



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPEMENT COMMAND  
QUANTICO, VIRGINIA 221346001

MCCDCO P5300.1  
B 011  
7 AUO 2002

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER P5300.1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MCCDC ASSISTANCE PROGRAM  
(SHORT TITLE: SOP FOR MAP)

Ref: (a) MCO 1000.8  
(b) MCO P1080.40C  
(c) MCO P1610.7E  
(d) MCO P1070.12K  
(e) MCBO 1414.1B  
(f) MCO P1400.32C  
(g) MCO P1900.16F  
(h) MCO P1040.31H  
(i) JAGMAN  
(j) MCO P4050.38C  
(k) MCO P1000.6G

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate supplemental instructions to reference (a) for administration of the MAP.

2. Information

a. The events of 11 September have demonstrated the resolve of terrorists and their willingness to inflict catastrophic loss of life and property destruction. In order to prevent or minimize possible damage or losses on board Quantico, the Antiterrorism/Force Protection posture needs to be strengthened to reduce vulnerabilities. This is only possible through the concerted efforts of all.

b. This order formalizes and provides a standardized process for staffing unstructured requirements in support of MCCDC and MCB activities. Appendix A lists an overall breakdown of the detailed requirements. Footnotes in appendix A provide specific information pertaining to line numbers and identify MAP billets established based on the unique needs of Quantico and not outlined in separate agreements.

c. SctyBn has requested increases in their T/O in order to meet the increased requirements of today's security posture. HQMC has validated approximately 53 out of 64 of the required billets. However, as a temporary measure and until such time as uncompensated structure is approved, quotas will be assigned based upon unit staffing goals and are outlined in appendix B of this order. All quota allocations will be adjusted as the requirements change and will be based upon specific unit percentages in each grade.

3. Action

a. Instructions contained herein are effective upon receipt.

b. SctyBn will monitor and screen MAP requirements to ensure a valid need exists. Tenant CGs/Officers and the CG MCB will mutually agree to all changes or modifications to this Order.

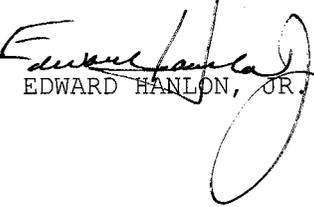
MCCDCO P5300.1

**7 AUG 2002**

4. Summary of Revision. This Order is new and should be reviewed in its entirety.

5. Concurrence. This Order has been coordinated and concurred with the Commanding Generals, Manpower and Reserve Affairs; Marine Corps Recruiting Command; Marine Corps Systems Command; Training and Education Command; Education Command/President, Marine Corps University; Training Command; Marine Corps Warfighting Lab and Commanding Officers, Headquarters and Service Battalion; Security Battalion; Special Purpose Marine Air-Ground Task Force; Marine Security Guard Battalion; Marine Corps Air Facility; and Helicopter Squadron One.

6. Certification. Reviewed and approved this date.

  
EDWARD HANLON, JR.

DISTRIBUTION: INTERNET

**7 AUG 2004**

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE MCCDC ASSISTANCE PROGRAM  
(SHORT TITLE: SOP FOR MAP)

Location:

\_\_\_\_\_ (Indicate the location(s) of the copy(ies) of this Order.)



SOP FOR MAP

CONTENTS

CHAPTER

- 1            CONCEPT AND ORGANIZATION
- 2            ADMINISTRATION
- 3            PERSONNEL PROCEDURES
- 4            ASSIGNMENT AND RELIEF PROCEDURES

APPENDIX

- A            SECURITY MAP REQUIREMENTS
- B            FAIRSHARE QUOTAS BY COMMAND

SOP FOR MAP

CHAPTER 1

CONCEPT AND ORGANIZATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
CONCEPT .....	1001	1-3
OBJECTIVE .....	1002	1-3
SCOPE .....	1003	1-3
POLICY .....	1004	1-3

SOP FOR MAP

CHAPTER 1

CONCEPT AND ORGANIZATION

1001. CONCEPT. The MCCDC Assistance Program (MAP) temporarily assigns tenant personnel to MCB to assist in enhancing security given the increased staffing requirements due to the events of 11 September 2002. The program is intended to provide enhanced training opportunities, ensure the maintenance of occupational skills, and provide personnel requirements beyond the current security capabilities-of MCB, Quantico.

1002. OBJECTIVE. This SOP establishes detailed formal instructions for the administration, assignment, and relief of MAP personnel

1003. SCOPE. Instructions in this SOP are applicable to those personnel assigned duty to MCB to fill staffing requirements in support of the billet outlined in appendix A of this Order.

1004. POLICY

1. The CG MCB determines total Base personnel requirements. MAP billet requirements are an integral part of the approved Base T/O. The Base T/O reflects essential and mutually agreed upon billets needed to support specific Base security functions. A formal review of the MAP will be conducted on a biannual basis, or as required, to certify the requirements for and ensure the most efficient use of manpower. Unresolved issues between the CG MCB and the CGs/Officers of tenant organizations will be referred for resolution to the CG MCCDC.

2. The MAP is not intended to, and will not alter, the established missions of the tenant commanders. The number of Base T/O MAP billets filled by tenant command personnel only reflect support required.

3. MAP assignments are year-round requirements and will normally consist of a six-month tour.

4. Primary responsibility for readiness training of personnel assigned to the MAP remains with the tenant activities.

5. Personnel assigned to MAP T/O line numbers will not be reassigned to any other billets.

6. All personnel assigned to MAP will have sufficient active service remaining in order to complete a six-month tour, unless otherwise authorized by the CG MCB (Military Personnel Officer).

7. Personnel assigned to MAP may be required to participate in additional military duties such as guard duty, duty NCO, and assistant duty NCO.

8. All inquiries regarding the MAP will be made via the appropriate chain of command to the AC/S G-1. This will ensure that the AC/S G-1 and tenant command counterparts have complete cognizance over the MAP.

SOP FOR MAP

CHAPTER 2

ADMINISTRATION

	PARAGRAPH	PAGE
GENERAL .....	2001	<b>2-3</b>
MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) REPORTING .....	<b>2002</b>	<b>2-3</b>
PERSONNEL RECORDS .....	<b>2003</b>	<b>2-3</b>
TRAINING/MARKSMANSHIP QUALIFICATIONS .....	<b>2004</b>	<b>2-3</b>
INDIVIDUAL EQUIPMENT AND CLOTHING .....	<b>2005</b>	<b>2-3</b>
BILLETING/SUBSISTENCE .....	<b>2006</b>	<b>2-3</b>
DISBURSING .....	<b>2007</b>	<b>2-3</b>
FITNESS REPORTS AND CONDUCT/PROFICIENCY MARKINGS .....	<b>2008</b>	<b>2-3</b>
PROMOTIONS .....	2009	<b>2-4</b>
LEAVE AND LIBERTY .....	<b>2010</b>	<b>2-4</b>
DISCIPLINE .....	<b>2011</b>	<b>2-4</b>
ADMINISTRATIVE SEPARATION .....	<b>2012</b>	<b>2-4</b>
CAREER PLANNING .....	<b>2013</b>	<b>2-4</b>
DEATH, SERIOUS INJURY/ILLNESS AND HOSPITALIZATION ....	<b>2014</b>	<b>2-5</b>
INSPECTIONS .....	<b>2015</b>	<b>2-5</b>
HUMANITARIAN TRANSFER REQUESTS .....	<b>2016</b>	<b>2-5</b>
SECONDARY MOS .....	<b>2017</b>	<b>2-5</b>

SOP FOR MAP

CHAPTER 2

ADMINISTRATION

2001. GENERAL. The Military Personnel Officer, G-1 Division, MCB Quantico is responsible for assigning and terminating personnel from MAP.

2002. MCTFS REPORTING. Commanders with assigned MAP Marines will report all required unit diary items per reference (b).

2003. PERSONNEL RECORDS

1. All MAP personnel reporting to MCB Quantico must have in their possession their service record book (SRB), and medical and dental records.

2. Commanders will ensure that SRBs are audited, and all administrative entries are completed and signed by the parent unit prior to reporting for MAP assignment. The Military Personnel Officer is responsible for screening Marine record books prior to assignment.

3. The Officer-in-Charge, Consolidated Personnel Administrative Center, will ensure proper maintenance of all MAP Marine Service records. Record books will be audited prior to termination of the Marine's MAP detachment, and the Marine will promptly return these records to their parent unit's administrative section.

4. The Base Military Personnel Officer is responsible for maintaining a locator system on all personnel assigned to the MAP.

2004. TRAINING/MARKSMANSHIP QUALIFICATION

1. Marines assigned to the MAP will participate in normal military training.

2. MAP Marines who have not fulfilled annual requirements will participate in marksmanship training. Personnel exempt from annual marksmanship training must have a record book entry reflecting this re-qualification exemption.

2005. INDIVIDUAL EQUIPMENT AND CLOTHING. All personnel reporting for MAP are required to have the minimum uniform issue.

2006. BILLETING/SUBSISTENCE. CG MCB, Quantico will billet and provide subsistence for MAP personnel as required. Commuted rations and basic allowance for quarters authorized by tenant commanders remain in effect during the MAP assignment as long as prerequisites are still met.

2007. DISBURSING. CG MCB, Quantico will assume responsibility for all pay related matters for MAP personnel.

2008. FITNESS REPORTS AND CONDUCT/PROFICIENCY MARKINGS. Fitness reports will be submitted per reference (c). Conduct and Proficiency markings will be assigned to corporals and below per reference (d).

SOP FOR MAP

2009. PROMOTIONS

1. CG MCB, Quantico will ensure promotion opportunities for MAP personnel. If qualified and recommended for promotion by the parent command, MAP personnel will be promoted by the CO of the organization to which temporarily assigned.
2. Marines are screened and processed for meritorious promotion per reference (e). CG MCB, Quantico will ensure that meritorious promotion quotas are not exceeded per reference (f).

2010. LEAVE AND LIBERTY. The CO Hq&SvcCo, SctyBn, will grant leave and liberty for MAP personnel attached. Normally, annual leave for these personnel should not exceed two weeks during a six month MAP assignment. MAP personnel desiring separation leave in conjunction with their end of active service (EAS) must submit an Administrative Action (AA) form via their MAP chain of command to their parent command for approval not less than 60 days prior to the requested leave date. MAP termination for separation leave will be effected only upon assignment of a suitable replacement.

2011. DISCIPLINE

1. CG MCB, Quantico will in-mediatly terminate MAP personnel who are on Unauthorized Absence (UA), In Hands of Civilian Authorities (IHCA) and In Hands of Military Authorities (IHMA) in excess of 10 working days or projected to exceed 10 working days. When termination orders are received, the appropriate company commander will make liaison with the respective parent command for service records and personal effects disposition. In addition, company commanders will provide the parent command with any correspondence relative to the absentee's status.
2. Normally, the CO HqSvcCo or SctyBn will assume responsibility for minor Uniform Code of Military Justice (UCMJ) offenses committed by MAP personnel that could be referred to company/battalion nonjudicial punishment (NJP) or summary courts-martial (SCM).
3. In cases where the CG MCB, Quantico deems trial by special or general courts-martial appropriate, a request for legal services will be prepared and forwarded to the parent command, via the CG MCB, Quantico (Attn: Base Military Personnel Officer). This request must include a copy of the preliminary inquiry, a description of the nature and location of available evidence, and a request for immediate termination of the suspect from the MAP.

2012. ADMINISTRATIVE SEPARATION. MAP Marines processed for administrative discharge per reference (g) will be terminated when the discharge recommendation is received, concurred with, endorsed, and then forwarded by the CG MCB, Quantico to the cognizant CG/Officer. Marines in this category who are retained on active duty based on final action disposition will not be authorized to return for MAP assignment

2013. CAREER PLANNING. SctyBn will be responsible for individual career planning which will be accomplished per reference (h) and other applicable instructions.

2014. DEATH, SERIOUS INJURY/ILLNESS AND HOSPITALIZATION

1. In the event of death or serious injury/illness of MAP personnel, the CO SctyBn is responsible for accomplishing the following:

SOP FOR MAP

a. Convene an investigation to inquire into the circumstances surrounding the death or serious injury/illness to the MAP person per reference (i). The obligation to conduct such an investigation remains with the Base organization even though a termination of MAP assignment request has been submitted. Submit the completed investigation to the parent command through the chain of command.

b. Request immediate termination from the MAP as of the day of death or serious injury/illness. Submit the request to the CG MCB, Quantico (Attn: Military Personnel Officer) and include the time, date and reason for termination.

c. Ensure all appropriate record book and unit diary entries are completed.

d. Deliver the record book, medical and dental record, and a memorandum with all required data to the parent command. Prepare and release the casualty report (death (non-battle) or serious injury/illness) and make notification to next of kin.

e. Collect and inventory personal effects and return government property as required by reference (j). Coordinate with the parent command for appropriate disposition, then notify the Military Personnel Officer and the Base Adjutant.

2. Request termination of MAP assignment in the event of hospitalization, assignment to a "no duty" status, or "light duty" status which significantly limits the ability to perform MAP duties, and when the status is expected to be in excess of 30 days. Submit termination requests with justification to the CG MCB, Quantico (Attn: Military Personnel Officer) who will request a replacement.

2015. INSPECTIONS. Include MAP personnel in all formal inspections as directed.

2016. HUMANITARIAN TRANSFER REQUESTS. MAP Marines requesting a Humanitarian Transfer per reference (k) will be returned to their parent command once their request is approved by the CMC. Send requests for Humanitarian Transfer to the parent command via the chain of command.

2017. SECONDARY MOS. Subject to the restrictions cited, commanders may assign an additional MOS above the basic level and appropriate for the individual when the requirements have been met. Refer to reference (k) when considering a request for a secondary MOS related to duties outlined in this Order.

SOP FOR MAP

CHAPTER 3

PERSONNEL PROCEDURES

	<u>PARAGRAPH</u>	PAGE
PERSONNEL REQUIREMENTS . . . . .	<b>3001</b>	<b>3-3</b>
GENERAL ASSIGNMENT CRITERIA AND RESTRICTIONS . . . . .	<b>3002</b>	<b>3-3</b>
ASSIGNMENT CRITERIA FOR MAP BILLETS . . . . .	<b>3003</b>	<b>3-4</b>
SPECIFIC ASSIGNMENT CRITERIA FOR APPLICABLE MAP BILLETS . . . . .	<b>3004</b>	<b>3-4</b>

SOP FOR MAP

CHAPTER 3

PERSONNEL PROCEDURES

3001. PERSONNEL REQUIREMENTS

1. MAP requirements are identified in the Base T/O and are also contained in appendix A.
2. Personnel are assigned, whenever possible, to a billet commensurate with their grade and primary MOS. Unless otherwise specified, grade substitutions for enlisted requirements are authorized, but limited to one grade above or below the grade requirement in the appendices
3. Personnel in receipt of a Selective Reenlistment Bonus will not be assigned to MAP billets outside-of the primary MOS for more than six months.
4. Personnel assigned to the MAP should have good military bearing, be neat in appearance, and possess a high degree of maturity.

3002. GENERAL ASSIGNMENT CRITERIA AND RESTRICTIONS

1. Marines in the following categories will not be assigned to the MAP:
  - a. Average conduct or proficiency mark is below 4.0 within the past year.
  - b. Have received NJP within the last six months.
  - c. Convicted by courts-martial within the last year.
  - d. Have displayed a pattern of substandard performance or unacceptable conduct during the past six months.
  - e. Convicted by military or civilian court for drug or alcohol related offenses.
  - f. Have chronic physical problems or assigned to the weight control program, either of which could lead to medical/administrative separation.
  - g. Have less than six months active service remaining at the time of assignment. Provisions of subparagraph 1004.6 of this Order apply.
  - h. Would encounter extreme personal hardship as a result of the assignment.
  - i. Those without service records. A prepared temporary record book per reference (d) and a copy of the letter requesting a microfiche record will suffice.
  - j. Previously assigned MAP personnel who were returned to their parent unit to be processed for administrative separation for cause, but who were retained on active duty based on final action disposition.

3003. SPECIFIC ASSIGNMENT CRITERIA

1. The following criteria applies to personnel assigned to military police duties with the Provost Marshals Office (PMO):
  - a. Prior to being assigned, MAP candidates will be interviewed by the Operations Chief, PMO.

SOP FOR MAP

- b. Must have good military bearing and a neat personal appearance.
- c. Must have no letters of indebtedness and no more than one page 11 record book entry pertaining to counseling for substandard performance within the past year.
- d. Must have a high degree of maturity, emotional stability, and no physical impediment.
- e. Military drivers license preferred but not mandatory.
- f. Must possess a valid state driver's license.
- g. Have no convictions of domestic violence, moral turpitude, or possession, use or transfer of dangerous drugs, marijuana, or identified on a urinalysis as a drug user.
- h. Must be eligible for a SECRET clearance should the need arise for briefings on classified information.

SOP FOR MAP

CHAPTER 4

ASSIGNMENT AND RELIEF PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
MAP ORDERS .....	4001	4-3
REPORTING INSTRUCTIONS AND ORDERS ENDORSEMENT .....	4002	4-3
MAP TERMINATION .....	4003	4-3

SOP FOR MAP

CHAPTER 4

ASSIGNMENT AND RELIEF PROCEDURES

4001. MAP ORDERS

1. The CG MCB, Quantico (Military Personnel Officer) will issue MAP TAD orders and provide a copy of the orders to the appropriate tenant activity.
2. Include the following information in the orders:
  - a. Length of MAP assignment.
  - b. Duty assignment: T/O \_ \_ LN \_ \_ for duty as \_\_\_\_\_  
(billet description;
  - c. Replacement for \_\_\_\_\_  
(name of individual relieved or indicate vacant billet)

4002. REPORTING INSTRUCTIONS AND ORDERS ENDORSEMENT. All personnel reporting for the MAP will report to the CG MCB, Quantico (Military Personnel Officer) for orders endorsement and instructions.

4003. MAP TERMINATION

1. Terminate MAP Orders:
  - a. Seven working days after a replacement reports for duty. Exceptions require approval by the CG MCB, Quantico (Military Personnel Officer).
  - b. For cause when requested in writing by the appropriate CG/officer and approved by the CG MCB, Quantico (Military Personnel Officer in the case of enlisted personnel and the AC/S, G-1 Division, in the case of officers). The request for termination must include complete justification.
  - c. For personnel in receipt of permanent change of station/assignment orders or who are separating from active duty. Termination orders are issued at least 15 working days prior to the effective date of transfer/separation. Replacement personnel will overlap seven working days in order to conduct a proper turnover.
  - d. When requested by the parent unit commander via their chain of command, and approved by the CG MCB, Quantico (Military Personnel Officer).
2. MAP personnel are returned to their parent command upon completion of their MAP assignment. Those personnel assigned to six-month tours can be extended for a period not to exceed six months provided both the Base and respective tenant command personnel officers agree. Submit requests for extensions in writing at least 30 days prior to scheduled termination date to the CG MCB, Quantico (Attn: Military Personnel Officer). Requests for MAP extensions must be fully justified in writing by the respective CG/officer or authorized representative and will include a statement signed by the MAP member that they desire the requested MAP extension.



SOP FOR MAP

APPENDIX A

SECURITY MAP REQUIREMENTS (con't)

LINE NO	BILLET DESCRIPTION	GRADE	MOS	REMARKS
	MP (UNSTRUCTURED)	Cpl	9916	
	MP (UNSTRUCTURED)	Cpl	9916	
	MP (UNSTRUCTURED)	Cpl	9916	
	MP (UNSTRUCTURED)	LCpl	9916	
	MP (UNSTRUCTURED)	LCpl	9916	
	MP (UNSTRUCTURED)	LCPL	9916	
	MP (UNSTRUCTURED)	LCPL	9916	
	MP (UNSTRUCTURED)	PFC	9916	
	MP (UNSTRUCTURED)	PFC	9916	
TOTAL	64			

Notes:

1. Prior to being assigned, MAP candidates:

- Will be interviewed by the Operations Chief, PMO
- Must have good military bearing and a neat personal appearance
- Must have no letters of indebtedness and no more than one page 11 record book entry pertaining to counseling for substandard performance within the past year
- Must have a high degree of maturity, emotional stability, and no physical impediment
- Military drivers license preferred but not mandatory
- Must possess a valid state drivers license
- Have no convictions of domestic violence, moral turpitude, or possession, use or transfer of dangerous drugs, marijuana, or identified on a urinalysis as a drug user
- Must be eligible for a SECRET clearance

## SOP FOR MAP

## APPENDIX B

## FARESHARE QUOTAS BY COMMAND

4/1/2002 SG

	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E3</u>	<u>E2</u>	Total
SctyBn	2	1	6	30	23	2	64
<b>COMMAND</b>							
<u>MCCDC</u>	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E3</u>	<u>E2</u>	
EFDC (007)	5	2	5	3	6	0	
MCWFL (1GF)	7	1	12	7	9	0	
H&SBN (012)	52	77	152	218	235	82	
TOTAL	64	80	169	228	250	82	
<b>QUOTA</b>	0	0	2	12	7	1	22
<u>TECOM</u>	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E3</u>	<u>E2</u>	
Proper (086)	10	4	11	14	13	0	
EDCOM (068)	51	53	107	126	255	90	
TBS (078)	35	46	185	127	125	23	
OCS (069)	17	19	16	18	20	14	
TRNGCMD (087)	38	59	40	16	5	41	
TOTAL	151	181	359	301	418	168	
<b>QUOTA</b>	<b>1</b>	1	4	16	<b>12</b>	1	35
<u>TENANT ACTIVITIES</u>	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E3</u>	<u>E2</u>	TOTAL
MARCORSYSCOM (070)	40	12	11	7	13	0	
<b>QUOTA</b>	0	0	0	0	1	0	1
INTEL CTR (077)	4	10	8	4	3	0	
<b>QUOTA</b>	0	0	0	0	0	0	0
M&RA (080)	51	27	25	13	32	1	
<b>QUOTA</b>	0	0	0	<b>1</b>	1	0	2
MCRC (082)	5	8	7	1	2	0	
<b>QUOTA</b>	0	0	0	0	0	0	0
MITNOC (MB1)	6	6	2	2	22	0	
<b>QUOTA</b>	0	0	0	0	<b>1</b>	0	1
MSGBN(R00)	5	10	12	17	42	8	
<b>QUOTA</b>	0	0	0	1	1	0	2
TOTAL	111	73	65	44	114	9	
<b>TOTAL FOR ALL CMDS</b>	326	334	593	573	782	259	2867