



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35001  
FPO AP 96373-5001

MCIPAC-MCBBO 5000.1A Ch 2  
1ADJ

FEB 03 2023

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 5000.1A Ch 2

From: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS PACIFIC STAFF REGULATIONS

Encl: (1) New page inserts to MCIPAC-MCBBO 5000.1A

1. Situation. To transmit new page inserts to the basic order.
2. Mission. To update Chapter 17 Marine Corps Community Services to add information on Marine Corps Installations Pacific-MCB Camp Butler forms to comply with Marine Corps Forms Management program.
3. Execution. Remove page 69 of enclosure (2) and replace with corresponding page in the enclosure.
4. Filing Instructions. File this change in front of the original Order.

  
P. M. DAWSON  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35001  
FPO AP 96373-5001

MCIPAC-MCBBO 5000.1A Ch 1  
1ADJ  
SEP 16 2022

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 5000.1A Ch 1

From: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS PACIFIC STAFF REGULATIONS

Encl: (1) New page inserts to MCIPAC-MCBBO 5000.1A

1. Situation. To transmit new page inserts to the basic order.
2. Mission. To provide a link to the Forms Management SharePoint site in Administration and Logistics paragraph and to add information on MCIPAC-MCBB Form 11000/1 Project Decision Documentation form to Chapter 20.
3. Execution
  - a. Remove page 2 of the basic order and replace with corresponding page in the enclosure.
  - b. Remove page 77 of enclosure (2) and replace with corresponding page in the enclosure.
4. Filing Instructions. File this change in front of the original Order.

  
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UNIT 35001  
FPO AP 96373-5001

MCIPAC-MCBBO  
5000.1A  
12 May 22

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 5000.1A W/CH 1-2

From: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS PACIFIC STAFF REGULATIONS (SHORT TITLE: STAFF REGS)

Encl: (1) References  
(2) MCIPAC-MCBB Staff Organization and Functions  
(3) MCIPAC-MCBB Staff Procedures

1. Situation. This Order promulgates the official organization and functions of Marine Corps Installations Pacific-Marine Corps Base Camp Butler (MCIPAC-MCBB), and publishes command and staff actions within MCIPAC-MCBB Headquarters to promote uniformity in staff procedures.

2. Cancellation. BO 5000.1C w/CH 1.

3. Mission

- a. To publish command organization, functions, and staff procedures of MCIPAC-MCBB.
- b. This order has been completely revised due to changes in staff organization and functions. This order should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order establishes regulations, procedures, and processes and defines functions and responsibilities to enhance staff action. Additionally, it articulates the mission and core competencies of MCIPAC-MCBB staff sections and identifies the purpose, structure and responsibilities of MCIPAC-MCBB.

(2) Concept of Operations. All MCIPAC-MCBB general/special staff officers will ensure compliance with the contents of this Manual. The MCB Camp Butler G-1 will ensure that the applicable chapter/paragraph remains current.

- b. Tasks. Refer to enclosures (2) and (3).

5. Administration and Logistics

- a. This Order is published electronically and can be accessed on-line via the MCB Camp Butler G-1 portal at [https://usmc.sharepoint-mil.us/sites/mcipac\\_g1](https://usmc.sharepoint-mil.us/sites/mcipac_g1).

16 SEP 2022

b. Recommendations concerning the contents of this Order may be forwarded to MCIPAC-MCBB Adjutant, G-1 Division via the appropriate chain-of-command.

c. Forms. All approved MCIPAC-MCBB forms are available for download at MCIPAC-MCBB G-1 Adjutant SharePoint site [https://usmc.sharepoint-mil.us/sites/mcipac\\_g1/adjutant](https://usmc.sharepoint-mil.us/sites/mcipac_g1/adjutant) (and Go to “Forms Management”)

6. Command and Signal

a. Command. This Order is applicable to all MCIPAC-MCBB general/special staff sections.

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



P. M. DAWSON  
Chief of Staff

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**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35001  
FPO AP 96373-5001

References

- (a) U.S. Navy Regulations 1990
- (b) MARINE CORPS MANUAL
- (c) MCTP 3-30A
- (d) MCO 5400.54
- (e) MCO 5750.1H
- (f) MCO 1050.3J
- (g) MCO P1020.34H
- (h) MCO 1610.7A
- (i) MCO 5600.31A
- (j) MCO 5215.1K
- (k) MCO 5216.9Y
- (l) MCO 5210.11F
- (m) MCIPAC-MCBBO 5510.1A
- (n) SECNAV M-5216.5
- (o) SECNAV M-5210.2
- (p) MCIPAC-MCBB Policy Letter 11-15
- (q) MCO 5214.2G
- (r) SECNAV M-5210.1
- (s) NAVMC 2761
- (t) MCIPAC-MCBBO 1650.2A w/ CH 1-2
- (u) SECNAVINST 5210.8F
- (v) SECNAVINST 5720.42G
- (w) SECNAVINST 5211.5F
- (x) MCIPAC-MCBBO 1601.2
- (y) MCIPAC-MCBBO 1050.2
- (z) MCO 12250.3
- (aa) MCIPAC-MCBBO 5041.1B, Commanding General's Inspection Program
- (ab) MCO 1700.23G, Request Mast Procedures
- (ac) MCO 5430.1A, Marine Corps Inspector General Program
- (ad) MCO 5370.8A, Marine Corps Hotline Program
- (ae) Marine Corps Inspector General Program Assistance Guide, August 2009

## STAFF ORGANIZATION AND FUNCTIONS

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## Introduction

1. Purpose. The purpose of the staff regulations is to publish the collective functions common to all staff officers, including: providing information and advice; making estimates; making recommendations; preparing plans and orders; advising other staffs and subordinate commands; and, supervising the execution of plans and orders. Staff effectiveness depends in part on relationships of the staff with commanders and other staff. Collaboration and dialogue aid in developing shared understanding and visualization among staff at different echelons. Teamwork within a staff and between staffs produces the staff integration essential to synchronized operations.
2. Responsibility. The G-1 is responsible for maintaining the Staff Regulations. Each staff is responsible for keeping the chapter describing their section current. The MCIPAC-MCBB Adjutant is assigned the responsibility for coordinating changes to these regulations. When changes are desired, they will be forwarded to the MCIPAC-MCBB Adjutant with both a hard copy and electronic file, for submission to the Chief of Staff, MCIPAC-MCBB for approval.
3. Distribution. The MCIPAC-MCBB Adjutant is assigned responsibility for the distribution of the Staff Regulations and changes thereto.

## Chapter 1

### MCIPAC-MCBB Mission, Command Relationships, and Organization

1. General. MCIPAC-MCBB supports the current and future combat readiness of III MEF forward-based forces in the Pacific by providing facilities, training support, mobilization and deployment support, and installation services. Additionally, MCIPAC-MCBB provides installation services and support to other tenant commands, service members, and all family members.

2. Command. Reference (d) directed the reorganization of the Headquarters Marine Corps Installations and Logistics department. Marine Corps Installations Pacific-Marine Corps Base Camp Butler (MCIPAC-MCBB) is a subordinate, regional command of Marine Corps Installations Command (MCICOM). MCICOM is subordinate to the Deputy Commandant for Installation and Logistics (DC, I&L). MCIPAC-MCBB is a support establishment of the United States Marine Corps which includes command of all Marine Corps installations in Japan, South Korea, Guam, and Hawaii. The composition of total personnel within MCIPAC-MCBB is a combination of Marines, Sailors, U.S. government employees, local nationals from Japan and South Korea, and contractors.

#### 2. Control

a. The Commanding General (CG) directs and coordinates the functions of MCB Camp Butler and Marine Corps Installations Pacific in the Indo-Pacific Region with the assigned additional duty of Deputy Commander, Marine Corps Forces Japan (MARFORJ).

b. MCIPAC-MCBB Headquarters consists of 12 Primary Staff Divisions and 13 Special Staff sections necessary to function as a regional command for Marine Corps Installations Command (MCICOM) and support MCB Camp Butler's provision of installation services.

3. Mission. To execute command control, oversight, and budgetary guidance over the Marine Corps network of Advanced Naval Bases in the Pacific in order to: (1) secure and protect our capabilities, (2) strengthen our alliances, and (3) expand the capabilities of forward-deployed naval expeditionary forces in this theater.

#### 4. Command Relationships

a. The Commanding General, MCIPAC-MCBB wields two levels of authority: that of the Commander, Marine Corps Installation Pacific (the regional commander) and that of the Commander, Marine Corps Base Camp Butler (the Marine Corps base commander).

b. Marine Corps Installations Pacific (MCIPAC). The commander is responsible for MCIPAC-MCBB regional matters for applicable subordinate installations within the Pacific region. These installations include:

- (1) Marine Corps Base Camp Butler, Japan
- (2) Marine Corps Base, Hawaii
- (3) Marine Corps Air Station, Iwakuni, Japan
- (4) Marine Corps Air Station, Futenma, Japan



(5) Combined Arms Training Center, Camp Fuji, Japan

(6) Camp Mujuk, South Korea

(7) Marine Corps Base Camp Blaz, Guam

c. Marine Corps Base Camp Butler (MCBB). The commander is responsible for installation matters pertaining to Marine camps on Okinawa. These camps include:

(1) Camp Foster/Lester (listed together as they fall under one commander)

(2) Camp Kinser

(3) Camp Schwab

(4) Camp Hansen

(5) Camp Courtney/McTureous (listed together as they fall under one commander)

(6) Camp Gonsalves

d. MCIPAC-MCBB OOD. The MCIPAC-MCBB OOD serves as the direct representative for the Commanding General, MCIPAC-MCBB, and is the POC for the duty section in all matters pertaining to MCIPAC-MCBB.

e. MCIPAC-MCBB staff shall be organized according to the current Table of Organization. However, some deviation may occur to accommodate the function of the headquarters in a situation peculiar to MCIPAC-MCBB.

f. The mission of the MCIPAC-MCBB staff is to assist the CG in the exercise of command, provide information and advice, make recommendations, prepare plans and orders, advise other staff and subordinate commands of the CG's plans and policies, and supervise the execution of plans and orders. The CG and staff are to be considered as a single entity.

g. Only the CG can establish policy. The MCIPAC staff may recommend new policies as well as modifications or revisions to existing policies. The CG, or the Chief of Staff (CoS), will sign all directives. The CG must sign all directives that are punitive in nature. The staff is authorized to carry out the routine business of MCIPAC except in matters that will bear directly on readiness, efficiency, and policy.

h. The COS has overall responsibility for management and coordination of all staff activity. There must be alignment and coordination between all Primary/Special Staff divisions/sections, which taken together cover all activities of the Command.

i. The Special Staff consists of staff officers whose area of responsibility pertains to particular military specialties. They act as advisors, planners, supervisors, and coordinators within their respective specialties.

j. Heads of Primary Staff sections have primary responsibility for direction, coordination, and integration of staff effort in those activities that fall within their respective functional areas.

k. All Primary Staff and Special Staff officers have direct access to the CG or COS, when appropriate.

l. In matters affecting two or more staff sections, the staff officer having primary interest is responsible for coordinating the efforts of all staff sections concerned. Prior to taking action, all other interested staff sections will be afforded the opportunity to provide input as appropriate.

5. Temporary Succession to Command. Per Article 1073 of reference (a) and paragraphs 1007.2a(1) and 1007.2a(2) of reference (b), succession to command of MCIPAC-MCBB during the temporary absence, leave, or temporary additional duty (TAD) of the CG shall be as follows:

(1) Succession by Senior Marine Officer. Normally, the MCIPAC-MCBB Deputy Commander (DC) will succeed to command.

(2) Succession by Other Officers. In the absence of the DC the CG will appoint another officer in writing who will assume the command.

6. Temporary Appointment as Acting Chief of Staff. When the COS is temporarily absent, on leave, or on temporary additional duty, a designated member of the staff will normally succeed as Acting COS and will be guided by the principles set forth on pages 22 and 23 of reference (c).

7. External command relationships. Basic external command relationships for MCIPAC-MCBB are illustrated in figure (1) below:

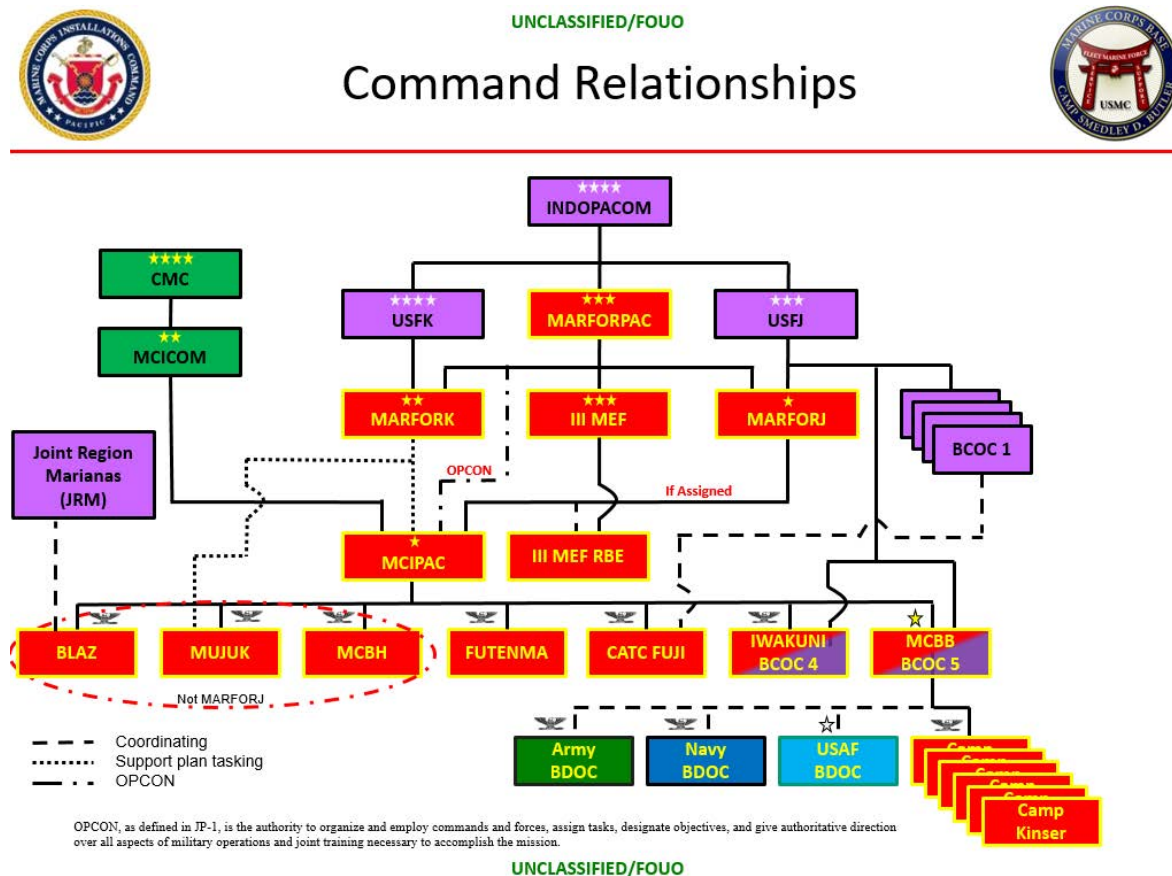
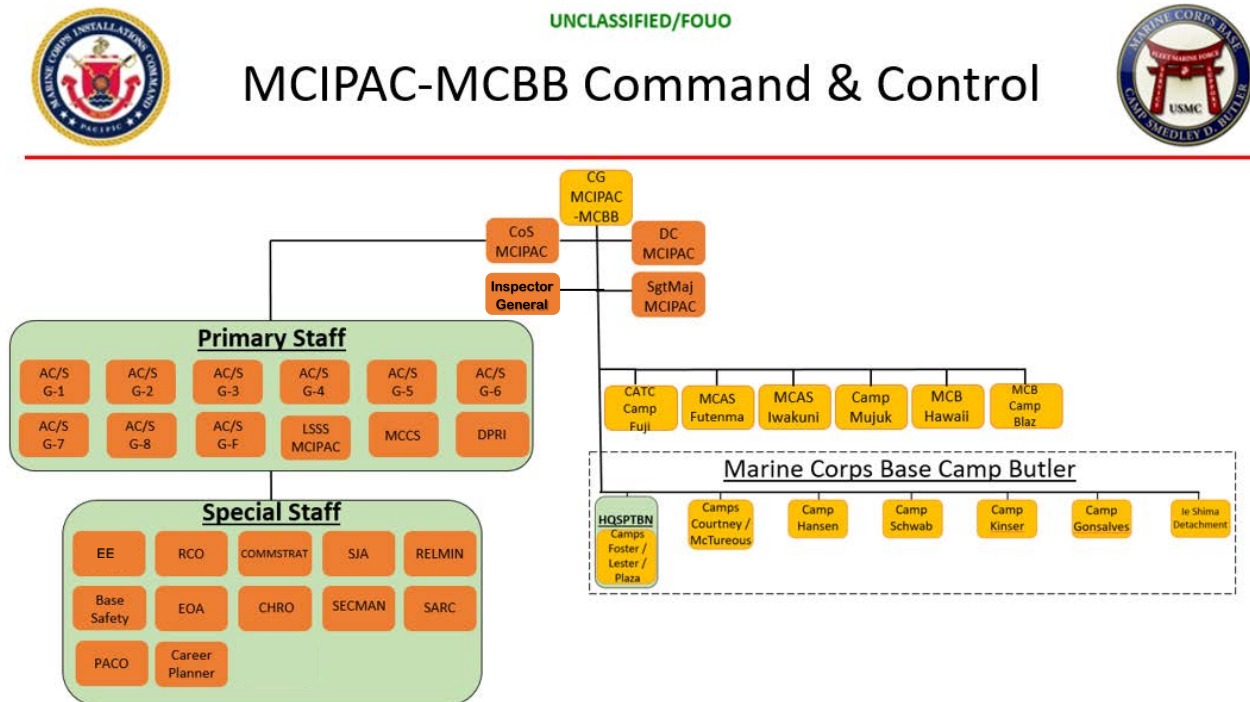


Figure (1)

8. Internal command relationships. Basic internal command relationships for MCIPAC-MCBB are illustrated in the figure below:



UNCLASSIFIED//FOUO

Figure (2)

## Chapter 2

### Marine Corps Base Camp Butler Camp Commanders

#### 1. General

a. Because of the large geographically dispersed nature of MCB Camp Butler, a “Tenant Commander” concept prevails for the overall operation of six separate Marine Corps Camps under the jurisdiction of the CG, MCIPAC-MCBB. Although the MCBB staff is responsible for and capable of providing installation support services and facilities, the primary supervisory and day-to-day operation of each Marine Corps Camp resides with the respective tenant camp commander.

b. A tenant commander is formally designated as the Camp Commander for each MCBB Camp and tasked to function as the host and provide the necessary camp support required for all other camp tenant units. The Marine Corps Camps referred to herein as follows:

- (1) Camp Schwab
- (2) Camp Hansen
- (3) Camp Kinser
- (4) Camps Courtney/McTureous
- (5) Camps Foster/Lester
- (6) Camp Gonsalves (Jungle Warfare Training Center)

c. Camp Commanders are assigned in writing by the CG, MCBB. Marine Officers of tenant Marine FMF organizations are assigned the duty as Camp Commander only upon concurrence of their parent Marine FMF organization. Tenant Fleet Marine Force Camp Commanders are provided with a simultaneous fitness report on the execution of their duties by the CG, MCBB.

d. Camp Commanders will have a civilian Camp Director assigned to assist in conducting their various camp operations and administration, with the exception of Camp Gonsalves.

2. Mission. Camp Commanders will provide the overall operational, administrative, morale, safety and security support for their respective camps in accordance with applicable directives under the jurisdiction of the CG, MCIPAC-MCBB.

3. Functions. MCBB Camp Commander responsibilities include:

a. Coordinate with the Base Fire Chief in all matters affecting fire prevention and response. Enforces the fire regulations within their respective camp.

b. Coordinate with each tenant command to provide the necessary personnel support to fill the Camp billets that enable the Camp Commander to provide camp services, establish an Auxiliary Force, provide billeting support, and maintain a general police of the area.

c. Establish and maintains proper community relations with the local community. These community relations will be fostered through meetings with the local mayor(s), city government council(s), social events etc.

d. Coordinate those functions necessary for the efficient operation of the camp in conjunction with MCIPAC-MCBB primary and special staff.

e. Establish and maintains a camp guard to effect safety and security. Establish, maintain, and control a Security Augmentation Force to be used in establishing a heightened security posture in response to both natural and man-made disasters and/or contingency plans.

f. Promulgate and maintain those camp directives and standard procedures that are necessary to carry out assigned responsibilities.

g. Ensure MCIPAC-MCBB directives and instructions are followed by all tenant units and organizations, and personnel who are residing in, visiting, or using facilities within each respective camp.

h. Coordinate camp services for all tenants.

i. Coordinate unaccompanied enlisted/officer billeting for tenant commands in coordination with G-F, Housing and Billeting Branch.

j. Establish tactical control (TACON) of all camp resources required to respond to a crisis.

k. Implement all antiterrorism, physical security, critical infrastructure, CBRNE and base defense tasks for the camp in accordance with applicable directives. Develops and maintains an All Hazards Emergency Management Program.

l. Maintain an Emergency Operations Center (EOC) to coordinate the response activities of emergency services and security forces.

m. Coordinate the enforcement of MCIPAC-MCBB Environmental policy.

n. Enforce compliance with the MCIPAC-MCBB Energy and Water Conservation Campaign Plan.

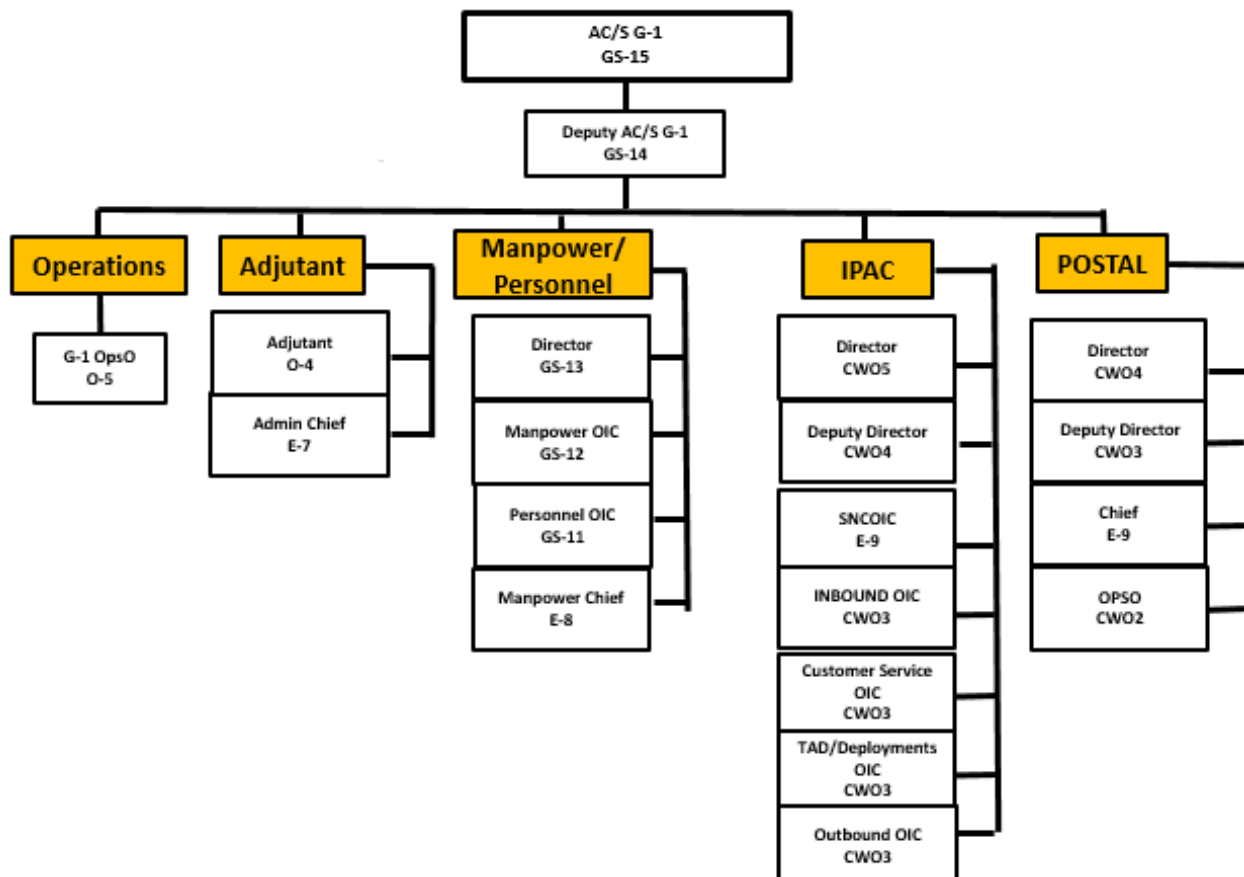
o. Maintain awareness and involvement in all educational matters relating to public, private and home schooling issues.

p. Serve on the Quality of Life Council and Qualified Recycling Program Committee.

r. Serve as an advocate for camp tenants and residents in all issues.

## Chapter 3

### G-1 Division: Personnel and Administration



1. Responsibility. The AC/S G-1 is the senior administrative advisor to the Commanding General and is the principle staff officer responsible for the conduct of the G-1 and execution of the four functions of administration: operational, manpower, personnel and general.
2. Mission. The AC/S G-1 is the principal staff member responsible to the Commanding General for manpower and human resource matters both organic and not organic to the command.
3. Operations Branch. The operations branch serves as the lead for planning and readiness analysis in support of operations and contingencies within the MCIPAC area of operations in support of MCIPAC and III MEF. The branch also sources the commander's valid manpower requirements in support of exercises and contingencies. Operational administration includes administration related to individual Marines, exercises and required deployments. The branch is responsible for coordinating with the G-3 to establish and maintain manning documents for the Crisis Action Team (CAT) and Emergency Operations Center (EOC), and will serve as the G-1 staff representative for the EOC.
4. Manpower and Personnel Branch. The manpower and personnel branch provides the complete staffing picture through the following:

a. The identification and validation of human resource requirements to support assigned missions and tasks initiates the total force structure process. The available inventory shapes the command's on-hand strength.

b. The branch uses the manpower family of systems to monitor the command's personnel readiness. Personnel administration provides a thorough assessment of the efficiency and effectiveness of personnel unit and individual reporting. The branch acts as a conduit between the G-1 and the installation personnel administration centers, finance office, manpower information systems support office and subordinate S-1s.

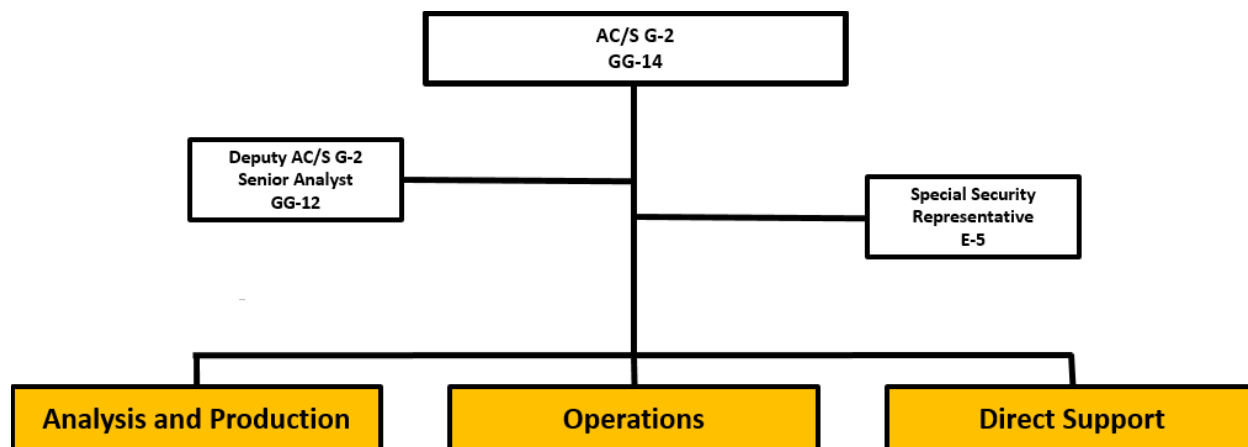
5. Adjutant Branch. The adjutant branch provides guidance/support to the Commanding General on general administration issues. The adjutant branch assists the Commanding General by providing subject matter expertise, allowing a division of labor and distribution of information. General administration is conducted at all echelons of command and applies to the total force.

6. Installation Personnel Administration Center (IPAC). The IPACs provide personnel administrative services to commanders, Marines, and family members throughout the MCIPAC AOR. Each IPAC maintains accurate information within the Marine Corps Total Force System (MCTFS) and supports their local commands in all aspects of personnel administration.

7. Postal. The Postal Officer plans and oversees postal affairs and mail handling procedures. The Postal Officer coordinates with appropriate civilian and military postal authorities to include executive agents for postal services within the MCIPAC area of operations. The Postal Officer coordinates with the AC/S G-3 and AC/S G4 for the movement and in transit storage of mail, and conveying command priorities for movement of mail to logistics transportation coordinators.

## Chapter 4

### G-2 Division: Intelligence



1. Mission. Leverage intelligence capabilities to reduce uncertainty and mitigate threats, in support of leaderships' decision making, focused on protecting personnel, facilities, and resources in order to help set conditions for the operational mission success of our allies, partners, tenant commands, Sister Services, and III Marine Expeditionary Forces (MEF) in the Indo-Pacific.
2. Scope. The Assistant Chief of Staff (AC/S), G-2 is directly responsible to the Commanding General (CG) for all matters pertaining to intelligence. The AC/S G-2 is the Senior Intelligence Officer (SIO) within Marine Corps Installations Pacific (MCIPAC), its subordinate units and ancillary sites. As the SIO, the AC/S G-2 serves in accordance with the defined Marine Corps Intelligence Surveillance and Reconnaissance Enterprise (MCISRE) roles and responsibilities, which include advocacy and support of the Director of Intelligence (DIRINT) guidance in accordance with Intelligence Community and Marine Corps directives, instructions, orders and policies. The AC/S G-2 exercises staff cognizance and intelligence tasking authority over G-2 personnel. As the coordinator for CG MCIPAC intelligence requirements, the AC/S G-2 is responsible for planning, directing, managing, and supervising the tasking and operations of intelligence and counterintelligence activities aboard MCIPAC's bases, stations, and camps.
3. Purpose. Enable MCIPAC's primary mission tenants: (1) secure and protect our capabilities, (2) strengthen our alliances, and (3) expand the capabilities of forward-deployed naval expeditionary forces. This is done by helping set theater-strategic conditions for military readiness, command and control, logistics throughput, and a partnered presence through the implementation of our seven (a - g) lines of effort (LOEs), derived from intelligence Marine Corps Tasks (MCT).
  - a. Threat and Vulnerability Awareness. Achieved through weekly classified Intelligence Summaries (INTSUM), classified briefings, and providing timely intelligence reporting correlated to the Commander's Priority Intelligence Requirements (PIRs) or other topics of staff interest/concern. It requires an actively managed collection plan integrated from the tactical to strategic levels in order to provide indications and warning regarding the geopolitical environment, emerging threats and adversarial intent.



b. Guard and Protect. Encompasses counterintelligence surveys, assessments and inspections. It also includes providing intelligence support to the functional areas of Force Protection, Mission Assurance, Operational Security (OPSEC), Antiterrorism, Law Enforcement, Emergency Management, and Physical/Personnel Security. This demands direct, active engagement with installation commanders and their staff in addition to close coordination with functional area special staff members to include Installation Protection and the Provost Marshals Office. Ensuring MCIPAC intelligence requirements are appropriately addressed and incorporated into Operation Plans (OPLAN) and Contingency Plans (CONPLAN) must also be accomplished.

c. Task Critical Assets (TCA). MCIPAC has a responsibility to support the monitoring and reporting of threats, suspicious incidents and countermeasure implementation in addition to identifying, neutralizing, or exploiting foreign intelligence entity (FIE) threats to Defense Critical Infrastructure (DCI). Additional activities include identifying intelligence gaps and developing collection requirements focused on mitigating TCA vulnerabilities. These operations are complimented by periodic counterintelligence surveys and assessments.

d. Insider Threat. Counter-Insider Threat activities are focused on detecting, deterring, and mitigating threats posed by both witting and unwitting personnel. These threats may include unauthorized disclosure of national security information, the loss or degradation of departmental resources and capabilities, espionage, or terrorism. The desired end-state is having a well-equipped, trained, and vigilant workforce to protect MCIPAC resources, personnel, installations and equities.

e. Open Base Events. These are important events which facilitate bonds of friendship with local communities while fostering good will and transparency. Open base events also pose risks due to less restrictive access controls and the increased volume of foreign personnel in attendance. Sensitizing security personnel and operators on appropriate measures to reduce the risks associated with these events and to whom to report helps mitigate vulnerabilities associated with these events.

f. Station/Base/Camp Exercises. Intelligence Division can assist in the development of the exercise threat design and incorporate threat and vulnerability trends into scenarios. This provides commanders and staff an opportunity to develop or refine techniques, tactics and procedures and response measures. During exercise execution, the G2 may provide oversight and guidance to augmented intelligence personnel.

g. Education and Training. Includes facilitating annual Counterintelligence Awareness and Reporting (CIAR) training to include providing insider threat awareness and suspicious activity reporting points of contacts. A repository of country threat briefs and one-on-one engagements in support of foreign travel requirements and Isolated Personnel Report (ISOPREP) support is also a service the G2 provides. Additionally all intelligence personnel are required to comply with Intelligence Oversight training and reporting requirements

4. Organization. Intelligence Division is comprised of a headquarters element and three branches: Analysis and Production (a), Operations (b), and Direct Support (c).

a. Analysis and Production. The Senior Analyst leads this effort, focused on our Threat and Vulnerability Awareness LOE. Routine tasking consists of weekly classified INTSUMs, classified briefings and providing emerging reporting correlated to the CG's PIRs or other topics of staff interest/concern. During exercise windows, scenario development, road to crisis (RTC) and scripting may become the main effort based on personnel availability and other operational demands. Other

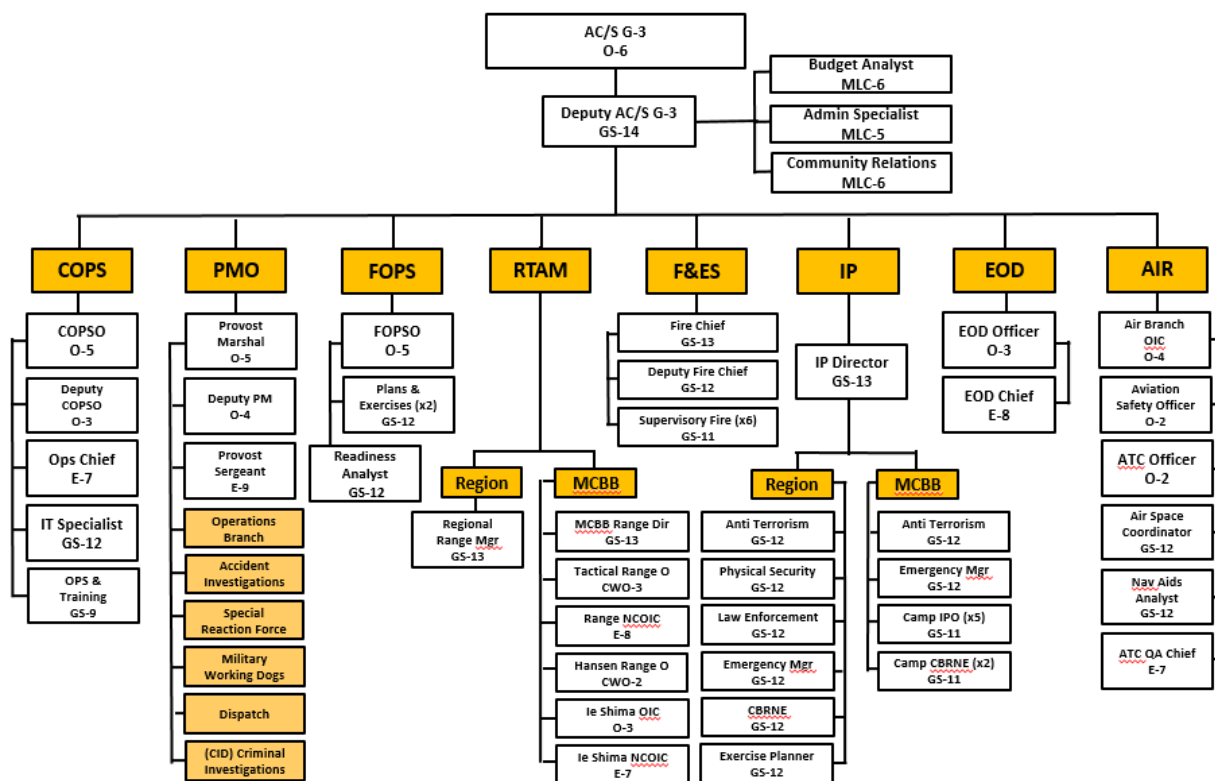
responsibilities include collection plan development and refinement in addition to ensuring MCIPAC's collection focus is appropriately captured and documented for Intelligence Community (IC) action.

b. Operations. Focus is on Task Critical Assets, Guard and Protect, Insider Threat, and Open Base Events LOEs. This branch is comprised of a Counterintelligence/Human Intelligence Officer (CIHO) and a Counterintelligence Support Element (CISE), provided by III MEF. Additional support is provided by a Counter Insider Threat (C-IntP) cell and an Identity Intelligence Analysis Cell (I2AC). The lead for this branch is the Counterintelligence/Human Intelligence Chief. While the vast majority of this structure is not organic to MCIPAC, these personnel directly support MCIPAC requirements.

c. Direct Support. Education and training in addition to exercise support are facilitated by the Direct Support branch. Country threat briefs and one-on-one engagements in support of foreign travel requirements and Isolated Personnel Report (ISOPREP) are also services this branch provides. An Request for Information (RFI) portal, located on MCIPAC's MCISRE Secure Internet Protocol (SIPRNET) site provides MCIPAC personnel a means to input and track the progress of validated intelligence support requests.

## Chapter 5

### G-3 Division: Operations



1. Mission. To enable the CG's command and control and maintain readiness of MCIPAC personnel, capabilities, and critical infrastructure throughout the MCIPAC AOR in order to provide operational support to naval expeditionary forces in the Pacific Theater through: operational policy and crisis management; execution and planning for current and future operations; installation protection and defense; quality range training, systems, and facility management; aviation plans and policies; and fire and emergency response.

#### 2. Current Operations Branch

a. Responsible for execution of operations occurring in the next 30 days. COPS represents the G-3 in the planning process to ensure continuity for exercises, plans, orders and operational objectives as they transmission from future operations to execution.

b. Responsible for MCIPAC Regional and MCB Camp Butler Local Destructive Weather Operations. Maintains and updates orders, plans and conducts exercises, and facilitate associated staff actions, Marine Corps Capabilities Plan, and Crisis Management Teams. Direct and supervise the conduct of such operations when directed to do so by command authority.

c. Maintains the MCIPAC-MCBB BEOC. Ensure facilities, hardware, and software applications are maintained and ready for no notice activation in the event of regional and local emergencies. Conduct BEOC Operations when directed to do so by command authority.

d. Provides a core staff of trained personnel to serve in critical billets within the MCIPAC-MCBB BEOC.

e. Training Section. Provides formal schools registration, coordination, and seat allocation.

### 3. Future Operations Branch

a. Responsible for future operations planning that takes place in the next 90 days or sooner. FOPS represents the G-3 in the planning process to ensure continuity between current operations and the G-5 regarding exercises, plans, orders and operational objectives.

b. FOPS develops operations and projects future status of friendly forces to determine the need for modifications and development of branches to current and projected operations to achieve MCIPAC CG's intent and end states.

c. When operational, FOPS is organized into (1) Operational Planning Teams (OPTs) composed of a small group of focused planners selected for the operation with the applicable integrated liaison officers or (2) a large group of staff with functional subject matter experts including members from adjacent and higher headquarters.

### 4. Explosive Ordnance Branch

a. Provide 24/7 Emergency Response to Marine, Army, and Navy Installations aboard Okinawa. Responses include but not limited to the removal of unexploded ordnance, items posing a CBRN hazard, or suspicious packages.

b. Provide routine and emergency support to all Marine Ranges, servicing US and JSDF units.

c. Conduct bilateral integration training with JSDF EOD forces in order to further interoperability and increase capacity to mitigate explosives threat across the competition continuum. Focus of effort given to base recovery after attack and port operations.

d. Serve as regional representative for MCIPAC regarding EOD operations, planning, and force design.

e. Reviews all Letters of Agreement requiring emergency response support to adjacent service installations.

f. Represents the CG, MCIPAC at operational advisory groups and conferences as required.

g. Provides Subject Matter Experts (SME) to perform inspections in support of the CG's Readiness Inspection Program.

### 5. Aviation Operations Branch

a. Provide updates and recommendations to the CG on all regional Aviation equities to include Air Traffic Control (ATC) Operations and Maintenance, civil and special use airspace, Operational Support Airlift (OSA), Airfield Operations, and general tenet command concerns.

b. Develops, maintains, interprets, and evaluates all current and future plans and policies pertaining to ATC operations, maintenance, and airspace. Ensure standardization and compliance of all ATC related installation rules, regulations, procedures, and orders within the MCIPAC region.

c. Provides oversight for ATC training in accomplishing Training and Readiness (T&R) objectives to include endorsing requests for military occupational specialty (MOS) waivers and MOS revocations; distributing ATC controller and maintainer school quota assignments in support of the region's overall aviation mission; and assisting with other ATC controller and ATC maintainer training issues, as necessary.

d. Conducts ATC Naval Air Training and Operating Procedures Standardization (NATOPS) Quality Assurance evaluations on each of the region's air installations.

e. Provides regional level oversight, guidance, and coordination on all matters pertaining to airspace used for Marine Corps training and operations. Ensure proper execution of airspace management, airspace related plans and policies, as well as other airspace issues the regional CG directs.

f. Reviews all Letters of Agreement that impact airspace and ATC operations within the region's purview.

g. Serves as the regional representative and advocate at ATC operations, maintenance, and airspace conferences, as required.

h. Develops regional aviation operations policy.

i. Assists and facilitates coordination between air installations and Headquarters, U.S. Marine Corps (HQMC) departments in all matters pertaining to Regional Meteorological Services, Airfield Rescue and Fire Fighting, Air Transportation Coordination, and Air Field Services (i.e, flight support, transient aircraft services, passenger and cargo operations, aircraft recovery, and fuel services).

j. Manages the Regional Operational Support Airlift (OSA) Flight Hour Program and administer to the waiver requirements of the assigned OSA pilot population.

k. Coordinates OSA support for all routine and contingency operations as tasked.

l. Monitor, and supervise the Aviation Safety Management System of all Marine Corps Air Stations and OSA Squadrons and conduct Commanding General Readiness Inspections of these programs.

m. Serve as an interface between Operational Forces Tenants and assists Marine Corps Air Stations in implementing the Marine Aviation Plan.

#### 6. Installation Protection Branch

a. Manages and coordinates the MCIPAC-MCBB IP Program which includes Antiterrorism (AT) and AT Training, Critical Infrastructure Protection (CIP) and Marine Corps Critical Asset Management System – Next Generation (MCCAMS-NG, Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) and Hazardous Material Training, Regional Physical Security and Access Control, Regional Law Enforcement (LE), and Regional/Base Installation Emergency Management.

b. Manages and coordinates regional IP programs and supports responses to major natural disasters or AT/force protection (FP) events aboard the base or any regional installation.

c. Plans, coordinates, and manages AT/FP exercises for MCB Camp Butler, and at regional/higher headquarters levels.

d. Inspects, plans, develops policy and coordinates support for operations, training, equipping, and manning for all Provost Marshall/Marine Corps Police Department LE personnel within the region.

7. Range and Training Area Management Branch. Provides Regional/MCB Camp Butler range and training area management (training ranges, training facilities, Special Use Airspace, maneuver area, training systems, and training devices used on ranges). Implements policies, develops regional strategies and plans, prioritizes resources and provides services, direction, and oversight for range development and management throughout the MCIPAC range complex. Provides operationally ready training ranges, facilities, and maneuver areas to operational forces, formal schools of Training and Education Command, and other Department of Defense (DoD), Federal, state, and local agencies while ensuring safe, efficient use. Responsible for providing systems architecture, facilities and technology support for training, operations, and exercises.

a. Range Development Section

- (1) Develops/executes a comprehensive regional/base range and training area (RTA) plan.
- (2) Evaluates utilization and recommends changes to RTA assets.
- (3) Develops/validates/prioritizes multi-purpose RTA sustainment projects.
- (4) Conducts quality assurance inspections for Ground Training System Support (GTSS) contractor operations support.
- (5) Supports training through enhanced targetry, visual observation of targets and impact areas.
- (6) Assists regional installations and stations with design and resourcing of ranges and training facilities.
- (7) Provides oversight of all ongoing projects related to training ranges and facilities.

b. Range Maintenance Section

- (1) Responsible for the overall maintenance effort required to support all MCIPAC owned ranges, training areas, tactical landing zones, training facilities, and other training venues throughout the region.
- (2) Develops and implements service contracts to perform range and electronic maintenance.
- (3) Provides material support to Troop Training projects in support of development and maintenance active duty unit led projects.
- (4) Performs limited maintenance and repairs to structures, fencing, roads, and equipment.

c. Range Control Section

- (1) Provides operationally ready training ranges, facilities, special use airspace, and maneuver areas to operational forces, tenant, other DoD and Federal agencies.

(2) Responsible for the safe, efficient management of all ground training and range areas aboard MCIPAC ranges or owned facilities.

(3) Schedules, deconflicts, and inspects training conducted.

(4) Provides explosive ordnance disposal and Range OIC/Range Safety Officer certification and training.

(5) Manages the Range Facility Management Support System (RFMSS) and host quarterly de-confliction conference.

4. Provost Marshal's Office. Provides law enforcement, investigative, and security services as directed by the Commanding General. The Provost Marshal advises and assists the Commanding General on the formulation and administration of military law enforcement related policy and procedures. The Provost Marshal's Office provides Marine Corps installation security, law enforcement, criminal investigations, confinement and correctional functions, Japanese Police liaison, Japanese Security Guards, vehicle registration, traffic court support, installation access control vetting and credentialing services, MCAS Futenma flight line security, critical incident response, crime prevention, U.S. Customs enforcements, black marketing enforcement and related services to organic operational forces and installation based Marine Corps organizations.

a. Operations Section

(1) Provide 24/7 emergency response aboard MCB Camp Butler, and MCAS Futenma.

(2) Conduct police patrols focused on protecting organizational assets, personnel and the community.

(3) Respond as required to all off-base calls for service IAW USFJI 31-203.

(4) Provide traffic enforcement operations, accident investigations, and surveys to support community safety.

(5) Provide rapid and tactical response to high-risk critical incidents.

(6) Provide emergency dispatch services to efficiently disseminate information to appropriate first-responder agencies.

(7) Provide explosive and drug detection military working dog capabilities.

(8) Provide event security, law enforcement support, and traffic mitigation for special events and VIP visits.

(9) Manage the installation security posture and provide continuous law enforcement response through pre-planned actions sets throughout all Tropical Cyclone Conditions of Readiness.

(10) Provide enforcement of animal control and domestic pet policies.

(11) Provide timely notification of incidents that trigger Commanders Critical Information Requirements (CCIRs)

b. Services Section

- (1) Conduct training of law enforcement personnel, security augmentation personnel, and Japanese Security Guards.
- (2) Provide installations access control and vetting of DoD and non-DoD personnel.
- (3) Receive, process, adjudicate, and assess on-and-off installation traffic citations.
- (4) Provide vehicle impound services across the joint force within Okinawa.
- (5) Provide physical security support to the installation and tenant commands through command advisement, comprehensive assessments of facilities, and the enforcement of physical security standards.
- (6) Initiate and/or collect, process, maintain, and distribute completed police incident reports.
- (7) Provide joint vehicle registration, inspection, and safety standards in support of all Status of Forces Agreement (SOFA) vehicle owners aboard Okinawa.
- (8) Receive, categorize, and maintain misplaced items for safekeeping or where necessary, disposal.
- (9) Provide enforcement of U.S. and Host Nation Customs regulations aboard Marine Corps facilities.
- (10) Provide a comprehensive crime prevention program through public education and community partnerships.
- (11) Provide supply and budget support to the Provost Marshal's Office.
- (12) Coordinate with Host Nation law enforcement agencies to ensure support to SOFA personnel in Okinawa IAW USFJ Instructions

c. Criminal Investigation Division

- (1) Provide Protective Services Details for designated personnel.
- (2) Support the Commanding General and tenant commanders through the conduct of criminal investigations.
- (3) Develop criminal intelligence to support commanders and policing operations.
- (4) Conduct crisis negotiation and manage criminal intelligence development during critical incidents.
- (5) Conduct crime suppression operations and handling of confidential sources.
- (6) Collect and facilitate forensic examinations of evidence.
- (7) Coordinate with social service agencies and provide support to the Armed Forces Disciplinary Control Board.



d. Japanese Security Guard Battalion

(1) Provide installation entry control including daily operation of Defense Biometric Identification Systems.

(2) Provide support to event security for special events.

(3) Provide perimeter security patrols.

e. MCIPAC-MCBB Brig

(1) Provide regional Level I pre and post-trial confinement services for U.S. military personnel.

(2) Provide a core-values based rehabilitation program through the operation of a Correctional Custody Unit.

5. Fire and Emergency Services Branch. Provides an all hazard response force for emergency services protecting life and property from fire, explosion, and other man-made or natural disasters. In addition to direct fire and emergency services operations, F&ES conducts inspections and provides recommendation concerning fire prevention matters to all levels of commands within MCIPAC where fire protection and prevention services are provided. The Commanding General, MCIPAC uses Marine Corps Installations Pacific Order (MCIPACO) 11320.1 to establish the following Fire & Emergency Services agencies in the MCIPAC AOR: MCBB and MCAS Iwakuni Fire & Emergency Services (IF&ES). Additionally, the MCIPAC base in South Korea does not have intrinsic F&ES services as they are currently classified as Class "C" installation. The administrative control AOR includes MCIPAC bases located in Hawaii and Guam which are covered by the Department of the Navy Federal Fire Service (FedFire) through inter-service support agreements.

a. Headquarters Section enhances the MCIPAC mission by: protecting life, property, and the environment from the perils of manmade and natural disasters; adopting an all hazards approach to identifying risks, hazards, and threats and the likelihood of their occurrence; providing a comprehensive public fire education and prevention program to all stakeholders; and maintaining a highly trained and effective emergency response force.

(1) Establishes operational policies and procedures in accordance with Department of Defense (DoD), Commandant of the Marine Corps, Chief of Naval Operations, Chief of Naval Facilities Engineering, Code of Federal Regulations, command directives, National Fire Code, environmental protection guidelines, and all other regulations pertaining to United States Marine Corps (USMC), Navy Fire Protection programs, and Fire Governing Standards covering 6000 structures for MCB Camp Butler, MCAS Futenma, MCAS Iwakuni, and Combined Arms Training Center Camp Fuji

(2) Serves as the CG's Fire emergency response subject matter expert for installation not covered by operational control Camp Blaz and MCB Hawaii Kaneohe.

(3) Develops the strategy to implement Fire Department Base Programs to ensure full compliance with Department of the Navy (DON) and USMC directives.

(4) Develops short and long range planning that is consistent with the current and projected land and facility use.

b. Operations Section

(1) Provide 24/7 emergency response aboard MCB Camp Butler, MCAS Futenma, MCAS Iwakuni, and Combined Arms Training Center Camp Fuji.

(2) Conduct Fire Inspections focused on protecting organizational assets, personnel and the community.

(3) Conduct Fire Investigation to determine Cause and Origin.

(4) Provide building and code compliancy IAW U.S. and Host Nation regulations aboard Marine Corps facilities.

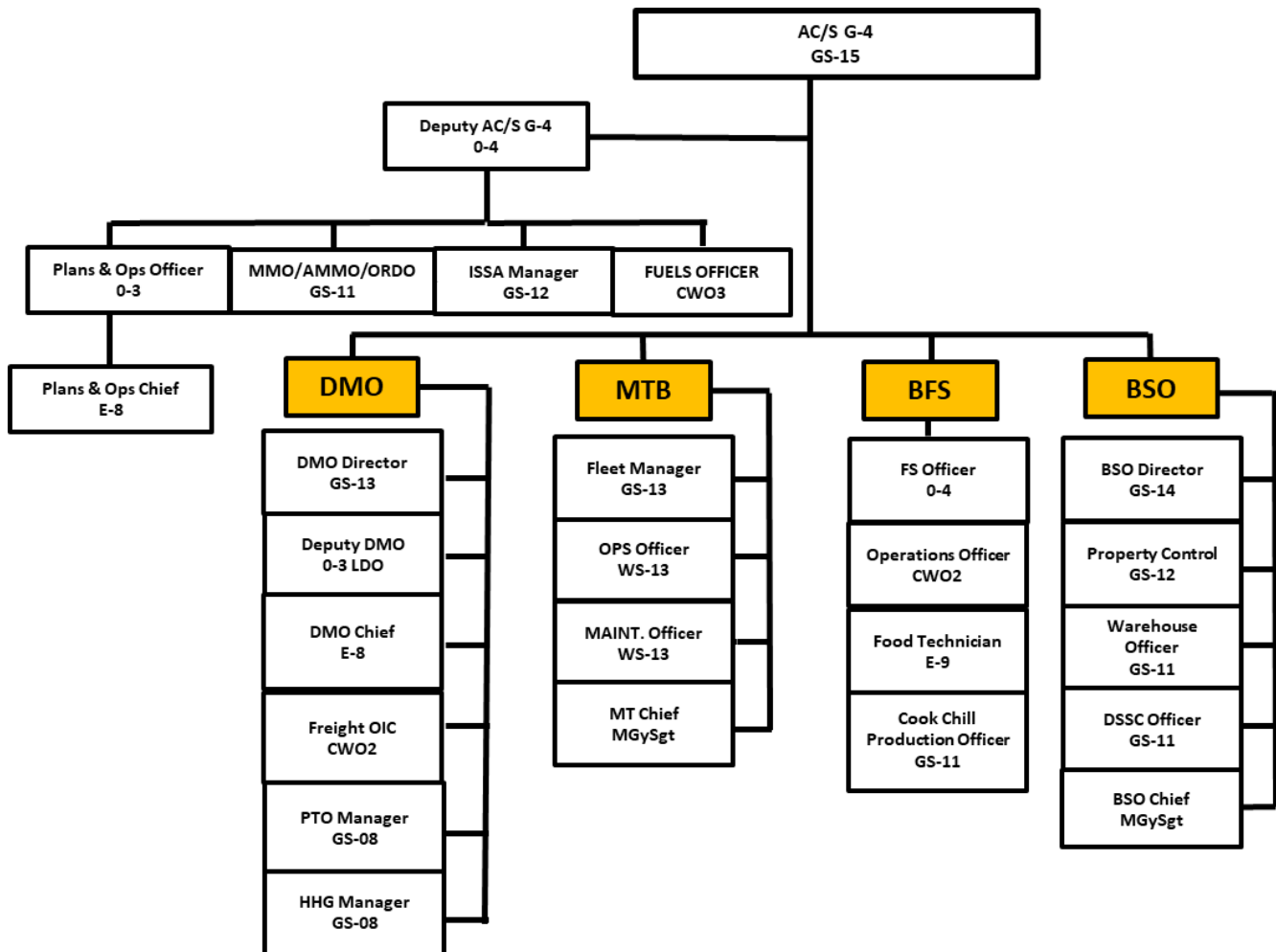
(5) Respond as required to all off-base calls for service IAW USFJI 31-203.

(6) Provide rapid and tactical response to high-risk critical incidents.

6. Support Sections. Provides administrative and program support functions such as: Defense Readiness Reporting System (DRRS) management, reporting, and training; Community Relations to coordinate with host nation entities; Information Management to build and maintain network capabilities; fiscal management and budget analysis; and internal directive controls for all G-3 Branches.

## Chapter 6

### G-4 Division: Logistics



1. Mission. The G-4 advises and assists in the provisioning of logistics services in support of regional and local contingency operations and exercises, along with fulfilling routine daily mission support requirements; while also providing oversight and support of Maintenance Management, Ammunition Management, Inter-Service Support Agreements, Regional Fuel support, Plans and Operations, and other logistics support and services as may be required to facilitate the mission readiness of Marine Corps Installations Pacific and its assigned organic and tenant organizations.

2. Administrative and Operations Section. Coordinates cross-functional logistics requirements and other administrative oversight within the AC/S, G-4. This section executes the internal inspection program and provides program oversight and technical assistance in material management, maintenance management, ammunition and explosives safety, and fuels for subordinate commands. In addition, this section is responsible for all inter-service support agreements with adjacent service components and foreign military services.

a) Assistant Chief of Staff (AC/S) G-4. The AC/S G-4 is overall responsible for the execution of logistical support to MCB Butler and MCIPAC. The AC/S, aided by designated staff, will develop local and regional logistical plans in concert with the AC/S G-3 and G-5. Additionally, the AC/S is responsible

for ensuring the G-4 Division is properly trained, manned and equipped in order to facilitate tasks and duties as prescribed by Marine Corps Mission Essential Tasks (METs).

b) Deputy AC/S G-4. The Deputy is the right hand of the AC/S and serves in acting AC/S capacity in their absence. The Deputy is responsible to supervise and guide day-to-day execution of installation support as well as guide the G-4 staff during contingency operations. Additionally, the Deputy is critical for tying in all MCIPAC Installations in order to build a regional support network.

c) G-4 Plans and Operations Officer (P&O). The G-4 P&O reports to the AC/S and/or Deputy G-4 and is responsible to keep logistics plans updated and works closely with G-3 and G-5 in order to generate and publish guidance in order to facilitate contingency and exercise logistic support. The preponderance of P&O duties is focused on regionally scoped conferences and planning; however, as required, the P&O will participate in and planning events locally on MCB Butler. During command exercises and contingencies, the P&O will act as the lead planner and will facilitate building the Base Emergency Operations Center (BEOC) Watch and Logistics Operations Center (LOC) staff. The P&O is the primary LOC Officer when the BEOC and LOC are activated. Additionally, the P&O supports the G-4 Division in coordinating with external agencies for support.

d) G-4 Logistics Chief. The Logistics Chief reports to the Deputy AC/S and is primarily responsible for coordinating direct logistics support to supported elements. The Logistics Chief works closely with Camp Emergency Operations Centers (EOCs) to receive and process logistics support requests. Additionally, the Logistics Chief will coordinate with G-4 Division to fill personnel shortfalls and maintain training.

e) G-4 Fuels Officer. Advises the commander on all matters related to bulk fuel. Responsible for the efficient and effective fulfillment of bulk petroleum support and service missions throughout MCIPAC Area of Responsibility (AOR). Oversees operations at Defense Fuel Supply Points (DFSPs) at Marine Corps Air Station Iwakuni (Japan), Marine Corps Air Station Futenma (Okinawa), Marine Corps Base Hawaii, Marine Corps Base Camp Butler (Okinawa), Camp Fuji (Japan), DFSP Pohang (Korea) and DFSP Yecheon (Korea) as well as all fuel distribution systems and tanks at Camp Mujuk, Korea. The Fuels Officer does not manage the day-to-day operations of the fuel farms at Marine Corps Base Camp Butler. Oversight of this function is provided by Contracting Officer Representative (USMC SNCO).

f) G-4 Maintenance Management Officer (MMO)/Ammunition Officer. The MMO/Ammunition Officer aids in facilitating maintenance management for all MCIPAC Installations. Additionally, the MMO aids all MCIPAC Installations in the proper management of their ammunition management and requisition support to base tenant commands. Note this position is not responsible for ammunition storage or distribution of ammunition as these functions reside within each unit. USMC ammunition storage facilities on Okinawa are managed by III MEF, 3d MLG.

g) Inter-Service Agreement Officer. The ISSA Officer is responsible for facilitating and developing service agreements to facilitate sister service and other agency logistics support to and from MCIPAC-MCBB.

3. Motor Transport Branch (MTB). Provides management oversight and policy guidance regarding the procurement, allocation, operation, and maintenance of Non-Tactical Vehicles (NTV) for subordinate installations within the region. The MTB provides assistance to operating force, tenant commands, and activities across the installations throughout MCIPAC. MTB develops a safe and reliable commercial vehicle support program while utilizing the minimum number of vehicles to meet the essential transportation needs for their respective installations. In addition, provides unique services, such as the

Green Line, and other support required for those installations located in foreign countries like Japan and South Korea.

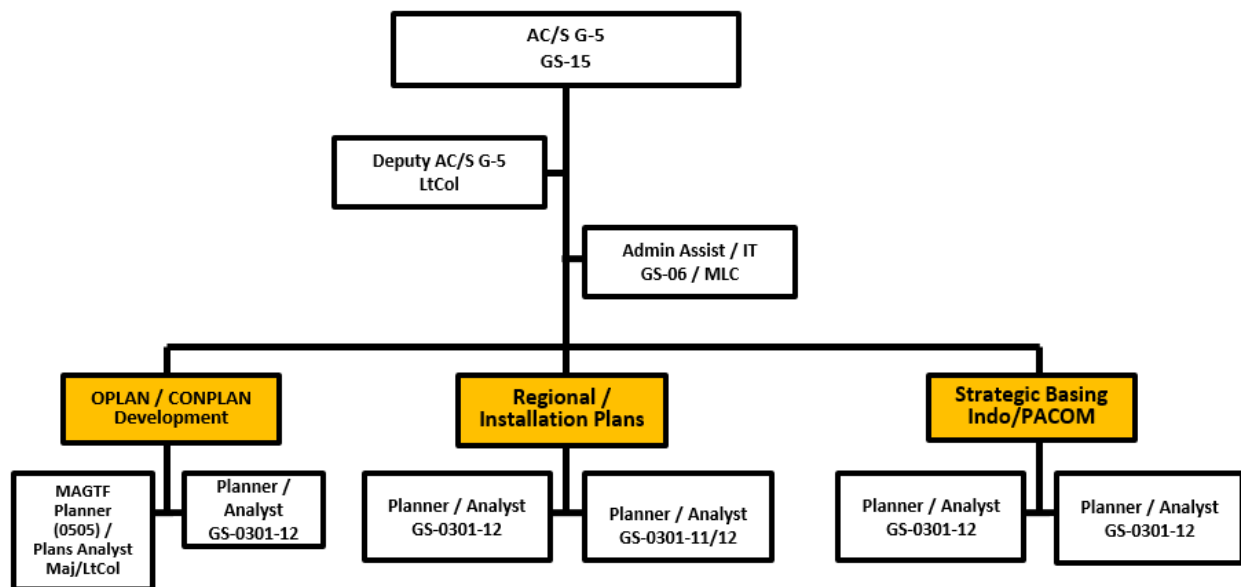
4. Supply. Supply is dual hatted as MCIPAC Regional Supply directorate and MCB Butler. Supply ensures materiel, supplies and services are made available to support local and/or regional mission requirements. They provide functional oversight and administration of all supply support actions that support subordinate installations throughout the region, tenant commands and authorized DoD activities. Retail clothing is provided by the Army and Air Force Exchange Service (AAFES) through a Memorandum of Understanding (MOU) with HQMC. Timely supply support is contingent on the timely partnering with organizations and agencies to ensure requirements are properly resourced and delivered to meet mission requirements. Partners include, but are not limited to: Marine Corps Logistics Command (MCLC); Marine Corps Systems Command (MCSC); Defense Logistics Agency (DLA); Army, Air force Exchange Service (AAFES), and Government Services Agency (GSA). Local partners provide significant capabilities to MCIPAC-MCBB. Typical services and support includes, but is not limited to: Military Clothing; Hazardous Materiel; Washer/Dryer Maintenance; Portable Toilets; Laundry Services; Hoist/Crane Maintenance, retail stores services (MCBB ServMart), locksmith services and Installation/Removal of Furniture. Supply support is requirement/demand driven for an intermediate level supply activity; which MCIPAC-MCBB is officially designated.

5. Food Service. Food Service is dual hatted as MCB Butler and MCIPAC Regional Food Service directorate. Food Service supports subordinate installations throughout the region using existing mess halls, Host Nation Support (HNS), and Defense Logistics Agency (DLA) Subsistence Prime Vendors (SPV). Forces can also be fed using Operational Rations when expeditionary messing is required. Operational ration support is coordinated through communication with the III MEF Food Service Office. Messing assignments for personnel will be made subsequent to determination of billeting location and consideration of messing capacity, personnel strength, and facility management capabilities. Special meal requests may be submitted as required. Special meal requests will be fulfilled at the respective camp/installation mess hall where the special meal support is required. See planning factors under Support Documents.

6. Distribution Management Office (DMO). DMO is dual hatted as MCB Butler and MCIPAC Regional passenger, personal property, and freight management directorate. DMO provides direct support to all command sponsored personnel within MCB Butler and administrative oversight of all subordinate installations throughout the region. DMO is critical for the timely movement of passengers, personal property, and freight from Okinawa to global locations. DMO does not perform Time Phased Force Deployment Data (TPFDD) planning and execution nor generate Unit Line Number (ULN) movement in support of tactical and contingency operations. This task is accomplished by III MEF force planners.

## Chapter 7

### G-5 Division: Plans



1. Mission. The AC/S G-5 is directly responsible to the CG for long-range (future—greater than 90-days) planning and leadership of the G-5 Plans Division. The G-5 leads and supports the planning efforts required to shape, operate, and enhance the network of Marine Corps' Advance Naval Bases in the INDO-PACIFIC in order to: 1) secure and protect our capabilities, 2) strengthen our alliances, and 3) expand the capabilities of forward deployed Naval Expeditionary Forces. The G-5 serves as the focal point for installation planning across the Pacific synchronizing and de-conflicting installation support functions and requirements in support of INDOPACOM and III MEF forces, and agencies located aboard MCIPAC installations throughout the USINDOPACOM AOR in support of OPLAN/CONPLANs, TSC objectives, and crisis response. The G-5, also serves as the conduit for mission receipt from higher headquarters, and initiates the Marine Corps Planning Process with the MCIPAC primary and special staff directorates for the development and refinement of feasible and supportable plans and outputs.

2. Organization. The G-5 staff directorate is comprised of the three Branch's: 1) Operational Plans, 2) Regional and Installation Plans, 3) Strategic Basing. All branches are responsible for preparing and executing guidance for ongoing, anticipated operations, contingencies, plans, and exercises. This includes leading, being a member of the a team, developing, producing and formulating: assessments, action plans, briefings, correspondence, Executive Summaries (EXSUM), working groups, In Progress Reviews (IPRs), operation plans, operation orders, warning orders, fragmentary orders, annexes to plans and orders, fact sheets or a variety of other products.

### 3. Operational Plans Branch

a. Responsible for conducting and developing all Operational and Contingency numbered planning requirements directed by USINDOPACOM to include representing the command with Higher and Adjacent Units planning.

b. The Operational Plans Branch conducts to ensure accurate and timely communication of planning requirements across the MCIPAC staff while collaborating, developing, and synchronizing orders,

projects, and activities to higher and lower headquarters under the following conditions: planning and support to war time requirements, planning response to a crisis, while ensuring installation 7 portfolios and 40 functions remain functional and sustainable.

c. Make certain missions that span and impact across organizational, functional and operational lines are collaborated, de-conflicted, and then synchronized for seamless planning development and when required execution in a complex strategic environment. Conduct appropriate battle rhythm events weekly coordination, IPRs, Council of Colonels and working groups with higher and lower commands to assist in meeting suspense's or coordinating options or adjustments in support of the command and planning.

#### 4. Regional and Installation Plans Branch

a. Responsible for conducting and developing Regional and Installation Support Plans and ensuring they remain current and nested in support of Operational and Contingency requirements and able to serve as Advance Naval Bases in support of USINDOPACOM operational forces. Represents the command in all installation planning requirements with DC I&L/MCICOM and USINDOPACOM/MARFORPAC to ensure effective, efficient receipt of orders, plans developed and coordinated and issued to affected subordinate units.

b. The Regional and Installation Plans Branch ensures accurate and timely communication of installation planning requirements across the MCIPAC staff while collaborating, developing, and synchronizing orders, projects, and activities to higher and lower headquarters under the following conditions: planning and support to war time requirements, planning response to a crisis, while ensuring installation 7 portfolios and 40 functions remain functional and sustainable.

c. Conduct planning and analysis that require unique or future requirements of our installations. Examples are:

(1) Noncombatant Evacuation Operations (NEO) (ordered (mandatory) or authorized (voluntary) departure of civilian noncombatants and nonessential military personnel) ensuring the command has plans in place to act and support swiftly if actions move at a rapid pace require appropriate measures to be taken to protect and secure diplomats, SOFA and American citizens.

(2) Feasibility of Support (FOS) ensure all feasibility studies are done to safeguard MCIPAC installations equities, requirements, feasibility, and supportable of added requirement(s) are assessed and resources identified to include responsible entity. Thus, ensuring no degradation to the execution of our required 7 portfolios and 40 functions while ensuring first rate quality of life is maintained for units, Marines and families

d. Make certain missions that span and impact across organizational, functional and operational lines are collaborated, de-conflicted, and then synchronized for seamless planning development and when required execution in a complex strategic environment. Conduct appropriate battle rhythm events weekly coordination, IPRs, Council of Colonels and working groups with higher and lower commands to assist in meeting suspense's or coordinating options or adjustments in support of the command and planning.

#### 5. Strategic Basing Branch

a. Responsible for capturing and analyzing USINDOPACOM and Marine Corps Force Posture planning, decisions, requirements and supportability of our Advance Naval Bases in support of USINDOPACOM operational forces.

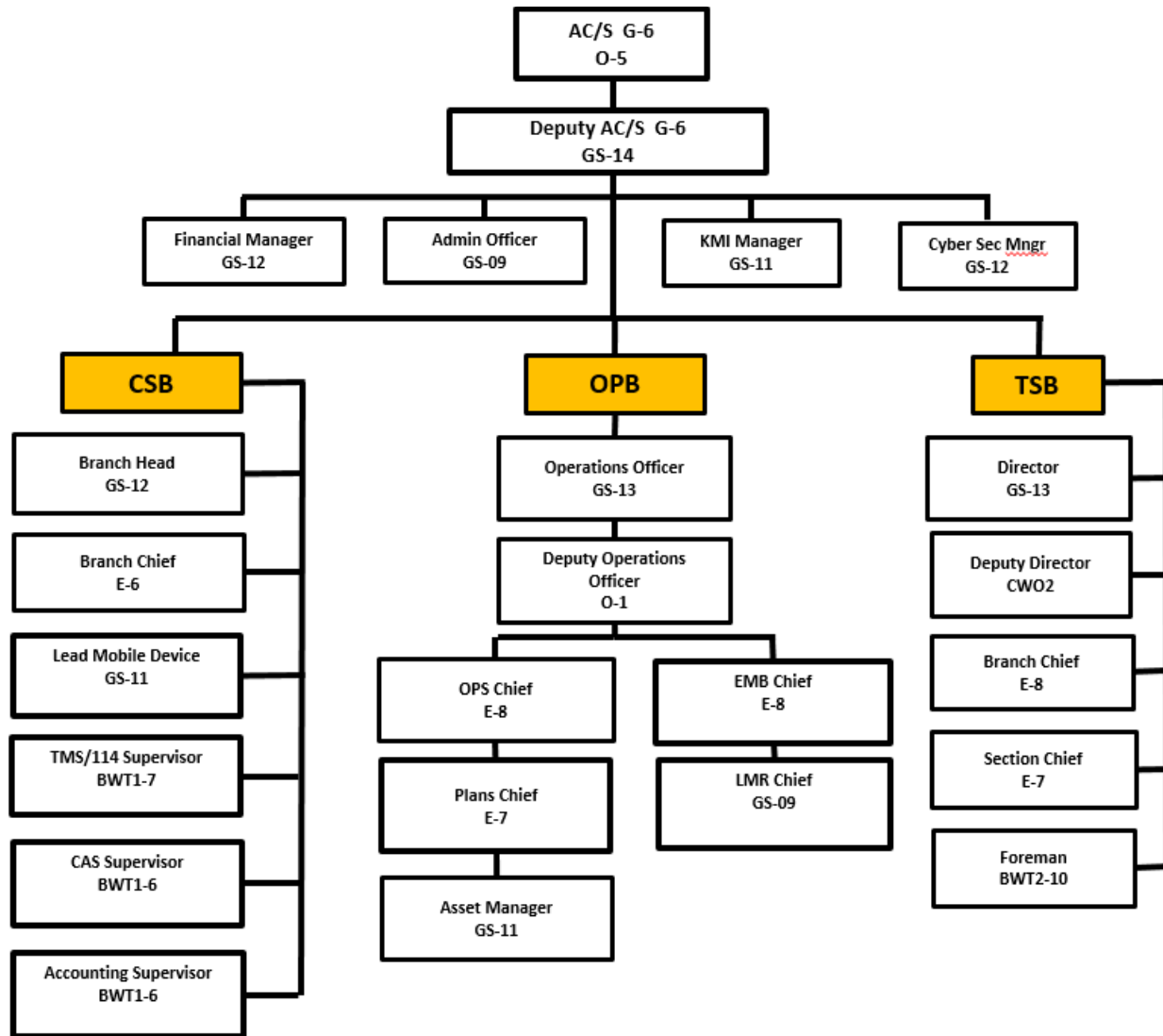
b. Accountable for ensuring accurate and timely communication of force posture changes or temporary basing decisions that impact installation support and COLS requirements across the MCIPAC. Ensure all planning participation (HQMC, USINDOPACOM, MARFORPAC) preserve the standard of our installations its management, effectiveness and efficiency and installation services remain protected at a level commensurate with the service and sacrifice of our Marines, Sailors, and their families throughout the Asia-Pacific.

c. Make certain Force Development plans and decisions that span and impact across MCIPAC organizational, functional and operational lines are collaborated, de-conflicted, and then synchronized for seamless planning development to ensure all changes to Doctrine, Organization, Training, Materiel, Leadership/Education, Personnel, Facilities, Policy and Cost (DOTMLPFP-C) are captured.



## Chapter 8

### G-6 Division: Communications



1. Organization: The G-6 Division is comprised of 7 branches consisting of 120 Marines, 44 General Schedule employees, 112 Master Labor Contract employees and 85 contracted personnel.

2. Mission: The AC/S G-6 provides and maintains secure, reliable, and redundant, customer-oriented C4 Systems and telecommunications service for base operating services/installation support and facilitates mission readiness across MCIPAC, III MEF, and forward-based forces/OPFOR. MCIPAC G-6 implements policies, provides oversight, issues guidance, and directs resource balancing and assistance to MCIPAC installations, operating forces, tenant commands, and mission partners for information technology (IT) and C4 Systems services and support. MCIPAC G-6 also installs, operates and maintains those C4 Systems supporting C2 for all headquarters, staffs, key agencies, tenants, and mission partners. Additionally, MCIPAC G-6 provides secure hosting in the MCIPAC regional data center to support local or OPFOR developed Program of Record (POR) information systems.

3. Functions: The G-6 supports Marine Corps Installations Pacific (MCIPAC) customers, tenant commands on Okinawa and Combined Arms Training Center Fuji as well as, III Marine Expeditionary Force (IIIMEF) and MCIPAC-Marine Corps Base, Camp Butler organizations with Information Technology (IT) services that include: Customer Service, Field Services, Video Teleconferencing Capability (VTC), Defense Switched Network (DSN) and Commercial Telephone Service, Secure Internet Protocol Router Network (SIPRNET), Non-Secure Internet Protocol Router Network, Coalition/Mission Partner Data Networks including Defense Information Systems Agency, Multinational Information System, Electronics Maintenance, Joint Japan Land Mobile Radio, Public Address Services, Cellular and Smartphone Services, Information Assurance (IA) Management, Cyber Security and Readiness Compliance, Information Technology/ Telecommunication (IT/C) Circuits, and IT/C Project Planning.

a. Executive Branch. The Executive Branch is responsible for the daily operational oversight, strategic and resource planning, and is dual-hatted as a regional and base G-6.

b. Cyber Security Section. The mission of the Cyber Security Section (CSS) is to provide compliancy audits and inspections, risk mitigation, Assessment and Authorization (A&A), Information Assurance Vulnerability Management (IAVM), and Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification Program for all users and systems on the classified and unclassified MCEN at Okinawa, Camp Fuji, Marine Corps Air Station (MCAS) Iwakuni, MCAS Futenma, Camp Mujuk, Marine Corps Base (MCB) Hawaii and MCB Blaz in Guam. The CSS provides technical assistance, executes risk assessments, performs network monitoring and wireless scanning, conducts Commanding General's Inspections and assists units with Command Cyber Readiness Inspections to enhance network security, protect against unauthorized intrusions, and enforce the Department of Defense in depth policies across the MCIPAC area of responsibility (AOR).

c. Key Management Infrastructure. The Key Management Infrastructure (KMI) Section activities include automating the planning, ordering, generating, distribution, storing and destruction of electronic keys and the management of other Communications Security (COMSEC) material required to support G-6 classified and unclassified IT systems. KMI program proactively monitors the MCEN-S network and all end-line Encryptors rendering garrison MCEN-S capabilities to all commands.

d. Operations and Plans Branch. The Operations and Plans Branch (OPB) consists of the Electronics Maintenance Branch and the Asset Management Branch. The responsibilities of the sections include exercise planning and execution, current and future operations and projects planning, and managing network outages.

e. MCEN Support Branch. MCEN Support Branch (MSB) is responsible for delivery of all MCEN services including Internet, Email, Deployed Site Transport Boundaries and Deployed-MCEN in support of III MEF. This includes Network Control Center responsible for Local Area Network and Wide Area Network operations and upcoming VoIP management.

f. Telephone Support Branch. Telephone Support Branch (TSB) provides continuous support to MCEN and DSN operations throughout the Western Pacific AOR, providing service to over 26,000 users deployed throughout the AOR and on bases and facilities in Mainland Japan, Okinawa, South Korea, Guam and Australia with a total staff of 140 Marines, United States Government Civilians, Japanese Local National Civilians and Next Generation Enterprise Network Contractors. The Inside Plant section is responsible for managing the 12 DCOs on the island; the OSP section is responsible for managing the telecommunications infrastructure of Camps Kinser, Foster, MCAS Futenma and Plaza Annex; the OSP North section is responsible for managing the telecommunications infrastructure of Camps Courtney,

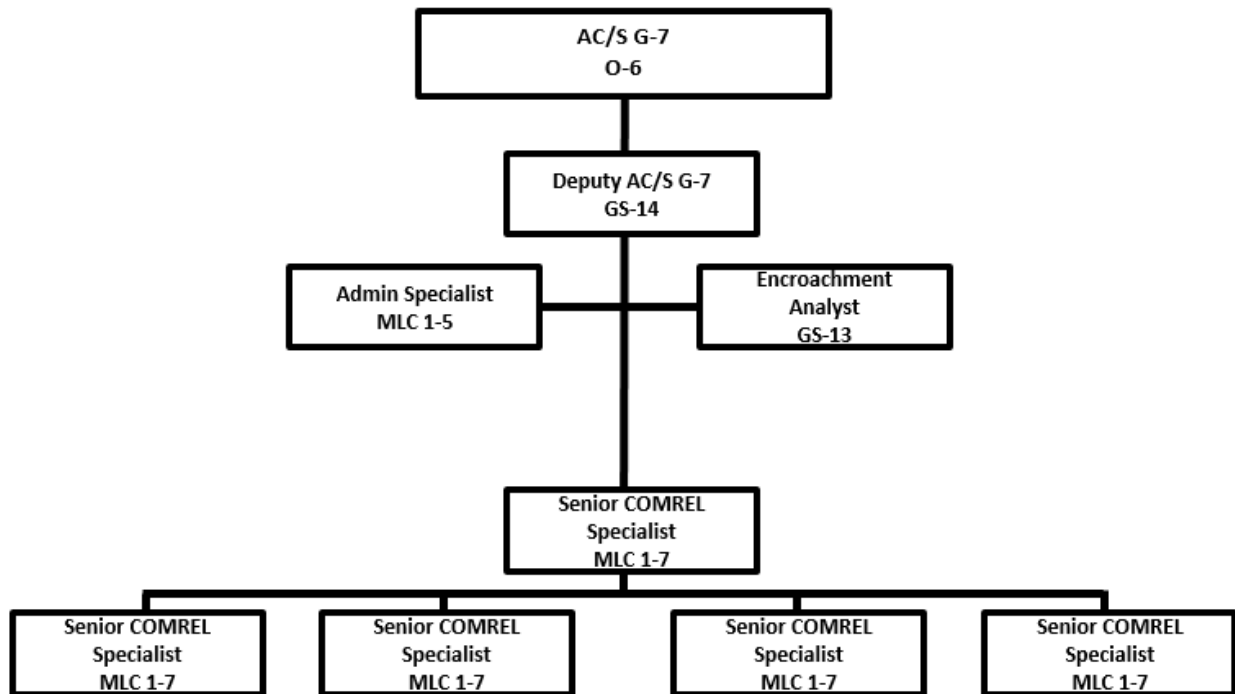
McTureous, Hansen, Schwab, Gonsalves and the Ie Shima Auxiliary Air Field; and the Organization Support section is responsible for managing government owned vehicles, procurement and tools.

g. Customer Service Branch. The Customer Service Branch (CSB) provides telecommunication services and equipment to customers throughout MCIPAC. CSB comprises of 6 sections: Telephone Support, Centralized Attendant Services (CAS), Telephone Control Officer (TCO), Accounting, Customer Support Helpdesk and Mobile Device Team. The Telephone Support Section includes the Telephone Helpdesk and TMS Administrators. The Telephone Helpdesk provides Tier 1 support for telephone incidents; DSN, local and Mobile Devices. They verify with customers that incidents are resolved before closing tickets and publishes the Okinawa News Today (OkiNews). The CAS section provides TMS and CAS services to route incoming calls and provide telephone directory service to customers. The Accounting section generates monthly bills for official accounts, processes installation and termination requests for B-1 customers, and processes, validates and reconciles vendor invoices. They monitor Military Interdepartmental Purchase Request (MIPR) balances to ensure units are within their allocated MIPR budget, processes mobile device requests and/or changes to mobile device functionality (such as work orders, trouble tickets and customer service authorizations), and are responsible for tracking mobile device changes, activations, and disconnections by unit. They are primary liaison to mobile device vendors and activate mobile devices for customers when new devices are ordered/received from the contracted cellular vendor. They also collect and record payments for Class B unofficial customer accounts. The TCO manages telecommunications services and equipment provided to customers through coordination and management of the Marine Corps Base unit TCO program. The TCO tracks and reports on changes for toll services, mobile devices, and wireless data access cards, and bills for telephone services provided by G-6. The TCO identifies and reports opportunities for cost savings related to commercial telephone services and is the direct escalation point for TISC issues. The Customer Support Helpdesk was created this year to provide assistance in the workflow and updates of customer requests. The Helpdesk is the one-stop shop for all information required from the G-6. Its functions includes SharePoint support, Training Portal support, SIPR Token creation, CAIRS assistance, Remedy assistance, Building Escorts, Check-out processing as well as, providing technical support for modification installs and computer troubleshooting for standalone systems. The Mobile Device Team provides IT and telecommunications support to mobile device customers. The mobile device team installs, configures and trouble-shoots mobile device hardware, software and public key infrastructure services.

h. Financial Management Branch. The G-6 Financial Management Section oversaw budget execution that included ordering equipment, services, maintenance contracts, shipping charges, and travel for training.

## Chapter 9

### G-7 Division: Government and External Affairs



1. General: The Assistant Chief of Staff, G-7 works directly for the Commanding General, Marine Corps Installations Pacific (MCIPAC). The G-7 is the primary political advisor and liaison regarding civil-military relations for Commander III Marine Expeditionary Force, Commander MCIPAC, and for all MCIPAC Camps, Stations, Facilities, and staff sections.

2. Mission: MCIPAC G7 provides regional government and external affairs expertise to the III MEF/MCIPAC commanders, regional staff, and installation commanders through political-military engagement, encroachment management, and community relations programs in order to facilitate optimal support to the operating forces, other commands, service members, and their families.

3. Functions:

a. Serves as the primary conduit for government-to-government engagement, communication, and cooperation between III MEF/MCIPAC and local, national/state government agencies, and organizations within MCIPAC's region to include Japan, Korea, Guam and Hawaii.

b. Manages the MCIPAC encroachment management program.

c. Represents Marine Corps interests and coordinates with United States Forces Japan (USFJ), USFJ Okinawa Area Field Office (OAFO), U.S. Consulate General, U.S. Embassy, GOJ and Okinawa Prefectural Government (OPG) committees and groups, and the other Services on Okinawa.

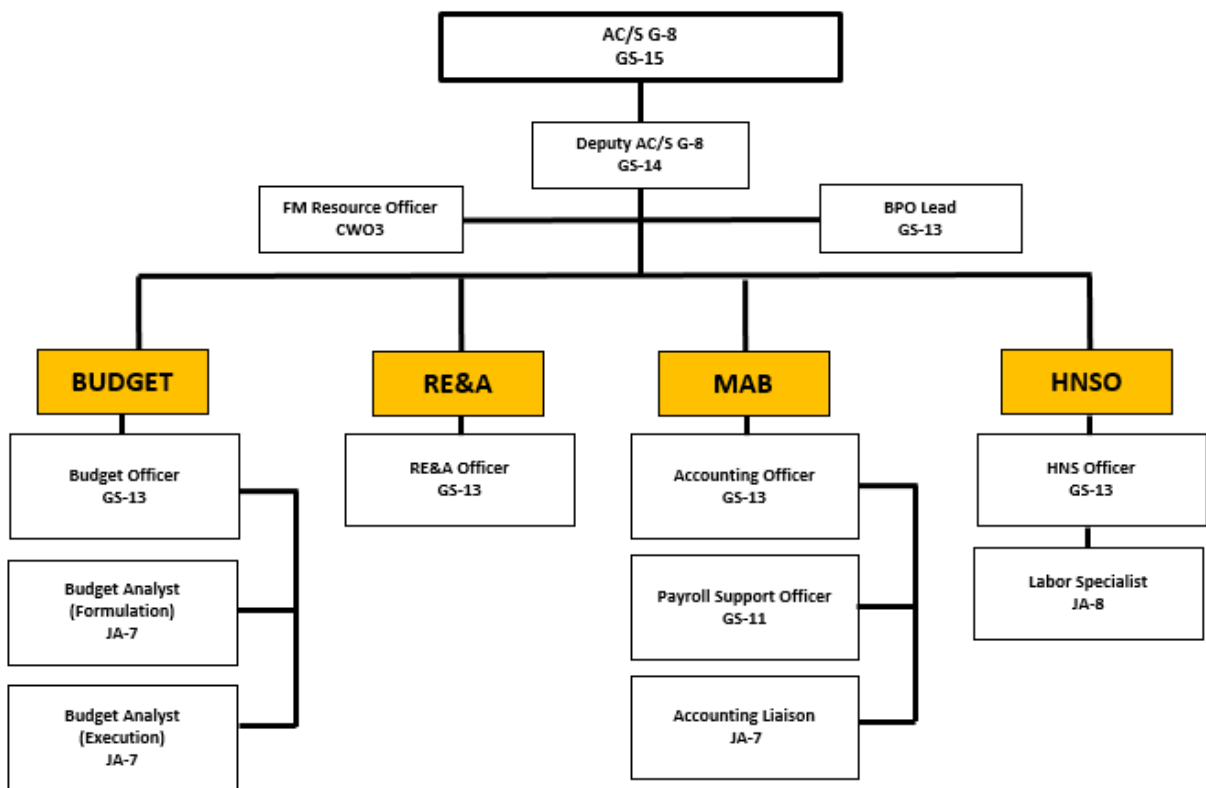
d. Provides political-military advice to Commander III MEF/MARFORJ; Commander, MCIPAC-MCBB.

e. Monitors, evaluates, and reports on the Japanese and Okinawa political climate.

- f. Coordinates with and informs Japanese officials with regard to incidents and accidents involving Marine forces/personnel in Japan.
- g. Provides guidance and advice on cultural awareness and cultural briefs given to US Marine Corps community to enhance cultural understanding.
- h. Develops and coordinates engagement strategies to improve relations and interactions with the GOJ, OPG, local officials, and the community, including through the Okinawa Partnership Plan.
- i. Responsible for development, management and oversight of community relations programs.
- j. Provides briefings on “Why Marines are in the Pacific” and the role of III MEF/MCIPAC and conducts other strategic communication (information) operations.
- k. Receives and processes non-media Japanese inquiries and issues dealing with Marine Corps bases in Japan.
- l. Provides advice to Protocol on etiquette for all events involving Japanese officials; ceremonies, tours, visits, surveys, assessments, studies, etc.
- m. Manages the visit request program and coordinates official Japanese visits regarding access to Marine Corps bases, stations, and camps in Japan.
- n. Coordinates support requests from external agencies (Japanese Self- Defense Force, United Nations, non-government organizations).
- o. Provides/coordinates interpreter/translator support for Commander MARFORJ, CG MCIPAC-MCBB, CG III MEF, CG Marine Forces Pacific, CG 3d Marine Division, CG I Marine Air Wing, CG 3d Marine Logistics Group, and MCIPAC AC/S G-7 in meetings with Japanese and Okinawa officials.
- p. Manages the school visit program.
- q. Provides political military advice and other advice regarding the political environment in Okinawa and Japan to MEF and MCIPAC staff and Commanders.
- r. Attends Joint Committee meetings.
- s. Oversees command relationships and terms of reference (MARFORJ, MCIPAC-MCBB)

## Chapter 10

### G-8 Division: Comptroller



1. Mission. The mission of the AC/S G-8 is to advise and assist the Commanding General in all matters pertaining to resource management, fiscal compliance, and strategic sourcing. The AC/S G-8 provides resource expertise to achieve Marine Corps Installations Pacific's (MCIPAC's) support to the naval expeditionary forces (III MEF and U.S. 7th Fleet) with concrete, tangible actions to improve and expand their warfighting capabilities. The AC/S G-8 ensures MCIPAC has the required resources; making certain MCIPAC remains an integral part of the single, cohesive, forward-deployed, forward-engaged naval expeditionary force-in-readiness in the Western Pacific. The AC/S G-8 coordinates the Programming, Budget, and Execution phases of the Planning, Programming, Budget and Execution process, to include Assessment and Audit (PPBEA). This process ensures the necessary resources are acquired, managed and distributed to support MCIPAC's mission to exercise command and control, oversight, and budgetary guidance over the Marine Corps' network of Advanced Naval Bases in the Indo-Pacific: to (1) secure and protect our capabilities, (2) strengthen our alliances, and (3) expand the capabilities of forward-deployed naval expeditionary forces.

#### 2. Organization

a. Executive Branch. The Executive Branch supervises and directs the division's branches and oversees all G-8 external deliverables, internal staff coordination, and supporting and supported communication.

(1) The AC/S G-8 is delegated financial responsibility and legal authority under Title 31 USC 1517 for all appropriations received. By-name delegation is provided per SECNAVINST 7000.27.

(a) Actively engages agencies within the Marine Corps involved in the PPBEA process to ensure a common understanding of MCIPAC resource requirements.

(b) Coordinate within MCIPAC, utilizing a whole-of-staff effort to ensure a cohesive PPBEA resource message supporting the CG guidance and intent.

(c) Ensure MCIPAC installations execute budgets in accordance with plans and programs, subject to operational exigencies.

(d) Coordinate annual Financial Management Evaluation and Assessment visits.

(e) Maintain full accountability of financial resources in order to maximize readiness, and improve economy and efficiency of the force.

(e) Coordinate staff actions related to the Programming, Budgeting, and Execution phases of PPBEA.

(2) The AC/S G-8 is also designated as the Foreign Labor Officer (FLO) for the Commander Marine Corps Forces, Japan (CMFJ).

(a) Directs service component committee members to U.S. Forces Japan (USFJ) Joint Labor Affairs Committee (JLAC) and Joint Labor Resources Committee (JLRC).

(b) Directs and supervises the development of CMFJ financial policy in respect to Articles I and II of the Special Measures Agreement (SMA) concerning GOJ utility and labor cost sharing programs.

(c) Additionally coordinates with Marine Forces Korea and U. S. Forces Korea supporting the Labor Cost Sharing and Logistics Cost Sharing ROK SMA.

(3) The AC/S G-8 is appointed as the Banking and Credit Union Liaison Officer for Okinawa. (a) Provides vital communication link between the on-base Financial Institution (FI) manager, the command and their customers.

b. Budget Branch. The Budget Branch advises the AC/S G-8 on all matters pertaining to appropriated resources within MCIPAC. Coordinates installation level financial matters in support of the MCIPAC mission and liaises with Marine Corps Installations Command (MCICOM) on all appropriated resource-related matters.

(1) Assist all MCIPAC installations in the programming, budget, and execution of their budgets. Provide guidance and direction in accordance with applicable financial statutes and regulations; coordinate all budget products required for the Programming, Budget, and Execution phases of the PPBEA (i.e. Program reviews, Budget Requests, Budget Exhibits, Financial Controls, Allocation and Obligation Phasing Plans, etc.).

(2) Responsible for programming Operations and Maintenance, Marine Corps (O&M, MC, 1106) during PPBEA. Coordinates PPBEA input across MCIPAC programs and influences the Future Years Defense Program (FYDP).

(3) In conjunction with Protocol, the G-8 will plan, coordinate, and monitor the execution of Official Representation Funds (ORF) in support of visiting Very Important Persons (VIPs) or foreign dignitaries.

(4) Coordinate and monitor the execution of Subsistence in Kind (SIK) funding used to procure food and water related resources to support the warfighters.

(5) Facilitate the execution and financial reporting of all appropriations received by MCIPAC.

(a) 1106 Operations & Maintenance, Marine Corps.

(b) 0100 Operation & Maintenance Def AGCY (Family Advocacy Program).

(c) 0735 Family Housing Management.

(d) 1105 Military Personnel, Marine Corps (Subsistence in Kind).

(e) 1804 Official Representation Funds, Navy.

(f) 0736 Family Housing Management (2 year funds).

(g) 0500 Energy Resilience & Conservation Investment Program (5 Year).

(h) 5189 Lease of DoD Real Property (No Year).

(6) Financial review and approval of MCIPAC Information Technology Procurement Review and Approval System (ITPRs) ensuring proper appropriation is being used for requirements.

c. Managerial Accounting Branch. The Managerial Accounting Branch (MAB) supports the AC/S G-8 by managing and performing effective and efficient accounting operations which supports MCIPAC in meeting its organizational objectives. The MAB monitors, records, analyzes, validates, and reports financial data in the core financial system. The MAB issues and maintains accounting policies and procedures to ensure all requirements set forth by directives and regulations are in place to meet audit compliance. The Managerial Accounting Branch is responsible for the following major functions and tasks:

(1) Accounting Operation. The Accounting Operation Team is responsible for the following:

(a) Maintaining oversight of transactions posted in the Defense Agencies Initiative (DAI) to ensure the validity and accuracy of accounting data, to ensure correctness of all financial transactions, and to support the Command's responsibility to ensure Internal Controls over Financial Reporting are operating effectively.

(b) Resolving Abnormal Conditions arising from established financial procedures, practices, and records.

(c) Maintaining required records, including records of obligations and expenditures against allotted funds.

(d) Preparing financial accounting reports.

(2) Payroll Support and Liaison. The Payroll Support and Liaison Team is responsible for the following:



(a) Executing tasks involved in civilian pay and customer service representative for Oracle Time and Labor (OTL).

(b) Executing tasks involved in Host National payroll process and support.

(3) Accounting Systems and Training. The Accounting Systems and Training Team is responsible for the following:

(a) Providing technical and systems assistance and resolving unsatisfactory conditions arising from financial system problems and deficiencies.

(b) Training financial management community on financial systems to mitigate risks and support the Command's responsibility to ensure Internal Controls over Financial Systems are operating effectively.

(4) Prior Year Fund (Reverted Fund) Execution. All MCIPAC current year (CY) funds expire after the year-end close out. Funds remain in an expired status for five years at which point they are cancelled and no longer available for use. The MAB is responsible for the following:

(a) Assisting all MCIPAC installations in execution of their prior year (PY) funds.

(b) Coordinating the execution of PY funds until they are cancelled.

(c) Recommending approval or disapproval of upward or downward adjustments to PY funds to prevent anti-deficiency act violations and to support the warfighters.

(d) Monitoring the PY fund control spending file and daily transaction report on a daily basis to assist the fund managers with execution of reverted MCIPAC resources and mission accomplishment.

BUDGET	MAB				
CY FUND	EXPIRED FUND				
FY22	FY21	FY20	FY19	FY18	FY17

d. Resource Evaluation and Analysis Branch. The Resource Evaluation and Analysis (RE&A) Branch supports the AC/S G-8 by promoting the efficient use of resources provided for mission accomplishment through regular internal reviews of installations, camps, and spending activities. By training all MCIPAC units to proactively identify risks, establish internal controls, and enhance governance over internal processes, RE&A aims to decrease fraud, waste and abuse and increase regulatory compliance. After analyzing the results of inspections, RE&A recommends Corrective Action Plans (CAPs) to managers and follows up on implementation progress. These consistent internal accountability efforts allow RE&A to provide independent, objective assurance to the MCIPAC-MCBB Commanding Officer, Principal Staff, and Special Staff of the integrity of financial information and internal operations. In turn, reliable financial information and transparent operations yield superior Command performance and inspire public confidence. The RE&A Branch is responsible for the following major functions and tasks:

(1) Financial Management Evaluation and Assessment (FMEA). The FMEA program promotes financial management stewardship by facilitating early detection of deviation from standards, providing training and support, and improving audit readiness. All subordinate installations, camps, and BEAs undergo at least one Financial Management Evaluation (FME) every two fiscal years. Any discrepancies or findings resulting from an FME will be reported on an official basis through the appropriate chain of

command and shall require further coordination with Managers Internal Control Program (MICP) personnel for corrective action plan development and tracking. The RE&A Branch is responsible for the following:

- (a) Performing internal and external reviews, evaluations, assessments, analyses, and economy/efficiency-related studies which are usually, but not necessarily, resource-related.
- (b) Analyzing requirements of financial management directives promulgated by higher authority.
- (c) Preparing amplifying directives for dissemination within the Command.
- (d) Coordinating and participating in financial management inspections of subordinate installations and camps.
- (e) Conducting quarterly cash verifications and bank reconciliations for cash collecting organizations aboard MCB Camp Butler.

(2) Fund Control Personnel (FCP) Training. Providing information, support, and assistance to all with completion of mandated training.

- (a) Analyzing requirements for FCP appointments promulgated by higher authority.
- (b) Preparing amplifying directives for dissemination within the Command.
- (c) Recommending to the AC/S G-8 appointment of personnel after requirements have been met.
- (d) Tracking training requirements and reminding personnel of refresher training due dates.
- (e) Recommending termination of appointments when FCP are not compliant with training requirements.
- (f) Reporting on MCIPAC training compliance to MCICOM twice a year.

(3) Audit Liaison. The RE&A team maintains liaison with and provides logistical and Command coordination and support for all external audits from the Government Accountability Office (GAO), Inspector General, Naval Audit Service, and independent public accounting firms. The RE&A Officer is the Command point of contact for all audit-related matters including, but not limited to, financial improvement and audit readiness, audit site visits, audit data calls, requests for information, management responses, and corrective action plans. If Command personnel are contacted by an auditor or investigator directly, the RE&A Officer should be notified immediately.

(4) USMC Financial Statement Audit. The Commandant of the Marine Corps (CMC) communicated his intent for the Marine Corps financial statement audit: to “get the most out of every dollar Congress allocates to us, so that we know what we have and we can buy what we need to ensure Marines are ready to fight.” The ongoing financial statement audit addresses the CMC's intent and enhances USMC readiness and accountability. The RE&A team is responsible for the following:

- (a) Serving as initial Point of Contact (POC) for all provided by client (PBC) requests.
- (b) Disseminating PBC requests to appropriate subordinate installations and camps.

(c) Providing assistance and guidance to all MCIPAC personnel regarding audit requirements and PBC requests.

(d) Coordinating responses to PBC requests and ensuring due dates are met.

(e) Notifying MCICOM of any issues or problems with PBC requests.

(f) Coordinating submission of letters of explanation.

(g) Analyzing requirements promulgated by higher authority.

(h) Preparing amplifying guidance for dissemination within the Command.

(i) Reporting audit results to Command.

(5) Manager's Internal Control Program (MICP). The MICP is designed to assess financial and non-financial programs and functions and provides a process for analyzing/mitigating risk and documenting control tests. The RE&A Officer is the MCIPAC MICP Coordinator. Through the MICP process, managers at all levels document the existence of internal controls for processes and functions, assesses the adequacy and effectiveness of established internal controls, and document the results of annual internal control assessments. MCIPAC Staff Sections are required to appoint in writing MICP Coordinators who are responsible for coordinating the MICP within their functional area. Commanders and managers are responsible for ensuring that each process under their purview is operating efficiently and effectively, and that programs and operations are discharged with integrity and in compliance with applicable laws and regulations. Responsible managers must perform vulnerability and control assessments on risks associated with each of their programs listed as functional/process assessable units. Additionally, to mitigate the associated risk, managers must ensure an adequate system of internal controls is in place and operating as intended. The RE&A Team supports Command personnel with the following:

(a) Analyzing requirements of MICP guidance promulgated by higher authority.

(b) Preparing amplifying guidance for dissemination within the Command.

(c) Training, instructions, and guidance on how to conduct risk and control assessments.

(d) Monitoring and tracking quarterly Corrective Action Plan (CAP) updates.

(e) Developing and publishing the MCIPAC MICP Annual Plan.

(f) Preparing the annual Statements of Assurance.

(6) Government Travel Charge Card Program (GTCCP). The GTCCP allows travelers to accomplish official government travel while minimizing the need for a travel advance. All travelers are required to possess an operative GTCC which they are required to use for official government travel. Within five days after travel is completed, travelers must file a complete and accurate voucher within five days after travel is completed and utilize split disbursement to pay the amount due on the GTCC. The MCIPAC GTCCP consists of Hierarchy Level 5 (HL5) and Hierarchy Level 4 (HL4) Agency Program Coordinators (APC).

(a) The HL5 APC is responsible for the following:

- (1) Providing guidance to all Marine Corps Base Camp Butler (MCBB) cardholders.
  - (2) Analyzing requirements of GTCCP guidance promulgated by higher authority.
  - (3) Preparing amplifying guidance for dissemination within the Command.
  - (4) Checking in new cardholders and transferring their GTCC accounts to the MCBB hierarchy.
  - (5) Monitoring cardholder accounts for delinquent balances and potential misuse and abuse.
  - (6) Reporting delinquencies to the cardholders' chain of command.
  - (7) Providing assistance to cardholders to resolve delinquencies.
- (b) The HL4 APC is responsible for the following:
- (1) Providing oversight over and guidance to all MCIPAC APCs.
  - (2) Training and mentoring new MCIPAC APCs.
  - (3) Monitoring cardholder accounts for potential misuse and abuse.
  - (4) Analyzing Command delinquency rates.
  - (5) Reporting delinquencies and card suspensions to the Command.
  - (6) Taking actions to keep Command delinquency rates below the threshold set by Department of Defense.
  - (7) Conducting inspections of HL5 and HL6 programs within MCIPAC.
- (7) DoD Financial Management Certification Program. The Financial Management Certification Program (FMCP) provides a framework to ensure that employees within the DoD Financial Management (FM) career field are trained and equipped to meet the challenges of both the current and future fiscal environment. The program has three certification levels based on civilian position/job series or military billet/occupational specialty (MOS) coupled with grade level or rank. The RE&A Officer is the MCIPAC Component Certification Authority (CCA) for the DoD FM Certification Program. CCAs are the guardians of the integrity of the Certification Program and have the authority to approve or deny award of the DoD FM Certification. The MCIPAC CCA is responsible for the following:
- (a) Providing information and guidance to all FM Certification Program personnel regarding program requirements, individual status, and system navigation.
  - (b) Contacting FM civilian and active duty Marines to explain the program
  - (c) Requirements and identify training and experience needed to achieve certification.
  - (d) Monitoring and tracking certification due dates and issuing reminders to applicable personnel.
  - (e) Notifying the chain of command of noncompliance issues.

- (f) Reviewing certification requests and determining if program requirements are met.
- (g) Approving or denying certification requests based on program requirements.
- (h) Notifying personnel of reasons for denial and providing assistance with achieving compliance.

(8) Conference Manager. The RE&A Officer is the MCIPAC Conference Manager. MCIPAC staff at all levels must ensure resources are responsibly managed when executing conferences sponsored by MCIPAC and when authorizing MCIPAC personnel to attend conferences hosted by others. Commanders and Principle and Special Staff will assess necessity and cost when conferences are recommended as a method to achieve a particular mission critical objective. A “conference” is any meeting, retreat, seminar, symposium, or event that involves attendee travel. Events included in this definition normally require registration, an agenda, and scheduled speakers or discussion. It is the responsibility of each Commander, Principle, or Special Staff Officer to prepare the package requesting approval for attendance at a mission-critical conference hosted by non-DoD entities. The MCIPAC conference manager is responsible for the following:

- (a) Assisting staff in determining if an event should be classified as a conference.
- (b) Assisting with completion of the conference package.
- (c) Submitting the conference package up the chain of command.
- (d) Analyzing requirements of conference attendance guidance promulgated by higher authority.
- (e) Preparing amplifying guidance for dissemination within the Command.

(9) Interactive Customer Evaluation System Management. The Interactive Customer Evaluation (ICE) system is a web-based tool that collects feedback on services provided by various organizations throughout the Department of Defense. ICE is designed to improve customer service by allowing managers to monitor the satisfaction levels of customers for services provided through the submission of customer comments. The ICE program manager is responsible for the following:

(a) Monitoring ICE comments across MCB Camp Butler, MCAS Futenma, Combined Arms Training Center-Fuji, 3rd Marine Logistic Group (3d MLG), Army and Air Force Exchange Service (AAFES), Department of Defense Education Activity (DoDEA), Marine Corps. Community Services (MCCS), and the Defense Commissary Agency (DeCA).

(b) Routing comments to appropriate service providers and prompting service providers to respond to comments.

(c) Maintaining historical data, conducting trend analysis, and providing the information and reports to various departments upon request.

(d) Managing ICE service provider manager accounts to include creating, deleting, and modifying accounts.

e. Host Nation Support Office. The Host Nation Support Office (HNSO) falls under the cognizance of the AC/S G-8 for MCIPAC who has been assigned as the Foreign Labor Officer (FLO) for the Commander Marine Corps Forces Japan (CMFJ). The HNSO primarily functions as CMFJ’s service component representative agent to U.S. Forces Japan (USFJ). Additionally, the HNSO functions as a

liaison between MCIPAC and U.S. Forces Korea in Host Nation burden sharing issues impacting Camp Mujuk.

(1) Recommends Marine Corps positions on foreign labor issues in coordination with CHROs and presents them to USFJ as a single voting member on the Japan Labor Affairs Committee (JLAC), Joint Labor Resources Committee (JLRC), and Procedures and Compensation Panel (PCP).

(2) Designated as MARFORJ Contracting Officer's Representative (COR) for MLC Contract number DA-92-557-FEC-2800. Additionally, designated as the primary Indirect Hire Agreement Administrator's Representative (IHAR) for IHA. As MLC and IHA representative for MARFORJ, the HNSO consults with the local Government of Japan (GOJ) offices and agencies on foreign labor concerns.

(3) Represents COMMARFORJ during Special Measures Agreement (SMA) negotiations in respect to Articles I and II of the Labor Cost Sharing (LCS) and Utility Cost Sharing (UCS) burden sharing programs, respectively.

(a) Article I (LCS) specifies local national labor expenditures covered by the GOJ in terms of funded spaces provided to USFJ each Japanese Fiscal Year (JFY) as delineated by the effective SMA.

(b) Article II (UCS) identifies the portion of qualified utilities expenditures GOJ will bear per the effective SMA. Qualified utilities include electricity, water, sewerage, and heating fuel.

(4) Acts as Grievance Advisory Committee (GAC) at the third step of the grievance process. Considers facts and statements provided by grievant and other personnel involved in the grievance process under the MLC and IHA, and provides determination recommendations to the AC/S G8 in his/her capacity as the Contract Officer Representative for Appeals (CORA) and Indirect Hire Agreement Administrator's Representative for Appeals (IHARA).

(5) Liaisons with Commander Naval Forces Korea (CNFK) JLAC/JLRC who represent Navy/Marine Corps interests at USFK joint committee meetings, and with Commander Marine Forces Korea (CMFK) to keep the AC/S G-8 abreast of the SMA status between the U.S. Government and Republic of Korean Government (ROKG), as it impacts labor and logistics burden sharing programs in relation to Camp Mujuk.

f. Business Performance Office. The Business Performance Office (BPO) advises and assists the AC/S G-8 on the formulation and administration of business management policy, methodology, and procedures. The BPO supports the Marine Corps Planning Process (MCP) via Common Output Levels of Service (COLS) performance measurements and planned cost estimates, innovation research/analysis, special management studies, process improvement, and training to assist in achieving a lean and agile organization that efficiently and effectively provides quality services to the operating forces, tenant commands, individual Marines, and their families. The BPO is the MCIPAC program management office for:

(1) Command Projects. Serves as project manager for command directed projects and initiatives with the goals of increasing organization efficacy in alignment with Commandant's Planning Guidance (CPG) and MCIPAC Commander's intent and guidance. The BPO performs the following functions:

(a) Conducts and/or manages special projects, strategic studies, surveys, or other strategic initiatives.

(b) Performs a variety of analytical products including economic, cost benefit, and business case processes, as well as, conducting process studies, management reviews, and workload validations.

(c) Evaluates programs to ensure efficiencies and effectiveness while optimizing use of resources.

(d) Provides analytical services for installations and tenant commands to support strategic planning sessions and assist in the development of performance management plans.

(e) Integrates results from studies with additional relevant organizational data/knowledge/information, aiding in the understanding of efficacy hindering issues and solving problems that strengthen the decision-making and MCPP.

(2) Common Output Levels of Service (COLS). COLS provides a program management framework for documenting, understanding, analyzing and clearly articulating the capabilities/services provided at USMC installations. COLS aims to establish an approved baseline using common definitions for installation support functions, sub-functions, performance standards, and performance metrics to assist in apportioning and managing limited resources. COLS promotes cost transparency and aligns the Planning, Programming, Budget and Execution process, to include Assessment and Audit (PPBEA) with installation levels of service. COLS connects Mission Essential Tasks (MET) and the Defense Readiness Reporting System (DRRS) by linking performance with installation support. As subject matter experts of COLS, the BPO provides the following:

(a) Ensures timely and as feasibly possible, accurate, valid, and reliable submission of information by MCIPAC and its installations into COLS for quarterly performance and yearly Other Than Labor/Other Funding Sources planned cost estimates for Program Objective Memorandum (POM) building and DRRS reporting.

(b) Analyzes, examines, and evaluates data collected to determine where performance encumbrances or inefficiencies exist, then develops strategies to resolve them and/or identify potential opportunities for improvement.

(c) Collects data that is used in the building of POM based on Commander's intent and level of readiness, increasing the efficient use of resources by providing MCICOM the data needed to make risk informed resourcing decisions for its installations and infrastructure investment portfolios.

(d) Coordinates COLS program with installation representatives ensuring training is conducted for appropriate staff and liaises with higher headquarters, regional COLS team members, and subordinate commands.

(3) Process Improvements and Innovation. The goal of process improvements and innovation is to identify and implement programs/processes that continually expand or improve upon the capabilities of MCIPAC to achieve organizational efficacy. As stated in the CPG and Commander's intent and guidance, enhancing and expanding capabilities is a USMC priority. Process improvement methodologies and tools such as Lean (increasing speed by elimination of waste), Six Sigma (reducing process variation), and Theory of Constraints (TOC; managing constraints that exist in a process) help streamline processes and elevate capacity of bottlenecks in routine tasks, making mission accomplishment easier. Process improvement enhances MCIPAC capabilities by increasing process quality and speed (readiness), which leads to improved quality of life, safety, and cost reduction. Innovation requires analytical and creative thinking wherein new ideas or approaches lead to accomplishing things differently to positively impact overall performance. Innovation prompts individuals to ask, "How can we better accomplish our mission in a way that we obtain substantially greater results?" In summation, process

improvement and innovation enhances the Marine Corps readiness by improving the understanding of mission requirements, optimizing performance, improving efficiency and effectiveness, and supporting installation services and/or management structures. The BPO helps showcase the most efficient use of available command resources and the following elements:

(a) Facilitates the comprehension of core mission and mission support processes and emphasizes the importance of continuously improving processes using methodologies and toolsets that identify and eliminate waste, as well as potential causes of degraded performance.

(b) Supports the MCPP by assisting with problem framing, course of action (COA) development, COA wargaming, COA comparison and decision, orders development, and transition.

(c) Applies Continuous Process Improvement (CPI) methods, encompassing Lean, Six Sigma, and TOC to provide a disciplined and proven method for incrementally and continuously improving key work processes.

(d) Provides guidance and collaborates with customers to support process improvement efforts by functioning as a resource and advocate for program/process planning activities, implementation strategies, project selection, execution, and training.

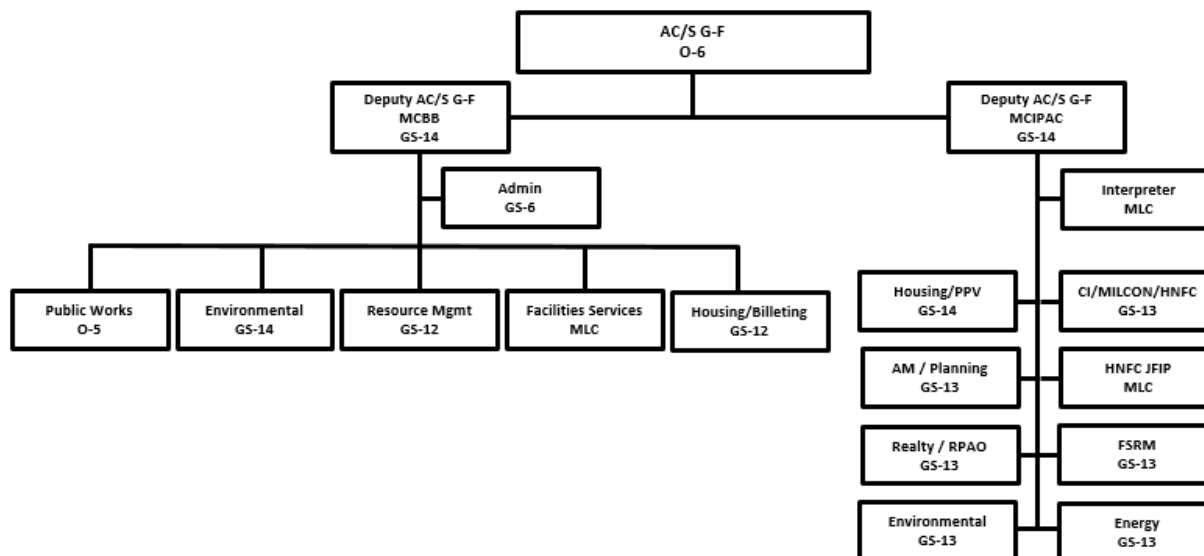
(e) Provides guidance and direction for process improvement initiatives using Define, Measure, Analyze, Improve, Control (DMAIC) process, Rapid Improvement Events (RIE,) and Just-Do-It (JDI).

(f) In accordance with CPG and CG guidance, offer Lean Six Sigma Yellow and Green Belt training and certification which increases talent development and results in making assignment to MCIPAC a career enhancing experience.



## Chapter 11

### G-F Division: Facilities



1. Mission: The AC/S, G-F is the principal staff for MCIPAC-MCBB planning, coordination, and oversight of facilities maintenance and management, MILCON (to include Host Nation Funded) and minor construction planning, family and unaccompanied housing, environmental affairs, real estate, and Geospatial Information and Services. The AC/S, G-F exercises this MCIPAC regional responsibility by providing technical direction, management oversight, and direct support to the facilities organizations at each installation.

2. Resource Management Branch:

a. Provides AC/S G-F consolidated resource oversight of the largest organization within MCBB with over 1000 personnel (includes US Civilians, Host Nation civilians and military from both Marine Corps and Navy).

b. Provides AC/S G-F budget oversight of program exceeding \$150M annually, split between BSS1 and BSM1 programs.

c. Provides AC/S G-F general administrative processes and procedures for the Division and Minor Property accountability for the large inventory of minor property

3. Facilities Branch:

a. The AC/S, G-F provides fiscal and management oversight for all Real Property Maintenance Activities (RPMA) within Region installations. Programs overseen include Facilities Sustainment Restoration, and Modernization (FSRM), Capital Improvement, Planning, Construction and Service contract acquisition and management, Real Estate and Real Property Accountability. Includes funding for local M1R1 sustainment, Base Operating Support services, M2R2 centrally managed program, utilities, and energy management. The Branch ensures all facilities related to operational requirements are efficiently executed to include working with HQMC and MCICOM to meet the demands

of changing priorities and ensuring that facilities related budgets and execution are done in accordance with current policies and procedures.

b. The Facilities Maintenance Section is responsible for all RPMA for MCBB and MCAS Futenma, as well as FSRM funds management for CATC Fuji. The responsibilities include execution of base support services such as pest control, refuse collection, grounds maintenance and custodial. Provide for operation, distribution, and/or purchase of utilities (water, sewage, electricity), and the management of an effective utilities conservation program. Section provides for Shops workforce to execute all Service Call work (emergency, urgent and routine), as well as all Preventive Maintenance for MCBB/MCASF facilities. Manages the M1R1 funding to execute Shops work and minor contracts less than \$500K per action in the sustainment of facilities.

c. The NAVFAC FEAD Section is responsible to provide engineering and technical support for Installation components, including preparation of architectural and engineering studies, designs, and cost estimates for M2R2 projects; preparation of drawings, specifications, and cost estimates for contracts for maintenance, repair, alteration, and new construction of Installation facilities through a Memorandum of Agreement (MOA) between MCICOM and NAVFAC. Within the MOA, a joint staff of NAVFAC acquisition and construction management professionals and USMC engineers and service contract managers create a team within the Branch to support MCBB/MCASF.

d. The Public Works Section is responsible for planning, preparation and submission of all MILCON (including Host Nation Funded projects) and Minor Construction projects; develops project cost estimates and provides life cycle cost analysis in support of construction programming; provides oversight and coordination for all other programs constructing, renovating, modifying or demolishing class II real property aboard MCBB/MCASF; provides liaison with HQMC on all Shore Facility Planning and Programming issues; prepares Basic Facility Requirements and Facility Planning studies in support of organizations assigned to MCBB/MCASF; coordinates with HQMC on the annual preparation of MCBB/MCASF Facility Support Requirements; determines space requirements, utilization and makes space assignments for all MCBB/MCASF non-housing facilities; conducts space utilization studies in an effort to maximize facility usage; provides liaison between tenants and MCBB/MCASF for space requirements; maintains all class I and class II real property record data; maintains real property data contained within the Naval Facilities Assets Database; maintains data layers in the Base Geographic Information System that pertains to Facility Planning and Base Master Planning; negotiation, control, and administration of all agreements involving real property under license, lease, permit, or easement which concern the interest of MCBB/MCASF.

#### 4. Housing and Billeting Branch (HBB):

a. The AC/S, G-F provides oversight for the administration and operation of the centralized family and unaccompanied housing and referral programs throughout MCIPAC. These responsibilities include oversight management of all Public Private Venture Housing, Government Owned Family Housing and all Unaccompanied Housing according to policies, regulations, and procedures promulgated by HQMC.

b. The HBB is tasked with management and oversight of MCBB/MCASF unaccompanied housing program. The Branch works closely with the Camp Directors, Major Subordinate Commands and tenant commands aboard the Installation to provide technical expertise on unaccompanied housing concerns and management. Performs collection, compilation, and submission of barracks occupancy reports for use by the Installation as well as higher headquarters. These reports are also used as a basis for analysis of current and future barracks requirements for individual units. Overseas Housing Allowance authorizations for unaccompanied personnel are processed for personnel desiring to request off base

accommodations. Provide training to Camp Billeting Managers and Unit Managers assigned responsibilities to oversee daily unaccompanied housing operations.

5. Environmental Affairs Branch (EAB):

a. The AC/S, G-F provides regional oversight of environmental compliance and natural resource management programs. Establishes consistent environmental policy and procedures across regional installations where feasible to minimize costs, maximize efficiency, and address current and future projected regulatory requirements, laws, and program areas. Addresses encroachment concerns through the encroachment management action team in support of the G7, along with the requirements of the installations.

b. The EAB is responsible for matters pertaining to compliance with environmental regulatory requirements including: air and water pollution abatement; pollution prevention; hazardous waste management; safe drinking water standards; environmental planning and impact assessment through the Japan Environmental Governing Standards; environmental training; and natural and cultural resource management. The EAB works closely with the tenant commands, other MCBB G-codes and other G-F Divisions in carrying out the MCBB training support, range development and facilities missions. Specific functions of this Branch include: administration; development of environmental plans and programs; planning, programming, and budgeting of projects required for environmental compliance; operating a HQMC approved Environmental Management System; potable water and wastewater monitoring; hazardous waste management; hazardous waste recycling and minimization; qualified recycling program; source reduction; protection and management programs addressing threatened and endangered species; leading and developing encroachment partnership initiatives; archaeological and historical resource management; and soil and water conservation.

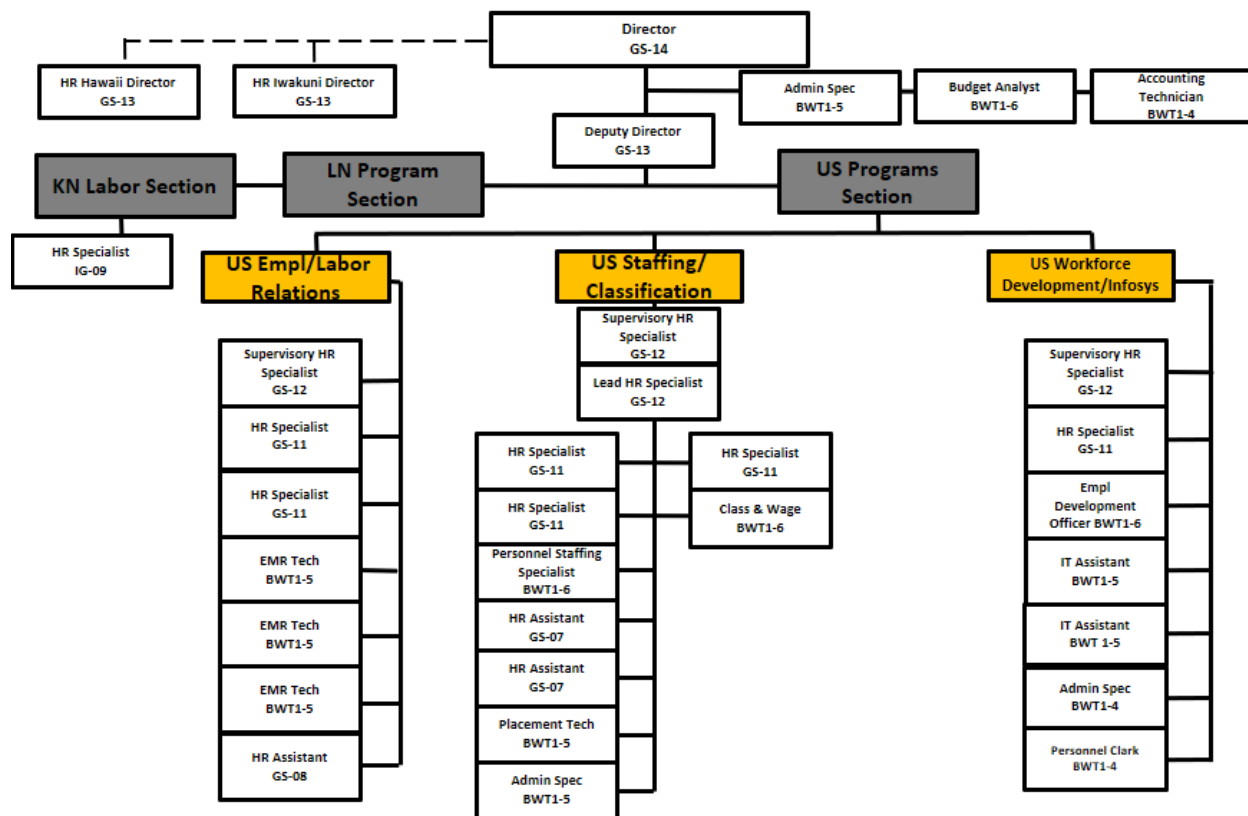
6. Facilities Systems Management Branch (FSMB):

a. Supports the Marine Corps' installation management and military training activities by provisioning integrated, standardized, and centrally managed geospatial technologies, information, and services; and facilitating the sharing of authoritative geospatial data throughout the Marine Corps, DoD, and other government agencies. The FSMB provides regional and installation functional area managers with an integrated Geographic Information System that enables operational planning, analysis, and decision support. The FSMB has primary responsibility for the implementation of the Marine Corps' GEO Fidelis Program through program management oversight, policy and guidance on issues regarding geospatial information and services, and the alignment of geospatial data collection initiatives and investments to business priorities and strategies. The FSMB coordinates Installation Geospatial Information and Services (IGI&S) operations and procedures; application development with geospatial components, data, or web-based mapping services; and is the regional liaison to the enterprise hosting center located at MCICOM Facilities Systems Branch.

b. The FSMB provides AC/S G-F expertise in the area of Information Technology and Operational Technology in the Facilities Related Controls Systems in coordination with AC/S G6 for Authority To Operate.

## Chapter 12

### Civilian Human Resources Office (CHRO)



1. Mission. Our mission is to develop and administer comprehensive civilian human resources services to facilitate the attainment of MCIPAC strategic goals and program objectives. Provides regional human resources services of US civilian employees, Master Labor Contract (MLC), Indirect Hire Agreement (IHA), and Korean National employees for III MEF and MCIPAC subordinate installations in Japan, Korea and Guam, including Marine Corps Base Camp Smedley D. Butler (MCBB); Marine Corps Air Station (MCAS) Futenma; Combined Arms Training Center, Camp Fuji, Camp Mujuk, and Camp Blaz. Provides regional oversight of the Human Resources Offices located at MCAS Iwakuni and Marine Corps Base Hawaii.

#### 2. Workforce Development and Information Systems

a. Mission. The Workforce Development and Information Systems section facilitates civilian training to all Marine Corps Appropriated Fund (APF) and Local National (LN) personnel. Provides advice, guidance, and command-specific training to include Human Resources Management Training (HRM), New Civilian Employee Orientation, Civilian Career Leadership Development (CCLD), Academic Degree Program (ADP), and training needs based on the Command Training survey. Develops and maintains civilian Human Resources (HR) databases, provides ad-hoc reports, Regional Total Workforce Management System (TWMS) administration, Defense Civilian Personnel Data System (DCPDS) local administration, and is responsible for systems development and evaluation in the effort to further automate personnel processes.

b. Functions

- (1) Plans and administers employee and career development programs.
- (2) Provides technical assistance and advice in regards to training and educational self-development requirements of the civilian workforce.
- (3) Provides guidance on the Individual Development Plan (IDP) and monitors its compliance.
- (4) Assists management in determining training and developmental needs of employees.
- (5) Coordinate technical skills training for serviced commands.
- (6) Provides instructional courses for the CHRO servicing population by locating specialized instructors from off-base as needed, and by arranging for off-station technical and skills training for selected employees.
- (7) Maintains contacts with other government agencies and educational facilities for the purpose of coordinating training matters.
- (8) Conducts management, supervisory, and skills training.
- (9) Assists and processes account requests for users needing access to Total Workforce Management System (TWMS) and Defense Civilian Personnel Data System (DCPDS).
- (10) Defense Travel System (DTS) Organizational Defense Travel Administrator (ODTA) for CHRO.
- (11) Functions as the Local CHRO Telephone Control Officer (TCO)
- (12) Responsible for all garrison property assigned to CHRO.
- (13) Functions as the Information Systems support and Information Systems Coordinator (ISC) for all of the CHRO's automated data processing equipment.
- (14) Researches, develops solutions and strategies, and provides recommendations on results obtained from data analyses to improve, innovate, and enhance training and information systems protocols and procedures on a wide variety of human resources topics based on the command's needs.
- (15) Maintains the Self-Service Hierarchy for civilian personnel and ensures the proper employee to supervisory alignment in DCPDS, based on the input articulated by the affected organization.
- (16) Provides support on HR systems such as TWMS, DCPDS, MYBIZ, and HRLINK throughout MCIPAC and our regional service customers.
- (17) Participates in orientation and in-processing of new employees.
- (18) Provides Civilian Human Resources metrics (e.g. Individual Development Plan (IPD), DoD Performance Management and Appraisal Program (DPMAP), Recruit/Fill actions/reports, hiring timelines, HR data for Manpower's Manage to Payroll (MTP) data-call, and Common Output Level of Service (COLS) that supports the MCIPAC mission.

### 3. U.S. Labor and Employee Relations/Overseas Allowances

a. Mission: The Labor and Employee Relations/Overseas Allowances section provides assistance to Appropriated Fund (APF) civilian employees and management by researching laws, regulations, and policies. Provides guidance on a multitude of topics such as disciplinary, non-disciplinary, and adverse actions, grievances, work schedules, leave administration, performance management, overseas allowances, special travels, awards, and the Federal Employee Compensation Act (FECA). Foster positive labor management relationships that support and enhance the mission and assists in preventing and resolving personnel issues in the workplace.

b. Functions:

(1) Reviews critical investigation reports, providing thorough and consistent advice to employees and management regarding misconduct and/or poor performance. Advises on the appropriate action to correct misconduct and/or poor performance and provides management with all of the options available, to include non-disciplinary actions, disciplinary actions, adverse actions, and Performance Improvement Plans.

(2) Plans, establishes, and directs command-wide procedures for developing, processing, hearing, and adjusting grievances and complaints.

(3) Develops and delivers supervisory training within the scope of the mission (e.g. leave administration, performance management, disciplinary and non-disciplinary actions, adverse actions, overseas allowances, and awards, etc.).

(4) Ensures laws, regulations, and policies are followed and enforced by the Commands serviced.

(5) Provides analysis and studies of existing and potential problem situations.

(6) Prepares and stores case files based on appropriate guidelines.

(7) Provides assistance to managers by recommending strategies for improvements and changes in practices, procedures, and policies, within the scope of the mission.

(8) Administer and monitors the Department of Defense (DoD) Performance Management and Appraisal Program (DPMAP) for bargaining and non-bargaining unit employees.

(9) Assists APF civilian employees and supervisors in creating and monitoring performance plans, to ensure the completion of plan creations, progress reviews, annual performance appraisals, and other evaluations and assessments, as necessary.

(10) Administers the Performance Awards Review Board at the end of rating cycle and processes performance awards for APF civilian employees.

(11) Administers, evaluates, and processes monetary awards, Navy honorary awards, Navy Distinguished Civilian Service Awards, Navy Superior Civilian Service Awards, Navy Meritorious Civilian Service Awards, Length of Service Awards, Time-Off Awards, Civilian Service Commendation Medals, Civilian Service Achievement Medals, and external honorary awards.

(12) Provides direct liaison with the president of the exclusive bargaining unit on all matters affecting bargaining unit members (e.g. grievances, requests for information, arbitrations, settlements, union official notifications, bargaining, and unfair labor practices, etc.).

(13) Determines applicant/employee eligibility and processes payments for overseas allowances. Calculates and codes foreign allowances, reports, and entitlements (e.g. Foreign Transfer Allowance (FTA), Temporary Quarters Subsistence Allowance (TQSA), Post Allowance, and Living Quarters Allowance (LQA), etc.).

(14) Administers and coordinates the special travel of APF civilian employees (e.g. Renewal Agreement Travel (RAT), dependent student travel, Environmental and Morale Leave (EML), Emergency Visitation Travel (EVT), and Early Return of Dependents (ERD), etc.).

(15) Provides Non-Temporary Storage (NTS) fund citations every fiscal year to Joint Personal Property Shipping Offices (JPPSOs) and obtains DD Form 1164 on behalf of budget analysts and employees.

(16) Creates and issues retirement Permanent Change of Station (PCS) orders.

(17) Participates in the orientation and in-processing of new employees.

#### 4. U.S. Staffing and Classification

a. Mission. The U.S. Staffing and Classification section plans, administers, implements, and manages Appropriated Fund (APF) civilian personnel programs to include employment, recruitment, wage, and classification programs. Provides advisement to commanders, managers, supervisors, employees, and the general public regarding employment of civilian personnel. Administers and processes all employment actions related to the recruitment and selection of civilian employees. Manages the overseas tour extension program for all serviced organizations, by tracking sponsor and dependent tour of duty/rotation dates. Assists managers through the process of requesting tour extensions in accordance with Department of Navy (DON) and Marine Corps regulations and policies. Assists supervisors and managers regarding position classification issues for U.S. APF civilian positions.

##### b. Functions

(1) Executes position classification, ensuring fair and equitable pay treatment for all categories of civilian employees, and meeting legally required review objectives.

(2) Advises and assists commanders and managers on position classification to ensure full and consistent application of program objectives in the establishment and continuation of civilian positions, internal and external grade alignment, and supervisory ratios to achieve optimum effectiveness and economy.

(3) Conducts Hiring Resources for Managers (HRM) training on HR staffing and classification topics (e.g. HR hiring processes, competitive vs non-competitive actions, selection procedures and guidelines, Department of Defense (DoD) 5-year rotation policy and overseas tour extensions, the Alternate Priority Placement Program (APP), Total Workforce Management Services (TWMS), hiring manager roles in position classification, PD importance, formats, and classification submissions, classification appeals, and hierarchy management).

(4) Processes classification reviews, accretions, and rating appeals.

- (5) Advises supervisors and managers on classification matters.
- (6) Participates in orientation and in-processing of new employees.
- (7) Initiates review of position descriptions prior to the recruitment and in the event of Position Descriptions (PDs) being more than two-years old, to ensure currency, accuracy, and completeness.
- (8) Participates in position management and position classification surveys in conjunction with management analysis staff, as necessary.
- (9) Administers, conducts, and coordinated employment programs to include recruitments, reassignments, promotions, details, and transfers of appropriated fund employees.
- (10) Manages the merit promotion and reduction-in-force programs.
- (11) Prepares and maintains personnel records and other employment related files.
- (12) Counsels employees for registration into the Department of Defense (DoD) APP, ensuring adherence to rules and regulations.
- (13) Provides advisement to management on all employment and recruitment matters.
- (14) Advises applicants of the recruitment process and directs job seekers to USA Jobs to submit application packets.
- (15) Consults with supervisors to determine employment needs through duties and qualifications, knowledge, skills, and abilities identification.
- (16) Provides administrative support to the employment process to include issuing tentative job offers, coordinating firm job offers, gathering and reviewing pre-employment documents and forms, coordinating on-boarding dates with both losing and gaining commands, preparing and issuing Permanent Change of Station (PCS) orders.
- (17) Coordinates with DoN Office of Civilian Human Resources (OCHR) to track status of actions through the completion of recruitment actions.
- (18) Manages the overseas extension program. Contacts managers regarding their employee's tour of duty/rotation dates, assisting them through the process of requesting an overseas tour extension and/or curtailment.
- (19) Provides written HR endorsements on overseas tour extension requests and curtailments for our serviced commands as well as MCIPAC-Iwakuni.
- (20) Coordinates out-bound release dates and PCS orders for employees (i.e. APP placement, return rights, curtailment, etc.)
- (21) Completes and issues DD Form 1172 for APF civilian employees, for the purpose of obtaining Common Access Cards (CACs).
- (22) Provides bi-weekly reports to serviced commands on recruitment and classification action statuses, overseas employee tour and rotation information, and APP statuses.



(23) Evaluates the command's policies, plans, programs, operations, and methods of communication, ensuring managements decisions include appropriate consideration of their impact on civilian HR and overall organizational effectiveness.

(24) Provides interpretation and instructions on staffing and employment laws, regulations, polices, procedures, and develops guidance.

#### 5. Local National (LN) Programs Section

a. Mission. The LN Programs Section manages the overall human resources program for U.S. Marine Corps MLC and IHA employees on Okinawa and Combined Arms Training Center (CATC), Camp Fuji. Provides guidance regarding policies, reports, requirements, and other pertinent matters on MLC/IHA human resources programs to satellite CHRO in Marine Corps Air Station (MCAS), Iwakuni. Assist managers, supervisors, and their MLC/IHA employees on MLC/IHA human resources programs. The LN Programs Section consists of the LN Staffing and Recruitment, Classification, and Employee Relations Units.

b. Functions:

(1) Provides guidance and assistance to MLC/IHA employees and their supervisors on recruitment, hiring procedures, and separations.

(2) Verifies, certifies, implements, and processes personnel actions to include recruitment, selection and placement, transfer and separation to the Regional Defense Bureau/Office (RDB/O) through the Independent Administrative Agency/Labor Management Organization (IAA/LMO).

(3) Coordinates with IAA/LMO and RDB/O officials on any employment issues regarding MLC/IHA employees.

(4) Posts job vacancy announcements on the MCB Butler web-site and distributes them to each activity. Reviews applications and refers qualified applicants to selecting officials.

(5) Coordinates and initiates background checks and pre-employment physical examinations for external applicant's selected for MLC/IHA positions.

(6) Provides guidance and assistance to MLC/IHA employees and their supervisors on LN position classification.

(7) Classifies and certifies the classification of MLC/IHA positions.

(8) Determines eligibility for payment of Special Work Allowances (SWA).

(9) Provides guidance and assistance to MLC/IHA employees and their U.S. Supervisors on any employee relations issues (e.g. misconduct, performance problems, grievance procedures, etc.) and coordinates with RDB/O, as necessary.

(10) Verifies, certifies, coordinates, and processes official disciplinary actions to RDB/O through IAA/LMO.

(11) Coordinates and processes awards with IAA/LMO and RDB/O.

(12) Performs work as the designated coordinator for length of service awards and retirement ceremonies.

(13) Processes leave requests, change in work schedule, travel orders and claims, and workman's compensation accident claims.

(14) Reviews orders and coordinates the issuance of protective clothing and uniforms.

(15) Coordinates MLC/IHA annual medical examinations, GOJ health inspections, and welfare and recreation committee.

(16) Provides translation on various human resources documents (e.g. grievances, disciplinary actions, family registries, vacancy announcements, special work analyses, etc.).

(17) Provides assistance and coordinates with the Japanese Government on distribution of documents, such as the monthly pay slips, recurring and non-recurring notifications/information.

(18) Advises supervisors and managers on telework and work schedule.

(19) Administer and process Family and Medical Leave Act, Voluntary Leave Transfer Program, and advises supervisors, managers and employees on leave administration.

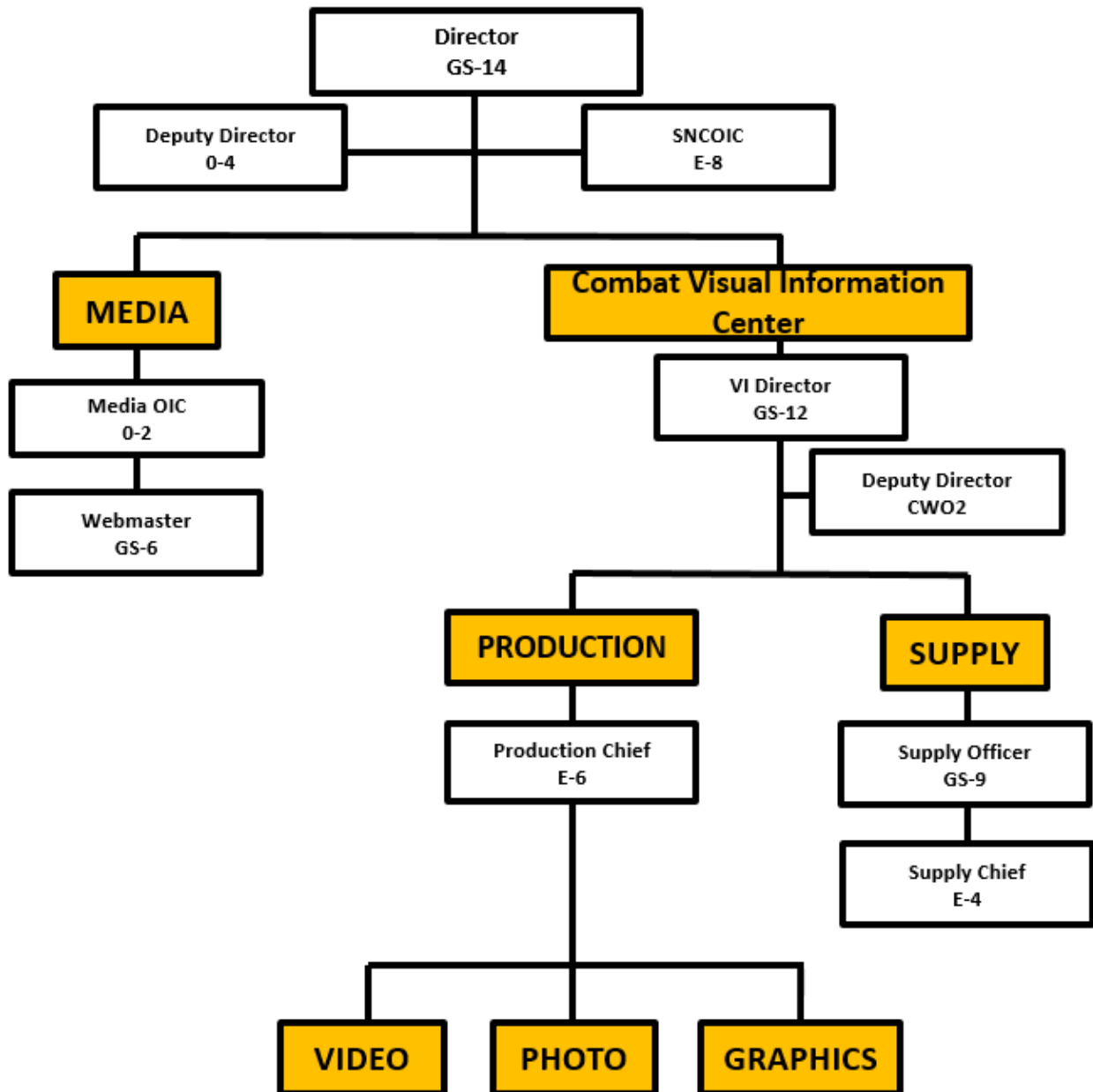
(20) Administer and process the Federal Employee Compensation Act (FECA) program.

(21) Administer and process furlough and provide advisory to supervisors, managers and employees related to furlough.

(22) Provides interpretation and instructions on laws, regulations, policies, procedures and develops guidance related to Labor and Employee Relations functions.

## Chapter 13

### Communications, Strategy, and Operations (COMMSTRAT)



1. Structure: The Communications Strategy and Operations team is divided into the following sections:

a. COMMSTRAT Supervisors

(1) AC/S, COMMSTRAT

(2) Deputy COMMSTRAT

(3) Staff Non-Commissioned Officer in Charge

b. Media Relations

(1) Media Relations Officer

(2) Operations Chief

c. Webmasters

(1) English Webpage Master

(2) Japanese Webpage master

d. Publications

(1) Publication Specialist

e. Combat Visual Information Center

(1) Director, Visual Information

(2) Visual Information Officer

(3) Supply Officer

(4) Productions Chief

2. Functions. Each section's function is detailed below:

a. COMMSTRAT Supervisors. Communication Strategy and Operations Marines advise commanders and staffs on communication matters; research, develop, integrate, and assess communications plans; communicate with internal, domestic, and international audiences; and produce written and visual information products in order to build understanding, credibility, and trust with audiences critical to mission success.

b. Media Relations. The media relations section is responsible for response-to-queries (RTQs), media engagements, releases, and social media. The functions are detailed below:

(1) RTQs. The media relations section processes all incoming queries from local and national media agencies. The media relations officer is responsible for determining whether the query is within the MCIPAC lane. If so, the media relations officer is responsible in coordinating with appropriate sections to answer the query. Once answered, the media relations officer will route the proposed response through the command deck for final approval and release authority.

(2) Media Engagements. The media relations section processes all incoming engagement requests. Any request from local or national media agencies that wish to enter a Marine Corps installation in Okinawa to film, interview or take photos must be coordinated through the media relations section. The media relations officer is responsible for determining the feasibility of support for the request as well as coordination between the appropriate personnel.

(3) Releases. The media relations section is responsible for the following:

(a) Holding Statements

(b) Media Advisories

(c) Press Releases

(d) Speeches

(e) Public Affairs Guidance

(f) Daily Media Report. III MEF is responsible for compiling news stories from local and national media outlets that are pertinent to the III MEF and MCIPAC commands within the Indo-Pacific region. The media relations section is responsible for the Japanese translations.

(4) Social Media. The media relations officer is responsible for maintaining and scheduling posts for the English official social media accounts (Facebook, Twitter, Instagram, etc.).

c. Webmasters. The webmasters are responsible for updating and maintaining both the English and Japanese official MCIPAC webpages. The webpages must be continuously updated to reflect the most important and relevant information. This includes current regulations, staff and emergency information. Besides updating the official webpages, the Japanese webmaster will also be responsible for maintaining and posting to the Japanese official social media accounts (Facebook, Twitter, Instagram, etc.).

d. Publications. The Big Circle Magazine is a bilingual periodical, responsible for writing and compiling relevant community relations stories, significant Marine accomplishments, and historical and seasonal events related to American and Okinawan culture. This magazine will be released three times a year in a pages format. The Big Circle is distributed around the island and mailed to several Academic institutions and USG organizations in CONUS and mainland Japan.

e. Combat Visual Information Center. The Combat Visual Information Center is organized and structured to provide MCIPAC with photographic, video, digital, printed products, and archival support. The products and capabilities of CVIC provides support to both operational and garrison commanders in Okinawa and on deployments throughout the Pacific Command Area of Responsibility. The CVIC also contains the Supply and Logistics Support Section which provides supply, fiscal, and AV maintenance and repair support to the CVIC.

(1) Procedures for Procurement of Printing and Reproduction Work. Regulations of higher authority restrict the typed and quantity of printing work which may be accomplished by field activities. Printing of a private or commercial nature and the reproduction of standard forms (with certain exceptions) are prohibited. The Director, MCB Combat Camera Center is responsible for ensuring that all reproduction work is accomplished in compliance with current regulations.

(a) The standard Combat Camera Center work order will accompany all job requests. MCB Combat Camera Center will log in all jobs immediately upon receipt and assign a job number.

(b) Required data on the request will be completed using good common sense and the following guidelines. The term ASAP will not be used.

1. Normal lead-time for work to be performed by the Reproduction Section is five days.

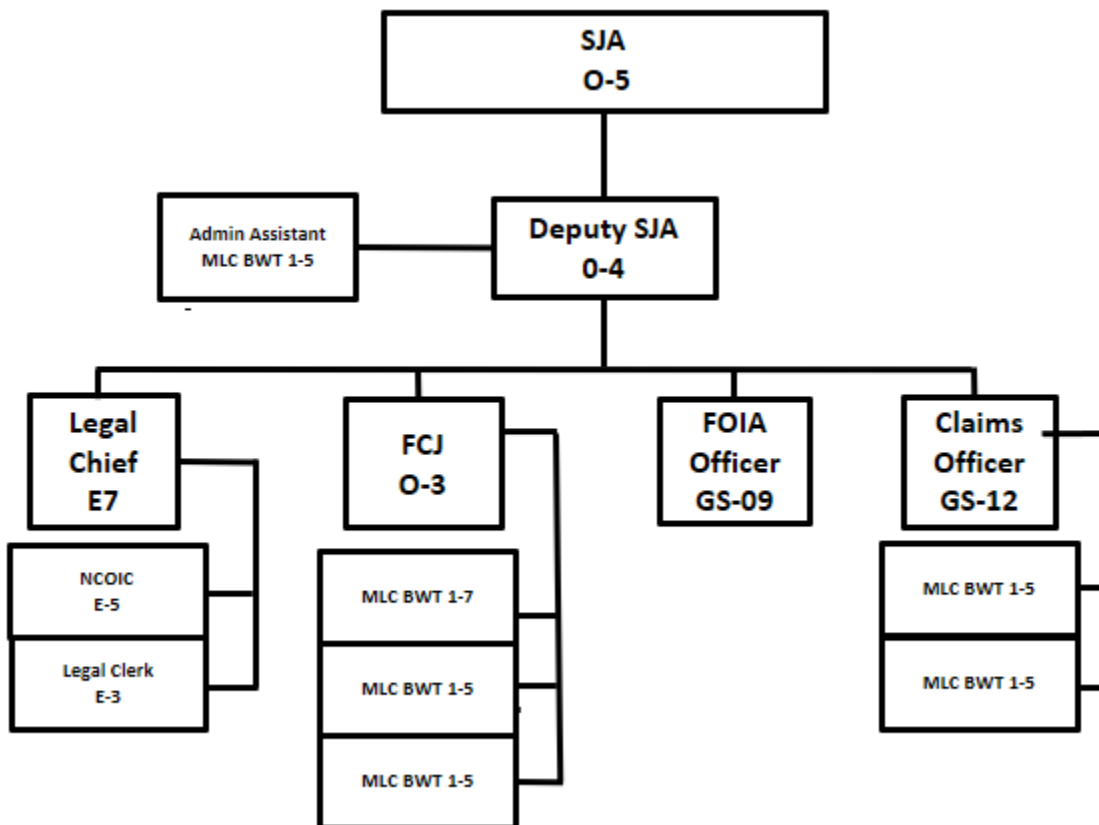
- a. All field printing requires lead-time of approximately 5 working days.
- b. Any required contract printing will be forwarded to DAPS for servicing by the Print Management Officer.
- c. The Reproduction Chief will review all requests for printing, set the priority and ensure that the material to be printed is prepared in proper format. The Reproduction Chief has the authority to reject any job when the legibility is too poor to reproduce. The job will be retyped and resubmitted.
- d. The quality of the finished product is dependent upon the original copy supplied. All copies submitted for reproduction will be prepared in final form, preferably in digital format, i.e., Microsoft Word document or Acrobat file.

(2) Capabilities and Limitations of the Base Reproductive Section. Reproduction work is accomplished by MCBB, subject to the following limitations.

- (a) Not less than 25 copies.
- (b) Not more than 25,000 units in the aggregate per calendar year (a production unit is one sheet no longer than 8 1/2" x 11" printed in a single color, on one side only).
- (c) No Marine Corps Ball Programs/Dining In/Special events.
- (d) No certificate
- (e) No letterhead.
- (f) No copyrighted material.
- (g) Digital Disk Duplication. MCB Combat Camera Center has the capability to conduct high volume CD and DVD duplication. This capability is not limited to audio/video files, any file formats contained on CD/DVD can be duplicated.

## Chapter 14

### Staff Judge Advocate



1. Mission. The SJA is a member of the Special Staff, with direct access to the CG, but whose activities are coordinated by the COS. The SJA's mission is to provide legal advice on official matters to the CG and subordinate commanders within MCIPAC, to exercise staff cognizance over legal matters within MCIPAC, and to supervise and coordinate legal services support for MCIPAC. Commanders shall communicate directly with the SJA for advice on all legal matters.

2. Supported Subordinate Commands. The SJA directly advises the following subordinate commands: H&S Bn, MCB Camp Butler; MCAS Futenma; H&HS, MCAS Futenma; CATC Camp Fuji; Camp Mujuk, and MCB Camp Blaz. MCAS Iwakuni and MCB Hawaii each have a co-located SJA who provides advice to MCIPAC commanders and their subordinate commanders at those locations.

### 3. Functions

a. Provide legal advice and assistance of official matters to the CG, the MCIPAC Staff, and subordinate MCIPAC commands. Official matters include, but are not limited to, the following:

(1) Operational law issues, to include Rules of Engagement, International Law, and the Law of Armed Conflict.

(2) Courts-Martial.

- (3) NJP.
- (4) Administrative Separations.
- (5) Judge Advocate General Manual Investigations.
- (6) Officer Misconduct.
- (7) Standards of Conduct and Ethics.
- (8) Special Interest Correspondence.

b. Foreign Criminal Jurisdiction. Assist in foreign criminal jurisdiction issues for individuals covered by the Status of Forces Agreement and affiliated with MARFORJ commands in Okinawa.

c. Claims. Assist claimants and commands in the submission of claims under Military Claims Act (CMA) claims, Status of Forces Agreement (SOFA) claims [(Foreign Claims Act (FCA) claims and International Agreement Claims Act (IACA) claims], Personnel Claim Act (PCA) claims, Admiralty claims, Government (G-claims), Medical Cost Reimbursement Claims (MCRC), Non-Appropriated Funds Instrumentalities (NAFI) claims.

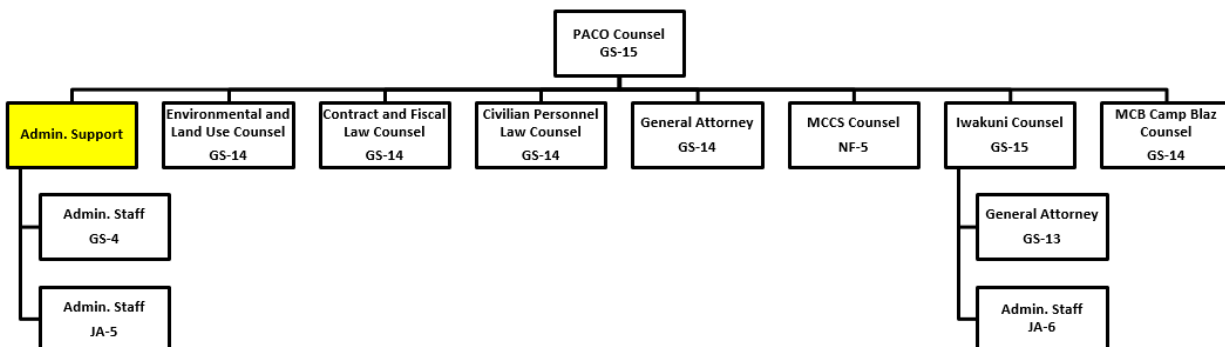
d. Freedom of Information Act. Respond to requests under the Freedom of Information Act or Privacy Act.

4. Officer Misconduct. The CG has, in accordance with Rule for Court-Martial 306, assumed cognizance over all allegations of MCIPAC officer misconduct. Accordingly, unless an exception is specifically authorized, the CG will decide the scope of investigative efforts and the ultimate disposition in such cases. Similarly, unless an exception is specifically authorized, only the CG can impose NJP on officers assigned to MCIPAC.



## Chapter 15

### Pacific Area Counsel Office



1. Mission. Provide Pacific area command and staff advice and counsel on installation law matters under the cognizance of the General Counsel of the Navy. The PACO's primary mission is litigation risk management and loss mitigation. The PACO provides legal services in the areas of acquisition, business and commercial law, civilian personnel law, real and personal property law, intellectual property law, standards of conduct and ethics, intelligence law, and such other legal services as may be required to support the mission of the Marine Corps in the Indo-Pacific area.

2. PACO Structure. PACO is the USMC representative of the Navy Office of General Counsel in the Pacific Region. PACO is located at Building 1 on Camp Foster with one attorney at MCCS MCIPAC Headquarters, two attorneys at MCAS Iwakuni, and one attorney at Marine Corps Base (MCB) Camp Blaz. Counsel reports directly to the Office of the Counsel for the Commandant and serves as a special staff officer under the administrative cognizance of the MCIPAC Chief of Staff. Note: The Hawaii Area Counsel Office is located at Marine Corps Base Hawaii and reports directly to the Office of the Counsel for the Commandant.

3. Functions. Provide legal services in the Indo-Pacific area in accordance with SECNAVINST 5430.25F in the following areas: acquisition, business and commercial law, real and personal property law, intellectual property law, fiscal law, civilian personnel and labor law, environmental law, and other legal services as may be required to support the mission of the Marine Corps in the Indo-Pacific area. Provide legal services for MCCS operations in the Indo-Pacific area. Conduct litigation involving the areas enumerated above.

4. Ethics Advice. Ethics advice is a shared area of responsibility with the Staff Judge Advocate. Tasks include:

a. Financial Disclosure: PACO advises on OGE Form 450 Confidential Financial Disclosure program; SJA advises on OGE Form 278 Public Financial Disclosure program.

b. Training: Provides ethics training and advice for new employee orientation, supervisor training, pre-retirement seminar, General Officer and spouses ethics training, and annual training for financial disclosure filers.

5. Contract and Fiscal Law. Provides support to the Regional Contracting Office and the 3d MLG Expeditionary Contracting Platoon. Represents MCIPAC-MCB Camp Butler in acquisition-related litigation before the Government Accountability Office and other venues. Conducts required legal

reviews for contracts and procurement requests. Assists with issues related to contracts involving outside agencies. Provides fiscal law guidance and support to the III MEF and MCIPAC-MCB Camp Butler G-8s to ensure proper execution of appropriated funds. Advises on the use of Official Representation Funds for MCIPAC-MCB Camp Butler.

6. Land Use and Environmental Law. Advise on issues of real property acquisition and disposal; real property interests, including leases, easements, joint use, licenses and covenants; environmental planning; natural and cultural resources; environmental compliance and enforcement; and encroachment control. Provide legal reviews of policy instructions and directives, real estate documents, and environmental compliance documents. Assist the Naval Litigation Office and the Department of Justice on environmental-based litigation and work closely on operational environmental issues with the uniformed lawyers serving on active duty in the Judge Advocate General's Corps.

7. Civilian Personnel Law. Supports commanders, supervisors, Civilian Human Resources Office (CHRO) and Equal Employment Opportunity Office (EEOO) on employment issues to ensure compliance with law, regulation and policy, and to prevent litigation. Represents MCIPAC-MCB Camp Butler in litigation at the Merit Systems Protection Board (MSPB) and Equal Employment Opportunity Commission (EEOC).

8. MCCS. Provides full spectrum of MCCS legal support to the MCIPAC region to include MCCS Hawaii and MCCS Iwakuni.

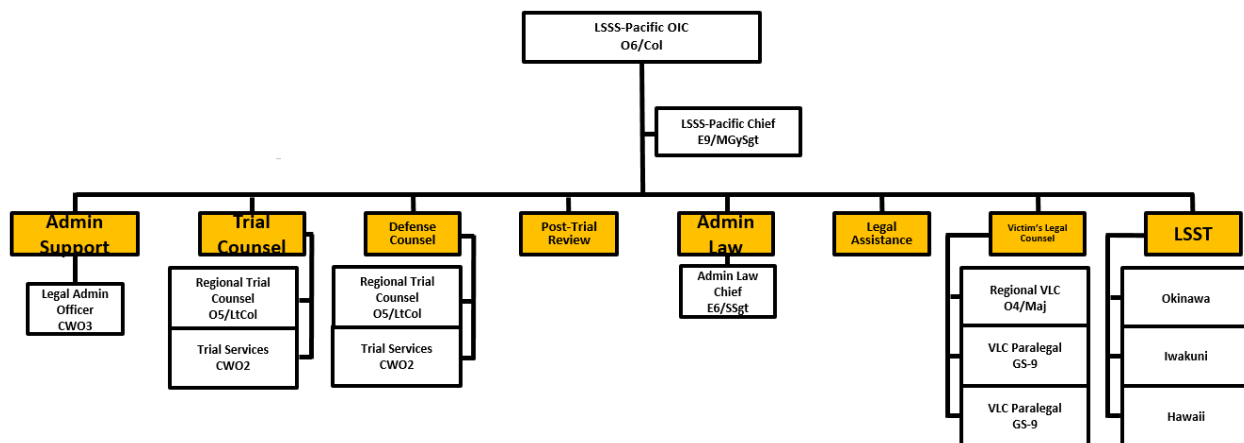
9. Iwakuni Counsel. Provides the full spectrum of legal support at MCAS Iwakuni and is supported by a general attorney in the Iwakuni Counsel Office, and subject matter experts within PACO. Supports other PACO attorneys when needed.

10. MCB Camp Blaz Counsel. Provides the full spectrum of legal support at MCB Camp Blaz and is supported by subject matter experts within PACO. Coordinates legal matters with the Joint Region Marianas Office of Counsel. Supports other PACO attorneys when needed.

11. Other Areas of Practice. PACO also provides support to Inspector General (shared area of responsibility with the SJA), assistance with intellectual property issues, and advice on SOFA status issues (shared area of responsibility with the SJA). PACO also undertakes other tasks as directed.

## Chapter 16

### Legal Services Support Section - Pacific (LSSS-Pacific)



1. Mission. The OIC, LSSS-Pacific provides consolidated legal services to all operating forces, supporting establishment commands, and individual service members within MCIPAC's AOR, in order to facilitate mission accomplishment, unit readiness, maintenance of good order and discipline, to protect the rights of those accused of crimes, and to protect the interests of victims

2. Concept of Operations. LSSS-Pacific is responsible for the provision of general support legal services to all operating forces and supporting establishment commands within the MCIPAC AOR. LSSS-Pacific is responsible for ensuring the LSST and its subordinate Legal Services Support Teams (LSSTs), are trained, manned, and equipped to accomplish their assigned legal services support mission. The Staff Judge Advocate (SJA) and the Pacific Area Counsel Office (PACO) retain exclusive staff cognizance over their command legal advice functions and other specified practice areas.

a. LSSS-Pacific provides legal services in the following functional areas: military justice, defense services, victims' legal counsel, administrative law, and legal assistance. The LSSS-Pacific as shown in Figure 2-1 is organized into the following sections:

(1) Regional Trial Counsel (RTC) supervises, mentors, trains, and supports the trial services within subordinate LSSTs for court-martial litigation. The Complex Trial Team (CTT) within the RTC section provides support to LSSTs for complex litigation beyond the capabilities of the LSSTs. The RTC has detailing authority to assign trial counsel to courts-martial convened within the MCIPAC AOR.

(2) Regional Defense Counsel (RDC) supervises, mentors, trains, and supports the defense services within subordinate LSSTs for court-martial litigation. The RDC has detailing authority to assign defense counsel to courts-martial convened within the MCIPAC AOR.

(3) Regional Post-Trial Review provides timely, efficient, and accurate post-trial review of all courts-martial conducted within the MCIPAC AOR.

(4) Administrative Law provides timely, efficient, and sufficient processing of all administrative separation board cases conducted within the MCIPAC AOR.

(5) The LSST OICs oversee the proper disposition of legal matters assigned to the LSST. The LSSTs within the MCIPAC AOR are LSST Okinawa, LSST Hawaii, and LSST Iwakuni.

### 3. Organization of the LSSS-Pacific

a. The LSSS-Pacific consists of a regional office located at MCB Camp Butler and three subordinate, decentralized LSSTs located at MCB Camp Butler (co-located with the LSSS-Pacific), MCB Hawaii, and MCAS Iwakuni. The LSSS-Pacific regional office consists of an Administrative Support Office, a RTC Office, a Regional Post-Trial Review Office, an Administrative Law Office, a Regional Legal Assistance Office, a RDC Office, and a Regional Victims' Legal Counsel (VLC) Office. Administrative support functions are consolidated within the headquarters of LSSS-Pacific. The Administrative Support Office is responsible for the business of running the day-to-day administrative functions of the LSSS and is separate from the provision of substantive legal services support.

b. Each LSST consists of an Administrative Support Office, Trial Services Office, Defense Services Office, Victims' Legal Counsel Office, Administrative Law Office, Legal Assistance Office, and Court Reporter Office (LSST-Iwakuni does not have organic court reporter assets).

c. LSSS-Pacific and all subordinate LSSTs provide general support to all operating forces and supporting establishment commands and their subordinate units/detachments within the MCIPAC AOR.

d. The LSSS-Pacific maintains administrative control over the RTC office and the RDC office; however, these entities are controlled operationally by their respective organizations within Headquarters Marine Corps.

### 4. Tasks

#### a. Military Justice

##### (1) LSSS RTC/CTT

(a) As delegated by the OIC, LSSS-Pacific, details or supervises the detailing of all trial counsel within the region.

(b) Establishes, implements, and supervises standard detailing criteria and practices across the region.

(c) Supervises all RTC/CTT personnel and subordinate LSST Trial Counsel.

(d) Establishes, implements, and supervises standard policies, practices, and procedures for the operation of the RTC Office and the subordinate Trial Service Offices. All trial services policies, practices, and procedures will be consistent with the LSSS standing operating procedures and service-level doctrine and regulation and will be synchronized, at least annually, with adjacent LSSS RTC Offices to ensure implementation of best practices and uniformity in the provision of legal support across the Marine Corps.

(e) Maintains close working relationships with military law enforcement (LE) agencies, including Naval Criminal Investigative Services (NCIS), Criminal Investigative Division (CID), PMO, and DoD crime laboratories. These relationships will include regular meetings with NCIS, CID, and PMO leadership, close coordination during the course of criminal investigations into serious misconduct, and combined training between military law enforcement agencies and personnel under RTC operational control. Maintain liaison with local civilian LE agencies throughout the LSSS-Pacific region.

(f) Details CTT assets, as needed, to cases in the LSSS-Pacific.

(g) Upon request, provides trial, investigative, paralegal, and administrative support to Trial Services Offices throughout the LSSS-Pacific and, when available, as requested by adjacent LSSSs.

(2) LSST Trial Service Office

(a) Prosecutes courts-martial from supported commands on behalf of the U.S. Government and the cognizant convening authority.

(b) When delegated detailing authority, details trial counsel, in accordance with Marine Corps policy, to courts-martial.

(c) Coordinates with LE, investigatory agencies, and crime laboratories, to include quarterly meetings with local CID and NCIS offices.

(d) Briefs Convening Authorities (CA) and cognizant SJAs as to prosecutorial merit, viability, and support requirements for each case.

(e) Maintains the courtrooms within the region.

(f) Ensures adequate courtroom security, in compliance with applicable rules and procedures.

(g) If delegated the authority, details government counsel for Boards of Inquiry and Administrative Separation Boards, as required.

(h) Provides training to local commanders and unit staff on military justice matters.

(3) LSSS RDC

(a) Operating in accordance with Volume 3 of MCO 5800.16 (LSAM) provides zealous, ethical, and effective representation to Marines and other service members facing disciplinary action in order to safeguard the rights of those who safeguard our nation.

(b) Is administratively attached to LSSS-Pacific but is directly responsible to the Chief Defense Counsel of the Marine Corps (CDC) for delivering defense services within LSSS-Pacific's region.

(c) Under the direction of the CDC, organizes defense leadership billets in LSSS-Pacific's region to ensure efficient and effective DSO mission accomplishment, per MCO 5800.16 (LSAM), Volume 3, para. 010608.C.

(d) Supervises and details the Senior Defense Counsel (SDC) and subordinate Defense Counsel (DC) assigned to LSSS-Pacific and subordinate LSSTs to represent clients at courts-martial, boards of inquiry, administrative separation boards, in accordance with law, regulation, and JAGINST 5803.1E, per delegated authority from the CDC.

(e) Implements and supervises standard detailing criteria and practices across LSSS-Pacific's region, in accordance with applicable policy and subject to the authority delegated by the CDC.

(4) LSST Defense Services Office

(a) In accordance with Volume 3 of MCO 5800.16 (LSAM) and applicable DSO guidance,

provides service members with defense counseling, representation at Initial Review Officer (IRO) hearings, and custodial legal advice after invocation of the right to consult an attorney.

(b) Represents clients in courts-martial, administrative separation boards, and boards of inquiry.

(c) Assists clients with Board of Corrections of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) petitions, and other adverse administrative matters.

(d) Is administratively attached to the LSST but is directly responsible to the Regional Defense Counsel for delivering defense counsel services at the LSST's location.

(5) LSSS Regional Victims' Legal Counsel (RVLC)

(a) Operates in accordance with Volume 4 of MCO 5800.16 (LSAM) and zealously represents eligible victims of certain crimes.

(b) Is administratively attached to LSSS-Pacific but is directly responsible to the Officer-in-Charge, Victims' Legal Counsel Organization (OIC, VLCO), for delivering victims' legal counsel services within the LSSS-Pacific region.

(c) Supervises and details the subordinate VLC located at each LSST to military justice and administrative separation cases, per delegation authority granted by the OIC, VLCO.

(6) LSST Victims' Legal Counsel Office. Represent clients in courts-martial, administrative separation boards, and boards of inquiry, and other legal proceedings.

(7) Regional Post-Trial Review Office

(a) Ensures timely, efficient, and accurate post-trial review of all cases conducted in the region according to applicable directives and case law.

(b) Supervises the preparation of records of trial (ROT), service of records on counsel or accused, deferment of sentence requests, clemency requests, Staff Judge Advocate Reviews, Convening Authority's Actions, and Entries of Judgment.

(c) Conducts, or coordinates with applicable LSST OICs to ensure conduct of the judge advocate review of all summary courts-martial and special courts-martial occurring in the region, as required under 10 U.S. Code, Chapter 47 and the Manual for Courts-Martial.

b. Administrative Law/LSST Administrative Law Office

(1) Provides legal services to process enlisted involuntary administrative separations boards within the region in accordance with MCO 1900.16 (MARCORPSEPMAN).

(2) Provides technical assistance to convening authorities, reviewing authorities, and their cognizant SJAs on administrative investigations convened pursuant to or in conjunction with Volume 11 of MCO 5800.16 (LSAM) and JAGINST 5800.7F (JAGMAN).

c. Legal Assistance

(1) Regional Legal Assistance Office

(a) Provides supervision and subject matter expertise to LSST legal assistance attorneys within the region.

(b) Develops preventative law training programs and legal assistance policy for the LSSTs within the region.

(c) Advises the OIC, LSSS-Pacific on legal assistance legal matters and serves as principle legal assistance representative to HQMC and outside external agencies.

(2) LSST Legal Assistance Office

(a) Develops, maintains, and updates LSST legal assistance standing operating procedures in accordance with the law, regulations, and applicable policies.

(b) Supervises legal assistance personnel, including the review of work product of subordinate legal assistance attorneys, civilian paralegals, and legal service specialists.

(c) Identifies potential client conflicts and ensure proper procedures are in place to prevent conflicts of interest from developing.

(d) Provides legal assistance services to eligible clients including: providing legal advice in authorized practice areas, drafting legal documents, and performing estate planning services.

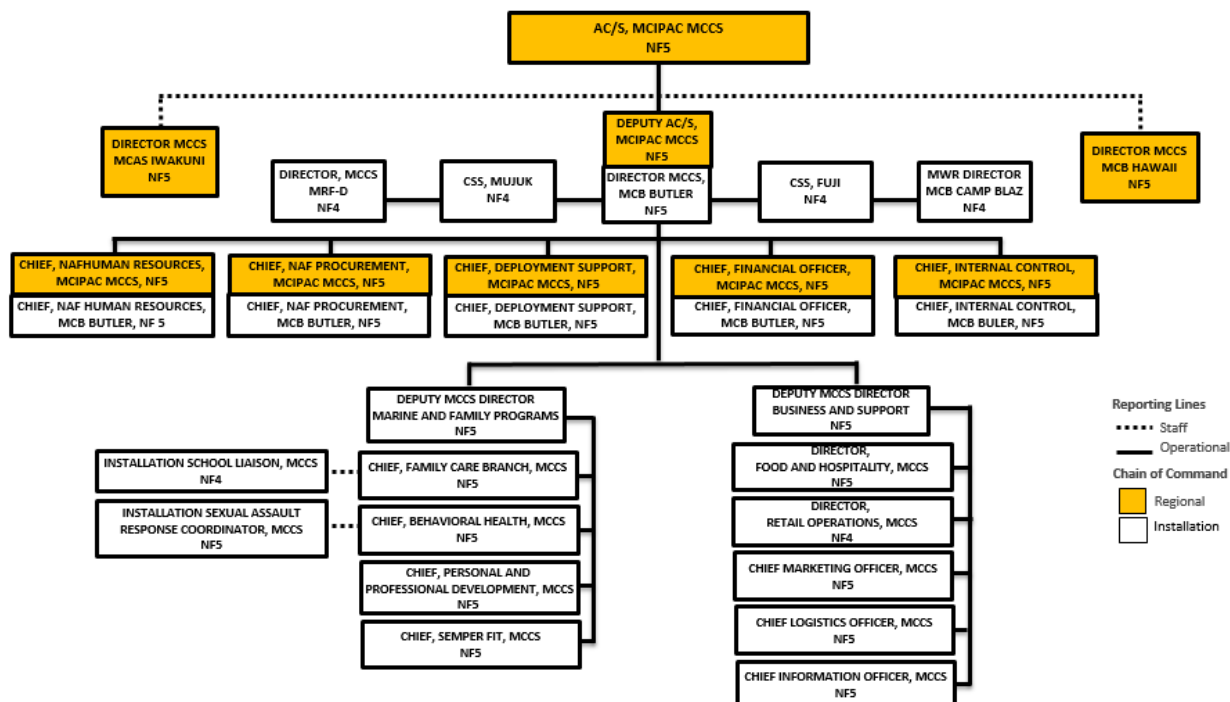
(e) Prepares and reviews legal documents drafted by office personnel, including: wills, powers of attorney, family law documents, contracts, court forms, and immigration forms.

(f) Provides legal assistance briefs and preventative law classes to supported commands and other eligible personnel, as needed.

(g) Provides notary services, as required.

## Chapter 17

### Marine Corps Community Services Division (MCCS)



1. **General:** The MCIPAC MCCS AC/S advises and assists the Commanding General on the formulation and administration of MCCS related policy and procedures. The MCCS AC/S is the principal staff officer for all MCCS matters to the CG and has an administrative relationship with all installation MCCS Directors in the MCIPAC region.

2. **Mission:** The AC/S, MCCS implements policies, develops strategies, and directs integrated regional planning among subordinate MCCS staffs at MCB Camp Butler, MCB Hawaii, MCAS Iwakuni, MCB Camp Blaz, MCB Camp Mujuk, CATC Camp Fuji, MCAS Futenma, and all associated/designated training and deployment sites in the MCIPAC Area of responsibility (AOR). MCIPAC MCCS supports warfighter readiness, enhances expeditionary training of forward deployed operating forces and provides facilities that promote the well-being, morale, welfare, and safety of military and civilian personnel in the MCIPAC region.

3. **Organization:** The MCCS Division, as depicted by Figure 12-xx, consists of a Headquarters (executive) located at Camp Butler, Okinawa, Japan with subordinate sections at MCCS Hawaii; MCCS Iwakuni; MCCS Camp Blaz, MCCS Camp Mujuk, and MCCS CATC Camp Fuji. Three MCCS Directors (MCB Hawaii/MCAS Iwakuni/MCB Butler) and one MWR Director (MCB Camp Blaz) are co-located on the same installation with their respective Installation Commanders to whom they directly report. MCCS support for MCAS Futenma, CATC Camp Fuji, and Camp Mujuk is provided by MCCS MCB Butler.

#### 4. **Functions:**

a. **Marine & Family Programs:** Provides services that consist of Semper Fit, Personal and Professional Development, Family Care Branch, and Behavioral Health.



(1) Semper Fit consist of Athletics including Fitness Centers; Adult & Youth Sports; Single Marine Program; Aquatics; Health Promotion including Group Fitness Classes.

(2) Personal & Professional Development includes Education; Libraries; Welcome Aboard Briefs; Financial Education; Transition Readiness; Marine Corps Family Team Building; support for Deployment/Unit Readiness Coordinators.

(3) Family Care Branch consist of Child Development Centers; School Age Care; Youth & Teen Centers; Exceptional Family Member Program; School Liaison Officer.

(4) Behavioral Health includes Family Advocacy; Community Counseling; Substance Abuse Counseling; Prevention Services including the New Parent Support Program; and support for the Sexual Assault Prevention and Response (SAPR) and the Embedded Preventative Behavioral Health Capability (EPBHC) programs.

b. Business Operations: Provides services that consist of Retail (including Marine Corps Exchanges in Iwakuni and Hawaii), Food & Hospitality, Temporary Lodging; Recreational Lodging (Hawaii).

(1) Retail Operations include the Marine Corps Exchanges and Mini Marts (Iwakuni & Hawaii); Arts & Crafts; Auto Skills; Scuba Centers; Tours Plus; Bowling; Golf (Butler & Hawaii); Marina (Hawaii); and Gymnastics (Butler).

(2) Food and Hospitality support includes Clubs & Lounges; Dine-in/Fast Food/Concept Restaurants; Entertainment; Special Events.

(3) Lodging Facilities include Temporary Lodging Facilities and Transient Billeting Facilities (Camp Butler MCCS) including Distinguished Guests Quarters.

c. General Support: The General Support areas of MCCS provide Logistics (including Facilities Maintenance); Finance; Management Information Systems; Internal Control, Marketing, Deployment Support, Human Resources, Procurement, Legal Services, and Executive Oversight.

(1) Logistical support includes Facilities Management; Motor Transportation; Supply; Safety.

(2) Regional/Installation Finance consists of sections dedicated to Appropriated Funds (APF) and Non-Appropriated Funds (NAF); APF & NAF Budgets; and provide support for MCCS Category A-War Fighter Support, Category A, Category B and Category C programs. This section also works very closely with the MCIPAC G8 Comptroller regarding APF intended for MCCS programs.

(3) Management Information Systems (MIS) provide the MCCS organization with multiple technology platforms supporting MCCS programs and services including desktop computers; servers; networking support; application development; web services; public WiFi, and more.

(4) Regional/Installation Internal Control provides Asset Protection (Cash Courier; Audits; CCTV cameras); facilitates the Commanding General Inspection Program; monitors program compliance; consults on physical security.

(5) Marketing provides advertising for MCCS programs and services through digital, on-line, and more traditional print and broadcast channels; manages social media; provides advertising sales through commercial sponsorship.

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(6) Regional/Installation Human Resources is responsible for MCCS recruiting, Training and Development and provides NAF support for Compensation, Benefit Administration, Personnel Security, Consumer Relations, and Employee Relations/Equal Employment Opportunity and Employee Performance Management.

(7) NAF Regional Procurement Office provides support for NAF contracts and NAF Purchase Card Program Card transactions throughout MCIPAC. The main office is located at Camp Butler and it provides supervisory oversight to the satellite offices at MCCS Hawaii and MCCS Iwakuni.

(8) Legal Services provides a variety of legal reviews in support of MCCS operations throughout MCIPAC.

(9) Regional Deployment Support Program provides both Direct (with MCCS Staff) and Indirect (equipment only) Deployment Support to warfighters on deployment anywhere in the III MEF/MCIPAC area of responsibility. Support includes deployed gyms, library books and magazines, satellite/Wi-Fi internet, recreational supplies, board games, theater-in-the-Box systems, discounted tours, and more.

(10) Executive Oversight is provided at each installation MCCS at various levels. The MCIPAC MCCS Executive Branch located at Camp Butler is responsible for the overall MCCS program operation and accountability. Installation MCCS Directors ensure programs and services are provided at their locations and MCCS Community Service Supervisors/Coordinators provide liaison with their respective camps and stations.

#### 5. MCIPAC-MCBB Forms

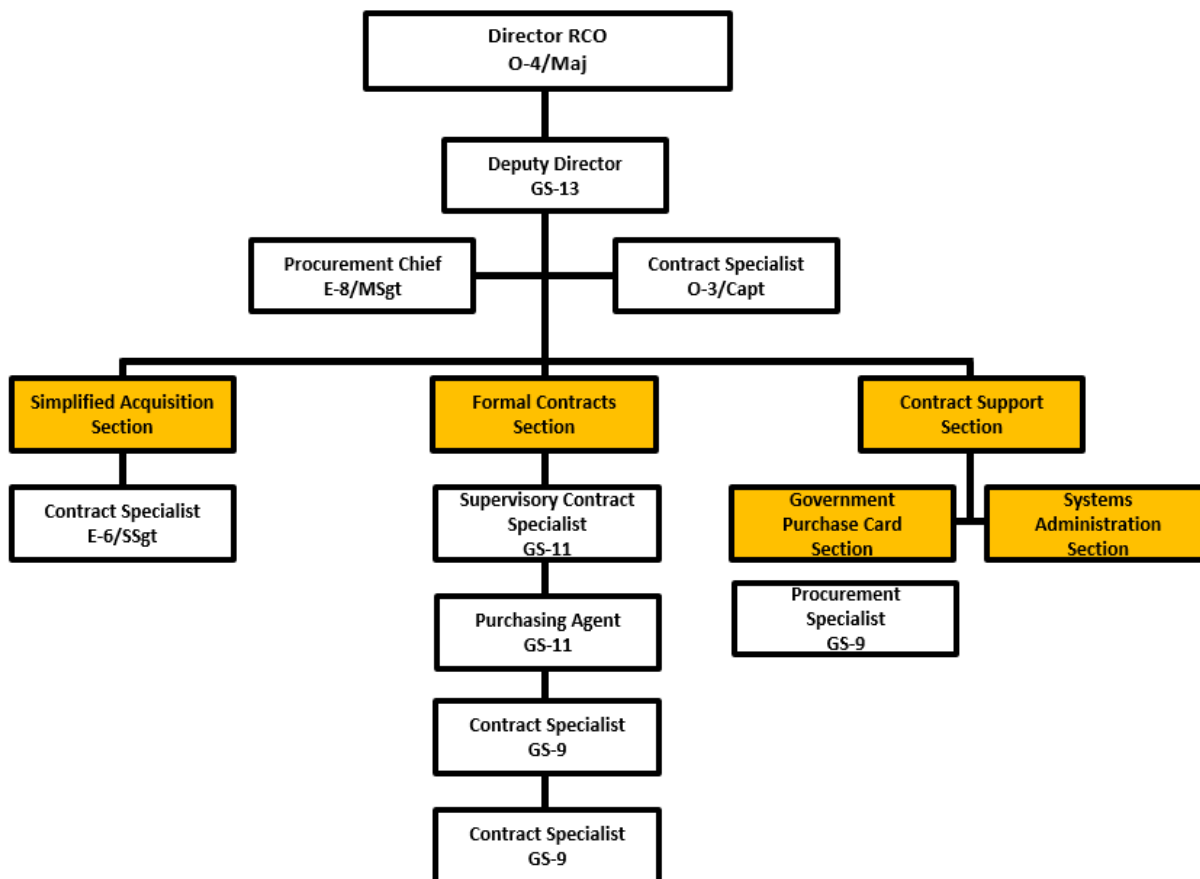
a. MCIPAC-MCBB Form 5200/1 (TAD Request Form). The TAD Request Form is an internal form that is maintained and issued by the travel section within the MCCS Installation Finance Branch. It is utilized for employees who are preparing for official TAD travel. The form is completed by the traveling employee, and then routed through their chain of command for approval, prior to commencing with TAD travel.

b. MCIPAC-MCBB Form 5200/2 (PCS In/Out Worksheet). The PCS In-Out Worksheet is an internal form that is maintained and issued by the Benefits Section within the MCCS NAF Human Resources Branch. It is utilized for employees who are preparing to travel to or from Okinawa as part of their PCS (Permanent Change of Station). The form is completed by the traveling employee, and then routed through the Benefits Section for further processing prior to the employee commencing with PCS travel.

c. MCIPAC-MCBB Form 5330/2 (MCCS Compensatory Time for Travel Request and Approval Form). The Comp Time for Travel Request and Approval Form is an internal form that is maintained and issued by the Travel Section within the MCCS Installation Finance Branch. It is utilized for employees who have returned from their official TAD travel. The form is completed by the traveling employee to claim any compensatory time that may have accrued during their TAD travel, and then routed through their chain of command for approval prior to final processing with the MCCS Payroll Department.

## Chapter 18

### Regional Contracting Office (RCO)



1. Mission. Support the MCIPAC-MCBB staff in order to assist MCIPAC-MCBB in providing procurement services to support acquisition planning, solicitation, award, administration, and closeout of all contracts.

2. RCO Structure. The office warrant authority is granted by Headquarters Marine Corps (HQMC) Installations and Logistics (I&L) Contracts with seven billets authorized contracting warrants. The Chief of Contracting has a \$10M warrant, the Deputy has an unlimited dollar value contracting warrant, the Formal Supervisor has a \$5M warrant, the Procurement Chief and Simplified Acquisition Procedure (SAP) Supervisor have \$1M warrants and SAP assistant team leaders have \$250K warrants.

### 3. Functions

a. **Contracting**. The MCIPAC Regional Contracting Office (RCO) supports the installations and tenant commands with contracted supplies and services. Additionally, the MCIPAC RCO provides administrative oversight to the Marine Corps Air Station (MCAS) Iwakuni and the Marine Corps Bases Hawaii Contracting Offices. Further, the Regional Contracting office on MCB Butler supports all MCAS Iwakuni's service requirements above \$250K and supplies over \$1M.

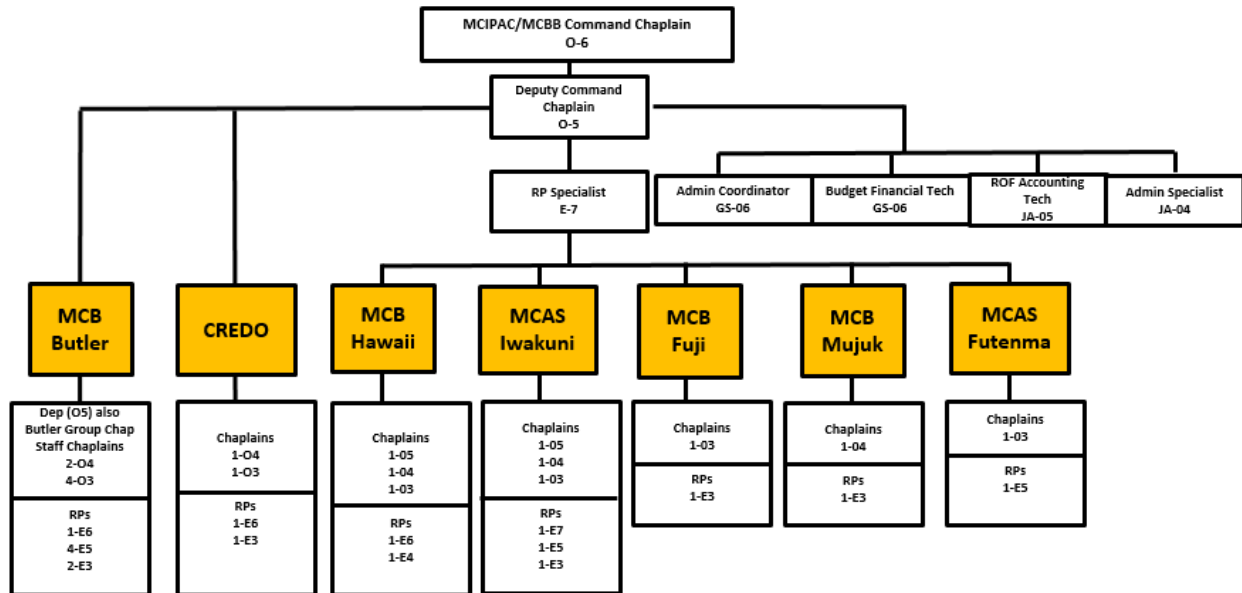
(1) Formal Contracting Team. Provides all multi-year service contracts as well supply contracts in excess of \$1M dollars. Most notably the Formal Team manages the IIIMEF Analytics contract, MCIPAC and III MEF DPRI Defense Policy Review Initiative staff support contracts, the MCAS Iwakuni Family Housing Furniture Moving Contract, and the III MEF Special Mission Branch Training Contracts. On average, multi-year and large contracts are issued within 120 days after requirement is solicited.

(2) Simplified Acquisition Procedures (SAP) Team. The SAP team provides commercial solutions for supplies up to \$1M not otherwise provided for by Marine Corps supply system. On average, contracts are issued within 30 days after receipt of a funded purchase request, and delivered goods are received within 90 days, due to processing times determined by the Defense Logistics Agency Distribution Center in Tracy, California. The SAP team averages 400 contracts with a total dollar value of over \$20M annually.

b. Government-wide Commercial Purchase Card (GCPC) Program. Provide training to new program participants and refresher training as required to ensure all participants are given the knowledge and know where to find the tools to carry out the program requirements successfully. Provide oversight through the conduct of audits of transactions made by program participants to ensure that they are legal, proper, and correct. Provide guidance to program participants as required. GCPC Structure: The MCIPAC-MCBB RCO is responsible for administering the GCPC program for all Marine Corps activities in MCIPAC, and units in III Marine Expeditionary Force (MEF). Agency Program Coordinators (APC) manage and oversee the execution of the GCPC program.

## Chapter 19

### RELIGIOUS MINISTRIES



1. Mission. The mission of the MCIPAC Religious Ministries is to project and enable forward-stationed III MEF religious ministries. Purposely design and flexibly assign MCIPAC Religious Ministry Teams (RMTs) to manage infrastructure and logistics required to provide multi-faith religious accommodation and spiritual fitness development opportunities for Marines, Sailors, DoD and family members, and remain ready to respond and support OPLANS and contingency operations.

#### 2. Function

a. Coordinates the provision of religious services for authorized personnel throughout our installations.

b. Facilitates pastoral counseling and care services through proper training and equipping of RMTs.

#### 3. Command Chaplain (MCIPAC Chaplain)

a. Advises the Commander on all other RELMIN, religious accommodation, welfare, morale, moral and ethical matters.

b. Serves as the Religious Offering Funds administrator on behalf of the commander.

c. Reviews and update instructions and directives related to RELMIN and monitor subordinate RMTs for compliance.

d. Provides technical guidance to commanders and RMTs assigned to MCIPAC and keep them informed on matters of professional growth and development.

- e. Oversees the delivery of RELMIN by monitoring chaplain and Religious Program Specialist (RP) manning, training and equipping.
- f. Provides advisement and recommendations to the Commanding General regarding the assignment and training requirements of MCIPAC RMTs.
- g. Ensures staff visits are conducted and that subordinate RMTs are in compliance with Commanding General Readiness Inspections standards.
- h. Provides oversight for Fitness Reports for all Chaplains in MCIPAC, giving recommended scoring and professional development advisement to reporting seniors.
- i. Oversees the Chaplains Religious Enrichment Development Operation (CREDO) Okinawa staff and programs provided across MCIPAC.
- j. As one of the senior Navy officers, in collaboration with the command Navy senior enlisted advisor, he/she oversees the execution of Navy programs and advises the CG on matters affecting Sailors assigned to MCIPAC.

#### 4. MCB Camp Butler (MCBB) Chaplain

- a. Responsible for all RELMIN matters within MCBB, to include the assignment of RMTs to Headquarters and Support Battalion and the chapel facilities across Okinawa.
- b. Functions as the Deputy MCIPAC Chaplain for staff support and administrative matters. Serves as the acting Command Chaplain in his/her absence.
- c. Provide concept development guidance, executive oversight, and planning, as required, for joint RELMIN activities.
- d. Consolidate, interpret, and maintain reports pertaining to RMTs within MCIPAC.
- e. Monitor, forecast, and recommend structure changes for manpower and support requirements. Plan, program, and assist in the implementation of policy regarding chaplain employment, professional development, and training.
- f. Functions as the senior watch bill coordinator for the island-wide duty chaplain watch bill.
- g. As one of the senior Navy officers assigned to MCBB, he/she oversees the execution of Navy programs and advises the HQSPTBN commander on matters affecting Sailors.

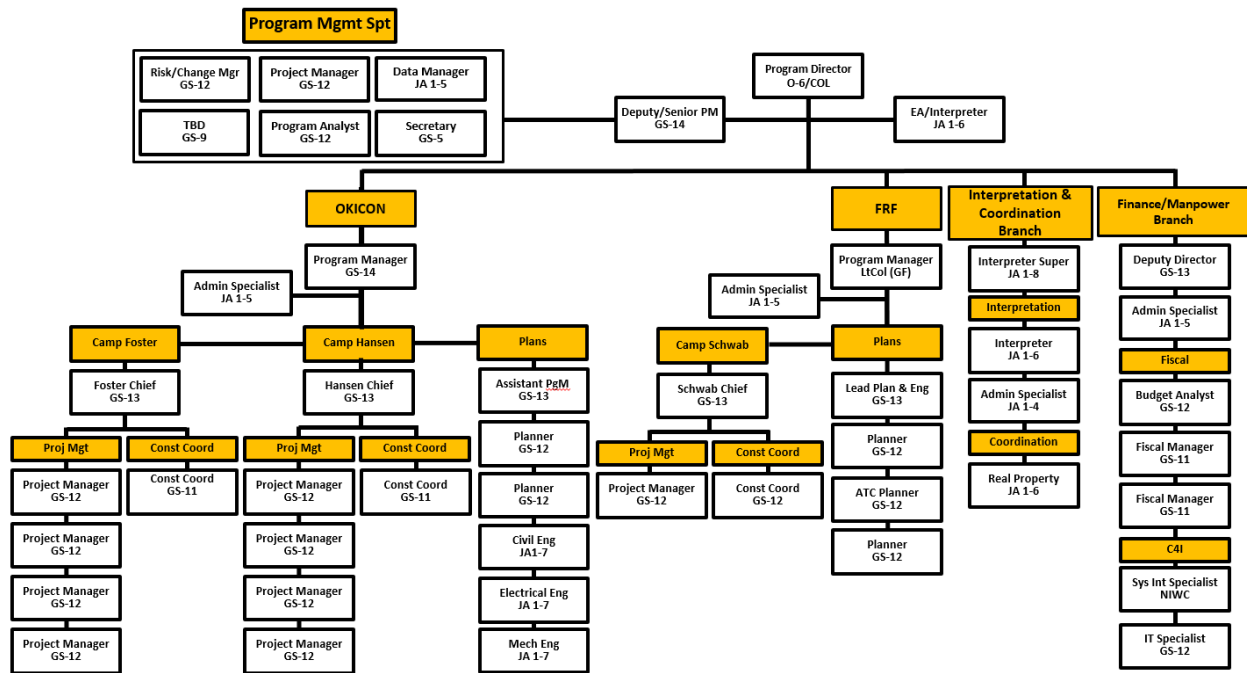
#### 5. Religious Program Specialist

- a. Serves as the collateral duty Command Navy Senior Enlisted Advisor, overseeing Navy programs and Sailor matters from across MCIPAC on behalf of the CG.
- b. Serves as the RP rating Senior Enlisted Leader and advises the Command Chaplain and subordinate commands on all matters pertaining to the employment and training of RPs.
- c. Liaises with RPs of higher, adjacent, and subordinate commands on all matters pertaining to RELMIN.

- d. Monitors, forecast, and recommend structure changes for RP manpower and support requirements.
- e. Plans, program, and assist in the implementation of policy regarding RP performance standards, training and professional development.
- f. Advises and/or interview prospective applicants for conversion to the RP rating.
- g. Reviews and recommend changes to policy and instructions pertaining to MCIPAC RELMIN, and monitor for compliance.
- h. Conducts assist visit and CGRIs as required.

## Chapter 20

### Defense Policy Review Initiative Program Management Office (DPRI)



#### 1. MCIPAC DPRI Structure: DPRI is divided into the following sections:

##### a. MCIPAC DPRI Front Office:

- (1) Director, DPRI
- (2) Deputy Director, DPRI
- (3) DPRI Operations Support

##### b. Okinawa Program Management Office (PMO):

- (1) Director, OKICON PMO
- (2) Operations Chief, Camp Foster
- (3) Operations Chief, Camp Hansen
- (4) Plans

##### c. Futenma Replacement Facility PMO (FRF):

- (1) Director, FRF PMO



(2) Operations Chief, Camp Schwab

(3) Plans

d. Manpower and Fiscal:

e. Coordination and Interpretation Branch

2. Mission: Set the conditions for the Marine Corps future force in Japan by planning and executing the DPRI, ensuring III MEF and MCIPAC-MCBB retain fully capable, resilient and lethal enduring power projection platforms in support of USINDOPACOM theater requirements and in compliance with bilateral political agreements in order to enable regional stability and security through presence and force projection capabilities.

3. Functions:

a. MCIPAC DPRI Front Office

(1) Program Management. The DPRI program provides strategic guidance and direction for the planning and execution of military build-out actions across the Pacific Region to achieve force posture realignments identified in the DPRI, including necessary training range/facility development, base infrastructure design and construction in Guam, Japan and other designated locations and resources programming and budgeting to sustain war-fighting capabilities and provide operational, administrative, training, personnel, Quality of Life and logistics support for all impacted Marines, Sailors and family members. The MCIPAC DPRI program provides oversight and guidance for DPRI Okinawa, DPRI Guam and DPRI Hawaii. The MCIPAC DPRI Director is the senior O-6 responsible for all operations and works directly with J9 US Army Corps of Engineer, Japan Engineering District, and other USG stakeholders. As the senior DPRI official, the Director coordinates information and support with Installations and Logistics (I&L), Pacific Division, Programs, Plans and Policy (PD PP&O) and Marine Corps Information Command (MCICOM). The Director represents DPRI Okinawa at meetings to include ATARA level meetings with the JED, USACE, USG and GOJ.

(2) Financial Management. DPRI Front Office is responsible for managing and executing the DPRI Okinawa Budget and works closely with MCICOM, PP&O PD for financial support.

(3) Operational Support. The Deputy Director provides operational oversight over the DPRI Okinawa PMO and associated services. Additionally, the Deputy Director has operations support over the Risk Management and Change Management DPRI functions and works closely with the OPMO. As the Senior Program Manager also liaises directly with the DPRI Guam and DPRI Hawaii PMOs in ensuring the Program of Record (POR) and bi-lateral agreements are enforced.

b. MCIPAC DPRI PMO. The MCIPAC DPRI OPMO is comprised of four branches: FRF PMO, OKICON PMO, Manpower and Fiscal, and Coordination and Interpretation. The branches are detailed below:

(1) FRF PMO. The keystone in the relocation of Marines throughout the Pacific with global and regional strategic implications. There are 175 DPRI projects associated with FRF PMO. FRF PMO can be categorized as either land reclamation (offshore construction) or reconfiguration (onshore construction).

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(2) OKICON PMO. Comprised of Camp Foster and Plaza Housing that total approximately 52 DPRI projects and 16 Special Action Committee Okinawa (SACO) projects, and Camp Hansen and Camp Courtney that total approximately 00 DPRI projects.

(3) Manpower/Fiscal and Coordination/Integration. Provides general support to the PMO.

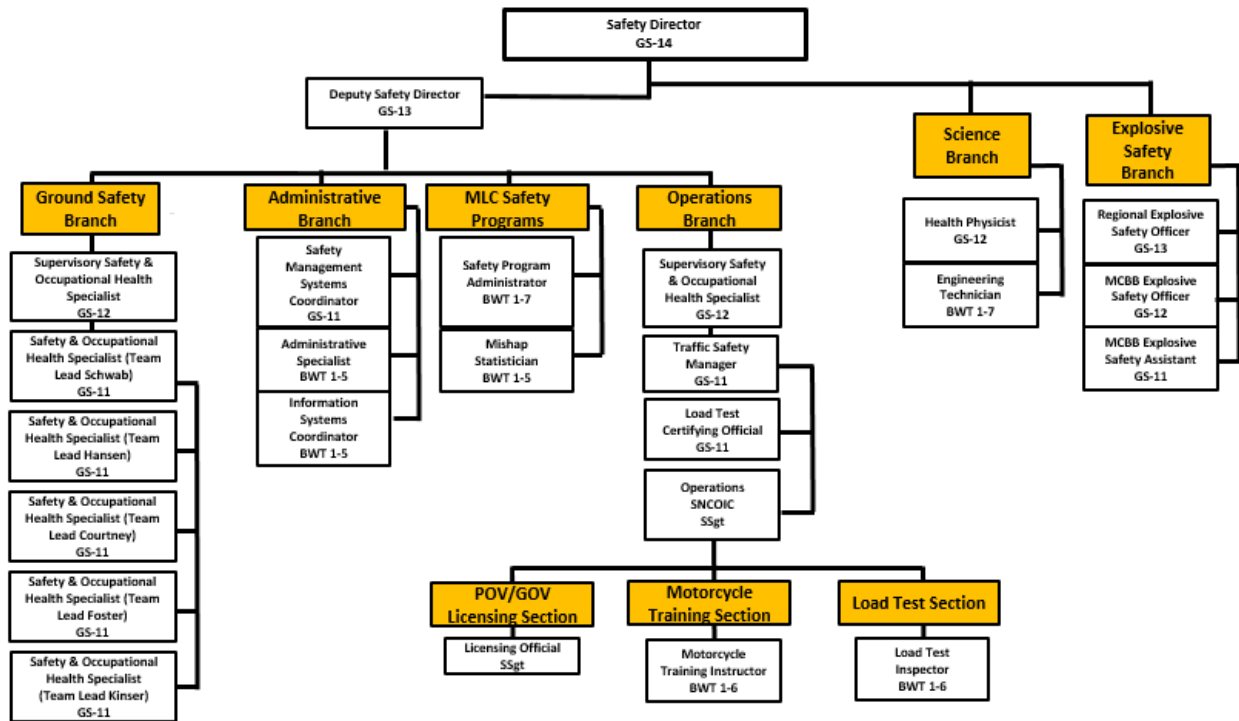
4. Alliance Transformation and Realignment Agreement (ATARA) Process.

a. Alliance Transformation Realignment Process. The initiatives of the ATARA are executed under the direction of the Alliance Transformation Information Process (ATIP). The ATIP was established to function under the direction of the Facilities Subcommittee (FSC) to provide coordination and make recommendations to the FSC concerning implementation of projects in support of relocated or transformed capabilities referred to it by the Joint Committee (JC) in accordance with the Bilateral Alliance Transformation Project Process. There are four basic phases for implementation of the ATIP-related facility construction projects.

5. Form. MCIPAC-MCBB DPRI uses MCIPAC-MCBB Form 11000/1 (Project Decision Documentation form) to coordinate and document DPRI program and project decisions, with collaborative input from Government Facilities (GF), United States Army Corps of Engineer (USACE), and appropriate stakeholders.

## Chapter 21

### Safety Division



#### 1. Functions

a. Administration Branch. MCIPAC-MCBB Safety Directorate. Is responsible for ensuring safe and healthful working conditions for employees that include military, U.S. civilian employees: Appropriated Fund (APF), Non-Appropriated Fund (NAF), contractors, and their family members; and Local National employees: Master Labor Contract (MLC) and Indirect Hire Agreement (IHA). Also responsible for planning, developing, and implementing a comprehensive and diverse Safety and Occupational Health program encompassing the MCIPAC-MCBB geographic area of responsibility with approximately 4,260 worksites throughout a geographic area covering the island of Okinawa, Combined Arms Training Center (CATC) Camp Fuji and Marine Corps Air Station (MCAS) Iwakuni in mainland Japan, Marine Corps Base and MCAS Hawaii, Camp Mujuk in the Republic of Korea, Marine Corps Base Camp Blaz in Guam and any future designated installations within the Pacific realm.

#### 2. Operations Branch

a. Traffic Safety. Provides comprehensive management and oversight for all installation traffic safety matters including but not limited to: Privately Owned Vehicle (POV), Government Owned Vehicle (GOV), motorcycle and recreational vehicle safety. Ensure adherence to those portions of the Marine Corps Traffic Safety Program (DRIVESAFE) concerned with the prevention of transportation, EVOC, POV, motorcycle and recreational vehicle mishaps. Conduct classroom and training range instruction, administer written examinations and road skill evaluations for motorcycle operation while maintaining licensing records on all motorcycle applicants.

b. Weight Handling Equipment (WHE), Ordinance Handling Equipment (OHE), and Material Handling Equipment (MHE) Inspection program. Manages the inspection program for commercial WHE, MHE, and OHE. Provides certification, operational test (without load), load tests, and training for Okinawa based Marine Corps Activities and other tenant commands based on approved support agreements. Provides regional WHE program consultation for subordinate MCIPAC installations. Upon request, assists the responsible command safety officer in conducting an investigation for each accident involving commercial WHE. During the annual certification, inspects training records for supervisors and operators that oversee and utilize category 1 through 4 WHE to ensure the appropriate training has been completed. Ensures load test weights and equipment are certified, inspected and calibrated as appropriate on an annual basis. Provides weights as requested to Marine Corps commands to assist in the facilitation of load testing for tactical equipment.

c. POV Licensing. Perform driver testing and licensing for Army, Navy and USMC military personnel, dependents, DoD civilians and authorized contractors in support of over 22,000 privately owned vehicle operator permits. Conduct written examinations and maintain an electronic licensing records database on all applicants for USFJ-4EJ form.

d. GOV Licensing. Develop course curriculum, facilitate driver safety training, and issue Non-Tactical Vehicle (NTV) driver's licenses to qualified personnel that are assigned to operate government vehicles. Training instruction includes 1.5 ton, 3 ton and 36, 53 & 60 PAX Bus Courses, Remedial Drivers Course, and Forklift Operator Course. Curriculum developed is issued as appropriate to all III MEF units with licensing codes for utilization. The ISO Licensing Official inspects all units who issue NTV licenses on an annual basis for compliance with the appropriate Functional Area Checklists.

e. Establish and administer Enterprise Safety Application Management System (ESAMS) and Risk Management Information-Streamlined Incident Reporting (RMI-SIR) System accounts for all assigned MCIPAC-MCBB personnel and designated MSC representatives.

3. Ground Safety Branch. Provide civilian Safety and Occupational Health Specialists to serve as advisors and consultants to MCIPAC-MCBB Camp Commanders for occupational safety and health matters on Okinawa. These specialists will remain employed by and receive direct guidance from the MCIPAC-MCBB ISO management team.

a. Review and provide guidance and/or recommendations on all risk management worksheets for camp functions and Marine Corps Community Services (MCCS) special events held on the installation.

b. Manage traditional Safety and Occupational Health programs for MCBB units performing assessments of safety programs (i.e. hazardous communication, respiratory protection program, confined space entry operations, hazardous energy control, ergonomic surveys, etc.). Mentor MCBB and tenant organizations with development of their safety programs as needed.

c. Provide assistance where needed or as requested to expedite critical safety deficiency corrective actions.

e. Provide a broad range of safety training courses that support the improvement of safety program effectiveness.

f. Conducts annual facility inspections of all work centers aboard MCBB installations.

g. Manage the Automated Heat Stress System sites aboard MCBB ensuring the wet bulb globe temperature is displayed via website and logs are maintained through the annual heat stress season running 1 May - 31 October.

4. Science Branch. The Science branch provides technical, subject matter expert advice to the Safety Director and is directly responsible to the Commanding General for the development, planning, training, implementation, administration and overall program management of the installation's Radiation, Laser, Asbestos and Lead safety programs. Key program elements include, but are not limited to:

a. Radiation Safety Program. Radiation protection, is the safeguarding of people from harmful effects of exposure to potentially damaging ionizing radiation, and the means for achieving this. Regulations and policies for the safe handling, use, transportation, storage, and disposal of radioactive material for Marine Corps activities are outlined in MCO 5104.3C and in the NAVSEA S0420-AA-RAD-010 Manual, along with the laws set for in 10 CFR 20, 29 CFR 1910.1096, and other Host Nation laws and regulations. The Installation Safety Office has on staff Installation Radiation Safety Manager (IRSM) who also serves as the Radiation Safety Officer (RSO) who serves as the lead technical expert for both ionizing and non-ionizing radiation safety matters at MCB Butler. The IRSM is a primary staff billet who directly reports to the Commanding General via the MCIPAC-MCBB Safety Director and Deputy Safety Director.

(1) Providing radiation, laser system, and Electromagnetic/Radio Frequency (EM/RF) safety training, to include emergency response and technical training and coordination assistance to organizations/activities on the installation as required.

(2) Assists units in the safe transport of commodities containing radioactive material in accordance with applicable DOD, DOT, and International requirements.

(3) Conducts investigations and surveys to ensure areas are free of ionizing radiation hazards or radioactive contamination and ensures the necessary equipment is available and calibrated to perform such actions.

(4) Serves as the overall task manager and subject matter expert for the radiation, laser system and EM/RF safety program and oversees the execution of tasks and assignments of responsibilities within the radiation safety program. For EM/RF hazards associated with ordnance, the IRSM shall coordinate with the Explosives Safety Officer regarding concerns with applicable Hazards of Electromagnetic Radiation to Ordnance (HERO).

b. Asbestos and Lead Safety Program. The Asbestos and Lead Program Manager is appointed in writing by the MCIPAC-MCBB Commanding General, or designated representative, and have cognizance for asbestos and lead activities, excluding removal and disposal, on MCIPAC-MCBB. Key program elements include, but are not limited to:

(1) Develop, maintain, and implement an asbestos management plan and lead-based paint management plan for all USMC facilities on MCBB.

(2) Provide asbestos and lead awareness training for personnel who do not ordinarily work with asbestos and lead in the performance of their duties.

(3) Coordinate certified training for personnel directly involved with asbestos and lead-based paint removal or containment projects and maintain records of training as required.

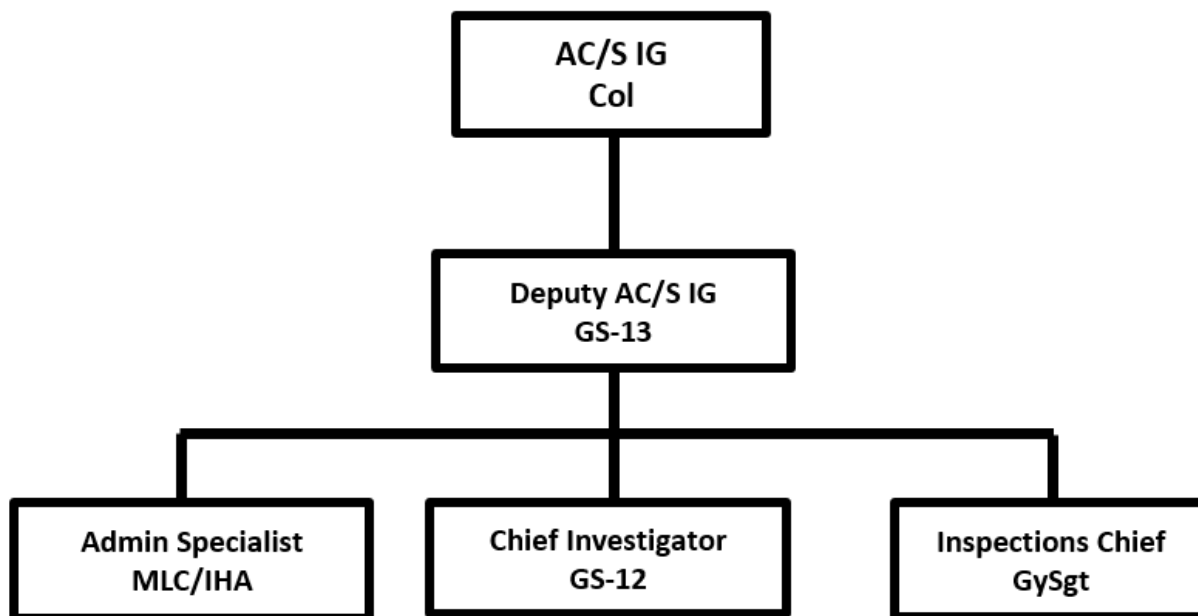
(4) Coordinate laboratory analysis of asbestos and lead-based paint samples in accordance with local Japanese requirements, or US national standards, whichever are most stringent.

5. Explosives Safety Branch. The Explosives Safety branch provides technical, subject matter expert advice to the Safety Director and is directly responsible to the Commanding General for the development, planning, training, implementation, administration and overall program management of the installation's Explosives Safety Management Program (ESMP). Key program elements include, but are not limited to:

- a. Conducts Explosives Safety Self-Assessments (ESSA) of all Potential Explosive Sites (PES) throughout MCB Camp Butler.
- b. Develops and conducts explosives safety training, including explosives driver licensing endorsement training.
- c. Monitors and supports the Qualification and Certification of assigned installation and tenant command explosives handlers.
- d. Participates in the planning, design and site approval submission of all existing PES facility/site modifications and all proposed new PES facilities/sites.
- e. Coordinates all external command-level inspections and review boards, including Marine Corps Explosives Safety Inspections (ESIs) and Compliance Reviews (CRs), Department of Defense Explosives Safety Board (DDESB) service-level program reviews, and DON/USMC Inspector General (IG) audits.
- f. Conducts explosives safety technical assist visits, assessments of munitions response sites, Hazards of Electromagnetic Radiation to Ordnance (HERO) compliance assessments, and may serve as the on-site ESO at region installations where billets have been gapped.
- g. Ensures each installation and station within the MCIPAC region has an established ESSA program that promotes continuous improvement and the highest standards of A&E safety, integrity and ESMP compliance. Ensures each ESSA plan fosters joint inter-departmental and inter-tenant action to accomplish stated program goals and objectives.
- h. Represents the MCIPAC region at higher headquarters ammunition and explosives safety inspections and meetings.
- i. Serves as a region action officer on behalf of the MCIPAC-MCBB Safety Director. Serves as the region coordinator for all inspections, review boards, and surveys in support of ESMP compliance; including, but not limited to, Marine Corps Explosives Safety Inspections (ESIs) and Compliance Reviews (CRs), Department of Defense Explosives Safety Board (DDESB) service-level program reviews, and DON/USMC Inspector General (IG) audits.
- j. Coordinates with MARCORSYSCOM and Naval Ordnance Safety and Security Activity (NOSSA) for explosives training needs for region installations, stations, and tenant commands.

## Chapter 22

### Command Inspector General



1. Mission. The mission of the MCIPAC Command Inspector General (CIG) is to promote combat readiness, institutional integrity, effectiveness, discipline, and credibility through impartial and independent inspections, assessments, inquiries, investigations, teaching, and training.
2. Supported Subordinate Commands. The office of the CIG provides services and advises the following subordinate commands: Headquarters and Support Battalion, Marine Corps Base Camp Butler, Marine Corps Air Station Futenma, Combined Arms Training Center Camp Fuji, Marine Corps Air Station Iwakuni, Marine Corps Base Hawaii, Marine Corps Base Camp Blaz, and Camp Mujuk.
3. Commanding General's Inspection Program. The CIG is responsible for the oversight and conduct of the MCIPAC/MCBB Commanding General's Inspection Program (CGIP), including Staff Assistance Visits and coordination of all internal/external inspections. This program provides biennial inspections of all MCIPAC subordinate commands to ensure compliance with regulation, directives, and orders. Additional details concerning the CGIP are on the CIG's SharePoint.
4. Commanding General's Request Mast. The CIG is responsible for coordinating all request masts with the MCIPAC/MCBB Commanding General. The MCIPAC Inspector General and Deputy Inspector General have Request Mast Review Authority for the MCIPAC/MCBB Commanding General. The CIG's responsibilities include preparation for each CG level request mast, appropriate staffing of all request mast issues directed by the CG, and ensuring the full administrative processing of each completed request mast. Additionally, the CIG will inspect all subordinate command Request Mast Programs as part of the CGIP.
5. Congressional/Special Interest (CONGRINT) Correspondence. The CIG is the focal point for all MCIPAC/MCBB CONGRINTs. As such, the CIG will coordinate with the Commanding General, applicable subordinate commands, and special staff in order to formulate and submit MCIPAC/MCBB

responses to appropriate CONGRINTs with the Headquarters Marine Corps Office of Legislative Affairs, via the chain of command.

6. Assistance and Investigations. The CIG is the focal point for all complaints submitted to MCIPAC/MCBB by the Inspector General of the Marine Corps (IGMC). In accordance with reference (ac), the purpose of IG Assistance is to resolve issues for Marines, Appropriated Funds Employees, Non-Appropriated Funds Employees, Local Nationals, and Contractor Employees. This assistance may include referring complaints to the appropriate agency or if IG appropriate, the CIG will investigate, or cause to be investigated, all appropriate issues and other investigations, as assigned by the Commanding General.

7. Liaison and Coordination with the Inspector General of the Marine Corps (IGMC) and other Command Inspector Generals. The CIG is responsible for liaison and coordination with other Command CIGs. Additionally, the CIG responsible for liaison with the IGMC concerning triennial command inspections and assistance and investigations.

8. Fraud, Waste, and Abuse. The CIG is responsible for oversight and management of the Fraud, Waste, and Abuse Program per reference (ad). CIG responsibilities include conducting training on, investigating and reporting of fraud, waste, and abuse.

9. Teaching and Training. The Teaching and Training function is incorporated into all aspects of the CIG's duties per reference (ae). When the CIG learns that personnel do not know regulatory requirements, the CIG explains the requirements and the reasons these requirements were established. The CIG passes on lessons learned and good ideas (or benchmarks) observed during the conduct of other CIG functions (i.e Inspections). While inspecting, assisting, or investigating, the CIG contributes to improving the command by teaching and training others in policy and procedures.



## **MCIPAC-MCBB STAFF PROCEDURES**

<b><u>IDENTIFICATION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>CHAPTER 1</b>	<b>GENERAL ADMINISTRATION AND CORRESPONDENCE</b>	<b>2</b>
<b>CHAPTER 2</b>	<b>PRIVACY ACT OF 1974</b>	<b>21</b>

## Chapter 1

### General Administration and Correspondence

1. Daily Routine/Hours of Work. The daily routine for MCIPAC-MCBB will be Monday through Friday from 0730 to 1630 with lunch routine from 1130 to 1300, unless mission accomplishment requires otherwise. Master Labor Contract personnel, Indirect Hire Action personnel, and civilian personnel will follow the appropriate rules governing their lunch hours. The Assistant Chiefs of Staff, Special Staff Officers, and Commanding Officers may authorize absence for military personnel during working hours for special purposes or events commensurate with workloads and duty requirements.
2. Civilian Time and Labor. Supervisors are responsible for certifying civilian employee time and labor inputs NLT 1500 on the Thursday of pay period end weeks.
3. Work Uniforms
  - a. The uniform of the day for MCIPAC military personnel will be the utility uniform with Marine Corps Combat Boots. The wearing of the utility uniform will be considered appropriate for all on-base activities except as restricted by local regulations governing clubs, messes, and recreational activities.
  - b. The transition between summer and winter seasons while in garrison will occur in unison. CG III MEF will release messages specifying seasonal change of the uniform of the day. The transition to summer uniforms will occur one day after the spring daylight saving (March). The transition to winter uniforms will occur one day after the fall daylight saving (November). Installation commanders may authorize deviations in the sleeve position in inclement weather (this is not an individual's option, and should be done installation-wide in order to maintain uniformity).
4. Staff Visits. The following procedures are prescribed to provide maximum benefit to the MCIPAC-MCBB staff from official staff visits:
  - a. The staff division or section sponsoring a staff visit will inform the COS and Heads of Staff Sections of the proposed visit and will solicit agenda items to be considered. The Protocol Officer will be informed of all visits including GO/FO, SES, or other DV.
  - b. Staff officers receiving notice of proposed staff visits will inform the sponsoring section or branch of matters they desire to be discussed by the visiting officer.
  - c. Protocol Officer will coordinate all GO/FO, SES, or DV level visits and will promulgate DV itineraries prior to visit.
5. Trip Reports. Members of MCIPAC-MCBB staff are frequently required to represent the command during site visits and at conferences, exercises, visits, and other functions away from the command element. Information received during such trips is normally of interest to non-participants. Written summaries permit interested non-participants to share recent information, which may assist in more efficient command functioning. Upon return from a staff visit, conference meeting, seminar, exercise, or other function away from MCBB, the senior member of the party conducting the visit will submit a trip report. A file copy will be retained in the MCIPAC-MCBB Central Files indicating that the originator holds the trip report. In all cases, a copy of the trip report will be forwarded to the COS via the appropriate General Staff division or Special Staff section.

## 6. Fitness Reports

a. All Marines, and Sailors rating a fitness report will be evaluated by their supervising chain of command. The appropriate Assistant Chiefs of Staff will prepare regular fitness reports on their subordinate officers and enlisted members.

b. Fitness Reports where the Commanding General, Deputy Commander, and/or the Chief of Staff are rating or reviewing officials/officers will be promulgated in a document and regularly reviewed.

c. The Staff Secretary is designated as the Trusted Assistant for the CG, MCIPAC-MCBB.

7. Change of Command. Whenever a change of command occurs within MCIPAC, the unit will submit a "proposed" message no later than 10 working days prior the date of the change of command. Any questions or inquiries will be directed to the MCIPAC Staff Secretary for resolution. Award recommendations should be forwarded in time for award to be presented to the outgoing commander at the ceremony. Additionally, as a part of the change of command, the outgoing commanding officer's spouse may deserve a Commanding General's Certificate of Commendation. If the unit recommends such recognition, they are to submit a recommended citation at least 14 days prior to the date of the change of command to the MCIPAC Adjutant.

## 8. Correspondence

a. Official correspondence originated within MCIPAC-MCBB represents the views and policies of the Commanding General regardless of the signature on the correspondence. All staff officers must ensure official correspondence is neat, accurate in content, appropriate in language, and expeditiously handled.

b. Correspondence prepared for the signature of the Commanding General, Deputy Commander, or Chief of Staff, MCIPAC-MCBB shall be complete with the appropriate signature block.

c. Tables 2-1, 2-2, and 2-3 represent MCIPAC-MCBB's Staff Originator Codes, Billets with "By Direction" and message releasing authority, and Detailed Distribution Lists. These tables will guide the preparation and proper distribution of correspondence.

### (1) Chain of Command

(a) Commandant of the Marine Corps (Code XXXX). Always type the word "Code" if the office code starts with a numeral, e.g., (Code 1360). If the office code starts with a letter, just type the code, e.g., (MMEA).

(b) Commander, Marine Corps Installation Command (COMMCICOM). COMMCICOM is listed as a "via" addressee between CG MCIPAC-MCBB and CMC on correspondence with policy implications or when directed.

(c) Commanding General, Marine Corps Installations Pacific-MCB Camp Butler. This command consists of Headquarters and Support Battalion Marine Corps Base Camp Butler (H&SB), Marine Corps Air Station (MCAS) Iwakuni, MCAS Futenma, Marine Corps Base Hawaii (MCBH), MCAS Hawaii, Combined Arms Training Center (CATC) Camp Fuji, Camp Mujuk, and Camp Blaz. The Commanding General who fills this billet is also dual-hatted as the Commander of Marine Corps Base Camp Butler however, correspondence should be addressed to the senior billet, Commanding General MCIPAC-MCBB.

(d) MCB Butler Camp Commanders. MCBB camp commanders are dual-hatted as a commanding officers of units aboard one of the respective camps and are subordinates to Commander, Marine Corps Base Camp Butler. Address correspondence to the title "Camp Commander" that is appropriate to the situation.

(2) "From" Line. Use the "from" line (Commanding General, Marine Corps Installations Pacific-MCB Camp Butler.

(3) Letterhead. The letterhead must always match the "from" line. In other words, use MCIPAC-MCBB letterhead if the letter is from CG MCIPAC-MCBB.

c. A response to all correspondence, except that with a specific due date, will be made within 10 working days after receipt. When a complete answer within 10 working days is not possible, prepare an interim reply, provide the addressee with as much information as possible at that time and a date and time for completion.

d. Assembly of Correspondence. Correspondence for staffing will be prepared in the proper format, double-spaced, and accompanied with an action brief, as provided in Appendix C and a Staff Route Sheet. All correspondence prepared for staffing and signature will be placed in folders with correspondence and tabbed enclosures, in correct order, on the right side and tabbed references, if any, on the left side. These folders will be marked RETURN TO (applicable section). Example: RETURN TO G-1.

(1) References will not be used unless they are referred to in the text of the letter or message. If used, the references will be listed in the sequence in which they appear in the text. When referring to previous correspondence, use the title, unit, complete identification symbol, and date of the correspondence. e.g., Ref: (a) CG, MCRD San Diego ltr of Mar 94.

(2) Correspondence to individual units or organizations outside of the Command may be addressed as attention to certain sections (e.g., AC/S, G-4) when requested by the command to which addressed. Correspondence should be addressed to the appropriate CMC code. A listing of codes utilized by CMC is contained in the current edition of reference (k).

(3) In quoting figures, spell out the numbers from one to nine inclusive (one, two, three, etc.); use Arabic numerals for 10 and above.

(4) Correspondence will be assembled and fastened in such a manner as to prevent pages and enclosures from being separated.

e. Incoming Correspondence

(1) Unclassified. G-1 shall route all correspondence received to the corresponding staff directorate for processing. Non-sensitive or routine correspondence requiring the signature of the Commanding General (CG), Deputy Commander (DC), or Chief of Staff (COS) will be routed through the G-1 for administrative review prior to submission to the front office.

(2) Classified. The MCIPAC-MCBB Security Manager is designated as the Classified Material Control Custodian, and operates the Classified Material Control Center (CMCC). The CMCC will receive, process, and route all incoming classified correspondence per current edition of reference (m). CMCC will open and process all registered mail addressed to the CG and ensure maximum control of classified material transmitted by mail. If any section or branch received classified material from any external source, immediately deliver the material to the CMCC for processing.

f. Outgoing Correspondence

(1) All outgoing correspondence will use MCIPAC-MCB Camp Butler letterhead and will be addressed from the CG.

(2) All outgoing correspondence will have the contact information listed for the person who has resident knowledge of the request. The point of contact information will provide the following information; Rank, Name, Billet, Section (e.g. G-1), Command, DSN phone number, Commercial phone number, and e-mail address.

(3) G-1 shall receive and distribute outgoing correspondence signed by the CG, DC, and COS. An electronic copy of the file will be forwarded to the next addressee and to the originator for tracking and e-filing in accordance with reference (l). G-1 will maintain a copy of all outgoing correspondence for historical record.

(4) Directorates shall forward and track correspondence signed "By direction" within their section to higher headquarters or subordinate commands and maintain an electronic file copy in accordance with reference (i).

(5) Staff sections mailing official correspondence are required to deliver the parcels to be mailed to the post office for processing.

9. Originator Staff Codes. Due to the volume of correspondence prepared by the various sections of MCIPAC-MCBB, a code system has been established to identify the originating section. The originator staff codes listed in the below figure will be used on all correspondence and directives originating within this Command.

10. Sender's Symbols (Correspondence). Correspondence originated within this Command will show the following three sender's symbols in the upper right corner, blocked one below the other:

a. Standard Subject Identification Codes (SSIC)

(1) The four or five digit number is used to represent the subject of the correspondence.

(2) SSIC's listed in the current issue of reference (o) will not be deviated from to ensure easy retrieval and proper disposition of all correspondence.

b. Originator's Staff Code

(1) Originator's staff code of the origination office will be typed in the following manner "7" or "Ser 7/010".

(2) Originator's staff codes are provided in the figure below.

c. Date

(1) Zeros do not precede the first through the ninth day of the month. Example: "3" vice "03".

(2) Months will be abbreviated using the first three letters, capitalizing the first letter only. Example: "Aug" vice "August".

(3) Only the last two digits of the year will be used. Example: "94" vice "1994".

(4) A completed sender's symbol from this Command should look like the example below:

EXAMPLE:

5000		5000
7	or	Ser 7/010
4 Apr 94		4 Apr 94

11. Sender's Symbols (Directives). Sender's symbols for directives do not follow the same format as correspondence. When dealing with directives refer to the current issue of reference (j).

12. Correspondence Files

a. Command Files. All correspondence concerning MCIPAC-MCBB organizations emanating from the Commanding General will be maintained in either the Command official files or the originating section's official files. The Base Adjutant is responsible for maintaining the Command's official files.

b. Section Files. To facilitate administrative procedures sections are authorized to maintain official correspondence. Section will appoint a records manager and provide a copy of the electronic appointment letter to the Adjutant.

13. Signing of Official Correspondence

a. The CG, DC or the CoS will sign all correspondence that falls within the following categories:

(1) Judgements directly or indirectly concerning the mission or performance of the Command.

(2) Commends or ensures performance of units or individuals.

(3) Establishes or alters policy.

(4) Concerns communications that are likely to be brought to the personal attention of the addressee (i.e., a general or flag officer) and all incoming correspondence signed by a general or flag officer that requires a response.

(5) Involves major decisions or problems.

(6) Delegates authority to subordinate commanders.

(7) Matters of a legal nature.

(8) Recommends changes in policy of higher headquarters or a course of action that is not in accordance with the policy or directives previously issued by the higher headquarters.

(9) Expresses non-concurrence with substantive and/or important proposals of external commands.

b. The billets listed in Table 2-3 are authorized "By direction" authority and message releasing authority when the subject is of a routine nature and covers matter under their staff cognizance.

14. Working Papers. The continually increasing scope, complexity, and tempo of operations within MCB have generated a requirement for staff sections to respond rapidly with accurate and authoritative information, prepared in the form of various working papers. These papers are often prepared in haste, yet in sufficient detail to satisfy a particular requirement. Several formats are available to permit some selectivity in the level of staff response, dependent upon requirements and are available at: [https://usmc.sharepoint-mil.us/sites/mcipac\\_g1](https://usmc.sharepoint-mil.us/sites/mcipac_g1).

15. Routing Procedures. A route sheet will accompany all correspondence.

a. Correspondence requiring action will be annotated as such on the route sheet and will include the date by which a report of completed action is due.

b. Staff officers to whom correspondence has been routed for action and who disagree with such routing, will return the correspondence to the originator with a recommendation as to the appropriate action section. The recommendation should be noted in the remarks section of the routing sheet and signed by the officer making the recommendation. Recommending additional routing should be indicated on the route sequence column with an annotation in the remarks section and the signature of the officer making the additional routing.

16. Office of Record

a. The office of the Base Adjutant is designated as the office of record for this Command.

b. The staff sections are designated as satellite offices of record for material under their specific cognizance.

c. Correspondence files in all satellite offices of record will be in strict compliance with the guidance established by reference (r) and are subject to periodic administrative inspection.

17. Congressional, Departmental, and Special Interest Correspondence

a. Definitions

(1) Congressional Correspondence. Congressional correspondence includes official correspondence signed by a member of the Congress of the United States, including those which indicate White House interest and message traffic from the Commandant of the Marine Corps designated as "CONGRINT".

(2) Departmental Correspondence. Departmental correspondence includes official correspondence signed by a member of the Executive Department.

(3) Special Interest Correspondence. Special interest correspondence includes official correspondence or messages from the CMC designated by the standard identifying indicator "SPLINT".

b. Procedures

(1) Command Inspector General will answer or acknowledge receipt of all correspondence requiring special handling by email within forty-eight hours of receipt, estimating the date of final reply. In cases where an expeditious final reply is not possible, an interim response will be submitted. At a minimum, status reports to the originator will be made every ten working days from receipt until final reply. A final response or reply will be sent no later than 30 days after date of receipt. Inquiries concerning a Marine who has been transferred will be forwarded to the Marine's new duty station. When applicable, the new

commanding officer will be alerted by telephone as to the pending correspondence. Copies of the readdressed will be forwarded to the Commandant of the Marine Corps (ARFC) and to the office originating the inquiry.

(2) If the correspondence contains allegations, grievances or complaints then the individual's section will arrange for the individual concerned to be interviewed and the individual's statement to be included in the reply, if applicable, in accordance with the subject's rights under UCMJ Article 31. Statements by all interested parties may also be included to ensure sufficient information is provided to fully answer each point.

(3) Replies to inquiries forwarded by the Commandant of the Marine Corps will be sent directly to the originating code at Headquarters, U.S. Marine Corps. When the inquiry is forwarded to this Command directly by a member of the Congress, the reply will be sent directly to that member, with copies of both the inquiry and the reply forwarded to the Commandant of the Marine Corps (ARFC). Letters of transmittal are not required.

(4) Correspondence requiring special handling, received by staff officers or commanding officers directly from a member of Congress or the Commandant of the Marine Corps will be answered via the Command Inspector General. Copies of both the inquiry and the reply will be forwarded to the Commandant of the Marine Corps (ARFC).

(5) Messages marked with the standard indicator CONGRINT/SPLINT concerning Marines awaiting trial by Japanese authorities will be directed to the Command Inspector General for action.

c. Action

(1) The Command Inspector General will ensure that all correspondence received by the Command which requires special handling, as defined in paragraph 16a, is answered in accordance with the current edition of reference (n).

(2) Commanding officers and staff officers receiving correspondence requiring special handling shall ensure the Command Inspector General is immediately notified.

(a) Assistant Chiefs of Staff and Special Staff Officers are responsible for coordination with the G-1, Base Adjutant, when designating local forms.

(b) The Base Adjutant is designated as the coordinator of the Forms Management Program, and represents MCBB in all forms management matters. The AC/S, G-1 is the final approving authority for this program.

18. Forms Management Tasks for all Staff:

a. Assistant Chiefs of Staff/Special Staff Officers

(1) Submit locally-produced forms via chain of Command to the MCIPAC-MCBB Adjutant (Attn: Forms Management Officer) for approval. Prior to submitting the form, in order to prevent and eliminate duplicate forms, the originator submitting the proposed form will identify any similar higher-level form(s) and explain, in writing, why the existing form(s) does not meet the unit's requirement.

(2) Submit DD Form 67 and a copy of the proposed form.



(3) If applicable, submit SECNAV 5213/1 Form to justify the use of social security numbers (SSN).

(4) Prepare OPNAV 5211/12 Form to ensure forms comply with current regulations for protecting and minimizing the use of sensitive personal information under the Privacy Act of 1974 and the Personally Identifiable Information program.

(5) Submit MCIPAC 5213/1 Form to ensure originating sections review their forms biennially for continued applicability and appropriate revisions. If the form is no longer required, submit a cancellation request to the MCIPAC-MCBB Forms Management Officer.

b. Forms Management Representatives (FMRs)

(1) Maintain a file consisting of one copy of each locally designed form currently used by their organization.

(2) Review all existing forms and screens all proposals for forms within their respective activities.

(3) Send proposed forms or proposed revision to existing forms to the coordinator for final approval and assignment of a MCIPAC-MCBB Forms Management Control Number.

(4) Ensure Forms Management Control Numbers are typed on the forms prior to reproduction or prior to sending them to the G-1, Adjutant Branch, Form Management Program Section, for reproduction. For subsequent reproduction of forms bearing Forms Management Control Numbers, it is not required to forward reproduction requests to the coordinator.

(5) Maintain liaison with the coordinator to ensure that objectives of this chapter are met.

c. G-1, Base Adjutant

(1) Provide command-level oversight for the unit's Forms Management Program, including design and maintenance of local-use forms.

(2) Ensure updated forms-related information is appropriately disseminated throughout MCIPAC-MCBB.

(3) Ensure local forms are assigned a local stock number and form number, and are not adopted for use in place of official forms prescribed by higher authority.

(4) Ensure that all forms are reviewed biennially.

(5) Maintain a file of current approved forms and retain historical files until 10 years after cancellation.

(6) Ensure all forms are prescribed by applicable Orders, Directives, or standing operating procedures.

(7) Ensure forms collecting personal information are reviewed by a Privacy Act Officer and have an appropriate Privacy Act Statement.

(8) Complete SSN justification memorandums utilizing SECNAV 5213/1 Form, for all MCIPAC-MCBB forms that have a SSN field.

(9) Load all MCIPAC-MCBB forms to Naval Forms Online website and local Intranet system.

19. Implementing Instructions

a. Forms Proposals. Personnel desiring a new form, revising an old one, or canceling an existing one should submit their proposals to their appropriate FMR for analysis.

b. Guidelines for Analysis of Forms. The FMRs should make an elementary procedure analysis. Guidelines for such an analysis are as follows:

(1) Prevent duplication and overlap by eliminating non-essentials, whether it is an entire form and procedure or just a portion of each.

(2) When elimination is not feasible, combine similar functions to reduce duplication and overlap.

(3) Change the sequence of an operation if necessary to obtain the most equitable workload.

(4) Simplify all necessary details to obtain the most efficient and effective performance.

(5) Improve the structure of the form to achieve maximum results with minimum expenditure of manpower, material, and machines.

c. Specifically, forms management analysis should include all of the following steps:

(1) What data are required to accomplish the purpose?

(a) Are all of the data necessary?

(b) Are any additional data necessary?

(c) Does the data duplicate information on other forms or documents?

(d) Can the form be combined with other forms serving a similar purpose?

(2) Who requires the data?

(a) Is the data needed by the using office?

(b) Is the data within the scope of the functions of the office?

(3) Who enters the data on the form?

(a) Are the items located and grouped in the sequence of their procedural use?

(b) Is sufficient space allowed in each item for the data required?

(4) Where is the data obtained?

(a) Is data transcribed from or to another document?

(b) Are items arranged to facilitate transcription?

- (c) Could the form serve as a final record to eliminate transcription?
- (d) Is any of the data constant so that it can be preprinted on the form?
- (5) Where is the data routed? Can "From" and "To" items be provided on the form to eliminate transmittal letters?
- (6) When is the form filled in, interpreted, and filed? Can the number of times the data is prepared and used during a given period be reduced?
- (7) How is the data entered?
  - (a) Is spacing properly proportioned for typewriter, hand, or other machine fill-in?
  - (b) Is the data arranged so that the flow of writing is continuous from left to right and from top to bottom?
- (8) How is the form filed?
  - (a) Are reference items placed where they can be referred to in files or binders?
  - (b) Is the size of the form appropriate for handing and filing?

d. Form Letter

- (1) A form letter is a device for cutting correspondence costs due to saving composing and typing time and simplifying and standardizing repetitive procedures.
- (2) A form letter that requires an unusual amount of fill-ins at scattered, unaligned points in skeleton sentences and paragraphs should be redesigned as a form whenever feasible.

e. Format Instructions

- (1) All forms must have margins to meet reproduction requirements. The margin of a form is that part of the page outside the body of the printed matter and standard margins (sides, top, and bottom) normally are 3/8".
- (2) When forms are to be bound in a post binder, in a folder, or on a clipboard, marginal requirements for the binding edge must be wide enough so that the necessary punching, binding, or both will not obscure any of the information on the form.
- (3) All forms must bear a title and a form number for identification and control purposes.

TABLE 2-1: ORIGINATOR STAFF CODES

<b>ORIGINATOR STAFF CODES</b>	<b>SECTION NAME</b>
<b>CGOF</b>	<b>Commanding General</b>
<b>DCOMDR</b>	<b>Deputy Commander</b>
<b>COS</b>	<b>Chief of Staff</b>
<b>SGTMAJ</b>	<b>Sergeant Major</b>
<b>SSEC</b>	<b>Staff Secretary</b>
<b>G-1</b>	<b>AC/S, G-1</b>
1MPR	Manpower Branch
1ADJ	Adjutant
1POST	Postal Services
1IPAC	Installation Personnel Administration Center (IPAC)
<b>CHRO</b>	<b>Civilian Human Resources Office</b>
<b>G-2</b>	<b>AC/S, G-2</b>
<b>G-3</b>	<b>AC/S, G-3</b>
COPS	Current Operations Section
FOPS	Future Operation Section
OSD	Operations Support Detachment–IE Shima
RTAM	Range Detachment (Camp Hansen)
SNCOA	Staff Noncommissioned Officer’s Academy
SEC	Security
CBRNE	Chemical, Biological, Radiological, and Nuclear (CBRN) Defense
EOD	Explosive Ordnance Disposal (EOD)
AIR	Air Cell
IP	Installation Protection
FES	Fire and Emergency Services
PMO	Provost Marshal Office
<b>G-4</b>	<b>AC/S, G-4</b>
4MMO/ORD	Maintenance Management Officer/Ordnance
4FSO	Food Services Office (FSO)
4GME	Garrison Mobile Equipment (GME)
4BSO	Base Supply Office (BSO)
4DMO	Distribution Management Office (DMO)
<b>G-6</b>	<b>AC/S, G-6</b>
6EXB	Executive Branch (EXB)
6ASB	Administrative Support Branch (ASB)
6FMB	Financial Management Branch (FMB)
6OPB	Operations and Plans Branch (OPB)

<b>ORIGINATOR STAFF CODES</b>	<b>SECTION NAME</b>
6TSB	Telephone Systems Branch (TSB)
6CSB	Customer Support Branch (CSB)
6EMB	Electronics Maintenance Branch (EMB)
6MITSC	MAGTF Information Technology Support Center (MITSC)
<b>G-7</b>	<b>AC/S, G-7 Government and External Affairs</b>
<b>G-8</b>	<b>AC/S, G-8</b>
8REA	Internal Review
8BUD	Budget Office
8MAB	Managerial Accounting Branch (MAB)
8HNSO	Host Nation Support Office (HNSO)
8ODO	Organizational Development Office
<b>G-F</b>	<b>AC/S, G-F</b>
F/RMB	Resource Management Branch
F/HBB	Housing and Billeting Branch
F/PWB	Public Works Branch
F/EAB	Environmental Affairs Branch
F/FMB	Facilities Maintenance Branch
F/FSMB	Facilities Systems Management Branch
F/REG	Program Management and Requirements Branch
<b>DPRI</b>	<b>Defense Policy Review Initiative</b>
DPRI/PD	Program Directorate
DPRI/IPMO	Iwakuni Branch (Integrated Program Management Office)
DPRI/FRF	Futenma Replacement Facility
DPRI/OKICON	Okinawa Consolidation
<b>CARPLN</b>	<b>Career Planner</b>
<b>RCO</b>	<b>Regional Contracting Office</b>
<b>SAF</b>	<b>Installation Safety Office</b>
<b>EEO</b>	<b>Equal Employment Opportunity</b>
<b>SJA</b>	<b>Staff Judge Advocate</b>
DSJA	Deputy Staff Judge Advocate
SJA/CLAIMS	Claims Section
SJA/FCJ	Japanese Jurisdiction Section
SJA/ADLAW	Administrative Law Section
SJA/ILAW	Installation Law
SJA/FOIA	Freedom of Information Act
<b>PACO</b>	<b>Pacific Area Counsel Office (PACO)</b>
<b>CIG</b>	<b>Command Inspector General</b>

<b>ORIGINATOR STAFF CODES</b>	<b>SECTION NAME</b>
<b>EOA</b>	<b>Equal Opportunity Advisor</b>
<b>MCCS</b>	<b>Marine Corps Community Services (MCCS)</b>
MCCS/EXEC	MCCS Executive Branch
MCCS/FIN	MCCS/Finance
MCCS/BH	MCCS Behavioral Health
MCCS/MKT	MCCS Marketing
MCCS/FMB	MCCS Facilities Management
MCCS/SUP	MCCS Supply
MCCS/SF	MCCS Semper Fit
MCCS/SFTY	MCCS Safety
MCCS/ENT	MCCS Entertainment
MCCS/EDU	MCCS Education
MCCS/ICB	MCCS Internal Control
MCCS/CSC-K	MCCS CSC, Kinser
MCCS/CSC-FLF	MCCS CSC, Foster, Lester, Futenma
MCCS/MCFTB	Marine Corps Family Team Building
MCCS/CSC-C	MCCS CSC, Courtney
MCCS/CSC-HS	MCCS CSC, Hansen, Schwab
MCCS/MFPB	MCCS Marine & Family Programs Branch
MCCS/CSS-FJ	MCCS CSS, Fuji
MCCS/TGC	Taiyo Golf Course
MCCS/HRO	NAF Human Resources Office (HRO)
MCCS/TRNG	MCCS Training
MCCS/MIS	MCCS Management Information Systems (MIS)
MCCS/LIB	MCCS Library
MCCS/FBES	MCCS Food, Beverage Planning Office
MCCS/LODG	MCCS Transient Billeting
MCCS/MT	MCCS Motor Transportation
MCCS/FCB	MCCS Family Care Branch
MCCS/RET	MCCS Retail Operations
MCCS/AUTO	MCCS Automotive Services
MCCS/IWA	MCCS Iwakuni
MCCS/HI	MCCS Hawaii
MCCS/RPO	MCCS Regional Procurement Office
MCCS/SAPR	MCCS Sexual Assault Prevention & Response Office
<b>CMST</b>	<b>Communication Strategy and Operations</b>
<b>CHAP</b>	<b>Chaplain</b>

<b>ORIGINATOR STAFF CODES</b>	<b>SECTION NAME</b>
CREDO	Chaplains Religious Enrichment Development Operation
<b>USNH</b>	<b>U.S. Naval Hospital</b>
<b>MCNAFAS</b>	<b>Marine Corps Nonappropriated Fund Audit System (MCNAFAS)</b>
<b>MISSO</b>	<b>Manpower Information Support System Office (MISSO)</b>

**TABLE 2-2: LIST OF BILLETS WITH BY DIRECTION AND MESSAGE RELEASING  
AUTHORITY**

ORIGINATOR STAFF CODES	SECTION NAME (BILLETS)	BY DIRECTION	OFFICE OF RECORDS MANAGEMENT	DON TRACKER SECTION ACCOUNT	MESSAGE RELEASE
CGOF	Commanding General		SSEC	Yes	
DCOMDR	Deputy Commander	X	SSEC	No	X
COS	Chief of Staff	X	SSEC	Yes	X
SGTMAJ	Sergeant Major		SSEC	No	
SSMC	Staff Secretary	X	SSEC	No	X
G-1	AC/S G-1	X	1ADJ	Yes	X
	Deputy AC/S G-1	X	1ADJ		X
1MFR	Manpower Branch		1MFR	Yes	
	Manpower Director	X	1MFR		X
	Base Personnel Officer	X	1MFR	Yes	X
	Base Personnel Admin. Chief	X	1MFR		X
1ADJ	Adjutant	X	1ADJ	Yes	X
1POST	Postal Services		1POST	Yes	
	Postal Officer	X	1POST		
1IPAC	Installation Personnel Administration Center (IPAC)		1IPAC	Yes	
	IPAC Director	X	1IPAC		X
	IPAC Personnel Officer	X	1IPAC		X
G-2	AC/S G-2	X	G-2	Yes	X
G-3	AC/S G-3	X	G-3	Yes	X
	Deputy AC/S G-3	X	G-3		X
3COPS	Current Operations Section		3COPS	Yes	
3FOPS	Future Operation Section			Yes	
3OSD	Operations Support Detachment-IE Shima			No	
3RTAM	Range Detachment (Camp Hansen)			Yes	
3SNCOA	Staff Noncommissioned Officer's Academy			No	
3CERNE	Chemical, Biological, Radiological, and Nuclear (CBRN) Defense			No	
3EOD	Explosive Ordnance Disposal (EOD)		3EOD	Yes	
3AIR	Air Cell			Yes	
3IP	Installation Protection			Yes	
3FES	Fire and Emergency Services			Yes	
3PMO	Provost Marshal Office		3PMO	Yes	
	Provost Marshal	X	3PMO		X
	Deputy Provost Marshal	X	3PMO		X
G-4	AC/S G-4	X	G-4	Yes	X
	Deputy AC/S G-4	X	G-4		X
4MMO/ORD	Maintenance Management Officer/Ordnance			No	
4FSO	Food Services Office (FSO)		4FSO	Yes	
	Food Services Officer	X	4FSO		
4MTB	Motor Transportation Branch (MTB)		4MTB	Yes	
4BSO	Base Supply Office (BSO)		4BSO	Yes	
	Base Supply Officer	X	4BSO		
	Deputy Base Supply Officer	X	4BSO		
4DMO	Distribution Management Office (DMO)		4DMO	Yes	
G-5	AC/S G-5	X	G-5	Yes	X
	Deputy AC/S G-5	X	G-5		X



ORIGINATOR STAFF CODES	SECTION NAME (BILLETS)	BY DIRECTION	OFFICE OF RECORDS MANAGEMENT	DON TRACKER SECTION ACCOUNT	MESSAGE RELEASE
G-6	AC/S G-6	X	G-6	Yes	X
	Deputy AC/S G-6	X	G-6		X
6EXB	Executive Branch (EXB)			No	
6SPT	Administrative, Finance, Electronic Maintenance Branch (AFEMB)		6SPT	Yes	
6OPB	Operations and Plans Branch (OPB)		6OPB	Yes	
6NTB	Network & Telecommunications Branch (NTB)		6NTB	Yes	
6CSB	Customer Support Branch (CSB)		6CSB	Yes	
6SYS	Systems Branch (SYSB)		6SYS	Yes	
G-7	AC/S G-7	X	G-7	Yes	X
	Deputy AC/S G-7	X	G-7		
G-8	AC/S G-8	X	G-8	Yes	X
	Deputy AC/S G-8	X	G-8		X
8REA	Resource and Analysis (REA) Branch		8REA	Yes	
8BUD	Budget Branch		8BUD	Yes	
8MAB	Managerial Accounting Branch (MAB)		8MAB	Yes	
8HNSO	Host Nation Support Office (HNSO)		8HNSO	Yes	
8BPO	Business Performance Office		8BPO	Yes	
G-F	AC/S G-F	X	G-F	Yes	X
	Deputy AC/S G-F	X	G-F		X
F/RMB	Resource Management Branch		F/RMB	Yes	
F/HBB	Housing and Billeting Branch		F/HBB	Yes	
F/PWB	Public Works Branch		F/PWB	No	
F/EAB	Environmental Affairs Branch		F/EAB	Yes	
F/FMB	Facilities Maintenance Branch		F/FMB	Yes	
F/FSMB	Facilities Systems Management Branch			Yes	
F/REG	Program Management and Requirements Branch			No	
DPRI	Defense Policy Review Initiative (DPRI)		DPRI	Yes	
	Director, DPRI	X	DPRI		X
	Deputy Director, DPRI	X	DPRI		X
DPRI/PD	Program Directorate			No	
DPRI/IPMO	Iwakuni Branch (Integrated Program Management Office)			No	
DPRI/FRF	Futenma Replacement Facility			No	
DPRI/OKICON	Okinawa Consolidation		DPRI/OKICON	No	
CHRO	Civilian Human Resources Office (CHRO)		CHRO	Yes	
	Director, CHRO	X	CHRO		X
	Deputy Director, CHRO	X	CHRO		X
CARPLN	Career Planner		CARPLN	Yes	
RCO	Regional Contracting Office (RCO)		RCO	Yes	
	Director, Regional Contracting Office (RCO)	X	RCO		
	Deputy Director, RCO	X	RCO		
SAF	Installation Safety Office		SAF	Yes	
	Director, Installation Safety Office	X	SAF		X
	Deputy Director, Installation Safety Office	X	SAF		X
SEC	Security		SEC	Yes	
EEO	Equal Employment Opportunity		EEO	Yes	
	Equal Employment Opportunity Officer	X	EEO		X
	Deputy EEO Officer	X	EEO		X

ORIGINATOR STAFF CODES	SECTION NAME (BILLETS)	BY DIRECTION	OFFICE OF RECORDS MANAGEMENT	DON TRACKER SECTION ACCOUNT	MESSAGE RELEASE
SJA	Staff Judge Advocate	X	SJA	Yes	X
DSJA	Deputy Staff Judge Advocate	X	SJA		X
SJA/CLAIMS	Claims Section			No	
SJA/FCJ	Foreign Criminal Jurisdiction Section		SJA	No	
	Foreign Criminal Jurisdiction Officer	X	SJA	No	
SJA/ADLAW	Administrative Law Section			No	
SJA/ILAW	Installation Law/Civil. Law			No	
SJA/FOIA	Freedom of Information Act			No	
LSSS	Legal Services Support Section (LSSS)- Pacific		LSSS	Yes	
	Officer-in-Charge, LSSS	X	LSSS		X
	Legal Admin Officer	X			
	Regional Trial Counsel	X			
PACO	Pacific Area Counsel Office (PACO)		PACO	Yes	
CIG	Command Inspector General	X	CIG	Yes	X
	Deputy Command Inspector General	X	CIG		X
EOA	Equal Opportunity Advisor		EOA	Yes	
MCCS	Marine Corps Community Services (MCCS)		MCCS	Yes	
	AC/S MCCS	X	MCCS		X
	Deputy AC/S MCCS	X	MCCS		X
MCCS/EXEC	MCCS Executive Branch			No	
MCCS/FIN	MCCS/Finance			No	
MCCS/BH	MCCS Behavioral Health		MCCS/BH	No	
MCCS/MKT	MCCS Marketing			No	
MCCS/FMB	MCCS Facilities Management			No	
MCCS/SUP	MCCS Supply			No	
MCCS/SF	MCCS Semper Par			No	
MCCS/SFTY	MCCS Safety			No	
MCCS/ENT	MCCS Entertainment			No	
MCCS/EDU	MCCS Education			No	
MCCS/ICB	MCCS Internal Control			No	
MCCS/CSC-K	MCCS CSC, Kinser			No	
MCCS/CSC-FLF	MCCS CSC, Foster, Lester, Futenma			No	
MCCS/MCFTB	Marine Corps Family Team Building			No	
MCCS/CSC-C	MCCS CSC, Courtney			No	
MCCS/CSC-HS	MCCS CSC, Hansen, Schwab			No	
MCCS/MFPB	MCCS Marine & Family Programs Branch			No	
MCCS/CSS-FJ	MCCS CSS, Fuji			No	
MCCS/TGC	Taiyo Golf Course			No	
MCCS/HRO	NAF Human Resources Office (HRO)			No	
MCCS/TRNG	MCCS Training			No	
MCCS/MIS	MCCS Management Information Systems (MIS)			No	
MCCS/LIB	MCCS Library			No	
MCCS/FBES	MCCS Food, Beverage Planning Office			No	
MCCS/LODG	MCCS Transient Billeting			No	
MCCS/MT	MCCS Motor Transportation			No	
MCCS/FCB	MCCS Family Care Branch			No	
MCCS/RET	MCCS Retail Operations			No	
MCCS/AUTO	MCCS Automotive Services			No	
MCCS/IWA	MCCS Iwakuni			No	
MCCS/HI	MCCS Hawaii			No	

ORIGINATOR STAFF CODES	SECTION NAME (BILLETS)	BY DIRECTION	OFFICE OF RECORDS MANAGEMENT	DON TRACKER SECTION ACCOUNT	MESSAGE RELEASE
MCCS/RFO	MCCS Regional Procurement Office			No	
MCCS/SAPR	MCCS Sexual Assault Prevention & Response Office		MCCS/SAPR	No	
CMST	Communication Strategy and Operations (CommStrat)		CMST	Yes	
	Director, Communication Strategy and Operations	X	CMST		X
	Deputy Director, Communication Strategy and Operations	X	CMST		X
CHAP	Chaplain	X	CHAP	Yes	X
CREDO	Chaplains Religious Enrichment Development Operation		CREDO	No	

TABLE 2-3: MCIPAC-MCBB Detailed Distribution Lists

		LIST A	LIST B	LIST C
On-Island Commands  &  General Staff  &  Special Staff	MCB Camp Butler/MCIPAC AC/S, G-1	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-2	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-3	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-4	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-5	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-6	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-7	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-8	○	○	○
	MCB Camp Butler/MCIPAC AC/S, G-F	○	○	○
	Headquarters and Support Battalion, MCBB	○	○	○
	Camp Commanders (Camp Kinser, Foster, Lester, Courtney, McTureous, Hansen, Schwab, and Gonzalves)	○	○	○
	MCB Camp Butler/MCIPAC SSEC	○	○	○
	MCB Camp Butler/MCIPAC SgtMaj	○	○	○
	Equal Employment Opportunity (EEO)	○	○	○
	Equal Opportunity Advisor (EOA)	○	○	○
	Sexual Assault Response Coordinator (SARC)	○	○	○
	Regional Contracting Office (RCO)	○	○	○
	Security Manager (SECMAN)	○	○	○
	Installation Career Planner	○	○	○
	Chaplain	○	○	○
	Command Inspector General (IG)	○	○	○
	Communications, Strategy, and Operations (COMMSTRAT)	○	○	○
	Defense Policy Review Initiative (DPRI)	○	○	○
	Marine Corps Community Services (MCCS)	○	○	○

	Pacific Area Counsel Office (PACO)	○	○	○
	Installation Safety Office (ISO)	○	○	○
	Staff Judge Advocate (SJA)	○	○	○
	Legal Support Services Section-Pacific (LSSS)	○	○	○
	U.S. Naval Hospital Okinawa (USNHO)	○	○	○
	MCAS Futenma	○	○	○
Commands on mainland Japan	CATC Camp Fuji	○	○	
	MCAS Iwakuni	○	○	
Commands outside Japan	MCB Camp Blaz	○		
	MCB Hawaii	○		
	Camp Mujuk	○		

## Chapter 2

### Privacy Act of 1974

#### 1. Information

a. The Privacy Act of 1974. The Privacy Act is applicable to all systems of records of U.S. Citizens and Legal Permanent Residents maintained by the Executive Branch of the Federal Government or its contractors from which information may be obtained by a personal identifying number, symbol, or other identifying particular assigned to or associated with an individual.

(1) The Federal Government does not keep personal records in a system of records or in files that are secret.

(2) Federal Government personal information files are limited to those that are clearly necessary.

(3) Individuals have an opportunity to see what information about them is maintained and to challenge its accuracy, relevancy, timeliness, and completeness.

(4) Personal information collected may be used only for authorized purposes unless the individual consents to other uses.

b. The Freedom of Information Act. Act 5, United States Code, section 552, is designed to enable members of the public to obtain the records kept by Federal Executive Branch agencies.

c. Relationship. Subject to exceptions codified in the Freedom of Information Act, information concerning an agency and its business is public therefore releasable. However, information about a specific individual is generally private and therefore protected from release to the public by the Privacy Act. Subject to certain statutory exceptions, e.g., active law enforcement investigations, the individual about whom a Federal agency maintains a record has a right of access to those records and a right to require correction if erroneous.

d. Exceptions and Exemptions. The list of exemptions under the Privacy Act are contained in reference (w). The nine exempted categories under the Freedom of Information Act are contained in reference (v).

e. Appointment of Duties. The SJA appoints the Privacy Act coordinator for MCBB.

f. Denial Authority. An official in the Marine Corps authorized either by the Secretary of the Navy or by the Commandant of the Marine Corps to deny an individual's request for notification, access or amendment when the request is made under the provisions of the Privacy Act. The CG, MCIPAC-MCBB is the denial authority for information requests made per the Privacy Act.

g. Safeguarding Information. All correspondence, files, and other records containing information, which identifies personnel by unique personal identifiers, will be treated as "Official Use Only" information and safeguarded accordingly. Use and disclosure of this information will be per reference (w).

h. Solicitation of Information. Information containing personal identifiers will be solicited from individuals whenever possible. Any method of solicitation must be accompanied by a Privacy Act Statement (PAS). The PAS will inform as to the authority, the principal purpose, the routine uses, and the

mandatory or voluntary nature of the data requested. Reference (w) will provide additional guidance relative to soliciting information. Navy and Marine Corps Privacy Act System of Record Notices can be found at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/>

## 2. Action

a. Organizational Commanders. All commanders will appoint, in writing, a Privacy Act Coordinator. The commander is also responsible for positive control of Privacy Act requests.

b. Training Requirements. All commanders will implement an effective and continuing training program to provide orientation to all personnel in the principal provisions of the Privacy Act and the Freedom of Information Act. Personnel whose normal duties include handling and maintenance of personal information will be instilled with a certain working knowledge of their respective duties.

c. Denial Procedures. All requests made per SECNAVINST 5211.5E wherein denial is recommended will be routed to the CG, MCIPAC-MCBB (SJA) giving specific details concerning the recommendations. Reference (w) specifies time limits when final actions must be taken.