



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 5351.2

B 101

10 AUG 1996

MARINE CORPS BASE ORDER 5351.2

From: Commanding General
To: Distribution List

Subj: APPOINTMENT OF TOTAL QUALITY LEADERSHIP (TQL) ADVISORS AT
THE DIVISION/BATTALION LEVEL

Ref: (a) CG MCB Decision Paper of 19 Jun 96
(b) Marine Corps Base, Quantico Strategic Plan

1. Purpose. To publish instructions concerning the appointment of TQL Advisors in divisions and battalions aboard MCB, Quantico.

2. Information. Reference (a) established the Quantico TQL program which included the formation of an Executive Steering Committee (ESC) and appointment of a Base TQL Coordinator. Reference (b) is the Base Strategic Plan which established a Command Quality Improvement Program.

3. Action. To assist commanders and division directors in accomplishing the mission of references (a) and (b), the following actions are directed:

a. Division directors and battalion commanders will appoint a TQL Advisor. Dependent on the size and complexity of the organization, the appointment can be an additional or full-time duty. The advisor may be a civilian or Marine but must come from structure already present in the organization. Some organizations may be large enough to require a coordinator at subordinate levels.

b. The duties of the advisors will vary depending on organizational size and mission but should include the following:

(1) Aid the leadership in developing and maintaining a system for improving quality and efficiency.

(2) Assist leaders in training ESC members.

(3) Develop and manage the organization's training plan.

(4) Provide resource lists of training materials.

(5) Be the point of contact for requesting training from the Base TQL Coordinator.

(6) Keep the Base TQL Coordinator informed of TQL improvements and initiatives within the organization.

(7) When requested by the Base TQL Coordinator, with coordination and approval from the organization, provide TQL assistance to other elements of MCB, Quantico.

c. The following are guidelines for selecting advisors:

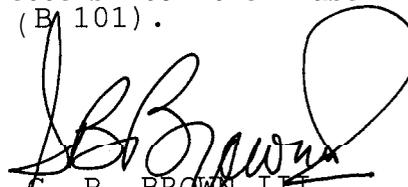
(1) Prior experience is recommended but not required. Training will be provided.

(2) Senior enough to advise the senior leadership of the organization. The coordinator should be noted for credibility with seniors and juniors.

(3) The coordinator should be an outstanding Marine or civilian employee who is self-motivated.

(4) The coordinator should be enthusiastic and have good communication and presentation skills.

4. Send copies of appointment letters to the Base TQL Coordinator, Mr. Robert Sollom, MCB, Quantico (B 101).



G. B. BROWN III
Chief of Staff

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