



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 5101.1
B 37

JUN 27 2018

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5101.1

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico
To: Distribution List

Subj: ARRIVE ALIVE PROGRAM (AAP)

Ref: (a) MCO 5100.19F
(b) MCO 5100.30B
(c) MCBO 5300.2B

Encl: (1) Sample Arrive Alive Cards
(2) Marine Corps Base Quantico Arrive Alive Program Statement of
Understanding (SOU)

1. Situation. Despite the best liberty plans, events can transpire that render service members unable to legally or safely operate a vehicle due to alcohol consumption. Excessive consumption of alcohol is never condoned; however, if a service member's ability to operate a vehicle is impaired, the Arrive Alive Program (AAP) serves to ensure safety for our service members and our community by providing deferred payment taxi service. In accordance with references (a) through (c), the AAP provides active duty service members stationed aboard Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) an alternative to driving under the influence of alcohol by offering safe transport to quarters, whether on or off base, when no other means are available. The use of the AAP and an Arrive Alive Card should not be viewed as negative, but rather as a good decision in the interest of safety, good order, and discipline.

2. Mission. To provide guidelines and procedures for the MCINCR-MCBQ Arrive Alive Program (AAP) in order to ensure means for safe, reliable transportation, and in accordance with the references, reduce driving under the influence of alcohol by service members of all units aboard MCINCR-MCBQ.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this program is to provide an easy alternative to driving while under the influence of alcohol. This program is offered to all military units aboard MCINCR-MCBQ. All active duty service members stationed aboard the installation shall be afforded the opportunity to participate in the AAP. The program is a shared responsibility between MCCS Quantico, the service member's unit, and the service member.

(2) Concept of Operations. The AAP and Arrive Alive Cards will not be used for "routine" transportation or for anything other than when a

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

service member needs a ride due to drinking alcohol and not having another way to get home. The AAP is not a substitute for using good judgment and Operational Risk Management (ORM) in service members' off-duty activities. Rather, it is a safe option when a service member's plan to get home without driving under the influence of alcohol falls through.

(a) MCCA Quantico will provide participating units with Arrive Alive Cards, see sample cards (enclosure 1). Units will monitor the AAP at their level, issue and track Arrive Alive Cards, and ensure payment tracking from the individual to MCCA Quantico. Each unit will determine how the cards will be distributed to unit service members.

1. At a minimum the cards will contain the printed name of the service member the card is issued to, a place for the signature of the individual when the card is utilized, the name of the unit and the individual representative that issued the card, and a unique number and/or letter classification that can be used to verify the legitimacy of the card.

2. Units will ensure that the unique identifier used does not contain and is not related to personally identifiable information (PII), e.g. social security number (SSN), date of birth (DOB), electronic data interchange personal identifier (EDIPI), etc.

(b) When a service member who has been consuming alcohol on or off base finds himself or herself in a condition that may pose an unsafe driving condition, the service member can use the Arrive Alive Card by calling a taxicab company listed on the card. The AAP and Arrive Alive Card is not authorized for use by any other taxicab company or transportation service other than one contracted by MCCA Quantico and pre-printed as such on the Arrive Alive Card.

(c) Upon pick up, the service member will present the Arrive Alive Card and Military Identification to the cab driver. The cab driver will verify the Arrive Alive Card using the service member's military ID card, and the Arrive Alive Card will serve as compensation for the fare. The taxi will transport service members only to their place of residence, whether they reside on or off base. At the completion of the trip, the cab driver will fill out a billing statement. The service member will verify the information, total it, add gratuity (if desired and at the service member's own cost), sign the Arrive Alive Card and bill, and return the bill and Arrive Alive Card to the cab driver. The cab driver will retain the Arrive Alive Card, the original bill, and provide a copy of the bill and a receipt to the service member.

(d) The service member will report use of the Arrive Alive Card to their unit AAP representative the next working day and, only after payment for the fare is made, at the unit Commander's discretion, receive a new Arrive Alive Card. Individual service members are responsible for lost or stolen cards until reported to their unit AAP representative.

(e) The contracted taxicab company will submit the bill and Arrive Alive Card to MCCA Quantico for payment. MCCA Quantico will pay 100 percent of the amount initially. In turn, MCCA will invoice the service member's unit, which will ensure the member reimburses MCCA Quantico for the full amount paid to the taxicab company.

(f) Units will supervise service members remitting of funds. The service member will be afforded 30 days to remit payment to MCCS Quantico. If the invoice provided to the unit is not paid in full within 30 days of the date of the invoice from MCCS, the funds will be debited from the Unit Personal and Family Readiness Fund (UPFRF) as a delinquent debt. Failure of the service member to remit payment may result in command action against the member in accordance with local rules and regulations.

(g) Service members using the Arrive Alive Card should not suffer negative consequences solely due to its use. Additionally, leaders should not direct substance abuse screening, counseling, or attach negative connotations to a service member's character solely due to use of the Arrive Alive Card.

b. Subordinate Element Missions

(1) Assistant Chief of Staff Marine Corps Community Services, ensure:

(a) The MCCS Quantico Contracting Officer monitors and maintains the contract with the taxi company vendor(s).

(b) The MCCS Quantico Marketing Division produces enclosure (1).

(c) Designate a representative in writing that will serve as the point of contact and coordinator for the program. The representative will ensure the program is being properly monitored, ensure appropriate controls are in place when issuing Arrive Alive Cards, and assist units with program education.

(d) The MCCS Quantico Finance Division will collect funds directly from service members during the 30-day payment period. Units will supervise service members remitting of funds. If payment has not been received 30 days after the date of the invoice from MCCS Quantico, the MCCS Quantico Finance Division will conduct unit notification to the service member's Sergeant Major and Commanding Officer.

(e) If the invoice provided to the unit is not paid in full within 15 days of the date of the unit notification, the MCCS Quantico Finance Division will debit the amount of the invoice from the UPFRF as a delinquent debt. Failure of the service member to remit payment may result in command action against the member in accordance with local rules and regulations. A UPFRF debit does not relieve the service member of his or her debt to the government.

(2) Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, and Officers in Charge:

(a) Designate a representative in writing and authorize them to pick up Arrive Alive Cards from the designated MCCS Quantico representative. Provide a copy of the designation letter containing that representative's name and contact information to the MCCS Quantico designated representative.

(b) Ensure all service members under your command sign the MCINCR-MCBQ Arrive Alive Program Statement of Understanding (SOU), enclosure (2), receive education about the AAP, and are aware of and understand the AAP program guidelines and terms of repayment.

(c) Issue cards in accordance with this order and the AAP SOU, and replace cards as service members utilize them, only after payment for the fare has been made, and at the unit Commander's discretion.

(d) Supervise service members in remitting payment within 30 days from the date of the invoice from MCCS Quantico.

(e) Ensure service members check out with MCCS Quantico Finance Division prior to transferring to ensure individual accounts are reconciled.

(3) Active Duty Service Members Stationed Aboard MCINCR-MCBQ:

(a) Sign the MCINCR-MCBQ Arrive Alive Program Statement of Understanding (SOU), enclosure (2), receive education about the AAP, be knowledgeable of and understand the program guidelines and terms of repayment.

(b) Obtain an Arrive Alive Card from your designated unit representative and keep the card with you as you would your military ID card.

(c) Use the Arrive Alive Card when your plan to not drink alcohol and drive falls through and safe transportation to your quarters is needed by calling one of the contracted taxicab companies listed on the Arrive Alive Card.

(d) Present the Arrive Alive Card and your military ID card to the taxicab driver upon pick up. The taxicab driver will keep your Arrive Alive Card. Ensure the cab driver immediately returns your military ID card after verification.

(e) Verify the bill, add gratuity (if desired and at own cost), total the bill, sign the bill and the Arrive Alive Card, and ensure you receive and keep a copy of the receipt.

(f) Pay the entirety of the taxi fare to MCCS Quantico in person no later than 30 days after the date of the invoice from MCCS Quantico.

(g) Report use of the Arrive Alive Card to your command's AAP designated representative the next working day. After payment for the fare has been remitted to MCCS Quantico, and at your unit Commander's discretion, obtain a new AAP card.

(h) Immediately report lost or stolen Arrive Alive Card to your unit chain of command or designated AAP unit representative.

(i) Turn in your Arrive Alive Card to your unit chain of command or designated AAP representative when permanently checking out of the unit.

(j) Check out with MCCS Quantico Finance Division prior to transferring to ensure individual accounts are reconciled.

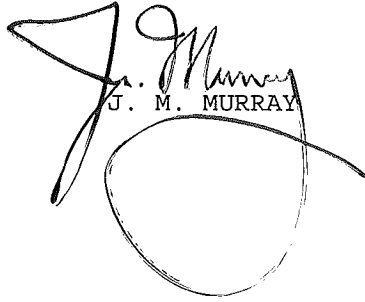
(k) You are responsible for all taxi costs incurred when you call a taxi listed on the Arrive Alive Card. Additional costs, if any, resulting from a guest you invite in the taxi are your responsibility to pay, collect from the guest, or have the guest pay their share directly to the taxi. The Arrive Alive Card may not be used for taxi costs after you have been returned to quarters, e.g., to deliver a guest after you are home.

4. Administration and Logistics. Assistant Chief of Staff Marine Corps Community Services maintains staff cognizance over the AAP. Submit recommendations for changes to this Order to the Commander, MCINCR-MCBQ (Attn: AC/S, G-1 and AC/S, MCCS), via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to all MCINCR-MCBQ subordinate and tenant commands, and Headquarter departments.

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


J. M. MURRAY

Distribution: A

MCICS **Arrive Alive Card**
MINUTE CARPS

Issued to: _____
Issued by: _____
Unit: _____
Unique Card Identifier: _____

Northern Virginia Checker Cab (Stafford & Prince William County) 703-257-0222
Red Top Cab of Arlington 703-522-3333
Yellow Cab of Fredericksburg 540-371-8294
Yellow Cab of Fairfax 703-522-2222

MCICS **Arrive Alive Card**
MINUTE CARPS

Issued to: _____
Issued by: _____
Unit: _____
Unique Card Identifier: _____

Northern Virginia Checker Cab (Stafford & Prince William County) 703-257-0222
Red Top Cab of Arlington 703-522-3333
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Red Top Cab of Arlington 703-522-3333
Yellow Cab of Fredericksburg 540-371-8294
Yellow Cab of Fairfax 703-522-2222

Sample Arrive Alive Cards (Front)

MCINCR-MCBQ Arrive Alive Program Statement of Understanding

Rank	Last Name	First Name	Full Middle Name
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MOS	Unit Name	Unit MCC and RUC
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The purpose of this Statement of Understanding (SOU) is to ensure service members receive education about the MCINCR-MCBQ Arrive Alive Program (AAP), are knowledgeable, and understand the AAP program guidelines and terms of repayment.

The purpose of the Arrive Alive Program is to provide an easy alternative to driving under the influence of alcohol. The AAP is a shared responsibility between MCBQ MCCS, the service member's unit, and the service member.

Use of the AAP and an Arrive Alive Card should not be viewed as negative, but rather as a good decision in the interest of safety, good order, and discipline. The AAP and Arrive Alive Cards will not be used for "routine" transportation or for anything other than when a service member needs a ride due to drinking alcohol and not having another way to get home.

MCINCR-MCBQ Policy. When a service member finds himself or herself in a condition that may pose an unsafe driving condition, the service member can use the Arrive Alive Card by calling a taxicab company listed on the card. The AAP and Arrive Alive Card is not authorized for use by any other taxicab company or transportation service other than one contracted by MCCS and pre-printed as such on the Arrive Alive Card. Upon pick up, the service member will present the Arrive Alive Card and their military ID card to the cab driver. The cab driver will verify the Arrive Alive Card using the service member's military ID card, and the Arrive Alive Card will serve as compensation for the fare. The taxi will transport members only to their place of residence, whether they reside on or off base. At the completion of the trip, the cab driver will fill out a billing statement. The service member will verify the information, total it, sign the Arrive Alive Card and bill, and return the bill and Arrive Alive Card to the cab driver. The cab driver will retain the Arrive Alive Card, the original bill, and provide a copy of the bill and a receipt to the service member. The service member will report use of the Arrive Alive Card to their unit AAP representative the next working day and, only after payment for the fare is made to MCCS by the service member, and at the unit Commander's discretion, receive a new Arrive Alive Card. Individual service members are responsible for lost or stolen cards until reported to their unit AAP representative.

Initial next to the following statements on the line provided:

_____ I understand that drinking and driving is unsafe, illegal, and unacceptable.

_____ I understand that I should have my Arrive Alive Card in my possession at all times, just as I would my military ID card.

_____ I understand that using my Arrive Alive Card should not be viewed as negative, but rather as a good decision in the interest of safety, good order, and discipline.

_____ I understand that whether I am on or off base, and I have been drinking, I can use my Arrive Alive Card anytime safe transportation to my quarters (place of residence) is needed by calling a taxicab company listed on the Arrive Alive card.

_____ I understand I need to present the Arrive Alive Card and my military ID card to the taxicab driver upon pick up.

_____ I understand I am responsible to verify the information on the bill, total and sign the bill and the Arrive Alive Card, and to receive and keep a copy of the receipt.

_____ I understand that the Arrive Alive Card will serve as compensation for the fare initially, and that I must reimburse MCCS in person for the full fare within 30 days of the date MCCS invoice.

_____ I understand that use of the Arrive Alive Card will result in a debt to MCCS. My failure to repay this debt within 30 days of using the Arrive Alive Card may result in MCCS initiating debt collection actions as authorized by federal law and regulations.

_____ I will notify my designated unit AAP representative the next working day after I use my Arrive Alive card and, only after payment for the fare is made, and at my unit Commander's discretion, I will receive a new Arrive Alive Card.

_____ I will report my lost or stolen Arrive Alive Card to my chain of Command or designated AAP unit representative immediately upon realizing it is missing or has been stolen, and no later than the next working day.

I, _____, have read and agree to abide by the AAP guidelines and procedures as set forth above and also by all printed instructions provided by MCINCR-MCBQ, and the United States Marine Corps.

_____ Date

_____ Service member's Signature

The above service member has been counseled on the AAP and his/her responsibilities involved with participation in the Marine Corps Base Quantico AAP. I am confident that he/she understands the AAP.

_____ Date

_____ Unit AAP Representative Printed Name/Signature

Yon CIV Keith D

From: Moorman CIV Nancy L
Sent: Tuesday, December 12, 2017 9:51 AM
To: Curatola CIV Leigh
Cc: Yon CIV Keith D
Subject: RE: MCINCR-MCBQ Arrive Alive Program Order

Follow Up Flag: Follow up
Flag Status: Completed

Leigh,

As discussed below, I am not aware of conflicts with directives or laws.

Thank you,

Nancy Moorman, CPA
Director of Finance/Chief Financial Officer
Marine Corps Community Services
MCINCR-MCB Quantico
2034 Barnett Avenue
Quantico, VA 22134
Comm: 703-784-3517
e-mail: Nancy.Moorman@usmc-mccs.org

Investing in **MARINES** for **DUTY, HOME & SELF**

"FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties."

IMPORTANT: The sender intends that this electronic message is for exclusive use by the person to whom it is addressed. This message may contain PRIVACY SENSITIVE INFORMATION exempt from disclosure under Freedom of Information Act and any misuse or unauthorized disclosure can result in both civil and criminal penalties. If you have received this message in error, please immediately notify the sender and delete this message from all data storage systems.

From: Curatola CIV Leigh
Sent: Friday, December 1, 2017 10:31 AM
To: Moorman CIV Nancy L <Nancy.Moorman@usmc-mccs.org>
Cc: Yon CIV Keith D <Keith.Yon@usmc-mccs.org>
Subject: RE: MCINCR-MCBQ Arrive Alive Program Order
Importance: High

Nancy,

The base Adjutant wanted both you and Chris Carlson to specifically comment on whether utilizing morale funds to offset debts incurred by service members who utilize the Arrive Alive Program contradicts any directives and/or laws. I know you and I specifically spoke about this and you confirmed at that time that utilizing the moral funds to offset debts incurred by service members who utilize the program wouldn't contradict any directives or laws, could you respond to this email, thus providing confirmation in writing? We already have written confirmation from Chris regarding this.

Thanks,
Leigh

From: Director Admin [<mailto:intranet@usmc-mccs.org>]
Sent: Friday, November 24, 2017 9:10 AM
To: Curatola CIV Leigh <Leigh.Curatola@usmc-mccs.org>
Cc: Yon CIV Keith D <Keith.Yon@usmc-mccs.org>
Subject: Task assigned to Curatola CIV Leigh on 11/17/2017 is overdue.

Task assigned to i:0#w|windows\curatolale on 11/17/2017 is overdue.

Due by 11/24/2017

Collect Feedback started by Yon CIV Keith D on 10/12/2017 11:40 AM

Comment: This draft was well into the routing chain a second time (5 April through mid-August 2017) when the entire routing history was somehow deleted. The routing history cannot be recovered or reconstructed. Therefore, the draft needs to be routed again.

The draft has not changed since the previous routing (Apr-Aug).

As far as I can recall, the last routing had already made it through the following personnel: Chris Carlson, Nancy Moorman, Leigh Curatola , GySgt Sanabria, Gary Munyan, Jackie Williams, and Mary Skinner-Vance.

I cannot remember if it made it through Laurie or if it was still with her, but all others listed above had already viewed and made appropriate comments/recommendations.

Please complete this Workflow in an expeditious manner in order to get it back to Laurie and on to Ann White, January Lovitt, and Tasha Spencer as quickly as possible due to how long we have been working this draft.

If you have any questions please do not hesitate to ask.

V/r
Keith
784-5805

Completed by Moorman CIV Nancy L on 11/17/2017 9:09 AM
Comment: Approved

To complete this task:

1. Review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1).
2. Perform the specific activities required for this task.
3. Use the **Open this task** button to mark the task as completed. (If you cannot update this task, you might not have access to it.)



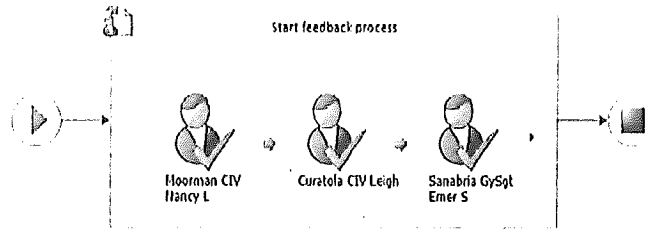
Workflow Status: Orders/Policy Feedback Workflow

Workflow Information

Initiator: Yon CIV Keith D Folder: Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)
 Started: 10/12/2017 11:40 AM Status: Completed
 Last run: 2/6/2018 12:07 PM

Workflow Visualization

[OPEN IN VISIO](#) [SHAPE INFO](#)



PAGE 1 OF 1

Tasks

This workflow created the following tasks. You can also view them in [Tasks](#)

Assigned To	Title	Due Date	Status	Related Content	Outcome
Moorman CIV Nancy L	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	10/19/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Curatola CIV Leigh	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	11/24/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Sanabria GySgt Emer S	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/8/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Munyan CIV Gary C	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/13/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Williams CIV Jacqueline S	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/18/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Manganaris CIV Nina M	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/18/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Wilson CIV Laurie L	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/18/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
White CIV Ann P	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	1/3/2018	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Lovitt CIV January T	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/21/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed
Spencer CIV Folanda L	Please review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	12/21/2017	Completed	Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1)	Completed

Workflow History

The workflow recorded these events.

Date Occurred	Event Type	User ID	Description	Outcome
10/12/2017 11:40 AM	Workflow Initiated	Yon CIV Keith D	Collect Feedback was started. Participants: Moorman CIV Nancy L;Curatola CIV Leigh;Sanabria GySgt Emer S;Munyan CIV Gary C;Williams CIV Jacqueline S;Manganaris CIV Nina M;Wilson CIV Laurie L;White CIV Ann P;Lovitt CIV January T;Spencer CIV Folanda L	
10/12/2017 11:40 AM	Task Created	Yon CIV Keith D	Task created for Moorman CIV Nancy L. Due by: 10/19/2017 11:40:45 AM	
11/17/2017 9:09 AM	Task Completed	Moorman CIV Nancy L	Task assigned to Moorman CIV Nancy L was completed by Moorman CIV Nancy L. Comments: Approved	Reviewed by Moorman CIV Nancy L

11/17/2017 9:09 AM	Task Created	Yon CIV Keith D	Task created for Curatola CIV Leigh. Due by: 11/24/2017 9:09:50 AM	
12/1/2017 9:13 AM	Task Completed	Curatola CIV Leigh	Task assigned to Curatola CIV Leigh was completed by Curatola CIV Leigh. Comments: I received verbal confirmation from the CFO regarding the financial processes reflected in the order.	Reviewed by Curatola CIV Leigh
12/1/2017 9:13 AM	Task Created	Yon CIV Keith D	Task created for Sanabria GySgt Emer S. Due by: 12/8/2017 9:13:57 AM	
12/6/2017 8:53 AM	Task Completed	Sanabria GySgt Emer S	Task assigned to Sanabria GySgt Emer S was completed by Yon CIV Keith D. Comments: GySgt Sanabria originally reviewed and approved this draft on 19 June 2017. His comments/recommended edits are on the draft itself. Feedback provided this time on behalf o	Reviewed by Yon CIV Keith D
12/6/2017 8:53 AM	Task Created	Yon CIV Keith D	Task created for Munyan CIV Gary C. Due by: 12/13/2017 8:53:34 AM	
12/11/2017 1:03 PM	Task Completed	Munyan CIV Gary C	Task assigned to Munyan CIV Gary C was completed by Munyan CIV Gary C. Comments:	Reviewed by Munyan CIV Gary C
12/11/2017 1:03 PM	Task Created	Yon CIV Keith D	Task created for Williams CIV Jacqueline S. Due by: 12/10/2017 1:03:03 PM	
12/11/2017 3:50 PM	Task Completed	Williams CIV Jacqueline S	Task assigned to Williams CIV Jacqueline S was completed by Williams CIV Jacqueline S. Comments: No additional comments. Good to go.	Reviewed by Williams CIV Jacqueline S
12/11/2017 3:50 PM	Task Created	Yon CIV Keith D	Task created for Manganaris CIV Nina M. Due by: 12/18/2017 3:50:32 PM	
12/11/2017 4:04 PM	Task Completed	Manganaris CIV Nina M	Task assigned to Manganaris CIV Nina M was completed by Manganaris CIV Nina M. Comments: I do not have any additional feedback.	Reviewed by Manganaris CIV Nina M
12/11/2017 4:04 PM	Task Created	Yon CIV Keith D	Task created for Wilson CIV Laurie L. Due by: 12/18/2017 4:04:03 PM	
12/18/2017 5:23 PM	Task Completed	Wilson CIV Laurie L	Task assigned to Wilson CIV Laurie L was completed by Wilson CIV Laurie L. Comments: I thought that we implemented last year. If the draft has not changed then I have no additional feedback.	Reviewed by Wilson CIV Laurie L
12/18/2017 5:23 PM	Task Created	Yon CIV Keith D	Task created for White CIV Ann P. Due by: 12/21/2017 12:00:00 AM	
12/20/2017 9:45 AM	Comment	Yon CIV Keith D	Tasks for Collect Feedback on Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1) were updated by Yon CIV Keith D. Due by: 1/3/2018 9:45:25 AM Task instructions: Please see the enclosed PDF file for Workflow Routing information/explanation.	
			If there are a	
2/1/2018 10:52 AM	Task Completed	White CIV Ann P	Task assigned to White CIV Ann P was completed by White CIV Ann P. Comments: No new comments to submit	Reviewed by White CIV Ann P
2/1/2018 10:52 AM	Task Created	Yon CIV Keith D	Task created for Lovitt CIV January T. Due by: 12/21/2017 12:00:00 AM	
2/5/2018 3:16 PM	Task Completed	Lovitt CIV January T	Task assigned to Lovitt CIV January T was completed by Lovitt CIV January T. Comments:	Reviewed by Lovitt CIV January T
2/5/2018 3:16 PM	Task Created	Yon CIV Keith D	Task created for Spencer CIV Folanida L. Due by: 12/21/2017 12:00:00 AM	
2/6/2018 12:07 PM	Task Completed	Spencer CIV Folanida L	Task assigned to Spencer CIV Folanida L was completed by Spencer CIV Folanida L. Comments: All of my concerns were addressed with much of the responsibility being within the units.	Reviewed by Spencer CIV Folanida L
2/6/2018 12:07 PM	Workflow Completed	Yon CIV Keith D	Collect Feedback was completed.	Collect Feedback on Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1) has successfully completed. All participants have completed their tasks.

Yon CIV Keith D

From: Carlson CIV Christopher G
Sent: Friday, April 7, 2017 2:51 PM
To: OMB MCCA Intranet
Cc: Yon CIV Keith D; Curatola CIV Leigh
Subject: RE: Tasks - Please approve Arrive Alive Program (AAP) (MCINCR-MCBQO 5101
Attachments: DRAFT - MCINCR-MCBQO 5101.1 (Arrive Alive Program (AAP)) - 4 Apr 2017 MCCA Counsel.docx
Signed By: carlsonch@usmc-mcca.org

Comments on the draft policy are attached. I recommend we highlight in the SOU, as I did, the fact that there is a debt to MCCA and MCCA has authority to pursue debt collection measures if needed.

The use of nonappropriated funds (NAF) to make payment to a taxi company under this program, and seek reimbursement from the service member, is legally supportable. Similarly, it is legally supportable to use APF for the payment of Arrive Alive programs. As intended for implementation at Quantico (and currently done at many installations) MCCA has entered into a contract with the taxi companies. NAF contracts may only be used for MWR-related activities, and such activities are supportable with NAF. By virtue of the contract, MCCA is obligated to pay the taxi cab, and since NAF is intended to benefit all eligible patrons, reimbursement is warranted by the service member.

Chris

Christopher G Carlson
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Business and Support Services
Headquarters, U.S. Marine Corps (Manpower & Reserve Affairs)
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christopher.carlson@usmc-mcca.org

From: Director Admin [mailto:intranet@usmc-mcca.org]
Sent: Wednesday, April 05, 2017 12:45 PM
To: Carlson CIV Christopher G
Subject: Tasks - Please approve Arrive Alive Program (AAP) (MCINCR-MCBQO 5101

Task assigned by Yon CIV Keith D on 4/5/2017.

Due by 4/8/2017

Approval started by Yon CIV Keith D on 4/5/2017 12:45 PM

Comment: This draft order was previously routed through (and approved by) Chris Carlson (Legal), appropriate Branch Directors, and by Mrs. Hicks after everyone else had approved the draft.

The order was then routed to MCINCR-MCBQ for the Base Commander's Signature. However, it was rejected by the MCBQ G-1 Adjutant, stating:

"Request that workflow be routed to SJA and Comptroller to ensure utilizing Morale funds to offset debts incurred by members who utilize program does not contradict any directives and or laws. Route request through counsel for legal review prior to submission to Adjutant and SSEC for final review and endorsement. Also for enclosure (1) what unique identifier will be utilized in order to track and or validate Arrive Alive Cards that will not be PII related ie. ssn, dob, edipi etc.." -- Please see the attached PDF file labeled "Rejection email from MCINCR-MCBQ Workflow Routing (4 Jan 2017)"

Chris and Nancy, in addition to full review of the draft, please be sure to specifically comment on whether utilizing Morale funds to offset debts incurred by members who utilize the program contradicts any directives and or laws.

Regarding the Adjutant comments about Enclosure (1) and a non-PII related identifier to be used, the following paragraph was added on page 2:

2. Units will ensure that the unique identifier used does not contain and is not related to personally identifiable Information (PII), e.g. social security number (SSN), date of birth (DOB), electronic data interchange personal identifier (EDIPI), etc.

Can everyone please provide feedback/comments whether they feel this will be sufficient? We are trying to leave the actual unique identifier to be used up to each Command's discretion so as to avoid having full tracking accountability at the MCCS Division level.

Please review the entire current draft of the order. If good to go, please approve. Otherwise, please make changes as necessary/desired, and click "Request Change". Clicking "Request Change" will not cause the draft to stop routing through Workflow, but will give better indication that you desire/made change(s).

Remember, you can make comments on the draft itself as well as or in addition to making comments in the comments section of Workflow prior to hitting "Approve" or "Request Change" and the message will be included in your response.

If you have any questions please do not hesitate to ask.

V/r
Keith
784-5805

To complete this task:

1. Review Arrive Alive Program (AAP) (MCINCR-MCBQO 5101.1).
2. Perform the specific activities required for this task.
3. Use the **Open this task** button to mark the task as completed. (If you cannot update this task, you might not have access to it.)