



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

MCBO 1070.1A
B 011
16 Jul 96

MARINE CORPS BASE ORDER 1070.1A

From: Commanding General
To: Distribution List

Subj: PERSONNEL LOCATOR SERVICE

Ref: (a) MARCORMAN, par. 2800.7 (NOTAL)
(b) NAVCOMPTMAN, Vol 3 (NOTAL)

1. Purpose. To publish instructions on the organization and use of the Personnel Locator Service (PLS).

2. Cancellation. MCBO 1070.1.

3. Summary of Revision. This revision provides that the Command Duty Officer will respond to telephone requests for locator service after normal working hours.

4. Information

a. The Military Personnel Office provides locator service in order to respond to telephone and mail requests received during working hours. Telephone requests for locator service after working hours are processed by the Command Duty Officer. Maintenance of accurate locator information on personnel serving aboard MCB, Quantico is critical if individuals are to be promptly notified in case of an emergency.

b. The Manpower Management System data base is the primary source for locator information.

c. Requests for locator information on civilian personnel will be referred to the Head, Civilian Human Resources Office - Quantico.

d. All activities/organizations are charged with maintaining their own directories of assigned personnel. Personnel should use the locator service available within their own activity prior to contacting the Military Personnel Office.

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e. Per reference (a), locator service personnel will furnish only an individual's name, grade, military address, and unit phone number, if available.

f. Locator service will be limited to military personnel serving aboard the Base. Telephone requests will be limited to three addresses per call. Requests to locate more than three individuals will be submitted in writing to the Military Personnel Officer. Such requests will be in alphabetical order, showing the last name, first name, middle initial, and social security number.

5. Action

a. Director, Manpower Division

(1) Assume overall responsibility for the PLS.

(2) Direct the Military Personnel Officer to:

(a) Provide the Base PLS.

(b) Accomplish fee processing per reference (b).

b. Unit Commanders. Maintain an accurate personnel locator file to include work sections, quarters' addresses, and telephone numbers. Make these files available to organizational duty officers.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A