Pay Section for appropriate processing.

1. All requests for savings allotments must contain a valid account number and routing number from the financial institution where the allotment is to be sent. This information must be on direct deposit or allotment request form and signed by the Marine. Allotments are required to remain in effect for 3 months before they can be changed or stopped via MyPay, however, the Pay Section can stop allotments after the first deposit has been processed successfully. Marines are reminded to double check all allotment account and routing numbers for accuracy. Submission of incorrect accounts will result in member’s pay being deducted and held in suspense until corrected.

2. Due to the often sensitive and urgent nature of allotments where credit worthiness or support of family members is involved, Marines must consider submission dates of allotments and plan accordingly. Generally, allotments submitted and processed prior to the 15th of the month will have an earlier deduction date than those requests submitted after the 15th of the month. For example:

   a. Marine submits a request on the 3rd of August, half the total amount of the allotment will be deducted on the 15th and 30th of August, with the total monthly amount being paid to the institution on the 1st of September.

   b. Marine submits a request on the 25th of August, half the total amount of the allotment will be deducted on the 15th and 30th of September, with the total monthly amount being paid to the institution on the 1st of October.

3. Request for emergency stop/start of allotments will be handled on a case-by case basis and in direct coordination with the Pay Section OIC/SNCOIC.

4. PAAN 30-1- and RPAAN 29-10, effective 30 September 2010, service members will no longer be able to purchase U.S. Savings Bonds via payroll deduction. Marines are encouraged to enroll with the U.S. Treasury at www.treasurydirect.gov for continued procurement of U.S. Savings Bonds.
7003.13. DIRECT DEPOSIT (DD)/ELECTRONIC FUNDS TRANSFER (EFT)

1. All Marines who are on direct deposit will receive special and normal payments, travel advances, and travel settlements electronically via their direct deposit accounts. If a payment has not been received within 3 business days after notification that an EFT payment was made, the member must notify the Pay Section immediately.

2. Participation in DD/EFT is mandatory for all Marines who are in a good pay status and not pending separation. In accordance with reference (7-1), in certain situations, participation in direct deposit could inadvertently cause overpayments. As such, service members in the following situation are not allowed to sign up for the DD/EFT Program:

   a. Service members in a non-accrual pay status: excess leave, UA, IHCA, confined, etc..

   b. DD/EFT will be stopped on all service members pending administrative separation when Commander’s recommendation is signed and forwarded to the Separation Authority (SA). Additionally, the CONAD will report promotion restriction for the pending Administrative Separation (AdSep).

7003.14. PROFICIENCY PAY/HAZARDOUS DUTY INCENTIVE PAY (HDIP)

1. Assignments. Personnel in receipt of HDIP will be assigned in writing (competent orders) to rate incentive pay. Section Administrative Chiefs or the S-3/Operations Office, in coordination with the CONAD Pay Section, will ensure that annual recertification is accomplished in accordance with reference (7-j)

2. HDIP Notifications. With the exception of Demolition Duty Pay, Jump Pay, and Scuba (Diving Duty), all other HDIP (i.e., Flight Pay) will accrue continuously, unless otherwise stated in the assignment letter.

   a. Section Administrative Chiefs will make timely notification to the CONAD Pay Section, in writing, of all cases where members did not meet the payment requirements for any given month. Such notification will be utilized by the Pay Section as source documentation to generate the appropriate pay checkage.

   b. Demolition Duty Pay will be administered in strict compliance with reference (7-j, Volume 7A, Chapter 24), (7-k), (7-l), and reference (7-m); specifically, letters validating that all personnel have met the monthly requirements and are entitled to Demolition Duty Pay. If a Marine has not met the requirements for a particular month, it will be annotated on the monthly letter and the Marine will not receive HDIP for that particular month. Monthly letters must include name, rank, Electronic Data Interchange Personal Identifier (EDIPI) for all personnel, to include those meeting the monthly requirement, those not meeting the monthly requirements, and those terminated from assignment to Demolition Duty.

3. Allocations. The appropriate Section Administrative Chief in coordination with the Pay Section, will ensure that the number of Marines receiving Proficiency/Hazardous Duty Pay does not exceed the number of authorized for the billets in that command.

4. Auditing. A monthly review will be conducted by the Pay Section to monitor all payments of proficiency, hazardous duty, and special pays (i.e., 1stSgt/SgtMaj/MGySgt in Senior Enlisted Billets) to ensure proper entitlement/eligibility.

5. Records Maintenance. HDIP performance records (i.e., jump, dive, demolition logs, etc.) will be maintained and tracked by the CONAD. It is recommended that reconciliation and verification be conducted quarterly with the CONAD Pay Section to ensure all entitlements are current and correct.

7003.15. CAREER STATUS BONUS (CSB) REDUX ELECTION. Prior to 1 January 2018, Active duty service members who entered service after July 1986 have a choice upon completing 14 ½ years of active service. They can elect to retire under the “High Three” retirement system or under the CSB/Redux retirement system. Once an election is made, it becomes irrevocable once they obtain 15 years of active service. Commanders are required to ensure that all Marines under their charge, Officers and Enlisted, receive appropriate counseling on the impacts of their retirement system choice.
1. Per references (7-n) and (7-o), eligible Marines are required to make a CSB election. Whether Marines make an election to receive the CSB/Redux ($30,000 bonus) or elect the “High Three” option, a completed CSB form reflecting election/non-election is required to be filed in the Official Military Personnel File (OMPF).

2. Marines who elect to receive the CSB/Redux must, after completing the DD Form 2839 at the CONAD, take the CSB election form to the Battalion Commanding Officer, Battalion Executive Officer, or the Battalion Sergeant Major to witness the election in block #13 of the form. This command element witnessing election constitutes appropriate leadership interest and indicates the command’s endorsement that the Marine is qualified for 20 years of service. Additionally, per reference (7-p), Marines electing to receive the CSB/Redux are now required to complete the tutorial “CAREER STATUS BONUS FACTS”, located on MarineNet. The tutorial is located at the following link: [http://www.dod.mil/militarypay/retirement/ad/04_redux.html](http://www.dod.mil/militarypay/retirement/ad/04_redux.html).

7003.16. ELECTRONIC LEAVE AND EARNINGS STATEMENT (E-LES). Service members are responsible for auditing their E-LES for accuracy. At a minimum, the Marine must verify the pay grade, state code (where state taxes are being paid), number of Federal and State exemptions, all entitlements, deductions and remarks located at the bottom of the E-LES. Proper view of the E-LES can detect pay discrepancies before they become pay problems. If pay discrepancies are noted, service members should immediately notify the CONAD Pay Section via their chain of command. E-LESs can only be viewed through the member’s MyPay account.

7003.17. SUSPECT PAY ROSTER AND AUTOMATED PAY REPORTS. A suspect pay roster and other automated pay reports at the disposal of the CONAD Pay Section will be utilized after each U&E to identify Marines with a potential pay problem. These rosters will be audited and verified against current information contained in MCTFS. Also, the Pay Section will verify inconsistencies resulting in Marine(s) receiving $300.00 or less each payday.

7003.18. LIQUIDATION OF INDEBTEDNESS AND WAIVERS/REMISSIONS OF INDEBTEDNESS. Reference (7-i) provides guidance and amplifying information concerning liquidations, waivers, and remissions. Once a Marine has been identified as being in receipt of a no pay due caused by a payday indebtedness to the government, they may be afforded the opportunity to request for a liquidation of indebtedness via their chain of command to the CONAD. Marines that feel their indebtedness to the government is incorrect or unjustly rendered, they have the right to request a waiver/remission of indebtedness request to freeze the debt and possibly waive the debt incurred. All questions and request should be directed to the CONAD’s Pay Section for further assistance and processing.

7004. COMMAND SUPPORT SECTION

7004.1. GENERAL. The command support responsibility of the CONAD to the Commander is divided into four sub-sections (Promotions, Legal, Limited Duty, and Career Planner) and assists with reporting of rifle/pistol qualifications, assignment and removal from body composition program, limited duty status change reporting, extension of service obligation reporting, local/formal schools, physical fitness tests, combat fitness test scores and any entries not reported by the Battalion’s S-3 section. When MOL is not available or corrective action is beyond the capability of the Marine Corps Training Information Management System (MCTIMS) or MOL use, the CONAD will support and assist with reporting the appropriate unit diary entries.

7004.2. PROMOTIONS

1. General. Headquarters Company Office is responsible for processing promotions within Headquarters and Service Battalion. Promotion warrants, “select grade rosters”, and proficiency/conduct marks will be processed via MOL by the Battalion and Company S-1s. The CONAD provides assistance to the Commander and subordinate sections with processing all promotion items and corrective actions that cannot be completed via the MOL application. All promotion matters are handled in accordance with reference (7-d).

2. Regular Promotions. The enlisted promotion system provides a procedure whereby enlisted Marines within each grade and MOS or Occupational Field (OccFld) compete amongst themselves for promotion to the next higher grade. The minimum requirements for advancement to the next higher grade can be found in reference (7-d).

   a. In order for an eligible Marine to be promoted (up to the rank of Sergeant), the Marine must be recommended for promotion by the Commanding Officer who retains the promotion authority.
b. It is each sections monthly responsibility to complete their promotion recommendation roster via MOL prior to the approaching promotion month.

c. Marines eligible, but not recommended for promotion, will be annotated as such via MOL. Sections will review the rosters and submit a final determination via MOL, along with a brief explanation (i.e. weight control, non-judicial punishment, etc.). All rosters must be certified by the Battalion Commander (unless their designated successor is in an “Acting” capacity). All Non-Recommendation page 11 entries must be forwarded to the Company Office for entry into the Marine’s OMPF.

d. In case problems arise where MOL is not functional, the section will produce a recommendation for promotion roster in letter format to the CONAD via the Company Office for entry of the “NOT REC FOR PROM” via Unit Diary. These requests for unit diary entry via UDMIPS must be signed by the Battalion Commander and turned into the CONAD in a timely manner to allow the entry to post prior to the 15th of the month.

e. If the “NOT REC FOR PROM” is not reported in MOL by the 15th U&E cutoff date and a letter requesting entry of the “NOT REC FOR PROM” via UDMIPS is not received by the CONAD in a timely manner, Marines may have been considered not eligible may receive an erroneous promotion to the next higher grade. This process prevents other, better-qualified Marines from being selected for promotion.

f. For each Marine that is not recommended for promotion, a signed page 11 entry, acknowledging that they were informed of the Commanding Officer’s decision to not recommend them for promotion must be completed. The CONAD can assist the Commander with processing the page 11 into the Marine’s OMPF.

3. Select Grades. An Electronic Diary Feedback Report (EDFR) is produced between the 25th and last day of the month for those Marines who have been selected to the next higher grade. This information will be forwarded to the Company Office by the CONAD.

a. The Company Office will prepare a page 11 entry and have those Marines no longer qualified for promotion sign it. The page 11 entry will be sent to the OMPF by the Company Office.

b. The Company Office will use the select grade notifications and roster to prepare the promotion warrants for the command. The Battalion Commander will review and make final determination as to the promotion eligibility of each Marine.

c. If a promotion warrant is prepared for a Marine who is no longer recommended, the warrant along with the page 11 entry will be returned within 2 days to the CONAD, the warrant will be lined out with the words “WILL NOT PROMOTE” written and signed by the Battalion Commander across the warrant, diagonally, with the Battalion Commander’s endorsement for the “WILL NOT PROMOTE”. This will serve as the notification to the CONAD that the command “will not promote” the subject Marine. However, the Company Office is required to complete the “will not promote” via MOL.

4. Proficiency and Conduct (Pro/Con) Marks

a. In accordance with reference (7-e), Marines promoted to the rank of Corporal and Sergeant, require the submission of promotion (PR) pro/con marks to be effective the day prior to the date of promotion. This process is to be completed using MOL.

b. In accordance with reference (7-e), Marines reduced to a lower rank below the rank of Corporal, require the submission of reduction (RD) pro/con marks effective the day prior to the date of reduction. This process is to be completed using MOL.

c. In accordance with reference (7-e), Marines in the ranks of Private through Corporal, require the submission of semi-annual (SA) pro/con marks effective on 31 January or 31 July. This process is to be completed using MOL.

d. The CONAD has the ability to report all late pro/con marks and take corrective action on erroneous pro/con mark occasions and dates with the approval letter documentation from the appropriate commanding officer.
5. **Remedial Promotions.** Remedial consideration generally applies to the grades of Private First Class through Sergeant for either administrative errors or lack of timely submission/reporting of training elements, which may delay or prevent a Marine from being promoted. In nearly all cases, it is usually the result of what is referred to as “late training” information. All remedial requests will be submitted via the Company Office to HQMC (MMPR-2) for approval. The CONAD supports the commander with correcting pertinent information or reporting the late training data and updating/recomputing the composite score information, when applicable, prior to the formal request submission to HQMC for promotion consideration.

6. **“0000” Composite Scores.** Each calendar year quarter, MCTFS will generate composite scores for Lance Corporals and Corporals eligible for promotion.

   a. The Company Office will be notified by the CONAD of Marines who have a composite score of “0000”.

   b. The Company Office will research any information that might have caused the scores to post “0000”. If the missing element is training, the Marine and/or the Marine’s leadership is responsible for working with the Company Office and Battalion S-3 to identify the issue. Once identified, the Battalion S-3 is responsible for entering the data into MCTIMS.

   c. After correcting the information, it is the CONAD’s responsibility to take for action on the request for the recomputation of the composite score via unit diary. These actions will be completed within 5 working days from the day the composite scores post.

   d. Training information must be reported prior to the established cutoff dates to affect a Marine’s composite score for a particular promotion quarter. To ensure Marines have an accurate composite score, training information must be reported by the S-3 in a timely manner.

   e. Training cutoff dates for promotion are:

<table>
<thead>
<tr>
<th>PROMOTION QUARTER</th>
<th>CUTOFF DATE FOR TRAINING DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN, FEB, MAR</td>
<td>20 NOVEMBER</td>
</tr>
<tr>
<td>APR, MAY, JUN</td>
<td>20 FEBRUARY</td>
</tr>
<tr>
<td>JUL, AUG, SEP</td>
<td>20 MAY</td>
</tr>
<tr>
<td>OCT, NOV, DEC</td>
<td>20 AUGUST</td>
</tr>
</tbody>
</table>

   f. The S-3 is responsible for identifying what training items have been performed by Marines prior to the cutoff date, but not reported via MCTIMS until after the cutoff date. These items must be reported via MCTIMS or unit diary and the case must be referred to the Company Office for re-computation of the Marine’s composite score.

7. **Meritorious Promotions.** The Commanding Officer may meritoriously promote Private and Private First Class to the next higher grade in recognition of outstanding leadership and performance, in accordance with reference (7-d). It is the Commanding Officer’s responsibility to complete the meritorious promotion warrants, and process the “PR” pro/con marks via MOL. Once the information is provided, the CONAD will report the appropriate unit diary entry to affect the promotion for pay purposes.

8. **Staff Noncommissioned Officer (SNCO) Promotions**

   a. **Promotion Warrants.** The Commanding Officer shall prepare all SNCO warrants for Marines scheduled for promotion, based on the monthly SNCO promotion message. Sections shall notify the Commander of any Marine no longer eligible or recommended for promotion.

   b. **Obligated Service.** It is the Career Planner’s responsibility to ensure Marines being promoted to the grades of Gunnery Sergeant and above, agree to extend or reenlist to meet a minimum 2-year service obligation upon promotion.

9. **Officer Promotions.** All Officer Promotion warrants are distributed by the Battalion S-1. Marines must meet height and weight standards prior to receipt of their promotion warrant. All height and weight measurements are conducted and validated by the Battalion S-3.
10. **Punitive/Administrative Reductions.** Procedures for punitive/administrative reductions for technical or professional incompetence are contained in the current edition of reference (7-d). If a Marine is determined to be incompetent, and accordingly reduced, a copy of the approval for reduction and original page 11 prepared by the individual Section shall be forwarded to the CONAD via the Company Office to effect the reduction within MCTFS and for filing in the Marine’s OMPF, in addition, “RD” pro/con marks should be entered using MOL.

11. **Competency Review Board (CRB).** Any enlisted Marine deemed to be technically or professionally incompetent may be referred to a CRB.

   a. CRB’s will be conducted in accordance with reference (7-d).

   b. Upon receipt of non-punitive reduction documents from the Convening Authority via the Battalion S-1, the CONAD will report the reduction via unit diary.

7004.3. **LEGAL**

1. **General.** The CONAD is responsible for the administrative processing of all legal related entries to include Non-Judicial Punishment (NJP), courts-martial, appellate leave, “In Hands of Civil Authorities” (IHCA), unauthorized absence, and/or desertion in accordance with reference (7-f). Additionally, the CONAD reports all relevant entries into MCTFS in accordance with reference (7-g). Lastly, the CONAD is responsible for processing Marines placed on involuntary appellate leave and Marines declared a deserter for more than 90 days, to designated higher headquarters.

   a. The Battalion S-1 is responsible for the processing of all battalion level legal administration matters. The Company Office is responsible for company level legal administrative matters.

   b. Formal completion of legal issues will be accomplished at the Battalion S-1 and forwarded to the CONAD for reporting via unit diary entry.

2. **Non-Judicial Punishment (NJP).** The Battalion S-1 is responsible for the preparation, coordination, and overall processing of Marines for Battalion Level NJP. Upon completion of NJP, the Battalion S-1 must ensure that a complete and accurate original copy of the NAVMC 10132 (UPB), along with supporting documents, if applicable, are submitted to the CONAD within 3 working days of the NJP being conducted (current regulations require such NJP to be reported on the unit diary no later than 5 working days after the effective date of the NJP). In any cases where a reduction is awarded and not suspended, “RD” pro/con marks must be entered via MOL or provided to the CONAD as well. Reminder: Reduction “RD” pro/cons must be dated the day prior to the date of reduction.

   a. The above process remains the same for Company Level NJP, with the exception that the responsibility for preparation, coordination, and overall processing of Company Level NJP will be completed by the Company Office.

   b. The CONAD will review and report the final punishment via unit diary entry. The corresponding office will be notified of any discrepancies found on the UPB. It is the Battalion S-1 and Company Office’s responsibility to ensure a copy of the completed and signed UPB was forwarded to HQMC, (MMSB-20) for inclusion into the Marine’s OMPF.

   c. Whenever a previously suspended sentence is vacated, the Battalion S-1 will provide the CONAD a copy of the Vacation Notification Letter so that proper entries can be made in the remarks sections of the original UPB. The CONAD will notify the Battalion S-1 and Company Office with the unit diary number and date once the vacated sentence has been reported and processed successfully on unit diary.

3. **Legal Hold.** The Battalion S-1 is responsible for providing a copy of source documentation placing personnel on legal hold or releasing personnel from legal hold. The CONAD will ensure that the appropriate unit diary entries are made. Additionally, the Outbound and Separations Sections will be notified if the subject Marine has orders pending.

4. **Unauthorized Absence (UA) Status.** A Marine is considered to be in a UA status whenever the Marine is absent from the parent command without authorized leave or orders; has missed a movement; failed to comply with
stragglers orders; or failed to comply with permanent Change of Station Orders. Refer to paragraph 7006.3 of this SOP for Failure to Report coordinating instructions.

a. Sections must notify the Battalion S-1 as soon as any Marine is confirmed to be in a UA status over 24 hours. The information may be submitted via standard naval letter, email, or charge sheet. Lastly, the documentation must include full name, rank, EDIPI, time and date of UA.

b. The CONAD will report the appropriate unit diary entries upon receipt of appropriate source documentation. In order to ensure morale is not adversely affected by failure to take expeditious action, sections must ensure timely action on all instances of UA.

5. From Unauthorized Absence (UA) Status. The Battalion S-1 must notify the CONAD as soon as a Marine returns from a UA status. Notification would include appropriate source documentation, such as: logbook entries, email, police blotters and reports. It is imperative that CONAD is notified in order to restart the Marine’s pay and entitlements. The CONAD will report the appropriate unit diary entries into MCTFS as required.

6. Desertion Status. A Marine may be considered to be a deserter when absent from the parent command without authority in excess of 30 days. Upon notification of desertion, the CONAD will:

a. Request a copy of the personal effects inventory sheet(s), any applicable baggage claim ticket(s), and a copy of the “10 day” letter required to be sent to the next of kin, in accordance with reference (7-f). Additionally, the DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) will be produced and distributed by the Battalion S-1, with a copy provided to the CONAD for further processing.

b. Upon receipt of a copy of the DD Form 553 on the 31st day, a record audit will be conducted and the CONAD will report the desertion via unit diary. This will effectively drop the member from the command’s rolls.

c. The administrative procedures for an officer who is absent, is the same as for the enlisted Marine, except that on the 7th day of absence, the Battalion S-1 must draft a message report to CMC (POS-40 and JAM) notifying them of such absence, including the date and hour of absence and any known circumstances surrounding the incident.

d. If the desertion Marine has family members, the Battalion S-1 must make every effort to retrieve their military dependent identification cards (IDs).

7. Determination /Return from Desertion. The Battalion S-1 must notify the CONAD immediately upon the absentee’s return. The Battalion S-1 must complete the DD Form 616 (Return of Absentee/Deserter) and provide the CONAD with a copy. Accompanying documentation may include: Police report for surrender or apprehension, Straggler’s Orders, Original Orders, naval message, and SRB/OQR (if applicable). Upon receipt of the appropriate source documentation, the CONAD will report the appropriate unit diary entries.

8. Confinement/In Hands of Foreign Authorities (IHFA)/In Hands of Civilian Authorities (IHCA). The Battalion S-1 must notify the CONAD immediately via phone, or email as soon as personnel are confined. This notification should be followed up with appropriate source documentation, which may include: NAVPERS 1640/4 (Confinement Order) or police report for Marines being held in civilian/foreign prisons. Upon receipt of appropriate source documentation, the CONAD will report the proper unit diary entries.

9. From Confinement/IHFA/IHCA. The Battalion S-1 must notify the CONAD immediately via phone or email as soon as personnel are released from confinement. This notification should be followed up with appropriate source documentation which may include: DD Form 367 (Prisoner’s release order), or police report for Marines released from civilian/foreign prisons. Upon receipt of appropriate source documentation, the CONAD will report the proper unit diary entries.

10. Time Lost. Periods of absence determined to be time lost by the Battalion Commander will be reported by the CONAD after receipt of the DD Form 616 from the Battalion S-1. The Battalion Commander may determine that a Marine will be charged annual leave vice time lost for periods of IHCA/IHFA.

11. Appellate Leave. In accordance with reference (7-h), Marines awaiting administrative discharge may be expeditiously processed for voluntary or involuntary appellate leave, as appropriate. If a Marine has been awarded a
punitive discharge without confinement, commanders may process Marines immediately for appellate leave.

12. **Involuntary Appellate Leave.** When the Commander deems it to be in the government’s best interest to do so, a Marine who has been awarded a punitive discharge may be ordered to involuntary leave, provided that the convening authority has completed review and has issued final approval of the sentence awarded. The Battalion S-1 will provide the CONAD with a copy of the approval for involuntary appellate leave from the Convening Authority. The CONAD will review the records to ensure all appropriate legal diary entries have been made before forwarding to the CONAD Outbound Section.

   a. The CONAD Outbound Section will be notified of the Commander’s intent with a copy of the request for appellate leave. Secondly, the Outbound Section will then begin processing the Marine for Involuntary Appellate Leave. The Commander is responsible for the following:

      (1) Ensuring the Marine receives a separation physical examination. Utilizing the SF 1010 (Report of Medical Examinations), the examining physician must indicate whether or not a Marine is qualified for separation. A copy of the SF 1010 must be provided to the CONAD Outbound section for inclusion into the OMPF.

      (2) Ensuring that a Marine completes a required Transition Readiness Seminar (TRS) Class prior to detaching on appellate leave. A Copy of the TRS certificate must be provided to the CONAD Outbound Section for inclusion into the OMPF.

   b. The CONAD will ensure that the Appellate Leave Checklist is completed. If bonds, allotments, and Direct Deposit are still in effect, the CONAD will take required actions to discontinue these items.

13. **Voluntary Appellate Leave**

   a. When a Marine submits a request to the command to go home pending the final convening authority action, the Commander may agree to place the Marine in a Voluntary Appellate Leave status. The Battalion S-1 will provide the CONAD with a copy of the approval for voluntary appellate leave. The CONAD will review the records to ensure all appropriate legal unit diary entries have been made before forwarding to the CONAD Outbound Section. For successful completion of Voluntary Appellate Leave Orders, the following items must be provided to the CONAD Outbound Section:

      (1) Marine’s request for Voluntary Appellate Leave

      (2) Appellate Rights Statement

      (3) Privacy Act Statement

      (4) Special Power of Attorney

      (5) Results of Trial

      (6) Separation Physical to include DNA sample

      (7) TRS Completion Certificate

      (8) Waiver of Clemency, if applicable

      (9) Commander’s request for Voluntary Appellate Leave

   b. The Battalion S-1 must provide the CONAD Outbound Section with the Commanding General’s endorsement letter.

14. **Courts-Martial.** The Battalion S-1 is responsible for preparing and submitting all documents associated with the conduct, processing, and disposition of all types of courts martial, to include completion of the page 13. The Battalion S-1 is responsible for the following:
a. Ensuring that the CONAD receives a copy of the results of trial, charge sheet, pre-trial agreement, original and duplicate original page 13, with convening authority’s signature, and convening authority’s action, if already approved.

b. Ensuring that the CONAD receives all pre-trial confinement orders (NAVPERS 1640/4) or prisoner release orders (DD Form 367) for expeditious reporting on the unit diary.

c. If awarded a discharge, the Battalion S-1 must also ensure the Marine receives a separation physical examination. The examining physician must indicate whether or not the Marine is physically qualified for separation on the Report of Medical Examination (Form SF 1010). The CONAD Outbound Section must receive a copy for inclusion into the OMPF.

d. If awarded a discharge, the Battalion S-1 must ensure that the Marine completes TRS Class prior to the Marine detaching. A copy of the TRS Completion Certificate must be provided to the CONAD Outbound Section for inclusion into the OMPF.

7004.4. AWARDS. Marines desiring to have an award reported in MCTFS may do so by submitting the supporting documentation to the CONAD. Supporting documentation may include a copy of the MARADMIN announcing the award, copy of Pg 3/Chronological Record from MOL, or a copy of the award citation itself.

1. All Personal Awards (Navy and Marine Corps Achievement Medal and above) will be forwarded to CMC (MMMA): SMB_HQMC_PERS_AWARDS@usmc.mil for entry into MCTFS. The CONAD is not authorized to report personal awards.

2. For Unit Awards (JMUA, JMUC, MUC, NUC, PUC, etc.), the authority to receive the award must be released via MARADMIN prior to reporting via unit diary entry.

7004.5. LIMITED DUTY. The CONAD will work simultaneously with the respective sections and the Command Limited Duty Coordinator to track applicable personnel in a limited duty status and report any changes for unit diary entry into MCTFS. Such unit diary reporting includes enlisted Marines officially assigned to a first and subsequent periods of Limited Duty via the Disability Evaluation System (DES) Process, Referrals to the Physical Evaluation Board (PEB), medical extensions on active duty via the Agreement to Extend Enlistment (NAVMC 321M), and Marines requiring pregnancy and post-partum reporting documentation.

1. Limited Duty Tracking /Processing. The CONAD supports the Limited Duty Coordinator by disseminating monthly rosters identifying all Marines that are currently in a limited duty status.

   a. The CONAD requires documentation to add or drop the Marines to/from the limited duty roster so that MCTFS reporting can occur.

   b. In addition, the Limited Duty Coordinator will also check the message board daily for messages from the Naval Hospital assigning or removing a Marine from limited duty. These messages are used as source documentation along with the NAVMED 6100/5 for unit diary reporting into MCTFS. Officers assigned to limited duty must be approved by CMC (MMSR-4). The Limited Duty Coordinator must provide verification of Officer assignments to the CONAD.

   c. Each Marine is responsible for providing the Limited Duty Coordinator a copy of completed medical documentation to either assign or remove him/her between any duty status. The Limited Duty Coordinator will validate the documentation and forward, as necessary, to the CONAD as source documentation for updating the duty status in MCTFS, via unit diary reporting.

2. Limited Duty Coordinator Responsibilities. The Limited Duty Coordinator’s responsibility for reporting requirements is to provide the CONAD with the required documentation to add or drop the Marines to/from the limited duty roster so that MCTFS reporting can occur. For Officer reporting, the documentation must be forwarded to CMC (MMSR-4) for adjudication and processing.
7004.6. LEAVE AND LIBERTY

1. **Leave Policy.** The Battalion S-1 and Company Office have cognizance over leave check-out and check-in procedures in MOL.

2. **Leave Discrepancies.** Upon discovery of a Marine having an erroneous period of leave reported via MOL, the Marine will submit a request to the CONAD via the Company Office. The Company Office will endorse the request and forward to the CONAD for unit diary corrective action. Marines must provide appropriate source documentation to substantiate the removal or correction of erroneous periods in MCTFS.

7004.7. HUMANITARIAN PERMISSIVE TEMPORARY ADDITIONAL DUTY (PTAD)

1. A copy of the CMC message approving or disapproving the Marine’s humanitarian request and signed emergency leave authorization is necessary. A signed page 11 entry will also be completed.

2. When the Marine returns from Humanitarian PTAD, the Marine must report to the Outbound Section at the CONAD to complete a travel itinerary/voucher and post-TAD audit. The Battalion S-1 is required to send a naval message to CMC for removal of the draw case code and completion of an additional Page 11 entry.

7004.8. WOUNDED IN ACTION/CASUALTY REPORTING

1. The Deployed Support/TAD Section will identify and track all service members who have been wounded in action (WIA). Upon receipt of a Personnel Casualty Request (PCR) or when it is known that a service member has been WIA, the appropriate unit diary entries will be reported to record such events (i.e., TO SIK WIA HOSP, TO SIK OTHER, etc.).

2. In accordance with references (7-x), (7-y), (7-z), (7-aa), and (7-ab), the Deployed Support/TAD Section will ensure that the following entitlements are applied as appropriate:
   a. HFP/IDP. Service members hospitalized for a wound or injury incurred as a result of “hostile action” are to remain entitled to HFP/IDP for each month the member is hospitalized up to an additional 3 months after the month in which the wound or injury occurred.
   b. CZTE. Service members are entitled to CZTE for any month that the service member is hospitalized or re-hospitalized as a result of wounds, disease, or injury incurred while serving in a combat zone. This tax exemption will not apply to any months beginning more than 2 years after the date of termination of activities in the combat zone.
   c. Pay and Allowances Continuation (PAC) Program. Per reference (7-z), pay and allowances shall continue to be paid to a service member who, in the line of duty, incurs a wound, injury, or illness in a combat operation of a combat zone, while serving in a hostile fire area, or while exposed to a hostile fire event (regardless of location), and is hospitalized for treatment of the wound, injury, or illness. In order to qualify for PAC, a Marine must meet the requirements found in paragraphs 4a and 4b of reference (7-z). Eligible Marines are authorized PAC beginning on the date first hospitalized for a period up to 12 continuous months.

3. Casualty reporting will be conducted by CONAD after receipt of the PCR from the Battalion S-1. Reporting will be done via unit diary according to guidance published in references (7-g), (7-aa), and (7-ac).

7004.9. DEPLOYED SUPPORT AND TEMPORARY ADDITIONAL DUTY (TAD)

1. **GENERAL.** The Command Support Section is responsible for pre/post deployment audits, reporting and auditing of pay entitlements, Personnel Tempo (PersTempo) tracking and reporting, and taking appropriate administrative action on personnel reporting or detaching for TAD.

2. **HQMC STAFF SECTIONS’ RESPONSIBILITIES.** Sections are responsible for notifying and providing documentation to the Command Support Section when assigned personnel enter and depart a field duty status, so that appropriate PersTempo can be reported.
a. While utilizing the appropriate OPSEC, report changes to personnel accountability/status and arrival/departure in theater to the CONAD by any means available.

b. In meeting the requirements of the most recent MCAAT Checklist; in specific, the section concerning deployments, ensure sections who have Marines depart and return from periods of TAD using the Defense Travel System (DTS), to either provide the CONAD a copy of the completed voucher, grant the CONAD access to view your command’s DTS reports, or have the Marine themselves stop by the CONAD in person to the Command Support Section in order to conduct a to/from TAD audit. This ensures appropriate tracking of unit diary entries that are not covered by DTS, and also assists the Marine in avoiding unnecessary over/under payments. Monthly consolidation by providing copies of DTS rosters and travel vouchers with the CONAD for Marines that went TAD whether or not they utilized DTS, will assist in meeting this requirement set forth by higher headquarters and the MCAAT.

c. Marines who are directed to execute all other periods of TAD, and are exempt from using the DTS (excluding Reservist on ADOS/ROWS Orders who are required to submit 30-day partial travel claims, and those utilizing DTS) are required to come to the Command Support Section to submit a completed travel claim for reimbursement. Marines will need to have a copy of all Orders (DD Form 1610), endorsements and modifications, and receipts for submission to the local Finance Office for reimbursement. All questions regarding these requirements should be directed to the Command Support Section.

7004.10. INDIVIDUAL AUGMENT/TAD EXCESS

1. Prior to Departure

   a. All personnel assigned as an Individual Augment, or going TAD in excess of 30 days, or going TAD OCONUS must report to the Command Support Section and complete the required Pre-Deployment Audit within 30 days prior to departure. This primarily consists of updating the BIR, BTR, RED, and SGLI Form. CONAD will need a copy of each service member’s deployment orders.

   b. A Family Care Plan (FCP) is required to be completed and on file for all military personnel with dependents. The FCP must be validated by a command appointed representative.

2. Upon Arrival in Theater

   a. All personnel shall ensure the Command Support Section is notified of the travel itinerary that was actually performed, reflecting the date departed this duty station and the date the service member arrived at the TAD/deployed location. Entitlements will not start until such documentation is received.

   b. Providing this documentation will be required in order to start the deployed entitlements such as HDP-L, HFP/IDP, FSA-T, Deployed Per Diem (C), and CZTE. The Command Support Section will also report all deployment related MCTFS entries such as Crisis Code, Operation History, and PersTempo.

3. Upon Return to CONUS

   a. Personnel must return to the CONAD for a post-deployment/TAD audit. Please ensure that a copy of your travel claim is provided to the CONAD for entitlements verification. This post-deployment/TAD audit, along with a travel itinerary, will support any subsequent MCTFS entries and award requirements.

   b. During the post-deployment/TAD audit, the CONAD will review all TAD travel claims to ensure that unauthorized or dual payments of per diem/lodging do not exist. All DTS originated travel claims identified with irregularities shall be forwarded back to the individual for corrective action. The ultimate responsibility for auditing and ensuring that all necessary corrective action has occurred resides with the supported Marine, not the CONAD.

7004.11. PERSONNEL ON PERMANENT DUTY OCONUS. The Command Support Section will be the primary point of contact concerning administrative requirements for all personnel performing all periods of TAD. The primary method of contact is by sending copies of TAD Orders, Travel Claims, and/or DTS vouchers via EPAR located within MOL to the Command Support Section.
7004.12. FAO SUPPORT. The CONAD provides administrative support to all FAO Marines and their dependents. In times of civil unrest in those countries where those Marines are on duty, there are instances where additional support is necessary. Upon notification of any type of evacuation (EVAC) in a country where there are FAO Marines and their dependents, the following steps must be taken:

1. Identify whether the command has Marine(s) in that country. If so, verify if they have dependents in country.

2. If they have dependents in country, request a “strawman” travel claim DD Form 1351 for the purpose of having a source document with a date the dependents were evacuated, location to which they were evacuated, and the Marine’s signature attesting to the validity of the “strawman” travel claim.

3. Adjust COLA based on the date the dependents departed (stops the day prior to departure date per reference (7-u)).

4. Date of departure is used to track FSA-T entitlement and reporting of the dependent location and dependent location began date (DDLB) in MCTFS.

5. If the EVAC lasts 30 days or more, report the FSA-T. The dependent’s per diem is reported by the Department of State (DoS) with their travel claim settlement.

6. The Department of State (DoS) will authorize travel to a safe haven. The dependents can choose to go to that safe haven, or they can choose to go elsewhere. Most of the time, family members will return to CONUS. There is no housing entitlement if they choose to return to CONUS.

7. If the EVAC is terminated, dependents are authorized up to 10 days to return to their post. The Command Support Section will remain in contact with the Marine(s) and request a “strawman” travel claim with signature in order to change pay entitlements and updated personal information in MCTFS. Terminate FSA the day prior to their return, restart COLA the day they return, change the dependent location, and update the DDLB for the date of their return.

8. If the EVAC is permanent, the Command Support Section will stay in contact with the Marine(s), request a “strawman” travel claim, and report the dependent location and DDLB, request an audited RED, and assist the Marine in submitting an AA Form for BAH at the dependent’s location for the duration of the Marine’s tour. At this point, the Marine’s OHA would adjust to reflect “without dependents” as well, which means the Marine would have to provide a new OHA form (not necessarily a new lease). Note: COLA (O) and FSA would continue (though it may need to change from FSA-T to FSA-R, if FSA-T was initially started).

9. Through all the above steps, the Command Support Section will never settle the travel claim for the Marine. The above-mentioned travel claims are for unit diary reporting and tracking of entitlements only. The DoS will take care of the travel claims for the dependents.

10. To complete the process, if an EVAC is made permanent, then the post name will move from page 1 of the DoS Evacuation Listings on the EVAC Report to page 2, where country specific assignment policies are located.

11. All of the above information is provided on the EVAC Report received from the Bureau of Resource Management and the Chief Financial Officer’s Office (email POC is HarveyRJ2@state.gov).

7004.13. PREPARATION OF RESERVIST 30-DAY PARTIAL TRAVEL CLAIMS. All 30-day partial travel claims will be completed using the DD Form 1351-2, Travel Voucher or Sub-Voucher, and the DD Form 1351-2C, Travel Voucher or Sub-Voucher Continuation Sheet and will be prepared in accordance with the Marine Corps Travel Instruction Manual (MCTIM). The CONAD is designated as the focal point of all inquiries and submissions to the Mobilization Command (MOBCOM) Finance Office for travel claim settlement.

1. Travel claims will be prepared with the assistance of the Travel Claim Clerk. Travelers are required to provide copies of all orders, any modifications to orders, endorsements, and required receipts. Once the travel voucher is reviewed and signed by the traveler, it will be submitted to the SNCO/OIC for reviewer and approving official signature. Once signed, the entire package is scanned and a copy is provided to the traveler for record purposes. A case file is created for storage of all pertinent documentation on each traveler.
2. The scanned travel claim is then submitted to the MOBCOM Finance Office and then placed in the 30/31 day tickler file for tracking purposes. Once the travel claim is accepted by MOBCOM, they have 3 working days to process it. If discrepancies are found, notification will be sent back to the CONAD for clarification or additional documentation. The CONAD will contact the traveler for assistance if the discrepancy cannot be corrected at the CONAD level. Once corrective action is taken, the claim is resubmitted to the MOBCOM Finance Office for follow up processing. Once the claim is processed and a payment is posted, the CONAD receives a notification of payment. The CONAD then notifies the traveler of the payment via email with the amount and the date reimbursement was made. At this time, if a subsequent or follow on claim is ready to be sent to the MOBCOM Finance Office for processing, this action will be taken.

3. The Command Support Section SNCOIC will conduct a quality control review of all travel claims before and after submission to the MOBCOM Finance Office. This review is to identify any discrepancies in the travel claim settlement. If a discrepancy is identified and the travel claim warrants a second look by the MOBCOM Finance Office, a Supplemental Travel Claim is immediately submitted annotating the identified items for audit.

4. Travel claims returned by the MOBCOM Finance Office with a Discrepancy Notice (DN) will be handled in the same manner as discrepancies identified during the quality control process. All discrepancies identified on the travel claim will be expeditiously researched, resubmitted, and continue to be tracked until properly settled.

7005. OUTBOUND SECTION

7005.1. GENERAL. The Outbound Section is tasked with the receipt, administrative processing, and issuance of PCS, PCA, and Reassignments.

7005.2. TASKS. The responsibilities of the Permanent Change of Station Orders (PCS0) Section are as follows:

1. Receive all PCS, PCA, and Reassignment orders for personnel of supported organizations.
2. Notification of personnel and their section when in receipt of PCS, PCA and Reassignment orders.
3. Counseling of Marines on entitlements for travel and transportation arising from these orders.
4. Preparation and release of naval messages requesting area/country clearance.
5. Preparation and issuance of orders.
6. Ensure service record entries related to the orders process have been entered.
7. Maintenance of the official file copy and all related documents pertaining to the orders.
8. Completion of unit diary actions effecting the transfer or reassignment of Marines.

7005.3. TYPES OF ORDERS

1. PCS Orders. PCS Orders are issued by Headquarters, Marine Corps (HQMC) and direct a Marine to relocate between Permanent Duty Stations. PCS orders are fully funded and entitle the Marine and eligible dependents, if applicable, to travel and transportation allowances as described in the Joint Travel Regulations. All PCS orders are issued, modified, and cancelled by HQMC via the Orders Section. The CONAD will notify Marines upon receipt of PCS orders and/or modifications. Marines in receipt of orders are to be screened by the command to determine if they are eligible for transfer. Marines qualified and eligible for transfer are to be directed to the CONAD to acknowledge their orders, complete required forms/data sheets, and receive briefings regarding PCS entitlements.
   a. All Marines will initiate and complete the required information in the Outbound Interview (OBI), located in MOL once they have been notified that they are in receipt of Web Orders.
   b. All Marines will report to the CONAD with a completed check-out sheet and transfer pro/con marks (if applicable), on the effective date of detachment for receipt of PCS orders and the service record.

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c. The official file copy of the Marine’s PCS orders will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported.

2. PCA Orders. PCA Orders direct a Marine’s change of assignment between major sections located in the same geographic vicinity of the permanent duty station. The PCA orders are processed and issued by the CONAD in the same manner as PCS orders; however, no entitlement to travel and transportation allowances exist for the Marine or eligible dependents. The PCA orders direct a Marine to move between Monitored Command Codes (MCC).

   a. All Marines will initiate and complete the required information in the Outbound Interview (OBI), located in MOL once they have been notified that they are in receipt of Web Orders.

   b. All Marines will report to the Orders Section with a completed check-out sheet and transfer pro/con marks (if applicable), on the effective date of detachment for receipt of PCA orders.

   c. The official file copy of the Marine’s PCA orders will be filed in the Orders Section correspondence files after the appropriate unit diary entries have been reported.

3. Reassignment Orders. Reassignment Orders direct the assignment of personnel within the same MCC. Reassignment Orders are issued by Web Order and are completed by the MSC’s G-1 or Battalion S-1.

   a. All Marines must report to the Outbound Section with a completed check-out sheet, transfer pro/cons (if applicable), on effective date of detachment for receipt of Reassignment Orders.

   b. The official file copy of the Marine’s Reassignment Orders will be filed in the Orders Section correspondence files after the appropriate unit diary entries have been reported.

7005.4. STRAGGLERS ORDERS

1. Marines who are apprehended or returned from desertion require Straggler Orders. The Orders Section of the CONAD will issue any Marine that returns from desertion, a set of Straggler Orders, if needed, to return to a parent command no located at Quantico, Virginia. Prior to the issuance of Stragglers Orders, contact CMC (PSL) at (703) 614-3248/3376 (DSN) 224. CMC (PSL) will provide additional guidelines and appropriation data (if needed).

2. The format for Stragglers Orders is located in Chapter 5 of the Legal Admin Manual. An “OFFICIAL FILE COPY” is maintained in the official correspondence file as required.

3. The Pay Adjustment Authorization (DD Form 139) is submitted to DFAS by the local TMO and the FedEx tracking number is provided to the Outbound Orders Section. The Outbound Orders Section will track the DD Form 139 to ensure the proper checkage posts into MCTFS.

7005.5. PCS DATA SHEETS. The PCS Data Sheet is an important form, and must be completed by a Marine prior to PCS. It is also referred to as the Outbound Interview (OBI) Sheet and is found electronically in MOL. Only Marines who have Web Orders will be able to access the OBI. The PCS Data Sheet will indicate to the CONAD PCS Orders Clerk, the Marine’s desire for leave, transportation, and advance of pay entitlements. Marines must complete and submit a PCS Data Sheet a minimum of 90 days prior to their detachment date when applicable. Any Marine who does not complete a PCS Data Sheet will not receive any advances or leave in conjunction with PCS.

7005.6. OBLIGATED SERVICE REQUIREMENT. Those Marines who do not meet obligated service requirements or do not desire to extend or reenlist, must see their Career Planner and the Orders Section to sign a statement of “non-intent” of extending/reenlist within 10 business days, upon receipt/notification of the PCS orders. The Career Planner must ensure a copy of the letter to CMC is forwarded to the PCS Section when signed by the Marine. In addition, the Career Planner is responsible for making the Page 11 service record entry and forwarding it to the Orders Section.

1. Marines in receipt of Orders to Inspector-Instructor (I&I) Duty or a Special Duty Assignment must meet the obligated service requirements per current directives.
2. Career Marines who do not meet obligated service requirements to execute PCS orders and who do not desire to extend or reenlist should notify CMC via the Career Planner.

7005.7. PCS ORDERS NOTIFICATION. The PCS Pending Orders Report will be provided to the supported organizations on a weekly basis by the CONAD Orders Section.

1. Upon notification of a Marine in receipt of PCS/PCA Orders, Marines must report to the Orders Section within 10 days.

2. A PCS Data Sheet and/or information concerning OBI instructions will be provided to the Marine at the time they acknowledge their Orders, for the Marine’s use in electing delay enroute, proceed, mode of travel, and advances.

3. Checklist for overseas or special duty assignments will be included with the PCS Data Sheet as necessary. Checklists will be promptly completed and delivered to the Orders Section within 90 days prior to the date of transfer (if applicable). Delays in completed the checklist can adversely impact a Marine’s requested transfer date (leave) and monetary advances.

4. A copy of the PCS orders, with appropriation data, will be provided for use in scheduling both the household good shipments and termination of quarters once the Marine reports to the CONAD Orders Section with the PCS Data Sheet or OBI completed.

7005.8. MODIFICATION/CANCELLATION OF PCS ORDERS. Requests to modify or cancel PCS orders will be prepared and submitted via the chain of command.

1. All request for modification or cancellation of PCS orders must state the reason/justification within the AA Form or naval message.

   a. The AA Form endorsement must state that the Marine was counseled on the effect that refusal to accept orders may have on their eligibility for continued service or promotion.

   b. The Page 11 entry will accompany the AA Form and endorsement forwarded to the CONAD Orders Section.

2. HQMC must be advised via naval message within 10 days of receipt of PCS orders of Marines who will not extend or reenlist to have sufficient obligated service to execute PCS orders. The naval message will be prepared by the Career Planner.

3. The Orders Section will only complete naval messages for area/country clearances on Marines that execute orders.

7005.9. ORDERS PROCESSING

1. Continental United States Assignments. Upon receipt of the notification of PCS orders, the Marine should report to the Orders Section. Orders will be issued based upon the information provided on the OBI.

2. Special Duty Assignments (SDA). Upon receipt of the notification of PCS orders to a SDA, the Marine must report to their respective Career Planner with the appropriate screening checklist for assistance in completion and certification by the command. Orders will be issued based upon the information contained in the OBI, and once all checklist have been turned in.

   a. If the Marine is found unqualified for the special duty, the Career Planner must contact their higher headquarters Career Planner, who will notify CMC that the orders may need to be modified or canceled, as appropriate. Such requests must be forwarded as soon as the disqualifying factor is known, due to the high visibility of SDAs.

   b. Execution of the Standard Form (SF) 604 for issuance of additional uniform items required for special duty assignments is the responsibility of the Marine.
3. **Government Quarters/Temporary Lodging Expense (TLE)**. Marines who vacate government quarters are required to report to the CONAD PCS Section with their Termination of Government Quarters Verification Form to ensure the Basic Allowance for Housing (BAH) has been properly credited to the Marine’s pay account with the proper effective date. Failure to do so will result in the Marine being over/under paid and BAH will not be started/credited. Also, Marines could be entitled to TLE depending on the date government quarters are vacated and service member is residing in temporary quarters elsewhere.

4. **Check-out/Issuance of Orders**

   a. The check-out sheet will be issued by the CONAD. The check-out procedures for transferring personnel remain the responsibility of the Marine. Marines must ensure that they have completed all check-out requirements prior to reporting to the CONAD for issuance of orders. The original check-out sheet will be retained by the Orders Section and attached to the Official File Copy of the PCS Orders.

   b. Two weeks prior to transfer, the Marine should report to the CONAD Orders Section to ensure that all requirements have been completed and the Marine has completed their service record audit.

   c. The PCS orders become effective at 0800 on the date of transfer.

   d. The official file copy, signed by the Marine, and all documents relating to the transfer, will be retained by the CONAD Orders Section in the official correspondence files.

   e. Marines in possession of a meal card will turn in their meal card to the Outbound Section to be destroyed on the date of surrender and transfer.

5. **Advances Prior to PCS**

   a. Requests for advances of pay will be accomplished through completion of OBI (as applicable) 90 days prior to the transfer date. Request for advances of travel and Dislocation Allowance (DLA) will not be entertained. The Government Travel Charge Card (GTCC) is the primary source and means to obtain advances of travel and DLA. Marines will complete the appropriate form(s) within OBI pertaining to their request. The CONAD Orders Section will submit all requests to the Finance Office 10 working days prior to the Marine’s departure date. Payments are normally deposited by electronic funds transfer to the individual’s account 30 working days prior to detachment for Advance Pay. The GTCC will be activated via the OBI within 10 working days for use with authorized DLA and PCS travel related expenses.

   b. Advance pay requests outside normal parameters require approval and authorization by the Commanding Officer. It is imperative that each Marine adheres to the administrative requirements prior to submission of the approved request for processing.

**NOTE:** (1) The Marine’s written justification must include a minimum of: (a) a list of actual and anticipated expenses, (b) an explanation of the circumstances which cause the greater than normal expenses to be incurred, thus requiring advance pay of more than 1 month, (c) a listing of offsetting entitlements (e.g. family member travel, advance BAH, DLA) and (d) Marines who request a repayment schedule in excess of 12 months must provide specific justification on the situation that might indicate a financial hardship in repaying the advance in the normal 12 month time period.

7006. **SEPARATION AND RETIREMENT SECTION**

7006.1. **GENERAL.** This section is responsible for providing administrative support for separation at EAS, retirements, and administrative separations for all active duty and reserve Marines in strict accordance with reference (7-ad).

7006.2. **CHECK-OUT PROCEDURES.** Marines must coordinate with the CONAD as soon as separations action is contemplated, and remain in contact, in order to ensure proper administrative action is completed.

1. Upon reporting to the Separation/Retirement Section, the Marine will sit down with a clerk and be counseled on the actions required in order to separate/retire. During this counseling, the Separations Clerk will determine how...
many days and the specific dates a member can take Permissive TAD (PTAD) and Leave While Awaiting Separation (LWAS). The Separations Clerk will also go over a checklist detailing the documents that the Separations Section needs before a member can check out and pick up their orders and DD Form 214. Aside from answering any additional questions the Marine may have, the last thing the Separation Clerk will do is conduct an audit of the Marine’s record. Marines who desire to make an appointment can contact the Separations/Retirements Section.

2. Each Marine will receive a Pre-Separation Checklist. The checklist will identify milestones starting 180 days out (360 days for retirements/transfers to the FMCR) from the anticipated separation date that must be considered and completed prior to the separation date. Marines must return to the CONAD Separation Section no later than 20 days prior to their planned date of detachment to review documents and sign, if necessary.

3. Marines will be counseled on keeping their direct deposit account open 90 days after they are separated to allow EFT of the final settlement of the Marine’s pay account. Furthermore, Marines retiring/transferring to the FMCR must continually keep an EFT account open in order to receive retirement payments.

7006.3. TRANSITION ASSISTANCE MANAGEMENT PROGRAM

1. Marines being separated from active duty are counseled to attend the Transition Readiness Seminar (TRS), and any other relevant civil readjustment programs.

2. Documentation of the attendance from both the separation class and the TRS class will be forwarded to the Separation & Retirement Section.

3. TRS for Marines pending administrative separation should be scheduled as soon as the administrative separation process is initiated.

7006.4. FINAL PHYSICALS

1. Physicals should be scheduled no more than 12, but not less than 6 months, prior to the effective date of separation to allow time for necessary medical treatment or disability processing. Blood laboratory work is good for only 90 days and must be redone if the 90 day window has expired prior to the Marine’s separation (every Marine being separated is required to submit to an HIV test prior to separating, but will not be held on active duty pending results of the HIV test.)

2. Marines must ensure discharge physicals are initiated not less than 90 days prior to the date of separation to ensure the separating Marine is physically qualified for separation. Reenlistment physicals are not acceptable substitutions for separation physicals.

3. It is the sole responsibility of the Marine to schedule the physical and provide a copy to the Separation/Retirements Section Clerk prior to the effective date of terminal leave/PTAD. Final physicals will not prevent a Marine’s separation or retirement. However, every effort must be made to complete a final physical prior to EAS or retirement date.

4. Final physicals for Marines pending administrative separation should be scheduled as soon as the administrative separation process is initiated.

7006.5. TERMINAL LEAVE. Marines who desire to take terminal leave must contact the CONAD Separation Section early to discuss requirements as dictated in reference (7-ad). Upon completion of all required briefings, the Marine must return with the completed terminal leave requests approved by the chain of command/normal leave approval authority, at least 45 days prior to the planned departure date of terminal leave.

1. Terminal leave may be granted by the Battalion CO up to 90 days. Requests for terminal leave in excess of 90 days must be submitted to CMC for approval.

2. The Marine will be issued orders authorizing leave awaiting separation from the CONAD Separation/Retirement Section on the date of departure.
3. The Marine is responsible for either mailing their DD Form 2MC (Active Duty ID Card/Dependent ID Card) back to the CONAD or go to the nearest ID Card/DEERS Office on a military installation to surrender the card if there is no reserve obligation.

4. To receive reserve/retired ID cards, Marines are responsible for taking source documents to an ID card issuing facility. All active, National Guard, and Reserve activities with on-line access to DEERS may issue ID cards.

5. A “leave while awaiting separation” entry is processed on the unit diary once the Marines goes on terminal leave. This will allow for proper BAS/BAH entitlements to be reported and posted in the MCTFS.

6. Marines with a separation date falling on a weekend or holiday may elect to take terminal leave and detach on a workday.

7006.6. TRANSITION PTAD. Transition PTAD will be authorized for retirements, transfers to the FMCR, and involuntary separations in accordance with references (7-ad) and (7-ae).

7006.7. HOUSEHOLD GOODS SHIPMENTS. Henderson Hall DMO requires a copy of the terminal leave/separation/retirement orders in order to process a household goods move. The Marine is responsible for taking copies of the orders to DMO to arrange shipment of household goods.

7006.8. CHECK-OUT SHEETS. Marines will report to the CONAD prior to their EAS, or terminal leave/permissive TAD, to be issued check-out sheets. The Marine will check-out of the CONAD on the day of departure. If the Marine is still under an obligation with the Marine Corps, he or she will check-out with the ID Card Center during the check-out process.

7006.9. SEPARATION PROCESSING

1. All departing Marines must turn in their Health and Dental Records, DD Form 2468, and completed check-out sheet to the CONAD. Marines departing on their EAS will receive the DD Form 214. Marines departing on terminal leave will receive their terminal leave orders.

2. The CONAD Separation/Retirement Section will make necessary unit diary entries relating to the release from active duty/TR FMCR/Retirement/TR Temporary Disability Retirement List (TDRL)/TR Permanent Disability Retirement List (PDRL).

7006.10. END OF ACTIVE SERVICE (EAS)/RELEASE FROM ACTIVE DUTY. The Separation/Retirement Section will track personnel pending EAS separation with the Marine is within 90 days of their EAS by using “90 Day EAS Rosters”. Marines who are being separated must report to the Separation/Retirement Section no less than 90 days prior to their EAS or terminal leave/permissive TAD commencement date to begin the separation process.

7006.11. ADMINISTRATIVE SEPARATIONS. The Battalion S-1 is required to process all Marines who meet the criteria for separation according to the Marine Corps Separations Manual, rather than allow them to continue to their normal EAS or Expiration of Current Contract (ECC).

1. The Battalion S-1 will be responsible for processing and submitting requests for administrative separation to higher headquarters. The Battalion S-1 will also ensure the CONAD is notified of the submission of such request to the respective Commanding General so that required unit diary entries can be accomplished. The Battalion S-1 is responsible for the following:

   a. Ensuring a Marine receives a separation physical. Utilizing the SF 1010, the examining physician must indicate whether or not a Marine is qualified for separation. A copy of the SF 1010 must be submitted to the OMPF.

   b. Ensuring that a Marine completes TRS prior to the Marine separating. A copy of the TRS certificate must be submitted to the OMPF.

   c. Upon receipt of the approval for separation, the Battalion S-1 must ensure a complete copy of the package is included in the OMPF. A copy of the original orders will be scanned to CMC (Code MMSB) for inclusion in the Marine’s OMPF.
d. When the administrative separation is approved but suspended, the Battalion S-1 must forward the
documentation to the CONAD. Upon receipt of the documentation, the CONAD will submit a NAVMC 11116,
Miscellaneous Military Pay Order/Special Payment Authorization, to the Finance Office to restart the Marine’s
Direct Deposit.

2. The CONAD will track personnel pending administrative separations upon notification from the Battalion S-1.

3. Upon receipt of the commander’s recommendation for administrative separation, the CONAD will report a
promotion restriction entry in the MCTFS via unit diary. This entry will also serve as notification to the local
Finance Office to stop allotments and terminate the Marine’s Direct Deposit to prevent overpayments. Checkings of
indebtedness, to include Navy and Marine Corps Relief Society (NMCRS) loans, will also be implemented when
applicable.

4. Marines will normally be separated not later than 10 working days after the administrative separation is
approved: an adjusted EAS/ECC/EOS will be reported effective 10 working days after approval.

7006.12. TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR) AND RETIREMENTS

1. All requests for retirement or transfer to the FMCR will be submitted by the Separation/Retirement Section in the
MCTFS after having determined the Marine’s eligibility. Marines will complete the Retirement Pre-Application
Checklist found in reference (7-ad, Appendix J) and submit it to the Commanding Officer. The request will
establish a requested FMCR/retirement date and planned departure date. The checklist will serve as the source
document for the unit diary entry.

2. Request will be submitted via unit diary no earlier than 14 months and no later than 4 months prior to the
requested date. Separation can be requested outside of these parameters via AA form to CMC (MMSR) with
justification. The requested date of transfer to the FMCR/retirement must be either the last day of the month or the
Marine’s EAS (first day of the month for officers). HQMC acknowledges receipt of the request by entering a
“PENDING” on the Electronic Diary Feedback Report (EDFR). Separation/Retirement Section will notify HQMC
if this entry is not received on the EDFR within 10 days of reporting the request.

3. The SNCOIC of the Separations/Retirement Section will certify that these administrative steps were taken and
provide the Marine with an encrypted email containing the date the action was completed and the unit diary number
reporting the request for FMCR or retirement. This email will also provide the Marine with the date they must
report to the Separation/Retirement Section to begin separation processing and maintain a copy of this email.

4. Marines must keep the Separation/Retirement Section informed of any modifications or changes to retirement
plans.

5. Marines will be counseled on issues relating to pay while in a FMCR or retired status. These issues include, but
are not limited to, information relating to the retirement/retainer pay (DD Form 2656), foreign employment
restrictions, unauthorized allotments, and Survivor Benefit Plan (SBP).

6. Upon completion of all required briefings, but not less than 60 working days from the Marine’s projected transfer
to the Fleet Marine Corps Reserve/retirement date or commencement of terminal leave, the Marine will set up an
appointment and return to the CONAD Separation/Retirement Section for review of the DD Form 2656, Retired Pay
Data Form.

7. Survivor Benefit Plan (SBP). Marines will be counseled on the SBP program upon reaching 18 years of active
service and 60 days prior to retirement. A mandatory Page 11 will be signed by the Marines acknowledging the
counseling in the event that the Marine cannot complete the SBP training provided in MarineNet.

   a. Attendance of the Marine’s spouse at this appointment is highly encouraged per the Survivor Annuity Plan
   Manual. Marines are encouraged to review the SBP with their local Veterans Affairs Office.

   b. The SBP allows all service members of the uniformed services who will be entitled to retired pay, to leave an
   annuity to their designated survivors at a reasonable cost. Marines requesting retirement/transfer to the FMCR will
be counseled on SBP at least 60 days prior to the approved retirement date and will make an election on the Retired Pay Data Form.

8. **Allotments.** It is the responsibility of the Marine to adjust or stop all allotments a minimum of 60 days prior to retirement. Marines transferring to the FMCR are not allowed to continue savings bond allotments held in safekeeping. These allotments must be stopped and restarted with a mailing address. The Finance Office will normally stop all charity allotments except those to Navy and Marine Corps Relief Society. Unless otherwise requested by the Marine, all other allotments will automatically continue after retirement.

7006.13. **DISCHARGE FOR PHYSICAL DISABILITY.** The CONAD Separation/Retirement Section will process separations for physical disability when CMC authorization for discharge for physical disability (with or without severance) is received, to include Transfer to the TDRL/PDRL).

1. Marines who are being discharged for physical disability must report to the CONAD Separation/Retirement Section within 2 working days of HQMC’s notification to the command to begin separating the Marine. Separation/Retirement briefs (TRS) remain a requirement, as well as Disability Transition Assistance Program (D-TAP) for those subject to a Physical Evaluation Board (PEB).

2. HQMC (MMSR-4) establishes the separation dates for personnel who are to be disability retired and can only be modified by HQMC (MMSR-4). Marines will be notified when they are to be separated.

3. When Marines in the disability process are pending administrative separation for misconduct or administrative discharge, the Battalion S-1 must notify the PEB Section at the Naval Hospital via the Battalion Limited Duty Coordinator and CONAD Separation/Retirement Section who will in turn, notify HQMC (MMSR-4).

7006.14. **ORDERS HOME AWAITING PEB.** Requests for Orders home awaiting final action by the PEB will be submitted for approval/disapproval to the Marine’s respective commanding officer using a Home Awaiting Orders request form, via the chain of command (reference (7-ad) governs procedures for Home Awaiting Orders). Request for Orders home awaiting PEB will contain a completed signed copy of the findings of the PEB proceedings indicating the member is unfit for duty and has fully accepted the findings of the Board and that not further hospitalization or treatment is required.

1. If approved, the command must direct the Marine to report to the CONAD with a copy of the request. Marines reporting to the CONAD will receive a short briefing from the Separation/Retirement Section personnel. During this brief, each Marine will complete administrative forms and provide information necessary for completion of the DD Form 214, NAVMC 11060, and other separation documentation based on their respective circumstances.

2. In accordance with reference (7-ad), Marines ordered home agree to liquidate accrued leave while awaiting final disposition. Their unused leave balance will be reduced for time spent at home commencing the day after the date of actual arrival or constructive travel time via the shortest route. Marines are entitled to settlement, upon discharge, of any balance of unused leave. Payment of the remaining leave balance will be paid by EFT.

7006.15. **“WILL RE-ENTER” DIARY ENTRIES**

1. Career Planners will notify the Separation/Retirement Section in writing of Marines who need a “will reenter” entry reported on the unit diary, in order to continue allotments and direct deposit payments. The acceptance of this entry into the MCTFS will flag the record and allow for a 30-day grace period, after expiration of the ECC, before accrual of pay and allowances stop. The “will reenter” entry will be reported no earlier than 90 days, but no later than 15 days prior to ECC, and will be made only if the Marine has submitted, but is not yet approved, for reenlistment.

2. Upon notification of the Career Planner, the Separation/Retirement Section will delete “will reenter” remarks as erroneous when notified of a Marine’s intent to separate from the Marine Corps, so that normal separation actions can resume.

7006.17. **REENLISTMENTS/EXTENSIONS ON ACTIVE DUTY.** The Career Planner will ensure documentation for all extensions on active duty or reenlistments are forwarded on the same day (or next working day) to the
CONAD Separation/Retirement Section. Career Planners will submit two copies of the appropriate documents to the Separation/Retirement Section for unit diary action.

7006.18. CAREER PLANNER. The CONAD supports the Career Planner by reporting all Reenlistments/Extensions on Active Duty. The Career Planner will ensure documentation for all extensions on active duty or reenlistments are forwarded on the same day (or next working day) to the Outbound Section for unit diary reporting.

1. Career Planners will notify the Outbound Section in writing, identifying Marines who need a “will reenter” entry reported on the unit diary, this will allow the continuance of allotments and direct deposit payments. The “will reenter” entry will be reported no earlier than 90 days, but no later than 15 days prior to ECC, and will be made only if the Marine has submitted, but is not yet approved, for reenlistment.

2. Upon notification by the Career Planner, the Separation/Retirement Section will delete “will reenter” remarks as erroneous when notified of a Marine’s intent to separate from the Marine Corps, so that normal separations actions can resume.

3. It is the Career Planner’s responsibility to ensure Marines obtain obligated service prior to being promoted to the grade of Gunnery Sergeant and above, by agreeing to extend or reenlist to meet a minimum 2-year service obligation upon promotion.

4. It is the Career Planner’s responsibility to assist Marines that are required to obtain obligated service in order to meet the requirements of transferring their education benefits to eligible dependents using the Post 9/11 Benefits program. Once the obligated service is approved and ran in MCTFS, it becomes the responsibility of the individual Marine to provide the CONAD a copy of the approval letter from the VA Benefits website and a copy of the completed TEB statement of understanding with all required signatures.

7007. QUALITY ASSURANCE SECTION

7007.1. GENERAL. The Quality Assurance Section is responsible for developing Internal Control Reports (ICR), conduct internal and external inspections and to ensure the CONAD and supported sections comply with established regulations, directives, and guidance as set forth by higher headquarters.

7007.2. TASKS. The responsibilities of the Quality Assurance Section include, but are not limited to, the following:

1. Internal Assist Visits.
2. Administrative Training.
3. Audit Inconsistencies Reports.
4. Update and manage web server.
5. Generate and analyze the timeliness Management Report (TMR).
8. Manage account security for the CONAD.
9. Develop section administrative programs.
10. Accountability of computer workstations.
11. Monitor unit diary processing.
12. Maintain current By Direction letters, NAVMC 11119s, DD Form 577s, and all general correspondence.


15. Manage the Reconciliation Program between supported sections and the CONAD.

16. Manage, track, and monitor the pay entitlements for all personnel supported by the CONAD. Duties include; auditing and resolving pay discrepancies, submitting special payments to the Finance Office, providing adoption reimbursement assistance, payday indebtedness liquidation assistance, waiver/remission of indebtedness assistance, resetting MyPay Personal Identification Numbers (PINs), and processing bond and allotment requests not able to be completed utilizing the MyPay System. This includes Combined Federal Campaign (CFC) and Navy/Marines Corps Relief Society (NMCRS) charity allotments.

7007.3. INTERNAL AUDITS. The Quality Assurance Section will:

1. Ensure information is processed accurately.

2. Ensure proper administrative training is conducted to ensure accurate and timely reporting of unit diary information.

3. Distribute weekly, the Unit Diary Statistic Report that consists of the following: tracking the acceptance and rejection rate of unit diary entries submitted and the timeliness of unit diaries within each section.

4. Manage, audit, and track all information received on the EDFR and inform SNCOIC/OIC of trends within their respective section. Daily monitoring of EDFR cycles will be conducted to ensure they are completed and certified within 5 working days or 7 working days for the ICR EDFRs.

5. The Timeliness Management Report (TMR) will be generated on the 1st working day of the month for the previous month’s activity. The Quality Assurance Section will review the TMR in order to discuss trends and deficiencies that occurred the month prior. The TMR displays the number of total diary transactions, tire rated transactions, total rejections, timeliness percent and rejection percent.

6. Develop and maintain a technical training syllabus.

7. Monitor the internal operations of section procedures.

8. Utilize the MCAAT Inspection Checklist with conducting internal analysis.

9. Monitor and ensure completion of Inconsistency Reports for CONAD sections. Ensure research and corrective action are completed after the end of the month Update and Extraction (U&E) processes.

10. Provide on-site assistance to each section upon request.

11. Responsible for overall management process of the join/drop of civilian and other service personnel from the MCTFS.

12. Manage the Command Reporting Unit Code EDFR for Reporting Unit Command (RUC) 54008.

13. Conduct biannual reviews of those functional areas with impact timely reporting.

14. Identify error trends and make recommendations to eliminate negative trends.

15. Review and monitor written desktop procedures for each functional area as outlined in the current checklists for MCAAT and CGRI Inspections.
16. Plan, implement, and monitor CONAD technical training.

17. Audit and completed monthly inconsistency reports.

18. Conduct proper proficiency training for Sections. Training will be conducted as requested.

19. Provide clarification of Marine Corps pay-related administrative and finance directives.

20. Request pay and allowance entitlement determination; travel and station allowances, request interpretations from MCAAT and higher headquarters, as required.

21. Isolate problem areas, recommend appropriate corrective actions, and provide instruction and/or training in proper procedures.

22. Notify the chain of command of significant deficiencies, discrepancies, and problem trends.

23. Identify eligible personnel monthly utilizing the ADN, and with the assistance of the command element, have service members properly record their election.

7007.4. ADMINISTRATIVE DISCREPANCY NOTICE (ADN). The Quality Assurance Section is responsible for preparing and submitting the CONAD ADN. This consist of generating ICRs and auditing them for accuracy. Once the AND has been approved by the Director, the Quality Assurance Section will forward the ADN to all supporting sections for corrective action. The report will consist of, but is not limited to, the following:

1. Dependent Children Age 21 and Over.
2. Audit Required (Triennial/From TAD).
3. Career Status Bonus (CSB) Election Required.
5. Survivor Benefit Plan (SBP) Counseling Required.
6. Member Married to Member Audits.
7. Member Married to Other Service Member Audits.

7007.5. MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING. The objective of technical MOS training is to raise the level of administrative knowledge within the CONAD. This will be facilitated by conducting weekly MOS training on pay and entitlements, procedures, and other topics that improve the level of professionalism within the CONAD. Section Administrative Chiefs should ensure appropriate training and internal inspections are conducted to verify adequate internal controls exist.

7007.6. DATA SYSTEMS ASSETS ACCOUNTABILITY. The Quality Assurance Section is responsible for the accountability of all computer, printer, and scanner assets within the CONAD and coordinate with Marine Corps Enterprise Network (MCEN), the Battalion S-6 Office, or the Manpower Information System Support Office (MISSO), for any computer maintenance, service, and/or applications.

1. Perform all CONAD Terminal Area Security Officer (TASO) functions for MCTFS access for the CONAD. Ensure the CONAD personnel have the proper access to MCTFS, DTMS, ODSE, UD/MIPS, and all required software systems.

2. Ensure only MCEN authorized software will be loaded on computers. Coordination will be made with the Data Systems Section to install required administrative software programs.

3. Serve as the direct line of communication between the CONAD and S-6. All communications or computer support requests will be forwarded to the Data System Section for action.
4. Track and monitor all access to any automated system belonging to the CONAD. Ensure required training and annual Information Awareness (IA) certifications are completed.

5. Coordination will be made with the S-6 to schedule the maintenance of the CONAD server/Shared Drive. The Server and/or Shared Drive will be backed up once a week on the external hard drive.

6. Track all computer requests between the CONAD and S-6 to obtain any computer parts and/or repairs.

7007.7. ELECTRONIC PERSONNEL ACTION REQUESTS (E-PARS)

1. E-PARs via MOL are required for all Marines. E-PARs allow the CONAD and the member to track the administrative progress of the request.

2. Response time for routine E-PARs is 5 working days. Those E-PARs requiring detailed research, coordination with other sections, or multiple actions may require a longer period to accomplish desired results. The target response time for pay related or urgent matters is 24 to 48 hours. An E-PAR is not considered complete until all unit diary action has posted and the Marine has been notified.

7007.8. UPDATES AND EXTRACT (U&E) CUTOFF DATES

1. An understanding of the U&E procedure, which governs when an entitlement will reflect in a service member’s pay account, enables unit leaders at all levels to better assist those Marines in their charge.

2. All entries that effect pay and allowances are reported into MCTFS via the unit diary. DFAS has a predetermined U&E cutoff date for each payday. This U&E date occurs twice monthly and all pay and allowance entries successfully reported on or before that established cutoff date will be reflected in the following pay period.

3. The following is a very basic sense of how entitlements/deduction (credit/debits) is reflected in a member’s normal payday account:

   a. The U&E date for the 15 August payday is 7 August. A Marine gets married on 1 August and reports to the CONAD on 6 August and completes the required paperwork for the appropriate dependent addition, which in turn, effects their BAH and BAS accordingly. This information is reported on the 7th of August via the unit diary. Because the unit diary entries were reported on or before the 7 August U&E cutoff, the Marine will see the pay increase/adjustments on the 15 August payday.

   b. In the same scenario, if the timeline shifted resulting in the unit diary entries being reported after the 7 August U&E cutoff, the Marine would not see the pay increase/adjustments until the 1 September payday. However, the 1 September payday would reflect all back pay (crediting the Marine all pay and allowances retroactive to his/her date of marriage of 1 August).

7008. DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)/ID CARD CENTER

7008.1. GENERAL. The Defense Enrollment Eligibility Reporting System (DEERS)/ID Card Section provides enrollment into the Defense Enrollment Eligibility Reporting System (DEERS), issues Common Access Cards (CAC) and/or official Identification Cards to all active, reserve and retired service members, service member families, and civilian and contractor employees.

7008.2. MISSION. Establish regulations and procedures for issue and recovery of all ID/CACs (military and civilian). In addition, the DEERS/Real-time Automated Personnel Identification System (RAPIDS) provides a computerized information service to the enrollment of individuals eligible for Uniformed Services benefits in order to reduce potential fraud, waste, and abuse associated with obtaining benefits in accordance with reference (7-af).

7008.3. LOCATION. The DEERS/ID Card Center is located on the 3rd floor of Building 29 (Henderson Hall) in room #300. The mailing address is 1555 Southgate Road, Arlington, VA 22214.
7008.4. HOURS OF OPERATION. Hours of operation are Monday thru Friday from 0800 to 1530 (Last customer accepted at 1500 to allow for proper closing time. Lunch hours are 1100-1130, Monday thru Friday (Last customer is accepted at 1030 in order to allow for sufficient lunch time. The DEERS/ID Card Center is closed on all Federal Holidays. For questions, call (703) 693-7152. Walk-ins are available from 0800-1500, on a first-come-first-serve basis. This DEERS/ID Card Center does not schedule or accept appointments.

7008.5. IDENTIFICATION. All personnel over the age of 18 must present two valid unexpired forms of identification (ID). At least one of the forms of ID must have a valid photo. A list of identification is available on http://nvlpubs.nist.gov/nistpub/FIPS/.

7008.6. DOCUMENTATION. Marriage certificates, divorce decrees, and birth certificates must be originals, court-certified, or certified photocopies that reflect the file number. Foreign documents must be accompanied by an official English translation. Foreign divorce decrees must be reviewed by the local installation’s legal department.

7008.7. COMMON ACCESS CARD (CAC). The DEERS/ID Card Center issues the CAC to eligible active and reserve service members, civilian employees, and contractors. The following information is provided for issuance and renewal of the CAC:

1. Active Duty, Reserve, and National Guard service members. The personnel record must be updated by appropriate branch of service to reflect current status/change. CACs can be renewed within 30 days from date of expiration. CACs are issued for a period of three years or less. The military member should bring two forms of valid unexpired IDs, one MUST be a photo ID. Additionally, please bring the following for the appropriate occasion/event:
   a. Reenlistment/Extension – Reenlistment Contract Extension
   b. Promotion – Promotion Warrant/Order of MOL/MCTFS 3270 print out
   c. Demotion – Source document for demotion in grade/rank
   d. Frocking – Frocking message
   e. Reservist on Active Duty – Active Duty Orders
   f. Appellate Leave – Appellate Leave Orders

2. Civilian Employee and Contractor. The personnel record must be updated by the agency prior to issuance. Two (2) forms of valid unexpired IDs, one form MUST be a photo ID. For convenience, please call in advance to check if the new record is available in DEERS to issue a CAC.

7008.8. IDENTIFICATION CARDS. A dependent must have proper identification and documentation to enroll in DEERS or receive an ID card. The sponsor must be present with dependent or the sponsor can provide the dependent a DD Form 1172-2. The DD Form 1172-2 can be verified at the center, notarized, or digitally signed on https://www.dmdc.osd.mil/selfservice/. A General Power of Attorney (POA) from sponsor for the dependent may also be utilized for service.

1. Spouse. To enroll a spouse, present the original Marriage Certificate, Spouse’s Birth Certificate, Spouse’s Social Security Card, and two (2) forms of unexpired identification, one form MUST be a photo ID. Divorce Decree or Death Certificate, if applicable.

2. Newborn Child. To enroll a newborn child, present the child’s Certificate of Live Birth letter or Birth Certificate and the Child’s Social Security Card.

3. Child Born Out of Wedlock. For male sponsors, present the Court Order (Judicial Determination of Paternity), Voluntary Acknowledgment of Paternity (VAP), Approved Dependency and Residency Determination (reflecting over 50% support), or SJA Opinion that establishes paternity and the Child’s Birth Certificate and the Child’s Social Security Card. The child must reside in the sponsor’s household or in one maintained by the sponsor to receive
commissary privileges. The sponsor must provide over 50% support for child to receive exchange and MWR privileges. For female sponsors, present the Child’s Birth Certificate and the Child’s Social Security Card.


5. **Legal Custody Ward or Foster Child.** To enroll a Legal Custody Ward OR a Foster Child, present the Approved Dependency Determination from DFAS (DD 1172 and DD 27-88), Original or Certified Copy of Court Order or Placement Agreement granting Legal Guardianship/Custody to the sponsor that stipulates the child will be in the care and custody of the Sponsor for no less than twelve (12) consecutive months, the Child’s Birth Certificate and the Child’s Social Security Card. The sponsor **MUST** provide over 50% support to the child and the child **MUST** reside in the military sponsor’s household.

6. **Adopted Child.** To enroll an adopted child, present the Final Adoption Decree signed by the judge (Original or Certified copy) or documentation from authorized Placement Agency under the Department of Human Services, Child’s Birth Certificate, and Child’s Social Security Card.

7. **ID Cards for Children Under Age 10.** To receive an identification card for a child under the age of 10, one of the following situations must apply:
   
   a. Child has joint service couple or single parent
   
   b. Child’s physical appearance has changed significantly
   
   c. Child does not reside in the household of the sponsor
   
   d. Child is temporarily away from sponsor and must use a medical treatment facility

8. **ID Cards for Children Age 10 to 18.** For initial issue of child’s first ID card, present Child’s original Birth Certificate. For renewal, present old ID card.

9. **ID Cards for Children Age 18 and Older.** Present two (2) forms of unexpired identification, one form **MUST** be a photo ID. The old military ID can be used as one form.

10. **Medically Incapacitated Child over the Age of 21.** To enroll an incapacitated child, present Approval of Dependency Determination (DD Form 1172 and DD Form 27-88), valid unexpired photo ID of Incapacitated Child, Child’s Social Security Card, Current Medical Sufficiency Statement. The sponsor **MUST** provide over 50% support to the child. Medical incapacitation **MUST** have occurred and been documented in medical records prior to the 21st birthday. The Medically Incapacitated Child cannot be married. Recertification occurs every four (4) years.

11. **College Student (Ages 21 – 23).** Child must present a letter from the accredited institution’s school registrar certifying full-time enrollment or enrollment verification certificate from the National Student Clearing House. The original document must state full-time enrollment, anticipated graduation date, and dates of the current semester. The sponsor **MUST** provide over 50% support to the child. College Student must present two (2) forms of valid unexpired IDs, one form **MUST** be a photo ID. For more details, please contact the ID Center.

12. **Tricare Young Adult (TYA) Program (Ages 21 to 26).** The sponsor must enroll the child in the Tricare Young Adult Program. The sponsor and the child must present two (2) forms of valid unexpired IDs, one form **MUST** be a photo ID.

13. **Retirees.** To update status to Retired in DEERS, present the Retirement orders, DD Form 214 (Member Copy 4) or Correction of Military Record. Two (2) forms of valid unexpired IDs, one form **MUST** be a photo ID. Retirees will not be issued their initial Retiree ID card prior to their retirement date. The CAC must be turned into the ID Center prior to issuance of ID card. Eligible dependents of retirees will also need to replace their dependent ID cards to reflect the retiree’s change in status. The Retiree ID card will state the card is indefinite, but on the backside of the card, it will have an expiration date for the 65th birthday. At 65, Retirees are eligible for Medicare and require a new Retiree ID card after the Medicare Part A and B election has been made. The Dependent Spouse of the Retiree will be issued an ID card every four years until age 65.
7008.9. LOST, STOLEN, OR ALTERED ID CARD/CAC PROCEDURES. All ID cards and CACs are the property of the U.S. government and must be safeguarded against fraudulent use, loss, and alteration.

1. All service members, government civilians and contractors are required to immediately report the loss, theft or alteration of their government ID card/CAC to chain of command/supervisors.

2. A Report of Lost, Stolen, or Altered ID/CAC Form must be completed; the original for DEERS/ID Card Center and a copy should be maintained in the personnel file.

   a. Active Duty, Reserve and National Guard service members. The service member must have a signed statement from their supervisor (E-6 or above) to report a lost, stolen, or altered ID card/CAC.

   b. Civilian Employee/Contractors. The civilian employee or contractor must have a signed statement from their first-line supervisor to report a lost, stolen, or altered ID card/CAC.

   c. Family Member(s). Family members are not required to complete a report of lost, stolen, or altered ID card/CAC.

7008.10. TERMINATION OF ID CARD/CAC. Upon termination of employment, all ID cards/CACs must be turned into the DEERS/ID Card Center for termination/destruction. Any person possessing more than one ID card/CAC or who willfully alters, damages, lends, counterfeits, or uses an ID card in any unauthorized manner is subject to possible adverse administrative, disciplinary, or UCMJ action under Title 18, U.S. Code or Federal Laws.
CHAPTER 8: BUDGET

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8-1 Spend Plan Template
8-2 Current Year Deficiency Template
8-3 Financial Manager Appointment Letter Template
# REFERENCES

1-1  MCO 4650.39A/Defense Travel System  
5-a  DoD 7000.14-R DoD Financial Management  
8-a  MCO 7540.2E Resource Evaluation and Analysis (REA) Function  
8-b  DoD FMR Vol 3 Department of Defense Financial Management Regulation  
8-c  SECNAVINST 7000.27B Comptroller Organizations  
8-d  SABRS Abnormal and Aged Reports Manual  
8-e  Marine Corps Community Services Policy Manual  
8-f  USMC Financial Guidebook for Commanders  
8-g  The Joint Travel Regulations (JTR)  
8-h  MARADMIN 350/11 Fund Control Personnel Training Requirement  
8-i  MCO 1700.27B Marine Corps Community Services Policy Manual
CHAPTER 8: BUDGET

8000. GENERAL. This chapter provides the Budget Officer and Fund Managers with standard operating procedures pertaining to the preparation, recording, reconciling, reporting and maintenance of financial records through all stages of funds management. This chapter also addresses the role and general responsibilities of the budget officer and fund managers in accordance with reference (5-e).

8001. BUDGET OFFICER FUNCTIONS AND RESPONSIBILITIES. Financial information is monitored and coordinated by the budget officer and his/her staff in order to provide the Commanding Officer with factual data essential for effective management control of the Command. Responsibilities of the Budget Officer include but are not limited to:

1. Providing technical guidance and direction of financial matters throughout the organization as a staff service to the Commanding Officer.
2. Maintaining classification of programs administered and their objectives and a current inventory of budget plans and program schedules.
3. Performing applicable budget formulation, execution, and review functions for future, current, and expired fiscal years.
4. Providing guidance to fund managers responsible for the administration of travel payments (i.e., advances and settlements).
7. Ensuring budget authorizations and allotments are passed to Fund Managers in a timely manner.
8. Maintaining oversight of transactions posted in the accounting system to ensure validity and accuracy of postings. These evaluations should include proper usage of funds, coding structures used, validity of obligations, and timely posting of financial information.
9. Conducting evaluations and analyses of fund manager areas to assist in the prompt detection and correction of problems and the resolution of unsatisfactory conditions arising in connection with established financial procedures, practices, records and accounting system problems and deficiencies.
10. Ensuring proper records and source documents supporting fund execution are maintained by appropriate activities such as fund managers, in accordance with references (5-a) and (5-e).
11. Ensuring proper use of appropriations by purpose, time, and amount to include meeting the criteria of bona-fide need.
12. Training fund managers in the proper utilization of the accounting system.
13. Acting as a liaison with the DFAS on all accounting issues.

8002. FUND MANAGERS DUTIES AND RESPONSIBILITIES. Fund managers are defined as staff sections that receive a funding authorization from the Commanding Officer. Fund managers must be appointed, in writing, by the Commanding Officer. Appointment letters will include the responsibilities and duties of fund management. Fund managers are responsible for, but not limited to, the following duties and responsibilities:

1. Compiling and executing the budget in accordance with the financial plan for the current fiscal year.
2. Monitoring the execution of the financial plan for all fiscal years available for obligation and five additional years thereafter.
3. Preparing source documents.

4. Recording accounting transactions into the accounting system.

5. Reconciling the accounting system with source documents on a cyclic basis.

6. Maintaining financial records and source documents in accordance with references (5-a) and (5-e).

7. Identifying and providing information to the comptroller on Unmatched Disbursements (UMDs) and Negative Unliquidated Obligation (NULOs) on error and exception listings.

8. Conducting Unliquidated Orders (ULO) and Outstanding Travel Orders (OTO) validations.

8003. FISCAL LAW AND BUDGET EXECUTION TRAINING. IAW reference (8-h), Budget will ensure Fund Managers (FM) complete Fiscal Law and Budget Execution training every 3 years. Retention of training certificates will be inspected during the annual Financial Assist Visit/Financial Management Inspection.

8004. CONTINUING RESOLUTION AUTHORITY. The Continuing Resolution Authority (CRA) is a congressional action that provides budget authority for specific ongoing activities prior to passage of the Annual Appropriation Act. The continuing resolution usually specifies a maximum rate at which the agency may incur obligations and is based either on the rate of spending of the prior year or a set percentage. The CRA allows U.S. Marine Corps commands to continue daily operations before authorizations have been passed down by HQMC, Programs and Resources (P&R) Department. While under CRA, all spending will be limited to “must pay” expenses such as civilian labor, contracts, travel and supplies and equipment deemed mission critical by the Commanding Officer.

8005. PROGRAM OBJECTIVE MEMORANDUM. Per references (5-e) and (8-f), POM is the Command’s opportunity “right-size” requirements and programs. The POM includes an analysis of missions, objectives, alternative methods to accomplish objectives, and allocation of resources. POM is not the time to identify onetime requirements, but rather the time to identify programmatic changes. Full POM development occurs in the even-numbered years (i.e., 2020, 2022, 2024, etc.). In odd numbered years, a Program Review (PR) is conducted which updates the previous full year POM for fact of life changes.

8006. APPROPRIATIONS. The appropriations used are (1106) Operations and Maintenance Marine Corps (O&M/MC) and (1108) Reserve Personnel, Marine Corps (RPMC). (1106) commonly known as ‘Green Dollars,’ covers supplies, materials, fuel, transportation, TDY travel and shipping of gear in support of the Marine Corps. (1108) commonly known as “Reserve Dollars” cover pay and allowances for Reserve personnel on active duty for training; drill pay; uniform clothing and alterations; subsistence; travel; disability and hospital benefits; and group life insurance related to Reserve personnel.

8007. BUDGET FORMULATION. Budget Formulation provides the Commanding Officer with a tool to prioritize requirements and identify deficiencies. FMs will formulate the next FY budget during the third quarter of the current FY. FY budget development guidance will be published via separate correspondence (SEPCOR) by the Commanding Officer via the Budget Officer. FMs will utilize Enclosure (8-1) to submit their spending plan to the budget office.

8008. BUDGET EXECUTION. Budget execution is continuous IOT support the Battalion’s mission. If FMs do not execute quarterly budget according to their spend plan, the Budget Officer may recoup and redistribute uncommitted funds to another section in order to meet execution goals.

1. Fiscal Year (FY) Summarization

   a. The Fiscal Year. Starts on October 1st and ends September 30th. Funding can only be used in the year it is designated.

   b. Mid-Year Review. Typically occurring between February and March, this assessment period ensures that all sections are able to operate within their planned budget. All sections have an opportunity to request for additional funds regarding unfunded deficiencies and any unforeseen requirements.
c. **End-of-Year Review.** Similar to Mid-Year Review, and typically occurring in June.

d. **Fiscal Year Closeout.** The fiscal year ends on September 30th; however, some sources of supply will be unavailable due to the lengthy processing time. Further guidance containing deadlines to specific sources of supply will be disseminated via the Supply Officer. The objective is to ensure that all remaining funds are used effectively.

2. **Primary Requirements**

   a. **Civilian Labor.** Civilian labor is the single, largest type of cost within initial funding levels for this command. The costs associated with labor are broken down into the two major categories of personal entitlement and employer fringe benefit costs. Civilian labor projections, tracking and execution will be centrally managed by the Budget Officer.

      (1) Personal pay entitlements include the employee’s hourly salary, overtime, shift differential, etc.

      (a) Civilian employees are paid based on a two week or bi-weekly basis. The normal hours worked during the two weeks is 80 hours (standard work schedule is eight hours per day for five days (Monday through Friday) in each week (40 hours per week, times two equals an 80 hour period).

      (b) The basic entitlement for the pay period is 80 hours worked times the hourly rate equals an employee’s gross wages.

      (c) Time and attendance will be tracked and recorded using the Defense Civilian Personnel Data System (DCPDS) and the Standard Labor Data Collection and Distribution Application (SLDCADA).

      (2) Employer fringe benefits are the costs the government is legally obligated to provide, on the employee’s behalf, for retirement or social security, health benefits, thrift savings. Fringe benefits vary by employee based on the selected benefits and are normally calculated to be 30 to 33 percent on the employee’s base pay.

   b. **Lines of Accounting (LOA) for TAD and Reserve Travel.** LOAs are established and monitored by the Budget Section. There are multiple LOAs made to identify travel for each individual section. Travelers must submit travel claims within five working days of returning. Fund Managers must be diligent when validating OTO reports and source documents to ensure any and all adjustments are posted to the accounting system.

   c. **Job Order Numbers (JON) in GCSS-MC.** Budget will load JON’s in GCSS-MC.

   d. **Current Year Deficiency.** Fund Managers will maintain a list of prioritized CYDs for all requirements not originally budgeted for. Enclosure (8-2) will be used to submit a CYD. All submissions should completely describe, justify and state the impact of not funding the deficiency. CYDs can be submitted at any time during the FY.

   e. **Uniform Funding and Management (UFM).** Per references (5-e), (8-f), and (8-i), coordinate with the Marine Corps Community Services (MCCS) Director to review the Memorandum of Agreement (MOA) for UFM before final approval by the Commanding Officer.

      (1) Ensure the UFM outlines the amount planned for each MWR program by Cost Account Code and matches the amount allocated by HQMC, MR.

      (2) Once the MOA is approved by the Commanding Officer (during first quarter of the FY), distribute UFM allocation during the first month of each quarter in accordance with the references. If operating under CR, distribute funds in accordance with CR guidance from higher HQ.

8009. **FRAUD, WASTE, AND ABUSE.** As stewards of taxpayer dollars, it is imperative that commands work to eliminate fraud, waste, and abuse. Certain abuses can result in punitive measures that range from Non-Judicial Punishment (NJP), forfeiture of pay, and/or imprisonment.
1. **Unauthorized Commitments (UAC)**. A UAC is an agreement that is not binding because the government representative lacked the authority to enter a contract on behalf of the government. An example of a UAC is making a verbal or written indication to a vendor.

2. **Anti-Deficiency Act (ADA)**. This occurs if the time, purpose, or amount statutes are violated.
   
a. **Time**. O&MMC is only able to be used within the year it is appropriated for. Funding cannot be stock piled or saved in an account. It has an expiration date and has to be spent or moved to a unit where it can be spent.
   
b. **Purpose**. Funds must be spent within the constraints of the appropriation; funds cannot be converted or cross-purposed.
   
c. **Amount**. A unit can only spend up to their limit. A unit cannot exceed their authorization within the specified timeframe.
CHAPTER 9: SAFETY AND OCCUPATIONAL HEALTH PROGRAM

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Figure 9-6 DA Form 4756 Hazard Abatement Plan
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REFERENCES

9-a NAVMC DIR 5100.8 - Marine Corps Occupational Safety and Health (OSH) Program Manual
9-b MCO 5100.29B - Marine Corps Safety Program
9-c SECNAV M-5210.1 Records Management Program
9-d DOD Instruction 6055.1 - DOD Safety and Occupational Health (SOH) Programs
9-e MCO P5102.1B - Navy Marine Corps Mishap and Safety investigation, Reporting and Record Keeping Manual
9-g MCO 5100.30B - Marine Corps Recreation and Off-Duty Safety (RODS)
9-i MCO 5100.19F - Marine Corps Traffic Safety Program
9-k NAVSUP PUB 538 - MHE Materials Handling Equipment
9-m NAVY CRANE MANUAL P-307 - NAVFAC Weight Handling Program Management
9-n MCO P8010.10 - Explosives Safety Management Program
9-o EM-385 - Army Safety and Health Requirements
9-p MCO6260.3 - Marine Corps Hearing Conservation Program
9-q MARADMIN 010-12 of 6 Jan 12 - Hearing Conservation and Readiness
9-r NEC (NFPA 70E) - National Electrical Code, National Fire Protection Association
9-s MCO 3500.27C - Risk Management
9-t MCO 5104.3 - Marine Corps Radiation Program
9-u MCO 3504.2 - Operations Event /Incident Report (OPREP-3) Reporting
9-v OPNAVINST 5100.23G Ch. 1 – Navy Safety and Occupational Health Program Manual
9-w NMCPHC TM 6260.9A - Occupational and Environmental Medicine Operations Manual
9-x NIOSH Pub 97-117 Elements of Ergonomics and Programs
9-z NAVMC 11400 OSH Deficiency Notice
ACRONYMS

ANSI  American National Standards Institute
APF   Appropriated Fund
ASTM  American Society of Testing And Materials
BBP   Bloodborne Pathogens
BEI   Biological Exposure Indices
BSR   Building Safety Representative
CG    Commanding General
CMC   Commandant of the Marine Corps
CO    Commanding Officer
CPR   Cardiopulmonary Resuscitation
DIC   Driver Improvement Course
DoD   Department of Defense
DOL OSHA Department of Labor Occupational Safety and Health Administration
DOS   Director of Safety
EAP   Emergency Action Plan
EMD   Environmental Management Department
ESAMS Enterprise Safety Applications Management System
ESO   Explosive Safety Officer
GSM   Ground Safety for Marines Course
HAZCOM Hazard Communication Program
HBV   Hepatitis B Virus
HCP   Hearing Conservation Program
HCV   Hepatitis C Virus
HEPA  High-Efficiency Particulate Air Filter
HIV   Human Immunodeficiency Virus
HM    Hazardous Materials
HMIL  Hazardous Material Inventory List
HMIRS Hazardous Materials Information Reporting System
HMIS  Hazardous Materials Information System
H&S   Headquarters Support Battalion
HW    Hazardous Waste
IDP   Individual Development Plan
IH    Industrial Hygiene
IRPPM Installation Respiratory Protection Program Manager
JHA   Job Hazard Analysis
LLE   Load Lifting Equipment
LOTO  Lock Out/Tag Out
MCTIMS Marine Corps Training Information System
MCCS  Marine Corps Community Services
MHE   Material Handling Equipment
MSDS  Material Safety Data Sheets
MSF   Motorcycle Safety Foundation
MTF   Medical Treatment Facility
MW    Medical Waste
NAF   Non-Appropriated Fund
NAVOSH Naval Occupational Safety and Health
NEC   National Electrical Code
NFPA  National Fire Protection Association
NIOSH National Institute of Occupational Safety and Health
OHE   Ordnance Handling Equipment
OIC   Officer in Charge
OICC  Officer in Charge of Construction
OPIM  Other Potentially Infectious Body Fluids and Materials
ORM  Operational Risk Management
ORPPM Organization Respiratory Protection Program Manager
OEL  O Exposure Limit
OS  Overuse Syndrome
OSH  Occupational Safety and Health
PMO  Provost Marshall Office
PPE  Personal Protective Equipment
PPM  Parts Per Million
RAC  Risk Assessment Code
RAM  Radioactive Material
RM  Risk Management
RODS  Recreation and Off-Duty Safety
RPE  Respiratory Protective Equipment
RPP  Respiratory Protection Program
SD  Safety Department
SOH  Safety and Occupational Health
SCBA  Self-Contained Breathing Apparatus
SOP  Standing Operating Procedure
USO  Unit Safety Officer
VDT  Video Display Terminals
WHE  Weight Handling Equipment
WMSD  Work-Related Musculoskeletal Disorders
WSR  Workplace Safety Representative
CHAPTER 9: SAFETY AND OCCUPATIONAL HEALTH PROGRAM

9000. OVERVIEW OF THE COMMAND SAFETY AND OCCUPATIONAL HEALTH PROGRAM, ADMINISTRATION, AND RELATED RESPONSIBILITIES.

9000.1. GENERAL

1. PROGRAM MANAGEMENT. The ultimate responsibility for the safety of personnel and the implementation and enforcement of the Command Safety and Occupational Health Program is vested in the Commanding Officer. The Director of Safety (DOS) is a staff position to the Commanding Officer and is responsible for program management, administration, and daily oversight of both safety requirements and safety programs applicable to the Marines, Sailors, and Civilians of Headquarters and Service Battalion, Head Quarters Marine Corps Henderson Hall (H&S Bn, HQMC, HH).

2. PROGRAM AREAS. The H&S Bn, HQMC, HH Safety and Occupational Health Program is responsible for the detection, identification, and correction of hazards and deficiencies in all areas and for all operations at this Command. In addition, the DOS is responsible for ensuring the provision and tracking of required occupational safety, off-duty, traffic safety, motorcycle, and recreational training for all personnel.

9000.2 SAFETY ORGANIZATION AND STAFFING. The commander shall designate a Director of Safety to carry out the responsibilities. The safety office shall be established at the command level with the DOS having direct access to the commander. Due to OPTEMPO, the DOS shall coordinate all actions with the Executive Officer. The safety program shall not be subordinated to other programs and/or functions. The following staffing guide provides the numbers and types of personnel considered adequate to conduct minimally successful safety programs:

1. Due to the unique foot print and responsibilities of H&S Bn, HQMC, HH requires one full-time DOS qualified for civil service employment as a Safety and Occupational Health Director (GS-0018 series), qualified in mishap prevention program administration. The DOS must be a qualified safety and health specialist and should have minimum 4 years experience in managing safety programs. The Safety and Occupational Health Director shall have managerial and technical experience at the GS-13 grade or higher.

2. One full-time technical assistant, either a civilian qualified for civil service employment as a safety and occupational health specialist (GS-0018 series), or a trained safety officer. The civilian shall have managerial and technical experience at the GS-12 grade.

3. Additional trained technical assistants may be required.
   a. Where a motor vehicle safety program is required, one of the technical assistants assigned shall be qualified in motor vehicle mishap prevention.
   b. If other functions are added which have a major impact such as tactical safety, explosives safety, radiation safety, industrial hygiene, environmental safety, or asbestos program manager.
   c. Clerical support as justified by work requirements.
   d. In other activities as deemed necessary by commander.

9000.3 RESPONSIBILITIES. At H&S Bn, HQMC, HH, safety and occupational health is everyone’s responsibility, and the acceptance of this responsibility is a condition of employment and/or service.

1. Commanding Officer. The Commanding Officer ensures appropriate staffing of the DOS and provides the resources, logistics, and enforcement to establish proactive safety attitudes to assist the command in its mission. The Commanding Officer will issue a written, personal “Safety Policy Statement” upon assumption of Command.

2. Executive Officer. Serve as the Chair of the Command Supervisor Safety Council (CSSC) and the Safe Driving Council (SDC). The Chair provides leadership towards the goal of mishap prevention and the promotion of effective Safety and Occupational Health programs.
3. **S-3 Operations**: Cooperate with the Safety Office to provide training venues to facilitate specialized safety training.

4. **Command Director of Safety**. The responsibility for administration and overall Safety and Occupational Health Program management is delegated to the Henderson Hall DOS who reports directly to the Commanding Officer on the effectiveness of the Program. The DOS will be assigned in writing by the Commanding Officer. Duties and responsibilities include:

   a. Developing and promoting a comprehensive mishap prevention and hazard abatement program.

   b. Advising and assisting the Commanding Officer, Department and Section Heads, and supervisory personnel on matters of safety. The DOS has the authority and duty to stop any operation or hazardous practice that presents a significant danger of personal injury, damage to equipment, damage to facilities, or mission interruption.

   c. Serving as the point of contact in matters of safety for all external organizations, including serving as the subject matter expert on the Command Supervisor Safety and Drive Safe Councils.

   d. Promoting safety awareness throughout the Command by distributing local information, safety publications, safety videos, and other sources of educational information. This can be accomplished by group meetings, electronically, or on an individual basis.

   e. Reviewing suggestions or reports of safety violations. This is accomplished from input at meetings, submissions received through the ANYMOUSE Reporting Program, Reports of Unsafe or Unhealthful Working Conditions, or individual input on safety concerns submitted through the Henderson Hall Information and Safety Smartphone Application. Other responsibilities for action on these reports include:

      (1) Upon check-in and during training sessions or stand-downs, encourage all personnel to report any “near miss” events to the DOS promptly. The DOS will track and analyze all “near miss” reports to promote a proactive approach to reducing the number of incidents resulting in injuries, equipment damage, and claims for benefits under Federal Employees Compensation Act (FECA) by Civil Service government employees.

      (2) Maintain any recommendations for corrective action in a log (Log of Unsafe or Unhealthful Working Conditions) and forwarding these recommendations to the appropriate Department/Section supervisors. The DOS will follow-up with the appropriate personnel to verify progress in implementing the corrective action, and notify Command personnel of progress in implementing recommendations for corrective action.

   f. Conducting safety inspections, recommending necessary corrective action or interim controls of hazardous conditions, and conducting follow-up inspections to ensure compliance.

   g. Advising supervisors and all employees on the requirements for and selection of personal protective equipment (PPE), safety equipment, and protective devices for personnel engaged in hazardous operations. This can be accomplished by performing Workplace Hazard Assessments. Workplace Hazard Assessments shall be accomplished initially when assigned and again if the nature of a particular work assignment changes significantly or if new position(s) are developed at the Command.

   h. Ensuring all safety reports/data calls are submitted properly and in accordance with directives from higher authority. A calendar year “Annual Summary of Work-related Injuries and Illnesses” will be submitted to the Commanding Officer NLT 15 January of the following year. This report must be signed by the Commanding Officer and submitted to higher echelon authority for consolidation to be sent to the Commandant of the Marine Corps (Safety Division (CMC (SD))). This report must also be posted and visible to the Command by 01 February of the following year and kept in place until 30 April.

   i. Developing methods to stimulate employee safety awareness and promote proactive safety attitudes.

   j. Developing a comprehensive annual safety training plan to include occupational, off-duty, recreational, Load Lifting Equipment (LLE), traffic safety, and Risk Management (RM) subjects. This training plan is to be
incorporated into the Command Annual Training Plan, and executed on a monthly, quarterly, or annual basis as outlined.

k. Providing technical guidance to all employees, but in particular, to supervisors on mishap prevention and identifying hazardous conditions or unsafe work practices.

1. Coordinating the arrangement of Occupational Health/Industrial Hygiene (IH) Surveys to identify sources of occupational health hazards to include, but not limited to noise, welding operations, sandblasting operations, and eye hazards. The DOS will distribute the IH Survey upon receipt to each section and include a review of IH Survey into the annual safety training plan.

5. **Overseeing the Command Safety publication and forms program.** Ensuring the DD2272 (Department of Defense (DOD)) Safety and Occupational Protection Program form, the Commanding Officer’s Safety Policy Statement, Supervisor Mishap Reports, and Army DA Form 4756 (Installation Hazard Abatement Plan) DA Form 4755 (Employee report of alleged unsafe or unhealthful working conditions) are available for review or use. Additionally, the DOS will ensure other pertinent safety related items and information are available for distribution or review.

6. **Companies / Department Heads / Section Heads. Department and Section Heads:**

   a. Ensure all Command and other applicable safety regulations are enforced in all operations under their control or supervision.

   b. Ensure all personnel are trained to report all mishaps to their supervisors. Ensure supervisors report all mishaps to the DOS by appropriate means.

   c. Ensure personnel under their control complete required Occupational Safety training as outlined in the annual safety training plan or as directed by the DOS outlined in Sub chapter 9023

   d. Ensure section SOPs and directives are developed with applicable safety controls to include the Risk Management (RM) principles outlined in Sub Chapter 9024.

   e. Attend the quarterly CSSC and DSC meetings chaired by the Executive Officer as discussed in Sub Chapter 9022 of this SOP.

   f. Provide a Unit Safety Liaison within each Company Office to act as the Point of Contact (POC) for safety related matters.

   g. Provide a Building Safety Representative (BSR) to act as the safety representative for the assigned building i.e. building 29, Pool, MCX etc.

   h. Ensure the Henderson Hall Flash Report system is utilized as outlined in Sub Chapter 9026.

7. **Staff Non Commissioned Officers (SNCOs) and Civilian Supervisors.** SNCOs and Civilian Supervisors will act in a proactive and positive manner to eliminate any potential or existing hazard in operations under their control. If elimination of the hazard is not practical, the DOS will be contacted immediately and interim controls will be put in place. Detailed responsibilities include:

   a. Acting as a source for distribution of DA Form 4755 (Employee report of alleged unsafe or unhealthful working conditions) when requested by a service member or an employee under their control.

   b. Ensure training for new personnel under their cognizance on the following:

      (1) Safety hazards in the workplace.

      (2) Health hazards in the workplace.

      (3) PPE required to perform certain tasks.
(4) Location of Safety Data Sheets (SDS).

(5) Section specific Job Hazard Analysis (JHA) reports.
   c. Instructing and training each employee under their control on the work to be performed, appropriate work
      orders or SOPs, location of first aid treatment, firefighting equipment, fire evacuation plan, and other safety related
      subjects pertaining to the workplace
   d. Ensuring all personnel are qualified physically and trained adequately to perform their duties. Additionally,
      supervisors will ensure personnel complete mandatory safety training as outlined in the annual safety training plan
      or as directed by the Director of Safety.

   e. Ensuring any tools, PPE, or other materials are in safe operating condition and are properly stored when not
      in use.

   f. Maintaining cleanliness in the work area and ensuring exits, aisles, fire equipment, and routes of emergency
      egress are not blocked and/or properly marked.

   g. Ensure the Flash Report system is utilized as outlined in Sub Chapter 9026.

8. Building Safety Representatives (BSR):
   a. Ensure monthly workplace inspections are conducted and documented.

   b. Identify any suspected deficiencies to the Command DOS and supervisor.

   c. Serve as a member of the command safety committee. Brief the committee on deficiencies and suggestions
      to corrective actions from inspections and workplace personnel. The suggestions shall be derived from inspection
      results and workplace personnel.

   d. Document routine workplace safety inspections and furnish a copy to the DOS.

   e. Assist the DOS in developing a written checklist of processes performed in the workplace for ease of
      workplace safety review.

9. All Personnel. All personnel are responsible for the safety of themselves and those around them. Additionally,
   all personnel:

   a. Must understand and observe all safety precautions applicable to their work areas.

   b. Will use the PPE provided to them when required by direction of their supervisor or when hazard signage
      is posted to that effect.

   c. Will immediately report to their supervisor any condition, equipment, or operation considered by them to be
      unsafe.

   d. If the supervisor fails to act and the individual deems the condition unsafe and wishes to report it directly to
      the Commanding Officer and the DOS, they may utilize a DA Form 4755 (Employee report of alleged unsafe or
      unhealthful working conditions) figure (9-5) or an “ANYMOUSE” form figure (9-7).

   e. Shall immediately report to their supervisor any mishaps or injuries. Civilian Government employees will
      report any on-duty injury or mishap; active duty Marines must report all mishaps or injuries whether incurred on or
      off duty.

9000.4 PROGRAMMING AND BUDGET

1. DOS will submit an annual budget request through the chain-of-command that adequately supports the safety
   program and carry out the responsibilities contained within chapter 9.
2. The safety budget shall be carried on a separate line item and all safety expenditures accounted for in the Standardized Accounting and Budget Reporting System (SABRS). The cost account code for safety is SASA.

3. Safety education, promotional materials, publicity materials, and visual aids will be funded and may be ordered directly from the publisher or other appropriate source by the using activity. Where possible, ordering should be done once each year to obtain quantity orders at a substantial savings. Additional information on specific or unusual needs may be addressed to the CMC (SD).

9000.5 PROMOTIONAL MATERIALS AND ELECTRONIC APPLICATIONS PROGRAM

1. The Command Safety Office shall implement promotional materials that encourage safety. These materials shall be implemented through outsourcing or through internal means.

2. DOS will maintain the Safety Portion of the Henderson Hall Information and Safety Web Application.
   a. The three web application platforms shall be included in the annual safety budget.
   b. The three platforms include AppyPie, WordPress, and Woofu applications.

9001. OFFICE SAFETY

9001.1 BACKGROUND. Although office spaces are not normally considered a high hazard environment, office injuries do occur and can be serious. Office injuries include, but not limited to:

1. Slipping, tripping, and falling.

2. Improper lifting techniques when handling materials or equipment.

3. Striking against, or being struck by doors or other objects.

4. Injuries from shredders, electric staplers, paper cutters, or other equipment.

9001.2 ALL HAZARDS PLAN (AHP). Commanders, department heads, and supervisors shall ensure that all office areas have a written AHP describing the required safety actions personnel should take during emergencies such as fires, earthquakes, storms, and floods. The EAP shall be reviewed by all personnel.

1. The EAP, shall provide procedures for emergency escape, routes and accounting for all personnel after evacuation. Evacuation plans shall be conspicuously posted in buildings and office spaces. The S-3 shall support all efforts toward accomplishment of AHP procedures.

2. Medical. Emergency care is accomplished by calling 911. If the office provides a first aid kit; the kit must be inspected, inventoried monthly, maintained and personnel must be trained in its use. This does not apply to personally owned first aid kits.

3. All personnel shall be trained in the following:
   a. Types of Potential Emergencies;
   b. Evacuation Plans;
   c. Alarm Systems;
   d. Reporting Procedures;
   e. Procedures to contact duty or emergency recall personnel;
9001.3 GENERAL EQUIPMENT

1. **File Cabinets.** To reduce and minimize most common hazards associated with file cabinets supervisors shall:
   a. Ensure file cabinets are located away from traffic areas such as entrance doors or aisles.
   b. Ensure file cabinets do not become imbalanced (i.e., unloading lower drawers may cause cabinet to be top heavy and tip easily).
   c. Ensure one file drawer is opened at a time.
   d. Ensure file drawers shall never be opened where the drawer is situated over another person’s head.
   e. Ensure handles on cabinet drawers are used for opening and closing file cabinet drawers.
   f. Ensure cabinets are aligned with others of the same size (depth) to prevent personnel from striking protruding corners of cabinet frames.
   g. Ensure heavy items are not placed on top of file cabinets.
   h. Ensure filing cabinet systems are free from hazards such as burrs and other deformities that create a shape surface. Cabinets posing a hazard to personnel shall be removed from service until repaired.

2. **Paper Cutters.** Paper cutters shall have the cutting blades locked down or secured when not in use. Paper cutters with missing or unserviceable securing devices intended to lock the blade should be removed from the work center and the blade secured with a zip-tie or product capable of locking the blade in the down position. Equipment removed from service shall be tagged “Out of Service” until repairs can be completed.

3. **Ladders**
   a. All folding and step ladders shall be inspected before use.
   b. Ladders and similar devices shall be used in accordance with the manufacture’s instruction with the safety and warning labels affixed to the equipment.
   c. Personnel shall not climb or step on cross bracing.
   d. Metal locking or spreader devices shall be functional and fully locked out into position on both sides to hold open folding ladders/step ladders.
   e. Personnel shall not step on the top step of any type of ladder.
   f. Metal ladders shall not be used when changing light bulbs or lamps.

9001.4 DESKS AND COMPUTER WORK STATIONS. In addition to proper ergonomics, the follow regulations shall eliminate or reduce office setting mishaps.

1. Computer keyboards on a sliding tray should always be stowed when not in use.

2. Containers are to be provided to store sharp objects when not in use. Paper cutters and razor blades shall have the cutting edge covered when not in use.

3. The use of plate glass on top of desks is not authorized. Tops made of non-reflective safety glass or acrylic plastic may be used.

4. Equipment must be arranged so it does not protrude from the sides of work surfaces, desks, or other furniture.
5. Desk drawers shall not be left open.

6. Chairs. All chair feet/wheels shall remain in contact with the floor. Swivel chairs shall have no less than a five casters/wheels base to prevent turning over. Chairs shall be adjustable in height for various sized personnel. Chairs shall be checked for structural integrity; defective chairs shall be taken out of service until repaired or disposed.

7. Personnel shall not stand on chairs, desk, or other furniture items.

9001.5 VIDEO DISPLAY TERMINAL (VDTS). Sub Chapter 9004 of this SOP provides guidance regarding ergonomic criteria for VDTs.

1. Using VDTs for long periods of time may cause personnel to suffer from eye or muscle fatigue, repetitive motion injuries, stress, or headaches.

2. In general, VDTs shall be adjusted to a height that is 10 degrees below the user’s eye level. Adjustments shall vary for personnel who wear bifocals, trifocals, or progressive lenses.

3. Glare from VDTs may be reduced by use of auxiliary glare screens or relocation of display screens.

9001.6 MACHINES, APPLIANCES, AND ELECTRICAL DEVICES. Supervisors shall ensure safe operations of powered and manual office machines.

1. Office machines and equipment shall be arranged and located to prevent falling or tipping over.

2. All electrical equipment placed into service must be listed by a nationally recognized laboratory for testing equipment such as UL.

3. Do not handle electrical plugs or connection devices with wet hands. Be sure that all electrical equipment is grounded, if applicable.

4. Protection shall be provided against moving parts of shredders, bookkeeping machines, tabulating machines, and other types of power driven office equipment.

5. Equipment with damaged or unserviceable cords (missing ground prongs, torn or opened insulation, spliced wires, etc.) shall be tagged “Out of Service.” Repairs to electrical cords and equipment must be accomplished by a qualified person and tested prior to being placed back in-service.

6. Operators/users of electrical equipment with long flexible cords such as buffers, vacuum cleaners, and audio visual carts shall inspect the cords for damage prior to operating.

7. Coffee makers and similar items. Supervisors will:
   a. Ensure coffee makers are positioned on noncombustible surfaces (laminated or metal) and away from traffic areas.
   b. Ensure coffee makers are not used in storerooms, closets, shelves, or other limited or restrained locations where they cannot be observed.
   c. Ensure coffee makers be plugged directly into a permanent outlet and may not be powered by extension cords or other portable outlet devices such as power strips.
   d. Ensure toasters and toaster ovens are unplugged when not in use.

8. Extension Cords. For the purpose of this Order, extension cords are not considered by definition the same as portable outlet devices and are intended for temporary use only. Extension cords shall meet the following:
a. Shall not be used as permanent (fixed) wiring. Equipment should be relocated near an electrical outlet if possible. Submit a request through a work order that an electrical outlet be installed when equipment must be powered and cannot be moved closer to an existing power source.

b. Shall be inspected prior to each use.

c. Extension cords and Christmas lighting components shall not be routed through door openings, walls, floors, windows, or any other equivalent opening.

d. When used, extension cords shall not be tightly coiled.

9. **Portable Outlet Devices.** For the purpose of this instruction, power strips, surge protectors, and spike protectors are known as portable outlet devices. The following applies:

a. Shall be certified and used per manufacture’s instruction.

b. May supply energy to equipment requiring electronic noise filtering and/or to low-powered equipment such as computers, computer monitors, computer speakers, portable radio/CD systems etc.

c. May not supply high-powered loads such as coffee makers, heaters, refrigerators of any size, window air-conditioning units, microwaves, copy machines, etc.

d. Are to be plugged directly into permanently installed branch circuit outlets. Portable outlet devices shall not be powered by extension cords and other portable outlet devices.

e. Shall not be located on counter tops with adjoining sinks or that are used in processing, or transferring of liquids.

f. Shall not be used in damp or wet locations.

g. Shall not be routed through door openings, walls, floors, windows, or any other equivalent opening.

10. **Fans.** Electric fans when used in the workplace shall meet the following:

a. All ventilating fans within seven feet of the floor shall have the fan blades covered with an appropriate guard that has openings no larger than 1/2 inch.

b. Shall be inspected at least quarterly by the supervisor or the work center safety representative to ensure:

   (1) Guards are functional and free from defects.

   (2) Power cords are serviceable and free of splices and in-house repairs.

   (3) Plugs are serviceable to include grounding terminals for fans required by the manufacture to be originally equipped with a ground.

11. **Electric Space Heaters.** Where authorized and approved for use, electric heaters shall be in compliance with the following:

a. Shall be “Listed” with a nationally recognized laboratory such as UL and shall be equipped with an automatic shut-off and emergency tip-over switch.

b. Shall be used in accordance with the manufactures instructions, specifications on the unit's label, and in the user manual.

c. Shall be free from defects and in good working order to include grills, guards, and other features intended for safety and function by the manufacture.
d. Shall be supplied power directly from permanently installed branch circuit outlet. Extension cords and portable outlet devices shall not supply power to electric heaters.

e. Shall not be left unattended and shall be unplugged when not in use.

f. Shall be located on a level and stable surface. Heaters shall not be located in high traffic areas.

g. Combustible materials such as draperies, furniture, clothing, boxes, trash cans, and paper must remain clear of heaters. At no time shall combustible materials be closer than three feet of the heating face or heating grill/coil section.

h. Shall remain in plain view. Electrical space heaters shall not be placed under a desk or similar area.

9001.7 SAFETY INSPECTIONS. Safety inspection of office spaces shall be conducted, per Sub chapter 9012 of this SOP.

9002. OCCUPATIONAL HEALTH AND INDUSTRIAL HYGIENE PROGRAM

9002.1 DISCUSSION. This sub chapter establishes a program for occupational health in accordance with established guidelines.

9002.2 GENERAL. The Occupational Health Program is concerned with the health effects produced by exposures to toxic chemicals or harmful physical agents (noise, sight, radiation, ergonomic factors) and treatment of work related injuries or illnesses.

1. Industrial hygiene involves the surveillance of the workplace using industrial hygiene techniques and then recommending appropriate engineering, administrative controls, or proper PPE.

2. Occupational medicine focuses on the medical surveillance of employees possibly exposed to the hazards identified during industrial hygiene work place evaluations, and the diagnosis and treatment of acute occupational injuries or illnesses.

9002.3 INDUSTRIAL HYGIENE (IH) WORKPLACE MONITORING

1. Frequency. For H&S Bn, HQMC, HH work sections and personnel, a baseline evaluation of the workplace, and then a risk-based periodic survey thereafter, is conducted to identify and quantify all real and potential health hazards. Other circumstances that may require the immediate evaluation by an IH include:

   a. Changes in work place configuration, new equipment or operation.

   b. Employee reports of a hazardous substance or condition, i.e., report of suspicious fumes or an employee experiencing an allergic reaction.

2. IH Support Sources

   a. For Command personnel, Radar Clinic, Joint Base Fort Myer Henderson Hall Occupational Health Department and Fort Myer Safety will be used to support with the Command’s annual IH evaluation.

   b. Regardless of the source, with the information obtained from the work place evaluation, a determination of potential or real employee exposure to toxic chemicals or harmful physical agents is made by the IH. A written record will be maintained by the DOS, and this report will be shared via email with all work place employees and be the basis for the Work Place Monitoring Plan. A printed copy of this record will be maintained in each section, and a thorough review of the report will be part of the section level training during the Back in the Saddle (BITS) training in January.
9002.4 WORKPLACE MONITORING PLAN. If any exposure assessment indicates an employee may be exposed to harmful agents, a Workplace Monitoring Plan will be prepared and implemented. The IH and the DOS will develop the plan jointly. The frequency of monitoring will be prescribed by specific Navy Occupational Safety and Health (NAVOSH) standards or the professional judgment of the IH.

9002.5 WORKPLACE MONITORING PLAN RECORDS. Monitoring records will contain, at a minimum:

1. The toxic chemical or harmful physical agent measured.
2. The date of measurement or sample collection, and the start and stop times and duration of the sampling process, as appropriate.
3. The location of the measurement or sample collection.
4. The type of instrument (including serial number), and the method, or process used in the sampling operation.
5. Instrument calibration date or setting, and any pre- and post-calibration measurements taken.
6. The result of the sampling measurement.
7. Identification of individuals sampled, or locations sampled.
8. Any other pertinent information such as PPE in use and any engineering or administrative controls.

9002.6 EXPOSURE EVALUATION. The monitoring data will be evaluated by the IH to determine:

1. The degree of actual personnel exposure. Medical surveillance requirements are derived from this evaluation;
2. Recommended controls warranted, if needed, and what those controls should be, and whether periodic monitoring (other than biennial) of the hazardous agents is required and, if so, the nature of the monitoring.

9002.7 MEDICAL SURVEILLANCE PROGRAMS. Medical surveillance programs involve placing exposed personnel, whether exposed over long periods of time or a one-time exposure, on a medical surveillance program to prompt diagnosis and treatment of acute or chronic disorders caused by harmful exposure agents. The most common surveillance programs include respiratory protection, hearing conservation, bloodborne pathogens, sight conservation, and lead exposure. Individuals requiring medical surveillance will receive surveillance examinations and follow-up support from the Occupational Health Department at the Radar Clinic, Joint Base Fort Myer Henderson Hall with the exception of uniformed personnel who will receive their annual audiogram during their Physical Health Assessment (PHA) by command medical personnel. Any documentation of over exposure or identified work related injury or illness identified during the medical surveillance process must be reported to the safety office for appropriate mishap reporting and tracking.

9002.8 OCCUPATIONAL HEALTH SUPPORT SERVICE. For occupational health issues or referrals, H&S Bn, HQMC, HH personnel shall utilize the Occupational Health Department and Medical Branch at Radar Clinic.

9002.9 RESPIRATORY PROTECTION PROGRAM (RPP)

1. Purpose: To establish a RPP at H&S Bn, HQMC, HH as required by reference (9-a) to protect personnel from inhalation hazards produced during worksite operations. Engineering controls shall be used whenever possible to control air contaminants at their source of generation.

2. Scope: This command has made a commitment to establish and maintain a RPP to protect personnel where Respirators are used:

   a. As an interim measure until proper engineering controls can be installed.

   b. Where engineering controls are not feasible.
c. Where emergency Respirators are required.

d. Where Respiratory protection must be worn in addition to engineering controls.

3. The RPP shall include written SOPs for hazard assessment; Respirator selection and assignment, cartridge change out schedules, fit testing, medical surveillance, equipment cleaning, storage, inspection and maintenance, and program evaluation.

4. SOPs shall be developed for the specific Respiratory protection requirements of each location i.e. pool, MCCS woodshop etc. The H&S Bn, HQMC, HH Respiratory Protection Program can provide a template for a shop SOP. Shop SOPs shall be posted in the work areas and shall include at a minimum: a summary of the command RPP, shop-specific details concerning Respirator selection, maintenance and inspection procedures, breathing-air quality, if applicable; emergency/rescue guidance, and Respirator cartridge change out schedules if appropriate.

9002.10 RPP RESPONSIBILITIES

1. Commanders and Department Heads: Establish an RPP and identify staff that may be required to use a respirator. Ensure that the purchase of Respirators is approved for only certified/qualified personnel.

2. DOS: Appoint in writing a safety specialist (series 0018) as the H&S Bn, HQMC, HH RPPM. The H&S Bn, HQMC, HH safety specialist shall be trained and certified in one of the following courses: the OSHA Training Institute Course 2225 or 2220; NIOSH Course 593; or the Navy RPPM Course, RPM (A-493-0072). The H&S Bn, HQMC, HH Safety Specialist shall:

   a. Administer the RPP program

   b. Annually evaluating (auditing) and modifying the written Respirator program and SOPs.

   c. Establish a medical surveillance program based on IH surveys and medical recommendations by the Occupational Health Clinic.

   d. Developing Respirator cartridge change out schedules.

   e. Training personnel in the proper use, limitations and maintenance of RPE.

   f. Conducting Respirator fit testing when initially issued and annual refresher training.

3. Fort Myer Safety Office: Shall provide all support as required per the Joint Base Myer Henderson Hall MOU/MOA.

4. Radar Clinic: The following services: shall be provided per Joint Base Myer Henderson Hall MOU/MOA.

   a. Medically evaluate personnel identified to wear Respiratory protection.

   b. Military personnel shall be evaluated by the unit’s medical department and DoD Civilian personnel shall be evaluated by the Base Occupational Health Clinic.

   c. Issue Qualification and Certification Cards for individuals who pass the Respirator user’s medical evaluation. The H&S Bn, HQMC, HH RPPM or Fort Myer Safety Office shall conduct the fit testing and training and complete the certification data on the opposite side of the card and issue to the individual upon completion of all program requirements.

5. Rader Clinic IH. In support of the RPPM, the IH shall:

   a. Provide an evaluation of Respiratory hazards.
b. Determine the selection and use of approved/certified Respiratory Protective Equipment (RPE).

c. Provide H&S Bn, HQMC, HH Company Commanders / Department Heads with an annual written evaluation of the effectiveness of the Respirator Program.

6. Shop Supervisors. Must have a thorough understanding of every aspect of the organization’s SOP, and references (9-a), (9-b) and (9-s). Shop supervisors shall:

   a. Annually evaluating (auditing) and modifying the written Respirator program and SOPs.
   
   b. Selecting and purchasing appropriate, approved RPE based on IH survey reports,
   
   c. Ensure that Respirators are properly worn and maintained by shop personnel.
   
   d. Ensure where applicable, a copy of the RPP SOP is kept in each shop office.
   
   e. Developing procedures for regular cleaning and inspection.
   
   f. Designating appropriate storage locations and procedures.
   
   g. Developing procedures for inventory control.

7. Personnel Required to Wear Respirators. Personnel are responsible for the following:

   a. Properly use the RPE selected by the RPPM.
   
   b. Inspecting the RPE before and after each use as described below:

      (1) **Half Mask**

         (a) Visually inspect face piece for cracks, deformities, tears, dirt, and any modification.

         (b) **Inspect Straps.** They must be elastic, pliable, and not frayed. Straps must have points of attachment for the face piece. No modifications are allowed.

         (c) Inspect inhalation and exhalation valves for tears, cracks, distortion, and foreign materials (i.e., hair, lint, and dirt). Make sure valves lay flat on valve assembly. Ensure that exhalation valve cover is in place and not cracked or broken.

         (d) Inspect cartridges, cartridge holders, O-rings, threads, etc.

      (2) **Full Mask**

         (a) Ensure that the lenses are not scratched, cracked, or broken.

         (b) Ensure that the lenses are completely sealed.

         (c) Ensure that the area where the lens holder comes in contact with rubber is not cut or torn.

         (d) If the Respirator has a speaking diaphragm, ensure that it is in place and not punctured. Also ensure the gasket is in place.

         (e) Straps must be elastic, pliable, and not frayed. Straps must have points of attachment for the face piece. No modifications are allowed.

         (f) Make sure all the clips are present and that the straps are attached securely to the mask.
(g) Ensure that the inhalation valves are present and in good working order.

Gas Masks, Airline Respirators, and Self-contained Breathing Apparatus (SCBA) Masks, Airline Respirator Hose, Gas Masks, has not been identified as equipment used / needed by Henderson Hall staff to perform a job duty or function. Additional equipment shall be added should a job duty change. All DPW staff shall fall under the Joint Base Myer Henderson Hall policy that is hosted at the Fort Myer Safety Office. All Contractor shall be held to the same standard / policy and ensure contractor personnel comply with the 29 CFR 1910-134, ANSI Z88.2 and reference (9-a).

9003 ERGONOMICS PROGRAM

9003.1 GENERAL

1. Establishes procedures and requirements to implement an ergonomics program per DODINST 6055.1, Department of Defense Occupational Safety and Health Program. Ergonomics is the field of study involving the application of knowledge about physiological, psychological and biomechanical capabilities and limitations of the human body. This knowledge is applied in the planning, design, and evaluation of work environments, jobs, tools, and equipment to enhance worker performance, safety and health.

2. Musculoskeletal disorders affect soft tissues of the back, neck, shoulder, elbow, hand, wrist, and finger. These include the nerves, tendons, cartilage, ligaments, and muscles. Musculoskeletal harm and reduced human performance capabilities often result from a mismatch between workers and tasks required of them. Ergonomics seeks to adapt job and work center to personnel by designing tasks and tools that are within the personnel’s capabilities and limitations. Finding solutions to these hazards is the most significant work center safety and health issue of Marine Corps.

3. The goal is to prevent musculoskeletal disorders in Marine Corps personnel. A competent person with ergonomics training shall assess all situations where Marine Corps personnel are exposed to musculoskeletal risks.

9003.2 BACKGROUND

1. Musculoskeletal disorders represent over half of all rated military disabilities and over one-third of all reported civilian injuries and illnesses within the Marine Corps.

2. In recent years, there has been an increase in reporting of musculoskeletal disorders such as strains/sprains, back injuries and carpal tunnel syndrome for Marine Corps personnel. Some of this increase can be attributed to changes in work processes, such as automated office equipment, and associated musculoskeletal risks. Through advanced information technology and training, Marine Corps personnel have an increased awareness of these disorders and more are reported.

9003.3 REQUIREMENTS

1. Companies, Department heads, and directors shall:
   a. Ensure personnel exposed to musculoskeletal risks receive appropriate training.
   b. Designate an ergonomics coordinator and members for an ergonomics team, with advice from local medical personnel, to administer an ergonomics program. This can be the BSR or Safety Liaison.
   c. Allocate resources to ensure ergonomic considerations become a fundamental aspect of process improvement.
   d. Ensure coordination of medical aspects of the ergonomics program with responsible medical treatment facility.

2. Director of Safety shall:
a. Provide ergonomics training and education. Assistance is available from local naval medical treatment facility.

b. Serve as a member of ergonomics team or designate a representative from safety office.

c. Oversee safety aspects of the ergonomics effort.

d. Review injury and illness records related to musculoskeletal disorders, develop trend analyses, and report results to ergonomics team and safety council or committee.

e. Incorporate fundamental ergonomic principles into new or existing facilities, tasks or operations through engineering designs.

9003.4 ERGONOMICS PROGRAM ELEMENTS. Ergonomics program elements include the following (further guidance available in NIOSH Pub 97-117, Elements of Ergonomics Programs: A primer Based on Work Center Evaluations of Musculoskeletal Disorders):

1. Management Commitment and Employee Involvement. A collaborative partnership between all working levels is essential to prevent musculoskeletal disorders. Command emphasis, management commitment, and demonstrated visible involvement by all personnel provide the organizational resources and motivation necessary to implement a sound ergonomics program. Personnel involvement is key for preventing musculoskeletal disorders by risk identification and developing an effective means for hazard abatement.

2. Work Center Analysis. Purpose of a work center analysis is to identify existing hazards that may cause musculoskeletal disorders and other injuries. Identification of jobs with musculoskeletal risk factors will assist in determining where detailed job analysis and intervention priorities are needed.

   a. One method of work center analysis requires a review of mishap logs, ANYMOUSE forms, personnel complaints and suggestions, safety inspections, industrial hygiene surveys, and compensation claims for musculoskeletal disorders. Analysis should include the body part involved, nature of injury or illness, lost work time (workdays and light or restricted duty days), and medical and compensation case costs. Where mishap and compensation data analysis reveals a prevalence of musculoskeletal disorders, jobs may be prioritized for detailed analysis based on the incidence rate, severity of risk, and depth of engineering support needed. Detailed analysis characterizes the risk factors; recommends and prioritizes corrective action.

   b. Another method of work center analysis may include questionnaires, personnel interviews, direct observations, and videotaping the work process to provide information for detailed job analysis. Where walk through surveys (safety inspection or industrial hygiene survey) reveal potential for musculoskeletal disorders and mishap and compensation data analysis is inconclusive, a symptoms or body part discomfort survey should be administered to determine if intervention is warranted. This method provides a proactive approach on collecting information prior to actual injury.

3. Hazard Prevention and Control. Goal of hazard prevention and control is to eliminate, reduce or control the presence of musculoskeletal risk factors. Risk factors commonly associated with musculoskeletal disorders include: repetitive motion, force or mechanical stress, awkward or static posture, vibration, and work organizational or stress factors. Effective design or redesign of a task or work station is the preferred method of preventing and controlling exposure. Methods of intervention include engineering controls, administrative controls, and PPE as described in chapter 9 of this SOP. Back belts and wrist splints are not considered PPE. These devices are medical appliances that may be prescribed by credentialed health care providers who are responsible for medical clearance, monitoring, proper fit, and training. All risks identified shall be assigned a RAC and entered into the hazard abatement log.

4. Training

   a. Ergonomics awareness training shall be provided to all Marine Corps and civilian personnel. Training shall enable each person to recognize musculoskeletal risks, as well as understand procedures used to minimize these risks.
b. Awareness training shall be conducted by the ergonomics coordinator or DOS and shall include:

(1) Ergonomics definition and concepts.

(2) Anatomy and physiology of the musculoskeletal system.

(3) How to recognize and report early warning signs and symptoms associated with various musculoskeletal disorders.

(4) How to prevent musculoskeletal disorders by recognizing musculoskeletal risk factors and identifying the basic elements of an effective design.

(5) Understand components of the installation or unit ergonomics program and their role in it.

(6) Wellness or Semper Fit programs.

c. Specific training is targeted to the following personnel:

(1) Managers need to understand ergonomic issues so they will support the program with adequate resources.

(2) Supervisors need to recognize hazardous work situations.

(3) Personnel need to recognize and report stressful work situations to their supervisors and cooperate with intervention measures.

(4) Ergonomics team members need to interpret safety, health, and compensation data to make informed program and management decisions.

(5) Engineers need to recognize hazardous work conditions to be able to assist with equipment and work station design.

d. Training shall be documented in accordance with chapter

e. Copy shall be provided to the unit ergonomics coordinator and DOS.

f. Retraining will be conducted when personnel are assigned to a new job with different risks, or when risks are newly identified in a job.

5. Program Evaluation and Review. Ergonomics coordinator or DOS should assess the implementation progress and effectiveness of the installation or unit ergonomic plan annually. This audit will reveal gaps in the program and may identify helpful ideas for further program development.

9004 BLOODBORNE PATHOGEN PROGRAM

9004.1 DISCUSSION

1. The OSHA Act requires safe practices for personnel who may be occupationally exposed to bloodborne pathogens. Pathogens carried in bodily fluids and blood can be a cause of serious illness. A Bloodborne Pathogen Program (BBP) at this Command shall be established in accordance with the reference (9-a).

2. The DOS will review annually the BBP Training Program and ensure all potentially exposed personnel have received the required refresher training.

9004.2 BACKGROUND. Principle bloodborne pathogens of concern are Human Immunodeficiency Virus (HIV) and hepatitis B and C viruses (HBV, HCV).
9004.3 EXPOSURE CONTROL PLAN. It is highly encouraged that worksites susceptible to BBP exposures establish a specific written exposure control plan clearly outlining steps to be taken in the event an exposure occurs.

9004.4 WORK PRACTICE CONTROLS

1. Personnel on the BBP program must not smoke, dip, eat, drink, handle contact lenses, or apply cosmetics immediately following an actual or suspected exposure without appropriate cleanup.

2. The individual assigned cleanup of any contaminated equipment shall clean and inspect the contaminated equipment using the appropriate PPE listed below. The supervisor shall inspect any contaminated equipment prior to continued use. If needed, bloodborne pathogen and bodily fluid spill kits can be purchased to keep on hand by contacting the Director of Safety. Requesting assistance from local medical officials for cleanup and disinfection procedures is encouraged.

3. Any personnel suspecting they were exposed to blood or other infectious materials shall wash the potentially contaminated area with soap and water as soon as possible after exposure, then wipe the area with a disinfecting bleach solution of one part bleach to ten parts water (1 to 10). Substitute disinfectant solution may be obtained from the Radar Clinic, FED Fire, or other local Medical services.

4. Individuals who suspect they have received mucous membrane exposure shall irrigate membrane for 15 minutes with water or saline solution.

5. Cleanup of body fluids, including vomit and blood, shall be carried out after donning PPE. This includes latex gloves and eye protection (preferably goggles with side protectors). Cleaning includes wiping the area down, applying disinfecting solution (bleach solution), and disposing of cleanup material in accordance with Joint Base Myer Henderson Hall Medical i.e. Radar Clinic for guidance.

9004.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. PPE shall be worn by all personnel when there is actual or potential occupational exposure to blood or other potentially infectious materials. PPE must not allow blood or other bodily fluids to pass through to a worker’s clothes, skin, eyes, or open mouth.

2. PPE must be accessible, available, and in good condition. Types of PPE include:
   a. Disposable latex gloves.
   b. Protective eye goggles (splash goggles) or eye shield.
   c. Disposable gown with full sleeves.
   d. Disposable shoe covers.
   e. Aprons.
   f. Mouthpiece resuscitation (barrier) devices.

3. Should an in incident occur, Staff shall report via “Bloodborne Pathogen Incident Form, Figure 9-9

9005 SIGHT CONSERVATION PROGRAM

9005.1 PURPOSE. The object of this program is the preservation of sight while maintaining the highest possible field of vision. All personnel, civilian and military, employed in eye hazard areas or operations shall be provided adequate eye protection. Personnel are required to wear appropriate eye protection when performing or in the vicinity of eye hazardous operations, such as: handling chemicals, cutting and welding, soldering, drilling, grinding, chipping and sandblasting, or other eye hazardous operations.
9005.2 DEFINITIONS

1. Eye hazardous operations are defined as any task, assignment, or operation that presents danger to the eyes of the worker and individuals in close proximity.

2. Eye hazardous areas are defined as areas in which eye hazardous operations present a general hazard to personnel entering or working therein. It is mandatory that anyone entering an eye hazardous area wear ANSI Z-87.1 approved eye protection at all times.

9005.3 APPLICABILITY AND SCOPE. Personnel required to wear protective eyewear are as follows:

1. All personnel aboard H&S Bn, HQMC, HH working in or entering into an eye hazardous area or engaged in an eye hazardous occupation are required to wear ANSI Z-87.1 approved cover goggles, eye pro, or prescription safety glasses with permanently affixed side shields, face shields, or wear approved specialized eyewear.

2. Prescription safety eyewear shall be issued to personnel whose duties require them to be in an eye hazardous area greater than 50 percent of their workday and whose unaided visual skills do not meet the requirements of their job. Personnel with intermittent exposures shall be afforded other types of ANSI Z-87.1 approved eyewear.

3. In instances where personnel with prescriptive safety eyewear retire, resign, or transfer to another activity, the individual shall retain custody of the eyewear.

4. Due to the nature of their jobs, (i.e., low frequency or duration), some personnel may not qualify for prescription safety eyewear. ANSI Z-87.1 approved plano eyewear or goggles shall be issued when necessary.

5. Visitors entering eye hazardous areas shall be provided ANSI Z-87.1 approved eye protection.

6. Contact lenses are not approved for wear when assigned to work involving handling caustics, acids, and toxic chemicals or dust. Only medical department personnel shall authorize and document wearing contact lenses with a Respirator on a case-by-case basis.

7. Since the fading process is not instantaneous, photo chromic (transitional) lenses are not authorized as part of the prescription safety eyeglasses program.

9005.4 PROCEDURES FOR OBTAINING PRESCRIPTION SAFETY EYEWEAR

1. APF Employees
   a. A vision-screening test shall be given to new employees as part of the pre-employment physical examination, when required, by the Occupational Health Department and depending on work environment. If the employee does not meet the visual acuity requirements of the position, the employee shall be advised to consult a private practitioner to obtain refractive services.

   b. Supervisors shall advise the DOS of new employees or of an employee whose visual acuity has deteriorated to enable the DOS to determine the employee’s eligibility for the Sight Conservation Program.

   c. If the private physician confirms the need for refractive glasses, they will provide a prescription to the employee. Once medically confirmed, and if the employee works in a designated eye hazardous area or job, the employee shall provide a copy of their eye exam results to the supervisor. The supervisor shall then forward the exam and PPE Hazard Assessment Survey and Analysis to the DOS for review and approval. The DOS shall verify that the employee meets the requirements for ANSI Z-87.1 approved prescriptive eyewear. The DOS will provide the funding and refer the employee to an authorized local optometry office for procurement of the safety prescriptive glasses.

   d. An employee that works less than 50 percent of their normal work day in designated eye hazardous areas or occupations should wear other approved safety eyewear. If the employee wears prescription glasses for defective visual acuity, medical confirmation shall be considered satisfied.
e. Employees who have visual impairment shall not be assigned duties that would present a hazard to their eyesight without protection. In addition, such employees shall wear protective eyewear at all times regardless of their occupation or work area.

f. It is the individual’s and supervisor’s responsibility to ensure that personal protective eyewear is maintained in a clean and fully operational condition and it is used while performing eye hazardous operations. The eyewear furnished under the Sight Conservation Program is the property of the Marine Corps and shall be repaired or replaced if damaged in the course of employment. Employees may be eligible for replacement glasses every two years as warranted.

2. **Military Personnel**: Be screened and obtain prescription safety glasses through their medical channels.

3. **NAF Employees**: Obtain prescription safety eyewear from their employer.

### 9005.5 RESPONSIBILITIES

1. **DOS**:
   a. Administer the Sight Conservation Program. This includes purchase of prescription safety eyewear for AP employees working in eye hazardous areas or occupations.
   
b. Provide assistance to supervisors in determining eye hazardous areas, occupations, and appropriate eyewear protection.

2. **Supervisors**:
   a. Manage their safety eyewear program and provide funding for required non-prescriptive protective eyewear.
   
b. Request assistance from the Command Safety Office to perform the PPE hazard assessment survey and analysis of eye hazardous work areas.
   
c. Identify eye hazardous areas and occupations for inclusion to the departmental sight conservation program.
   
d. Ensure designated eye hazard areas, operations and equipment have appropriate signage/labeling to warn personnel and visitors of the potential eye hazard and what PPE must be worn.
   
e. Ensure availability of ANSI Z-87.1 approved protective eyewear for personnel entering and eye hazardous working areas.
   
f. Determine personnel’s eligibility for prescriptive safety eyewear and advise the BSR of the requirement.
   
g. Ensure personnel are apprised of the time, date, and location of the scheduled appointments, and that they are given the opportunity to get to their appointments in a timely manner.
   
h. Ensure PPE eyewear is maintained in a clean and fully operational condition and is used while personnel are performing eye hazardous operations.
   
i. Initiate appropriate disciplinary action if it is determined that protective eyewear has been willfully damaged, altered, or lost through negligence, or that personnel are not responding to the provisions of the Sight Conservation Program. Supervisors shall not allow personnel to work in an eye hazardous area without protective eyewear.

3. **Building Safety Representatives**:
   a. Verify eligibility of new personnel in the Departmental Prescriptive Safety Eyewear Program.
   
b. Coordinate with the DOS to enroll personnel in the Departmental Prescription Safety Eyewear Program.

4. **Personnel**:

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a. Wear the protective eyewear while working in the designated eye hazardous area or occupation.

b. Maintain personal protective eyewear in a clean and fully operational condition.

c. Report lost or missing, and turn in unserviceable or worn out protective eyewear to supervisors immediately.

9006 HEARING CONSERVATION PROGRAM

9006.1 GENERAL. Hearing Conservation Program (HCP). Noise-induced hearing loss is one of the most prevalent occupational health impairments in the military. Noise-induced hearing loss occurs as a result of repeated exposure to hazardous noise from equipment such as aircraft, tanks, weapons, vehicles, generators, engineering tools, industrial settings, and certain recreational activities. A comprehensive HCP is essential in the prevention of occupational related noise-induced hearing loss and for maintaining combat effectiveness and readiness. Where potential occupational noise hazards exist, supervisors shall ensure compliance with the provisions set forth in sub chapter 9.

9006.2 RESPONSIBILITIES

1. Commanders shall ensure that:

   a. Work sections that institute a hearing conservation program where a potential noise hazard has been identified, and maintain a roster of personnel placed in the program.

   b. Cooperation with the cognizant medical treatment facility, annually evaluate hearing conservation program effectiveness.

   c. Eliminate or reduce hazardous noise levels through the use of engineering controls.

   d. All areas, work sites, and equipment under their cognizance, identified as noise hazardous are labeled.

   e. Proper usage by personnel where administrative or engineering controls are identified as infeasible or ineffective.

   f. Disciplinary action is taken against personnel and supervisors for failure to comply with the personal hearing protection requirements.

2. Supervisors, Safety Liaisons and BSRs shall ensure:

   a. A copy of this Order and any local command directives issued on the hearing conservation program is made available to all personnel.

   b. A copy of 29 CFR 1910.95, "Occupational Noise Exposure" is posted in all industrial noise-hazardous areas.

   c. The use of hearing protection is enforced in accordance with this Order.

   d. Personnel routinely exposed to hazardous noise are identified and included on the command’s hearing conservation program roster.

3. Military and civilian personnel shall:

   a. Wear HPD whenever exposed to hazardous noise.

   b. Attend hearing tests and training sessions as scheduled.

   c. Abide by the requirements of this order and make others aware of the need to use HPDs when in noise hazardous areas.
4. Command Safety shall:

   a. In coordination with the cognizant Navy Bureau of Medicine and Surgery (BUMED) Occupational Health departments, maintain a command roster of all personnel identified for inclusion in the hearing conservation program.

   b. Ensure that initial and periodic hearing conservation training is documented. Training may be obtained during annual PHA.

   c. Investigate any Temporary Threshold Shifts (TTS) and Permanent Threshold Shifts (PTS), and implement corrective actions for their prevention.

   d. Enter Significant Threshold Shifts (STSs) in the appropriate injury/illness log. A STS is a change in hearing threshold level of 15 dB or more in any frequency 1000 to 4000 Hz in either ear; or an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear. STSs are considered recordable when an audiologist, otologist or occupational medicine physician confirms the shift is toward deteriorated hearing, permanent, and consistent with an occupational origin (work-related hearing loss). If the review of monitoring results shows a shift in hearing of an average of 25 dB or more at 2000, 3000, and 4000 hertz in either ear as compared to the original baseline, a log entry is required (OSHA recordable).

   e. Maintain a list of all hazardous noise areas and equipment as identified by BUMED during the noise surveys and assign RAC as appropriate.

   f. Include in the abatement log noise hazardous equipment whose noise levels can be reduced below 84 decibels measured with a sound level meter set on the A-weighting network (dBA) by available technology.

   g. Notify supervisors and employees of their failure to use HPDs during routine safety inspections.

9006.3 NOISE SURVEYS. Initial and periodic noise surveys shall be performed as required per work section or noise hazard location.

9006.4 LABELING. Hazardous noise areas and equipment which produce noise levels greater than 84 dBA or 140 decibels peak sound pressure level (dBP) shall be labeled. Use Hazardous Noise Warning Decals, NAVMED 6260/2, NSN 0105-GLF-004-7200 (8" X 10.5") and Hazardous Noise Warning Labels, NAVMED 6260/2A, NSN 0105-LF-004-7800 (1" X 1.5") to designate hazardous noise areas and equipment.

1. Posting an entire building is not recommended unless nearly all areas inside are designated hazardous noise areas.

2. Each tool or piece of equipment producing sound levels greater than 84 dBA shall be conspicuously marked.

9006.5 NOISE ABATEMENT. The abatement of hazardous noise levels shall be achieved by engineering controls to the maximum extent possible.

1. Engineering control. be the primary means of eliminating or reducing personnel exposure to hazardous noise. All practical design approaches to reduce hazardous noise to non-hazardous levels by engineering principles shall be explored. Engineering controls include design and maintenance of machinery, equipment and operations; substitution with less noisy machines and processes; reduction of vibrating surfaces (e.g., damping) and vibration driving forces; and enclosing or isolating the noise source, process changes and muffling devices. The design objective for engineering controls is to reduce steady state noise levels to below 84 dBA or 140 dBP. This criterion to assure that sound levels are not above 84 dBA or 140 dBP where personnel may be present during normal operation..

2. Administrative controls, used to minimize the number of personnel exposed to hazardous noise and the duration of their exposure until engineering controls are implemented, or when they are not fully effective or feasible.
Administrative controls must be implemented when the use of HPDs is inadequate to reduce exposure at or below 84 dBA time-weighted average (TWA.)

3. **Personal Hearing Protective Devices**

   a. All personnel working in or entering designated hazardous noise areas must have HPDs in their possession at all times and wear them whenever the noise sources are operating, regardless of exposure time. In situations where noise hazardous items are checked out (e.g., tool rooms), users should show their HPDs as evidence of personal protection.

   b. Double protection shall always be worn when the noise levels exceed 104 dBA or 165 dBP. All determinations on the suitability of hearing protectors and any waivers on their use shall be rendered by a competent person. Progressive degrees of hearing protection needed to prevent noise exposures are:

   1. Plug OR muff (84-104 dBA, 140-165 dBP).
   2. Plug AND muff (above 104 dBA, 165 dBP).
   3. Plug AND muff AND administrative control (when the use of HPDs do not reduce noise levels below 84 dBA or 140 dBP).

4. **Hearing Testing Medical Evaluation Program**

   a. All Military personnel must receive an annual hearing exam per MCO.

   b. All personnel routinely exposed to hazardous noise greater than 84 dBA or equal to and above 140 dBP, shall be placed in the hearing testing and evaluation program. This program shall include reference (baseline), monitoring and termination audiograms. Personnel shall receive a reference audiogram before assignment to duty in a designated hazardous noise area. The inclusion of personnel who infrequently or only incidentally enter hazardous noise areas depends on the exposure assessment by the industrial hygienist, audiologist, and/or occupational and environmental medicine physician.

9006.6 **TRAINING.** Training is crucial to the success of the Marine Corps Hearing Conservation Program. All personnel included in this program shall be informed accordingly and provided initial training in hearing conservation and any additional training as required.

9007 **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**

9007.1 **INTRODUCTION.** The purpose of this SOP is to ensure that AED devices being used and operated at this activity are employed in accordance with Navy/Marine Corps safety and health regulations and American Heart Association standards. This will be achieved by ensuring that all personnel are trained and educated on how to properly use AED devices when confronted with a sudden cardiac arrest (SCA) situation until the arrival of Emergency Medical Services (EMS) personnel. The goal of the AED program is to participate actively in the Chain of Survival (See Figure 1) by providing effective early defibrillation to any victim of SCA.

9007.2 **BACKGROUND.** SCA is the leading cause of death in the United States. Introducing the AED quickly in conjunction with Cardiopulmonary Resuscitation (CPR) and calling 911 will increase the chance of survival greatly by enabling the brain and other vital organs to receive blood and oxygen to sustain life. Since Marine Corps installations serve personnel of all ages to include large senior and retiree populations who are more susceptible to cardiac failures, it became apparent that the introduction of AEDs in facilities aboard Marine activities could lessen the fatality rate from SCA. So on 20 February 2007, the Commandant of the Marine Corps issued a letter that authorized the use of AEDs in Marine facilities in accordance with the Cardiac Arrest Survival Act of 2000 which authorized the placement of AEDs in federal buildings.
Automated External Defibrillator (AED) Program

9007.3 DEFINITIONS/ACRONYMS

1. Automated External Defibrillator (AED): A semi-automatic computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation, and provide visual and voice prompts for the device operator. The AED instructs the operator to deliver an electric shock if indicated after ensuring all personnel are clear.

2. Consolidated Memorandum Receipt (CMR): The official account by which costly equipment is accounted for. AED’s will be accounted for via CMRs.

3. CPR Cardholder: Individual who has attended and passed an 8-hour class in the use of an automated external defibrillator (AED) and cardio pulmonary resuscitation (CPR) and has received American Heart Association/American Red Cross card with an expiration date.

4. Cardiopulmonary Resuscitation (CPR): Artificial ventilation and/or external cardiac compression applied to a patient in respiratory and/or cardiac arrest.

5. CPR/AED Instructor: Individual certified as a CPR/AED Instructor to train others on how to perform CPR and to properly utilize the AED.
6. CPR/AED Instructor Trainer: Individual certified to train CPR/AED Instructors (train the trainer).

7. Defibrillation: The ability to restore normal heart rhythm from the v-Fib state.

8. First Responder: This is the first person on the scene of a mishap or medical emergency. The person who takes charge of the scene, initiates first aid (if capable), CPR (if capable) and at a minimum calls 911 or other applicable method of emergency notification.

9. Hospital Insurance Portability and Accountability Act (HIPAA): This law works in conjunction with the Privacy Act of 1974, which dictates what personal information can be given to who and whom.

10. Medical Director: An individual who will provide medical oversight for the CPR/AED program. This person or persons shall ensure compliance with all state and local laws, medical protocols, and related issues concerning the program.

11. Rescue Breathing: Providing air to a non-breathing victim via mouth to mouth/mouth to airway breathing techniques.

12. v-FIB: Ventricular Fibrillation, irregular contraction or uncoordinated heartbeat.

13. v-TACH: Ventricular Tachycardia, or fast heart rhythm that originates in the ventricles of the heart.

14. Safety Manager (SM): A military officer or civilian equivalent who has been appointed in writing by the Commanding Officer to oversee the administration and management of the unit’s occupational health and safety program in accordance with OSHA and Marine Corps safety regulations. The SM will be required to communicate with volunteer responders, management and EMS regarding the early defibrillation program, participate in case reviews, responder training and re-certification, data collection and other quality assurance activities, maintain the AEDs and related response and training equipment, develop and update the AED SOP, maintain a list of trained volunteer responders, and ensure compliance with the H&S BN, HQMC HH policies and procedures of the AED program.

15. Sudden cardiac arrest (SCA): A significant life-threatening event where a person's heart stops or fails to produce a pulse.

16. Building Safety Representative (BSR’s): A unit’s representative trained in safety by a SM or an approved Ground Safety Schools and appointed in writing by OIC or Section Heads with a copy on hand at the safety department.

17. Voluntary Responder: Any person, who noticing a SCA incident occurring, immediately takes action and voluntarily attempts to resuscitate the victim by performing CPR/AED response actions. Volunteer Responders will receive AED training to ensure they are competent to use and operate AED devices.

9007.4 PROGRAM MANAGEMENT. The Battalion DOS will administer and manage the AED program at this activity in accordance applicable Navy and Marine Corps regulations and American Heart Association (AHA) standards. The DOS will:

1. Develop and implement the command AED safety order and publish and distribute all applicable communication documents as required

2. Provide appropriate AED training to Unit Safety Representatives and Voluntary Responders and maintain associated training records.

3. Determine appropriate physical locations for AEDs within facilities to ensure maximum accessibility and availability.
4. Ensure that monthly inspections and inventories of on-hand AEDs are executed for accountability and operational purposes.

5. Ensure that AED records are maintained and filed to document any and all AED responses to SCA situations in accordance with Privacy Act and HIPAA laws.

6. Execute an annual review of the command AED program to ensure it is full compliance with all applicable regulations and standards and forward to the Battalion Commanding Officer for review.

7. Provide an AED inventory list and locations to the Ft Myer Fire/EMS Department for emergency response purposes.

8. Serve as the Responsible Officer (RO) for all AED equipment assigned to the command and ensure AEDs are sub-custodian to Building Safety Representatives.

9007.5 EDUCATION AND TRAINING. Given the life or death nature of SCA incidents, it is imperative that all personnel expected to utilize an AED or conduct CPR be well trained. Only personnel who have been trained shall be authorized to conduct CPR using an AED aboard Henderson Hall. OICs/Section Heads will encourage their civilian and military staffs to participate in CPR/AED training when provided by the Safety Office.

9007.6 SITE COORDINATORS. Unit Safety Representatives will serve as AED Site Coordinators in their respective areas of cognizant. Each USR will be CPR and AED certified. USRs will complete an AED Incident Report (Appendix A) whenever their assigned AED is used in a SCA rescue and perform monthly inspections (Appendix B) on their assigned AED(s) to ensure continued serviceability. Site Coordinators shall immediately report any AED abuse or vandalism to the Safety Office so that the AED can be evaluated for proper operation.

9007.7 DATA AND DOCUMENTATION. After any emergency action requiring the use of CPR or an AED, an AED Incident Report (Appendix A) shall be filled out and utilized to make an after action report for documentation purposes. Subject after action report shall be maintained for a period of at least 3 years in accordance with the Privacy Act of 1974 and current HIPPA laws. Additionally, the Safety Office will maintain copies of all AED training materials and trainee rosters.

9007.8 AED LOCATIONS AND INSTALLATION. AED devices will be located in facilities in such a manner as to make them accessible within 3-5 minutes (3 minutes being optimal) of the onset of an emergency. The following location and installation requirements will apply:

1. Each AED will be kept in special audible alarmed wall cases at all times when not in use.

2. Each AED location will be equipped with high visibility signage to facilitate easy identification by first responders.

3. In the event an AED device is removed for some reason, a prominent notice shall be posted on the empty wall case and at the main entrance to the facility stating the following: “ATTENTION. AED DEVICE IS CURRENTLY NOT AVAILABLE. This notice shall consist of a sign at least 8 X 11 inches with lettering at least 2 inches in height.

4. The Safety Office shall coordinate with the S-4 and Building Managers on the locating and installation of AED wall cases at designated spots in facilities aboard Henderson Hall.

9007.9 MEDICAL SUPERVISION. It is imperative that medical supervision and oversight be a core element of the Battalion AED program. Medical supervision will be a part of patient care from the initiation of CPR to the arrival of EMS for specialized treatment. Relative to medical supervision and oversight, the H&S Battalion Safety Office will:

1. Coordinate with medical representatives of the Joint Base to ensure AED best practices are continually employed and applied during emergency response situations.

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2. Develop and/or approve AED protocols, practices and procedures.

3. Ensure voluntary responders are properly trained.

4. Review all incidents involving AED use and provide post-event debriefing support.

5. Suspend or terminate individual voluntary responder privileges when non-compliance with protocols, policies and procedures occurs.

9007.10 EMERGENCY RESPONSE PLAN AND PROTOCOLS. The following emergency response practices, procedures and protocols shall be observed when responding to SCA incidents:

1. Application Guidelines: Once the AED is turned on and the pads applied to the patient, the Volunteer Responder does not remove the pads or turn off the device.

2. Application Criteria: AEDs shall be applied only to patients who are at least eight (8) years of age or 55 pounds and unconscious/unresponsive with no signs of circulation and no respiration. If using Pediatric Pads, AEDs may be used on a patient less than eight years of age and less than 55 pounds.

3. Defibrillation Procedures: Defibrillation shocks are to be delivered only in accordance with the AED protocol. If the device advises no shocks, the Volunteer Responder follows the step-by-step procedures of the manufacturer and approved protocols for patient care and CPR.

4. Excessive Chest Hair: If required to for proper defibrillation pad adhesion, any excess chest hair on the patient’s chest is shaved with the prep razor supplied in the AED Rescue Essentials Kit. A smooth shave is not required.

5. Medical Patches: Using a gloved hand, remove any medication patches, if present, from patient’s chest prior to pad placement and wipe the skin clean with a cloth.

6. Implantable Pacemakers and Defibrillators: If the patient has an implantable pacemaker or internal defibrillator, do not place the defibrillation pads directly over the implanted device. If the presence of an implanted device affects pad placement, place the defibrillation pad as close to the recommended pad site as possible.

7. AED Abuse or Vandalism: No abuse or vandalism of AED devices will be tolerated. If abuse or vandalism is suspected, it should be reported the Battalion Safety Office immediately so that the AED can be evaluated for proper function and operation.

8. Initial Assessment: The first Volunteer Responder to arrive on the scene of a SCA shall conduct an initial assessment to determine the level of response required. This initial assessment includes:

   a. Assessment of the scene for safety of self and other responders.

   b. Use of gloves and other universal precautions prior to patient contact.

   c. Assessment of the victim by observing movements and responses.

9. 911 Notification: The first Volunteer Responder shall ensure 911 has been notified and that the local EMS response agency is en-route. The first responder should have a second responder (if available) to make the 911 notification. The following information should be relayed to 911:

   a. Type of emergency.

   b. Location of emergency.

   c. Breathing/consciousness of victim and whether or not CPR is in progress.

   d. Any special access instructions.
10. Retrieval of AED Device: The first responder or second responder if available shall retrieve the AED device from its cabinet and prepare it for use.

11. CPR/Basic Life Support Procedures:
   
a. Open the victim’s AIRWAY and check BREATHING

b. If not breathing, give 2 BREATHS that make the chest rise.

c. Check for sign of circulation (coughing, breathing, signs of life)
   
   (1) If signs of circulation are present, give 1 breath every 5 to 6 seconds. If normal breathing returns, stop rescue breathing.
   
   (2) If no signs of circulation, give 5 cycles of 30 CHEST COMPRESSIONS and 2 RESCUE BREATHS until AED arrives or EMS takes over. Push hard and fast for chest compressions (100/min) and release completely after each compression. Minimize interruptions in compressions.

d. AED Arrives
   
   (1) Turn on the AED and follow the prompts.
   
   (2) It is vital that the AED pads are placed on the victim as soon as possible. If more than one Volunteer Responder is present, one can apply the AED pads while the other continues CPR until told to stop. Make sure that the AED pads are placed in their proper location and that they are making effective contact with the victim’s chest. Perform any special procedures required (removal of medication patches or shaving of excessive chest hair). Do not place the AED pads over the nipple, medication patches or implanted devices.

e. Heart Rhythm Analysis
   
   (1) When the AED pads are properly attached to the victim and connected to the AED, the device will automatically analyze the victim for a shock-able rhythm.
   
   (2) If SHOCK ADVISED:
   
   (a) CLEAR area
   
   (b) PRESS Shock button to deliver a shock to the victim as prompted

   (c) RESUME CPR IMMEDIATELY for 5 compressions/2breaths per cycle=approx. 2 minutes).

   (3) If NO SHOCK ADVISED:
   
   (a) Resume CPR immediately for 5 Cycles

   (b) Check Rhythm every 5 cycles

   (c) Continue until EMS takes over or victim starts to move.

f. AED Shock Sequence: Based upon protocols and in accordance with AED prompts, conduct the following:
   
   (1) Administer a single shock to the patient, followed by two (2) minutes of CPR if needed.

   (2) Do not initiate CPR until prompted by the device or the first shock has been administered.
(3) After first shock had been delivered and/or analysis did not prompt to shock, verify there are no signs of circulation before continuing CPR.

g. No Shock Advised Procedure: If AED gives a “No Shock Advised” prompt and the patient is not breathing and has no signs of circulation/no pulse, administer CPR. Continue CPR until one of the following occurs:

(1) Patient regains a pulse or signs of circulation are present

(2) The AED advises to stop CPR for analysis

(3) EMS arrives and assumes care of patient

h. Transfer victim care to EMS

(1) Upon arrival of EMS, Volunteer Responders shall transfer patient care to the EMS team.

(2) If requested by the EMS, assist in victim care otherwise initiate post-incident procedures.

12. If patient is not breathing normally but does have a pulse and/or signs of circulation, perform rescue breathing until the patient regains adequate respiration at a rate of 1 breath for every 5 seconds. The AED then advises to not touch the patient for analysis. Continue this process until EMS arrives and assumes patient care. Conduct continuous monitoring of the patient’s condition and evaluation of rescue in accordance with Volunteer Responder training.

9007.11 POST EVENT PROCEDURES. The AED incident report contained in Appendix A must be completed by either the AED Site Coordinator or the Lead Volunteer Responder and forwarded to the Battalion Safety Department for review within 24 hours of the event.

9007.12 AED INSPECTION AND MAINTENANCE. To ensure that all AEDs are in a ready to use status at all times, periodic operational readiness checks will be executed per the following:

1. Appendix B is the checklist that will be used to maintain the operational readiness of all AED devices. This checklist shall include an inventory of both consumable and non-consumable items.

2. Appendix C is the inspection and maintenance guidelines to be used by Site Coordinators to assess the functional readiness of AED devices on a monthly basis.

3. Site Coordinators shall forward Appendix B to the Battalion Safety Office each month for review.

9008. WORKPLACE SAFETY INSPECTIONS AND CORRECTIVE ACTION

9008.1 DISCUSSION. Worksite Analysis, a critical element of Safety’s success, lies in the inspection and evaluation of each workspace and respective work processes. Thorough workspace inspections are helpful in ensuring safe and healthful workplaces for all Marine Corps personnel. This program identifies deficiencies and develops corrective actions to protect personnel and to meet Federal safety guidelines and requirements. Local periodic inspections will be conducted by the Director of Safety, supervisors, and workplace safety representatives. External agencies that perform periodic monitoring of the safety program include the Naval Safety Center, the Commanding General’s Inspection Program, and Headquarters Marine Corps Safety Division Command Safety Assessment team.

9008.2 INSPECTION FREQUENCY

1. The DOS will conduct formal inspections on all workplaces on the Henderson Hall, including tenant commands at least annually. High hazard areas, such as the Pool and other areas deemed as high hazard areas, shall be inspected at least biannually by the DOS / OSH Specialist. Additionally, the DOS will tour each space at a minimum of quarterly to increase visibility of the inspection process and create a greater awareness of the H&S Bn, HQMC, HH safety program. Documentation of these informal tours will only be generated if discrepancies or hazards are identified.
2. Building Safety Representatives will conduct monthly workplace inspections and document any discrepancies and/or corrective actions using an internal inspection checklist or through the ESAMS Monthly walk-through module. The DOS will have oversight on these inspections and report to the section leadership if monthly inspections or walkthroughs become delinquent.

3. Work Center supervisors are responsible for providing a safe and healthy work environment for all employees. This requires them to conduct daily walk-throughs of their workspace ensuring hazards are properly reported and corrective actions taken.

4. As part of the building our Safety Climate, the Henderson Hall Commanding Officer, Executive Officer, and Sergeant Major will conduct periodic “walk-abouts” engaging with uniformed and non-uniformed employees alike. The purpose of these visits are to ensure employees feel free to report hazards to the highest possible level in the command, and to ensure communication from the top down on corrective action measures and efforts to improve the overall safety culture and condition within the command. The documentation of these “head shed walk-abouts” will be outlined in implementation through the command safety policies.

9008.3 RESPONSIBILITIES. The Director of Safety is responsible for conducting formal workplace inspections of the Command annually. He/she is also responsible for formal inspection of tenant commands with assistance from that organization’s safety representative or manager

9008.4 HAZARD ABATEMENT LOG

1. The Director of Safety will establish a hazard abatement log for follow-up on required corrective actions to ensure timely and effective controls are implemented. If submitted the Army DA Form 4756 (Installation Hazard Abatement Plan) will be maintained in the safety office and the information will be transferred into the Henderson Hall Safety Management System database. The log can be kept manually or a computerized version may be developed.

2. Methods of hazard collection include, but may not be limited to, the submission of DA Form 4755 (Employee report of alleged unsafe or unhealthful working conditions), discrepancy documentation from formal or informal work space inspections, hazards identified using the ANYMOUSE submission, hazards found as a result of mishap, near miss, or first aid case investigations, fire inspection reports, or hazards submitted using the Henderson Hall Information and Safety Smartphone Application. All identified hazards will be input into the Access safety management database for record keeping and trend analysis purposes.

9009. HAZARD REPORTING AND ABATEMENT

9009.1 GENERAL. The purpose of hazard reporting and abatement is to provide a channel of communication between Command civilian and military personnel and the supervisory personnel responsible for ensuring prompt investigative and corrective action relating to reports of alleged unsafe or unhealthful working conditions.

9009.2 EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. Action

   a. The supervisor’s responsibility to set the example and provide a safe workplace free from unmitigated hazards, and where the employees are free to communicate and report any recognized hazard to their supervisor and the chain of command. All personnel are encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor or to the Command Director of Safety. Supervisors will contact the Director of Safety for assistance as required. Proper investigation and appropriate corrective actions or interim controls will be accomplished by the Director of Safety with assistance from the appropriate supervisor.

   b. Any Marine, Sailor, or Civilian employee may submit a written report of an unsafe or unhealthful working condition directly to the Director of Safety. This action should be taken only after the employee’s supervisor has been notified of the condition and the situation has not been rectified unless the employee desires anonymity. The employee may submit the form in any of the following formats:
(1) **Verbally.** Personnel may report conditions in person or via phone or email communication. The Director of Safety will then assist the reporter in completing a DA Form 4755 (Employee report of alleged unsafe or unhealthful working condition) figure (9-5).

(2) **DA Form 4755.** Personnel may submit a DA Form 4755 figure (9-5) by completing the form and hand-delivering it to the Director of Safety or they may request a DA Form 4755 figure (9-5) be sent to them electronically and return the form by email. These forms will be made available on the Safety Department SharePoint page at Henderson Hall Safety SharePoint page.

(3) **ANYMOUSE Forms.** Personnel may utilize the ANYMOUSE forms figure (9-7) located at specific stations throughout the Command. These forms are used for anonymous reporting purposes and the supervisor does not have to be notified. Individuals can also submit ANYMOUSE reports using the Henderson Hall Information and Safety Smartphone Application.

c. Upon receipt, the Director of Safety will contact the originator to acknowledge receipt and discuss the seriousness of the reported hazard. The Director of Safety will then advise the cognizant supervisor that a hazard has been reported. At the reporting employee’s request, anonymity will be maintained, if desired.

d. The Director of Safety will investigate ALL reports brought to his attention. Alleged imminent danger situations will be investigated immediately, if possible, but no later than 24 hours of the report. Potentially serious situations will be investigated and mitigated to the lowest possible level within two days. If the report constitutes a health hazard rather than a safety hazard, the DOS will request input and guidance from cognizant medical and industrial hygiene resources.

e. The Director of Safety will maintain, in accordance with references 9-a; a log of all reports of hazardous or unhealthful conditions. A file number will be assigned and this log will be used for tracking and documentation purposes. The DOS will provide either an interim or complete response, in writing, to the originator within ten working days of the report. Interim responses will include the expected date for a complete response. A Risk Assessment Code (RAC) will be assigned and, if a hazard constitutes a RAC 3 (2) or greater and cannot be corrected immediately, a NAVMC 11400 (OSH Deficiency Notice) will be posted at the workplace in a highly visible location. The OSH Deficiency Notice shall not be removed until the condition has been corrected. If no significant hazard exists, the reply will include the basis for that determination.

f. The response to the originator will encourage, but not require, the originator to informally contact the Director of Safety if he/she desires additional information or is dissatisfied with the response. The response will also inform the originator of an appeals process and encourage them to appeal if dissatisfied with the response.

2. **Appeals**

a. If the originator of an Unsafe or Unhealthful Working Condition Report, after discussing the matter with the Director of Safety as described in paragraph 1(f), is still dissatisfied with the assessment of the alleged hazard, he/she will be encouraged to submit an appeal through the appeals process. The appeal or report must be in writing and contain at least the following information:

   (1) A description of the alleged hazard including its location and the standard(s) violated (a copy of the original hazard report will suffice).

   (2) How, when, and to whom the original report of the alleged hazard was submitted.

   (3) What actions were taken as a result of the original report?

   (4) An explanation of the dissatisfaction and any recommendations for corrective action

b. The Commanding Officer will respond to the originator of the appeal within ten working days. An interim response will suffice if the Commanding Officer’s investigation is incomplete at that time. The final response will contain the Commanding Officer’s decision, and it will also contain the office and address of the next higher level of appeal.

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c. Sequence of appeals for military personnel is via the chain of command concluding at the office of the Secretary of Defense. The final appeal authority within the Marine Corps is CMC(SD). If the CMC (SD) response does not satisfy the originator, the next level of appeal shall be the Assistant Secretary of the Navy (Installations and Environment) (ASN (I&E)). The final level for appeals within DoD is to Deputy Undersecretary of Defense (Installations and Environment) (DUSD (I&E)). The originator shall provide copies of all appeals to CMC (SD) and the originator's commander. The appeal shall describe, in detail, the Marine Corps disposition of the report (i.e., results of the previous level appeal) and originator's objections to the disposition.

9009.3 HAZARD ABATEMENT

1. **Hazard Identification.** The ANYMOUSE and Report of Unsafe or Unhealthful Working Conditions are two programs for employees and supervisors to report hazardous conditions for abatement. Chapter 9 will outline the requirements for inspection of all workplaces in order to identify facilities, equipment, and operations that may have hazardous conditions or which do not comply with applicable OSHA and Marine Corps Standards.

2. **Risk Assessment.** Regardless of the hazard identification method, the Director of Safety will assign a RAC to each validated hazard. Guidance for the assignment of RACs and how they are derived is found in sub chapter 16. The RAC represents the degree of risk associated with the deficiency or hazard and combines the elements of hazard severity and mishap probability. The RAC will determine the speed of investigation, the necessity for a resolution or an interim control, and the administrative tracking and documentation necessary to complete the abatement process. Workplaces or areas with a hazard of RAC 1, 2, or 3 will be posted with the notice of hazard form to warn employees and others of the danger.

3. **Hazard Abatement Log.** The Director of Safety shall establish a Hazard Abatement Log for follow-up of required corrective action on hazards with a RAC of 1, 2, or 3 which cannot be corrected within 30 days. The Log shall include date, building inspected or location, description of deficiency, RAC, and follow-up date. Chapter 6 will define in more detail requirements for posting and logging deficiencies or hazards.

4. **Hazard Control Principles**
   a. **Engineering Controls**
      (1) Substitution. The principle of reducing risk by replacement of an existing (or intended) process, material, or equipment with a similar item having a more limited hazard potential is known as substitution.

      (2) Isolation. Hazards can be controlled by isolation whenever an appropriate barrier is placed between the hazard and an individual who may be affected by the hazard. Physical barriers, time separation, or distance separation are examples of isolation.

      (3) Ventilation. General ventilation is the dilution of a hazardous concentration by mixing the atmosphere with uncontaminated air. Local exhaust ventilation is the capture of the hazardous concentration at the point of generation. The type of ventilation used is dependent upon the toxicity, amount of ventilation needed, and cost factors.

   b. **Administrative Controls.** This method of hazard control depends upon effective operating practices that reduce the exposure of individuals to chemical or physical hazards. Limited access to high hazard areas, preventive maintenance programs, and adjusted work schedules are examples of administrative controls.

   c. **PPE.** This is the least preferred method of hazard control because PPE may reduce a worker’s productivity while affording less protection against the recognized hazard. However, there are many cases where other forms of hazard control or abatement are not feasible and PPE must be used.

9010. HAZARD COMMUNICATION PROGRAM

9010.1 PURPOSE. To establish policy and assign responsibilities for the Hazard Communication Program.
9010.2 INFORMATION. In accordance with reference (9-a), the Command is required to develop, implement, and maintain a hazard communication program at each work place. This program must address specific requirements for hazardous materials (HM) and hazardous waste (HW).

9010.3 RESPONSIBILITIES

1. Safety Department. The Director of Safety is responsible for ensuring specific procedures for HM and HW are implemented and ongoing. The Safety Department shall ensure compliance with chemical container labeling, Safety Data Sheets (SDS), employee information, and training. For this Command, the Director of Safety will, in conjunction with shop supervisors, routinely evaluate the above named elements. In addition, the Director of Safety duties include:

   a. Evaluating and encouraging the use of substitute materials and processes to reduce hazardous chemical use, storage, and handling.

   b. During audits, review on-hand hazardous chemical inventories and ensure SDSs are available for each product and are readily available to employees. Ensure inventories match Authorized User Lists (AULs).

   c. Conduct workplace inspections and audits to ensure containers, including transfer containers, of HM are properly labeled, tagged, or marked and that employees are informed of SDS access. Ensure HM containers have tight fitting lids and fire hazards are not present in storage areas.

   d. Provide applicable hazard communication training to newly arriving personnel who work with, around, or are exposed to HM/HW, and annually thereafter.

   e. Provide initial training if new HM is introduced into work centers.

2. Building Safety Representatives shall:

   a. Inform the Director of Safety of newly arriving personnel.

   b. Communicate with the Director of Safety when new HM is implemented or if a change is required.

   c. Ensure SDS binders are posted, up to date with accurate information.

9011. PPE EQUIPMENT PROGRAM

9011.1. PURPOSE. To provide guidance for selecting and using PPE.

9011.2. BACKGROUND. Since the primary focus of safety is mishap prevention, appropriate training in the requirements, functions, and limitations of PPE must be provided. Wherever protocols and planning alone provide insufficient measures for workplace safety, PPE must be used. Once PPE is provided, supervisory personnel must make its use mandatory.

9011.3 APPLICATION. Selecting the proper PPE is a joint responsibility of the supervisor, H&S Bn, HQMC, HH Safety Office, and the BSR. Supervisors must ensure only approved, properly fitted PPE is used. Standardizing criteria for PPE is restrictive due to the varied operations of workplaces, therefore each area must be judged on its unique functions.

1. PPE shall not be used if it interferes with the ability of personnel to perform duties safely or promotes other hazards.

2. PPE shall be furnished without cost to personnel and procured through normal supply channels or purchased locally. NAF activities shall provide this equipment from the NAF activity funds.
3. Due to the many possibilities of injury from skin abrasions, chemical burns, toxic poisoning from various materials and plants, and direct burns from sunrays, no one shall be permitted to work without being reasonably dressed to protect the personnel from the above injuries.

4. All levels of supervision and management must become involved in ensuring compliance with the personal protection program. In cases of noncompliance, disciplinary action shall be considered as a corrective measure against the offender and the supervisor as appropriate.

9011.4. RESPONSIBILITIES

1. Company Commanders. Ensure a supervisor, safety specialist, and/or HCL IH have performed a hazard assessment and the appropriate PPE has been identified for the safe performance of a particular job.

2. Director of Safety
   a. Ensure all PPE conforms to standards set by OSHA, ANSI, ASTM, NIOSH, or other recognized approval authority such as Underwriter’s Laboratory and Factory Mutual.
   b. Ensure workplaces are evaluated (assistance is available from the Radar Health Clinic (IH Department), including applicable HM data, to determine PPE requirements by conducting a Hazard Assessment.
   c. Assist the workplace supervisor in determining the PPE necessary to accomplish assigned tasks safely.
   d. Periodically review items stocked at MCB Quantico Servmart, to ensure appropriate PPE items are stocked.
   e. Assist supervisory personnel in training personnel in PPE use, inspection, care, and maintenance.

3. Supervisors
   a. Ensure PPE is readily available to visitors or other non-shop personnel prior to entering a hazardous area. If the equipment is reusable, it shall be sanitized immediately after each use.
   b. Ensure personnel are trained to use, inspect, and maintain the PPE required for their work situations and training records are maintained.
   c. Ensure PPE is properly fitted and personnel are medically qualified to wear such equipment.
   d. Ensure personnel perform periodic equipment inspection, cleaning, disinfection, and maintenance of PPE.
   e. Ensure equipment is properly stored to protect against environmental conditions that might degrade the effectiveness of the equipment or result in contamination during storage.
   f. Ensure PPE conforms to standards set by OSHA, the American National Standards Institute (ANSI), American Society of Testing and Materials (ASTM), and/or National Institute of Occupational Safety and Health (NIOSH).
   g. Ensure all hazardous areas are conspicuously posted with signs to alert personnel and visitors of the specific nature of the hazard and the requirements for PPE (i.e., “Eye Hazard,” “Noise Hazard,” “Foot Hazard,” etc.) prior to entry into the hazardous area.
   h. Ensure medical documentation is on file at Occupational Health for special PPE purchase items.

4. Personnel who require PPE:
   a. Wear the prescribed PPE while working in the designated hazardous area or occupation.
b. Provide proper care and maintenance of the PPE. Negligent loss or destruction may subject the individual to disciplinary action.

c. Turn-in unserviceable or worn out PPE items to supervisors for replacement.

9011.5. FOOT PROTECTION

1. **Foot Hazardous Operations.** Operations that have a high incidence or potential for foot or toe injuries.

2. **Foot Protective Device.** Designed for use where the potential for a foot injury exists. Safety shoes with a built-in protective toe box are intended primarily to provide protection from heavy falling objects. Toe guards are not acceptable substitutes for permanent safety shoes. However, in cases where foot protection is necessary on a temporary basis, metatarsal guards may be issued as an interim measure to protect personnel.

3. **Procurement.** The following procedures apply when procuring protective footwear for military and civilian personnel:

   a. Protective footwear shall comply with the requirements of ASTM F2413-05 and shall have ASTM F2413-05 stamped on the inside by the manufacturer.

   b. Because of the specific nature of the hazards encountered, special safety footwear shall be provided for electricians, refrigeration mechanics, game wardens, and forestry technicians, etc. Supervisors may purchase shoes using established local procurement policy and procedures.

   c. The quantity of safety footwear for personnel shall be determined by the actual work process, exposure to wet conditions, and length of time wearing the footwear. Each department head shall make the determination of the quantity of safety footwear and/or frequency of purchases based on these conditions required to prevent foot injury.

   d. Military personnel, APF and NAF civilian personnel, including temporary personnel, shall be provided standard stock safety shoes when assigned to foot hazardous areas or occupations. The safety shoes may be bought through Servmart, or through normal supply channels using local sources.

   e. Personnel wanting to purchase safety shoes at their own expense in lieu of using U.S. Government furnished safety shoes must have approval from the supervisor to ensure the shoes satisfy all requirements of the employee’s job and the current ASTM standards.

   f. A written statement must be filed in a person’s medical record at the NHCL Occupational Health Clinic when medical considerations require specialized safety shoes. This should include the condition and recommendation or prescription from a physician and indicate the appropriate footwear required.

9011.6. HAND PROTECTION. Supervisors shall select, provide, and require appropriate hand protection whenever hands are exposed to or likely to be exposed to, such hazards as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasion; punctures; chemical irritants; thermal burns; harmful temperature extremes; and live electrical circuits. Supervisors shall select hand protection based on an evaluation of performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified by JHAs, Occupational Health and the Henderson Hall Safety Office. Hand protection may be supplied at the discretion of the supervisor where handling other materials is required. Surgical gloves are not to be worn as hand protection in the industrial setting.

9011.7. PROTECTIVE HEADWEAR. All people working in or visiting hard-hat areas shall be provided with and required to wear Type I or Type II, Class G (General - low voltage electrical protection) or Class E (Electrical – high voltage electrical protection) headgear. For emergency response operations and other activities with greater need for side impact protection, Type II head protection is recommended.

1. **Approved headwear.** Shall be so identified on the inside of the head shell with the name of the manufacturer, and ANSI designation, and class of the helmet. (e.g., Manufacturer's name; ANSI Z89.1-2003; TYPE I, Class E and G.)
a. Hard-hat areas are those with potential head injury hazards; all construction areas are considered hard-hat areas. The identification and analysis of head hazards shall be documented in a hazard analysis, mishap prevention plan, or project safety and health plan, as appropriate.

b. Hard-hat areas are areas such as dredging, construction, alteration, demolition, quarry, or similar field activities, rather than specific portions of a building or project.

c. All points of entry to a hard-hat area shall have a warning sign requiring hard hats be worn. All protective headgear shall meet the requirements of the current ANSI Z89.1 standard.

d. No modification to the shell or suspension is allowed unless approved by the manufacturer.

e. Hard-hats shall be worn with the bill facing forward.

f. Protective headgear shall be worn near electric lines and shall be compliant with ANSI Z89.1-2003 Class E requirements.

g. No ball caps, knit caps, or other headgear shall be worn under the hard-hat that could interfere with its fit or stability unless approved by the manufacturer.

h. Maintenance and replacement of the shell and suspension shall be in accordance with the manufacturer’s instructions. Protective headgear and components shall be visually inspected on a daily basis for signs of damage (dents, cracks, etc.) that might reduce the degree of safety originally provided. Headgear shall periodically be inspected for ultraviolet degradation as evidenced by cracking or flaking of the helmet. Drilling holes or in any way changing the integrity of the hard-hat is prohibited.

i. Forklift Operations. All personnel operating forklifts shall wear hard-hats.

9011.8 ELECTRICAL PROTECTIVE EQUIPMENT. Insulating blankets, matting, covers, line hose, gloves and sleeves made of rubber shall meet the requirements of reference (9-f) and (ASTM). The equipment shall be maintained in a safe, reliable condition, and shall be inspected prior to each day's use and immediately following any incident that can reasonably be suspected of having caused damage to the equipment.

9012. FALL PROTECTION

9012.1 GENERAL

1. This chapter establishes a fall protection program that implements requirements of 29 CFR 1910, Occupational Safety and Health Standards for General Industry and 29 CFR 1926, Occupational Safety and Health Standards for Construction Industry.

2. Provisions of this sub chapter applies to all Marine Corps personnel aboard Henderson Hall. Contractors working aboard Henderson Hall or units will abide by provisions of 29 CFR 1910, Occupational Safety and Health Standards for General Industry, 18-2 and EM -385-1-1, Corps of Engineers Safety Manual. Military unique situations (e.g., obstacle course training, HITT training etc.) shall be governed by the appropriate military standard or SOP as approved by the commander; requirements of references (29 CFR 1910) and (29 CFR 1926) above will apply if feasible.

3. Marine Corps policy is to prevent injuries to personnel from falls. All situations that expose Marine Corps personnel aboard any installation or unit to fall hazards of six feet (1.8 m) or greater shall be assessed by a competent person with fall protection training to implement proper controls.

4. Requirements related to fall protection for personnel working on stairways and ladders are contained in 29 CFR 1926, Occupational Safety and Health Standards for Construction Industry.

9012.2 BACKGROUND. Falls are a leading cause of traumatic occupational death among workers according to statistics from Department of Labor. Additionally, an OSHA study of 99 fall-related fatalities suggests that virtually
all of those deaths could have been prevented by use of guardrails, body harnesses, safety nets, floor opening covers, or other means that would reduce personnel exposure to fall hazards.

9012.3 RESPONSIBILITIES

1. Commanders
   b. Ensure Director of Safety, officers, and supervisors assess work site hazards, review pertinent regulations, and update organization SOP's regarding fall protection policies.
   c. Ensure personnel who are potentially exposed to fall hazards receive appropriate training and fall protection equipment.

2. Director of Safety shall:
   a. Provide fall protection training material and instruction for supervisors and personnel as required.
   b. Provide recommendations for appropriate fall protection.
   c. Stop any work operations that are not in compliance with this Manual.
   d. Review all written fall protection SOPs before they are published.
   e. Ensure personnel who are exposed to fall hazards of six feet or greater receive fall protection training and personal protective equipment. Evaluate structures and materials for suitable anchor points when fall protection systems are required to safeguard Marine Corps personnel.

3. Officer In Charge of Construction/Contracted work shall:
   a. Ensure contractors performing work aboard Henderson Hall are aware of provisions of this SOP and 29 CFR 1910, Occupational Safety and Health Standards for General Industry; 29 CFR 1926, Occupational Safety and Health Standards for Construction Industry, and EM-385-1-1, Corps of Engineers Safety Manual when applicable, require inclusion of a written fall protection program within their safety and health plan.
   b. Check contractors for compliance with their written fall protection program, and stop work if noncompliance becomes evident.

4. Supervisors shall:
   a. Request assistance from the DOS when assessing potential fall hazards.
   b. Provide personnel with a written fall protection SOP, approved by the DOS, detailing steps necessary to control fall.
   c. Provide personnel with a stable work platform, scaffold, or ladder.
   d. Provide personnel with appropriate fall protection equipment.
   e. Require personnel to use fall protection equipment properly.
   f. Ensure appropriate barriers are in place or debris nets are used below elevated work surfaces that protect personnel from falling objects.
   g. Ensure personnel who are exposed to fall hazards receive training.
5. Marine Corps personnel working where fall hazards can reasonably be expected shall:

   a. Comply with requirements of fall protection program.

   b. Request supervisory assistance when assessing potential fall hazards.

   c. Use fall protection techniques and equipment properly when fall hazards are present.

   d. Inspect fall protection equipment before use and properly maintain per manufacturer's recommendations. Remove from service any personal fall protection equipment that has been shock-loaded until inspected by manufacturer or other competent persons.

   e. Report unsafe work conditions to supervisors.

9012.4 PRINCIPLES OF FALL PROTECTION. Work that exposes Marine Corps personnel to fall hazards is divided into construction and maintenance categories with separate standards covering each type of work.


       b. Both standards use a potential fall of six feet or greater as a trigger point for the requirement to implement a fall protection program. Standards also differentiate between low-slope roofs with a pitch less than or equal to 4 inches in 12 inches (vertical to horizontal), and steep-slope roofs, with a pitch greater than 4 in 12. During assessment of a fall hazard and design of a fall protection system, it is important to note low slope roofs require different types of fall protection measures than steep slope roofs. Combinations of fall protection systems may be required to control specific hazards. Additionally, design of a fall protection system may require coordination of supervisors, safety professionals, and civil or mechanical engineers to maximize worker safety. Some widely used fall protection systems with partial listings of requirements are given below. OSHA regulations must be consulted for complete requirements and exceptions:

3. Guard Rail Systems. May be temporary or permanent, but must be strong enough to withstand a force of 200 pounds applied in any outward or downward direction. The guardrail shall consist of top-rail, mid-rail, posts and toe-board. The on top-rail edge must be 42 inches high (+3 inches) with mid rails, screen, parapet, or mesh positioned so there is no opening greater than 19 inches. System may be rope, wire cable, metal railings, etc. The posts shall not be spaced more than 8 feet apart. Toe boards (four inches high) or other more effective systems shall be used to protect workers from falling objects such as tools or materials.

4. Safety Net System. Mesh net extending minimum of eight feet from edge, installed as close as possible to working level, and be able to withstand a 400 pound weight dropped from the highest exposed working surface. Consult 29 CFR 1910, Occupational Safety and Health Standards for General Industry or 29 CFR 1926, Occupational Safety and health Standards for Construction Industry for minimum net extension distance, which can vary according to potential distance of fall

5. Personal Fall Arrest System. Composed of a full body harness, lanyard with shock absorbing device, self-locking connectors, and anchorage system. All system components must be rated at 5000 pounds breaking strength and compatible for use together as a system. Other systems may include horizontal and vertical lifelines, or self-retracting lifelines. Anchorage for lifelines must be independent of any anchorages used for suspended platforms, scaffolding, etc.

   a. Personal fall arrest system cannot allow worker free-fall distance to exceed six feet.

   b. Marine Corps personnel will not use body belts due to potential to "fall through" the belt if turned upside down.
6. **Covers.** Covers for holes in floors, roofs, and other walking or working surfaces must be able to withstand twice the total weight of workers, equipment, and materials that may be imposed on the cover at any time. Cover must be fastened to prevent slippage and marked "cover" or "hole" (except manhole covers or steel grates).

7. **Warning Line System.** Rope, wire, or chain 34-39 inches high, placed inwards at least six feet from the edge, flagged every six feet with high visibility materials, supported by stanchions capable of withstanding a horizontal force of 16 pounds without tipping. This system can only be used on a low-slope roof (pitch equal to or less than 4 in 12 inches) and flat roof.

8. **Safety Monitoring System.** A competent person may be designated as a safety monitor, who acts as a warning system if a worker appears to be unaware of a fall hazard. Monitor must be on same working surface, with no visual obstructions, and close enough to communicate orally with worker. Monitor may not have any other duties. This system can only be used on a low-slope roof (pitch equal to or less than 4 in 12 inches).

9. **Positioning and Restraint Systems.** Positioning system will not allow the person to fall more than two feet and the anchorage strength shall be a minimum of 3,000 pounds.

10. **Rescue Operations.** ISM and supervisors shall ensure personnel exposed to fall hazards can be promptly rescued or do it themselves, should a fall occur. A rescue and evacuation plan shall be prepared and include emergency procedures, methods of rescue, equipment used and training requirements.

9012.5 TRAINING

1. Fall protection training shall be provided to all personnel who may be exposed to fall hazards. Training shall enable each person to recognize hazards of falling, as well as understand procedures used to minimize these hazards.

   a. Training shall be conducted by the Command Safety Office or competent person designated by DOS and shall include:

      (1) Nature of fall hazards in work area.

      (2) Correct procedures for erecting, disassembling, and inspecting fall protection systems to be used.

      (3) Use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and any other protection used.

      (4) Role of each individual in safety monitoring system used.

      (5) Limitations on use of mechanical equipment during performance of roof work on low-sloped roofs.

      (6) Correct procedures for handling and storage of equipment and materials, and erection of overhead protection.

   b. Retraining will be conducted when changes to the work center or fall protection techniques render previous training ineffective, or personnel who have received training cannot demonstrate adequate knowledge of fall protection procedures.

2. Training requirements for personnel using ladders and stairways are provided in 29 CFR 1926, Occupational Safety and Health Standards Construction Industry. The training program must enable each user to recognize hazards related to ladders and stairways and use proper procedures, including fall protection systems, to minimize these hazards.

9013 LOCK OUT TAG OUT (LOTO) ENERGY CONTROL PROGRAM

9013.1 PURPOSE. To provide guidance and direction for the application and implementation of the LOTO Program to minimize risk in maintenance and servicing operations.
9013.2 BACKGROUND. LOTO ensures that military and DoD civilian personnel are protected from injury during any machinery/equipment servicing or maintenance, where the unexpected energizing, start-up or release of any type of energy (e.g., electrical, steam, hydraulic, pneumatic, gravity) could occur. The machinery or equipment shall be rendered safe to work on by being locked or tagged out under requirements of reference (9-f). An energy-isolating device is considered capable of being locked out in one of two ways. It is capable of being locked out if designed with a hasp, other attachment, or integral part to which, or through which, a lock can be affixed. It is also capable of being locked out if it has a locking mechanism built into it. Other energy isolating devices are also considered capable of being locked out if lockout can be achieved without need to dismantle, rebuild, or replace the energy-isolating device or if its energy control capability is permanently altered. This program does not apply to the following:

1. Maintenance on cord and plug connected electric equipment where exposure to hazards of the unexpected energizing or start-up of equipment is controlled by unplugging the plug, which is under exclusive control of whoever is doing the servicing or maintenance.

2. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when performed on pressurized pipelines, provided the following is demonstrated:
   a. Continuity of service is essential.
   b. Shutdown of system is impractical.
   c. Documented procedures are followed, and special equipment is used which shall provide proven effective protection for employees. Industry standards published by the American Petroleum Institute and other trade organizations shall be used to develop these specific work procedures.

3. Locations where electric utilities (including power generation, transmission, distribution, and related equipment for communication or metering) are under control of a private utility company.

4. Exposure to electrical hazards from work on or near conductors or equipment in electric utilization installations defined under reference (9-f).

5. Minor tool changes and adjustments, and other minor servicing activities which occur during normal production operations are routine, repetitive, and integral to using the equipment for production, or the use of other safeguards that provide effective protection.

9013.3 APPLICATION

1. All equipment and machinery shall be LOTO to protect against accidental, inadvertent startup, or operation that may cause injury to personnel performing maintenance, service, repair, or modifications. Personnel operating or attempting to operate any switch, valve, or other energy-isolating device that is LOTO may be subject to disciplinary action.

2. Lockout with accompanying tag out is the preferred method of isolating machines or equipment from energy sources and shall be used whenever possible.

3. When a tag out device is used as an energy-isolating method on a machine or piece of equipment that is incapable of being locked out, it shall be attached at the same location where the lockout device would be attached and shall provide an equivalent level of safety. Procedures for tag out only shall be in the written program.

4. When machines or equipment are undergoing major replacement, repair, renovation, or modification and when new machines or equipment are installed, contracting or purchasing agents and designing engineers shall ensure energy-isolating devices are provided along with operating procedures.

5. **Affected Worker.** An affected worker is a person whose job requires operating or using a machine or equipment on which service or maintenance is being performed under LOTO, or whose job requires working in an area where such service or maintenance is being performed.
6. **Authorized Worker.** An authorized worker is a person who locks out or implements a tag out system procedure on machines or equipment to perform service or maintenance on that machine or equipment. An affected worker becomes an authorized worker when that worker’s duties include performing maintenance or service on a machine or piece of equipment that must be LOTO.

9013.4 RESPONSIBILITIES. Personnel who could be exposed to hazardous energy sources shall be instructed in the safety significance of the LOTO procedure. Personnel authorized to perform LOTO shall receive training commensurate with their responsibilities and requirements. Each new or transferred person whose work operations are/or may be affected shall be instructed in the purpose and use of LOTO procedures. LOTO system procedures shall be followed at all times. DPW is the only authorized worker to lock out a system. DOS can provide DPW LOTO kits as needed.

1. **Commanders, Department Heads, and Supervisors:**
   a. Ensure all personnel who could be exposed to hazardous energy sources receive formal training in the purpose and function of the LOTO program. Training documentation shall be maintained by the Director of Safety (DOS) and Building Safety Representative (BSR).
   b. Ensure the LOTO program is evaluated using NAVMC 11402, LOTO Program Evaluation, figure (9-1).
   c. Ensure specific LOTO energy control procedures are developed, written, and maintained for all systems and equipment under their cognizance. NAVMC 11403, LOTO Checklist, figure (9-2) shall be used for this purpose.
   d. Ensure the LOTO program is implemented and followed within their area of cognizance. Supervisors and individuals shall be held accountable for any failure to comply with the LOTO program, to include overriding or removing any LOTO device without authorization.
   e. Identify a LOTO BSR as required i.e. Supply, Pool, Gym etc.

2. **Director of Safety:**
   a. The DOS will be the LOTO Coordinator and provide initial and annual LOTO training.
   b. Evaluate the LOTO program using NAVMC 11402, LOTO Program Evaluation, figure (9-1).
   c. Provide assistance in drafting specific energy control procedures for each piece of affected equipment.

3. **LOTO BSRs:**
   a. Administer the LOTO program within their respective areas of cognizance.
   b. Enforce LOTO procedure compliance and ensure an ample supply of standardized locks and tags are available. Each department/division/section is responsible for supplying its own LOTO devices.
   c. Maintain a LOTO log using NAVMC 11404 figure (9-1), LOTO Log, figure (9-3). The log shall document the issuing of LOTO devices and ensure a locking/tagging device can be traced to a specific authorized worker DPW.

4. **Authorized Workers shall (DPW):**
   a. Comply with the LOTO program when performing maintenance, service, repair, or modifications including, mechanical, electrical, thermal, or any other potential energy sources.
   b. Inform the LOTO BSR of any hazardous situations that may be harmful to personnel or equipment pertaining to LOTO procedures.
9013.5 IMPLEMENTATION

1. Each section shall have written procedures that establish the minimum requirements for lockout and/or tag out of energy isolating devices.

2. **SOPs**
   
   a. Supervisors shall ensure specific SOPs for control of hazardous energy sources are developed at shop level for each piece of equipment or machinery before maintenance or servicing is performed.
   
   b. **Exceptions.** Written procedures are not required when all of the following elements exist:
      
      (1) The machine or equipment has no potential for stored, residual, or re-accumulation of energy after shutdown.
      
      (2) The machine or equipment has a single energy source that can be readily identified and isolated.
      
      (3) The isolation and locking out of that energy source shall completely de-energize and deactivate machine or equipment.
      
      (4) The machine or equipment is isolated from the energy source and locked out during service or maintenance.
      
      (5) A single device shall achieve a locked out condition.
      
      (6) The lockout device is under exclusive control of the authorized worker performing service or maintenance.
      
      (7) The service or maintenance does not create hazards for other personnel.
      
      (8) No mishaps have occurred involving the unexpected activation or re-energization of the machine or equipment during service or maintenance.

3. **LOTO Procedures**
   
   a. To prepare for LOTO, the authorized worker shall locate and identify all isolating devices which apply to the equipment to be LOTO. More than one hazardous energy source or means of disconnect (electrical, mechanical, or others) may be involved. Notify all affected personnel and the cognizant supervisor that a LOTO procedure is going to be used. The authorized worker shall know the type and magnitude of energy the machine or equipment uses and understands all inherent hazards.
   
   b. If the machine or equipment is running, shut it down using the normal procedure. Also ensure that all stored energy is dissipated or properly restrained.
   
   c. Operate the circuit breaker, valve, or other energy isolating device(s) to ensure that the equipment is isolated from its energy source(s).

4. **LOTO Device Application**
   
   a. The authorized worker shall affix LOTO devices to each energy-isolating device.
   
   b. Lockout devices shall be affixed in a manner that shall hold the energy-isolating device in a NEUTRAL or OFF position.
   
   c. Tags shall be affixed in a manner that shall clearly indicate that operation or movement of the energy-isolating device from the NEUTRAL or OFF position is prohibited.
d. Tags that cannot be affixed directly to the energy isolating device shall be located close enough to be immediately obvious to anyone attempting to operate the device.

e. The authorized worker shall relieve, disconnect, restrain, or other-wise render safe all potentially hazardous stores of residual energy. If re-accumulation of stored energy to a hazardous level (e.g., capacitor) is possible, verification of isolation shall continue until the possibility of re-accumulation no longer exists.

f. Prior to starting work, the authorized worker shall verify isolation and de-energizing have been accomplished. After ensuring no personnel are exposed, he/she shall activate the normal operating controls to ensure the equipment will not operate. The worker shall not activate controls that cannot be returned to the SAFE, NEUTRAL, or OFF position without applying power to equipment (e.g., dog clutch assemblies).

g. Return operating control(s) to the NEUTRAL or OFF position after the verification test.

h. Enter all pertinent data into the LOTO log figure (9-3).

i. When LOTO devices must be temporarily removed from the energy-isolating device, this sequence of action shall be followed:

   (1) Clear the machine of tools and materials.

   (2) Ensure all affected workers have been safely positioned or removed from the area.

   (3) LOTO devices can be removed by the authorized worker who applied the device, except as otherwise authorized by DOS.

   (4) Energize and proceed with testing, positioning, etc., as required.

   (5) De-energize all systems and re-establish LOTO measures per this Chapter before continuing work on the machine or equipment.

5. Restoring Machines or Equipment to Normal Operation

   a. When service or maintenance is completed and machine or equipment is ready for normal production operations follow steps one through three of the preceding paragraph.

   b. Operate energy isolating devices to restore energy to machine or equipment.

   c. Complete applicable portions of LOTO log figure (9-3).

   d. In the preceding steps, if more than one worker is required to service a piece of equipment, each shall place their own assigned LOTO device on the energy isolating device(s). If necessary, an energy isolating multiple lock hasps may be used. As each worker finishes their portion of work, that worker shall remove their lock from the hasp. Only the last authorized worker to remove their locks or tag may re-energize the machine or equipment. Each designated person applying a lock or tag shall make an entry into LOTO log figure (9-3) when applying the device, and clear their device from the log when their portion of work is completed.

   f. The LOTO coordinator may remove LOTO devices if the authorized worker who applied it is not available, and all three elements listed below exist:

      (1) The LOTO coordinator verified the authorized worker was not at the facility.

      (2) All reasonable efforts were made to contact authorized worker about the need to remove LOTO device. An appropriate entry shall be made in LOTO log to indicate name of person who notifies authorized worker, and the time and date the lock or tag was removed.
(3) The authorized worker shall be informed that the LOTO device has been removed before they resumes work.

6. LOTO Requirements for Contractors and Other DoD Personnel

   a. Contractors performing service or maintenance on Marine Corps equipment shall comply with reference 9-f. The OICC or other responsible contracting agents shall ensure all outside contractors are informed of elements of this program and obtain information regarding contractor's LOTO program. The contract shall require the contractor to inform personnel in the affected work site of the contractor's LOTO program.

   b. Personnel from other DoD activities performing service or maintenance on Marine Corps equipment shall comply with the respective activity's LOTO program. These instructions must meet requirements of this Order and reference (9-f).

   c. The management officials of the outside activity and affected work site shall inform each other of their respective LOTO programs. Commanders, department heads, and supervisors shall ensure their personnel understand and comply with restrictions and prohibitions of outside activity's LOTO program.

   d. In case of shift or personnel changes, the LOTO coordinator shall brief replacement personnel and ensure the orderly transfer of LOTO devices between off-going and oncoming authorized workers. Change of locks or tags shall be done with a face-to-face meeting of off-going and oncoming authorized workers with no gap in protection.

   e. The DoS and the Building USO shall evaluate effectiveness of the entire program at least annually. Any deviation or inadequacies shall be documented and corrected.

9013.6. LOTO DEVICES

1. Lockout Devices

   a. Padlocks shall be used as the primary lockout device. Padlocks shall be easily identifiable as belonging to the LOTO Program (not used for any other purposes) and standardized to meet one of the following:

      (1) Color;

      (2) Shape; or

      (3) Size.

   b. Lockout devices shall be capable of withstanding the environment to which exposed.

   c. Lockout devices shall be substantial enough to prevent removal without use of excessive force such as bolt cutters. Lockout devices may be purchased at Servmart through Safety funds.

   d. Lockout identification tags are used in conjunction with the locking device when performing a lockout. Refer to the below paragraph.

2. Tag out Devices

   a. When equipment must be worked on and cannot be locked out, it shall be tagged out. An example of a tag is provided in figure (9-4). The tag shall bear the authorized worker's name, their shop code, their telephone number and date of lockout. Tag out devices may be purchased at Servmart.

   b. The tag and its means of attachment shall be strong enough to prevent inadvertent or accidental removal. Attachment devices shall be single-use, attachable by hand (no tools required), self-locking, and non-releasable with a minimum unlocking strength of 50 pounds.

9013.7 TRAINING
1. Training shall be provided to all authorized and affected workers and other personnel as required by reference (9-f). Only LOTO coordinators or authorized workers may perform LOTO procedures.

2. Retraining shall be conducted whenever there is:

   a. A change in affected or authorized worker job assignments.

   b. A change in job assignment, machine, equipment, or process that presents a new hazard.

   c. A change in the energy control procedures.

   d. Retraining shall be conducted whenever there are indications there are inadequacies in personnel knowledge or use of energy control procedures.

9013.8 ELECTRICAL LOTO. A qualified person shall test circuit elements and electrical parts of equipment to which personnel shall be exposed and verify all circuit elements and parts are de-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage back feed even though specific parts of the circuit were de-energized. Test equipment shall be checked for proper operation immediately before and after this test.

9013.9 LOTO MISHAPS. Supervisors are responsible to fully investigate mishaps and report causes of such mishaps to the Command DoS. If the mishap involved control of hazardous energy with a single lockout source, a specific procedure shall be written and included in the SOP before work is continued. If mishap involved a specific procedure for a piece of equipment, the LOTO SOP shall be re-evaluated and modified (if necessary) prior to authorizing work to continue.

9014 COMMAND SAFETY AND DRIVE SAFE COUNCIL

9014.1 GENERAL. This chapter defines and describes the Command Safety, and Drive Safe Council, which is part of the Command Safety Program. This chapter also describes the Council’s functions, identifies the membership, specifies the frequency of meetings, and establishes requirements for meetings and meeting minutes.

9014.2 DEFINITION. A safety council is a body of persons delegated to consider, appraise, investigate, make recommendations, and report on significant safety matters.

9014.3 COMMAND SAFETY, AND DRIVE SAFE COUNCIL. In accordance with reference (9-b), each Marine Corps installation or unit shall have a Safety Committee or Council.

1. Membership. Membership shall consist of all Department and Section Heads, and the council will be chaired by the Executive Officer. Additionally, an invitation will be extended to the Fort Myer Director of Safety and local joint base representatives.

2. Meetings. The Council will meet quarterly, unless otherwise specified by the Chairperson. The meetings will be announced and Command and Council members will be asked for input on agenda items. All personnel are encouraged to input safety related items or concerns to Council members or address these issues at the meetings themselves. All meetings will be open to the entire Command. The Safety Department will develop an appropriate agenda for each meeting and annotate attendees.

3. Reports. The Director of Safety will act as recorder and draft, review, and distribute copies of meeting minutes to all members, Officers, SNCOs, supervisors, the Executive Officer, and the Commanding Officer.

4. Purpose and Functions. The Safety Council’s major goals include:

   a. Considering new policies, procedures, or recommendations for changes to minimize unsafe acts and strengthen the Command Health and Safety Program.
b. Periodically reviewing mishap experiences or inspection reports and analyzing these events.

c. Increasing Command emphasis on mishap prevention and safety awareness.

d. Reviewing any operational process, unit function, or other Command issues to ensure risk management decisions have been made before proceeding.

9015 TRAINING AND EDUCATION PROGRAM

9015.1 PURPOSE. To provide military service members and DoD civilian employees the comprehensive safety training necessary to perform their work in an occupationally safe and healthy environment.

9015.2 BACKGROUND. Mishaps seriously degrade operational readiness and unnecessarily cause deaths, injuries, occupational illnesses, and collateral damage. Proper training of personnel and safety professionals at all levels assist in managing a proactive safety program, change unsafe behaviors and lead to not only mishap reduction, but also performance improvement.

9015.3 RESPONSIBILITIES. Commanders, department heads, OICs, small unit leaders, and supervisors shall ensure all military and DoD civilian employees (APF and NAF) receive safety and health training as required by regulations. Conduct operational pauses, Back In the Saddle (BITS) pauses, at least semiannually. Operational pauses and safety stand-downs are synonymous and provide a break from operations to conduct safety training, review procedures, and assess the command's safety posture. To facilitate the best use of time, operational pauses should be planned well in advance and integrated into training plans.

9015.4 TRAINING REQUIREMENTS

1. **Job Safety Training.** All personnel shall be given job safety training before their assigned work begins. This training shall be provided in a formal setting or received through a web based program. This training will be documented by the person’s supervisor and or training coordinator. The training shall minimally consist of: general safety matters related to the work environment; hazards associated with assigned tasks; applicable safety and health standards; PPE required for each task; an overview of the local safety and health programs with emphasis on individual rights and responsibilities; prompt reporting to management of unsafe/unhealthy working conditions, potential exposure to HM, or occupational injury or illness; and any additional specialized safety and health training the person is required to attend.

2. **Specialized Safety and Health Training.** Supervisors are responsible to provide or obtain job unique safety training. Supervisors must determine the safety training each person shall receive based on a Job Hazard Analysis (JHA) figure (9-8), safety inspection, or IH survey. Training may be available from local safety, occupational health, or preventive medicine personnel. When personnel shall be involved in work environments, processes, or tasks exposing them to hazardous conditions, specialized safety and health training covering the hazards shall be provided.

   a. Documentation of this training shall be maintained and submitted to the BSR/DOS/Training Coordinator by the person's supervisor.

   b. Specialized training should be documented in training and personnel files.

   c. Training rosters and lesson plans shall be maintained for as long as the person is working in the position in which the training is required.

3. **Standard and Specialized Safety and Health Training Courses.** H&S Bn, HQMC, HH Safety Office may provide some standard and specialized safety and health courses, and can assist commands/departments in locating specialized safety and health courses not offered by the H&S Bn, HQMC, HH. Courses, dates, location and prerequisites shall be published for each training course. These courses shall be listed through Command Safety Office or the S3. Enrollment in these courses can also be accomplished through the Command Safety Office or the S3.
4. **Change-In-Work Training.** Supervisors shall ensure each person affected by a change in the work environment, process, or task affecting the safe and healthy performance requires a change-in-work training. Some events that may require change-in-work training are: new process, change in equipment, relocation of work stations, updating SOP, alteration of control devices, modifications to buildings, changes in Training Manual (TM)s, or trends identified via injury or illness logs. Supervisors shall ensure change-in-work training is documented in official personnel training records.

5. **Civilian Employee/Shop Safety Representative Training.** Training is applicable when it enables each shop safety employee representative to ensure safe and healthy working conditions and practices are met in the work center and provides them with the skill and knowledge to effectively participate in work center safety and health inspections. The BSR/DOS shall maintain documentation of such training for five years.

6. **Supervisor Safety Training.** Commanders and department heads shall ensure supervisors receive OSH training within 90 days of assignment. Supervisor safety training shall be provided by H&S Bn, HQMC, HH quarterly to comply with the 90 day requirement. Initial training shall be a minimum of four hours of instruction composed of safety indoctrination and mishap prevention.

   a. Indoctrination shall cover the supervisor’s responsibilities for providing and maintaining safe and healthy working conditions for personnel; procedures for reporting and investigating allegations of reprisal; procedures for abating hazards; other appropriate rules, regulations, and precautions; mishap reporting and worker’s compensation reduction initiatives.

   b. Mishap prevention methods shall cover processes, procedures, and programs used in identifying, eliminating, or reducing OSH hazards. At a minimum, this training shall include:

      (1) Development and use of job safety and hazard analysis, and other techniques such as RM.

      (2) Implementing, conducting, and documenting scheduled inspections and hazard abatement actions.

      (3) Mishap investigation, recording, and reporting procedures.

      (4) How to train and motivate subordinates to assure safe and healthy work practices.

   c. Supervisors shall receive and document annual refresher safety training. Commanders and department heads in coordination with the DOS shall determine subject matter and duration of the training based on supervisor’s needs with the goal of progressively enhancing supervisor’s skills in providing a safe and healthy work center.

7. **BSR/Safety Liaison (SL) Training.** The BSR/SL shall attend the GSM course (CIN# M03M8SS) within 90 days of assignment. The H&S Bn, HQMC, HH Safety Office shall provide additional safety training designed to develop and enhance the skills required to perform their duties. BSRs assigned to primary duty safety billets shall also attend the Mishap Investigation (Ashore) Course (CIN# A-49-0078) or CMC (Safety Division) equivalent.

9015.5 **TRAINING STANDARDS.** When safety and health training standards are not available or existing standards are not adequate, training standards may include SOPs, technical directives, operator instruction manuals, etc. Supervisors shall ensure suitability of the standards, maintain them at the applicable work location and coordinate with the DOS or BSR/SLs for initial review and approval, and at least annually thereafter. The DOS and BSR/SLs shall oversee local safety training standards to ensure their adequacy with assistance from the responsible IH (when applicable).

9015.6 **COORDINATION AND DOCUMENTATION.** Safety and health training conducted on Henderson Hall shall be coordinated with the DOS to ensure adequate facilities, equipment, and visual aids are available for OSH training. All safety and health training shall be properly documented. At a minimum, all safety training rosters shall include the course title describing the material covered; convening and end date; location; start and end time; the attendees name, rank, unit and phone number; and the final grade (if applicable). The roster shall also include the name, phone number, and signature of the instructor providing the training. All safety training rosters shall be retained by the command/department for a minimum of five years. Specialized safety training shall be documented
in personnel files and retained on file for the length of the attendee’s employment. The Command S3 shall maintain copies of all required Risk Management Training.

9015.7 ANNUAL TRAINING PLAN. Safety training is included into the Command S-3 “Annual Training Plan”. Per Chapter 3, this training plan is a forecast of all training throughout the year.

9016 RISK MANAGEMENT (RM)

9016.1 PURPOSE. To establish Risk Management (RM) policy in accordance with reference (9-s), as an integral part of MCAF Quantico operations, training, and planning at the Command to optimize operational capability and readiness, and to enhance mission accomplishment.

9016.2 DISCUSSION. All military missions, as well as daily routines, involve risk. Every operation, both on and off-duty, requires some degree of decision making that includes risk assessment and risk management. RM is a decision making process that enhances operational capability. RM is a method for identifying hazards, assessing risks, and implementing controls to reduce the risk associated with any operation.

9016.3 APPLICATION. All Marines and Sailors shall apply RM concepts to identify and mitigate risks in all tasks, missions, operations, and personal activities whether forward deployed, in garrison, or on liberty, no matter how routine these events become over time. All civilian personnel shall apply RM concepts while on duty and are highly encouraged to use these concepts while off duty.

9016.4 ACTION. Implementation of RM at this Command will be accomplished as follows.

1. **Training.** Per reference (9-s) a designated RM instructor will ensure appropriate training for all military personnel. The Director of Safety will ensure all Marine Corps personnel are trained initially and biennially thereafter in the concepts and principles of RM, and research available curricula for developing levels of training commensurate with rank, experience, and leadership position. RM training shall be incorporated into existing training periods on safety and operational planning/decision making whenever possible.

2. **Integration.** The RM process shall be integrated into all levels of the Command.
   
   a. Hazards shall be identified, risks assessed, and controls developed and implemented during the earliest possible planning stages. Operations shall be continuously monitored for effectiveness of controls and situational changes.

   b. All identified hazards, risk assessments, and control measures will be incorporated into briefs, notices and written plans.

   c. A thorough risk assessment for all new or complex evolutions will be conducted to define acceptable risk and possible contingencies for the evolution.

   d. The RM process will be documented in safety, training, and lessons learned reports. Reports should comment on identified hazards, risk assessments, and the overall effectiveness of controls implemented.

   e. The Director of Safety, upon request, will provide RM Worksheets and/or checklists to any supervisor, Division, Branch, or Section in need of these to develop plans for a specific evolution or process. The Director of Safety will assist to develop these plans when requested.

9016.5 RISK MANAGEMENT PROCESS

1. **Terms:**

   a. Hazard - A condition with the potential to cause personal injury or death, property damage, or mission degradation.

   b. Risk - An expression of possible loss in terms of severity and probability.
c. Risk Assessment – The process of detecting hazards and assessing associated risks.

d. RM - The process of dealing with risk associated with military operations, which includes risk assessment, risk decision-making, and implementation of effective risk controls.

2. Five Step Process:

   a. Identify the Hazard - Begin with an outline or chart of the major steps in the operation (operational analysis). Next, conduct a Preliminary Hazard Analysis by listing all of the hazards associated with each step in the operational analysis along with possible causes for those hazards.

   b. Assess the Hazard - For each hazard identified, determine the associated degree of risk in terms of probability and severity. Although not required, the use of a matrix may be helpful in assessing hazards.

   c. Make Risk Decisions - First, develop risk control options. Start with the most serious risk first and select controls that will reduce the risk to a minimum, consistent with mission accomplishment. With selected controls in place, decide if the benefit of the operation outweighs the risk. If risk outweighs benefit or if assistance is required to implement controls, communicate with higher authority in the chain of command.

   d. Implement Controls - The following measures can be used to eliminate hazards or reduce the degree of risk. These are listed in order of preference.

      (1) Administrative Controls - Controls that reduce risk through specific administrative actions, such as:

          (a) Providing suitable warnings, markings, placards, signs, and notices.

          (b) Establishing written policies, programs, instructions, and SOPs.

          (c) Training personnel to recognize hazards and take appropriate precautionary measures.

          (d) Limiting the exposure to a hazard (either by reducing the number of personnel/assets or the length of time they are exposed).

      (2) Engineering Controls - Controls that use engineering methods to reduce risk by design, material selection, or substitution when technically or economically feasible.

      (3) Personal Protective Equipment - Serves as a barrier between personnel and a hazard. It should be used when other controls do not reduce the hazard to an acceptable level.

   e. Supervise - Conduct follow-up evaluations of the controls to ensure they remain in place and have the desired effect. Monitor for changes that may require further RM. Take corrective action when necessary.

3. RM Process Levels. The RM process exists on three levels: “Time Critical”, “Deliberate”, and “In Depth”. The Commander selects the RM process level based upon the mission, the situation, the time available, the proficiency level of personnel and the assets available. These levels involve risk assessment processes from “on the run” mental or oral review of a situation to much more thorough evaluations relying on research data, analysis tools, or other studies to more clearly identify the hazards. Reference (9-s) contains additional information for Commanders, managers, and supervisors to review and clarify these risk assessment levels.

4. Principles of RM. RM incorporates the following four principles:

   a. Accept risk when benefits outweigh the cost. Our Marine Corps tradition is built upon principles of seizing the initiative and taking decisive action. The goal of RM is not to eliminate risk, but to manage the risk so the mission can be accomplished with the minimum amount of loss. The process of weighing risks against the benefits and value of the task or mission helps maximize success. Balancing costs and benefits is a subjective process.
Therefore, personnel with knowledge and experience of the mission or task must be engaged when making risk decisions.

b. Accept no unnecessary risk. An unnecessary risk is any risk that, if taken, will not contribute meaningfully to task or mission accomplishment or will needlessly jeopardize personnel or materiel. Risk is managed through relentless training, awareness of the risk being confronted, and a clear-eyed understanding of the mission at hand. Training and the confidence derived from it will directly result in increased performance and a better control of those risks that are an inescapable part of daily existence. The acceptance of risk does not equate to the imprudent willingness to gamble. Additionally, if all detectable hazards have not been identified, then unnecessary risks are being accepted. The RM process, in conjunction with sound safety principles, identifies hazards that might otherwise go unidentified and provides tools to reduce or offset risk. End state: take only risks that are necessary to accomplish the task, activity, or mission.

c. Anticipate and manage risk by planning. Integrating RM into planning at all levels, and as early as possible, provides the greatest opportunity to make well-informed risk decisions and to implement effective risk controls. This engaged approach enhances the overall effectiveness of RM by reducing mishaps, injuries, and costs. Hazards and controls that have been identified during reconnaissance and preplanning should be in the operations order.

d. Make risk decisions at the right level. RM decisions are made by the leader directly responsible for the operation. While anyone can make a risk decision, the appropriate decision level should reside whereby the leader can make decisions to accept, eliminate, or reduce the risk. Prudence, experience, judgment, intuition, and situational awareness of leaders directly involved in the planning and execution of the mission are the critical elements in making effective RM decisions. When leaders responsible for executing a mission determine that the risk associated with that mission cannot be controlled at their level, or goes beyond the commander’s stated intent, the risk decision shall be elevated within their chain of command to the first Staff Noncommissioned Officer or Officer within the unit. If unable to mitigate the risk at the unit level, the risk decision shall be elevated to the next commander in the chain of command.

5. Risk Assessment Matrix. A matrix can be used to accomplish the second step of the RM process. The RAC, defined by a matrix, represents the degree of risk associated with a hazard considering two elements, hazard severity and mishap probability. Using the matrix, the RAC is derived as follows:

a. Hazard Severity. An assessment of the worst credible consequence that can occur as a result of a hazard. Severity is defined by potential degree of injury, illness, property damage, effect on mission, or loss of assets (time, money, personnel). The combination of two or more hazards may increase the overall level of risk. Hazard severity categories are identified by Roman Numerals as follows:

   (1) Category I - The hazard may cause death, loss of facility/asset, or result in grave damage to national interests.

   (2) Category II - The hazard may cause severe injury, illness, property damage, damage to national or service interests, or degradation to efficient use of assets.

   (3) Category III - The hazard may cause minor injury, illness, property damage, damage to national, service or command interests, or degradation to efficient use of assets.

   (4) Category IV - The hazard presents a minimal threat to personnel safety or health, property, national, service or command interests or efficient use of assets.

b. Mishap Probability. The probability that a hazard will result in a mishap or loss, based on an assessment of such factors as location exposure (cycles or hours of operation), affected population, experience, or previously established statistical information. Mishap probability will be assigned an English letter according to the following criteria:

   (1) Sub-category A - Likely to occur immediately or within a short period of time. Expected to occur frequently to an individual item or person or continuously to a fleet, inventory, or group.
(2) Sub-category B - Probably will occur in time. Expected to occur several times to an individual item or person, or frequently to a fleet, inventory, or group.

(3) Sub-category C - May occur in time. Can reasonably be expected to occur sometime to an individual item or person, or several times to a fleet, inventory, or group.

(4) Sub-category D - Unlikely to occur.

c. Risk Assessment Code (RAC). The RAC is an expression of risk that combines the elements of hazard severity and mishap probability. The RAC is a level of risk for each hazard expressed as a single Arabic number as portrayed in the Basic Risk Assessment Matrix. Although not required, the matrix is helpful in identifying the RAC and in determining hazard abatement priorities. In some cases, the worst credible consequence of a hazard may not correspond to the highest RAC for that hazard. For example, one hazard may have two potential consequences. The severity of the worst consequence (I) may be unlikely (D), resulting in a RAC of 3. The severity of the lesser consequence (II) may be probable (B), resulting in a RAC of 2. Therefore, it is important to consider less severe consequences of a hazard if they are more likely than the worst credible consequence since this combination may present a greater overall risk.

d. The RM process provides an additional tool for commanders to use in reducing risk inherent in military operations. It is not a complete change in the way we approach the risk management problem, but rather provides a specific methodology for personnel to anticipate hazards and evaluate risk. Just as we have trained our personnel to focus on the mission, we can train our personnel to evaluate risk as part of their decision making process. As personnel are trained in and use the process, RM will become intuitive, being applied automatically as a means to aid in quickly developing an effective course of action to accomplish the mission.

9017 MISHAP INVESTIGATION AND REPORTING

9017.1 SAFETY DEPARTMENT BASIC RESPONSIBILITIES

1. Ensure compliance with the mishap investigation and reporting procedures in accordance with reference (9-e).

2. Ensure the Director of Safety has completed the Mishap Investigation and Prevention Course (CIN A-493-0078) and the Health and Safety for Marines (CIN A-493-0047) course.

9017.2 MISHAP DEFINITION AND CLASSIFICATION

1. Information. Mishaps are unplanned events or series of events, which interfere with or interrupt a process or procedure and may result in a fatality, injury, or illness to personnel or damage to property. They occur as a result of failing to identify, reduce or eliminate hazards.

2. Mishaps (Recordable, Reportable and Non-reportable). Mishaps involving fatality/injury or occupational illness to Marine Corps active duty, reserve, and civilian personnel and/or damage to Marine Corps property or equipment, or damage to non-Marine Corps property as a result of a Marine Corps operation or process. Recordable, reportable, and non-reportable mishaps are clearly defined in reference (9-e).
3. **Record Keeping.** All recordable and reportable mishaps will be recorded in a logbook. The most current version of the Naval Safety Center’s Web Enabled Safety Systems (WESS), a DON mishap reporting program, is acceptable.

4. **Mishap Classification.** Mishap classifications and definitions can be found in reference (9-3), revised by the “Revision to Cost Threshold for Accident Severity Classification” letter dated 5 October 2009 signed by the Secretary of Defense.

5. **Determining Mishap Costs.** The total cost of a mishap is determined by adding costs for all injury and damage. Reference (9-e), Chapter 2, Paragraph 2004, gives detailed guidance. The WESS mishap reporting system automatically calculates standard labor, injury, illness, and fatality costs. Property damage costs, whether Marine Corps property or non-Marine Corps property, are calculated using acquisition costs, replacement costs, and repair costs.

### 9017.3 MISHAP RECORDKEEPING AND REPORTING

1. **Henderson Hall Local FLASH Report.** The local FLASH REPORT system serves two critical purposes:
   
   a. Rapidly disseminates incident / mishap information to the Commanding Officer, command staff, and key personnel.
   
   b. Allows for a method of dissemination and tracking of mishap data.

2. **FLASH Report Submission Criteria.** The Henderson Hall FLASH REPORT, Enclosure 9-1 will be submitted the day the incident /mishap occurs and as new information becomes available on all occupational, recreational, Government Motor Vehicle (GMV), Private Motor Vehicle (PMV), military training, or physical training (PT) mishaps that result in an injury requiring medical attention. Updates to the FLASH report will be required until the Marine has returned to a full duty status. Additional mishap reporting criteria may be required for data tracking purposes for DWI/DUI, Alcohol Related Incident (ARI), Domestic Violence (DV), Sexual Assaults (SA), Suicidal Ideations and attempts, or any “Near Miss” as described in paragraph five below.
   
   a. The Director of Safety shall only maintain visibility of safety related incidents / mishaps.
   
   b. Company offices shall utilize this report during working hours and the assigned duty for non-working hours.

3. **Supervisor’s Mishap and Near Miss Reporting Form**
   
   a. All Class C and higher mishaps will be reported on a Supervisor’s Mishap Report and forwarded to the Director of Safety for review, assignment of a case file number, and filing in the Mishap File Log. Supervisor’s Mishap and Near Miss Reporting Form are available on the Safety SharePoint site or one can be sent electronically by contacting the Director of Safety. Supervisors will ensure the form is completed correctly and forwarded (electronic forwarding is acceptable) to the Director of Safety within five working days following the incident. All mishaps that do not meet the Class C threshold will still be reported on a Supervisor’s Mishap Report and forwarded to the Director of Safety for review. This includes mishaps where staff is placed on limited duty due to their injuries.
   
   b. Near Miss Reporting. Near misses are often referred to as “close calls”. A near miss is an unplanned event that did not result in injury, occupational illness, or property damage; however, could have been a mishap had a change in timing, location or distance occurred; i.e. someone slips on the ice, but catches themselves by grabbing a handrail and breaks their fall. If the person received injuries, or there was some property damage it would have been a mishap, not a near miss. This type of incident should be reported as a near miss to allow for corrective action. Report any near miss and all other mishaps described above using the Henderson Hall Local Flash Report system found in the local SharePoint site. To ensure all required parties have been notified of a mishap, Duty Officers are encouraged to utilize the mishap/incident reporting matrix located in the duty regulations binder. Supervisors shall review the description and causal factor of each near miss and assist with establishing potential mitigation strategies to reduce or eliminate any identified risk in an effort to prevent a mishap or injury. Near misses may also be reported using the Safety Smartphone Application.
4. **Mishap Log/File.** The Director of Safety will maintain this log/file that will include the supervisor’s initial report, messages and supporting documents related to the mishap, including investigation and damage estimate documentation. The mishap will also be entered into the WESS system for appropriate tracking and reporting to higher authority. The Director of Safety will forward reports via the WESS system to the Naval Safety Center.

5. **First Aid Case Reporting.** The Safety culture allows for a more proactive response to hazard identification and control, minor injuries where individuals did not seek professional medical care, but still required first aid (ie: ice pack, Band-Aid, ace bandage etc) shall be reported using the Henderson Hall Local FLASH report system or by the Henderson Hall Information and Safety Smartphone Application. First aid cases will be included in the Command’s trend analysis program in an effort to identify possible hazards to be mitigated before a more serious injury occurring.

6. **Command Quarterly Mishap Report.** The Director of Safety will provide to the Commanding Officer a statistical and narrative mishap report each quarter.

7. **Reports to Higher Echelon Command.** CY Annual Summary of Work-related Injuries and Illnesses. A CY Annual Summary of Work-related Injuries and Illnesses will be submitted to the Commanding Officer NLT 15 January of the following year. This report must be signed by the Commanding Officer and submitted to CMC (SD). This report must also be posted and visible to the Command from 1 February to 30 April of the following year. Report format is shown in reference (9-b) and (9-e).

8. **Special Reports.** Mishaps, whether on or off the Installation, which result in either a fatality or involve work-related in-patient hospitalizations, all amputations, and all losses of an eye, require notification to CMC (SD) within eight hours by telephone or electronic means. An Operational Report-3 / Serious Incident Report (OPREP-3 SIR), or a Personnel Casualty Report (PCR), in message format, fulfills this requirement. For mishaps requiring a Safety Report (SAFEREP), refer to reference (9-e), (9-u) and enclosures (9-2) and (9-3) for appropriate guidance and formatting.

9017.4 **MISHAP INVESTIGATION.** Through mishap investigations, the Command can identify hazards, which, if corrected, can prevent or reduce the occurrence of similar mishaps.

1. **Purpose.** Investigations are conducted to identify hazards and causal factors involved with mishaps. They also provide information, which may help identify and combat emerging mishap trends and enhance mishap reduction. All mishap investigations are done solely for safety purposes.

2. **Investigative Assistance.** The Commander, Naval Safety Center (COMNAVSAFECEN) will provide onsite investigative assistance for all on duty Class A mishaps. Selected Class B and C mishaps may also be considered by COMNAVSAFECEN for assistance. The Director of Safety will be the liaison between the Command and COMNAVSAFECEN.

3. **Types of Investigations**

   a. Unit Mishap Investigations. Class C and D mishaps that do not require a SIB, are investigated at the local level by the responsible supervisor with assistance from the Director of Safety, if requested or required.

   b. Command Mishap Investigation. The Command shall direct an investigation for any mishap requiring an SIB via Naval message and assign an appropriate mishap file number. The following mishaps require a SIB investigation:

      c. Class A and B mishaps that occur on duty, on or off duty on the Installation, or on or off duty while performing official duties.

      d. A Marine Corps operational mishap involving explosives, explosive devices, direct or indirect fire weapons, pyrotechnics, incendiary devices, or combat chemical agents that result in injury or Class D property damage.
e. All on-duty mishaps that require the inpatient hospitalization of any personnel, all amputations, and all losses of an eye.

f. Any mishap the Commanding Officer deems appropriate for a Command Investigation at their discretion.

For complete details on mishap types, reporting requirements, and investigation echelons, refer to reference (9-e) or enclosure (9-3) the Henderson Hall Safety Guidance for Reportable and Non Reportable Mishaps

4. Safety Investigation Boards. SIBs are appointed/convened to investigate selected mishaps to determine causes, and identify and recommend actions to prevent similar mishaps.

a. Appointing Authority. The Commanding Officer shall appoint SIBs to investigate mishaps.

b. Personnel Appointed. Personnel appointed may not be appointed to, nor serve on, any other investigative board associated with the same mishap. Members will be appointed in writing and a sample appointment letter is provided in reference (9-e). Once appointed, SIB activities will become the primary duty of all members until completion and release of the SIREP.

c. Composition of a Board. Details for board composition and responsibilities are outlined in reference (9-e). One board member must have completed the Health and Safety Course and the Mishap Investigation and Prevention Course.

9018. EXPLOSIVE SAFETY MANAGEMENT PROGRAM (ESMP)

9018.1 DISCUSSION. Provide guidance, and assign responsibility for the Command’s Explosives Safety Management Program (ESMP).

9018.2 BACKGROUND. Due to the hazardous conditions of ammunition and explosives (A&E) stringent controls for storage, handling and utilization are mandatory. When properly handled, stowed, and effectively delivered, A&E will function as desired.

9018.3 EXECUTION. Assume responsibility for their ESMP. Administer effective programs that enhance explosives safety in order to reduce mishaps, increase productivity, preservation of life and the well-being of Marines, civilian Marines, and family members. These programs will adhere to the requirements outlined in this policy and per the reference (9-n).

9018.4 RESPONSIBILITIES

1. The S4 Officer is assigned by the commander as the responsible authority for the commands armory. All processes and procedures are identified in Chapter 4 (4003 Armory) of this SOP.

2. The Joint Base Myer and Henderson Hall Safety Directors shall provide safety oversight of the commands armory to include licensing, storage, and weapons handling functions.

3. The Marine Corps Installations National Capital Region Explosive Safety Officer is the SME for all Marine Corps explosive safety matters. They shall provide guidance and may preform site visits for accountability. Additionally, they shall be contacted following all explosive safety mishaps.

9019. LIGHTNING PROTECTION PROGRAM

9019.1 PURPOSE. To provide guidance on thunder and lightning Safety for outdoor training events.

9019.2 DISCUSSION. Weather conditions may pose a possible safety hazard for the Marines conducting training. 1. This is intended to cover all outdoor Marine Corps and Marine Corps Community Services (MCCS) activities and functions.
2. All outdoor activity regardless of event will cease upon hearing the horn from the lightning detector located at the event, and or the hearing of thunder or visual confirmation of lightning.

3. During all Marine Corps directed events to include but not limited to Physical Training, the senior Marine present will upon observing or hearing thunder or lightning will cease all activities and direct personnel to the nearest safe shelter.

4. For all training events conducted by the battalion S-3 the senior Marine present from S-3 will determine the best course of action based on the guidance provided within this policy.

5. For all MCCS events the senior MCCS representative present shall take the appropriate action based on the guidance provided within this policy.

6. The battalion S-3 will maintain and monitor the portable lightning detectors at all battalion S-3 hosted events.

7. The lightning detection system mounted on the East corner of Building 28 shall be maintained by the Command Safety office.

9019.3 PHYSICAL FITNESS TEST (PFT)

1. If upon hearing the horn from the lightning detector monitored by the S-3 at the PFT and or the hearing of thunder and or visual confirmation of lightning occurs during the pull-up and crunches portion, the S-3 may delay the continuation of the test for no less than 30 minutes after the last strike of lightning is seen and after the last sound of thunder is heard. The 30 minute wait time will restart for each additional lightning flash and each time thunder is heard. If this is not feasible, the PFT will be cancelled by the S-3 and a makeup PFT day may be determined at a later date.

2. If during the run portion of the PFT the horn of the lightning detector is heard and or the hearing of thunder or the visual confirmation of lightning is made the S-3 will stop the run and direct the safety vehicle to pick up the runners and take them to the nearest safe shelter. For runs conducted aboard Fort Myer the nearest safe shelter will be the gym. For runs conducted at Haines Point the nearest safe shelter will be the bus.

9019.4 COMBAT FITNESS TEST (CFT)

1. If upon hearing the horn from the lightning detector monitored by the S-3 at the CFT and or the hearing of thunder and or visual confirmation of lightning occurs prior to the CFT start time the S-3 will cancel the CFT and or postpone for no less than 30 minutes after the last strike of lightning is seen and or after the last sound of thunder is heard. The 30 minute wait time will restart for each additional lightning flash and each time thunder is heard. If this is not feasible the CFT will be cancelled by the S-3 and a makeup CFT may be determined at a later date.

2. If during the course of the CFT the horn from the lightning detector monitored by the S-3 is heard at the CFT and or the hearing of thunder and or visual confirmation of lightning occurs the S-3 will stop the CFT events and direct personnel to the nearest safe shelter. The safe shelter location for the CFT is the Army Post Exchange. S-3 will cancel the CFT and or postpone for no less than 30 minutes after the last strike of lightning is seen and or after the last sound of thunder is heard. The 30 minute wait time will restart for each additional lightning flash and each time thunder is heard. If this is not feasible the CFT will be cancelled by the S-3 and a makeup CFT may be determined at a later date.

9019.5 MARINE CORPS COMMUNITY SERVICES

1. For all MCCS activities and events, the Senior MCCS representative present will upon hearing thunder and or visually confirming lightning will suspend all outdoor activities pertaining to the event for no less than 30 minutes after the last strike of lightning is seen and or after the last sound of thunder is heard. The 30 minute wait time will restart for each additional lightning flash and each time thunder is heard. If suspension of outdoor activities due to thunder or lightning becomes necessary all MCCS representatives present will ensure that patrons are directed to the nearest safe shelter designated by the senior MCCS representative present.
2. Personnel are instructed that the wait times listed are minimum standards, and shall not be discussed or lessened for any reason. If a longer delay is warranted, then the senior Marine conducting the event or the senior MCCS representative present may dictate that time accordingly.

9019.6 COMMAND OPERATIONS. For additional guidance, review Chapter 3, All Hazards Plan of this SOP or contract the S3.

9020 RADIOLOGICAL CONTROL PROGRAM. Program established to ensure the protection, training, and education of personnel who are exposed to RAM. Disposal of low-level radioactive waste shall be coordinated with the Installation Radiation Safety Officer or the Assistant Installation Radiation Safety Officer. Provisions for this program are outlined in reference (9-t).

9020.1 RESPONSIBILITIES

1. Director of Safety shall maintain an understanding of all radioactive materials aboard Henderson Hall

2. S-3 in conjunction with the S-4 shall maintain accountability of all compasses and ensure that they are stored properly.

9020.2 SPECIFIC RADIOACTIVE MATERIALS AT HENDERSON HALL

1. Radioactive isotopes in government-owned items are limited to:

   a. Tritium (3H) – radioactive hydrogen gas, found in fire control devices and other low level illuminating devices such as hand held compasses. It is a very weak beta emitter and has a half life of 12.3 years. Its low level beta particles are considered the “safest” radioisotope available.

   b. Nickel 63 – found in chemical agent monitors (CAMs) and automatic chemical agent detector alarms (ACADAs), which are kept by the QFD. This is also a weak beta emitter with a 100 year half life.

   c. Radium 226 – found in gauges in old military vehicles and aircraft (foreign and domestic) at the Air/Ground Museum displays and in separate storage. This is a moderate alpha and gamma emitter with a long half life of 1600 years.

   d. Americium 241 – found in commercial smoke detectors. The incredibly small amount in each detector emits a limited amount of alpha and gamma particles. Each detector is limited to a maximum of 1 millicurie of activity, but is usually found to be MUCH less at around .001 millicurie.

2. Specific radioactive, or commercial items at Henderson Hall are:

   a. Americium 241 – found in commercial smoke detectors. The incredibly small amount in each detector emits a limited amount of alpha and gamma particles. Each detector is limited to a maximum of 1 millicurie of activity, but is usually found to be MUCH less at around .001 millicurie.

   b. Nickel 63 – found in chemical agent monitors (CAMs) and automatic chemical agent detector alarms (ACADAs), which are kept by the QFD. This is also a weak beta emitter with a 100 year half life.

   c. Tritium (H3) – found in night sights and other advanced “glowing” sights from the Trijicon and EoTech corporations.

9021 WOOD SHOP SAFETY / MACHINE GUARDING

9021.1 GENERAL

1. All persons must wear safety glasses upon entering the wood working area. A face shield is not a substitute for safety glasses.
2. Ensure that you use a proper “dust mask” while wood working is in progress.

3. Appropriate attire must be worn to work in the wood shop. No jewelry or baggy clothes may be worn when working with power tools. Long hair must be tied back. No open toed shoes. Never wear gloves.

4. No one is permitted to remove a safety guard from any tool.

5. Nothing wet shall be placed on any of the tools. No drink cans, towels, food, etc.

6. No open flame in the wood shop.

7. Immediately report any and all mishaps or near misses to the Operations Manager and the Director of Safety.

9021.2 REQUIREMENT

1. One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by:
   a. Point of operation
   b. Ingoing nip points
   c. Rotating parts
   d. Flying chips and sparks

2. All applicable equipment shall be in compliance with the 29 CFR 1910.211 -1910.219

3. The guarding device shall be in conformity with any appropriate standards therefore, or, in the absence of applicable specific standards, shall be so designed and constructed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

9021.3 RESPONSIBILITIES. Commanders / Supervisors:

1. Shall ensure all equipment meet the above standards.

2. Replace equipment not meeting required standards.

3. Ensure that all employees are properly trained with equipment.

4. Ensure that all employees wear proper PPE during operations all power equipment.

9021.4 TOOLS & MACHINERY OPERATIONS

1. Miter Saws. MAINTAIN A SIX-INCH MARGIN OF SAFETY FROM THE BLADE. This means that you must keep your hands six inches away from the path of the saw blade. Wear safety glasses. Keep the blade guard in position at all times. Hold stock firmly on the table and against the fence. After making the cut but before raising the saw make sure that the blade has come to a complete stop. When making multiple cuts of various angles do not move hands under the blade whether it is moving or not. When you complete your work at the saw lower the saw and lock it in place. Sweep the workstation and the floor. All scrap goes in the scrap bin.

2. Table Saw. Safety glasses required for this tool. Face shield is optional but recommended. Turn on the dust extractor before turning on the table saw. The saw is equipped with a blade guard. The device is the most important safety feature for this piece and may not be removed or circumvented. Be certain that the blade is sharp and that it is the right blade for your work. Do not reach across it. Make sure that the stock is fully past the blade before turning the saw off. MAINTAIN A SIX-INCH MARGIN OF SAFETY FROM THE BLADE. A variety of push sticks are provided and must be used when cutting closer than six inches. Rough stock must be surfaced and at least one side
3. **DRILL PRESS.** Wear safety glasses. Secure work properly. Never stand on tool. Do not wear gloves or loose clothing. Never start the drill press with the drill bit or cutting tool in contact with the work piece. Do not attempt to drill material that does not have a flat surface. Stop the drill press before removing scrap pieces from the worktable. Clean the tool and the work area when done.

4. **Belt and Spindle Sander.** When using the Sander, turn on the dust extractor. Wear safety glasses. Dust mask (supplied by you) recommended. Do not use worn out or loaded up sanding tubes or belts. Use of the cleaner will make the sanding surfaces last longer. Always hold work securely. Move your work across the surface of the abrasive. DO NOT sand in one place, this clogs, burns and ruins the abrasive surface. The sanding belt should track in the middle of the plate. Do not use the machine if the belt is rolling off one side of the other. Report any tears or holes or flaws to the Monitor. Do not attempt to readjust the machine yourself. Clean up when done.

5. **Panel Saw.** Cut down full sheets of plywood on the panel saw. Do not use the table saw for full sheets! When cross cutting stock let the saw blade come to a full stop before raising it up for the next cut. When cross cutting from the top only. Do not drop plywood on guide wheels, this might throw them out of alignment. Support large sheets of plywood properly. When ripping on the panel saw you will need help from the Shop Monitor to tail off the material. Clean tool and work area when done.

6. **Band Saw.** Wheel guard doors must be closed and the blade properly adjusted before turning on the machine. Adjust the upper guide assembly so it is no more than 1/4" above the work. Allow the saw to reach full speed before starting to feed the work. The stock must be held flat on the table. Feed the saw only as fast as the teeth will remove the wood easily. MAINTAIN AT LEAST A FOUR-INCH MARGIN OF SAFETY. (This means that the hands should always be at least four inches away from the blade when the saw is running.) Plan cuts to avoid backing out of curves, whenever possible. Stop the machine before backing out of a long curved cut. Make turns carefully and do not cut radii so small that the blade is twisted then broken. Round stock should not be cut unless mounted firmly in a jig. Do not let small pieces of wood accumulate around the blade. Move them out of the way with a push stick or turn off the saw, wait till the blade stops, and then clear the table. If you hear a clicking noise, turn off the machine at once. This sound indicates a crack in the blade. If the blade breaks, shut off the power and move away from the machine until both wheels stop. Turn off the machine as soon as you finish working. Sweep the table and the floor. All scrap in the scrap bin. Lower the upper guide assembly.

7. **Brad Nailer and the Narrow Crown Stapler.** You must wear safety glasses when using either of these tools. Add a drop of tool oil into air supply connector before connecting air supply hose. Disconnect tool from air hose before clearing a jammed fastener. Connect tool to air supply before loading fasteners. Always assume that the tool contains fasteners. Never point the tool at yourself or anyone else. Remove finger from trigger when not driving fasteners. Never carry a tool with your finger on the trigger. Do not drive fasteners into a surface that is too hard. Do not drive fasteners on top of other fasteners or drive fasteners at too steep of an angle. Keep hands and fingers away from the nailing area. You could nail through the material and into your finger. Do not fasten too close to the edge of the material. The material could split and the fastener could fly free or ricochet, causing personal injury to you or someone in the work area. When done blow out tool and return to the tool case. Roll up air hose.

8. **Hand Tools.** Safety glasses required. When using the carving chisels DO NOT FORCE THEM, do not hog out too much wood, approach knots with caution. Take care of the mallet when striking the chisels. When cutting with a knife or razor, cut away from yourself. Do not drill yourself, stab yourself, or hit yourself. If you get something in your eye wash it out using eye station.

9. **4” Angle Grinder.** Wear a face shield and safety glasses. A face shield is not a substitute for safety glasses. When using the tool for sanding move the tool around the stock, do not leave it in one place. Do not grind metal in the wood shop. Never remove the guard. It can be rotated for optimum positioning. Always use the auxiliary handle for maximum control over torque reaction and kickback. Secure the work properly on the workbench. Adjust
your work to a comfortable height. When carving with the carving attachment for the angle grinder, be very careful! Grip the tool with both hands at all times. No loose clothing. Be very aware of people around you, ask them to give you space if you need it. Blow off the tool, put it away and sweep the work area.

10. **Die Grinder.** Keep away from rotating spindle and accessory. Do not wear jewelry or loose clothing. Keep hair away from tool. Use accessories that are rated for the Die Grinder only. Keep hands clear of spindle and tool end. Use both hands to hold tool. Be aware of excess hose on the floor, tripping is a hazard. Clean tool and work area when done.

11. **Jointer.** Safety glasses and face shield required when using this machine. Before turning on the machine, make adjustments for depth of cut and position of fence. Do not remove the guard. Feed the work so that the knives will cut "with the grain". Keep your hands away from the cutterhead, even though the guard is in position. **MAINTAIN AT LEAST A SIX-INCH MARGIN OF SAFETY.** (This means that the hands should always be at least six inches from the cutterhead.) Use a push block when planing a flat surface. Never apply pressure directly over the knives with your hand. Do not plane end grain. The jointer knives must be sharp. Dull knives will vibrate the stock and may cause a kickback. Clean tool and work area when done.

12. **Thickness Planer.** Inspect all wood before using the Thickness Planer. Do not plane the maximum amount off of stock when planing. Two passes through the planer can be better than one. Be aware that some woods are harder than the others are; hard woods will need more passes through the planer. Keep hands and fingers away from cutter head when machine is running. When planning thin pieces of wood, be sure to stand to one side in case the wood breaks and kicks back. Plane near the door or outside to make the cleanup easier. Check planer table before turning it on, a tool might have slipped under the cutter head. Make all adjustments with the power off. Support the work properly at the in feed and at the out feed. You should not perform planing operations on material shorter that 10”, narrower than 3/4” wider than 121/2”, or thinner than 3/16”. Clean tool and work area when done.

13. **Lathe.** Before starting the machine, be sure that spindle work has the cup center properly imbedded, tail stock and tool rest are securely clamped and there is proper clearance for the rotating stock. Before starting the machine for faceplate work, disengage the spindle lock and check to see that the faceplate is tight against the spindle shoulder and the tool support has proper clearance. Wear safety glasses and a face shield to protect your eyes and face, especially when roughing out work. Select turning speed carefully. Large diameters must be turned at the lowest speed. Always use the lowest speed to rough out work. Wood with knots and splits should not be turned. Remove the tool rest for sanding and polishing operations. When you stop the lathe to check your work also check and lubricate the cup center. Keep the lathe tools sharp; hold them firmly and in the proper position. Keep your sleeves rolled up and other loose clothing away from the moving parts of the lathe and work. Clean up debris and dust.

14. **Circular Saw.** Wear safety glasses. Check to see that blade guard is working properly. Set blade depth 1/4” below material you are cutting. Arrange the material so that the saw will not bind as you are cutting the material. Unplug cord before changing the blade or working on the tool. Clean tool and work area when done.

15. **Additional tools shall be added when implemented.**

9022 **TREND ANALYSIS**

9022.1 **GENERAL.** Trend Analysis Program provides an analysis for both mishaps and hazards with the objective of identifying and correcting their root causes so overall safety performance and worker protection can be continuously improved. The trend analysis process must include analysis of information such as injury and illness history, hazards identified during inspections, employee reports of hazards, and accident and near-miss investigations for the purpose of detecting trends. The results of trend analysis must be shared with employees and leadership and utilized to direct resources; prioritize hazard controls; and determine or modify goals, objectives, and training to address the trends.

9022.2 **BENEFITS OF TREND ANALYSIS**

1. The data collected from a variety of sources can be extremely valuable in examining past or current accidents, and even predicting future mishaps. When done correctly, the benefits of trend analysis will:
a. Allow for easy examination of historical data in an easy to view format.

b. Help identify recurring or cyclic conditions that impact results.

c. Assist leaders and stakeholders concerning performance.

d. Aid in determining where to focus attention.

e. Aid in the effectiveness of actions taken.

2. In the past, trend analysis tended to be about trailing indicators. While trailing indicators can be very accurate measures of past performance, they may be driven by factors over which you have little control. Trailing indicators (also known as lagging indicators) are those indicators that follow an event. Trailing indicators are how lost workdays, injury/illness direct cost, age, duty status, and many more data points are measured.

3. Leading indicators are those types of indicators that possibly signal future events. For example, a high safety training attendance percentage along with high training competency scores could lead one to predict a safer environment in the topic trained and evaluated. On the other hand, a high number of open discrepancies or unmitigated hazards could lead one to predict a higher rate of injury.

9022.3 FREQUENCY OF TREND REPORTING. On a quarterly basis, the Safety Department will present to the Command Safety Council a trend report for the previous quarter. Each quarter will build upon the previous quarter so at the end of the calendar year, an annual trend analysis report can be presented to each company for the development of the annual Risk Mitigation Plan. Each company will carefully evaluate all aspects of the annual trend analysis report, specifically address areas of concern, and document mitigating strategies deemed most suitable for their company. The Safety Department will publish additional guidance for the development of the Risk Mitigation Plan in the “Back-in-the-Saddle” (BITS) letter of instruction in December of each year.

9022.4 METHOD OF DATA COLLECTION

1. To conduct trend analysis on mishap related data, information should be collected from all, local flash reports, near miss reports, occupational injury or illness reports, medical reports when provided (as in the case of hearing conservation significant / permanent threshold shifts (STS / PTS), first aid cases, Enterprise Safety Applications Management System (ESAMS) mishap reports or other reporting tools used to gather pertinent mishap information.

2. To conduct trend analysis on reported hazards or OSH deficiencies, information should be collected from appropriate, OSH inspections and assessments, Industrial Hygiene surveys, work area self-inspections, near miss reports, employee reports of unsafe / unhealthful working conditions, mishap investigation reports, fire prevention inspections, ESAMS OSH deficiency reports, or other inspections or reports that provide useful and relevant information.

9022.5 ANNUAL RISK MITIGATION PLAN

1. Annually, and as a part of the Back in the Saddle (BITS) stand-down in January, each company will support the safety office, in developing a “Risk Mitigation Plan” using trended data to strategically target identified areas. The Risk Mitigation Plan will be presented to the Executive Officer for review and final approval.

2. The safety office will compile each sections report, add additional documentation, then publish and distribute several copies to each company/section for use throughout the year. The safety department will provide guidance and structural requirements for the Risk Mitigation Plan in December of each year, and will include publication costs in annual budget requests for subsequent years.

9022.6 GRAPHICAL DATA. At a minimum, the safety office may utilize local systems or contracted systems i.e. ESAMS to track and graph the following all required data.

9023 RECREATION AND OFF-DUTY SAFETY (RODS)
9023.1 PURPOSE. Provide instruction for the reduction or elimination of all off-duty and recreational mishaps.

9023.2 BACKGROUND. Off-duty and recreational mishaps are the leading cause of Class A/B injuries within the DoD. Specifically four wheel personal mobility vehicle and motorcycles account for the majority of off-duty fatalities. High-risk activities, such as open water swimming, recreational vehicles (all-terrain vehicles, utility terrain vehicles, and dirt bikes) pose significant risk without proper training or RM.

9023.3 RESPONSIBILITIES

1. Commanders, Department Heads, and Supervisors shall: Encourage personnel who participate in high risk sports or activities to inform leadership of their participation. Personnel should be encouraged to seek further guidance from the DOS/BSR regarding training requirements, hazard recognition and awareness and steps towards mitigation.

2. DOS

   a. Appoint in writing a qualified SOH Specialist to serve as the H&S Bn, HQMC, HH RODS Program Manager.

   b. Routinely distribute RODS promotional materials. This information may include the following: home safety, RM, Consumer Product Safety Commission Publications, Coast Guard Consumer Fact Sheets, National Safety Council Bulletins, and through local media Semper Safe articles. Other resource information is available at the Naval Safety Center (NAVSAFECEN) website: www.safetycenter.navy.mil and the CMC (SD) website: http://www.safety.marines.mil/.

   c. Ensure safety and health inspections of recreational activities, to include facilities and equipment, are conducted at least annually, per applicable regulations. In cases where no Marine Corps orders are available, Federal OSHA standards and other national consensus standards shall be adopted.

   d. Review all plans for proposed construction or renovation to recreational facilities for safety and health considerations prior to and during all phases of construction or prior to contracting of service.

   e. Provide safety briefs, presentations, and safety fairs to tenant commands upon request.

   f. Provide guidance and support for operation pauses and “safety stand-downs” upon request.

3. MCCS

   a. Develop and publish SOPs, including the minimum safety requirements, and RM Worksheets for the use of each MCCS activity and/or equipment per reference (9-g). SOPs shall be maintained at each facility/activity.

   b. Ensure facility supervisors provide activity-specific safety training to patrons, as appropriate. Only patrons with the required safety training shall be permitted use of the area. The area/activity/facility supervisor shall develop a process for enforcing the training and testing requirements. Training records shall be maintained for at least five years.

   c. Per sub-chapter 4 of this SOP, ensure safety and health inspection reports are reviewed and appropriate action completed.

   d. Enforce the use of required PPE for patrons participating in all NAF recreational and athletic activities.

   e. Consult with the Command Safety Office on all plans for proposed construction or renovation to recreational facilities for safety and health considerations prior to contracting of service.

   f. Consult with the Command Safety Office for safety and RM considerations for high-risk recreational activities such as archery, trap/skeet, and paint ball, etc. during the design phase of all recreational facilities.
4. SL/BSR
   a. Administer the unit/department’s RODS program.
   b. Document all RODS safety training.
   c. Conduct and document all RODS briefings. Briefs should include information on local recreation hazards, special weather conditions, environmental conditions, and PPE requirements.

9023.4 OFF-DUTY RM APPLICATIONS GUIDANCE

1. RM should be used to manage the inherent risks present during off-duty and recreational activities in the same manner as within military operations and training evolutions.

2. The application of RM in off-duty situations identifies the hazards in advance and mishaps may be avoided through proper planning. Use the following as a simple RM mishap prevention tool to assist you drafting your RM worksheet enclosure (9-8).
   a. Identify Hazards - Ask "what if"; brainstorm.
   b. Assess Hazards - Assign a RAC based on probability and severity.
   c. Make Risk Decisions - Address the highest RACs first; identify control options to lower the level of risk.
   d. Implement Controls - SOP; verbal briefing; use of PPE.
   e. Supervise - Watch for changes; spot checks.

3. Off-duty/recreational example scenarios using the RM Mishap Prevention tool can be found in on MarineNet. For assistance in off-duty activities that may be used for RM applications, review the information provided on the CMC (SD) website at [http://www.safety.marines.mil](http://www.safety.marines.mil) and on the NAVSAFECEN website at [www.safetycenter.navy.mil](http://www.safetycenter.navy.mil)

9024 TRAFFIC SAFETY PROGRAM

9024.1 PROGRAM MISSION. DoD Instruction 6055.4 and MCO 5100.19 directs implementation of the Traffic Safety Program, and consist of programs and processes related to safe driving, pedestrians, licensing, drivers training, and other areas necessary to ensure a safer driving environment aboard the installation.

9024.2 BACKGROUND

1. Motor vehicle mishaps are the leading category of accidental death and injury to Marines. These mishaps impact the individual, the unit/command, their families, and consequently the Marine Corps, costing lives and millions of dollars every year. Traffic mishaps are preventable, and self-discipline, training, and enforcement are instrumental in preventing them.

2. The objective of this Program is to improve driver attitudes, habits, skills, and behavior in order to reduce vehicle mishaps and the resultant injury, death, and property damage, according to guidance set forth in DoD and Marine Corps regulations.

3. Vehicle operator errors, violations, and attitudes are prime contributors to vehicle mishaps. The DRIVESAFE program, mandated by MCO 5100.19, provides a means to inform personnel of driving responsibilities.

9024.3 SAFE DRIVING COUNCIL
1. Commanders of Marine Corps activities having a population of less than 500 combined Marines and civilian personnel shall either represent their activities in a safe driving council of a nearby facility or form a separate council for their facility.

2. The Command Safe Driving Council (part of the Command Supervisor Safety and Safe Driving Council) is designed to resolve traffic safety issues related to reducing vehicle related mishaps.

9024.4. REQUIREMENTS

1. Vehicle Inspections

   a. Command Commercial Vehicles. Commercial vehicles that are purchased, leased, or rented by the Command shall meet all applicable requirements of 49 CFR 571, Federal Motor Vehicle Safety Standards (FMVSS).

   b. DoD Vehicles. All DoD commercial vehicles, also known as Garrison Mobile Equipment (GME), must pass, at least annually, a safety inspection that conforms to requirements in reference (9-i). This requirement also covers non-appropriated fund vehicles. The annual inspection shall evaluate systems and subsystems having substantial relation to safe vehicle performance, e.g., lighting, exhaust systems, wipers, horn, brake systems, steering systems, suspension systems, tires, and wheel assemblies.

   c. Private Motor Vehicles. Periodic inspection of private motor vehicles (POV) will be at the direction of the Commanding Officer, Executive Officer, Department/Section Heads, or the Henderson Hall Director of Safety. At a minimum, registration and insurance documents shall be reviewed as part of the monthly liberty risk assessment worksheet, and a more thorough inspection of the vehicle shall be conducted during months or times of extended liberty or when the individual will be traveling longer than daily commute distances.

2. Operator Requirements

   a. Operator Duty Time. To reduce the potential for traffic mishaps caused by fatigue, duty hour limits during normal operations while driving Command Commercial Vehicles or any DoD vehicle (GMV – Government Motor Vehicle) will include the following:

      (1) Drivers will be provided with at least eight consecutive hours of rest (off duty) during any 24-hour period.

      (2) When transporting hazardous materials, two certified drivers will be assigned if the trip will require more than eight hours, and the total driving time for both drivers combined will not exceed ten hours. Whenever possible, the same guidelines should govern drivers transporting ordinary cargo; in no case will a driver drive more than ten hours in a duty period, and the total duty period shall not exceed fifteen hours.

   b. Additional Operator Requirements

      (1) Operators will conduct a daily inspection of any vehicle they operate.

      (2) Available brakes will be set and chocks will be used on all trucks when parked or being loaded or unloaded.

      (3) All vehicles driven will be equipped with a securely fastened gas cap.

      (4) During backing evolutions involving vehicles carrying explosives or when rear vision is obstructed, an appropriate “road guide” will be positioned to provide assistance to the operator.

      (5) All operators of POV and GOV shall be properly licensed.

      (6) All operators of commercial vehicles shall maintain a valid Medical Certificate (MEDCERT).
3. **Pre-Liberty Briefings.** These briefings are to be held, at a minimum, for all Marines under the age of 26, before traveling long distances on leave or extended liberty. For individual cases, supervisors shall brief these personnel and use the “TRIPS” (USMC) system found on the Naval Safety Center Web site. All safety briefs given to service members and or employees shall be documented.

9024.5. **MOTOR VEHICLE SAFETY PROGRAM ELEMENTS.** Mishap prevention is best accomplished through the application of principles in the areas of engineering, education, and enforcement.

1. **Engineering**

   a. Engineering methods reduce traffic mishaps by eliminating defects in vehicles and roadways and establishing better traffic control measures. Traffic engineering includes the planning and design of streets and highways and the traffic operations thereon.

   b. Installation roadways will be designed, constructed and maintained in accordance with state standards, traffic control plans, codes and guidelines.

2. **Education.** A continuous education program shall be provided by the combined efforts of the Safety Office, supervisors, and the Command Safe Driving Council. This program will improve the knowledge, skills, attitudes, and judgment of all personnel operating or riding in or on motor vehicles. The program should be designed to create and maintain interest, and to inform drivers, passengers, and pedestrians through all available means, including classes, newspapers, posters, displays, and bulletin board material.

3. **Enforcement.** Enforcement is the promotion of mishap prevention by deterring dangerous and irresponsible behavior on the part of drivers, operators, and pedestrians.

   a. Motor Vehicle Traffic Supervision contains applicable information concerning records, motor vehicle registration, and mandatory revocation or suspension of driving privileges.

   b. As fatigue is a factor in many of our Marine private vehicle mishaps, travel distance limits for Marine Corps military personnel on liberty or leave will be established and publicized in the local Leave and Liberty Policy.

9024.6. **MOTORCYCLES, MOPEDS, AND ALL-TERRAIN VEHICLES (ATVS)**

1. Motorcycles, MOPEDS, and ATVs. Operators of government and privately owned motorcycles (both street and off-road versions) and all ATVs permitted to operate on the installation must be appropriately licensed to operate on public highways following state guidelines.

   a. Motorcycle Operator Training. All operators of privately owned motorcycles, mopeds, motor scooters, or ATVs (all hereafter included in the term “motorcycle”), must successfully complete a rider or operator course prior to operation on any DoD installation. The training must be completed by all active duty Marines operating motorcycles whether on or off base.

   b. Riders in need of the Motorcycle Safety Foundation (MSF) Basic Rider Course-1 (BRC), the Advanced Riders Course (ARC), the Experienced Riders Course (BRC-2), or other advanced motorcycle training provided by Marine Corps Installations Command, can sign up for the desired class via S-3 using “Classroom Training Schedule” found in ESAMS or by contacting the Director of Safety for assistance. All training certificates are to be provided to the S-3, Motorcycle Club President, and to the safety office for appropriate entries into the MOL training system.

2. **S-3.** shall sign up all active duty riders on a first come first served basis. Training is to be allowed during on duty hours and is at no cost to the service member.

3. **Motorcycle Safety Courses.** All required motorcycle safety courses are provided by the Marine Corps Base Quantico Traffic Safety Branch or other locations within the National Capital Region. The DOS or Club President can provide additional training locations.
a. **Record of Course Completion.** A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual (active duty Marine) who successfully completes the course.

b. **Administration.** The Henderson Hall Motorcycle Club President, with cooperation from the Director of Safety, Department Heads, and work center supervisors, will identify and track all personnel checking into the Command who intend to operate a motorcycle and ensure a current motorcycle safety course is documented in their record or arrange for the person to attend a formal MSF course. In addition, the club president will ensure the operator is properly licensed, insured, is aware of all PPE requirements, and inspect the vehicle for safe operating condition. All operators will sign a statement that they have read and will comply with Marine Corps policy regarding motorcycle operation.

c. **PPE.** The Motorcycle Club President will ensure that all known riders within the command understand the most current requirement for motorcycle PPE. This requirement will be clearly listed in the Henderson Hall Motorcycle Club Policy.

d. **Commander’s Motorcycle Safety Interview.** Since motorcycle ownership is a significant responsibility, prior to purchasing a motorcycle, all Marines will consult with their leadership in advance to be certain that they are aware of the responsibilities that come with ownership. To comply with the intent of ALMAR 014/08, a Commander’s Motorcycle Safety Interview is to be completed and reviewed by their Officer in Charge (OIC), and then provided to the safety office for training tracking purposes.

4. **Motorcycle Operators Statement of Understanding.** Personnel owning or operating a motorcycle or in possession of a motorcycle endorsement on their state drives license will sign a statement of understanding documenting their understanding of training and rider responsibilities.

5. **Henderson Hall Motorcycle Club.** Will establish and maintain a Motorcycle Club to be organized as outlined in the Henderson Hall Motorcycle Club policy letter. For the safety of all HH motorcycle riders, it is essential to capitalize on the expertise of our seasoned and experienced riders who will mentor potential and new riders into responsible and mature motorcycle operators. It will be the club president’s responsibilities to run and maintain the club in a highly professional manner.

6. **Membership and Responsibilities.**

   a. **The Appointed Club President will be the primary contact for the Sponsored Motorcycle Club who will assist the DOS, when necessary, in the administrative aspects of the program.** The Safety Department will also assist, as needed, in the scheduling and administrative features of providing MSF Courses provided by MCBQ Quantico or other DOD locations within the National Capital Region.

   b. **The Club President will be assigned in writing, and will organize and announce monthly meeting dates and club riding outings.**

   c. **The Club Secretary will create meeting agendas, take notes during meetings, and distribute meeting minutes when needed.**

   d. **The Club President will ensure that a by-name listing of each rider, and total miles completed is provided to the safety office for club participation tracking purposes.**

7. **Motorcycle Club Activities.** All club meetings and command approved rides shall be conducted during normal duty hours. It is expected that supervisors will allow members to attend club activities to the maximum extent possible.

9024.7. **DRIVER EDUCATION**

1. **Driver Improvement Course.** All military personnel under the age of 26 will complete a course in traffic safety designed to establish and reinforce a positive attitude toward driving. The Safety Department will ensure, upon
check-in, all new personnel needing this requirement are enrolled via S-3 to the MCBQ Motor Vehicle Training Section for enrollment in the next available Driver Improvement Course.

2. **Record of Course Completion.** A statement attesting to date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course.

3. **Remedial Driver Training.** Marine Corps personnel who have been convicted of serious moving traffic violations, been found at fault in a traffic accident while driving a Government vehicle, or otherwise shown by their actions that their driving habits/attitudes warrant additional attention, shall be directed by the Command to attend a remedial driver training class. These classes are available at MCBQ and can be scheduled by contacting the HH Director of Safety.

**9024.8. TRAFFIC VIOLATIONS**

1. **Cellular Phones.** In accordance with Marine Administrative Message (MARADMIN) 225/03 (signed 05/09/03), operators on Marine Corps installations shall not use cellular phones while the vehicle is in operation, unless they are using a hands-free device. Additionally, operators of GOVs or POVs may not operate a cell phone at any time while entering or while transiting police checkpoints, force protection barrier systems, or while at any of the installation entry gates.

2. **Violations and Administrative Actions.** Joint Base Fort Myer Henderson Hall Provost Marshal policy outlines the administrative actions that can be taken aboard the base upon conviction of a traffic offense. The Provost Marshal is the convening authority over motor vehicle violations while aboard Joint Base Fort Myer Henderson Hall.

**9024.9. ARRIVE ALIVE PROGRAM.** The Commanding Officer is taking the initiative to protect his Marines by providing a solution for Marines instead of them making the wrong decision by getting behind the wheel while intoxicated.

1. If a Marine needs a ride back to the Installation, he or she will request the participating taxi to transport them to either Joint Base Fort Myer, Henderson Hall gates and call the Duty. The Duty will meet the participating taxi and pay the fair. The duty will then ensure that the Marine returns back to the Barracks / Housing safely via duty vehicle.

2. If the program is used, the Marine has a grace period of two paycheck periods to repay the command the cost of the taxi.

**9025. LOAD-LIFTING EQUIPMENT (LLE)**

9025.1. **PURPOSE.** The purpose of this chapter is to ensure the safe lifting and controlling capability of all applicable LLE used in support of Marine Corps operations. It is also to promote safe operating practices through the inspection, test, certification, qualification, and operation requirements prescribed in references (9-k), (9-l), and (9-m) to publish procedures and responsibilities for the LLE Management Program.

9025.2. **BACKGROUND.** Each year, crane and forklift mishaps take a heavy toll on lives and property damage. Load lifting equipment consists of the use of cranes, forklifts, vehicle lifts and associated equipment. These mishaps can be avoided through a proactive LLE Management Program. LLE programs can be tailored to the equipment being used.

9025.3. **DEFINITIONS**

1. **LLE.** The Henderson Hall’s LLE Management Program covers weight handling equipment, material handling equipment (MHE), ordnance handling equipment (OHE) and those personnel involved in the management, operation, alteration, test, inspection, maintenance, certification, and acquisition thereof. LLE consists of mobile cranes, forklifts, aerial personnel devices used to lift loads vertically and associated equipment.
2. **Certification.** The process by which, on a periodic basis, LLE is approved for use at Marine Corps activities. For cranes the process includes review of all applicable maintenance records, condition inspection, and load test to ensure that the crane has been maintained in a safe and serviceable condition and is functioning properly.

3. **OHE.** Specifically designated equipment used for assembling, disassembling, handling, transporting, lifting, positioning, rotating, or containing ammunition, explosives, and related components.

4. **Rigging Gear and Associated Equipment.** Types of equipment used in weight handling operations include rigging gear (wire rope slings, shackles, eye bolts, swivel hoist rings, links, rings, turnbuckles, etc.), portable manual and powered hoists, portable load indicators (dynamometers, load cells, crane scales, etc.), below-the-hook lifting devices, portable A-frames, portable floor cranes, and portable gantries used for general lifting, as well as cranes and hoists procured with, integral to, and used solely in support of larger machine systems.

5. **Medical Certification (MEDCERT).** All operators shall ensure that they are medically qualified per reference (9-k).

** RESPONSIBILITIES.** Commanders and department heads who maintain and operate LLE such as forklifts or cranes, shall ensure compliance with all applicable references to include the following:

1. Follow all applicable regulations, SOPs, to include reviews of manufacturer’s recommendations on any modifications or adjustments to equipment. Obtain in writing, any approvals from manufacturers or Garrison Mobile Equipment Fleet Manager, and Base Motor Transportation before making modifications.

2. Ensure that any LLE not in compliance is removed from service.

3. Ensure proper investigation and reporting of all mishaps.

4. Ensure all personnel are trained and licensed to operate LLE, per local, state, and Federal instructions.

5. Maintain copies of records of daily inspections, maintenance, and load testing.

6. Ensure corrective actions are taken during annual safety inspections of all LLE and associated equipment.

**LLE.** References (9-f), (9-l) and (9-m), establish the policy for testing, inspecting, and maintenance of LLE. Additionally, all equipment leased or rented from commercial or private sources must meet the requirements of reference (9-f) and ANSI Standards. Those pieces of LLE not meeting standards shall not be used aboard HH if they are considered a safety hazard. LLE used for ordnance handling shall use per references (9-f) and (9-o). Powered industrial forklifts shall not be used in atmospheres that are hazardous. Consult with the Henderson Hall Safety Office on these additional regulations.

**COMPLIANCE.** Commanders, department heads, and contractors shall comply with all applicable references. Contractors working aboard the installation shall comply with references (9-f) and (9-o). For cranes, erection shall be performed under the supervision of a designated qualified person as defined in the American Society of Mechanical Engineers B30.5. All LLE testing shall be performed in accordance with the manufacturer’s recommended procedures and reference (9-m) or the equipment’s TM for that piece of equipment. Shop fabricated lifting devices are not authorized.

1. All personnel whose job requires the use of powered and unpowered MHE shall be trained in accordance with support of reference (9-f) which requires that all LLE operators be trained to a competency level, not a defined number of hours, and allows flexibility in how training is accomplished.

2. Personnel shall wear/use PPE, tools and other equipment required to perform work involving LLE to include:

   3. Seat belt worn at all times;

   4. Safety shoes, safety helmet/hard-hat, and other equipment necessary as identified in the JHA; and

   5. Hard-hats shall be worn while operating forklifts.

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9025.7. TRAINING

1. Only crane operators who have met the requirements of references 9-f, 9-l, 9-m, local, and state requirements may be authorized to operate cranes. LLE operators should be trained in accordance with reference 9-f. The H&S Bn, HQMC, HH Safety Office shall inspect records during annual inspections.

   a. Operators shall have a current license and Med Cert on their person while operating LLE.

   b. LLE operators shall follow all general safety rules, per reference 9-f.

   c. Training shall be received aboard MCB Quantico Drivers Training Branch, through the Command Safety Offices internal training program or be outsourced through contracting.

2. Commanders and supervisors should review LLE operator training records annually to ensure compliance with local, state, and Federal licensing and permit instructions in accordance with reference 9-f. Supervisors shall review annually JHA. Contractors shall review their personnel training records and sub-contractor personnel records prior to operating on the installation.