



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5420.4  
C 04/k  
2 Jun 93

MARINE CORPS BASE ORDER 5420.4

From: Commanding General  
To: Distribution List

Subj: FACILITIES/RESOURCES MANAGEMENT AND DEVELOPMENT BOARD

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

Encl: (1) Duties and General Procedures

1. Purpose. To designate membership, and outline functions, general duties and procedures for the Facilities/Resources Management and Development Board.
2. Cancellation. MCCDCO 5420.4A.
3. Summary of Revision. Board membership revised to accurately reflect current Command structure.
4. Information

a. The Facilities/Resources Management and Development Board is established to periodically review facility requirements and to develop and recommend plans and programs for providing required facilities and resources. The Board is constituted as follows:

- (1) Chief of Staff, Marine Corps Base, Chairperson
- (2) Director, Facilities Division, Vice Chairperson
- (3) Deputy Director, Training and Education Division
- (4) Vice President, Marine Corps University
- (5) Deputy Director, Warfighting Development Integration  
Division
- (6) Director, Manpower Division
- (7) Director, Morale, Welfare and Recreation Division
- (8) Director, Operations Division
- (9) Director, Logistics Division
- (10) Director, Public Safety Division

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- (11) Chaplain, Marine Corps Combat Development Command
- (12) Director, Comptroller Division
- (13) Head, Maintenance Branch, Facilities Division
- (14) Head, Public Works Branch, Facilities Division (Recorder)

b. Duties and general procedures of the Board are set forth in the enclosure.

5. Action. The Facilities/Resources Management and Development Board will:

a. Act per this Order, the reference, and the Annual Military Construction Planning and Programming Guidance letter issued by the Commandant of the Marine Corps (CMC).

b. Submit recommendations to the Commanding General for approval prior to release to the CMC.

T. C. TAYLOR  
By direction

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## DUTIES AND GENERAL PROCEDURES

### 1. Duties and General Procedures of Board

a. Develop and recommend plans and programs to the CG per MCO P11000.12, and provide the facilities and associated logistic services in support of the assigned missions, functions and responsibilities.

b. Specifically, the Board will meet at the call of the Chairperson to:

(1) Develop and maintain the annual and 5-year Military Construction Programs per MCO P11000.12 and such other guidance as may be issued by the Commandant of the Marine Corps.

(2) Develop and maintain the Annual Facilities Projects Program (repair, construction, equipment installation).

(3) Evaluate the facilities inventory, determine deficiencies (real and projected) and excess, and recommend disposition of excess facilities.

(4) Review existing and projected missions, functions, and responsibilities, based on Marine Corps mid-range and long-range objectives, and determine effects of change and trends on facility deficiencies and excesses.

(5) Develop plans and programs for the orderly construction of additional facilities, rehabilitation, expansion, modernization, conversion, alteration, demolition repair or functional changes required for mission oriented facility support.

(6) Review the Marine Corps-approved basic facilities requirement established for this Command and determine its adequacy.

### 2. Duties of the Chairperson

a. Designate the time and place of meetings.

b. Forward recommended plans and programs of the Board to the Commanding General.

### 3. Duties of Recorder

a. Recommend convening dates to the Chairperson, based on lead time required for the preparation and timely submission of plans and programs per MCO P11000.12, and other program guidance material.

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b. Prepare agenda; assemble references, project data, records, proposed plans and programs; and forward them to the members one week prior to the announced Board convening date.

c. Prepare and submit complete recommended plans and programs to the Chairperson in the formats prescribed.

d. Maintain records of the Board and its proceedings.

ENCLOSURE (1)