



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 1710.5A  
B 27

APR 10 2018

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
ORDER 1710.5A

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

To: Distribution List

Subj: POLICY FOR THE USE OF THE REGIMENTAL ROOM IN HARRY LEE HALL (HLH)

Ref: (a) MCO 11000.22  
(b) MCBP 11101.4A

Encl: (1) Map of Harry Lee Hall restricted areas

1. Situation. Harry Lee Hall serves multiple purposes for MCINCR-MCBQ to include quarters for distinguished visitors, active workspaces for Promotion Branch, Manpower and Reserve Affairs (MMPR), and a ceremonial space in the Regimental Room. The contents of the Regimental Room and the environment they create make this a solemn monument to our Corps. Many of the items on display are on loan from various museum collections and have a high sentimental value to Marines.

2. Cancellation. MCINCR-MCBQO 1710.5

3. Mission. Promulgate roles and responsibilities for use of the Regimental Room in Harry Lee Hall (HLH). The Regimental Room is generally patterned after the British model as a tribute to infantry and artillery forces. The HLH Regimental Room extends this concept to include each arm of the Marine Air Ground Task Force as a display of proud Marine Corps heritage. Art and significant artifacts are used to underscore the Marine Corps' place among the elite fighting forces of the world and to honor those who earned this status through their sacrifices.

4. Execution.

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. Use of the Regimental Room in Harry Lee Hall will be facilitated by MCCS without interruption to daily operations conducted by the other building occupants.

(2) Concept of Operations

(a) Responsibilities of MCCS

1. Maintain Museum artifacts, flags, 90 folding chairs, and the storage room located on the third deck.

2. Facilitate and schedule the use of the Regimental Room on behalf of the Commander, MCINCR-MCBQ.

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3. Coordinate all Regimental Room functions with MMPR. Ensure patrons and MCCA employees do not attempt to detail MPPR Marines in support of Regimental Room functions.

4. Ensure patrons are made aware of responsibilities during use of the facility to prevent damage or destruction to government property or access to restricted areas identified in Enclosure (1).

5. Ensure all scheduled events end no later than 2000 unless explicitly authorized by the Commander, MCINCR-MCBQ.

6. Ensure an MCCA employee is present for the duration of an event, to include set up and clean up.

7. Maintain cleanliness of the Regimental Room and the patron restrooms within two hours after each function.

8. Ensure the building is secured upon completion of the clean-up duties after an event which ends after normal working hours.

9. Ensure wood floors in the Regimental Room and carpeted common areas are maintained by regular cleanings, such as steam-cleaned and/or buffing treatments.

10. Ensure all facilities maintenance requests are identified and tracked with logistics representatives from Manpower and Reserve Affairs that address building maintenance.

11. Maintain chain of custody for key cards and immediately report any lost or stolen cards to the Head of Bachelor Housing Branch, G-4. Assume responsibility for the cost of lost key cards.

(b) Bachelor Housing Branch

1. Maintain key access system for Harry Lee Hall. Provide five (5) proximity key cards to MCCA and replace damaged key cards as required.

2. Maintain Distinguished Visitors (DV) quarters IAW the references and coordinate and conduct the check-in/out inspections of the DV quarters.

(c) MMPR

1. Annually, on or before 31 March, provide to MCCA a schedule of boards to be held in that calendar year identifying all timeframes when functions cannot be scheduled due to board proceedings.

2. Communicate unplanned black-out dates to MCCA when required.

5. Administration and Logistics. This Order aims to ensure the multiple missions executed within Harry Lee Hall continue uninterrupted. Recommendations concerning the contents of the Order may be forwarded to MCINCR-MCBQ (BHB/B 217) via the appropriate chain of command.

6. Command and Signal.

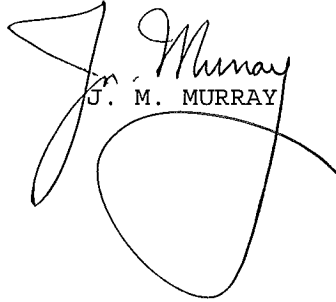
a. Points of contact

(1) BHB: Mr. Dariton Battle 703-784-1204 Dariton.battle@usmc.mil

(2) MCCS: Mr. Gary Munyan 703-432-0285 gary.munyan@usmc.mil

(3) MMPR: GySgt James Mabe 703-784-9718 james.a.mabe@usmc.mil

b. This order is applicable to the Marine Corps Installations National Region-Marine Corps Base Quantico and is effective the date it is signed.



J. M. MURRAY

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