



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
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QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO BULLETIN 3-26

**From:** Chief of Staff, Marine Corps Installations National Capital Region-Marine Corps Base Quantico

**To:** Distribution List

**Subj:** ANNUAL INSTALLATION DUTY ALLOCATIONS FOR COMMAND DUTY OFFICER AND ASSISTANT COMMAND DUTY OFFICER SUPPORT

1. Situation. Marine Corps Base Quantico (MCBQ) requires continuous Command Duty Officer (CDO) and Assistant Command Duty Officer (ACDO) coverage to maintain installation readiness, accountability, and command and control during non-working hours. Due to structural limitations within base headquarters organizations, the installation cannot generate sufficient internal manning to sustain the CDO/ACDO watch independently. As a result, tenant commands must provide personnel annually in accordance with fair-share allocation principles. This bulletin standardizes the annual process by which duty allocations are determined, assigned, and finalized. It establishes the January allocation conference and provides uniform guidance for equitable distribution of routine daily duties and holidays (72/96-hour periods).

2. Mission. All tenant commands aboard MCBQ will provide CDO and ACDO personnel in accordance with annual fair-share allocations. Beginning on January 2026 and every January thereafter, the G-1 will convene an installation-wide allocation conference to determine, confirm, and publish CDO/ACDO assignments for the upcoming calendar year.

3. Execution

a. Commander's Intent. To produce an equitable and predictable installation duty rotation in which all tenant commands contribute proportionally, and no individual Marine or Sailor stands more than one duty per quarter, whenever feasible. Allocations shall be transparent, consistent, and grounded in fair-share logic. Holiday and extended liberty duties (72/96-hour periods) must also be distributed proportionally across all commands.

b. Concept of Operations

(1) Annual Duty Allocation Conference (January).

(a) Conducted every January and chaired by the G-1.

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(b) Tenant commands will provide their available manpower by billet category.

(c) A fair-share model will be applied to determine each unit's annual allocation.

(d) Allocations will be finalized and published no later than 31 January.

(e) Each year's distribution may naturally vary by +1/-1 duty day per command based on the number of days in the calendar year.

(2) Billet Definitions

(a) CDO. Major and above, or Chief Warrant Officer 3 and above.

(b) ACDO. Staff Noncommissioned Officers, company grade officers (O1-O3), and warrant officers (WO1-CWO2).

(3) Fair-Share Model

(a) The duty requirement is divided proportionally across all tenant commands with consideration for unit size and internal duty demands.

(b) Commands balance internal requirements against installation requirements to reduce undue burdens on any one unit.

(c) The goal is for each individual Marine/Sailor to stand duty no more than once per quarter.

1. Allocations

a. DC Manpower Reserve & Affairs: 8 allocations out of 117 available (6.84 percent).

b. Combat Development & Integration: 8 allocations out of 107 available (7.48 percent).

c. Training and Education Command: 10 allocations out of 132 available (7.58 percent).

d. Security Battalion: 1 allocation out of 18 available (5.56 percent).

e. Marine Corps Cyberspace Operations Group: 1 allocation out of 13 available (7.69 percent).

f. Marine Corps Systems Command: 4 allocations out of 61 available (6.56 percent).

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(4) Holiday and Liberty Period Duty Assignments

(a) All (72/96-hour liberty) duties will be assigned using the same fair-share logic as routine daily duties.

(b) No single command will disproportionately carry holiday duty obligations.

(c) Holiday allocations will be briefed, coordinated, and finalized during the annual January conference.

(5) Adjustments

(a) Allocation changes during the calendar year may occur only when operationally necessary and must be coordinated with and approved by the G-1.

(b) Commands will coordinate among themselves to propose swaps, but all final changes require G-1 validation to maintain equity.

c. Tasks

(1) Tenant Commands

(a) Provide annual personnel availability by billet category during the January conference.

(b) Fill all assigned CDO/ACDO duty requirements for the calendar year.

(c) Identify a primary and alternate point of contact for duty coordination.

(d) Ensure assigned personnel report prepared and on time for all duties.

(e) Coordinate internally and with other tenant commands to deconflict duty obligations when necessary.

(2) G-1 AC/S

(a) Serve as the office of primary responsibility for all aspects of the annual allocation process.

(b) Convene the January conference and publish final allocations no later than 31 January annually.

(c) Maintain records of historical duty distribution to ensure year-over-year consistency.

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(d) Validate and approve all mid-year duty swaps or adjustments.

d. Coordinating Instructions

(1) Allocations published annually in January constitute the binding duty requirements for the upcoming year.

(2) Duty schedules will be constructed based on the approved allocations and provided to tenant commands for internal assignment.

(3) Commands unable to meet obligations due to significant unforeseen circumstances must notify the G-1 immediately.

(4) Duty requirements apply uniformly to all tenant commands aboard MCBQ.

4. Administration & Logistics

a. Duty standards, reporting instructions, turnover requirements, and uniform regulations are prescribed in the current Installation Duty standard operating procedure (SOP).

b. Tenant commands are responsible for ensuring their personnel comply with all administrative and reporting requirements specified in the SOP.

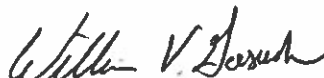
c. The G-1 will maintain database records of allocations and compliance to support future-year planning.

5. Command & Signal

a. This bulletin applies to all tenant commands aboard MCBQ.

b. Point of contact regarding this matter is Master Gunnery Sergeant Helen T. Zacniewski at (703) 784-2407 or via email at helen.zacniewski@usmc.mil.

c. This bulletin is effective upon publication and remains in effect until superseded.



W. V. GORSUCH  
By direction

DISTRIBUTION: A