



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5420.4A

B04

12 May 14

MARINE CORPS BASE ORDER 5420.4A

From: Commander

To: Distribution List

Subj: INSTALLATION DEVELOPMENT PLANNING BOARD

Ref: (a) MCO P11000.12C (NOTAL)

(b) MCB Quantico Integrated Land Use Plan June 2012

(c) MCB Quantico Master Plan Update

1. Situation. Marine Corps Base Quantico (MCBQ) has facility maintenance, repair and construction requirements that far exceed available funding. Careful prioritization of facility requirements is necessary to ensure that available funds are best used to support the Base's mission. This Order establishes and delineates responsibilities of the Installation Development Planning Board (IDPB).

2. Cancellation. MCBO 5420.4.

3. Mission. The mission of MCBQ is to enhance readiness by providing operational and training support, infrastructure, and community services that are responsive to tenant command and activity requirements and the needs of our military members, families, and civilians.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The IDPB is established to periodically review, ratify and prioritize facilities and infrastructure projects aboard MCBQ. The Board will ensure the projects are consistent with the mission of the Base and the references.

(2) Concept of Operations

The MCBQ IDPB is constituted as follows:

(a) Board Members

1. Chief of Staff, Marine Corps Base,  
(Chairperson)

2. Director, Installation and Environment Division, (GF), (Vice Chairperson)
3. Marine Corps Combat Development Command (MCCDC)
4. Training and Education Command (TECOM)
5. Marine Corps Systems Command (MARCORSYSCOM)
6. Commanding Officer, Marine Corps Air Field, Quantico
7. Director, Marine Corps Community Services (MCCS)
8. Director, Operations Division (G-3)
9. Director, Logistics Division (G-4)
10. Director, Communications Division (G-6)

(b) Members in an advisory capacity

1. Director, Comptroller Division (G-8)
2. Commanding Officer, Security Battalion
3. Commanding Officer, Headquarters and Services Battalion
4. Head, Natural Resources and Environmental Affairs Branch, Installation and Environment Division
5. Public Works Officer (PWO), Public Works Branch, Installation and Environment Division (Recorder)
6. Counsel, Quantico Area Counsel Office (QACO)
7. Other members included in an advisory capacity as projects require.

(c) Board members will familiarize themselves with the scope and content of the references prior to participating as a board member.

(d) The Board will act as the reviewing authority for the Base Commander in matters of facilities planning and

real estate development to ensure that the proposed developments enhance MCBQ's mission and are consistent with a comprehensive and integrated approach to the development of MCBQ.

(e) As the Base's reviewing authority, the scope of the Board in facilities and real estate matters is broad; however, the Board is not intended to replace the routing functions and responsibilities for site approval for actions consistent with previously established policies and guidelines. Rather, the function of the Board will be to make recommendations to the Base Commander on matters broad in scope that, if implemented, would significantly impact either existing or future operations/functions, or existing or planned installation development.

(f) The Board will act to resolve land use that cannot be resolved at a lower level.

(g) Board members are assigned the following specific functions and responsibilities:

1. Review reference (c) and recommend modification to the Master Plan in order to accommodate changed conditions or policies in a manner that is supportive of assigned missions and tasks.

2. Review and make recommendations to the Base Commander on site approval requests for projects or proposals of significant impact, or those which are contested and incapable of resolution at a lower level.

3. Review the Military Construction (MILCON) Program on a yearly basis. Confirm the MILCON program supports the Base's mission, implements applicable development policies and programs, improves living conditions for military members and their dependents, addresses critical deficiencies as identified in the Base Commander's Readiness Reporting System and realizes the most efficient expenditure of construction funding.

(h) The PWO is assigned the following specific functions and responsibilities:

1. The PWO shall advise the Board Chairman of matters that require board action and will prepare draft the MILCON priority list with background information for the Board's consideration.

2. As directed by the Chairman, the PWO will publish notification of the time, date, place and agenda

items of the IDPB three weeks in advance of each board meeting.

3. The PWO, acting as recorder, shall prepare a report of the recommendations and actions for the Chairman and submission for approval to the Base Commander. This action will be completed within 10 calendar days of the conclusion of the IDPB. When approved by the Base Commander, the report will then be published to all board members and concerned units.

b. Coordinating Instructions

(1) Individual members of the Board may also schedule agenda items for consideration by informing the PWO two weeks prior to the board meeting.

(2) The Board shall meet semi-annually, or at other times when convened by the Chairman. These regular meetings shall include all board members and will include an overview of the current MILCON and M2/R2 programs.

5. Administration and Logistics. Directives issues by this Headquarters are published and distributed electronically. Electronic versions of the MCBQ directives can be found at: <http://www.quantico.usmc.mil/directives.aspx?Command=MCBQ>

6. Command and Signal

a. Command. This Order is applicable to all tenant activities aboard MCBQ.

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

/s/  
DAVID W. MAXWELL

DISTRIBUTION: A