



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

MCINCR-MCBQO 11000.1

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DEC 01 2022

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 11000.1

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

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO-SPACE UTILIZATION

Ref: (a) MCO P11000.12 W/CH1
(b) MCO P11000.14 W/CH1

Encl: (1) Sample Request for Space or Area Assignment
(2) Sample Request for Dispossession of Building(s) or Area(s)
(3) Sample Request for Change in Use of Assigned Building(s) or
Area(s)
(4) Sample Request for Temporary Space or Area Assignment

1. Situation. To promulgate policy, instructions, guidelines, and responsibilities for the use, dispossession, and assignment of spaces, buildings, or areas aboard Marine Corps Base Quantico (MCBQ) in accordance with references (a) and (b).

2. Mission. To inform and provide procedures for requesting assignment, dispossession, change in use, or temporary assignment.

3. Execution

a. Commander's Intent. The Commander (CO), Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) is responsible for the management and assignment of all Class 1 (Land) and Class 2 (Facilities) aboard MCBQ. This includes the assignment of spaces. Space in this context includes buildings, structures, or portions therein and paved or open areas and land. Assignments will be made to achieve the maximum efficient use of land and facilities consistent with current operational demands, available funds, and sound management practices. Any changes in the space utilization (e.g., changing an office space into another type of space, or a unit moving into a new space) require the approval of the CO, MCINCR-MCBQ. The Assistant Chief of Staff (AC/S) Installation and Environment (GF) has by direction authority to manage space utilization.

b. Concept of Operations

(1) Space or Area Assignment

(a) When an activity has a requirement for additional or alternate spaces or areas, forward the request to the CO, MCINCR-MCBQ via the AC/S GF. Enclosure (1) provides a sample for this request.

(b) The Public Works Officer (PWO) will evaluate the request and determine if it is consistent with the unit's requirement, the installation's master plan, and all Unified Facilities Criteria (UFC) for planning. Significant requests may trigger a site approval review. A facilities advisory board may be established to advise and support the PWO in his/her recommendation to the CO. If the request is justified and supported, suitable available space will be assigned to the requestor. Major assignment management by the AC/S GF will be routed to the CO, MCINCR-MCBQ for concurrence. Recommendations by the PWO for disapproval will be provided to the CO, MCINCR-MCBQ for final decision and signature.

(c) Upon receipt of approval and prior to occupancy, the activity assigned will arrange a joint inspection with the PWO's representatives and other stakeholders to ascertain the physical condition of the building or area to capture current condition and identify needed repairs and improvements. It will be the responsibility of the previous building user to transfer furniture, fixtures and equipment in the spaces, coordinating with the Comptroller and the Marine Corps Base Property. This group will again inspect the property at the completion of any work required to ensure it is move-in ready.

(d) The CO, MCINCR-MCBQ and the tenant command will sign an agreement of occupancy for the assigned facility, finalizing the space or area assignment process.

(2) Building or Area Dispossession

(a) When an activity no longer desires or requires use of a space, building, or an area, they will submit a request for dispossession to the CO, MCBQ via the AC/S GF. Enclosure (2) provides a sample for this request. When an assigned facility is no longer suitable for occupation, the tenant command will be issued a memo to vacate.

(b) The PWO's representatives and other stakeholders will conduct a joint inspection of the building or area to be dispossessed documenting condition and informing the vacating tenant of any requirements prior to dispossession. A second inspection, once the user has completed the required work and vacated the facility, will confirm the facility is now the responsibility of the CO, MCINCR-MCBQ.

(c) The PWO will lock the space, maintain the keys, and retain the facility for future assignment or demolition.

(3) Change in Use. The designated use of a space, building, or area will not be changed without the approval of the CO, MCINCR-MCBQ. References (a) and (b) are the primary guides for building usage. **Spaces will not be created or modified without approval from the CO, MCINCR-MCBQ.** Any requirement to change the use of an assigned space or building will be submitted to the CO, MCINCR-MCBQ via the AC/S GF. Enclosure (3) provides a sample for this request. Proposed changes will not take place until receipt of written approval from the CO, MCINCR-MCBQ.

(4) Temporary Space or Area Assignment. When an activity has a requirement for use of a temporary space or area, a request will be forwarded to the CO, MCINCR-MCBQ via the AC/S GF. This includes temporary requirements such as field or training exercises or surge requirements. This use of space

will follow the same procedures as permanent assignments. Enclosure (4) provides a sample for this request.

(5) Site Approvals

(a) Per reference (b), site approvals are required for all projects involving the acquisition or modification of Class (2) property and are required when there is a change to the physical layout, condition, or size of the facility, safety criteria, or results in a change of use (5 digit Navy Category Code Number). Any such space utilization action will automatically generate a site approval review. The request may also require an engineering evaluation be conducted to verify the quantity and condition of the requestor's assets and also a review of the basic facilities requirements of the requesting activity. Site approval review will be routed to cognizant station organizations for review and endorsement prior to being forwarded to the CO, MCINCR-MCBQ for approval.

(b) If a site approval review is required as a result of a space utilization request, the requestor will be notified as such.

(6) Alterations. The alteration of spaces, buildings, or areas or the removal of any common fixtures (light fixtures, commodes, wash basin, window screens, doors, etc.), which are normally part of the building is prohibited without prior approval of the CO, MCINCR-MCBQ.

(7) Police Responsibility. Reference (a) governs the police / exterior ground clean-up responsibility for assigned buildings and areas.

(8) Maintenance and Repair. Maintenance, repair, or modification of assigned buildings or areas will be done per reference (a). Self-help programs are encouraged and should be coordinated with the Public Works Department.

(9) Construction. Modifications to a building or structure to satisfy requirements of a proposed usage change are classified as "minor construction." Funding for this type of work is extremely limited and is regulated by the installation development planning board, which meets annually to prioritize minor construction requests and allocate funds appropriately. For any projects that require a space utilization change, the change request must be submitted and approved in advance of this board to be considered for funding.

(10) Storage Containers. Units and organizations desiring to obtain containers or vans for storage should submit a request for space or area assignment, see enclosure (1). A space utilization study will be conducted to determine need for additional storage space. Approved containers or vans will become plant property and will be maintained as such.

(11) Reports. On an annual basis, the Public Works Officer will provide all building assignees with a listing of buildings assigned for verification and update. The verified listing will be returned to the Public Works Officer within 21 working days after receipt.

4. Administration and Logistics

a. This Order will be reviewed and updated on an annual basis.

b. Recommendations concerning the contents of this Order shall be forwarded to AC/S GF, MCINCR-MCBQ.

5. Command and Signal

a. Command. This Order is applicable to all activities assigned to MCINCR-MCBQ and subordinate commands.

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


MICHAEL L. BROOKS

DISTRIBUTION: A

SAMPLE REQUEST FOR SPACE OR AREA ASSIGNMENT

HEADING

11101
Office Code
Date

From: Commanding Officer/Officer in Charge or Department Head/
Special Staff Assistant
To: Commander, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
Via: Assistant Chief of Staff (GF), Marine Corps
Installations National Capital Region-Marine Corps Base
Quantico

Subj: REQUEST FOR SPACE OR AREA ASSIGNMENT

Ref: (a) MCINCR-MCBQO 11000.1A

1. Per the reference, it is requested that this activity be
assigned the following space or area:

- a. Amount/Location of area or space requested.
- b. Intended use.
- c. Justification.

SIGNATURE

Copy to:
(Present Assignee of Building)

ENCLOSURE (1)

SAMPLE REQUEST FOR DISPOSSESSION OF BUILDING OR AREA

HEADING

11101
Office Code
Date

From: Commanding Officer/Officer in Charge or Department Head/
Special Staff Assistant
To: Commander, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
Via: (1) Appropriate Chain of Command
(2) AC/S GF, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
Subj: REQUEST FOR DISPOSSESSION OF BUILDING(S) OR AREA(S)
Ref: (a) MCINCR-MCBQO 11000.1A

1. Per the reference, it is requested that this activity be authorized to dispossess the following building(s) or area (s).

- a. Building number.
- b. Current use.
- c. Justification.

SIGNATURE

ENCLOSURE (2)

SAMPLE REQUEST FOR CHANGE IN USE OF ASSIGNED BUILDING OR AREA

HEADING

11101
Office Code
Date

From: Commanding Officer/Officer in Charge or Department Head/
Special Staff Assistant
To: Commander, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
Via: (1) Appropriate Chain of Command
(2) AC/S, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
Subj: REQUEST FOR CHANGE IN USE OF ASSIGNED BUILDING(S) OR
AREA(S)
Ref: (a) MCINCR-MCBQO 11000.1A

1. Per the reference, it is requested that this activity be authorized a change in use for the following building(s) or area(s).

- a. Space or building.
- b. Current assignee.
- c. Current use.
- d. Proposed use.
- e. Justification.

SIGNATURE

ENCLOSURE (3)

SAMPLE REQUEST FOR TEMPORARY SPACE OR AREA ASSIGNMENT

HEADING

11101
Office Code
Date

From: Commanding Officer/Officer in Charge or Department Head/
Special Staff Assistant
To: Commander, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
Via: AC/S GF, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
Subj: REQUEST FOR TEMPORARY SPACE OR AREA ASSIGNMENT
Ref: (a) MCINCR-MCBQ Order 11000.1A

1. Per the reference, it is requested that this activity be assigned the following space or area for temporary use.

- a. Amount/Location of area or space requested.
- b. Intended use.
- c. Term of use.
- d. Justification.

SIGNATURE

ENCLOSURE (4)