



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

MCBO 1320.4B  
B 014  
24 Jun 10

MARINE CORPS BASE ORDER 1320.4B

From: Commander  
To: Distribution List

Subj: PERSONNEL REPORTING AND DETACHING PROCEDURES ABOARD MARINE  
CORPS BASE QUANTICO (MCBQ)

Ref: (a) MCO 1320.11E  
(b) MCO P5000.14D  
(c) MCBO 1320.3A  
(d) MCBO P5001.1

Encl: (1) Check-In Requirements  
(2) Check-Out Requirements  
(3) Reporting Endorsement Example  
(4) Interim Authority to Dine in the Mess Hall

1. Situation. To establish policy pertinent to Marines reporting to or detaching from tenant activities aboard Marine Corps Base, Quantico in accordance with references (a) through (d).

2. Cancellation. MCBO 1320.4A

3. Summary of Revision. This Order contains major changes and should be reviewed in its entirety.

4. Mission

a. Installation Personnel Administration Center (IPAC), Bldg 2006, aboard Marine Corps Base, Quantico has been established as the focal point for personnel reporting for duty. IPAC will be the first stop for personnel reporting aboard MCBQ. The IPAC is responsible for the reporting endorsement of orders (permanent change of station (PCS) and temporary additional duty (TAD)), ensuring orientation information is available to newly joined personnel, the issuance, recovery and accountability of meal cards, and ensuring the newly joined personnel report to their respective commands for a unit's check-in sheet. Other service personnel are not required to check into the IPAC.

b. These procedures are necessary for ensuring consistency, quality, and uniformity in the joining and detaching process for inclusion of specific activities listed on enclosures (1) and (2) during the check-in/check-out process. It is the unit's responsibility to ensure newly joined personnel check-in with all agencies listed on enclosure (1) and check-out with all agencies listed on enclosure (2). Organizational commanders will design check-in/out sheets to accommodate unique organizational check-in/out requirements.

c. Commanders are responsible for ensuring that check-out procedures encompass requirements both internal and external to their organization. The importance of ensuring that departing individuals clear each agency listed prior to departure cannot be overemphasized. Personnel responsible for monitoring check-out sheets must ensure the integrity of the process is maintained. No requirement exists to check-in/out with activities external to the organization in situations involving reassignments aboard MCBQ.

## 5. Execution

### a. Director, IPAC

(1) Direct personnel reporting for duty to check-in with those agencies listed on enclosure (1).

(2) Direct personnel detaching, separating, or retiring to check-out with those agencies listed on enclosure (2). Marines must provide a completed organizational check-out sheet to the IPAC prior to detaching, separating, or retiring. In addition, Marines must provide a certificate of attendance of a PCS CONUS or OCONUS Workshop.

(3) Properly endorse orders on personnel reporting for duty per enclosure (3).

(4) Inform joining personnel of the next scheduled Welcome Aboard Brief and assign Marines at the rank of LtCol and below to attend the next scheduled brief by annotating the date on the Reporting Endorsement, enclosure (3). Provide an expected Welcome Aboard Brief Attendance Roster to Marine Corps Community Services (MCCS) before the first workday of each month.

(5) Ensure a PCS Attendance Letter has been received from Marines prior to issuing Original Orders at check-out.

(6) Marine Corps Base, Quantico serves as a collection point for Marines returned from desertion. These Marines will be initially joined to the Headquarters and Service Battalion (HQSVCBn) Casual Platoon in an active pay status, and with the intent of making good their lost time; unless determined otherwise by competent authority at a later date. All Casual Platoon Marines, regardless of rank, will be issued meal cards. In the event that a deserter is returned to military control during non-working hours, the Area Officer of the Day (AOD) will complete enclosure (4) and provide the original copy to the Marine. This document will serve as interim authority for that Marine to dine in the Mess Hall. Marines receiving this interim authority are required to report to the IPAC on the next available business day to complete the join process and be issued a meal card. In all cases, the Discounted Meal Rate (DMR) deduction will be effective the date in which the Marine was returned to military control.

(7) All other Marines reporting aboard the installation during non-working hours who would ordinarily be issued a meal card (i.e., single E-5's & below, and married E-5's and below not residing with their dependents [geographical bachelors]) are authorized to dine in the Mess Hall by presenting a copy of their PCS/PCA orders and military ID Card. These Marines must also report to the IPAC on the next available business day in order to complete the join process and be issued a meal card. In all cases, the DMR deduction for these Marines will be effective the date in which the Marine is joined for duty (DJPU).

b. Director, Marine Corps Community Services

(1) Schedule and conduct Welcome Aboard Briefs and PCS CONUS/PCS OCONUS Workshops.

(2) Notify the IPAC, HQSVCBn and Security Battalion (SctyBn) of the orientation dates, times, and locations of the briefs and workshops.

(3) Coordinate with support agencies aboard MCBQ for representation and handout material as required.

(4) Provide attendance rosters collected during the events to HQSVCBn and SctyBn.

(5) Provide PCS CONUS/OCONUS workshop attendance letters to attending Marines so they may deliver them to IPAC.

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(6) Work with HQSVCBn and SctyBn to train their assigned sponsor coordinators and assist those outbound Marines that desire to submit a sponsorship request to their gaining command. Forward all received sponsor requests from inbound Marines to the appropriate battalion for the assignment of sponsors.

c. Activities Requiring Personnel to Check-In/Out

(1) Employ a stamp as a distinctive mechanism to annotate check-in/out sheets. The stamp should identify the activity name and be no greater 2½ by 1 inches so that it will fit into the space allocated on the Check-in/out sheets without interfering with other stamps/signatures on the sheet.

(2) Adapt office procedures to accommodate check-in/out responsibilities (i.e., ensure offices are manned during normal working hours, etc.).

(3) Ensure that a sign or signs identifying the designated location within the building space identifies the specific area, desk, or person with whom Marines are to check-in/out. The sign(s) should be placed conspicuously so as to be noticeable upon entry to the building and contain the words "Check-in/out Here".

d. Commanding General Inspection Program. Include check-in/out procedures within the "general administration" inspection checklist.

e. Commanders

(1) Ensure all Marines, (Lieutenant Colonel and below), attend the Welcome Aboard Brief at the respective place, time, and date listed on the command reporting endorsement and take actions to ensure that absentees are rescheduled to attend.

(2) Ensure respective unit check-in/out sheets contain those activities listed on enclosures (1) and (2).

(3) Designate internal control procedures for check-in/out requirements as necessary.

(4) Assign Sponsors to all incoming personnel in the grades of E-1 through E-6, WO-1 and CWO-2, O-1 through O-3, and

all overseas accompanied personnel in accordance with references (a) and (b). All other incoming personnel will be assigned a sponsor upon request.

(5) Ensure all outgoing personnel are scheduled to attend a PCS CONUS/OCONUS Workshop once the Marine has been issued Web Orders. PCS Workshop attendance is mandatory for Marines in the grades of E-1 through E-6, WO-1 and CWO-2, O-1 through O-3, and all overseas personnel. All other Marines are encouraged to attend if possible.

(6) Ensure respective unit check-in/out requirements contained within this Order are strictly enforced.

6. Command and Signal. This Order is applicable to all Marine Corps Combat Development Command, Marine Helicopter Squadron One, Marine Corps Air Facility, and all Marine Corps Base activities being serviced by MCBQ IPAC.

/s/  
D. J. CHOIKE

DISTRIBUTION: A

CHECK-IN REQUIREMENTS

Respective Commanders will ensure newly joined personnel check-in with the below listed agencies:

| <u>AGENCY</u>  | <u>LOCATION</u>   |
|--|---|
| Bachelor Housing Office<br>Single/Geo Bachelor/SNCO & Officer  | Liversedge Hall<br>2nd Deck, Bldg 15                      |
| Security Battalion<br>(Pet/weapons)  | Vehicle Registration<br>Bldg 2043                         |
| Naval Health Clinic  |   |
| Information Deck<br>(Receive Medical Check-in Sheet)   | 1st Floor   |
| TRICARE Service Center   | 1st Floor   |
| Medical Records  | 1st Floor   |
| Medical Readiness  | 2nd Floor   |
| Dental Records   | 2nd Floor   |
| Occupational Health  | 2nd Floor   |
| Medical Records<br>(Turn-in Medical Record)  | 1st Floor   |
| (Note: The Clinic uses an Navy Clinic Check-in Sheet to check in all the respective areas. Once all areas have been completed, the Navy Clinic will stamp the Battalion check-in sheet.) |   |
| Defense Travel Systems (DTS)<br>Government Charge Card Coordinator   | Battalion Headquarters<br>Respective Unit Coordinator     |
| Family Housing Office<br>(Married personnel)   | Military Family Center<br>Bldg 13201                      |
| Military Post Office<br>(Sergeants and below living in barracks and require a PO Box)  | Bldg 716 (Rear On-Base side<br>Quantico Town Post Office) |
| Reserve Support Unit<br>(Reservist Only)   | 26102 Bailey Avenue,<br>Camp Upshur, 784-2127             |

**CHECK-OUT REQUIREMENTS**

Commanders will ensure that all detaching personnel check-out with the below listed agencies prior to detachment. Verification will be made by the detaching commander. Once detaching personnel properly check-out from the required agencies and respective commands, personnel can report to the IPAC for final out-processing.

| <b><u>AGENCY</u></b>   | <b><u>LOCATION</u></b>   |
|--|--|
| Bachelor Housing Office<br>Single/Geo Bachelor/SNCO & Officer  | Liversedge Hall<br>2nd Deck, Bldg 15                           |
| Security Battalion<br>(Pets/Weapons)   | Vehicle Registration Bldg 2043<br>Bldg 2043                    |
| Naval Health Clinic  |  |
| Medical Records  | 1st Floor  |
| Dental   | 2nd Floor  |
| (Note: Use Navy Clinic Check-out Sheet that includes Medical Records, TRICARE, Medical Readiness, Dental, and Occupational Health. Once all areas have been completed, the Navy Clinic will stamp the BN check-out sheet.) |  |
| Defense Travel Systems (DTS)<br>Government Charge Card Coordinator   | Battalion Headquarters<br>Respective Unit Coordinator          |
| Family Housing Office<br>(Dependents only)   | Military Family Center<br>Bldg 13201                           |
| Marine Corps Exchange<br>Mon-Sat 0800-2100 Sun 1000-1800   | Customer Service Counter<br>2nd Deck, Bldg 2034<br>Little Hall |
| Military Post Office      Bldg 716 (Rear<br>(Sergeants and below living in<br>barracks and require a PO Box)   | On-Base side<br>Quantico Town Post Office)                     |
| Reserve Support Unit<br>(Reserves Only)  | 26102 Bailey Avenue,<br>Camp Upshur, 784-2127                  |

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**REPORTING ENDORSEMENT EXAMPLE**



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

1300

IN REPLY TO:

B 014

\_\_\_\_\_  
(Date)

MEMORANDUM ENDORSEMENT

From: Commander, Marine Corps Base Quantico (IPAC)

To: \_\_\_\_\_ USMC  
(Marine's First Name, MI, Last Name, last 4-digits of SSN/MOS)

Subj: PERMANENT CHANGE OF STATION (PCS)

1. You reported to this command at (time) on (date). You must report to the Commanding Officer, (Unit Information). You are further assigned to duty with \_\_\_\_\_.

2. Commanding Officers, ensure MMS join entry includes:

MCC: 095 BMOS: 2111  
UIC: M30903 BIC: M3090300059

3. You were not authorized leave extension.

4. You are directed to register with the Marine Corps Base Quantico Mass Notification System at the URL provided below:  
<http://www.quantico.usmc.mil/activities/display.aspx?PID=1760&Section=G3>

5. Lieutenant Colonels and below are directed to attend and have been scheduled to attend the Commander's Welcome Aboard Brief at the Religious Family Annex at 0830 - 1130 on (date).

C. S. GLOVER  
By direction

ENCLOSURE (3)

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INTERIM AUTHORITY TO DINE IN THE MESS HALL



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

5000

IN REPLY TO:

B 014

\_\_\_\_\_  
(Date)

From: Area Officer of the Day (AOD)

To: \_\_\_\_\_ USMC

(Marine's First Name, MI, Last Name, last 4-digits of SSN/MOS)

Subj: INTERIM AUTHORITY TO DINE IN THE MESS HALL

1. As outlined in MCBO 1320.4, Marine Corps Base Quantico serves as a collection point for Marines returned from desertion.

2. All Casual Platoon Marines, regardless of rank, will be issued meal cards. In the event that a deserter is returned to military control during non-working hours, the Area Officer of the Day (AOD) will complete this letter and provide the original copy to the Marine. **This document will serve as interim authority for that Marine to dine in the Mess Hall.** Marines receiving this interim authority are required to report to the IPAC on the next available business day to complete the required join process and be issued a meal card. In all cases, the Discounted Meal Rate (DMR) deduction will be effective the date in which the Marine was returned to military control.

3. All other Marines reporting aboard the installation during non-working hours who would ordinarily be issued a meal card (i.e., single E-5's & below, and married E-5's and below not residing with their dependents [geographical bachelors]) are authorized to dine in the Mess Hall by presenting a copy of their PCS/PCA orders and military ID Card. These Marines must also report to the IPAC on the next available business day to complete the required join process and be issued a meal card. In all cases, the Discounted Meal Rate (DMR) deduction for these Marines will be effective the date in which the Marine is joined for duty (DJPU).

\_\_\_\_\_  
AOD PRINTED RANK/NAME

\_\_\_\_\_  
AOD SIGNATURE

\_\_\_\_\_  
TIME & DATE OF ISSUE

Copy to:  
Dining facility (Bruce Hall Bldg 2000)  
IPAC (Inbound Section)

ENCLOSURE (4)