



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 2300.1
B 507
27 OCT 1999

MARINE CORPS BASE ORDER 2300.1

From: Commander
To: Distribution List

Subj: PROCEDURES FOR REQUESTING SOUND SYSTEM SUPPORT

Encl: (1) Sound Equipment/Personnel Request Form

1. Purpose. To publish policy and procedures to clarify public address sound support parameters and the different processes involved in coordinating support.
2. Background. The AC/S, G-6 is responsible for providing sound support for MCB, Quantico. Sound support is defined as any requirement for Public Address (PA) sound amplifying equipment to be used for military demonstrations, field instructions, safety warnings, parades, ceremonies, athletic events, etc.
3. Information. This Order provides guidance to coordinate the efforts of all organizations involved in the PA sound support mission organic to MCB, Quantico and assist to outline responsibilities and requirements.
4. Action. Units requiring sound support will submit requests to the AC/S, G-6. Requests will be submitted no less than 10 working days prior to the event.
 - a. Requests that are submitted to AC/S, G-6 less than 5 days in advance are subject to the availability of equipment and require support by requesting unit personnel.
 - b. All requests will be per the format contained in the enclosure and submitted via electronic mail or fax. Requests for sound support will identify support **requirements** as well as specific equipment. Equipment requested to support a given event will be verified and amended as necessary by G-6 personnel. Requests for specific equipment support may be made, but conflicting commitments on single dates are common, and as a result specific equipment assignments may change.

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c. Requests for equipment support intended for an event which is outside a 50-mile radius from Quantico, VA, must be approved by the AC/S, G-6. Equipment requests for more than 5 days will not normally be approved.

d. Any outdoor sound support request wherein only one sound system is to be employed, and is not of a continuous nature such as a field exercise, will be supported by G-6 personnel and equipment. Any event requiring more than one sound system will require the requesting unit to provide the personnel necessary to operate the additional sound support equipment beyond the first set. G-6 will provide incidental training necessary for successful sound support of multiple sound support commitments.

e. G-6 will provide transportation for their personnel and equipment to and from the event supported for single system events aboard MCB, Quantico. Transportation of personnel for events outside of MCB, Quantico boundaries will be the responsibility of the requesting unit. Obtaining special access passes for G-6 personnel, ensuring access rosters are properly prepared, compliance with local ordinances, etc., will be the responsibility of the requesting organization.

f. Conflicting requests for same day support will be prioritized on a case-by-case basis. Requests more than 60 days in advance will not normally be accepted.

g. Requests for sound support by organizations not organic to MCB, Quantico will submit requests for sound support through the chain of command to AC/S, G-6, MCB, Quantico.

5. Scope. Due to the various types of events which frequently require sound support, the following list is provided as a scope of supportability:

Supportable Events

Changes of Command

Post and Reliefs

Morning Colors Ceremonies

Base-wide events coordinated through Base G-3

Graduations

Non-Supportable Events

Promotions

Awards Ceremonies

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Small Unit functions
Marine Corps Community Services functions (non-appropriated
events)

Events not listed herein will be considered on a case-by-case basis.

6. Applicability. This Order is applicable to all MCB Activities,
MCCDC, and Tenant Commands.



R. P. ROOK
Chief of Staff

DISTRIBUTION: A

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SOUND EQUIPMENT PERSONNEL REQUEST FORM
FAX NUMBER 784-5959

Requesting originator/POC (grade/name): _____

Signature: _____ Date: _____

Telephone extension: _____

1. Unit/command requesting support: _____

2. Date of event: _____ Time (setup time): _____
begin: _____ end: _____

3. Location: _____

4. Uniform (G-6 Marines will wear utilities unless otherwise Directed): _____

5. Name and nature of event: _____

6. Is there an incimate weather plan? () yes ()no. If yes, will G-6 be needed to provide sound support at the indoor location? ()yes ()no. If yes, what is the location and time?

-----G-6 OPERATIONS-----

Date received: _____ Time received: _____

Received by: _____