

MARINE CORPS MANUAL

W/CH 1-3



1980

**DEPARTMENT OF THE NAVY
Headquarters United States Marine Corps
Washington, D.C. 20380**

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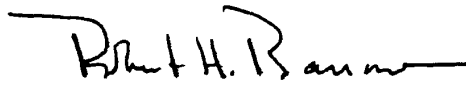
THE COMMANDANT OF THE MARINE CORPS

WASHINGTON

21 Mar 1980

This Marine Corps Manual is issued in accordance with U.S. Navy Regulations, 1973 for the instruction and guidance of all persons in the Department of the Navy in matters concerning the Marine Corps.

Effective this date, it supersedes the Marine Corps Manual, 1961.



ROBERT H. BARROW

The Secretary of the Navy,

Approved: 21 Mar 1980



Edward Hidalgo

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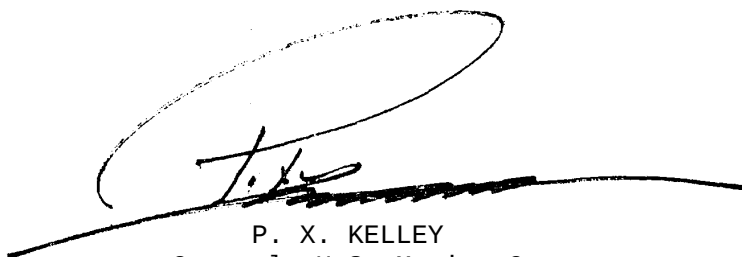
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MARINE CORPS MANUAL

CHANGE 1

THE COMMANDANT OF THE MARINE CORPS
WASHINGTON
2 Mar 1982

1. Remove and destroy present pages 1-17, 1-18, 1-27, 2-17, 2-18, 2-35, 2-36, 2-45, and 2-46 and replace with the corresponding pages contained hereto.
2. Changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.
3. This Change will be filed immediately following the letter of promulgation.

A handwritten signature in black ink, appearing to read 'P. X. Kelley', is written over a horizontal line. The signature is stylized with a large, sweeping loop at the top.

P. X. KELLEY
General, U.S. Marine Corps
Assistant Commandant of the Marine Corps and
Chief of Staff

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MARINE CORPS MANUAL

CHANGE 2

THE COMMANDANT OF THE MARINE CORPS
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11 Jan 1984

1. Remove and destroy present pages 1-11, 1-12, 1-23, 1-24, 2-17, 2-18, 2-19, 4-17, and 4-18 and replace with the corresponding pages contained hereto.
2. Changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.
3. This Change will be filed immediately following page 3 to the basic manual.

A handwritten signature in black ink, reading "D'Wayne Gray". The signature is written in a cursive, flowing style with a large initial "D".

D'WAYNE GRAY
Lieutenant General, U.S. Marine Corps
Chief of Staff

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SUBJ/MARINE CORPS MANUAL (MCM) CH 3.//

RMKS/1. IN JULY, 1995, I DIRECTED THE DC/S M-RA TO CONVENE A TASK FORCE TO REVIEW OUR CURRENT POLICY REGARDING **FRATERNIZATION**. THE TASK FORCE VALIDATED THE POLICY BUT RECOMMENDED THAT AN UPDATED AND MORE THOROUGH EXPLANATION OF **FRATERNIZATION** BE INCLUDED IN THE MILITARY LEADERSHIP SECTION (PAR 1100) OF THE MCM. I CONCUR WITH THE TASK FORCE AND THIS ALMAR IMPLEMENTS THAT RECOMMENDATION. IN ORDER TO BE FULLY EFFECTIVE, MARINE CORPS POLICY ON THIS COMPLEX SUBJECT MUST BE EXPLAINED TO EVERY MARINE IN BOTH OUR FORMAL EDUCATION PROCESS AND IN INFORMAL LEADERSHIP SESSIONS. I DIRECT THE CG, MCCDC TO REVIEW POI'S TO ENSURE THAT **FRATERNIZATION** EDUCATION IS INCLUDED IN ALL APPLICABLE SCHOOL CURRICULUM. ADDITIONALLY, I DIRECT COMMANDERS AT EVERY LEVEL TO DISCUSS **FRATERNIZATION** ISSUES IN THEIR LEADERSHIP TRAINING PROGRAMS. WITH THE ACTIVE PARTICIPATION OF MARINE LEADERS AT EVERY LEVEL WE WILL KEEP OUR STANDARDS HIGH IN THIS IMPORTANT AREA.

2. THE FOL CHANGES TO THE SUBJ MANUAL ARE DIRECTED:

A. ON PAGE 1-22, DELETE CURRENT PAR 1100.4 IN ITS ENTIRETY AND REPLACE WITH THE FOL:

"4. PROFESSIONAL AND PERSONAL RELATIONSHIPS BETWEEN MARINES. PROFESSIONAL AND PERSONAL RELATIONSHIPS, INCLUDING DUTY, SOCIAL, AND BUSINESS CONTACTS AMONG MARINES OF DIFFERENT GRADES WILL BE CONSISTENT WITH TRADITIONAL STANDARDS OF GOOD ORDER AND DISCIPLINE AND THE MUTUAL RESPECT THAT HAS ALWAYS EXISTED BETWEEN MARINES OF SENIOR GRADE AND THOSE OF LESSER GRADE. PERSONAL RELATIONSHIPS BETWEEN OFFICER AND ENLISTED MEMBERS THAT ARE UNDULY FAMILIAR AND THAT DO NOT RESPECT DIFFERENCES IN GRADE OR RANK CONSTITUTE **FRATERNIZATION** AND ARE PROHIBITED. WHEN PREJUDICIAL TO GOOD ORDER AND DISCIPLINE OR OF A NATURE TO BRING DISCREDIT ON THE MARINE CORPS, PERSONAL RELATIONSHIPS BETWEEN OFFICER MEMBERS OR BETWEEN ENLISTED MEMBERS THAT ARE UNDULY FAMILIAR AND THAT DO NOT RESPECT DIFFERENCES IN GRADE OR RANK CONSTITUTE **FRATERNIZATION** AND ARE PROHIBITED. PREJUDICE TO GOOD ORDER AND DISCIPLINE OR DISCREDIT TO THE MARINE CORPS MAY RESULT FROM ANY CIRCUMSTANCE WHICH CALLS INTO QUESTION A SENIOR'S OBJECTIVITY, RESULTS IN ACTUAL OR APPARENT PREFERENTIAL TREATMENT, UNDERMINES THE AUTHORITY OF THE SENIOR, OR COMPROMISES THE CHAIN OF COMMAND. THE FOLLOWING PARAGRAPHS WRITTEN BY MAJOR GENERAL JOHN A. LEJEUNE APPEARED IN THE MARINE CORPS MANUAL, EDITION OF 1921, AND SINCE THAT TIME HAVE DEFINED THE RELATIONSHIP THAT MUST

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EXIST BETWEEN MARINE OFFICERS AND ENLISTED MEMBERS, AS WELL AS BETWEEN OFFICERS OF DIFFERENT GRADES AND ENLISTED MEMBERS OF DIFFERENT GRADES OF THE CORPS AND OTHER MILITARY SERVICE MEMBERS."

B. ON PAGES 1-22 AND 1-23, SUBPARAGRAPHS 1100.4, A THROUGH F REMAIN UNCHANGED

C. ON PAGE 1-23, DELETE CURRENT PARAGRAPH 1100.5 IN ITS ENTIRETY AND REPLACE WITH THE FOL:

"5. NONCOMMISSIONED OFFICERS. THE PROVISIONS OF PARAGRAPHS 1100.3 AND 1100.4 ABOVE, APPLY TO THE RELATIONSHIP OF NONCOMMISSIONED OFFICERS WITH THEIR SUBORDINATES AND APPLY SPECIFICALLY TO NONCOMMISSIONED OFFICERS WHO MAY BE EXERCISING SUPERVISORY AUTHORITY OR LEADERSHIP ROLES OVER JUNIOR MARINES."

D. ON PAGE 1-23, ADD NEW PARAGRAPH 1100.6:

"6. OFFICER AND ENLISTED MARRIAGES. THE MARINE CORPS ACCEPTS OFFICER/ENLISTED MARRIAGES WHICH OCCUR BEFORE THE OFFICER RECEIVES A COMMISSION OR BEFORE THE OFFICER REVERTS TO AN ENLISTED GRADE. HOWEVER, MISCONDUCT, INCLUDING FRATERNIZATION, IS NEITHER EXCUSED NOR MITIGATED BY SUBSEQUENT MARRIAGE BETWEEN THE PARTIES. MARINES MARRIED TO OTHER MARINES OR TO OTHER SERVICEMEMBERS, OR OTHERWISE CLOSELY RELATED (E.G., PARENT/CHILD, SIBLINGS) SHALL MAINTAIN THE REQUISITE TRADITIONAL RESPECT AND DECORUM ATTENDING THE OFFICIAL MILITARY RELATIONSHIP BETWEEN THEM WHILE EITHER IS ON DUTY, IN UNIFORM IN PUBLIC, OR AT OFFICIAL SOCIAL FUNCTIONS."

3. C. C. KRULAK, GENERAL, COMMANDANT OF THE MARINE CORPS.//

BT

MARINE CORPS MANUAL

RECORDS OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Signature of Person Entering Change
1	2 Mar 82		
2	1 Jan 84		
3	13 May 96		

MARINE CORPS MANUAL

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MARINE CORPS MANUAL

INTRODUCTION

0001. PURPOSE AND FORCE

1. The Marine Corps Manual is the basic publication of the United States Marine Corps issued by the Commandant of the Marine Corps and approved by the Secretary of the Navy. It is a regulatory publication for the Department of the Navy as defined in U.S. Navy Regulations.

2. The Marine Corps Manual is binding upon all persons in the Department of the Navy in matters concerning Marines and the Marine Corps.

0002. SCOPE

1. The Marine Corps Manual supplements U.S. Navy Regulations with:

- a. Regulations of the Secretary of the Navy for the Marine Corps.
- b. Delineations of the fields of authority of the Commandant of the Marine Corps.
- c. Regulations of the Commandant of the Marine Corps implementing U.S. Navy Regulations.

2. The Marine Corps Manual contains broad regulatory policies of the Commandant of the Marine Corps either originated within the Marine Corps or derived from statutes and from directives of the President of the United States, the Secretary of Defense, and the Secretary of the Navy.

0003. USE

1. The Marine Corps Manual is designed primarily for use by Marine Corps commanders and their staffs, Navy officers exercising command over Marines, the staff of the Commandant of the Marine Corps, and the staffs of the bureaus and offices of the Navy Department.

2. The Marine Corps Manual should be used with U.S. Navy Regulations to ascertain departmental policy as it relates to the Marine Corps. When details on a specific subject are desired, the manual should be used with Marine Corps directives and other applicable issuances of the Department of the Navy.

0004. ORGANIZATION. Contents of the Marine Corps Manual are arranged by broad subject areas. The pages are numbered consecutively within chapters.

0005. CHANGES. Changes to the Marine Corps Manual will be issued by the Commandant of the Marine Corps in accordance with the authority delegated to that office by the Secretary of the Navy. All users are asked to make recommendations for revision. Changes will be designed for insertion on a page-for-page basis. A record of changes made will be maintained on the page provided for that purpose.

MARINE CORPS MANUAL

CHAPTER 1

GENERAL ADMINISTRATION AND MANAGEMENT

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MARINE CORPS MANUAL

CHAPTER 1

GENERAL ADMINISTRATION AND MANAGEMENT

SECTION A - ORGANIZATION, FUNCTIONS, AND COMMAND

1000. ORGANIZATION OF THE MARINE CORPS

1. Origin and Authority

a. The United States Marine Corps was created on November 10, 1775 by a resolution of the Continental Congress which authorized two battalions of Marines. On July 11, 1798, the Marine Corps was established as a separate service and in 1834 was made a part of the Department of the Navy. The National Security Act of 1947, as amended, sets forth the present structure, missions, and functions of the Marine Corps.

b. The Secretary of the Navy is the head of the Department of the Navy. Under the direction, authority, and control of the Secretary of Defense, the Secretary of the Navy is responsible for the policies and control of the Department of the Navy, including its organization, administration, operation, and efficiency. The United States Marine Corps is an integral part of the Department of the Navy and is, at all times, subject to its laws and regulations.

c. The authority of the Commandant of the Marine Corps flows from the reassignment and delegation of authority vested in the Secretary of the Navy. The Commandant of the Marine Corps commands the United States Marine Corps and is the senior officer of the United States Marine Corps. Succession to duties of the Commandant of the Marine Corps during absence, disability, or temporary vacancy in that office is detailed in the U.S. Navy Regulations.

2. Mission and Functions

a. The Marine Corps shall be organized, trained, and equipped to:

(1) Provide Fleet Marine Forces of combined arms, together with supporting air components, for service with the United States Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations as may be essential to the prosecution of a naval campaign.

(2) Provide detachments and organizations for service on armed vessels of the Navy, and security detachments for the protection of naval property at naval stations and bases.

(3) Develop, in coordination with the Army, Navy, and Air Force, the doctrines, tactics, techniques, and equipment employed by landing forces in amphibious operations. The Marine Corps shall have primary interest in the development of those landing force doctrines, tactics, techniques, and equipment which are of common interest to the Army and the Marine Corps.

(4) Provide, as required, Marine forces for airborne operations, in coordination with the Army, the Navy, and the Air Force and in accordance with doctrines established by the Joint Chiefs of Staff.

(5) Develop, in coordination with the Army, the Navy, and the Air Force, doctrines, procedures, and equipment of interest to the Marine Corps for airborne operations which are not provided for by the Army.

(6) Be prepared, in accordance with integrated joint mobilization plans, for the expansion of the peacetime components to meet the needs of war.

(7) Perform such other duties as the President may direct.

b. The collateral functions of the Marine Corps are to:

(1) Maintain a Marine Corps Reserve for the purpose of providing trained units and qualified individuals to be available for active duty in the Marine Corps in time of war or national emergency and at such other times as the national security may require.

(2) Provide Marine officer and enlisted personnel in support of the Department of State security program overseas.

c. The implied functions of the Marine Corps are to:

(1) Organize, train, and equip Marine Corps forces for assignment to unified and specified commands in support of national war plans.

(2) Assign such forces to unified and specified commands, as directed.

(3) Support Marine Corps and other forces assigned to unified and specified commands, as directed.

(4) Be prepared, in accordance with integrated joint mobilization plans, to expand peacetime components to meet the needs of war.

d. Marine Corps aviation shall be organized to provide supporting air components for the Fleet Marine Forces in the seizure or defense of advanced naval bases and in the conduct of such land operations as may be essential to the prosecution of a naval campaign; and, as a collateral function, to participate as an integral component of naval aviation in the execution of such other Navy functions as the fleet commanders may direct.

3. Military Service

a. The Marine Corps is one of four armed services within the Department of Defense. In conduct of interservice matters, the Marine Corps has a coequal status with each of the other services. The Commandant of the Marine Corps is a "Chief of Service."

b. All Marine Corps commanders and representatives on joint staffs and joint working groups will ensure that the status of the Marine Corps as a separate service with all the rights, privileges, duties, and responsibilities as such is recognized and maintained in all directives, plans, and agreements involving the Marine Corps.

1001. HEADQUARTERS, UNITED STATES MARINE CORPS

1. Organization. Headquarters, U.S. Marine Corps, consists of the Commandant of the Marine Corps and those staff agencies which advise and assist the Commandant in the discharge of those responsibilities prescribed by law and higher authority. The internal organization of Headquarters Marine Corps is described in the Headquarters Marine Corps Organization Manual.

2. Responsibility

a. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for administration, discipline, internal organization, training, requirements, efficiency, readiness of the Marine Corps; for the operation of the Marine Corps materiel support system; and for the total performance of the Marine Corps.

Additional responsibilities are set forth in the U.S. Navy Regulations. Additionally, the Commandant of the Marine Corps is assigned the following:

(1) Responsibility for that portion of the task of "logistics administration and control" of the Department of the Navy which includes:

(a) Planning, forecasting, and determining the requirements of the Marine Corps for equipment, materiel, personnel and supporting services.

(b) Determining Marine Corps characteristics of equipment and materiel to be procured for development and the training required to prepare Marine Corps personnel for combat.

(c) Working with the civilian executive assistants to the Secretary of the Navy in fulfillment of requirements of the Marine Corps.

(2) Responsibility for the task of "business administration" of the Marine Corps with the civilian executive assistants to the Secretary of the Navy.

(3) The providing of technical advice to the Secretary of the Navy, the civilian executive assistants, and the Chief of Naval Operations in the formulation of policies and procedures for the Department of the Navy.

(4) The development, in coordination with the Army, the Navy, and the Air Force, of the doctrines, tactics, techniques, and equipment employed by landing forces in amphibious operations.

(5) Regularly attending meetings of the Armed Forces Policy Council.

b. The Commandant of the Marine Corps is a permanent member of the Joint Chiefs of Staff.

c. The Assistant Commandant of the Marine Corps performs the duties of the Commandant during the latter's absence or disability, and performs such other duties as the Commandant may specifically direct.

3. Field Activities

a. The Commanding General, Marine Corps Development and Education Command, is responsible for conducting formal professional education and training for employment by landing forces in amphibious operations. In this capacity the commanding general shall act as a field representative of the Commandant of the Marine Corps in landing force development matters.

b. Additionally, the following field activities are field representatives of the Commandant of the Marine Corps for specific functions. They are attached to designated Marine Corps commands for administrative and logistics purposes only.

(1) Field supply and maintenance analysis offices are responsible for the review of procedures, methods, and operations employed by organizations within their assigned areas and provide assistance when required.

(2) Offices of the area auditors are responsible for conducting internal audits and inspections of nonappropriated fund activities within their assigned areas.

(3) The Marine Corps Finance Center is responsible for providing disbursing support to the Regular and Reserve Establishments.

(4) The Marine Corps central design and programming activities are responsible for analyzing, designing, developing, programming, testing, implementing, and maintaining Marine Corps automated data systems.

(5) The Marine Corps Reserve Forces Administrative Center is responsible for providing administration for and directing activities of the Individual Ready Reserve, Standby Reserve, Fleet Marine Corps Reserve not on active duty, and assigned selected reservists.

1002. MARINE CORPS OPERATING FORCES

1. Composition. The operating forces of the Marine Corps consist of:

- a. Fleet Marine Forces.
- b. Complements on board naval vessels.
- c. Security forces at Navy shore activities.
- d. Special activity forces.
- e. Combat forces not otherwise assigned.

2. Fleet Marine Forces

a. The Fleet Marine Forces are integral parts of the United States Fleets or naval forces to which assigned. They have the status of a fleet-type command and are subject to the operational control of the respective fleet commanders except for individual and unit training, control of which is retained by the Commandant of the Marine Corps. Administrative control is exercised by the Commandant of the Marine Corps.

b. The specific missions of the Fleet Marine Forces are:

(1) To serve with the fleets in the seizure or defense of advanced naval bases and in the conduct of such land operations as may be essential to the prosecution of a naval campaign.

(2) To participate, as directed by the Commandant of the Marine Corps, in the development of doctrines, tactics, techniques and equipment used by landing forces in amphibious operations.

(3) To train and equip Marine Corps forces for airborne operations as directed by the Commandant of the Marine Corps.

(4) To train personnel to meet requirements for expansion during time of war.

(5) To perform such other duties as may be directed.

c. A Fleet Marine Force consists of a headquarters, appropriate combat support and combat service support organizations, one or more divisions or brigades, and one or more aircraft wings or groups.

d. The Commandant of the Marine Corps may assign a commander of a Fleet Marine Force unit stationed at a Marine Corps installation within the continental United States to command the installation at which located.

3. Complements On Board Naval Vessels

a. Marine detachments assigned to duty on board armed vessels of the Navy are distinct but integral parts of the complements of the ships and are governed by U.S. Navy Regulations. Their mission is to provide physical security and primarily nuclear security for the vessels to which they are assigned.

b. Marines may be assigned to communications, staff, liaison, logistics, guncrews, internal security, aviation, and other duties afloat, when so ordered by competent authority.

4. Security Forces

a. Marine Corps security forces are assigned to Navy shore activities.

b. The mission of the security forces is to provide security as directed by the Chief of Naval Operations in coordination with the Commandant of the Marine Corps. They also perform such additional functions as may be directed by the Commandant of the Marine Corps.

5. Special Activity Forces

a. Marine Corps special activity forces are designated for providing security or service, or for performing certain special type duties, for agencies other than those of the Department of the Navy.

b. The assignment of personnel to and the mission of Marine Corps special activity forces are specified by the agency supported and approved by the Commandant of the Marine Corps.

6. Combat Forces not Otherwise Assigned. Marine Corps combat forces not otherwise assigned consist of Fleet Marine Force-type organizations which are organizing, training, and equipping, or undergoing special development prior to assignment to the Fleet Marine Forces.

1003. MARINE CORPS SUPPORTING ESTABLISHMENT

1. Composition. The Marine Corps supporting establishment includes:

- a. Marine Corps bases, camps, and unit training centers.
- b. Marine Corps aviation installations.
- c. Marine Corps logistic installations.
- d. Marine Corps individual training installations.
- e. Marine Corps recruiting activities.
- f. Marine Corps Reserve support activities.
- g. Special supporting activities.

2. Mission. Marine Corps organizations in the supporting establishment provide the development, procurement, training, administration, and logistical support required to perform the mission of the Marine Corps.

3. Marine Corps Bases, Camps, and Unit Training Centers

a. Marine Corps bases, camps, and unit training centers are organized to support and contribute to the readiness of the Fleet Marine Force units or other units based thereon. They shall provide housing, training facilities, logistical support, administrative support, research and development support, and other support as directed by their individual mission assignments.

b. They are under the military command and management control of the Commandant of the Marine Corps.

4. Marine Corps Aviation Installations

a. Marine Corps aviation installations support and contribute to the readiness of Fleet Marine Force units or other units, including Navy aviation units, based thereon. The Commandant of the Marine Corps exercises military command of Marine Corps aviation installations through the Commander, Marine Corps Air Bases Eastern Area; Commander, Marine Corps Air Bases Western Area; Commander, Marine Corps Bases, Pacific; and the Commanding General, Marine Corps Development and Education Command.

b. Marine Corps aviation installations located in the eastern United States are under the command of the Commander, Marine Corps Air Bases Eastern Area except for Marine Corps Air Facility, Quantico which is under the command of the Commanding General, Marine Corps Development and Education Command. Marine Corps aviation installations in the western portions of the continental limits of the United States are under the command of the Commander, Marine Corps Air Bases, Western Area. Those aviation installations located in the Pacific are under the command of the Commander, Marine Corps Bases, Pacific.

5. Marine Corps Logistics Installations

a. Marine Corps logistics installations include logistics bases and field depots.

b. Marine Corps logistics bases are major logistical establishments which function as:

(1) Storage centers for materiel as assigned.

(2) Manufacturing centers, when directed.

(3) Repair centers for all types of equipment. Repair includes:

(a) Depot maintenance as directed by the Commandant of the Marine Corps.

(b) Field maintenance for units not having this capability and when directed by Commandant of the Marine Corps.

(c) Overflow field maintenance for supported units and activities, as necessary.

c. Additional functions of the Marine Corps Logistics Base, Albany, Georgia are:

(1) Serve as inventory control point for items assigned.

(2) Provide cataloging support for all items of Marine Corps materiel.

(3) Exercise technical direction with respect to designated assets of stock accounts.

(4) Store and distribute publications.

(5) Test textile materials and findings as directed.

(6) Procure and inspect end items of equipment as directed.

d. Marine Corps field depots are additional logistics installations which are normally established under conditions of mobilization. They are semi-mobile, sub-area logistical support facilities which provide logistical support for designated operating forces, including units in a rehabilitation status. They are under the direct military command and management control of the Commandant of the Marine Corps. When located beyond the continental limits of the United States, military command is exercised by the Commandant of the Marine Corps through the appropriate Fleet Force commander. Coordination relationships are determined by applicable force, area, or Department of the Navy directives.

e. Logistics installations are under the military command and management control of the Commandant of the Marine Corps and perform individual missions as assigned by the Commandant.

6. Marine Corps Individual Training Installations

a. Marine Corps individual training installations include the Marine Corps Development and Education Command, Quantico, Virginia; recruit depots; and special schools. They are under the military command and management control of the Commandant of the Marine Corps.

b. In addition to the responsibilities identified in paragraph 1001.3a, above, the Marine Corps Development and Education Command shall be organized and equipped for conducting formal professional education and training for Marine Corps personnel. The Marine Corps Development and Education Command shall conduct a military correspondence school program. This program will both parallel the resident instruction available and will provide courses in basic military and specialist skills.

c. Special schools may be authorized by the Commandant of the Marine Corps for the purpose of accomplishing specific educational or training missions. The location, composition, and command relations involved shall be as directed by the Commandant of the Marine Corps upon the activation of such schools.

7. Marine Corps Recruiting Activities

a. Marine Corps recruit depots have in their overall mission the responsibility to oversee recruiting operations of designated districts.

b. Marine Corps recruiting service activities have a primary mission of procuring personnel for the Regular component and for procuring enlisted personnel, without prior service, for the Reserve component. Additional missions are assigned by the Commandant of the Marine Corps.

c. The recruiting service is organized to ensure the most effective and adequate distribution of the Marine Corps recruiting effort.

(1) Marine Corps districts are established by the Commandant of the Marine Corps. Each district is commanded by a director who is responsible for all recruiting service matters within an assigned area.

(2) Marine Corps recruiting stations, each commanded by a commanding officer, are established within Marine Corps districts in numbers as specified by the Commandant of the Marine Corps. Geographical areas of responsibility assigned to each station are designated by district directors.

(3) Recruiting substations are established within areas assigned to recruiting stations when determined to be necessary by district directors, in numbers as specified by the Commandant of the Marine Corps.

8. Marine Corps Reserve Support Activities

a. Marine Corps Reserve support activities shall be organized to administer, train, and otherwise support units and individuals of the Reserve as specified in their individual missions assigned by the Commandant of the Marine Corps.

b. Reserve support activities are staffed by active duty personnel and include Headquarters 4th Marine Division, FMF, USMCR and 4th Marine Aircraft Wing, FMF, USMCR/Marine Air Reserve Training Command, inspector-instructor staffs, Marine air reserve training detachments/unit staffs, and the Marine Corps Reserve Forces Administrative Center.

(1) Inspector-instructor staffs, under the military command of the Commanding General, 4th Marine Division, supervise, instruct, and assist in the training of selected Reserve ground units and ground mobilization training units. They are responsible for procuring prior service personnel for ground Reserves.

(2) The Marine Air Reserve Training Command includes Marine air reserve training detachments, Marine air reserve missile training detachments, and Marine air reserve training units and is part of the dual command of the Commanding General, 4th Marine Aircraft Wing/Marine Air Reserve Training Command. Training detachments and training units supervise, instruct, and assist in the training of selected Reserve aviation units and aviation mobilization training units. They are responsible for procuring prior service personnel for air Reserves.

9. Special Supporting Activities

a. Special supporting activities include the Marine Barracks, Washington, D.C.; Headquarters Battalion, Headquarters Marine Corps; Marine Corps Finance Center; and such other activities that do not fall within the scope of the types of Marine Corps organizations of the supporting establishment and which are not part of the Marine Corps operating forces.

b. The Marine Barracks, Washington, D.C., in addition to the administrative and logistical support mission assigned, provides personnel support for the Marine Corps Institute.

c. Headquarters Battalion, Headquarters Marine Corps, Henderson Hall, Arlington, Virginia provides administrative and logistical support for Marine Corps personnel and activities as directed by the Commandant of the Marine Corps and provides Marine Corps security force personnel for the Navy Department in the Washington, D.C. area.

d. Marine Security Guard Battalion, administers the State Department Security Guard Program as enumerated in the Defense-State Department Agreement.

e. Marine Corps Finance Center, Kansas City, Missouri, provides administrative and logistical support for Marine Corps personnel and activities of its own disbursing function, the Marine Corps Automated Services Center, and the Marine Corps Reserve Forces Administrative Center.

1004. MARINE CORPS RESERVE

1. Mission

a. The mission of the Marine Corps Reserve is to provide trained and qualified units and individuals to be available for active duty in time of war, national emergency, and at such other times as national security may require.

b. The Deputy Chief of Staff for Reserve Affairs is the staff level manager of the Marine Corps Reserve. By statute, the Deputy Chief of Staff for Reserve Affairs is directly responsible to the Commandant of the Marine Corps for the formulation of plans and policies, budgets, funds and force structure of the Reserve and for the execution of approved plans and policies in these areas for the administration of the Marine Corps Reserve, and shall be the principal witness before the Congress on matters pertaining to the Marine Corps Reserve.

2. Control and Administration

a. The Marine Corps Reserve shall be organized, administered, trained, and supplied under the direction of the Commandant of the Marine Corps.

b. Officers on the staff of the Commandant of the Marine Corps shall hold the same relationships and responsibilities to the Marine Corps Reserve as they do to the Regular Marine Corps.

c. Certain Reserve officers shall be assigned to duty at Headquarters Marine Corps and at such field headquarters as necessary to participate in the preparation and administration of policies and regulations affecting the Reserve component.

d. A Marine Corps Reserve Policy Board is appointed by the Secretary of the Navy. The board is convened at Headquarters Marine Corps at least annually and at such other times as may be required for the purpose of considering, recommending and reporting to the Secretary of the Navy on Reserve policy matters. At least half the members of this board shall be officers of the Marine Corps Reserve.

3. Composition. The Marine Corps Reserve, by law, shall be composed of:

a. The Ready Reserve which consists of those units and individual members liable for active duty in time of war or national emergency proclaimed by the President or declared by the Congress, or when otherwise authorized by law. There are two categories of the Ready Reserve:

(1) The Selected Marine Corps Reserve consists primarily of organizations which train individuals in time of peace for immediate mobilization. Selected Marine Corps Reserve units shall conform as far as practicable, in organization, training, and equipment with corresponding units of the Regular Establishment.

(2) The Individual Ready Reserve provides additional trained personnel, including specialists and technicians who are not members of a Selected Marine Corps Reserve unit, for mobilization.

b. The Standby Reserve which consists of those members, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty only in time of war or national emergency declared by the Congress, or when otherwise authorized by law.

c. The Retired Reserve which consists of those members whose names are carried on a retired list pursuant to 10 U.S. Code 274.

4. Organization

a. The Commanding General, 4th Marine Division, FMF, USMCR under the direct command of the Commandant of the Marine Corps, exercises command over inspector-instructors and all Selected Marine Corps Reserve ground units and is responsible for the training of all ground units of the Selected Marine Corps Reserve to include the 4th Force Service Support Group, FMF, USMCR.

(1) Inspector-instructors shall be assigned as deemed necessary by the Commandant of the Marine Corps to supervise ground units of the Selected Marine Corps Reserve.

(2) Commanding officers of ground units, battalion and below, of the Selected Marine Corps Reserve will be Reserve officers.

>Ch 2 b. The Commanding General, 4th Marine Aircraft Wing, FMF, USMCR under the direct command of the Commandant of the Marine Corps, exercises command over all selected Reserve aviation units, including active duty support, and is responsible for the training and mobilization readiness of all Selected Marine Corps Reserve aviation and missile units.

(1) Marine active duty support personnel are assigned within the 4th Marine Aircraft Wing to assist in operations and administration.

(2) Commanding officers of squadrons of the Selected Marine Corps Reserve will normally be Reserve officers.

c. The Director, Marine Corps Reserve Support Center under operational control of the Commandant of the Marine Corps, is responsible for administration of members of the Individual Ready Reserve, the Standby Reserve, the Fleet Marine Corps Reserve not on active duty, and assigned selected reservists.

1005. MARINE CORPS GOALS AND OBJECTIVE

1. Goal. The fundamental goal of the Marine Corps is the maintenance of a force that is ready, responsive and capable of fighting whenever and wherever called upon.

2. Objectives. In order to carry out the functions assigned to the Marine Corps the following objectives must be realized:

a. To maintain, as Fleet Marine Forces, three division/wing teams and supporting troops that need not be identically structured or equipped which can be task organized as balanced air/ground teams of combined arms, each with an integrated command and control system and under a single commander. In addition to maintaining the unique amphibious assault capabilities inherent in Fleet Marine Forces, they will maintain the capability to deploy by various means to provide a flexible, rapid, and credible response at all levels of crisis and conflict, in support of the national security objective.

b. To maintain a high degree of readiness to deploy responsively, engage quickly, and sustain itself in combat for whatever period is required.

c. To establish and maintain, in a drill pay status, selected Reserve units of combat-ready air/ground teams organized, trained and equipped in a manner similar to the Fleet Marine Forces and such additional ready forces necessary to provide a base of trained and equipped personnel required for mobilization.

d. To provide the maximum possible numbers of personnel to the operating forces from within the total strength authorized the Marine Corps.

e. To continuously research and develop amphibious doctrines, tactics, techniques, and equipment so that landing forces of the United States not only have available the most modern in transport, arms, armament, support equipment and supplies, but also the methods of employment developed to take full advantage of the available hardware in a variety of combat environments.

f. To monitor the national force structure to ensure that the United States maintains sufficient capabilities of a ready amphibious assault to support the national objectives and the Department of Defense Program Objectives, and the function as the "nation's force in readiness".

g. To participate in joint policymaking and joint planning at all levels to the end that the unique capabilities of a ready amphibious landing force are fully realized and utilized in strategic and tactical planning.

h. To train and provide personnel for such detachments, missions, staffs, and special assignments as are required to be manned by Marine Corps personnel.

1006. COMMAND

1. Application

a. Any or all of the components of command, operational control, administrative control, coordination, and technical direction, may be assigned to a specific commander. Orders and command relationships, established by superiors in command, determine the extent of the commander's command responsibilities. Command, in the absence of limitation imposed by a superior authority, includes responsibility for the exercise of all components of command.

b. The effective execution of the mission of Marine Corps supporting establishments and Marine Corps operating forces assigned to naval shore activities requires direction from both command and business administration authorities of the Department of the Navy. This division of authority permits the chiefs of the bureaus, systems commanders, and offices of the Navy Department, who have no command authority in military matters, to exercise control in those areas of business and logistics administration and control for which they have been assigned responsibility by the Secretary of the Navy. The required direction is exercised through the channels of military command and management control.

c. Military command and management control, as separate channels of command, are not present in the exercise of command within Marine Corps operating forces which are not part of a naval shore activity. The business administration functions of command are limited by the overriding considerations of operational missions. All matters, including such aspects of business administration as may be involved, are exercised through the chain of command established for the operating forces.

d. These are inherent features in the office of command:

(1) Precedence over all persons commanded.

(2) Power to enforce the official will of the commander through the issuance of necessary directives.

(3) Authority to make inspections to ensure compliance with such directives.

(4) Authority to initiate or apply authorized disciplinary measures.

2. Command Responsibility and Authority

a. The responsibility of the commanders for their commands is absolute except to the extent that the commander is relieved of responsibility by competent authority or by regulations. While the commander may delegate authority to subordinates for the execution of details, such delegation of authority does not relieve the commander of responsibility for the safety, well-being, and efficiency of the entire command. The commander shall ensure that the delegated authority is properly exercised and that orders and instructions are properly executed.

b. The authority of the commander is equal with the commander's responsibility, subject to the limitations prescribed by law and regulations.

3. Eligibility to Command

a. Any commissioned, warrant, or noncommissioned officer of the Marine Corps is eligible to command activities of the Marine Corps subject to limitations imposed by the Commandant of the Marine Corps or higher authority.

b. Command is exercised by virtue of office or by special assignment. Officers without orders from competent authority cannot assign themselves to command by virtue of their commission alone. Marine commanders are assigned to command, or they succeed to command.

c. An officer under arrest or suspended from duty cannot exercise command of any kind, and that officer is deprived of all authority to give orders or exact obedience from junior personnel or to perform any other duties that go with the exercise of command.

4. Limitations on Assignment to Command. The officer assigned to command a Marine Corps aviation activity on shore (base, station, facility, auxiliary landing field, aviation detachment, aviation Reserve training detachment) or a Marine Corps air unit organized for flight tactical purposes, shall be an officer of the Marine Corps qualified as a naval aviator or a naval flight officer. Command of Marine Corps air units organized for administrative and/or support purposes and which are not directly responsible for the operation of assigned aircraft, may be assigned to officers not qualified as a naval aviator or naval flight officer.

5. Chain of Command. The chain of command varies with the component of command involved. All orders and instructions from higher echelon to lower echelons should be issued through the chain of command, as far as practicable. An individual or unit must have but one immediate commander from whom all orders and instructions related to a given function are received.

6. Command Relationships. Command relationships outline the extent of authority and responsibility for the many components of command which exists between commanders. Specific application of command relations is found in other portions of this Manual and pertinent Navy and Marine Corps publications. Satisfactory relationships should be attained through the intelligent interpretation of these directives. Cases of doubtful relationships or jurisdiction will be referred to the Commandant of the Marine Corps for decision.

7. Senior Marine Officer Present. When two or more activities of the Marine Corps are present in the same area, the senior officer in command shall coordinate all such activities unless otherwise directed by competent authority. An officer exercising coordination by virtue of the provisions contained herein shall be known as the Senior Marine Officer Present. Any officer who assumes the authority of this office shall notify the next senior mutual commander of this fact.

8. Command of Troops Embarked as Passengers

a. On Board a Naval Carrier

(1) While embarked on a naval vessel or aircraft as a unit, Marines will be commanded by the assigned Marine unit commanding officer. The senior Marine unit commander present, when several units are embarked, shall coordinate the Marine units and shall assume command of all junior casual Marines. Administration will be through normal unit organization channels. All persons are subject to the authority of the carrier commander as prescribed in U.S. Navy Regulations.

(2) When Marines are embarked as casualties with neither an organized unit on board nor an appointed commander, the senior Marine who is eligible for command and junior to the carrier commander shall assume command of all junior Marines. The senior Marine officer is responsible to the carrier commander in accordance with U.S. Navy Regulations. Disciplinary authority rests with the carrier commander.

(3) Nothing in the foregoing impairs the paramount authority of the carrier commander over all passengers.

(4) The above provisions shall apply to Marines embarked on a Navy carrier of the Military Sealift Command providing that the authority over these passengers is exercised by the commanding officer, military department of the in-service ship. General officers are exempt from this administrative control except for orders concerning safety.

b. The above provisions are applicable to Marines embarked on board Army or Air Force carriers except the commander of the carrier cannot impose punishment. If there is no Marine unit embarked, an offender against regulations should be restrained and delivered to naval authority upon debarkation.

c. On board nonmilitary carriers, all rules for organized units remain in force. When no organized units are embarked, the senior Marine shall take command. Any Marine who violates regulations shall be restrained and delivered to naval authority upon debarkation.

1007. DELEGATION OF AUTHORITY AND SUCCESSION TO COMMAND

1. Delegation of Authority. When not contrary to law or regulations, commanders may delegate specific authority to their subordinates to assist in the performance of their command functions. However, commanders retain full responsibility for the performance of those duties which are delegated. Commanders must ensure that delegated authority is properly exercised and that orders and instructions are properly executed.

2. Succession to Command

a. The U.S. Navy Regulations specify succession to command for commanding generals of Fleet Marine Forces and subdivisions of Fleet Marine Forces, commanding officers of naval shore activities, and commanding officers of aircraft units. Except as otherwise provided for by law or by the U.S. Navy Regulations, succession to command in Marine Corps units shall be as follows:

(1) Where there is a deputy, assistant, executive officer, chief of staff, or other officer specified by competent authority, that officer shall succeed to command in the event of the transfer, death, or incapacity of the commander of the unit, and if the latter so directs, at other times during the absence of such officer.

(2) Where there is no officer occupying one of the positions set forth above, the senior Marine Corps officer eligible to command and regularly assigned to the unit shall succeed to command in the event of the transfer, death, or incapacity of the commander.

b. When a commander is absent and has not directed succession to command during that absence, the officer who would otherwise succeed to command as set forth in paragraphs 1007.2a(1) and (2), above shall have authority to issue the orders required to carry on the established routine and to perform the administrative functions of the command and shall be the commander for purposes of military justice, emergencies, and other unforeseen situations requiring action.

c. An officer who succeeds to command assumes command responsibility for the unit, including all orders in force at the time and all public property and funds pertaining to the command.

d. An officer who succeeds to command during the temporary absence of the commanding officer shall make no changes in the existing organization and shall strive to carry out the routine and other affairs of the unit in the usual manner.

3. Deputy Commander. A deputy commander is an officer assigned by law, regulations, or orders of competent authority to succeed to command. A deputy shall always act for the commander in the absence of the commander. At such time as the commander is present a deputy shall exercise command or control only over activities and matters specified or directed by the commander.

4. Assistant Division/Wing Commander. The assistant division/wing commander shall be an officer of the division/wing who is eligible to succeed to command, and normally will be the officer next junior in rank grade to the commander. Succession to command of the assistant division/wing commander is set forth in the U.S. Navy Regulations.

5. Executive Officer. The executive officer shall be an officer of the organization who is eligible to succeed to command, and normally will be the officer next in rank to the commander. As the direct representative of the commander, all orders issued by the executive officer shall have the same force and effect as though issued by the commander. The executive officer shall conform to and effectuate the policies and orders of the commander and shall be prepared to assume command at any time the need should arise.

6. Limitations on Succession to Command

a. Limited duty officers, chief warrant officers, and warrant officers may succeed to command only of those activities which have a primary function corresponding to a military occupational specialty of the officer concerned.

b. The officer succeeding to command of a Marine aircraft squadron, group, or wing, shall be a Marine Corps officer qualified as a naval aviator or naval flight officer.

7. Duty Officers

a. Officers of the day and other duty officers of Marine Corps activities, regardless of title, are the direct representatives of the commander while performing such duties, and are vested with the authority of the commander, except as limited by law, regulation, or the instructions issued by the commander.

b. Commanders shall assign as duty officers only those officers of their commands who are fully qualified to perform such duties.

1008. INTERSERVICE COMMAND RELATIONSHIPS

1. Navy-Marine Corps Relationships

a. Command relations between Navy and Marine Corps commands are prescribed by the Secretary of the Navy.

b. The management control of Marine Corps activities and facilities, the service expenses of which are borne by the Marine Corps, is retained by the Commandant of the Marine Corps.

c. The Commander, Marine Corps Bases, Pacific has command and primary support authority over Marine Corps shore activities in Hawaii and the Western Pacific as an extension of the authority of the Commandant of the Marine Corps.

2. Authority of Marine Corps Officers over Naval Forces. An officer of the Marine Corps when detailed by the Secretary of the Navy or a commander in chief, shall have and may exercise such authority as is necessary to direct the operations of all naval forces assigned to the officer.

1009. BOARDS AND COMMITTEES

1. Commanding officers and such others as may be designated are authorized to establish and disestablish boards and committees deemed necessary in accomplishing their assigned responsibilities.

2. Committees may be used in an advisory capacity, but will not be established to perform duties, responsibilities and functions which can be achieved effectively through normal command or staff functions.

1010. DIRECTIVES, PUBLICATIONS, AND PRINTING

1. Directives

a. The Commandant of the Marine Corps is responsible for regulating, issuing and distributing Marine Corps directives. Commanders are responsible for ensuring that all their directives are essential and conform to existing policy and law.

b. Directives pertaining in whole or in part to the Marine Corps which are issued or approved by the Commandant of the Marine Corps or higher authority are regulatory for the Marine Corps. The Commandant of the Marine Corps may also designate certain civilian or other service publications as regulatory for the Marine Corps.

2. Publications and Printing. The Commandant of the Marine Corps administers the Marine Corps Publications and Printing Program and acts as the sole liaison with the Department of the Navy, Navy Publications and Printing Service, concerning publications and printing matters.

1011. INSPECTIONS

1. Commandant of the Marine Corps Responsibility. The Secretary of the Navy assigns responsibility to the Commandant of the Marine Corps for achieving maximum effectiveness of the Marine Corps. Unless otherwise directed by the Secretary of the Navy, the Commandant of the Marine Corps is responsible for conducting or causing to be conducted such inspections as are required for a continuing survey and evaluation.

2. Inspector General of the Marine Corps. The Inspector General of the Marine Corps is the principal advisor on inspection matters and is the eyes and ears of the Commandant of the Marine Corps. The sphere of interest of the Inspector General of the Marine Corps is broad, with particular emphasis on all matters affecting overall readiness, both afloat and ashore. The Inspector General of the Marine Corps:

a. Provides information independent of the normal subordinate lines of authority and command.

b. Reports directly to the Commandant of the Marine Corps and, in addition, reports directly to the Secretary of the Navy on matters as may be appropriate.

c. Conducts reinspections and investigations as directed by the Commandant of the Marine Corps.

3. Commanders

a. Commanders shall make or cause to be made such inspections as are necessary to evaluate all functional areas of their commands and to keep themselves informed, at all times, of the overall condition of their commands.

b. Inspections should be of such nature as to enable the commander:

(1) To determine the capability of the command to accomplish its assigned mission.

(2) To appraise leadership and unit economy and effectiveness.

(3) To determine the state of morale and welfare of personnel of the command.

(4) To evaluate policies and doctrines, and the procedures necessary for the implementation thereof.

(5) To detect work practices and conditions which might expose personnel unnecessarily to injury or health hazards.

c. Battalion and squadron commanders and commanders, including officers in charge, of separate or independent commands will publish in writing directives or procedures to ensure continuity in inspection methods. As a minimum, such directives shall include:

(1) Procedures for inspection and reinspection.

(2) Positive reporting of inspection results to the commander.

(3) Appropriate inspection checklists to be utilized for each functional area to be inspected.

(4) Directions for taking corrective action and recording the results.

(5) Direction and procedures for subordinate commanders as appropriate.

d. A fundamental purpose of the Inspector General's report of inspection of a command is to inform the Commandant of the Marine Corps, through the evaluation of the general condition of the command, that the total inspection

procedures are keeping commanders informed of the condition of their command and that commanders are carrying out procedures to maintain their command in a satisfactory condition.

e. All commanders and Headquarters Marine Corps staff agencies shall provide appropriate assistance to the Inspector General in carrying out assigned missions.

1012. CONGRESSIONAL INVESTIGATIONS

1. Policy. It is the policy of the Commandant of the Marine Corps to cooperate fully with and to make the maximum information promptly available to the Members of Congress, congressional committees, and their staffs.

2. Instructions

a. In the event that a Member of Congress, a committee member, or a staff member visits a Marine Corps activity unannounced to request information of an investigative nature or to look at records, the commander shall inform the member that instructions concerning the request must be obtained from higher authority. The commander shall immediately inform the Commandant of the Marine Corps (Attention: Legislative Assistant) by the most expeditious means and request instructions. Every possible courtesy shall be extended and every effort made to avoid delaying the investigation unnecessarily.

b. Nothing in the foregoing subparagraphs is intended to reduce the limitations regarding disclosure of information from personnel records.

1013. GENERAL ACCOUNTING OFFICE

1. Policy. It is the policy of the Commandant of the Marine Corps to cooperate fully with representatives of the General Accounting Office in carrying out their statutory responsibilities.

2. Procedures

a. When properly identified, representatives of the General Accounting Office working on a formally announced assignment, shall be furnished such information as they request, subject to the guidance and exceptions set forth in appropriate Secretary of the Navy and Marine Corps directives. The following should not be routinely provided: information unrelated to the specific announced assignment, reports issued by outside agencies, and Inspector General reports.

b. The Secretary of the Navy is the only official within the Department of the Navy who may make the final decision to deny a request for information from the General Accounting Office. Commanders shall forward promptly to the Commandant of the Marine Corps via the chain of command, all General Accounting Office originated requests for information which the commander desires to deny stating reasons for denial.

1014. DEFENSE AUDIT SERVICE

1. Policy. It is the policy of the Commandant of the Marine Corps to cooperate fully with representatives of the Defense Audit Service in carrying out their responsibility to the Secretary of the Defense.

2. Procedures

a. Properly identified representatives of the Defense Audit Service working on a formally announced assignment, shall be given prompt and responsive cooperation and assistance, subject to the guidance and exceptions set forth in appropriate Secretary of the Navy and Marine Corps directives.

b. Representatives of the Defense Audit Service are considered to be "external auditors" to the Department of the Navy, and generally fall under the guidance established for representatives of the General Accounting Office concerning requests for information.

1015. PUBLIC AFFAIRS

1. Scope

a. Public affairs encompasses all aspects of the relationship between the Marine Corps and the public.

b. Public affairs is a command responsibility that pertains to all contacts between the Marine Corps, the media, the civilian community, and internal audiences. The public information, community relations, and internal information programs are the primary means through which this responsibility is met.

2. Navy-Marine Corps Relationship

a. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for public affairs matters concerning the Marine Corps.

b. The Commandant issues directives necessary to implement the public affairs policies of the Secretary of the Navy within the Marine Corps.

c. As the direct representative of the Secretary of the Navy, the Chief of Information, U.S. Navy, coordinates Navy and Marine Corps public affairs activities of mutual interest.

3. Principles. It is Marine Corps policy and a function of command to implement the public affairs principles set forth by the Secretary of Defense and the Secretary of the Navy. These principles are:

a. The right of the public to be fully, promptly, and accurately informed about Marine Corps matters.

b. The requirement to conduct Marine Corps matters as openly as possible consistent with national security and the safety of personnel and installations.

c. The obligation to support the provisions of the Freedom of Information Act and the Privacy Act in letter and in spirit.

d. Information will not be classified or withheld solely to avoid criticism.

4. Purpose. The purpose of Marine Corps public affairs is to sustain the broadest possible public understanding and support of Marine Corps objectives, accomplishments, and activities.

5. Responsibilities

a. Commanders and individual Marines have a continuing obligation to enhance public understanding of the Marine Corps.

b. Commanders should consider public attitudes during the decisionmaking process.

6. Public Information

a. Public information and community relations programs are the two primary means through which the public is informed of Marine Corps activities.

b. The Internal Information Program is the primary public affairs means to promote knowledge, understanding, and support of policies and decisions within the Marine Corps and associated audiences, such as, dependents, civilian employees, Reserve and retired personnel.

7. Public Affairs Officers

a. The public affairs officer is the direct representative of the commander in public affairs matters and supervises all aspects of the commander's public affairs programs.

b. It is Marine Corps policy that the Marine Corps speak with one voice for commands sharing a common geographical location. Joint public affairs offices will be maintained at major commands to serve both host and tenant commands.

8. Community Relations

a. Commanders are encouraged to participate in local exhibits, displays, demonstrations, ceremonies, and other local events in furtherance of their Community Relations Program and to assist the recruiting and public information programs.

b. Marine Corps participation in public events must not directly or indirectly benefit or appear to benefit or favor any private individual, commercial venture, sect, or political or fraternal group, except as may be specifically authorized by the Secretary of Defense.

c. Commanders in overseas areas are responsible for conducting a vigorous, constructive Community Relations Program which will:

(1) Promote friendship and understanding between commands and communities and between individual Marines and local citizens.

(2) Assist in humanitarian activities.

(3) Assist Marines through foreign language education in overcoming language barriers.

(4) Impress on personnel their status as guests in a foreign country.

(5) Encourage personnel and their dependents to interchange ideas and experiences with local citizens.

MARINE CORPS MANUAL

SECTION B - MANAGEMENT

1100. MILITARY LEADERSHIP

1. Purpose and Scope

a. The objective of Marine Corps Leadership is to develop the leadership qualities of Marines to enable them to assume progressively greater responsibilities to the Marine Corps and society.

b. Marine Corps Leadership qualities include:

(1) Inspiration -- personal example of high moral standards reflecting virtue, honor, patriotism, and subordination in personal behavior and in performance.

(2) Technical proficiency -- Knowledge of the military sciences and skill in their application.

(3) Moral responsibility -- Personal adherence to high standards of conduct and the guidance of subordinates toward wholesomeness of mind and body.

2. Responsibility

a. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for establishing and maintaining leadership standards and conducting leadership training within the Marine Corps.

b. Commanders will ensure that local policies, directives and procedures reflect the special trust and confidence reposed in members of the officer corps.

Full credit will be given to their statements and certificates. They will be allowed maximum discretion in the exercise of authority vested in them, and they and their dependents will be accorded all prerogatives and perquisites which are traditional and otherwise appropriate. Except in cases where more stringent positive identification procedures are required for the proper security of classified material and installations, or are imposed by higher authority for protecting privileges reserved for eligible military personnel, the officers' uniforms will amply attest to their status, and their oral statements will serve to identify them and their dependents.

c. An individual's responsibility for leadership is not dependent upon authority. Marines are expected to exert proper influence upon their comrades by setting examples of obedience, courage, zeal, sobriety, neatness, and attention to duty.

d. The special trust and confidence, which is expressly reposed in officers by their commission, is the distinguishing privilege of the officer corps. It is the policy of the Marine Corps that this privilege be tangible and real; it is the corresponding obligation of the officer corps that it be wholly deserved.

(1) As an accompanying condition commanders will impress upon all subordinate officers the fact that the presumption of integrity, good manners, sound judgment, and discretion, which is the basis for the special trust and confidence reposed in each officer, is jeopardized by the slightest transgression on the part of any member of the officer corps. Any offense, however minor, will be dealt with promptly, and with sufficient severity to impress on the officer at fault, and on the officer corps. Dedication to the basic elements of special trust and confidence is a Marine officer's obligation to the officer corps as a whole, and transcends the bonds of personal friendship.

(2) As a further and continuing action, commanders are requested to bring to the attention of higher authority, referencing this paragraph, any situation, policy, directive, or procedure which contravenes the spirit of this paragraph, and which is not susceptible to local correction.

(3) Although this policy is expressly concerned with commissioned officers, its provisions and spirit will, where applicable, be extended to noncommissioned officers, especially staff noncommissioned officers.

3. Personal Relations. Effective personal relations in an organization can be satisfactory only when there is complete understanding and respect between individuals. Commanders must:

a. Strive for forceful and competent leadership throughout the entire organization.

b. Inform the troops of plans of action and reasons therefor, whenever it is possible and practicable to do so.

c. Endeavor to remove on all occasions those causes which make or misunderstanding or dissatisfaction.

d. Assure that all members of the command are acquainted with procedures for registering complaints, together with the action taken thereon.

e. Build a feeling of confidence which will ensure the free approach by subordinates for advice and assistance not only in military matters but for personal problems as well.

>4. Professional and personal relationships between Marines. Professional and personal relationships, including duty, social, and business contacts among Marines of different grades will be consistent with traditional standards of good order and discipline and the mutual respect that has always existed between Marines of senior grade and those of lesser grade. Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank constitute **fraternization** and are prohibited. When prejudicial to good order and discipline or of a nature to bring discredit on the Marine Corps, personal relationships between officer members or between enlisted members that are unduly familiar and that do not respect differences in grade or rank constitute **fraternization** and are prohibited. Prejudice to good order and discipline or discredit to the Marine Corps may result from any circumstance which calls into question a senior's objectivity, results in actual or apparent preferential treatment, undermines the authority of the senior, or compromises the chain of command. The following paragraphs written by Major General John A. Lejeune appeared in the Marine Corps Manual, edition of 1921, and since that time have defined the relationship that must exist between Marine officers and enlisted members, as well as between officers of different grades and enlisted members of different grades of the Corps and other military Service members.

a. "Comradeship and brotherhood. -- The World War wrought a great change in the relations between officers and enlisted men in the military services. A spirit of comradeship and brotherhood in arms came into being in the training camps and on the battlefields. This spirit is too fine a thing to be allowed to die. It must be fostered and kept alive and made the moving force in all Marine Corps organizations."

b. "Teacher and scholar. -- The relation between officers and enlisted men should in no sense be that of superior and inferior nor that of master and servant, but rather that of teacher and scholar. In fact, it should partake of the nature of the relation between father and son, to the extent that officers, especially commanding officers, are responsible for the physical, mental, and moral welfare, as well as the discipline and military training of the young men under their command who are serving the nation in the Marine Corps."

c. "The realization of this responsibility on the part of officers is vital to the well-being of the Marine Corps. It is especially so, for the reason that so large a proportion of the men enlisting are under twenty-one years of age. These men are in the formative period of their lives, and officers owe it to them, to their parents, and to the nation, that when discharged from the services they should be far better men physically, mentally, and morally than they were when they enlisted."

d. "To accomplish this task successfully a constant effort must be made by all officers to fill each day with useful and interesting instruction and wholesome entertainment for the men. This effort must be intelligent and not perfunctory, the object being not only to do away with idleness, but to train and cultivate the bodies, the minds, and the spirit of our men."

e. "Love of corps and country. -- To be more specific, it will be necessary for officers not only to devote their close attention to the many questions affecting the comfort, health, military training and discipline of the men under their command, but also actively to promote athletics and to endeavor to enlist the interest of their men in building up and maintaining their bodies in the finest physical condition; to encourage them to enroll in the Marine Corps Institute and to keep up their studies after enrollment; and to make every effort by means of historical, educational and patriotic address to cultivate in their hearts a deep abiding love of the corps and country."

f. "Leadership. -- Finally, it must be kept in mind that the American soldier responds quickly and readily to the exhibition of qualities of leadership on the part of his officers. Some of these qualities are industry, energy, initiative, determination, enthusiasm, firmness, kindness, justness, self-control, unselfishness, honor, and courage. Every officer should endeavor by all means in his power to make himself the possessor of these qualities and thereby to fit himself to be a real leader of men."

>5. Noncommissioned officers. The provisions of paragraphs 1100.3 and 1100.4 above, apply to the relationship of noncommissioned officers with their subordinates and apply specifically to noncommissioned officers who may be exercising supervisory authority or leadership roles over junior Marines.

>6. Officer and enlisted marriages. The Marine Corps accepts officer/enlisted marriages which occur before the officer receives a commission or before the officer reverts to an enlisted grade. However, misconduct, including fraternization, is neither excused nor mitigated by subsequent marriage between the parties. Marines married to other Marines or to other Service members, or otherwise closely related (e.g., parent/child, siblings) shall maintain the requisite traditional respect and decorum attending the official military relationship between them while either is on duty, in uniform in public, or at official social functions.

MARINE CORPS MANUAL

SECTION C - MANAGEMENT

1200. MANAGEMENT IMPROVEMENT. With due consideration for the mission assigned, commanders shall conduct management improvement efforts within their commands by:

1. Continuing, comprehensive and systematic appraisal of administrative and logistical support functions.
2. Taking action to better use personnel, materiel, funds, time, and space.
3. Encouraging all personnel to contribute to management improvement through timely recommendations.

1201. AUTOMATED DATA PROCESSING

1. Data Processing Activities

a. Automatic data processing within the Marine Corps is accomplished by means of automated service centers which are equipped to provide information through use of computers and related equipment.

b. The primary function of automated service centers is to perform data processing in support of Marine Corps centrally controlled automated data systems. Their secondary functions are to provide data processing support:

- (1) For the Fleet Marine Force.
- (2) For the command to which assigned.
- (3) To other commands as directed.

(4) For the supporting establishment as directed by the Commandant of the Marine Corps.

c. The Commandant of the Marine Corps exercises technical direction of automatic data processing within the Marine Corps. Procurement of automatic data processing equipment, development of new automated data systems, and revisions to existing centrally controlled automated data systems require prior approval of the Commandant of the Marine Corps.

d. Centralized activities have been established to analyze, design, develop, program, test, implement, and maintain automated data systems as directed by the Commandant of the Marine Corps.

2. Policies

a. The criterion for use of automatic data processing equipment is whether it will perform a needed service at a reasonable cost. Application of mechanized processes to the performance of any function shall be the result of a detailed feasibility study and an automated data systems development plan which indicate one or more of the following:

(1) Combat readiness or efficiency of the operating forces will measurably increased.

(2) Overall monetary savings will be realized.

(3) A major increase in direct costs to the Marine Corps will be minimized; the mechanized cost should be less than the cost of performing the function by other means.

(4) Significant required management information not otherwise obtainable will be made available.

b. The use of automatic data processing equipment transcends functional and organizational lines. Such equipment shall not be used for the exclusive benefit of any one command or for the performance of any one command function. The functions assisted by automatic data processing shall be integrated, regardless of functional area, to the maximum extent consistent with requirements.

1202. SAFETY

1. Responsibilities

a. The chiefs of the bureaus, systems commanders, and offices of the Navy Department and the Commandant of the Marine Corps are responsible for issuing safety instructions which are necessary or appropriate in connection with matters under their technical direction.

b. Commanders are responsible for compliance with prescribed safety instructions and with the elimination or control of all hazards within their commands. Safety precautions and procedures are to be made readily available to all personnel and personnel concerned are to be instructed and drilled in their applicable portions. Where safety instructions are nonexistent or incomplete, necessary safety instructions will be issued and higher authority notified.

c. All personnel are responsible for exercising care to prevent accidents and for observing safety precautions and procedures.

2. Marine Corps Safety Program

a. The Occupational Safety and Health Standards set forth in the Occupational Safety and Health Act (Public Law 91-596) and the Navy Safety Precautions for Shore Activities Manual are binding on all military and civilian personnel.

b. The Marine Corps Safety Program is designed to conserve personnel and materiel to the maximum possible degree. It encompasses all types of accident prevention except aviation accidents which are treated separately in the Naval Aviation Safety Program. Specific instructions are published in Marine Corps directives.

1203. FINANCIAL MANAGEMENT

1. Policy

a. All funds appropriated for use by the Marine Corps, either directly or indirectly, will be utilized toward achieving maximum operational potential. Every effort will be devoted toward obtaining the highest level of efficiency and economy. It is incumbent on every level of command, and all personnel, to ensure that financial resources are expended only to further the operational capability of the Marine Corps.

b. Commanders will be allowed maximum flexibility in managing their financial resources. Within restrictions imposed by law and higher authority, and the requirements of efficient management, funds will be made available to subordinate commanders with minimum restrictions as to their use.

2. Responsibility

a. The management of finances is inherent to command.

b. The commander is responsible for the administration of all authorizations of funds formally granted through an operating budget or allotment. This responsibility cannot be delegated in whole or part within the command. Accordingly, commanding officers are personally responsible for any act of their own, or an act of a subordinate, which causes an overcommitment, overobligation, or over-expenditure of an authorization of funds and may be subjected to the penalties as set forth in Section 3679 Revised Statutes (31 U.S. Code 665). In discharging these responsibilities commanders shall:

- (1) Adequately plan for the use of funds.
- (2) Continually review commitments, obligations, and expenditures to ensure that funds are being utilized in the most efficient manner and only for the purpose for which appropriated.
- (3) Retain flexibility to meet the unexpected or unplanned requirement.
- (4) Exercise close personal supervision.
- (5) Devote the command's financial resources to achieving and maintaining maximum operational readiness.
- (6) Maintain such controls, records and accounts so as to ensure that commitments, obligations, and expenditures are within amounts authorized.

3. Staff Action

- a. In those commands where the complexity of financial management requires it, the Commandant of the Marine Corps will authorize assignment of a comptroller to assist the commander. The comptroller will be a general staff officer and will have general staff cognizance over the broad area of financial management to include both appropriated and nonappropriated funds.
- b. In those commands not authorized a comptroller, commanders will discharge their financial responsibilities in the most efficient manner, assigning financial functions to members of their staffs as they desire.
- c. Normally commanders allocate funds in the overall financial plan in such a way that funds which support a given function are administered by the staff officer who has primary staff cognizance over the function supported.
- d. Commanders are authorized, at their discretion, to organize a committee consisting of appropriate staff officers to provide coordinated staff recommendations in financial matters. In those commands assigned a comptroller, the comptroller should be a member of this committee.

1204. DISBURSING

1. Purpose. The disbursing system shall provide prompt, convenient, and accurate disbursing service to military and civilian personnel and to suppliers of material and services in the manner prescribed by the Comptroller of the Navy and the Commandant of the Marine Corps.

2. Responsibility

- a. Disbursing officers are personally responsible to the United States for all the funds in their custody.
- b. The disbursing officer performs the general duties of a special staff officer.
- c. At those commands authorized a comptroller, the disbursing function will be under the comptroller's staff cognizance.

1205. FINANCIAL ACCOUNTING

1. Organization

- a. In organizing accounting functions, commanders shall:

- (1) Adapt their organizations to meet their individual command responsibilities.
 - (2) Establish a single accounting entity to coordinate and supervise all accounting functions for appropriated funds except that related to disbursing.
 - (3) Assign responsibility for the accounting for authorized funds to the comptroller or the supply and fiscal officer or accounting officer. This official is not subject to the penalties of Section 3679, Revised Statutes (31 U.S. Code 665), but is responsible to the commanding officer as subordinate to superior.
 - (4) Abide by the technical Instructions for the accounting function as described in the Navy Comptroller Manual.
- b. In those commands authorized a comptroller, all accounting shall be performed under the comptroller's staff cognizance.

1206. INTERNAL AUDIT

1. Purpose. The internal audit as an appraisal and review of operations serves as a basis for protective and constructive services to commanders and the members of their organization charged with managing operations.

>CH 1 2. Responsibility

a. Internal auditing within the Department of the Navy, including the audit of Marine Corps activities, is conducted by the Naval Audit Service.

b. Consistent with the policy of the Departments of the Defense and Navy the internal audit of Nonappropriated Fund Instrumentalities in the Marine Corps is the responsibility of the Commandant of the Marine Corps. The authority for accomplishing the internal audit mission of Nonappropriated Fund Instrumentalities (NAFI), less Marine Corps exchanges, is further delegated to the officers having operational control of NAFI Audit Offices specified in Marine Corps audit directives. The Naval Audit Service, as the central audit organization of the Department of the Navy, provides technical guidance, supervision and review of audits of Marine Corps nonappropriated funds and evaluates the adequacy and effectiveness of such audits.

c. Those audits, inspections, and related administrative functions accomplished by a commander in exercising normal internal control are not included within the scope of internal audit of the Department of the Navy.

MARINE CORPS MANUAL

SECTION D - DISCIPLINE AND LEGAL MATTERS

1300. DISCIPLINE

1. Responsibilities

a. The maintenance of discipline and the application of corrective and punitive measures provided by law are command responsibilities. The authority of commanders in these matters shall not be delegated to persons not in command except as provided for in the Uniform Code of Military Justice.

b. Officers and noncommissioned officers shall contribute to the maintenance of discipline by personal example of behavior and performance, and by personal supervision of the persons under their charge. They shall continually strive to develop in the individual Marine a state of discipline which will ensure satisfactory battlefield performance. Sound principles of command and leadership are the chief requisites for attainment of a high state of efficiency and discipline. These include the use of nonpunitive measures of correction such as those described in paragraph 128c, Manual for Courts-Martial, United States, 1969 (Rev), and, as appropriate, instructions, remedial training, and counseling.

c. Punitive measures should not be resorted to unless necessary to protect the rights of individuals, the Government, or the standards of the Marine Corps.

2. Investigation of the State of Discipline

a. When the burden of administering discipline affects the accomplishment of a unit's mission, an investigation of the state of discipline shall be initiated. This investigation may be ordered by the commanding officer or officer in charge of the unit or by any superior commander in the chain of command. The investigation shall specifically inquire into:

(1) The state of individual and unit training.

(2) Command and personnel management procedures, to include practices in the application of the principles of leadership by officers and noncommissioned officers.

(3) The adequacy of personnel as to total numbers and abilities.

(4) Any local or special matters affecting the state of discipline.

b. The report of investigation shall be transmitted to the Commandant of the Marine Corps via the chain of command. The officer ordering the investigation and each reviewing officer shall include in the forwarding letter or endorsement a report of corrective action taken and recommendations, if appropriate, for further action by higher authority.

1301. MILITARY JUSTICE

1. Scope. The administration of military justice includes all matters relating to nonjudicial punishments; pretrial, trial, and post-trial proceedings; and other procedures conducted and actions taken in accordance with the Uniform Code of Military Justice (10 U.S. Code 801- 940), U.S. Navy Regulations, and the Manual of the Judge Advocate General of the Navy.

2. Staff Judge Advocate/Legal Officer is the special staff officer charged with the administration of military justice.

a. The staff judge advocate and an officer serving as command legal officer of a Marine Corps command are specifically authorized by law to communicate directly with the commander concerning the administration of military justice within the command (10 U.S. Code 806).

b. Staff judge advocates and legal officers are also entitled by law to communicate directly with staff judge advocates or legal officers of superior or subordinate commands or with the Judge Advocate General of the Navy (10 U.S. Code 806).

1302. APPREHENSION, SEARCH, SEIZURE, AND CONFINEMENT

1. General. The constitutional protection against unreasonable searches and seizures is applicable to military personnel. The Federal and military courts in interpreting and defining this constitutional right have limited the occasions upon which searches and seizures may be lawfully effected and spell out a series of rules which must be followed before undertaking a search or seizure. All searches and seizures conducted under the auspices of the Marine Corps will be in strict accordance with these judicial pronouncements and the guidelines established in the Manual for Courts-Martial and other applicable directives.

2. Commanders have the authority to order or authorize searches of all persons and places under their control. This includes all property owned or controlled by the United States; property which is located within a military installation, foreign or occupied country, and is owned, used or occupied by persons subject to military law or the law of war. The commander, or a designated representative must have probable cause to believe an offense punishable under the Uniform Code of Military Justice has been committed, and that the items subject to seizure are on the person or in the place to be searched.

3. Apprehending authorities will not search a member of the opposite sex. A member of the same sex as the suspect will make the search. When a member of the same sex as the person to be searched is not available, a member of the same sex and of appropriate status will be obtained from local personnel to make the search. A member of either sex may search items which may be easily removed such as luggage, packages, shoes, hats, coats and handbags.

4. Confinement

a. Regulations regarding apprehension, arrest, restriction, and confinement provided for male personnel are applicable to women except as otherwise stated herein.

b. In restraining women, physical contact will normally be avoided. In apprehension, only such force as is necessary may be used.

c. Confinement facilities and detention spaces designated for male personnel will not be used for the custody of women. When physical custody of a woman is necessary, disposition will normally be as follows:

(1) The woman will be placed immediately in the custody of the commander of the nearest Marine Corps activity where there is adequate housing and supervision for women.

(2) If no such activity is within reasonable distance, request for assumption of temporary custody will be made to the nearest organization of the Armed Forces where women personnel are housed.

(3) If paragraphs 1302.4c(1) and (2) above, are not applicable, delivery will be made to the proper civilian authorities having suitable custodial facilities for women.

1303. SHORE PATROL AND MILITARY POLICE

1. Scope. The military police provide the commander continuous support by enforcing the law, preventing and suppressing crime, assessing command physical security posture, investigating offenses, apprehending offenders, confining military prisoners, registering and controlling privately owned vehicles and weapons, investigating traffic accidents and controlling traffic. The military police also have the professional competence and technical expertise to advise the commander on these matters, plus the current state of discipline in the command, crime and other problem areas that may affect discipline, and procedures for preventing disruption of command discipline.

2. Authority. Military police have authority to take appropriate action with persons subject to the Uniform Code of Military Justice or subject to trial under the code. This authority is applicable to all members of the Armed Forces on active duty and to certain retired members and other personnel as defined in Article 2, Uniform Code of Military Justice.

a. Commanders of Marine Corps activities shall establish shore patrols and off-post military police patrols in accordance with the instructions of the responsible commander or senior officer present.

b. Commanders are authorized to assign personnel to military police and shore patrol duty as requested by the officer responsible for coordinating these activities. This assignment will be effected by written orders prepared and issued in accordance with the instructions contained in Marine Corps directives.

c. Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

MARINE CORPS MANUAL

SECTION E - GENERAL

1400. HONORS AND CEREMONIES

1. Conduct. Honors and ceremonies shall be conducted in accordance with U.S. Navy Regulations, the Marine Corps Drill and Ceremonies Manual, and the directives of the Commandant of the Marine Corps.

2. Marine Corps Birthday

a. All Marine Corps activities, if at all practicable, shall provide for suitable observance of the Marine Corps birthday, 10 November. When 10 November falls on Sunday, the Marine Corps birthday will be celebrated on the preceding Saturday, 9 November. Such observances shall be appropriate to the size and mission of the activity concerned, in consonance with local conditions, and within the financial means of the personnel of the host activity.

b. Birthday observances should take the following general form:

(1) Troop formations to include parades when practicable.

(2) Social observances to include the traditional cake-cutting ceremony. The pageant prescribed by the Commandant of the Marine Corps will be conducted when feasible. Changes necessitated by space or personnel limitations are authorized but the most formal uniform generally available and suitable for existing conditions should be prescribed for evening ceremonies.

c. The commander or the senior Marine officer present will determine the scale of the observance. Guest lists or other arrangements should not impose an excessive financial demand on the command. Financial support from the Central Marine Corps Recreation Fund will not be authorized.

d. Official action shall not be initiated to publicize the Marine Corps birthday. Information may be furnished to local news media in response to specific inquiries and requests, but requests from national media shall be referred to the Commandant of the Marine Corps.

e. Addresses to troops should be made in such manner and form as is dictated by the existing circumstances and are at the discretion of the commander concerned. Such addresses, however, shall include the following which will be read to the members of all commands on each Marine Corps birthday:

"On November 1st, 1921, John A. Lejeune, 13th Commandant of the Marine Corps, directed that a reminder of the honorable service of the Corps be published by every command, to all Marines throughout the globe, on the birthday of the Corps. Since that day, Marines have continued to distinguish themselves on many battlefields and foreign shores, in war and peace. On this birthday of the Corps, therefore, in compliance with the will of the 13th Commandant, Article 38, United States Marine Corps Manual, Edition of 1921, is republished as follows:"

"(1) On November 10, 1775, a Corps of Marines was created by a resolution of the Continental Congress. Since that date many thousand men have borne the name Marine. In memory of them it is fitting that we who are Marines should commemorate the birthday of our corps by calling to mind the glories of its long and illustrious history."

"(2) The record of our corps is one which will bear comparison with that of the most famous military organizations in the world's history. During 90 of the 146 years of its existence the Marine Corps has been in action against the Nation's foes. From the Battle of Trenton to the Argonne, marines have won foremost honors in war, and in the long eras of tranquillity at home generation after generation of marines have grown gray in war in both hemispheres, and in every corner of the seven seas that our country and its citizens might enjoy peace and security."

"(3) In every battle and skirmish since the birth of our corps marines have acquitted themselves with the greatest distinction, winning new honors on each occasion until the term marine has come to signify all that is highest in military efficiency and soldierly virtue."

"(4) This high name of distinction and soldierly repute we who are Marines today have received from those who preceded us in the corps. With it we also received from them the eternal spirit which has animated our corps from generation to generation and has been the distinguishing mark of the marines in every age. So long as that spirit continues to flourish marines will be found equal to every emergency in the future as they have been in the past, and the men of our Nation will regard us as worthy successors to the long line of illustrious men who have served as "Soldiers of the Sea" since the founding of the corps."

"The inspiring message of our 13th Commandant has left its mark in the hearts and minds of all Marines. By deed and act from Guadalcanal to Iwo Jima, from Inchon to the Korean Armistice, in interventions from Lebanon to the Dominican Republic, and from the opening battles in Vietnam to the Mayaguez rescue, Marines have continued to epitomize those qualities which are their legacy. The success which they have achieved in combat and the faith they have borne in peace will continue. The Commandant and our many friends have added their hearty praise and congratulations on this, our ____ birthday." (Underscore supplied.)

1401. SECURITY

1. The Chief of Naval Operations formulates policies and provides instructions physical security and for the security of classified information within the Department of the Navy.
2. Commanders are responsible for safeguarding all classified information and for providing physical security for all property within their commands. Commanders shall supplement the regulations contained in the Department of the Navy Information Security Program Regulation, the United States Navy Physical Security Manual, and the Interior Guard Manual as necessary to adapt basic standards to local conditions.
3. Commanders who perform security functions for non-Marine Corps activities shall coordinate all regulations and instructions pertaining to the assigned security mission with the commander of the activity concerned.
4. Marine and civilian employees are encouraged to request guidance from the Commandant of the Marine Corps (Code INTC) regarding the clearance of public statements or manuscripts when there is a question of security.

1402. HISTORICAL PROGRAM

1. Objectives. The objectives of the Marine Corps Historical Program are:

- a. To make the historical experience of the Marine Corps available for practical study and exploitation.
- b. To preserve a record of Marine Corps activities and tradition by collecting and maintaining papers and articles of lasting historical interest to the Marine Corps.
- c. To achieve a generally accepted realization within the Marine Corps that military history is a basic source of knowledge for solving problems and attaining advances in the theory and practice of military science.

2. Marine Corps Historical Center

a. The History and Museums Division is located in the Marine Corps Historical Center at the Washington Navy Yard. The Historical Center accommodates writing historians and staff; the Marine Corps archives; historical library; museum; still photograph archives; reference section; and the personal papers, oral history, fine arts, and military music collections. The collocation of these resources in a single facility gives the Marine Corps the capability to support research on the history of the Marine Corps and amphibious warfare.

b. The Marine Corps Historical Program includes: the drafting and publication of official histories and historical pamphlets; The responses given to requests for historical information; the oral history program; and the lineage and honors program which designed to support field commands down to battalion and squadron level.

c. The Marine Corps collections of historic artifacts are displayed at the Marine Corps Museum, the museum activities at Quantico, and at other locations both military and civilian. The artifact collections consist principally of weapons, individual equipment, aircraft, aviation materials, vehicles, historic uniforms, captured enemy equipment and flags, art work, recruiting posters, retired Marine Corps colors, personal memorabilia, photographs, and Marine Corps related motion picture and television films. They serve as tangible evidence of the past, assist in the study of the development of ground and aviation forces, and provide material for exhibits illustrating the history of the Corps.

d. The Director of Marine Corps History and Museums, Headquarters Marine Corps, has staff cognizance over all Marine Corps historical and museum activities including the Historical Center. The Director is authorized to establish liaison with other agencies, government or civilian, as may be required in carrying out historical and museum duties and may accept in the name of the Commandant of the Marine Corps appropriate gifts that are less than dollar value. Other tenders of gifts will be referred to the Commandant of the Marine Corps for appropriate action. (See par. 4106.)

3. Command Historical Programs

a. Commanders, as designated by separate order, will conduct active historical programs which include, at a minimum, maintaining appropriate historical records and files exempt from routine retirement, ensuring proper disposition of historically significant materials, and submitting reports that summarize the commands activities.

b. Command chronologies and the documents submitted with them are primary historical materials and frequently the only official record of the command's activities and accomplishments. Commanders are enjoined to give the preparation of these reports their personal attention.

c. Historically important Marine Corps flags and colors, captured enemy flags, and similar combat trophies will be forwarded to the Marine Corps Museum for retention. All battle colors or standards of Fleet Marine Force units are considered to be of historical importance and will be retired to the museum upon deactivation of the unit.

d. Copies of all official photographs, appropriately captioned, will be forwarded with negatives to the Marine Corps Still Photograph Archives. Key documents and records must be retired to designated archives in accordance with prescribed schedules. In addition to ensuring accomplishment of the above, commanders are urged to submit artifacts or other miscellaneous items considered to be of historical value or of possible interest to the Marine Corps Historical Center.

e. Commanders are encouraged to establish and support command museums or historical exhibits which provide inspirational and educational experiences for Marines and the general public. The Marine Corps Museum will provide support through the loan of art, artifacts, and memorabilia, where appropriate, and with expertise to assist local efforts.

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CHAPTER 2

MANPOWER

SECTION A - MANPOWER MANAGEMENT

2000. MANPOWER MANAGEMENT

1. Scope

a. The personnel management function of the Marine Corps applies to:

(1) Marines

(2) Navy personnel under the military command of the Commandant of the Marine Corps.

(3) Civilians employed by the Marine Corps.

b. This chapter deals primarily with the management of Marines and Navy personnel. Administrative policies and procedures for civilian personnel are published by the Secretary of the Navy and the Commandant of the Marine Corps.

2. Responsibility. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for:

a. Formulation of Marine Corps personnel policies.

b. Planning for and determining Marine Corps organization.

c. Procurement, training, education, promotion, discipline, assignment, classification, retirement, separation, accounting, leave, liberty, morale, and welfare of Marine Corps personnel.

3. Navy-Marine Corps personnel Administration Procedures

a. Personnel administration for Navy personnel under the military command of the Commandant of the Marine Corps shall be as directed by the Chief of Naval Operations.

b. Personnel administration for Marine Corps personnel under the military command of Navy commanders shall be as directed by the Commandant of the Marine Corps.

2001. MANPOWER REQUIREMENTS

1. The Chief of Naval Operations approves the requirements for Navy officers and Navy enlisted personnel for Marine Corps activities.

2. The Commandant of the Marine Corps is responsible for planning, forecasting, and determining personnel requirements.

3. Commanders are responsible for the development and submission of their personnel requirements in accordance with the Marine Corps Manpower Control and Utilization Manual and other directives of the Commandant of the Marine Corps.

2002. MANPOWER ALLOWANCES

1. Manpower allowances are controlled and allocated by the Commandant of the Marine Corps through tables of organization. Personnel authorizations in tables of organization are determined by converting approved missions into tasks and functions and determining the personnel necessary to accomplish them. These tables reflect the number, grade, and qualification of personnel required for each task or function consistent with the requirements of leadership, training, rotation, and other considerations for overall Marine Corps effectiveness.

2. A table of organization is issued by the Commandant of the Marine Corps for each activity or type activity of the Marine Corps. Each table of organization includes:

- a. A specific statement of the mission.
- b. The organic structure of the activity.

3. Semiannually, Headquarters Marine Corps sends to each command a complete copy of all tables of organization in microfiche format. The microfiche includes:

- a. The number of Marines and other military personnel authorized.
- b. The number of civilian personnel authorized.
- c. Appropriate billet titles.
- d. Grades or rates.
- e. Military occupational specialties or job series.

2003. MANPOWER UTILIZATION

1. Objective

a. The objective of manpower utilization is to attain the maximum effectiveness from available military and civilian personnel.

b. Effective use of personnel is achieved through a continuing determination of the billet requirements essential to accomplish Marine Corps missions; intelligent selection and placement of available personnel to fill these billets; providing the necessary material, tools, equipment, and working environment required in each billet; and the application of sound management techniques to ensure maximum productivity from all personnel.

c. Civilian personnel shall be used to meet the personnel requirements of supporting activities to the maximum extent practicable, consistent with Marine Corps requirements for use of military personnel by reason of law, training, security, discipline, rotation, and readiness.

2. Responsibility. Each supervisor is responsible for using available personnel in the most efficient manner.

2004. CAREER MANAGEMENT

1. Purpose. The primary purpose of career management is the retention of highly qualified officer and enlisted Marines and civilian employees. Retention of quality personnel will ensure a career force which will meet current and future personnel needs.

2. Responsibility

a. The Commandant of the Marine Corps manages the Marine Corps Career Planning Program. The commander is responsible for executing the Career Planning Program. Officers and noncommissioned officers share in the responsibility for their individual careers.

b. Individual Marines, to ensure a successful military career, must recognize and carry out certain personal responsibilities. Their plans and actions should invariably include:

- (1) Integrity of moral character and personal conduct.
- (2) High goals set for providing valuable service to the United States and the Marine Corps.
- (3) Competent performance of duties for personal satisfaction and to earn the right to serve in positions of increased responsibility.
- (4) Individually acquired general and professional education.

3. Policies. Policies relating to career planning and development, reenlistments, and extensions of enlistments are found in the Career Planning and Development Guide.

2005. EQUAL OPPORTUNITY. It is Marine Corps policy to provide equal opportunity for all military and civilian personnel without regard to age, race, color, religion, sex, national origin, lawful political affiliation, physical or mental handicap, or marital status.

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SECTION B - CLASSIFICATION AND GRADES

2100. CLASSIFICATION

1. Purpose. The Marine Corps personnel classification system provides a means for accurately identifying personal skills, capabilities, and experience levels and relating them to the personnel requirements established in tables of organization. This systematic identification facilitates personnel planning, procurement, selection for training, development of training requirements, promotions, distribution, assignment, and the orderly call to active duty of inactive duty personnel in times of national emergency or mobilization.

2. Scope and Application. Marines are classified with respect to:

- a. Military grade.
- b. Military designation.
- c. Military occupational specialty.

2101. OFFICER GRADE

1. Grade Structure.

- a. Officer grades in order of seniority are:

Grade	Pay Grade
General	O-10
Lieutenant General	O-9
Major General	O-8
Brigadier General	O-7
Colonel	O-6
Lieutenant Colonel	O-5
Major	O-4
Captain	O-3
First Lieutenant	O-2
Second Lieutenant	O-1
Chief Warrant Officer, CW04	W-4
Chief Warrant Officer, CW03	W-3
Chief Warrant Officer, CW02	W-2
Warrant Officer, W01	W-1

b. It is inappropriate to address or refer to Marines by their pay grade (O-4, W-2, etc.), when reference to their grade alone would suffice. Use of the pay grade is only proper when such reference is required by law or when dealing with matters involving pay.

2. Designation of Officers

- a. Officer designations assigned by the Secretary of the Navy are as follows:

(1) Limited duty officers are male officers designated by the Secretary of the Navy for performance of duty in the technical fields in which they are proficient.

(2) Naval aviators are officers designated by the Chief, Naval Air Training as eligible to perform duties as aircraft pilots.

(3) Naval flight officers are officers designated by the Chief, Naval Air Training as eligible to perform duties as radar intercept officers, bombardier/navigators, and airborne electronic warfare officers.

(4) Officer navigators are officers designated by the Commandant of the Marine Corps for performance of airborne duties other than actual control of the aircraft.

b. Regulations concerning designation of officers are contained in the Assignment, Classification and Travel Systems Manual.

2102. ENLISTED GRADE

1. Enlisted grades in order of seniority are:

Sergeant Major of the Marine Corps	E-9
Sergeant Major Master Gunnery Sergeant	E-9
First Sergeant Master Sergeant	E-8
Gunnery Sergeant	E-7
Staff Sergeant	E-6
Sergeant	E-5
Corporal	E-4
Lance Corporal	E-3
Private First Class	E-2
Private	E-1

2. It is inappropriate to address or refer to Marines by their pay grade (E-7, E-4, etc.), when reference to their grade alone would suffice. Use of the pay grade is only proper when such reference is required by law or when dealing with matters involving pay.

3. Staff noncommissioned officers are enlisted personnel serving in the grade of staff sergeant or higher.

4. Noncommissioned officers are enlisted personnel serving in the grade of corporal or sergeant.

MARINE CORPS MANUAL

SECTION C - RECRUITMENT AND PROCUREMENT

2200. PROCUREMENT OF MILITARY PERSONNEL

1. Objective and Scope. The objective of military personnel procurement is to obtain the highest quality individual for Marine Corps service required to satisfy the needs of the Marine Corps.

2. Responsibilities

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for the procurement of Marines for the Regular and Reserve components of the Marine Corps.

b. The recruit depot commanders are responsible to the Commandant of the Marine Corps for the procurement of enlisted Marines for the Regular and Reserve components of the Marine Corps.

c. Directors of Marine Corps districts are responsible for the external procurement of officer and enlisted applicants for service in the Regular Marine Corps and Marine Corps Reserve.

d. The Commanding General, 4th Marine Division, FMF, USMCR and the Commanding General, 4th Marine Aircraft Wing, FMF, USMCR are responsible for the procurement of prior service applicants for service in the Marine Corps Reserve.

2201. OFFICER PROCUREMENT

1. General

a. The officer procurement programs of the Marine Corps are based on the provisions of Federal statutes as implemented by instructions issued by the Secretary of the Navy and the Commandant of the Marine Corps.

b. Appointments to officer grade in the Regular Marine Corps or Marine Corps Reserve are made only by the President of the United States or the Secretary of the Navy.

c. Appointments to officer grade may be made only to the extent that the number of officers serving in any one grade will not exceed the number so authorized by the Secretary of the Navy within the limitations established by law. Within these authorized strengths, the Commandant of the Marine Corps recommends to the Secretary of the Navy the appointment of such numbers of applicants as are needed to meet Marine Corps personnel requirements.

d. The Commandant of the Marine Corps may designate enlisted members of the Regular and Reserve components as officer candidates for the purpose of undergoing training to qualify for appointment as commissioned officers.

e. Candidates for appointment to commissioned grade in the Regular Marine Corps must be citizens of the United States. For appointment to commissioned grade in the Marine Corps Reserve, a candidate must be a United States citizen or have been lawfully admitted to the United States for permanent residence. All candidates must be mentally, morally, physically and professionally qualified within the requirements established by the Secretary of the Navy and the Commandant of the Marine Corps.

f. The physical requirements for a commission in the Regular Marine Corps or Marine Corps Reserve are contained in the Manual of the Medical Department. No person shall be appointed who does not meet the physical standards prescribed unless authorized by the Commandant of the Marine Corps, upon the recommendation of the Chief, Bureau of Medicine and Surgery.

2. Sources of Commissioned Officers in the Regular Marine Corps

a. A graduate of the United States Naval, Military, or Air Force Academy may be appointed to commissioned grade in the Regular Marine Corps.

(1) Preference for appointment in the Regular Marine Corps is given to applicants who were formerly enlisted members of the Regular Marine Corps or Marine Corps Reserve and to those who are children of career Marines.

(2) Midshipmen at the United States Naval Academy or cadets at the United States Military Academy or United States Air Force Academy who fail to graduate there from shall not be eligible for appointment as commissioned officers in the Regular Marine Corps until after graduation of the class of which they were a member.

b. Upon successful completion of the academic and naval science requirements of the established course, graduates of the Naval Reserve Officers Training Corps are eligible for appointment to commissioned grade in the Marine Corps.

c. Marine Corps Reserve officers may be appointed in the Regular Marine Corps when vacancies exist, under programs authorized by the Secretary of the Navy and established by the Commandant of the Marine Corps.

d. Regular officers of other military services may be transferred and appointed to commissioned grade in the Regular Marine Corps in accordance with the policies established by the Secretary of Defense.

e. Former officers of the Marine Corps who resigned in good standing may be reappointed to the grade of second lieutenant in the Regular Marine Corps to rank junior to those officers on the active list of second lieutenants as it stands on the date of their appointment. Applicants must establish their moral, mental, physical, and professional qualifications to perform the duties of that grade to the satisfaction of the Secretary of the Navy. Applicants must also be of such age as to permit completion of a total of 30 years of active service before reaching 62 years of age. Former officers who are 30 years of age or older may be reappointed only at the discretion of the Secretary of the Navy.

f. Male warrant officers may be appointed as first lieutenants designated for limited duty.

g. Additionally, the following may be appointed to commissioned grades in the Regular Marine Corps:

(1) Meritorious noncommissioned officers of the Marine Corps.

(2) Qualified graduates of the Marine Enlisted Commissioning Education Program.

(3) Graduates of the Army and Air Force Reserve Officer Training Corps.

3. Sources of Commissioned Officers in the Marine Corps Reserve

a. The sources listed in paragraph 2201.2, above are also authorized sources for the procurement of Reserve officers.

b. Additionally, the following may be appointed to commissioned grade in the Marine Corps Reserve:

- (1) Qualified graduates of officer candidate programs.
- (2) Graduates of the United States Coast Guard Academy and the United States Merchant Marine Academy.
- (3) Reserve officers on extended active duty in other military services.
- (4) Enlisted Marines or former enlisted Marines.
- (5) Former officers of the Marine Corps, Navy, Army, Air Force, Coast Guard, and their Reserve components, the National Guard of the United States, and the Coast and Geodetic Service.

c. Candidates, not otherwise eligible, who possess exceptional skills of value to the Marine Corps may be appointed as specialist officers in the Marine Corps Reserve.

4. Sources of Warrant Officers. Appointments to the grade of warrant officer, W-1, in the Regular Marine Corps and Marine Corps Reserve are made from limited duty officers with permanent enlisted grades and enlisted personnel of the Regular Marine Corps and Marine Corps Reserve under instructions issued by the Commandant of the Marine Corps.

5. Sources of Temporary Officers

a. Temporary appointments in the Regular Marine Corps or the Marine Corps Reserve on active duty may be made in grades not above captain from:

- (1) Male warrant officers on active duty.
- (2) Male enlisted personnel in grades of staff sergeant or above on active duty.
- (3) Temporary appointments of male personnel in warrant officer grades may be made by the Secretary of the Navy under such regulations as the Secretary may prescribe. Such appointments shall be made by warrant if in the grade of warrant officer, W-1, or by commission if in a higher warrant officer grade.
- (4) Temporary appointments to the grade of second lieutenant or above are made by the President with the advice and consent of the Senate.

b. In time of war or during a national emergency declared by the President, temporary appointments may be made in grades not above captain in:

- (1) Regular Marine Corps from:
 - (a) Warrant officers on active duty including retired members on active duty.
 - (b) Enlisted personnel on active duty serving in grades of staff sergeant or above, including retired members on active duty.
 - (c) Members of the Fleet Marine Corps Reserve serving in the grade of staff sergeant or above on active duty.
- (2) Marine Corps Reserve from:
 - (a) Warrant officers of the Marine Corps Reserve on active duty.
 - (b) Enlisted personnel of the Marine Corps Reserve on active duty serving in the grade of staff sergeant or above.

(3) Temporary appointments in warrant other grades are made by the Secretary of the Navy under such regulations as the Secretary may prescribe. Such appointments are made by warrant if in the (grade of warrant officer, W-1, and by commission if in a higher warrant officer grade.

(4) Temporary appointments in the grades of second lieutenant and above are made by the President under such regulations as the President may prescribe.

6. Withholding Appointments. An appointment to commissioned or warrant officer grade should be withheld only for conduct which raises doubt as to the recipient's moral integrity, adversely reflects upon the Marine's professional qualifications, or results in the Marine being recommended for trial by court-martial. In such cases, the commanding officer should not tender the appointment, but report the circumstances to the Commandant of the Marine Corps for trial resolution.

2202. ENLISTED RECRUITING

1. Authority to Effect Enlistments. Commanding generals of the Marine Corps recruit depots; district directors; commanding officers, executive officers, and operations officers of recruiting stations; and officers otherwise specifically authorized by and subject to the limitations established by Commandant of the Marine Corps, may effect enlistments into the regular Marine Corps and Marine Corps Reserve and reenlistments (broken and continuous) into the Marine Corps. The Commanding General, 4th Marine Division, FMF, USMCR, the Commanding General, 4th Marine Aircraft Wing, FMF, USMCR; and the Director, Marine Corps Reserve Forces Administrative Center; or their designated representatives (Inspector-Instructors, Commanding Officers of Marine Air Reserve Training Detachments) and officers otherwise specifically authorized by and subject to the limitations established by the Commandant of the Marine Corps, may effect reenlistments (broken and continuous) of prior service personnel into the Marine Corps Reserve. (Immediate reenlistments into the Marine Corps Reserve may be effected at the post, station detachment, or organization where the applicant is discharged, as well as at a Reserve unit).

2. Enlistment Oaths. Any commissioned officer of any component of any of the Armed Forces of the United States, whether or not on active duty, is authorized to administer the oath required for enlistment of any person and any other oath required by law in connection with the enlistment of any person in any Armed Force.

3. Sources for Enlistment. Citizens of the United States and certain aliens may be accepted for enlistment in the Regular Marine Corps and Marine Corps Reserve in accordance with the instructions and requirements of the Commandant of the Marine Corps.

4. Grade and Enlistments for General Service. All enlistments in the Marine Corps shall be effected in the grade of private and will be for general service unless otherwise authorized by the Commandant of the Marine Corps.

5. Term of Enlistments

a. The number of years for enlistments in the Regular Marine Corps or Marine Corps Reserve is specified in current Marine Corps regulations, unless required by law to be for a longer period or as may be authorized by the Commandant of the Marine Corps.

b. Under regulations prescribed by the Commandant of the Marine Corps, applicants may be enlisted in officer candidate programs, or other special programs for the length of the program. These enlistments may be made subject to a condition that the contract will not be binding unless the applicant is finally accepted for the program concerned.

c. All terms of enlistment are subject to:

(1) Extension in time of war or in time of national emergency declared by the President.

(2) Laws requiring completion of periods of obligated service in the Reserve component.

6. Physical Examinations. Physical examination policies are found in the Manual of the Medical Department.

MARINE CORPS MANUAL

SECTION D - DISTRIBUTION AND ASSIGNMENT

2300. DISTRIBUTION AND ASSIGNMENT

1. The purpose of personnel distribution is to fulfill grade and skill requirements within authorized personnel allowances. The Manpower Control and Utilization Manual contains relevant policy.
2. Personnel assignment priorities for distribution of available personnel to Marine Corps commands are established and published in current directives.
3. Assignment to duty involving incentive or hazardous duty pay will be made by written orders in accordance with Assignment, Classification and Travel Systems Manual.
4. Women may be assigned to any billet commensurate with their physical capabilities, except that, by statute, they are prohibited from assignment to duty on vessels or in aircraft while such vessels or aircrafts are engaged in combat missions or to other than temporary duty on vessels of the Navy except hospital ships and naval transports, and vessels of a similar classification not expected to be assigned combat missions. The Commandant of the Marine Corps periodically publishes assignment policies relative to women which take into account these statutory assignment restrictions as well as those reflected in the will of the Congress of the United States.
5. Race, color, religion, or national origin shall not influence personnel assignment policies within the Marine Corps.

2301. OFFICER DISTRIBUTION AND ASSIGNMENT

1. Assignment policies are designed basically as a guide for the career development of officers having less than 20 years of service. After 20 years of service, officers will be assigned to those duties for which they are best fitted by experience and ability.
2. Distribution and assignment policies for Regular officers apply also to Reserve officers on extended active duty except those serving in billets in support of the Reserve Establishment or those assigned to active duty specifically to prosecute special work.
3. Officers will be distributed and assigned by the Commandant of the Marine Corps based on the needs of the service and the career development requirements of the officer concerned. Policies relating to career development of officers are published in the Career Planning and Development Guide, Volume II.

2302. ENLISTED DISTRIBUTION AND ASSIGNMENT. Enlisted personnel will be distributed and assigned by the Commandant of the Marine Corps based on the needs of the service and career development requirements of the person concerned.

MARINE CORPS MANUAL

SECTION E - TRAINING

2400. TRAINING

1. Purpose and Responsibility

a. Marine Corps training consists of individual training and unit training. The purpose of all Marine Corps training is the development of skilled forces-in-readiness prepared at all times to carry out any assigned mission.

b. The responsibility for both individual and unit training is vested in the commander. The commander shall ensure that all training is responsive to Marine Corps requirements and is progressive, practical, and challenging to the individual and the unit concerned. Training will be accomplished primarily by the employment of resources organic to the unit. Emphasis will be placed on the indoctrination of junior leaders in proper methods of training and instruction.

2. Individual Training

a. Individual training provides a Marine with the skills, knowledge, and attitudes required to successfully perform all assigned duties and responsibilities. What should be taught is determined by either a formal task analysis or by the unit commander.

b. The seven types of individual training are:

(1) Officer acquisition training which consists of training and education programs that lead to a commission. These include military service academies, Naval Reserve, Officers Training Corps Program, the Officers Candidate Course, the Platoon Leaders Course, the Marine Enlisted Commissioning Education Program, the Selected Marine Corps Reserve Direct Commissioning Program, and the Enlisted Commissioning Program.

(2) Enlisted recruit training and officers basic training is introductory training which provides: an orderly transition from civilian to military life; motivation to become a dedicated and productive Marine; and instruction in the basic skills which are required of all enlisted Marines and officers.

(3) Specialized skill training which provides skills and knowledge needed to perform specific jobs. It includes initial skill qualification training leading to a military occupational specialty, and subsequent skill progression training to teach new or higher levels of skill in military specialties to match specific job requirements.

(4) Mission-oriented training which provides a Marine with the skills, knowledge, and attitudes necessary to discharge that Marine's duties in support of a unit's mission. It is the responsibility of each commander to determine the training needed by Marines assigned to the unit.

(5) Career training which consists of leadership training and various professional development education programs both designed to prepare individuals to assume increased responsibilities and perform increasingly complex tasks as they progress in their careers. Career training is designed for broad professional development.

(6) Essential subjects training which is intended to ensure all enlisted Marines maintain proficiency in certain subjects prescribed by the Commandant of the Marine Corps. This proficiency, which is initially acquired in recruit training enables enlisted men to sustain themselves on the battlefield and enables all enlisted Marines to perform effectively in garrison and to practice those personal and professional traits that distinguish the Marines.

(7) Related training which augments, supports, or adds to other individual training. Related training includes, but is not limited to, troop information subjects, drug and alcohol control, and safety training.

c. Means used to train individuals include formal schools, unit schools, various types of on-the-job training, and self-training programs such as correspondence courses and video cassette programs.

3. Unit Training

a. Unit training is the training of units, and is sometimes called collective training. This training prepares the organization, as a team, to perform those tasks required to accomplish the mission. Tasks which the unit must be able to perform are identified by the Marine Corps Combat Readiness Evaluation System, by Marine Corps directives, and by the unit commander.

b. Unlike individual training, unit training is entirely mission- oriented.

c. The means used to train units are drills and exercises. Drills are a form of small unit training in which fundamentals are stressed by progressive repetition of tasks. In contrast, exercises involve a measure of free play in the accomplishment of unit and individual tasks under simulated combat conditions.

2401. EDUCATION

1. Policies

a. Marines who desire to broaden their educational background shall be encouraged and aided to do so to the maximum extent possible commensurate with military commitments. Individuals shall be afforded every opportunity to raise their educational levels. It is desirable that officers attain as a minimum, a baccalaureate degree and enlisted personnel, a high school credential.

b. An educational program shall be established by all commanders to aid individual Marines in furthering their education. These programs shall generally provide for:

(1) The opportunity for personnel to enroll in courses or to take tests of an academic, technical, or vocational nature at the appropriate educational level.

(2) The designation of an officer as the education officer in organizations down to and including the battalion and squadron level. Separate administrative commands shall also designate an education officer.

(3) Guidance to assist individuals in contacting civilian school authorities regarding educational matters.

(4) Assistance in furnishing school authorities with service school transcripts.

(5) Counseling of individuals regarding courses or tests which may be required to attain the desired educational level.

c. Commanders shall provide appropriate recognition of individual educational achievement by formal presentations of certificates or by official correspondence.

d. Commanders who conduct formal service school courses on a full- time basis, with a minimum of 60 contact hours of instruction, shall forward copies of each program of instruction to the Commandant of the Marine Corps on a continuing basis for review and approval in accordance with applicable Marine Corps directives.

2. Academic Credit for Military Educational Experiences. High school or college credits may be obtained as a result of successful completion of formal schools or certain other training courses conducted by the military services.

2402. MILITARY CORRESPONDENCE COURSES

>CH 1 1. Marine Corps military correspondence courses will be made available to Marines as a means of enabling them to improve their basic military and specialist qualifications and to broaden their general professional knowledge. The Marine Corps Institute is under operational control of the Commanding General, Marine Corps Development and Education Command, Quantico, Virginia. The Marine Corps Institute shall provide:

a. Correspondence courses designed to complement the formal schools technical training program.

b. Correspondence courses that contribute to the improvement of military proficiency.

c. Assistance to unit commanders in conducting training in certain technical subjects.

d. Instructional aids for certain special training programs.

e. Correspondence courses that parallel instruction at The Basic School, Amphibious Warfare School, Command and Staff College, and the Staff Noncommissioned Officers Academy Course.

2. Correspondence courses may be used to supplement the commander's training program but shall not be used as the primary means of individual training.

2403. INTERSERVICE TRAINING

1. The Commandant of the Marine Corps procures quotas for and assigns officer and enlisted personnel to certain schools conducted by the Army, Navy, and Air Force. The Commandant also, by agreement with the other military services, assigns officers and enlisted personnel to duty as members of the staffs of these schools and to duty with designated staffs and operational units of the other services.

2. These assignments are made to:

a. Broaden the professional knowledge of Marines.

b. Permit exchange of ideas between Marines and personnel of other military services.

c. Provide training and experience for duty on joint staffs.

d. Obtain training not available at Marine Corps facilities.

2404. OFFICER EDUCATION AND TRAINING

1. Philosophy of Marine Corps Officer Education

a. Officer education is based on the philosophy that in order for the Marine Corps to meet successfully the challenges it faces as the Nation's amphibious force-in-readiness, it must provide professional, general, and technical education for its officers that will enable them to cope effectively with the wide range of problems with which they can expect to be confronted in succeeding higher grades.

b. It is incumbent upon each officer to prepare, through professional reading and self-study for assignments of increasing responsibility and attendance at appropriate level professional schools.

2. Concept of marine Corps Officer Education

a. This concept embraces the development of Marine Officers from precommissioning evaluation through service in the grade of colonel. It combines professional general, and technical education, and assignment to achieve the dual goals of individual development and satisfactory billet performance.

(1) Professional Military Education. Amphibious warfare, leadership and the management of resources are emphasized continuously throughout the Marine Corps professional schools.

(a) Basic level Schooling. Upon commissioning and initial assignment to active duty, each unrestricted commissioned officer will be assigned to. The Basic School. The Basic School will train the newly commissioned unrestricted officer for company grade duties at sea and in the field.

(b) Career level Schooling (Captain). The primary focus of career level schooling will be operational, emphasizing the command and staff functions necessary to integrate all combat elements into an effective amphibious unit. Professional schools at this level include the Amphibious Warfare School and comparable schools of other military services.

(c) Intermediate Level Schooling (Majors). Schools at this level focus upon operational problems of a joint nature and upon the strategic rationale for the existence and deployment of forces. Formal schools at this level include the Marine Corps Command and Staff College.

(d) Top Level Schooling. Officers in the grade of colonel and lieutenant colonel are prepared for command and staff assignments at the highest level by assignment to the Navy, Army and Air Force war Colleges and other U.S. and foreign nation top level schools.

>CH 1 (e) It is Marine Corps policy that all officers receive the benefit of professional career and intermediate schooling at the appropriate time in their careers. Needs of the service, however, preclude attendance by all officers at the appropriate resident course of instruction for career and intermediate level schools.

1 The selection of officers to attend both career and intermediate level schools is done by assignment monitors.

2 The selection of officers to attend top level school is accomplished by board action.

3 Officers unable to attend the resident course are encouraged to enroll in the extension course of instruction for the school.

(2) Skill Progression Training. Officers are provided with advanced training to increase knowledge/proficiency in specific occupational specialties through assignment to service schools. Officers will normally attend skill progression courses while in the grade of captain.

(3) General/Technical Education

(a) Baccalaureate Level. Marine officers will be procured from a variety of sources. Irrespective of the source, each officer not possessing a baccalaureate degree upon commissioning is encouraged to exert every reasonable effort toward obtaining such a degree. Toward this end, the Marine Corps offers the College Degree Program to provide selected officers the opportunity to complete their studies in residence at an appropriate civilian degree-granting institution.

(b) Graduate Level. Graduate degree education programs are available through which officers, selected by board action, may pursue studies in general or technical disciplines by assignment to a degree-granting institution or the U.S. Naval Postgraduate School. The Advanced Degree Program is available for officers to pursue studies in specific academic disciplines. The Special Education program provides training necessary for satisfactory performance in billets requiring special educational qualifications.

(c) Technical Education and Training. In addition to the graduate degree programs addressed above, technical education and training may be provided without professional schools, in separate resident or correspondence courses, or as on-the-job training as necessary to qualify officers for specific billet assignments.

2505. OFFICER CANDIDATE TRAINING

1. To evaluate and screen officer candidates to ensure that they possess the requisite leadership, moral, and physical qualities for commissioned grade, and the determination in order to successfully complete professional training at The Basic School.

2. Approximately 80 percent of all Marine officers must complete officer Candidate School, exceptions being academy graduates and warrant officers. Those officers completing Officer Candidate School will have pursued one of the following commissioning programs Officer Candidate Course, Platoon Leader Course, or Naval Reserve Officers Training Course.

2506. PHYSICAL FITNESS. It is Marine Corps policy that every Marine be physically fit regardless of age, grade, or duty assignment.

MARINE CORPS MANUAL

SECTION F - PERFORMANCE, CONDUCT, PROMOTION, AND REDUCTION

2500. PERFORMANCE AND CONDUCT

1. Standards. United States Marines are characterized by exceptionally high standards of performance and conduct which reflect unswerving loyalty to the nation, devout attention to duty, and gentlemanly/ladylike demeanor. All Marines are expected to maintain these standards in the performance of their duties and the conduct of their personal affairs. Failure to achieve and maintain these standards marks an individual as unfit for promotion or retention in the Marine Corps.

2. Code of Conduct and Law of War

a. The Code of Conduct for members of the Armed Forces of the United States prescribed by the Commander in Chief of the Armed Forces of the United States contains the basic standards for individual behavior and performance during captivity. Every Marine is expected to adhere to these standards and, in addition, to exert all possible efforts to influence others to adhere to the Code.

b. The Law of War encompasses all international law with respect to the conduct of armed conflict. It is derived from international treaties and agreements to which the United States is a party or from customary international law. All Marines will comply with the Law of War in the conduct of military operations and related activities in armed conflict, regardless how such conflicts are characterized. Violations of the Law of War alleged to have been committed by or against members of, or persons accompanying or serving with the Armed Forces of the United States, will be promptly reported, thoroughly investigated, and when appropriate, followed by corrective action. Violations of the Law of War alleged to have been committed by, or against allied military or civilian personnel will be reported through appropriate command channels for ultimate transmission to appropriate agencies of allied governments.

c. Commanders shall provide specific training and instructions to all members of their commands to ensure understanding of the reasons behind the Code of Conduct and the Law of War, and to ensure complete familiarity with their principles and standards.

3. Fitness Reports

a. Fitness reports are the principal record of performance for Marines above the grade of corporal. They are vital in determining assignments to duty, selection for advanced professional education and in selection for promotion. Reporting seniors and reviewing officers must understand their significance and exercise utmost care and thoroughness in completing them. Fitness reports represent:

- (1) A documentary outline of an individual's past assignments.
- (2) An evaluation of an individual's past performance and conduct.
- (3) Recommendations and comments decisive in the career of the individual.

b. Instructions for the preparation and submission of fitness reports is found in the Marine Corps directive governing the Performance Evaluation System.

4. Payment of Debts, Paternity of Illegitimate Children, and Support of Dependents

a. All Marines have a moral and legal responsibility to provide continuous and adequate support for their dependents until a legal exemption is produced, and to pay their just financial obligations in a proper and timely manner. A Marine is expected to provide support for a child when the responsibility to do so has been established by order or decree of a court of competent jurisdiction, by admission of paternity, or by a reasonable probability of paternity.

b. Commanders shall continually indoctrinate and counsel all members of their command on matters of this nature to ensure that all members understand their responsibilities in this regard and the possible adverse effects which may result from a failure to discharge these responsibilities.

2501. STANDARDS OF CONDUCT

1. Policy

a. Business transactions with private firms or individuals shall be conducted for the United States by persons who are free from improper influences which may prejudice the interest of the Government.

b. No action shall be taken which might have the effect of conferring special benefits upon particular individuals or firms, such as giving them information of proposed purchases, unless such benefit is also conferred on other individuals or firms who are justifiably entitled thereto.

2. Responsibility

a. All persons representing the United States in business dealings with private firms or individuals are placed in positions of trust and grave responsibility. Many practices which may be normally and generally accepted in the private business world are not proper for officials and employees who conduct the Government's business. It must be realized that the acceptance of gifts, entertainment, or favors of any kind, no matter how innocently tendered or received, from anyone who seeks or enjoys profitable business dealings with the United States may compromise and embarrass the Marine Corps to the extent of impairing public confidence in the integrity of business relations between the Government and industry. It is therefore essential that all persons who conduct business for the Government set tar themselves the highest standards of personal conduct.

b. No persons who represent the United States in business dealings with private firms or individuals shall:

(1) Allow themselves to be placed in a position where a conflict of interest might arise, or they might justifiably be suspected, by reason of the acceptance of entertainment, gifts, or favors of any kind.

(2) Take any action which would result in financial profit for themselves or which could influence or be interpreted as influencing the strict impartiality that must prevail in all business relationships where the public interest is involved.

(3) Conduct transactions with business entities in which they have a financial interest. In such cases it is the duty of the Government employees concerned to notify their superiors of the facts and request to be relieved of their duties and responsibilities in the case.

c. Superiors who believe that an officer or employee reporting to them has a conflict of interest, or is involved in an apparent conflict of interest from the public confidence point of view, shall take prompt action to protect the interests of the United States. This action invariably shall include:

(1) Immediate relief of the officer or employee from further representing the Government in the case.

(2) Investigation of the circumstances.

(3) Procedures to exonerate or discipline the relieved officer or employee as indicated by the facts elicited from the investigation.

2502. OFFICER PROMOTIONS

1. Authority

a. The basic authority for the promotion of Marine Corps officers is contained in the statutes of the United States as codified in Title 10, U.S. Code. The Secretary of the Navy is specifically charged with implementing the provisions of law for the promotion of all officers of the naval service. In fulfillment of this statutory responsibility and as head of the Department of the Navy, the Secretary establishes the qualifications officers must possess prior to promotion and the procedures to be followed throughout the promotion process. Marine Corps officers shall be selected and promoted only as directed by the Secretary of the Navy.

b. Selection boards to recommend officers for promotion are normally convened once each year by the Secretary of the Navy. The composition of such boards, their duties, and the names of the officers to be considered for promotion are prescribed by the Secretary.

2. Withholding Promotions. Action toward withholding an officer's promotion should be considered only for serious cause. In such cases commanders should not deliver the promotion, but report the circumstances to the Commandant of the Marine Corps. Following are examples of serious cause:

a. Involvement in an incident which raises doubt as to the officer's moral integrity.

b. Conduct which adversely affects the officer's professional ability, including failure to maintain military appearance standards prescribed by the Commandant of the Marine Corps.

c. Conduct which results in the officer being recommended for trial by court-martial.

2503. ENLISTED PROMOTIONS

1. The enlisted promotion system is designed to provide a procedure for enlisted personnel within each grade and generally within each occupational field to compete for promotion to the next higher grade. The requirements to be utilized in comparing the personnel records of all eligible Marines of the same grade, as well as the procedure to be employed in the comparison, are established by the Commandant of the Marine Corps.

2. Promotion policy and procedures prescribed by the Commandant of the Marine Corps are contained in the Marine Corps Promotion Manual and other directives.

2504. REDUCTION IN GRADE

1. The Commandant of the Marine Corps may reduce enlisted Marines to any grade, when necessary to reduce the total number of Marines by grade, and for incompetence or unacceptable performance of duty.
2. Instructions and procedures pertaining to punitive reductions, reduction for incompetence, and administrative reductions are contained in the Marine Corps Promotion Manual and other directives.

2505. AWARDS

1. Scope. Awards encompass all decorations, medals, ribbons, commendations, battle streamers, miscellaneous badges and insignia, and other forms of public recognition merited by Marines and Marine Corps units.
2. Purpose. Awards are authorized for the purpose of giving public recognition for acts of heroism performed, and outstanding services rendered, which are above and beyond that normally expected, and which distinguish the individual or unit among those performing similar acts or services; to denote participation in a campaign, war, national emergency, or expedition; or to denote service requirements fulfilled in a creditable manner while a member of the naval service.
3. Administration
 - a. Awards for Marines and Marine Corps units are administered by the Secretary of the Navy, and by the Commandant of the Marine Corps at the direction of the Secretary of the Navy.
 - b. The Commandant of the Marine Corps may make or authorize the making of awards which are not specifically controlled by the Secretary of the Navy. These include certificates of commendation, letters of appreciation and meritorious masts.
4. Awards by Other Military Services. A Marine serving with another military service may accept an award presented by that service provided the individual has not previously received an award for the same act.
5. Foreign Awards
 - a. A Marine may participate in a formal presentation ceremony at the invitation of a foreign nation and receive the tender of an award. Such receipt does not constitute an acceptance. This permission does not apply to persons performing duty in connection with the Security Assistance Program unless the award is in recognition of actual combat service or heroism in the saving of human life.
 - b. An award tendered to a Marine by a foreign government shall be forwarded by the individual to the Commandant of the Marine Corps with a statement explaining the circumstances of its tender. A Marine may accept an award from a foreign government upon receipt of approval from the Commandant of the Marine Corps.
6. Regulations
 - a. Detailed instructions pertaining to the recommending, processing, making, and presenting of awards is contained in the Navy-Marine Corps Awards Manual and Marine Corps directives.
 - b. Instructions pertaining to the wearing of awards is contained in the Marine Corps Uniform Regulations. Use, display, and administrative regulations for flags, colors, standards, and streamers, is contained in the Marine Corps Flag Manual.

MARINE CORPS MANUAL

SECTION G - RETIREMENT AND SEPARATION

2600. RETIREMENT

1. Retirements are effected in conformity with specific provisions of law.
2. Retirements of both officer and enlisted personnel are directed by or approved by the President of the United States or the Secretary of the Navy. Individual orders and authorizations for retirement are issued by the Secretary of the Navy or the Commandant of the Marine Corps.

2601. SEPARATION

1. Separation is governed by statute and the directives of the Secretary of Defense and the Secretary of the Navy.
2. Instructions for effecting separations of Marines are published by the Commandant of the Marine Corps.
3. Separation by reason of physical disability will be effected in accordance with the directives of the Secretary of the Navy as implemented by the Commandant of the Marine Corps and the Chief, Bureau of Medicine and Surgery.
4. Separation of enlisted personnel is effected by discharge. Separation of officers is effected by discharge, dismissal, or dropping from the rolls.

2602. SEPARATION OF OFFICERS

1. Authority. The Secretary of the Navy makes the decision to discharge an officer and determines the type of discharge to be issued in each case.
2. Resignation. Officers tender their resignation to the Secretary of the Navy via the Commandant of the Marine Corps. A resignation will be accepted or rejected on the basis of the needs of the service at the time and the merits of the individual case.
3. Retirement. Requests for retirement are to be submitted in accordance with the Marine Corps Separation and Retirement Manual.

2603. DISCHARGE OF ENLISTED

1. Types of Discharge

a. An honorable discharge is issued for proper military behavior and proficient and industrious performance of duty.

b. A general discharge is issued when the separation is under honorable conditions but military behavior or performance of duty has not been sufficiently meritorious to warrant honorable discharge.

c. A discharge under other than honorable conditions is issued for misconduct, for security reasons, or for the good of the service. A discharge under other than honorable conditions will not be issued in lieu of trial by court-martial except upon the determination of a Marine Corps officer exercising general court-martial jurisdiction, or by higher authority, that the interests of the service as well as the individual will best be served by administrative discharge.

d. A bad conduct discharge is separation from the service under conditions other than honorable. A bad conduct discharge may be given only by an approved sentence of a general or special court-martial and is appropriate for offenses that warrant separation as a punishment but are not sufficiently grave to warrant dishonorable discharge.

e. A dishonorable discharge, as its title denotes, is a separation from service under dishonorable conditions. Dishonorable discharges may be given only by approved sentences of general courts-martial and are appropriate for serious offenses warranting dishonorable separation as a punishment.

2. Delegation of Authority

a. An honorable or general discharge, as appropriate, may be authorized by the officials indicated, for the following reasons:

(1) Upon expiration of enlistment or fulfillment of service obligation, by the individual's commander.

(2) For the convenience of the Government, by the Commandant of the Marine Corps.

(3) For reason of minority, unless release is effected by avoidance of enlistment due to misrepresentation of age by the individual, by the Commandant of the Marine Corps or a Marine Corps officer exercising general courts-martial jurisdiction.

(4) For disability as a result of the recommendation of a physical evaluation board or a board of medical survey, by the Secretary of the Navy or by delegated authority.

(5) When it has been determined that the individual is unsuitable for military service for the reasons contained in the Marine Corps Separation and Retirement Manual, by the Commandant of the Marine Corps or a Marine Corps officer exercising general court-martial jurisdiction. All cases involving sexual perversion or homosexual or other aberrant sexual tendencies will be referred to the Commandant of the Marine Corps.

(6) When it is considered that undue and genuine dependency or hardship exists, that the hardship or dependency is not of a temporary nature, that conditions have arisen or been aggravated since entry into the service, and that no means other than discharge are readily available to eliminate or materially alleviate the condition, by the Commandant of the Marine Corps or a Marine Corps general officer exercising general court-martial jurisdiction.

(7) When retention is not consistent with national security, by the Secretary of the Navy or the Commandant of the Marine Corps.

(8) For misconduct, by the Commandant of the Marine Corps or a Marine Corps officer exercising general court-martial authority. All cases involving sexual perversion or homosexual acts will be referred to the Commandant of the Marine Corps.

b. A discharge under other than honorable conditions may be authorized by the officials indicated, for the following reasons:

(1) For reason of security, by the Secretary of the Navy or the Commandant of the Marine Corps.

(2) For misconduct for reasons contained in the Marine Corps Separation and Retirement Manual, by the Commandant of the Marine Corps or a Marine Corps officer exercising general court-martial jurisdiction. All cases involving sexual perversion or homosexual acts will be referred to the Commandant of the Marine Corps.

(3) For the good of the service to escape trial by court-martial in appropriate cases, by the Commandant of the Marine Corps or a Marine Corps officer exercising general court-martial jurisdiction. All cases involving sexual perversion or procurement of a fraudulent enlistment will be referred to the Commandant of the Marine Corps.

2604. RECALL

1. Retired Personnel of the Regular Marine Corps. The Secretary of the Navy may order any retired officer or retired enlisted member of the Regular Marine Corps to active duty in time of war or national emergency declared by the president. The Secretary may at any other time order such a retired officer to active duty only with the consent of the officer concerned.

2. Members of the Fleet Marine Corps Reserve

a. The Commandant of the Marine Corps, or a commander designated by the Commandant, may order a member of the Fleet Marine Corps Reserve to active duty or active duty for training without the consent of the reservist under one of the following conditions:

(1) In time of war or national emergency declared by Congress, for the duration of the war or national emergency and for 6 months thereafter.

(2) In time of national emergency declared by the President.

(3) When otherwise authorized by law.

b. In time of peace any member of the Fleet Marine Corps Reserve may be required to perform no more than 2 months of active duty for training in each 4-year period and shall be physically examined at least once during each 4-year period.

3. Members of the Marine Corps Reserve

a. The Commandant of the Marine Corps, or a commander designated by the Commandant, may order members of the Marine Corps Reserve to active duty or active duty for training as authorized below:

(1) In time of national emergency proclaimed by the President, or when otherwise authorized by law, members of the Ready Reserve, without their consent, may be ordered to and required to perform active duty for a period not to exceed 24 months.

(2) In time of war or national emergency declared by the Congress, or when otherwise authorized by law, members of the Ready Reserve, without their consent, may be ordered to and required to perform active duty for the duration of the war or national emergency and for 6 months thereafter.

(3) Orders to active duty may be issued to members of the Ready Reserve in time of peace for execution in time of war or national emergency or when otherwise authorized by law. Determinations as to the members to be so ordered to active duty and the priority in which they will be ordered will be made in accordance with policies and procedures prescribed by the Commandant of the Marine Corps.

(4) In time of war or national emergency declared by the Congress, or when otherwise authorized by law, members of the Standby Reserve may be ordered to and required to perform active duty for the duration of the war or national emergency and for 6 months thereafter. However, no member of the Standby Reserve

may be ordered to active duty without the members consent until the Director of Selective Service has determined that such member is available for active service, and no member of the inactive status list of the Standby Reserve shall be ordered to active duty without the member's consent unless the Secretary of the Navy, with the approval of the Secretary of the Defense, determines that adequate numbers of qualified members in an active status are not readily available.

(5) In time of war or national emergency declared by the Congress, or when otherwise authorized by law, members of the Retired Reserve may be ordered to and required to perform active duty for the duration of the war or national emergency and for 6 months thereafter. However, no member of the Retired Reserve may be ordered to active duty without the members consent unless the Secretary of the Navy, with the approval of the Secretary of the Defense, determines that adequate numbers of qualified members in an active status are not readily available.

(6) A member of the Marine Corps Reserve in an active status may be ordered to and required to perform active duty or active duty for training, without the member's consent for a period not to exceed 15 days annually.

(7) A member of the Ready Reserve who is required by law and regulations to participate satisfactorily in Reserve training and who in any year fails to perform such training and duty satisfactorily, may be ordered without the member's consent to perform additional active duty for training for not more than 45 days or active duty until total service on active duty equals 24 months.

b. The Commandant of the Marine Corps, or a commander designated by the Commandant, at any time may order a member of the Ready, Standby, or Retired Reserve to active duty or retain the member on active duty, with the consent of that member subject to such policies, programs, and conditions as are approved by the Commandant of the Marine Corps.

2605. CIVIL READJUSTMENT

1. Purpose and Applicability

a. The civil readjustment program is designed to fulfill the Marine Corps responsibilities to assist Marines in making personal adjustment to civil life upon separation from active duty.

b. All Marines being separated from active duty, regardless of reason, shall receive civil readjustment indoctrination as appropriate.

2. Responsibilities

a. Commanders effecting the separation of Marines from active duty shall establish civil readjustment programs adequate for the needs of their commands.

b. The Commandant of the Marine Corps will furnish assistance, when requested directly to retired Marines or veterans on matters that are beyond the scope of local programs.

MARINE CORPS MANUAL

SECTION H - RESERVE PERSONNEL

2700. RESERVE PERSONNEL POLICIES

1. General

a. Rules for members of the Regular component on active duty generally apply to reservists on active duty.

b. A reservist serving on active duty has authority and responsibility equal to that of a Regular Marine of the same grade. When the reservist is not on active duty, or is not on active duty for training, the reservist is not considered to be an officer or employee of the United States or a person holding an office of trust or profit or discharging any official function under, or in connection with, the United States because of appointment, oath, or status, or any duties or functions performed or pay or allowances received in that capacity. This limitation on the status of a reservist shall not be construed to impair the responsibility and authority of the reservist during periods of inactive duty training and active duty for training, to execute orders and perform assigned duties.

2. Civilian Employment

a. Members of the Marine Corps Reserve on inactive duty are authorized to accept civil employment including employment in any civil branch of the public service. While so employed they may receive pay and allowances to which they may be entitled as members of the Reserve.

b. A member of the Marine Corps Reserve not on active duty who desires to accept employment with a foreign government, or a concern which is controlled in whole or in part by a foreign government, shall submit a request for permission to accept such employment to the Commandant of the Marine Corps.

(1) Requests for this permission normally will be approved, except:

(a) When it is known that employment contemplated will be in violation of a statute of the United States; or

(b) When the nature of the anticipated employment may reasonably be expected to be inimical to the security or best interest of the United States.

(2) When permission to accept such employment has been given and it is later determined that the employment is in violation of law or is critical to the security or best interest of the United States, the authority for accepting such employment will be withdrawn by the Commandant of the Marine Corps.

(3) Should a member accept or continue in such employment after approval has been refused or withdrawn, action to effect the separation of that member from the Marine Corps Reserve shall be initiated by the Commanding General, 4th Marine Aircraft Wing, USMCR, the Commanding General, 4th Marine Division, FMF, USMCR, or commanding officer as appropriate.

(4) A member who serves as a representative, official, or employee of a foreign government, firm, corporation, or individual shall, from a security viewpoint, be considered as a foreign national when acting in such capacity. This fact will be taken into consideration on any request made by the reservist for active duty, active duty for training, or inactive duty training which involves access to classified matter.

3. Military Leave of Absence

a. Officers and employees of the Federal Government or the District of Columbia who are members of the Marine Corps Reserve are entitled bylaw to a military leave of absence from their respective duties to attend active duty for training for periods not to exceed 15 days in any a calendar year. While on such duty, personnel concerned are not subject to any loss of seniority, status, pay, and vacation.

b. Employees in private industry and in State and local governments who are members of the Marine Corps Reserve are entitled by law to be excused from work for military training duty. Employers are not required to pay for lost time because of training; however, the employee cannot be denied seniority, status, vacation or any other benefits of employment because of a Reserve obligation.

2701. INACTIVE DUTY TRAINING

1. Scope. Inactive duty training is duty or training prescribed for reservists, and includes regular drills, equivalent instruction or duty, administrative duty, associate duty, appropriate duty, approved correspondence courses, and mobilization training unit participation.

2. Responsibility

a. Participation in and conduct of inactive duty training programs shall be only as authorized or directed by the Commandant of the Marine Corps. Specific responsibility for implementation and administration of such programs shall be as follows:

(1) Inactive duty training conducted by Selected Reserve units shall be the responsibility of the commanding officer of the Reserve unit. For ground units, responsibility shall be exercised under the control of the Commanding General, 4th Marine Division, FMF, USMCR. For aviation units, responsibility shall be exercised under the control of the Commanding General, 4th Marine Aircraft Wing, FMF, USMCR/Marine Air Reserve Training Command. Selected reservists assigned to the Special Support Section, Marine Corps Reserve Forces Administrative Center will be administratively controlled by the Director, Marine Corps Reserve Forces Administrative Center.

(2) Inactive duty training conducted by individual Ready Reserve mobilization training units shall be the responsibility of the commanding officer of the unit. Responsibility for Reserve mobilization training units and all other inactive duty training shall be exercised under the control of commands as assigned by the Commandant of the Marine Corps.

(3) Marine Corps reservists may be authorized to perform inactive duty training with the Regular Establishment, as authorized or directed by the Commandant of the Marine Corps. Training responsibility rests with the organization commander.

b. Marine Corps reservists may participate in inactive duty training with Regular and Reserve organizations of other military services and with certain other agencies. Assignment of personnel to such training shall be only as authorized or directed by the Commandant of the Marine Corps, and such assignments must be concurred in by the service or agency with which the training or duty is to be performed.

c. When so authorized or directed, members of the Reserve components of other military services may participate in inactive duty training with Regular or Reserve organizations of the Marine Corps.

2702. ACTIVE DUTY FOR TRAINING

1. Scope. Active duty for training is full-time duty for training purposes in the active military service of the United States and includes annual training duty, individual tours of active duty for training, and repeated training duty.

2. Annual Training Duty. Annual training duty by Selected Marine Corps Reserve units shall be conducted only in accordance with such training programs, at such places, and during such times as the Commandant of the Marine Corps may authorize or direct.

a. During the course of annual training duty at Regular Marine Corps activities, Selected Marine Corps Reserve units shall be given such assistance, and shall be subject to such direction, supervision, and control by the commander of the activity to which assigned, as may be specified by the Commandant of the Marine Corps.

b. A member of a Reserve component of another military service may perform annual training duty with a Selected Marine Corps Reserve unit.

c. Marine Corps reservists who are serving with Reserve components of the other military services or with certain other agencies, may be issued orders to perform annual training duty with the organization to which attached. These orders shall be issued only by the Commandant of the Marine Corps or by a subordinate commander who has been specifically authorized by the Commandant to issue such orders.

3. Individual Training Tours

a. Marine Corps reservists and members of the Reserve components of the other military services may be authorized or directed to perform individual tours of active duty for training with the Regular or Reserve Establishments of the Marine Corps.

b. Marine Corps reservists may perform individual tours of active duty for training with Regular and Reserve Establishments of other military services and with certain other agencies. Assignment of personnel for training shall be only as authorized or directed by the Commandant of the Marine Corps, and must be concurred in by the service or agency with which the training is to be performed.

4. Repeated Training Duty

a. The Commandant of the Marine Corps designates those specific duties for which repeated training duty orders may be issued. Such orders may be issued to Marine Corps reservists only as authorized or directed by the Commandant of the Marine Corps.

b. When so authorized or directed by competent authority, members of the Reserve components of other military services may participate in repeated training duty with Regular or Reserve organizations of the Marine Corps.

MARINE CORPS MANUAL

SECTION I - GENERAL

2800. PERSONNEL RECORDS AND ACCOUNTING

1. Purpose. The purpose of personnel records is to provide information necessary for effective personnel management and to present a clear, complete, chronological military career summary of each Marine.

2. Types of Records

- a. Headquarters Marine Corps official officer and enlisted files.
- b. Officer qualification records and enlisted service record books.
- c. Health records.
- d. Unit personnel records and identification records.

3. Maintenance and Custody

a. The Commandant of the Marine Corps is responsible for the maintenance and custody of an official file for each Marine.

b. Commanders are responsible for the maintenance and custody of officer qualification records, service record books, identification records, and unit personnel records in accordance with applicable directives.

c. Instructions for the maintenance and custody of medical and dental records are contained in paragraph 2801, below.

4. Status of Personnel Records. Provisions of law which require that information be made available to the public do not apply to personnel records of Marines (5 U.S. Code 552). The disclosure of information therefrom to unauthorized personnel would constitute a clearly unwarranted invasion of personal privacy. The personal privacy of the individual shall be protected. Such information however, may be released to persons properly and directly concerned who comply with applicable directives.

5. Control and Production of Personnel Records

a. No person shall produce, release information from, or permit access to personnel records except as authorized in this paragraph or when directed in specific cases by the Commandant of the Marine Corps.

b. Regulations for the production of personnel records in response to orders of civilian courts are contained in the Manual of the Judge Advocate General, Department of the Navy.

c. Commanders shall produce personnel records within their custody or official use upon the request of another commander.

d. Upon the request of a commander the Commandant of the Marine Corps will, where practicable, provide copies of matter in the official files of Headquarters Marine Corps for use in trials, administrative procedures, and other official functions.

e. Requests from present or former Marines or their personal representatives for copies of their records relating to death, personal injury, and loss of or damage to property shall be forwarded to the Judge Advocate General of the Navy for action, via the Commandant of the Marine Corps.

6. Access to Records

a. The service records of a Marine or former Marine may be reviewed or inspected by the Marine, or the Marine's personal representative in the presence of the custodian of such records, or a person designated by the Marine. Proper written proof of representation will be required.

b. Commanders shall grant access to personnel records to personnel of courts-martial, courts of inquiry, investigations, boards whose duties require review of personnel records, and to Marine Corps personnel having cause to use such records in the performance of their duties.

c. Requests by United States Government agencies outside the Department of the Navy and by agencies of State or local governments to review personnel records shall be forwards to the Commandant of the Marine Corps. As an exception to the foregoing, commanders may permit agents of the Federal Bureau of Investigation to examine the records of deserters.

7. Enclosure of Information from Personnel Records

a. Commanders may disclose information from personnel records to officials and employees of the Department of Defense in the performance of their official duties; to an organization or activity which has been previously identified as a routine user under the provisions of the Privacy Act of 1974; when the data is required to be released under the provisions of the Freedom of Information Act; when directed by order of a court of competent jurisdiction; when there has been a showing of compelling circumstances affecting the health and safety of an individual; or otherwise as provided by section 3b of the Privacy Act of 1974. No personal information shall be disclosed from an individual's record, except as cited above, without the consent of the individual concerned.

b. Commanders may disclose information from the record of a Marine or former Marine if the record pertains to the requesting individual or to the member's personal representative who presents proof of appointment in writing.

c. Items of information which may be released on military personnel under the Freedom of Information Act include: name, grade, date of rank, salary, duty status, present and past duty stations, office phone number, source of commission, military and civilian educational level, promotional sequence number, combat service and dates, decorations and medals, date of birth, date released from active duty, date and place of entry, home of record such as geographical location but no street address, and marital status. Items of information which may be released on civilian employees under the Freedom of Information Act include: name, grade, duty station, date of employment, title of position, salary, office phone number and address.

d. The release of mailing lists containing home addresses of active, retired, and/or Reserve personnel to non-DOD governmental agencies, Navy/ Marine Corps affiliated organizations, or any individual in the Government or private sector, is not authorized, unless there is a clear indication of a personal benefit accruing to the service member or eligible dependents. Personal benefits in this context are only those which can reasonably be assumed to provide the subject with a significant asset, such as, cash from an institution refunding monies from a discontinued account; personal property; or improvement of living standard to include providing information to retired personnel in a geographical location regarding available services such as commissary, military exchange, or medical facilities. Additionally, the personal benefit cannot be solely of minimal value or a commercial solicitation. All sales promotions and commercial offerings; requests for subscription to any publication; solicitations of membership, funds, or any other type of morale or material support do not satisfy the personal benefit requirement.

>8. Correction of Records

a. Once matter is properly filed in the official files at Headquarters Marine Corps it may not be removed except as provided in Article 1114, U.S. Navy Regulations. Commanders may, however, forward matter reflecting upon the completeness, accuracy, and credibility of material previously submitted for incorporation into official records.

b. The Commandant of the Marine Corps has the authority under the Privacy Act of 1974 to correct records, maintained in a system of records, which are limited solely to factual matters and where documentary evidence indicates that the records contains erroneous information. Judgmental decisions, such as, evaluations and other matters of opinion expressed in fitness reports and selection and promotion board reports, should be petitioned by the individual to the Board for Correction of Naval Records which is authorized to make these determinations.

c. Corrections to official records may be made in response to an order from a court of law of competent jurisdiction.

2801. HEALTH RECORDS

1. Purpose. health records as chronological records of medical and dental examinations, evaluations, and treatment afforded members of the naval service, have significant medicolegal value to the members concerned, their beneficiaries, and the Government. Accuracy of entries and proper maintenance, custody, and forwarding of the health record is of utmost importance.

2. Custody and Maintenance

a. The medical officer of the command to which a Marine is attached or the personnel officer of a Naval Regional Medical Center, Naval Hospital or dispensary is responsible for the custody and maintenance of the Marine's health record. The dental record is part of the health record.

b. Health records shall be maintained as prescribe by the Chief, Bureau of Medicine and Surgery.

c. When Marines are transferred, discharged, or released from active duty, the commander shall ensure that their medical and dental records have been properly processed and forwarded.

3. Control of health Records

a. Information contained in the health record is to be treated as confidential except to persons directly and properly concerned. The release of information from health records shall be limited to that which is necessary for the accomplishment of the legitimate purpose for which the information is required and shall be rigidly controlled.

b. Commanders and medical officers may furnish a Marine with information from the Marine's health record, except when it is likely to be injurious to physical or mental health. Commanders may also, upon written request, furnish a Marine with a copy of the Marine's health record except for those portions which may be injurious to the Marine.

c. The governing policies concerning the release of information from the health record are contained in the Privacy Act of 1974 (5 U.S. Code 522) and the Manual of the Medical Department.

d. Commanders are authorized to inspect the health records of their personnel and shall direct that such records be made available for official purposes including use by courts-martial, courts of inquiry, and official investigations.

4. Dental Records

a. The dental officer of commands having a dental activity shall assume responsibility for custody and maintenance of dental records. In this instance the medical officer is relieved of responsibility for the dental portion of the health records.

b. The dental record shall accompany Marines from activity to activity during their period of military service. When a member is transferred, a medical department representative shall ascertain that all necessary entries have been recorded in the dental record, and that the member has been properly processed. When the dental record has been maintained on file elsewhere than in the health record, it shall be included prior to transfer.

2802. PERSONNEL REQUESTS

1. Preference of Duty Station and Duty. Requests for preference of duty station or duty should be submitted in accordance with Manpower Management System instructions. In cases involving reenlistment or special circumstances, correspondence should be prepared and forwarded to the Commandant of the Marine Corps. When permanent change of station orders are considered for officers, staff noncommissioned officer, and sergeants, the preference of duty station or duty indicated on the latest fitness report received by the Commandant of the Marine Corps will be considered. Marine corporals and below shall be afforded an opportunity to volunteer for quotas placed on a command by the Commandant of the Marine Corps.

2. Humanitarian Transfers

a. The Commandant of the Marine Corps will consider request by Marines for transfer to a new duty station for humanitarian reasons. The procedures for submission of these requests and the justification required for approval are outlined in the Assignment, Classification, and Travel Systems Manual.

b. Humanitarian transfers will not be directed:

(1) Unless a military requirement exists for the Marine in the area requested.

(2) If the personal problem can be solved by an emergency leave.

2803. TRAVEL ORDERS

1. Responsibility and Scope

a. The commandant of the marine Corps is responsible for administering official travel of Marine Corps personnel and their dependents.

b. The administration of official travel involves:

(1) A determination that travel is required in the public interest.

(2) The issuance of competent orders directing the performance of travel.

(3) Procurement of transportation as required.

(4) Payment of, or reimbursement for, travel expenses.

2. Authority and Delegation

a. The Commandant of the Marine Corps may delegate authority to issue travel orders to such commanders deemed appropriate. The authority so delegated may not be redelegated.

b. Competent travel orders are orders issued or approved by the Commandant of the Marine Corps or by commanders authorized to issue or approve travel orders. A travel order issued by a commander shall reference the directive which delegated the authority to issue the travel order.

c. Commanders receiving allotments from appropriated funds which are properly chargeable for travel costs, are delegated the authority to issue such temporary additional duty travel orders to members of their commands to places within and outside the continental limits of the United States as are necessary to execute the mission of the command. This delegation of authority also extends to those major Fleet Marine Force commanders who receive suballotments. Commanders receiving allotments or suballotments may authorize subordinate commanders to issue temporary additional duty travel orders with cost of travel chargeable against these allotments or suballotments. The authority to charge travel costs against various open allotments will be specified in the furnishing of such allotments and by separate directive to specified addressees.

d. Commanders who are authorized to issue travel orders may direct subordinate commanders to issue travel orders to personnel specified by name or by quota. Each travel order issued by a subordinate commander to be competent for reimbursement purposes, must contain reference to the authority from the Commandant of the Marine Corps for the issuance of the order.

e. Travel orders may be issued in an emergency by commanders not otherwise authorized to issue travel orders. Orders so issued shall be submitted as soon as practicable for approval to the superior authorized to issue orders.

f. On certain occasions travel may be desirable from the Marine Corps viewpoint but may not be sufficiently justifiable to warrant expenditure of Marine Corps funds. Under these circumstances any commander who is authorized to issue travel orders may issue permissive orders authorizing travel at no expense to the Government. Travel performed under permissive orders must be voluntary.

3. Issuance. Travel orders may be issued by letter, special order, speedletter, message, telephone, or oral directive. Telephonic or oral orders must be confirmed in writing. Written travel orders must contain the complete appropriation accounting data to which the travel is chargeable.

4. Delay in Reporting Under Orders. Delay is the period of time, other than proceed and travel, authorized prior to reporting under orders and is chargeable as annual leave.

a. Delay in reporting under permanent change of station orders, in the case of officers, will be granted only by the Commandant of the Marine Corps.

b. Delay in reporting under permanent change of station orders, in the case of enlisted personnel, may be granted by the commander who is authorized to grant the individual annual leave.

c. Delay in reporting under temporary additional duty orders may be granted only as prescribed in Marine Corps directives.

5. Travel and the Performance of Travel. Travel and the performance of travel shall be governed by:

a. The basic regulations for travel and reimbursement contained in Joint Travel Regulations.

b. Implementing and supplementary travel regulations contained in the Navy Travel Instructions, Marine Corps Assignment and Travel Systems Manual, and Navy and Marine Corps directives.

2804. LEAVE AND LIBERTY

I. Regulations

a. Department of Defense regulations set forth general policies and instructions governing leave and liberty. Detailed instructions for granting leave and liberty, and for computing, recording, and reporting leave are contained in Marine Corps directives.

b. Commanders shall publish local leave and liberty regulations.

2. Authority. Subject to limitations established by competent authority commanders, as defined in paragraph 1006, above, may grant leave and liberty.

3. Responsibility. Persons authorized to grant leave will:

a. Ensure that all personnel are afforded an opportunity and encouraged to take leave annually, as accruing, to the extent consistent with military requirements and other exigencies.

b. Regulate the quotas for leave as necessary, consistent with their inherent responsibility for maintaining the degree of readiness required to accomplish their mission.

c. Ensure that liberty is not granted in conjunction with leave and is not used to extend leave periods.

d. Publish leave and liberty regulations and include instructions informing personnel of their amenability to military authority while on leave or liberty.

4. Leave Outside the United States

a. Commanding officers may authorize foreign leave travel to those countries not prohibited by directives.

b. Personnel desiring to visit those countries restricted by directives shall submit a request to the Commandant of the Marine Corps in accordance with leave and liberty directives.

2805. REQUEST MAST

1. Commanding generals, commanding officers, directors of Marine Corps districts, inspector-instructors, officers and noncommissioned officers in charge are directed to publish and make available to all personnel within their respective commands the procedures required to request mast. Specific guidelines are contained in Marine Corps directives.

2. In addition to the above, any Marine has the right to request mast with commanders up to and including a commanding general within the chain of command at the same base or immediate geographical location.

3. Although an individual may be granted the privilege of forwarding an application for request mast with higher commanders such as the Commandant of the Marine Corps or the Secretary of the Navy, the individual has no vested right to request mast with such higher commander.

2806. UNIFORM REGULATIONS

1. The Commandant of the Marine Corps shall publish Marine Corps Uniform Regulations to describe and govern the uniform clothing, accessories, and awards to be worn by Marines.

2. The Marine Corps Uniform Regulations, published by the Commandant of the Marine Corps, shall be binding on all Marines. No officer or official shall issue instructions which conflict with, alter, or amend any provision without the approval of the Commandant of the Marine Corps.

2807. MORALE, WELFARE, AND RECREATION. It is the policy of the Marine Corps to promote and to provide a well-rounded morale, welfare, and recreation program to ensure the mental and physical well-being of its personnel. Free-time facilities are provided, operated and maintained with financial support tendered by the Federal Government. Nonappropriated funds may be used to supplement the cost of programs where appropriations are not authorized or available.

2808. SPECIAL SERVICES

1. Purpose and Scope

a. Marine Corps special services provide recreational and athletic activities for the benefit of Marines and their dependents.

(1) Recreational activities are provided to improve the mental, moral, and physical well-being of Marine Corps personnel and their dependents by encouraging voluntary participation in recreational activities of sufficient diversity to appeal to the preferences and interests of all.

(2) Athletic activities are provided primarily to offer an opportunity for active participation by all military personnel in some form of sport to promote physical fitness and esprit de corps, and to develop individual leadership, aggressiveness, and confidence. Commanders may authorize the use of athletic facilities by dependents when such use does not preclude their utilization for the primary purpose stated above.

b. The Marine Corps Special Services Program encompasses those morale, welfare, and recreation activities organized as miscellaneous, nonappropriated fund instrumentalities, military recreation funds, and membership associations.

2. Responsibilities. Commanders are responsible for the establishment, operation, and support of special services programs designed to provide for participation of the maximum number of personnel.

3. Funding. The costs of special services programs will be defrayed by appropriated funds to the extent and for the purpose that they are authorized and made available. When appropriations are not authorized or sufficient to meet the needs of the special services program, nonappropriated funds may be used to supplement them.

2809. CLUBS

1. Authority. Commissioned officers' clubs, staff noncommissioned officers' clubs, noncommissioned officers' clubs, enlisted clubs, and consolidated package stores may be established only upon approval of the Commandant of the Marine Corps. They shall be located on property owned or controlled by the Government of the United States.

2. Purpose. Club activities are established for the purpose of promoting the well-being, morale, and efficiency of Marines by furnishing them and their dependents with meals, refreshments, and recreational facilities at reasonable prices.

3. Status and Responsibility. Clubs are Government instrumentalities and shall be operated as an integral part of the Marine Corps. Their operation is a command responsibility. They shall be managed in accordance with regulations issued by the Commandant of the Marine Corps.

4. Policies

a. Membership in clubs shall not be made compulsory.

b. Dues, assessments, and service charges may be levied as authorized by the Commandant of the Marine Corps.

c. Profits and surplus funds shall be limited to those required for a sound financial condition.

d. Club activities shall be operated in a manner most advantageous to the overall membership.

e. The facilities of club activities shall be made available only to those categories of persons authorized by the Commandant of the Marine Corps.

f. Military personnel may be assigned to duty in clubs when authorized by the Commandant of the Marine Corps. Enlisted personnel may be employed in these activities on a voluntary basis provided such employment does not interfere with the performance of their regular duties, and shall receive compensation from nonappropriated funds at hourly rates approved by the commander.

5. Funding

a. Club activities are operated with nonappropriated funds except that appropriated funds shall be used when available and when authorized by competent authority.

b. The Commandant of the Marine Corps may authorize loans or grants from the Marine Corps Club Fund for the purpose of establishing and rendering financial assistance to club activities.

2810. EXCHANGES

1. Authority. A Marine Corps exchange may be established by an organization of the Regular Establishment upon approval of the Commandant of the Marine Corps.

2. Purpose

a. The primary purpose of Marine Corps exchanges is to supply to military personnel articles and services necessary for their health, comfort, and convenience at reasonable prices.

b. The secondary purpose of Marine Corps exchanges is, through reasonable profits, to provide recreation funds.

3. Status and Responsibility. Marine Corps exchanges are Government instrumentalities and shall be operated as an integral part of the Marine Corps. Their operation is a command responsibility.

4. Operation

a. The operation of Marine Corps exchanges is governed by the Marine Corps Exchange Manual and Marine Corps directives. The Marine Corps Exchange Manual implements the Armed Services Exchange Regulations and contains instructions to provide uniformity throughout the Marine Corps exchange system.

b. Marine Corps exchanges shall be operated for the equal benefit and convenience of all authorized patrons to the degree that exchange privileges have been extended to them.

c. Fleet Marine Force units stationed within the continental limits of the United States, at an activity where Marine Corps exchange facilities exist, shall not operate an independent exchange.

d. To facilitate administration of the Marine Corps Exchange System, the Head, Marine Corps Exchange Service is authorized to correspond directly with Marine Corps exchange officers to advise on accounting and operating procedures not warranting command attention, special and general merchandise information and data, and technical information and operational statistics.

5. Funding. Exchanges are operated with nonappropriated funds. When the establishment of an exchange is authorized, the Commandant of the Marine Corps shall fix the amount of initial capital necessary and make this amount available from nonappropriated funds.

2811. NONAPPROPRIATED FUNDS

1. Authority

a. The Commandant of the Marine Corps may authorize and establish nonappropriated fund instrumentalities for military personnel and shall prescribe regulations for their administration.

b. Commanders may authorize and establish, and shall administer nonappropriated fund instrumentalities for the benefit of civilian employees in accordance with the instructions of the Secretary of the Navy as set forth in Marine Corps directives.

c. In addition to Marine Corps nonappropriated fund instrumentalities, commanders may permit military and civilian personnel to operate civic, social, or fraternal activities, which are supported by private funds, on Marine Corps installations. These activities are not instrumentalities of the Government and are not subject to the regulations for administering nonappropriated funds.

2. Types and Operations of Nonappropriated Fund Instrumentalities

a. Nonappropriated fund instrumentalities operated within the Marine Corps are categorized as follows:

Marine Corps Exchanges

Other Resale and Revenue Sharing Activities

Military Recreation Funds

Civilian Employee Recreation Funds

Marine Corps Clubs

Membership Associations

Common Support Services

Supplemental Mission Fund

b. Funds or other assets shall not be transferred between nonappropriated fund instrumentalities except as authorized by Marine Corps directives and the Commandant of the Marine Corps.

c. All Marine Corps nonappropriated fund activities are instrumentalities of the United States Government and as such are entitled to all the immunities and privileges available to other agencies and departments of the Government.

d. Property purchased with nonappropriated funds becomes a part of the fund.

3. Navy-Marine Corps Relationship. In case the resale activities of only one service exist at a Navy installation where both Navy and Marine Corps personnel are stationed, one recreation fund will be established. The service administering the resale activity will administer the recreation fund.

a. If the resale activity is a Navy exchange, the recreation fund will be administered as directed by the Chief of Naval Personnel.

b. If the resale activity is a Marine Corps exchange, the recreation fund will be administered as directed by the Commandant of the Marine Corps. Navy personnel will be proportionately represented on the recreation council and the enlisted recreation committee. If the Marine Corps unit is a subordinate unit of the Navy command, all records of proceedings will be submitted to the commanding officer of the Navy installation by the Marine Corps commander for final action. The commanding officers of the Navy installations are responsible for all expenditures approved by them.

2812. WELFARE ORGANIZATIONS

1. American National Red Cross

a. The American National Red Cross under its congressional charter, as requested by the Secretary of the Navy, and by tradition, conducts a broad program of assistance in welfare matters to Navy and Marine Corps personnel and their dependents.

b. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for policy determination concerning the relations between the Marine Corps and the American National Red Cross. The Commandant also maintains liaison with the national headquarters and area offices of the Red Cross.

c. Requests for initial assignment of Red Cross workers to Marine Corps installations shall be submitted to the Commandant of the Marine Corps. Subsequent contacts with the Red Cross regarding its services shall be with the field director assigned to the activity concerned.

d. Commanders may extend such privileges and assistance to Red Cross personnel as are properly authorized and are within their capabilities.

e. The Red Cross is authorized full access to a Marine's pay or personnel records, under the provisions of the Privacy Act of 1974, when the Marine has personally requested the Red Cross assistance which is the basis for the inquiry.

2. Navy Relief Society

a. The Navy Relief Society, though a private organization, is closely affiliated with the Navy and Marine Corps. It operates under the guidance of a Board of Managers composed of the Chief of Naval Operations as President of the Society; the Commandant of the Marine Corps; the chiefs of bureaus, systems commands, and offices of the Navy Department; an Executive Vice President; an Assistant to the Executive Vice President; a Secretary-Treasurer; and 10 elected members, at least four of whom are women. Members of the board, other than those designated by military billet, are elected by the members, presidents of auxiliaries, and commanders of fleets.

b. The society is organized to aid active duty and retired Navy and Marine Corps personnel and their dependents, including the dependents of deceased personnel, in time of need. The services of the society are provided through auxiliaries established at larger Navy and Marine Corps installations and branch offices located on smaller installations.

c. The society renders financial assistance to individuals distressed by unavoidable circumstances. Such assistance is not provided on a continuing basis nor when individual or family resources are adequate. In addition, the society may assist with personal problems; secure information for applicants about such problems as allotments or nonreceipt of allowances; provide referral service for personnel to other welfare agencies; provide nursing care for dependents who are unable to do so from their own resources; and furnish many other services which do not involve expenditure of Navy Relief Society.

d. Commanders shall cooperate fully with Navy Relief Society activities and furnish such assistance and information as is authorized.

3. Civic, Social, and Fraternal Groups

a. Commanders of Marine Corps activities may authorize civic, social, and fraternal groups to meet or follow their pursuits on installations under their command. This authority is granted to foster community relations and the welfare of personnel. Authorization shall be by license as prescribed by the Commandant of the Marine Corps.

b. Commanders who exercise this authority shall ensure that the pursuits of each group are self-sustaining, proper, and conform strictly to the purpose for which their presence at the installation is authorized. In no instance shall pursuits be authorized which:

- (1) Prejudice or discredit the interests of the United States or the Marine Corps.
- (2) Will be conducted in name of the Marine Corps or the installation.
- (3) Conflict with nonappropriated fund activities.

2813. NEWSPAPERS, RADIO, AND TELEVISION

1. Unit Newspaper. Commanders are authorized to publish a unit newspaper to promote the efficiency and welfare of the personnel of their commands. Only one unit newspaper may be published at a Marine Corps installation to serve the needs of both the supporting establishment and the operating forces. If necessary, authorization may be granted by the Commandant of the Marine Corps to deviate from this policy.

2. Radio and Television. Commanders may be authorized to establish and operate radio and television stations in overseas areas where local English language outlets are nonexistent or inadequate. Authority to approve the establishment of such stations has been retained by the Secretary of Defense. Requests shall be submitted to the Commandant of the Marine Corps.

3. Commercial Periodicals and Newspapers. Commanders are authorized to purchase commercial periodicals and newspapers. Such purchases are normally made with appropriated funds; however, recreation funds may be used, if required.

4. Responsibilities. Commanders shall ensure that all material appearing in unit newspapers or broadcast over radio and television stations conforms to generally accepted standards of good taste and is in accordance with regulations and policies.

2814. LIBRARY SERVICES

1. Responsibilities

a. The Chief of Naval Education and Training exercises technical direction over library services of the Department of the Navy, except for specialized library service in Marine Corps technical or reference libraries devoted to specific subject areas.

b. Commanders are responsible for providing and operating a program of library services designed to meet the requirements of the military personnel within their commands.

2. Policies

a. Library facilities shall be organized to furnish adequate collections of books for informational, educational, technical, reference, and recreational reading for Marines and their dependents. Civilian employees may be authorized library privileges at the discretion of the local commander.

b. Separate libraries for each activity are not required as long as suitable facilities are conveniently available.

c. Separate technical or reference libraries, devoted to specific subject areas and organized to provide specialized library service to particular personnel, are authorized as dictated by the requirements of individual commands.

d. Separate libraries are not authorized for organizations of the Marine Corps Reserve. Arrangements should be made which will facilitate and encourage the use of local military and public libraries.

2815. DEPENDENTS' SCHOOLING

I. Within the United States and Outlying Areas. Dependents of active duty Marines normally receive primary and secondary free public education through existing local educational agencies. When local educational agencies are unable to provide suitable free public education for children residing on Federal property (located within the continental United States, Hawaii, Alaska, Puerto Rico, the Virgin Islands, Wake Island, and Guam), dependents' schools may be authorized by the U. S. Department of Health, Education, and Welfare.

2. Outside the United States

a. The education of eligible military dependents in overseas areas is the responsibility of the Secretary of Defense.

b. Eligible dependents of U. S. military personnel stationed in overseas areas receive primary and secondary education through the Department of Defense Dependents' Schools System.

2816. CHAPLAINS AND RELIGIOUS AFFAIRS

1. Religious Program. The religious program is an official and integral part of the operation of an installation or unit within the Marine Corps. Responsibility for this program rests with each commander. This responsibility not only ensures that there will be divine services as prescribed by U.S. Navy Regulations but also includes the responsibility of providing logistic support for religious programs and for the chaplains assigned.

2. Observance of Sunday

a. Except by reason of necessity, or in the interest of the welfare and morale of the command, the performance of work by Marines shall not be required on Sunday. Marines whose religious faith requires them to observe some day other than Sunday as their Sabbath are entitled to respect for their religious convictions. To the extent that military conditions permit, personnel who celebrate the Sabbath on a day other than Sunday shall be given every possible consideration to be excused from duty on that day due to their strong beliefs regarding the Sabbath. Persons so excused may be required to perform duty on Sunday.

b. Divine services shall be conducted on Sunday if possible. When there is no chaplain attached to the command, the commander shall engage the services of any military chaplain who may be available. If no chaplain is available, the commander shall, when practicable, arrange for the services of a civilian clergyman. Commanders may appoint lay leaders to conduct divine services or to supplement the ministry of assigned chaplains.

c. Marines shall be encouraged to attend religious services, but it should be understood that attendance is voluntary.

> 3. Chaplains

a. Officers of the Chaplain Corps are assigned to duty with the Marine Corps by the Chief of Naval Personnel. Chaplains of various denominations are assigned to major Marine commands to provide the broadest religious ministry possible to all personnel and to their dependents. Denominational background, special training, and particular skills shall be carefully considered in the assignment and utilization of chaplains. Subordinate commanders will share the services of chaplains assigned to their unit as required in order to provide the maximum religious ministry for all personnel and dependents of the major command.

b. The senior chaplain at Headquarters, United States Marine Corps, shall be designated The Chaplain, United States Marine Corps.

c. The senior officer of the Chaplain Corps assigned to a Marine Corps command shall be designated the Command Chaplain and serve as the Special Staff Officer/ Assistant Chief of Staff for Religious Ministry to advise the commander on moral and religious matters, and of the religious customs and institutions which members of the command should respect during visits to foreign countries. The Command Chaplain provides supervision for chaplains assigned to the command in matters relating to the professional performance of their duties.

d. Chaplains are assigned to Marine Corps commands as clergy of their individual religious faiths. They are expected to continue their ministry and religious stewardship in the spirit and tenets of the religious body in which they are ordained. Each chaplain is required to conduct public worship and other religious rites and ceremonies according to the regulations, manner and forms of the religious body of which the chaplain is a member.

e. Chaplains are noncombatants under international law. They shall bear no arms and shall perform no duties relating to combat except those prescribed for chaplains.

f. Chaplains, at their request, shall be issued temporary duty orders at no expense to the Government for periods not to exceed 15 days each calendar year for the purpose of attending religious conferences and retreats.

>4. Chapel Funds. Commanders are authorized to establish chapel funds in accordance with current directives of the Commandant of the Marine Corps.

5. Religious Program Specialists. Qualified Marines are eligible to apply for conversion to the Religious Program Specialist Rating. If selected, they shall be discharged from the Marine Corps and enlisted in the Navy, for a period of not less than 2 years, or the remainder of their enlistment, whichever is greater, without loss of rank, time in grade, or other benefits.

2817. PERSONAL AFFAIRS

1. The Commandant of the Marine Corps distributes information and provides such other guidance as may be required to assist commanders in counseling and informing Marines and their dependents in matters relative to their personal welfare.

2. Commanders are responsible for:

a. Providing a source of current information on the rights and benefits accruing to individuals as a result of military service.

b. Providing technical assistance, advice and information that may be required to cope with personal problems affecting the morale and welfare of Marine Corps personnel and their dependents.

c. Maintaining liaison with Federal, State, social, and civic agencies which may provide information or assistance in personal affairs matter.

2818. VOTING AND POLITICAL ACTIVITY

1. Absentee Voting

a. Commanders are responsible for the administration of the Marine Corps Voting Program within their respective commands. Determination of eligibility to vote is the responsibility of the various states.

b. Commanders shall render voting assistance to military personnel, their spouses and dependents, and certain attached civilians by:

(1) Making voting information available to eligible persons.

(2) Taking steps to prevent fraud, protect voters against coercion, and safeguard the integrity and secrecy of ballots cast.

(3) Providing necessary services for proper execution and transmission of ballots.

2. Resident Voting. When personnel are located in their state of legal residence where they may vote at the polls, commanders shall ensure that, consistent with military requirements, assigned duties do not preclude the exercise of an individual's voting right.

3. Political Activity. Guidelines and directions governing political activity of Marines are found in Marine Corps directives.

2819. CASUALTY SERVICES

1. Scope. Marine Corps casualty services include casualty reporting; notification and condolence calls to next of kin; casualty assistance calls; the recovery, identification, care, and disposition of remains of deceased active duty personnel; and the processing and payment of decedent Government benefits.

2. Policy. Casualty assistance will be rendered to next of kin of deceased active duty Marines. In the case of deceased retired Marines, death notification, condolence and casualty assistance calls are not routinely performed. However, if requested by the next of kin, commanders should make every effort to render assistance consistent with commitments and capabilities.

3. Funerals

a. Commanders of Marine Corps activities shall furnish, when practicable and upon request of the next of kin, military honors for the funeral of any member of the Marine Corps or Marine Corps Reserve whether active, inactive, or retired at time of death. These honors will be provided when the required complement can be furnished without serious detriment to the functioning of the organization and when no expense to the Government, other than Government transportation, is involved.

b. Subject to the limitations above, commanders shall also furnish military honors for the funeral of any former Marine whose last service was honorable, provided the personnel required to render such honors cannot be assembled by local veteran or patriotic organizations.

c. Requests for color guard or military representation for memorial services will be honored when available personnel and facilities permit.

d. The above policies apply to eligible deceased members and former members of the military services when an activity of the deceased's service is not located within a reasonable distance from the place of burial.

e. When it is impractical to furnish honors for deceased active duty or retired Marines, commanders shall make every attempt to arrange for another military activity near the place of burial to furnish the required honors. If such arrangements are not possible, the commander will suggest to the next of kin the use of local veterans or patriotic organizations to render the honors and will offer help in securing their aid. In the event appropriate arrangements cannot be made, instructions will be requested by message from the Commandant of the Marine Corps.

f. When a commander is unable to comply with a request for military honors which the commander believes deserves special consideration, or when the circumstances of death are so grossly discreditable as to make it inappropriate to render military honors, the commander shall advise the Commandant of the Marine Corps by message, giving a full report of the circumstances together with recommendations.

2820. POSTAL SERVICE

1. Responsibilities

a. The Chief of Naval Operations is charged with the direction of Navy postal service for the Department of the Navy. The Marine Corps postal service is that part of the Navy postal service which is operated primarily for Marine Corps activities and provides an extension of the United States Postal Service.

b. The Commandant of the Marine Corps is responsible for the administration and supervision of postal service within the Marine Corps. The Marine Corps postal service is administered through the chain of command and is composed of Marine Corps post offices and such other internal Marine Corps mail-handling facilities as may be required to provide adequate postal service.

c. Commanders are responsible for the operation of that portion of the Marine Corps postal service which comes within their jurisdiction and for coordinating postal activities with other commands as required to maintain efficient postal service.

d. United States postal facilities located on Marine Corps installations are not part of the Marine Corps postal services.

2. Function. The Marine Corps postal service provides for the transmission of mail and the operation of post offices, when required, in areas where the United States Postal Service does not operate and in other places where the military situation requires. It is also designed to carry out Marine Corps responsibilities for providing postal service in areas where the United States Postal Service has primary cognizance.

3. Policies

a. Marine Corps activities in the continental United States shall use the facilities of local United States post offices whenever practicable.

b. Marine Corps post offices shall be operated only by personnel officially approved by the U.S. Postal Service to perform postal finance functions and other postal duties.

c. Mail-handling facilities shall be operated only by personnel appointed by proper authority to receive and deliver mail at a United States or military post office for the unit for which they are appointed.

d. Commanders shall furnish adequate personnel and facilities to assure expeditious transmission and secure handling of both official and personal mail within their commands.

4. Source of Regulations. The establishment, operation, temporary suspension, and discontinuance of individual post offices and mail-handling facilities shall be governed by postal regulations published by the U.S. Postal Service as supplemented by Navy and Marine Corps directives.

5. Official Mail. All mail originating within the Department of the Navy relating exclusively to official business, will be accepted and transmitted through the mails without postage affixed when it bears the printed indicia "Postage and Fees Paid, Navy Department" and "Official Business." Indicia shall not be handwritten or typewritten. Indicia envelopes will be used to transmit official, registered, and certified mail and mail addressed to foreign countries but will not be used for mail entered directly into foreign postal systems for which postage must be prepaid.

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CHAPTER 3

OPERATIONS AND READINESS

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CHAPTER 3

OPERATIONS AND READINESS

SECTION A - GENERAL

3000. OPERATIONAL READINESS

1. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for the operational readiness of the entire Marine Corps.
2. The Commandant is also responsible to the Chief of Naval Operations for the readiness and performance of those forces of the Marine Corps assigned to the Operating Forces of the Navy.
3. Commanders are responsible for maintaining their commands in a state of readiness to perform their assigned mission.

3001. OPERATIONAL CASUALTY REPORTS. Commanders shall make operational casualty reports when personnel casualties, material losses, or other circumstances are of such proportions that they measurably affect the operations or readiness of the command. Under combat conditions, reports shall be submitted as directed by the operational commander. Under noncombat conditions, reports shall be submitted by the commander when casualties warrant the immediate attention of superiors. In addition, administrative casualty or loss reports are required.

3002. MOBILIZATION. The Commandant of the Marine Corps is responsible, in accordance with integrated joint mobilization plans, for the expansion of peacetime components of the Marine Corps to meet the needs of war (10 U.S. Code 5013). To do this the Commandant prepares mobilization plans for the Marine Corps and contributes information pertaining to Marine Corps mobilization requirements for inclusion in Joint Chiefs of Staff and Navy plans. Mobilization plans and requirements are based on the phased expansion of personnel, facilities, and support required by the Marine Corps to accomplish its assigned missions in the event of war, national emergency, or at such other times as national security may require.

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SECTION B - PLANS

3100. PLANS OF THE JOINT CHIEFS OF STAFF. As a permanent member of the Joint Chiefs of Staff the Commandant of the Marine Corps actively participates with other services in the preparation of all joint planning documents.

3101. NAVY PLANS

1. The Commandant of the Marine Corps participates in the preparation of departmental plans for the Department of the Navy and Navy plans.
2. Departmental plans include Navy and Marine Corps matters such as budgeting, installations to be operated, and the determination of the programs to be undertaken during the fiscal year to carry out the missions assigned to the Department of the Navy. In their preparation a close cooperative relationship exists between the Commandant of the Marine Corps and the Chief of Naval Operations. The Commandant is responsible for preparation of the Marine Corps portion of these plans which are coordinated and integrated by the Chief of Naval Operations with other Department of the Navy requirements for submission to the Secretary of the Navy for approval.
3. Though Navy and Marine Corps plans are prepared separately, the Commandant of the Marine Corps furnishes information for inclusion in Navy plans and, when requested, comments on portions of them which concern the Marine Corps. In the preparation of their respective service plans, the Commandant and the Chief of Naval Operations collaborate closely to ensure that their actions will be harmonious.

3102. MARINE CORPS PLANS

1. The Commandant of the Marine Corps is responsible for the development of the service plans of the Marine Corps. Marine Corps plans, for the long-range, mid-range, and short-range time periods are based on Joint Chiefs of Staff strategic plans and Department of Defense planning, programming, and budgeting documents.
2. Marine Corps plans are:
 - a. The Marine Corps Long-Range Plan which sets forth broad concepts and planning objectives, and serves as a basis for the evolutionary development of Marine Corps forces. It provides guidance for Marine Corps long-range and developmental actions as well as a common basis for continuing coordination with the other military services in defining landing force characteristics and requirements in the long-range period.
 - b. The Marine Corps Mid-Range Objectives Plan which establishes the guidance, concepts, requirements and objectives necessary to accomplish statutory missions in support of the national strategy and projects them over a 10-year period beginning one fiscal year after the fiscal year of publication. It outlines the means to achieve the basic objectives of the Marine Corps, provides guidance for Marine Corps planning, gives direction for Marine Corps commanders, serves as the basis for identifying research and development goals, and provides information to agencies within the Department of Defense and to unified and specified commands.
 - c. The Marine Corps Capabilities Plan which is the short-range plan that states the Marine Corps capability to accomplish its statutory mission and assigned tasks during the current fiscal year under all conditions of war. It provides planning guidance and instructions to Marine Corps commands for the use and employment of those resources made available as the result of planning, programming, and budgeting decisions.

d. The Research and Development Plan which provides guidance for long-range research and development by and for the Marine Corps, including the determination and statement of requirements for aircraft and amphibious shipping.

3103. COMBAT PLANS AND ORDERS

1. Combat plans to accomplish specific tactical missions or objectives assigned are the responsibility of the force commander concerned.
2. Combat plans and orders shall be prepared in accordance with the instructions contained in the Fleet Marine Force Manual 3-1, except for Marine Corps forces operating under a unified or specified command or as a part of a joint force. In such instances, combat plans and orders shall be prepared in accordance with Unified Action Armed Forces, JCS Pub. 2 and Joint Operational Planning System (JOPS), Volumes I and II.

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SECTION C - COMMUNICATIONS AND CONTROL

3200. COMMUNICATIONS

1. Telecommunications

a. Navy-Marine Corps Relationship

(1) The Secretary of the Navy has assigned the responsibility for maintaining an adequate and secure telecommunications system throughout the Department of the Navy to the Chief of Naval Operations. Instructions issued by the Chief of Naval Operations, or an authorized representative, which pertain to the organization and operation of the Naval Telecommunications System are in effect throughout the Department of the Navy.

(2) The Commandant of the Marine Corps maintains close liaison with the Chief of Naval Operations to ensure that policies, plans, instructions, and procedures published for the Naval Telecommunications System are compatible with and make provisions for Marine Corps requirements.

b. Scope

(1) The Naval Telecommunications System is an integrated global network composed of fixed, mobile, and satellite equipment which extends and supplements the Defense Communications System to include deployed tactical forces.

(2) Marine Corps telecommunications systems encompass all electromagnetic means of transmission and reception of information under Marine Corps control. This includes the tactical radio and wire systems used by Fleet Marine Forces and supporting establishment telecommunications systems installed aboard Marine Corps bases and stations, such as administrative telephones and teletypewriter networks. It does not include courier, military guard mail, postal agencies, nor direct unassisted conversation. Although not a part of the Naval Telecommunications System, Marine Corps telecommunications systems are an operational extension of, and use the communications procedures specified for that system.

c. Responsibility

(1) The Commandant of the Marine Corps is responsible to the Secretary of the Navy, for Marine Corps telecommunications matters, including:

(a) Planning and determining requirements for equipment and supporting services.

(b) Procurement of equipment and supplies except items specifically assigned for control to an agency of the Navy Department.

(c) Formulation of Marine Corps policy, doctrine, and procedures.

(2) The Commandant of the Marine Corps is responsible to the Chief of Naval Operations for Marine Corps telecommunications including:

(a) The readiness and performance of Marine Corps telecommunications systems operating in conjunction with the Naval Telecommunications System, and those tactical telecommunications organic to Fleet Marine Forces assigned to the operating forces of the Navy.

(b) Stating requirements in those areas for which the Chief of Naval Operations has been assigned Department of the Navy responsibility.

(3) Effective telecommunications are a function of command; and commanders have the following responsibilities:

(a) Maintaining their telecommunications Systems in an operationally ready status.

(b) Employing telecommunications in accordance with applicable naval, joint, and allied instructions as amplified by competent authority.

(c) Submitting their requirements to the Commandant of the Marine Corps or the Chief of Naval Operations, as appropriate, via the chain of command.

2. Amateur Radio

a. Policy. Amateur radio activities for service in time of disaster or emergency, and for training and morale purposes under amateur radio auspices, shall be supported and encouraged.

b. Authority. Commanders of Marine Corps activities may:

(1) Authorize licensed operators to operate their individual amateur radio stations within the confines of the activities.

(2) Utilize available Government and amateur communication facilities to conduct drills and to participate in telecommunications services in time of disaster or emergency, under amateur radio auspices.

(3) Establish amateur radio stations for training and morale purposes as part of the special services program.

c. Regulations. In exercising the above authority commanders shall comply with the directives of the Chief of Naval Operations and the Commandant of the Marine Corps. Instructions concerning facilities, equipment, and personnel for amateur radio stations established by an activity are contained in the Marine Corps Special Services Manual.

MARINE CORPS MANUAL

SECTION D - INTELLIGENCE

3300. MARINE CORPS INTELLIGENCE

1. Scope. Marine Corps intelligence is an integral part of the overall naval intelligence effort. Marine Corps participation will not include any separate function or reporting responsibilities except those determined by the Commandant of the Marine Corps to be internal requirements needed for effective accomplishment of the mission of the Marine Corps.

2. Responsibility

a. The Chief of Naval Operations is responsible to the Secretary of the Navy for the collection, processing, and distribution of all intelligence information required within the Department of the Navy.

b. The Commandant of the Marine Corps is responsible to the Chief of Naval Operations for:

(1) Ensuring that Marine Corps forces and activities designated to possess an intelligence capability develop and maintain adequate means to provide commanders at all levels with the intelligence and counterintelligence required to carry out their assigned missions.

(2) Providing personnel to participate in designated naval intelligence activities to the extent and for the purpose mutually agreed to by the Chief of Naval Operations and the Commandant of the Marine Corps.

c. Commanders of Fleet Marine Force organizations, as part of the operating forces of the Navy, are responsible for the collection and use of intelligence information and material through the operational chain of command.

d. Commanders of non-Fleet Marine Force activities are responsible for the execution of required intelligence functions as established by the Chief of Naval Operations, the Commandant of the Marine Corps, and the commandant of the appropriate naval district.

MARINE CORPS MANUAL

SECTION E - TRAINING

3400. SMALL ARMS

1. Purpose and Types

a. Training and practice with small arms are conducted to develop the ability of individuals and tactical units to rapidly establish and maintain fire superiority over the enemy.

b. Training and practice shall consist of:

(1) Individual known distance firing at fixed targets.

(2) Combat marksmanship training, or individual instruction in fire and movement against obscure and moving targets at varying distances.

(3) Technique of fire, or the application and control of the fire distribution of weapons and fire units.

(4) Combat practice firing, or the solution of tactical problems by tactical units firing service ammunition at suitable targets.

(5) Night firing.

c. All individuals shall receive adequate preliminary training prior to receiving range practice involving live firing. Personnel shall be thoroughly indoctrinated in the mechanics and preliminary exercises governing the use of weapons in order to attain maximum advantage from range live firing training. Such preliminary training shall be conducted throughout the training year and shall emphasize safety precautions.

2. Responsibilities

a. All Marines, except those exempted by the Commandant of the Marine Corps, shall be required to fire for record each calendar year with the weapon with which they are armed. Firing shall be for initial qualification, requalification, or familiarization, as appropriate.

b. Commanders are responsible for adequate preliminary training of personnel ordered to a range for live firing and for providing all personnel an opportunity for annual record firing.

c. Commanders of installations having rifle ranges are responsible for the conduct of range practice and record marksmanship firing of all personnel ordered to their ranges for that purpose. Any organization may provide its own range officers and coaches but the conduct of all range practice and record firing is the responsibility of the commander having the range.

d. When necessary, commanders may make arrangements to conduct training at ranges not owned or operated by the Marine Corps. In this event, commanders are responsible for ensuring that the conduct of firing meets Marine Corps standards.

3. Recognition of Qualification. As an incentive measure, and to provide visible means of identifying an individual's current qualification status, badges and bars shall be issued to qualified Marines. Commanders shall make the presentation of marksmanship qualification awards in such a manner as to provide recognition for marksmanship accomplishment.

3401. COMPETITION-IN-ARMS

1. Purpose. Competitive shooting serves to stimulate interest in marksmanship and to raise the standard of performance in the use of individual arms throughout the Marine Corps. Further, competitive shooting assembles Marines who are outstanding marksmen and their exchange of ideas results in improved equipment and training procedures. Commanders are encouraged to promote competitions within and between commands, units, and individuals.

2. Authorization

a. The Commandant of the Marine Corps designates those matches to be fired during the annual Marine Corps-wide and Marine Corps area competitions.

b. Marine Corps personnel may compete in any match approved by the National Board for the Promotion of Rifle Practice or the National Rifle Association, in intramural and recreational matches sponsored by local commands, and in such other matches as may be specifically authorized by the Commandant of the Marine Corps.

c. Participating commands are authorized to spend appropriated funds, if available, to cover travel, per diem, and match registration and entry costs.

3. Recognition and Awards

a. Participation by Marines in competition-in-arms is a noteworthy contribution to the Marine Corps and commanders shall give appropriate recognition to participants.

b. The Commandant of the Marine Corps provides suitable trophies and badges as individual and team awards for excellence in small arms competition.

c. Commanders may procure prizes with unit recreation funds for marksmanship competitions in accordance with regulations. Prizes will not be given to participants in any competition for which the Commandant has provided awards.

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CHAPTER 4

LOGISTICS

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MARINE CORPS MANUAL

CHAPTER 4

LOGISTICS

SECTION A - GENERAL

4000. LOGISTICS

1. Scope

a. Logistics, in its most comprehensive sense, includes those aspects of military operations which deal with:

(1) Design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel.

(2) Movement, evacuation, and hospitalization of personnel.

(3) Acquisition, construction, maintenance, operation, and disposition of facilities.

(4) Acquisition or furnishing of services.

b. Logistics comprises both planning, including determination of requirements, and implementation.

2. Policy

a. Commanders shall ensure that adequate logistics support is provided for their command.

b. The impetus of logistic support is from the rear. It is the duty of senior commanders to provide logistic support within reach of their subordinate commanders. It is the duty of subordinate commanders to ensure that their units fully utilize all means of logistic support at their disposal. The subordinate commanders have the responsibility of keeping their next higher commander informed of their logistics needs insufficient time to permit furnishing support by normal methods.

4001. CONSERVATION

1. Responsibility

a. The Commandant of the Marine Corps provides for the conservation of materiel and resources by:

b. Establishing controls for allowances, procurement, operation of facilities, maintenance, and similar functions to delineate responsibility and eliminate duplication within the Marine Corps.

(c) Reviewing and coordinating requirements requested or planned by Marine Corps activities.

(d) Coordinating with other military services.

2. Commanders are responsible for economic utilization of materiel, resources, fuel, and utilities within their command. Commanders shall establish adequate controls to ensure that all procurement, use, maintenance, and modification of public property, resources, and utilities are authorized and justified. Commanders shall thoroughly indoctrinate all personnel in conservation measures and techniques.

4002. STANDARDIZATION

1. Defense Standardization Program

a. The Chief of Naval Material is responsible to the Secretary of the Navy for policy and implementation of the program within the Department of the Navy.

b. The Commandant of the Marine Corps directs Marine Corps participation in the Defense Standardization Program by developing and coordinating specifications and standards and implementing the use of these documents as required. The Commandant of the Marine Corps executes formal documents of adoption for all items for which allowances will be prescribed in Marine Corps allowance publications. Items adopted for Marine Corps use will not be entered in allowance publications until the items are available for issue.

2. International Standardization Program

a. As coordinated by the Joint Chiefs of Staff, the Armed Forces have entered into a broad program of standardization with the Armed Forces of other designated nations and treaty organizations. The objective of this program is to achieve the degree of standardization necessary to enable different national forces to be employed together as an effective armed force.

b. Implementation of this program is the responsibility of the secretaries of the military departments or the heads of the individual military services as directed by the Joint Chiefs of Staff.

c. The Commandant of the Marine Corps directs Marine Corps participation in the International Standardization Program in accordance with the policies of the Joint Chiefs of Staff and the instructions of the Chief of Naval Operations.

4003. CURRENT PRODUCTION AND INDUSTRIAL MOBILIZATION. The Commandant of the Marine Corps plans with industry for current and mobilization production of those items for which the Marine Corps has procurement responsibility, and submits requirements for other items to the single manager or other cognizant Government procurement agency.

4004. INTERSERVICE SUPPORT

1. Policy

a. The Secretary of Defense prescribes overall policy for interservice support agreements.

b. Interservice support shall be utilized when overall economies can be realized without impairment of military effectiveness.

c. Directives of the Secretary of the Navy normally provide for adequate interservice support between the Navy and the Marine Corps without a requirement for interservice support agreements.

2. Principles

a. In arranging for support between military services, the peculiar capabilities of each service for support of the requirements of other services must be utilized. Responsibility for performance of such support will be assumed by the service possessing the peculiar capability.

b. Whenever the nature of the support does not involve a peculiar capability, responsibility for performance of such support will be assumed by the service which is the dominant user.

c. Interservice support agreements will be made at the lowest command level feasible.

d. When interservice support arrangements are made, they will be in accordance with the above policy and principles except when military requirements are overriding factors.

3. Agreements by Commanders

a. Interservice support agreements may be negotiated at the discretion of commanders in accordance with existing policy and directives of the Commandant of the Marine Corps when it is determined that such support is economical, serves the best interests of the Marine Corps, and funds are available. Agreements will contain provisions for periodic review to determine whether the agreement should be continued, modified, or terminated.

b. Disagreements which cannot be resolved at the local level will be referred to the Commandant of the Marine Corps for resolution.

4. Support Capabilities

a. Adjustments in performance, programming, budgeting, and funding, required by interservice support, will normally be made in the establishing program and budget cycles.

b. When such adjustments are required to be made outside of the established program and budget cycles, the entire matter will be referred to the Commandant of the Marine Corps for resolution, with appropriate recommended adjustments between the services concerned for civilian personnel, facilities, and fiscal requirements.

MARINE CORPS MANUAL

SECTION B - SUPPLY

4100. SUPPLY

1. Marine Corps Supply System. The following functions comprise and define the Marine Corps Supply System:

- a. Computation of materiel requirements.
- b. Procurement, storage, distribution, issue, maintenance, and sale of materiel and the procurement and administration of services, except those items and services for which the Secretary of the Navy has assigned responsibility to a chief of a bureau or office of the Navy Department.
- c. Development of technical and supply publications and modification instructions applicable to Marine Corps equipment.
- d. Participation in the Defense Standardization Program and the Federal Catalog System.
- e. Development of and participation in appropriate accounting and reporting systems designed to accumulate data for supply management analysis and action.
- f. Coordination with Defense Logistics Agency for the effective administration of the Defense Personal Property Disposal Program.

2. Fundamentals. The Marine Corps Supply System is based upon the following fundamental principles:

- a. Supply is a function of command.
- b. Troops will be provided with adequate supplies and equipment, including resupply, to carry out assigned missions.
- c. Troops will not be burdened with a greater quantity of supplies than is necessary to ensure their well-being, their proper training, and the accomplishment of their assigned mission.

3. supply Management

- a. Supply management is a function of command. It is essential for both tactical and supply purposes that commands ensure that the required property is on hand in sufficient quantity, in serviceable condition, and properly cared for and used; and that there is no accumulation of property in excess of authorized levels or allowances.
- b. In battalions and higher units, and in other activities where a supply officer billet exists, a supply officer shall be assigned as a member of the commander's special staff.

4. Control of Property

- a. Each individual who is required to have personal possession of, or general supervision over, public property is responsible to ensure that items are procured, utilized, or disposed of only as authorized.

b. Accountability is inherent in command whether or not returns are required by instructions issued by the Commandant of the Marine Corps. Normally, the requirement for submission of accounting returns does not exist below the level designated to administer an allotment; however, in specific instances where subordinate units are deployed, a commander may require reports from commanders of the deployed units for the materiel in their possession.

4101. ALLOWANCES AND PUBLICATIONS

1. Source

a. Documents prescribing allowances of materiel furnished to the Marine Corps by the Navy are published by the controlling bureau, system command, or office.

b. All other documents prescribing allowances of materiel for the Marine Corps are published by the Commandant of the Marine Corps.

2. Allowance Documents

a. The Commandant of the Marine Corps issues:

(1) A separate table of equipment for each Marine Corps organization or type of organization listing items authorized and a specific quantity.

(2) A table of allowances document describing items of equipment and giving pertinent planning data to guide the commander in determining the command's requirements for items not included in the table of equipment. It lists items furnished by the Commandant of the Marine Corps that are:

(a) Controlled through allowances appearing in tables of equipment.

(b) Authorized the Fleet Marine Forces on an as-required basis.

b. Normally allowances for non-Fleet Marine Force activities will not be prescribed except in tables of equipment. Commanders of these organizations, within their procurement authority, shall requisition or purchase materiel not included in their tables of equipment in the amount required for actual operation.

4102. DISTRIBUTION OF SUPPLIES

1. Principles of Distribution. Delivery of Marine Corps materiel and redistribution of materiel within the supply system shall provide a balanced distribution of supplies and equipment:

a. To sustain Marine Corps forces and activities.

b. To support planned troop deployment.

2. Priority of Supply. At such times as a commander responsible for issuing supplies determines that any specific item of material is in a critical status in respect to its anticipated use, there shall be established control measures to ensure the issuance of the item in accordance with the existing priorities.

4103. DISCREPANCIES OF MATERIEL. Loss or gain, destruction, or damage of materiel incident to receipt, shall be investigated and reported. This action is required to:

1. Expedite location, identification, and forwarding of lost freight.
2. Provide the necessary report of investigation or survey to support property accounting vouchers.
3. Determine responsibility and liability for the initiation and support of claims or other appropriate corrective action.

4104. EXCESS AND SURPLUS

1. The Commandant of the Marine Corps is responsible for:
 - a. Recommending policy and procedural changes pertaining to the Defense Personal Property Disposal Program.
 - b. Promoting maximum utilization of excess, surplus and foreign excess personal property.
 - c. Accomplishing the disposal of property not authorized for transfer to a property disposal account.
 - d. Designating items as exchange or sale property to be conveyed to property disposal accounts.
 - e. Establishing and monitoring programs to aid in the economical reclamation of silver.
 - f. Identifying items requiring demilitarization and accomplishing demilitarization of those items which cannot be physically accepted by a Defense Property Disposal Office.
 - g. Administering reclamation programs and accomplishing as appropriate, reclamation of military service-required items from materiel declared excess.
2. Commanders are responsible for the prompt reporting of all excess property.

4105. LOANS OR TRANSFERS

1. Policy. Public property shall not be employed for any private purpose nor loaned to any state, external organization, or private individual except as specifically authorized by the Secretary of the Navy.
2. Authorized Use
 - a. Military personnel may be issued items required in the performance of their duties.
 - b. Commanders are authorized to utilize available items of equipment and supplies for special services activities and may loan such materiel to military personnel for purposes of morale, welfare, and recreation.
 - c. Commanders may issue necessary items of Government property to individuals for brief periods pending arrival of personal effects or household goods. This shall not be construed to permit individuals the use of Government property for indefinite periods.

3. Loans to the U.S. Postal Service. Commanders are authorized to loan motor vehicles to the U.S. Postal Service during the period 1 December to 20 January for delivery of Christmas mail in the United States.

4. Loans to External Organizations or Individuals. When property is authorized for loan to organizations or individuals not part of the Department of the Navy, receipts covering the issues shall quote the authority and be worded in such a manner as to preclude monetary loss to the Government.

5. Transfer From and To Other Government Agencies or Foreign Governments. Marine Corps property may be transferred to other Government agencies or foreign governments only as authorized by the Commandant of the Marine Corps. Unless funds have been allotted or authority obtained from the Commandant of the Marine Corps, no property or service will be procured from other Government agencies or foreign governments.

6. Public Exigency or Calamity. When authorized by the senior officer present, a commander may issue such supplies as can be spared to those in distress in the event of public exigency or calamity. Issues of this type will be accounted for in accordance with the Marine Corps Supply Manual.

4106. GIFTS

1. Authority

a. The Commandant of the Marine Corps may accept or reject gifts of any value, including money, for use in providing for the recreation and welfare of enlisted personnel. These gifts will be accounted for as nonappropriated funds.

b. The Commandant of the Marine Corps is authorized to accept or reject gifts of personal property offered to any institution, organization, or activity under Marine Corps management control, provided the gift:

(1) Will clearly be useful in the establishment, operation, or maintenance of the institution, organization or activity.

(2) Does not exceed \$2,000 in value.

(3) Involves little or no maintenance cost.

c. Offers of gifts not included within the above authority shall be referred to the Secretary of the Navy.

2. Instructions

a. Commanders may accept gifts of consumable or perishable products such as fruit, flowers, candy and cigarettes intended for the personnel of institutions, organizations, or activities within their commands. Offers of other gifts or donations shall be acknowledged and the prospective donor advised that the offer has been forwarded to the appropriate approving authority indicated above. Any direct gift of money (including checks, other forms of negotiable instruments, and securities) shall be forwarded to the Commandant of the Marine Corps regardless of where the authority to accept may be vested.

b. The commander of the institution or organization benefited shall arrange for the transfer or conveyance of the accepted gift and for payment from appropriated funds of the transfer and conveyance costs.

3. Policy

a. The authority to accept gifts must be exercised with sound discretion, considering the best interests of the United States and the command concerned. Offers of gifts shall not be accepted if acceptance would influence or be interpreted as influencing the strict impartiality which must prevail in all relationships involving the public interest. Nor shall gifts be accepted if they might embarrass the Department of the Navy at some future time by reasons of favors expected as a result of the gift or if they might result in unwarranted publicity for the donor at the expense of the Department. Further, unless authorized by the Secretary of the Navy in accordance with law and regulations, requests for gifts (or contributions) for institutions, organizations, or activities of the Department shall not be initiated by persons in the Department of the Navy, and gifts initiated contrary to this policy shall not be accepted.

b. Gifts or donations intended for the benefit of an institution, organization, or activity shall be used for the benefit of all its personnel.

4107. RATIONS

1. Entitlement

a. Enlisted personnel on active duty or when otherwise qualified pursuant to law, prisoners of war, and military prisoners are entitled to a daily food allowance at Government expense.

b. Applicants for enlistment are entitled to subsistence in kind or meal tickets as prescribed in the Marine Corps Supply Manual and Joint Travel Regulations.

2. Basic Allowance for Subsistence in Lieu of Daily Food Allowance. An enlisted person may be authorized a basic allowance for subsistence under the conditions and at the rate prescribed in the Department of Defense Military Pay and Allowances Entitlements Manual.

MARINE CORPS MANUAL

SECTION C - MAINTENANCE

4200. MAINTENANCE

1. It is a command responsibility to ensure that assigned materiel is maintained in operating condition to perform designated functions effectively.
2. The categories and echelons of maintenance to be performed are assigned to specific levels of command as determined by the mission and resources assigned. This authority is normally set forth in the command's tables of organization.
3. Repairs shall be performed at the lowest echelon of maintenance authorized to effect the repair consistent with the tactical situation. Each echelon is authorized to perform any of the repair operations of lower echelons.

4201. MODIFICATION. Marine Corps equipment shall be modified only as directed or approved by the Commandant of the Marine Corps.

4202. MATERIEL INSPECTIONS. Commanders shall cause the periodic inspection of their materiel. The scope of the inspection shall conform generally to the echelon of maintenance authorized to be performed.

MARINE CORPS MANUAL

SECTION D - SERVICES

4300. TRANSPORTATION

1. Responsibility. The Commandant of the Marine Corps is responsible for forecasting, planning, programming, and budgeting for transportation for the Marine Corps
2. Sources. Transportation for the Marine Corps is derived from single managers through the following agencies:
 - a. The Department of the Army, Military Traffic Management Command for all commercial land transportation within the continental United States and common user ocean port terminal services within the United States and certain overseas areas.
 - b. The Department of the Navy, Military Sealift Command for transportation of passengers and cargo to, from, and between overseas areas in Military Sealift Command ships or commercial shipping assets.
 - c. The Department of the Air Force, Military Airlift Command for transportation of passengers and cargo to, from, and between overseas areas in Military Airlift Command or commercial aircraft.
3. Combat Forces. Transportation for combat forces is derived from the appropriate fleet commander.

4301. FOOD SERVICES SYSTEM

1. Responsibility
 - a. The Commandant of the Marine Corps designates those non-Fleet Marine Force commands that are required to operate consolidated food service systems and those Fleet Marine Force units that are authorized to operate consolidated food service systems. Fleet Marine Force units so authorized shall operate consolidated systems whenever operating conditions permit.
 - b. When in garrison at a permanent Marine Corps installation, Fleet Marine Force units shall operate within the food service system established at that installation.
2. Administration
 - a. Administration of the food service system by each Marine Corps activity is a function of command. Commanders shall ensure that troops under their command are properly served with food which is of good quality, of sufficient quantity, and well prepared.
 - b. Commanders shall publish supplemental instructions to Marine Corps directives concerning man-day reports, meal signature procedures, cost to feed, control of waste products, appointment of dining facility cashiers, requisitioning procedures, inspection of subsistence items, assignment of food service personnel, control of food service equipment and supplies, field operation, and other related procedures.
 - c. Commanders who operate individual dining facilities or a consolidated food service system have financial responsibility for the entire food service system within their command. This financial responsibility shall not be delegated to subordinate commanders even though they may be operating individual dining facilities within the system.

d. Commanders of Fleet Marine Force units shall ensure that food service systems can be put into immediate operation in the field.

4302. LAUNDRY AND DRYCLEANING. It is the policy of the Commandant of the Marine Corps to operate post laundries and drycleaning plants only where commercial facilities are not available or the laundering and cleaning of Government articles can be done by the Marine Corps at less cost than if procured by contract. Appropriated funds shall not be used for the construction, replacement, or reactivation of a laundry or drycleaning plant in the United States or its possessions unless the Secretary of Defense, or designee, certifies that such services are not obtainable from commercial sources at reasonable rates.

4303. COMMISSARY STORES

1. Authority. Commissary stores within the United States may be established only upon approval of the Secretary of Defense. Commissary stores at Marine Corps installations in overseas areas may be established by the Commandant of the Marine Corps.

2. Purpose. Commissary stores provide subsistence and household supplies for sale to authorized patrons where adequate civilian facilities are not conveniently available, or do not sell such supplies at reasonable prices.

4304. AUTOMOTIVE

1. Responsibility

a. The Commandant of the Marine Corps is responsible for providing appropriated funds for the procurement, and administering the assignment, use, and maintenance support of all motor transport vehicles required by the Marine Corps procured with appropriated funds, except:

(1) The chief of the bureau, systems commander, or office designated by the Secretary of the Navy is responsible for providing funds for the procurement, and administering the assignment of nontactical ambulances required by Marine Corps activities.

(2) Chiefs of the bureaus, systems commanders, or offices designated by the Secretary of the Navy are responsible for providing funds for the procurement, and maintenance support of motor transport vehicles required by Marine Corps security forces at Navy shore activities; and motor transport vehicles required by Fleet Marine Force aviation units and by all other Marine Corps aviation activities; and for maintenance support of the vehicular portion of Marine Corps specialized equipment assigned to Fleet Marine Force aviation units. The maintenance support provided equipment listed in Marine Corps tables of equipment shall include the application of modifications adopted by the Marine Corps.

b. The use of nonappropriated funds for the procurement and support of vehicles for nonappropriated fund activities shall be in accordance with the regulations issued by the Secretary of the Navy, the Commandant of the Marine Corps, or the Chief of Naval Operations, as appropriate.

c. Commanders are responsible for the proper management of their motor transport personnel, equipment, and facilities. To ensure a high degree of efficiency, commanders shall establish sound procedures for the execution and supervision of the following functions:

(1) Selection, assignment, training, and use of motor transport personnel.

- (2) Use and maintenance of motor transport equipment.
- (3) Maintenance inspection.

2. Vehicle Regulations

a. Marine Corps vehicles will be used only for official business. Transportation between place of residence and business is not considered to be official business except as specifically authorized by the secretary of the Navy.

b. No privately-owned vehicle, parts, accessories, or equipment will be serviced, repaired, manufactured, or stored in any Government shop, garage, or other building normally used for the repair or storage of Government vehicles. Government-owned tools, equipment, or supplies will not be used to service or repair privately-owned property except as authorized for use in a special services hobby shop.

c. Marine Corps vehicles will not be modified, have accessories installed, or have integral parts removed, except as directed or approved by the Commandant of the Marine Corps.

d. No person will be permitted to operate a Marine Corps vehicle until examined and found to be qualified to operate Government vehicles. Any permit or authorization to operate a Government vehicle that is issued to a person in the Department of the Navy will be valid only for the operation of Government vehicles. This permit or authorization cannot be used or considered as the driver's license that may be required by local civil law for the operation of privately-owned vehicles.

> e. Officers shall not routinely or normally be permitted or required to operate government vehicles except for those selected billets which require an officer to drive; e.g., recruiting, etc. The authorization for officers to drive any government vehicle shall be stringently controlled by all commanders and authorization will be granted only when absolutely essential for mission accomplishment.

> f. All Marine Corps vehicles procured with appropriated or nonappropriated funds will have a Marine Corps registration number assigned by the Commandant of the Marine Corps.

4305. PERSONAL PROPERTY

1. Authority and Responsibility

a. The responsibility for administering the household goods program for military personnel and civilian employees has been assigned to the Military Traffic Management Command as the single manager for traffic management by the Secretary of defense. The Executive Director, Military Traffic Management Command, is responsible for prescribing, in agreement with the heads of the military services, uniform joint regulations pertaining to the movement of household goods. The Commandant of the Marine Corps is a signatory to the joint regulations.

b. The Commandant of the Marine Corps shall prescribe regulations for the care and disposition of the effects of absentees; deserters; or persons captured, missing, deceased, or incapacitated physically or mentally.

c. In any instance where individuals are separated from or unable to care for their personal effects or household goods, the commander concerned shall take immediate steps to effect delivery or safekeep such property.

2. Personal Effects and Baggage Centers

a. The Commandant of the Marine Corps designates personal effects and baggage centers to receive the personal effects and baggage separated from Marine Corps personnel through no fault of their own. This includes baggage and personal effects of deceased, missing, or evacuated personnel, and prisoners of war.

b. Personal effects and baggage centers shall also receive from Marine Corps activities the personal effects of deceased Marines when the next of kin, heir, or legal representative is unknown, or cannot be immediately determined or located.

4306. MEDICAL AND DENTAL SERVICES

1. Responsibilities and Command Relationships

a. The Commandant of the Marine Corps is responsible for maintaining the health and welfare of Marines and for planning, forecasting, and determining the requirements of the Marine Corps for medical and dental support.

b. The Chief, Bureau of Medicine and Surgery is responsible for providing medical and dental care to all members of the naval service and their dependents as authorized by law.

c. Navy directives relating to health and sanitation are applicable to Marine units in garrison and deployed.

2. Medical services. Detailed information concerning the delivery of medical services is contained in the U. S. Navy Manual of the Medical Department.

3. Dental Services

a. Dental health care for Marine Corps personnel is provided by Navy Dental Corps officers, Navy enlisted, dental technicians, and civilian Government service employees.

b. Fleet Marine Force personnel receive dental care from force dental battalions. Marine Corps base and station military personnel and their beneficiaries, where authorized, are treated by Naval Regional Dental Centers. All Marine Corps personnel and dependents requiring dental treatment while hospitalized come under the care of the dental services of the respective Naval Regional Medical Center.

MARINE CORPS MANUAL

SECTION E - FACILITIES

4400. INSTALLATIONS

1. Responsibilities

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy:

(1) For exercising management control of those installations so assigned.

(2) For the planning, acquisition, and disposal of real property within the Marine Corps.

(3) For evaluating and reporting upon the adequacy of naval and industrial production facilities to meet Marine Corps needs in war.

b. Commanders of Marine Corps installations are responsible for local installations planning, station development, construction, maintenance, and operation.

2. Navy-Marine Corps Relationships. The Commander, Naval Facilities Engineering Command provides support to the Commandant of the Marine Corps in technical and civil engineering functions involved in the planning, programming, design, and construction of facilities; master planning; special installation studies; acquisition and disposal of real property; and record maintenance.

3. Marine Corps Real Property Facilities Program

a. The purpose of the Marine Corps Real Property Facilities Program is to provide the facilities and utilities services necessary to support the Marine Corps in the accomplishment of its mission. The basis for facilities requirements are contained in the Marine Corps Long-Range Plan and the Mid-Range Objectives Plan.

b. Marine Corps shore facilities will be held to the minimum required to provide essential support to the mission and functions of the Marine Corps.

4401. HOST-TENANT RELATIONSHIP

1. Requirements. The Chief of Naval Operations, the Commandant of the Marine Corps, and the chiefs of bureaus, systems commanders, and offices of the Navy Department forecast requirements and provide adequate installations and facilities to enable commanders to accomplish their assigned missions. Normally, commanders will have no requirement to enter agreements as tenants with another military service, nor will they have adequate facilities to enter agreements as hosts.

2. Authority

a. The Commandant of the Marine Corps may enter into host-tenant agreements with other military services as required.

b. Commanders are delegated authority to negotiate and execute host-tenant agreements, within the scope of existing policy directives, which they deem to be in the best interests of the Government and for which they have funds for support. Commanders shall furnish copies of all such agreements to the Commandant of the Marine Corps.

MARINE CORPS MANUAL

APPENDIX A

GLOSSARY

Accountability - the obligation imposed by law or lawful order or regulation of an officer or other person for keeping accurate records of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

Administrative control - the direction or authority exercised in general administration and the administration of personnel, supplies, and services.

Assignment - the action of specifying the unit, billet, or duty in which an individual will serve.

Command - the authority vested in an individual for the direction, coordination, and control of military forces and activities. It consists of four general components; operational control, administrative control, coordination, and technical direction. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.

Commander - one who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to transfer, incapacity, death, or absence of the previous commanding officer. Marine Corps commanders are titled as Commandant, Commander, Commanding General, Commanding Officer, Director, Inspector-Instructor. Other titles used to designate Marine Corps commanders shall be made only with the specific approval of the Commandant of the Marine Corps. The titles, Officer in Charge or Noncommissioned Officer in Charge, do not normally denote a commander. However, in specific instances superiors in the chain of command may delegate command authority to Officers in Charge or Noncommissioned Officers in Charge to the extent required for them to carry out their assigned tasks.

Commercial vehicles - vehicles of normal commercial production, having no peculiar military features, which are used for supply and administrative functions where adequate roads exist.

Commissioned officers - those appointed to their military grade by a commission. All Marine Corps officers are commissioned with the exception of those serving in the grade of warrant officer, W01.

Common-servicing - that support provided by one military service to another for which reimbursement is not required.

Coordination - the action necessary to ensure adequately integrated relationships between separate organizations located in the same area. Coordination may include such matters as: emergency defense measures; area intelligence and security; area public and labor relations; common supply; utilities; public works; leases and space assignments; transportation; prescription of area uniform regulations; sanitation and health measures; area maintenance of standards in discipline, legal assistance, and welfare; and other situations in which coordination is considered necessary.

Cross-servicing - that support provided by one military service to another for which reimbursement is required.

MARINE CORPS MANUAL

Defense Audit Service - an agency of the Department of Defense under the direction, authority, and control of the Secretary of Defense. The Defense Audit Service is specifically responsible for internal audits of the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, the Unified/Specified Commands and the Defense agencies; interservice audits of all DOD components; quick response audits on matters of special interest to the Secretary of Defense; and audits of the Security Assistance Program at all levels of management.

Defense Standardization Program - established by the Secretary of Defense in accordance with 10 U.S. Code 2451-2456 requires the achievement of the highest practicable degree in standardization of engineering practices, methods, and items of supply used in the DOD.

Directive - the written instrument by which military superiors issue direction to those persons subject to their command.

Distribution - the process of assigning personnel or materiel to subordinate echelons.

Excess property - that which is in excess of the needs of the Marine Corps.

Facility - a separate, individual building, structure, or other real property improvement which is subject to separate reporting under the Department of Defense real property inventory.

Field laundries - those authorized in certain units of the operating forces for operation in the field. These are established in accordance with applicable tables of organization and equipment.

Installation - a grouping of the real property (facilities and land) located at a naval shore activity.

Interservice support - the action by one military service or element thereof, to provide logistical or administrative support to another military service or element thereof, by cross, common, or joint-servicing. Such action can be recurring or nonrecurring in character; on an installation, in an area, or on a worldwide basis.

Joint-servicing - that support provided by a jointly staffed and financed activity to two or more military services.

Leadership - the sum of those qualities of intellect, human understanding, and moral character that enables a person to inspire and to control a group of people successfully.

Leave - the authorized absence of an individual from a place of duty, chargeable against the leave to which the individual is entitled.

Liberty - the authorized absence of an individual from a place of duty not chargeable as leave.

Mail-handling facility - consists of mailroom space and equipment required to provide adequate mail delivery and mail collection service within individual activities.

Maintenance - the action taken to retain materiel in or restore materiel to a serviceable condition. It includes inspection, testing, servicing, classification as to serviceability, replacement, repair, rebuilding, and reclamation.

Maintenance support - the furnishing of repair parts, modification parts, tools, and equipment required by an organization to perform its assigned echelon of maintenance and the providing of maintenance facilities and service to accomplish repairs and modifications that exceed the capabilities of the using organization.

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Management control - the exercise of executive authority and responsibility in business administration matters for the performance of the mission, tasks, and work of naval shore activities or Marine Corps supporting establishments. It normally includes mission planning, activity development and workload planning, internal organization and procedures, budgeting, accounting, staffing, and the utilization of personnel, funds, materials, and facilities. Management control includes responsibility for coordination of matters falling within its scope. It also normally includes responsibility for technical direction. However, since the assignment of responsibility for technical direction varies with the particular function or technical matter involved, the Secretary of the Navy or the Commandant of the Marine Corps, as appropriate, may assign specific responsibilities for technical direction separately from management control.

Management improvement - any action taken to enhance the effectiveness, efficiency, or economy of administrative and logistical support functions.

Military command - the exercise of authority and responsibility for naval shore activities or Marine Corps supporting establishments in military matters. It includes the power to exercise direction in all matters when circumstances dictate. Military command includes operational control, administrative control, and the coordination of appropriate military matters.

Motor transport vehicles - all self-propelled tactical or commercial motor vehicles, and towed vehicles suitable for use in conjunction therewith, that are used to transport cargo and personnel or to mount special items of equipment. Excluded are combat vehicles designed for special fighting functions, armored personnel carriers, armored equipment used in support of combat vehicles, engineer construction equipment, rail equipment, vessels, and aircraft.

Nonappropriated funds - funds other than those appropriated by the Congress of the United States. Nonappropriated funds of the federal instrumentalities are Government funds, separate and apart from funds recorded on the books of the Treasury, established by competent authority for administrative use, usually for the purpose of contributing to the welfare, comfort, or recreation of military personnel or civilian employees.

Nonappropriated fund instrumentality - an integral Marine Corps organizational entity which performs an essential Government function. It acts in its own name to provide or assist other Marine Corps organizations in providing morale, welfare, and recreation programs for military personnel and authorized civilians. It is established and maintained under the direction of the Commandant of the Marine Corps. As a fiscal entity it maintains custody of and control over its nonappropriated funds. It is also responsible for the exercise of reasonable care to prudently administer, safeguard, preserve, and maintain those appropriated fund resources made available to carry out its function. It contributes with its nonappropriated funds to the morale, welfare, and recreation programs of other authorized organizational entities when so authorized. It is not incorporated under the laws of any State or the District of Columbia and it enjoys the legal status of an instrumentality of the United States.

Operational control - the authority delegated to a commander to direct forces assigned so that the commander may accomplish specific missions or tasks which are usually limited by function, time, or location; to deploy units concerned; and to retain or assign tactical control of those units. It does not include authority to assign separate employment of components of the units concerned. Neither does it, of itself, include administrative or logistic control.

Personnel management - the process of planning, organizing, directing and supervising the procurement, development, utilization, and administration of personnel.

Post laundries and drycleaning plants - those fixed or permanent-type facilities established at an installation that provide laundry and drycleaning services.

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Post office (Marine Corps) - a branch of a designated United States civilian post office that is established by authority of the U.S. Postal Service at the request of the Commandant of the Marine Corps. A commander operates a post office through an assigned Marine Corps postal clerk under the supervision of a postal officer.

Public utilities - consist of the Government-owned, fixed facilities or systems that provide a major service and are part of public works.

Public works (at a Marine Corps installation) - the buildings and structures, including permanent fixtures and fixed equipment, streets, roads, and grounds.

Real property - the land, buildings, structures, utility systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

Separation - the action by which an individual may cease to hold the status of a member of the Marine Corps.

Shore activity - a Marine Corps organization with a distinct identity established ashore under a Marine Corps commander or director of a Marine Corps district, with an operating budget for primary support from the Commandant of the Marine Corps. The activity consists of personnel and real property necessary to perform the assigned mission.

Supply management - that phase of military logistics which includes managing, cataloging, requirements determination, procurement, distribution, overhaul, and disposal of materiel. Synonymous with materiel control, materiel management, inventory control, and inventory management.

Surplus property - excess property not required for the needs and for the discharge of the responsibilities of all Federal agencies as determined by the General Services Administration.

Tactical vehicles - normally of military design, having a capability of operating cross-country, either wheeled or tracked, may be amphibious, which are used in support of combat or tactical operations.

Technical direction - the performance of a specialized or professional service, or the exercise of professional guidance or direction through the establishment of policies and procedures in technical matters. Technical direction may include:

- a. Establishing standards or procedures for performing a technical function.
- b. Providing professionally trained and qualified personnel to perform a technical function.
- c. Providing professional advice, guidance or assistance.
- d. Performing a technical function as a service to the command.

Telecommunication - any transmission, emission, or reception of signs, signals, writing, images, and sounds or information of any nature by wire, radio, visual, or other electromagnetic systems.

Transfer - the action taken to effect a change of reporting unit for the individual.

Travel orders - orders which direct individual or group movements between designated points.

Warrant officers - officers serving in the grades of chief warrant officer (CW04, CW03, or CW02) and warrant officer (W01).

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