



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF

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DIVISION ORDER P5000.3K

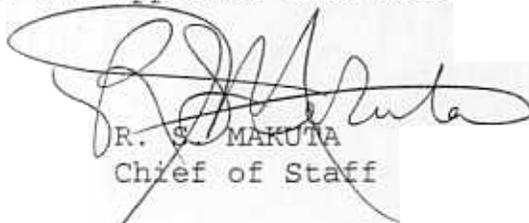
From: Commanding General

To: Distribution List

Subj: HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

Encl: (1 Locator Sheet

1. Purpose. To issue information and instructions, and publish guidance for the functioning of the 3d Marine Division staff.
2. Cancellation. DivO P5000.3J
3. Action. The Division staff and organizational commanders will comply with the guidance contained herein.
4. Summary of Revision. This revision contains a substantial number of changes and must be reviewed in its entirety.
5. Recommendations. Recommendations concerning this order are encouraged. These should be submitted to the Staff Secretary via the cognizant Assistant Chief of Staff.
6. Certification. Reviewed and approved this date

  
R. S. MAKUTA  
Chief of Staff

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HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

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CHAPTER 1  
COMMAND AND ORGANIZATION

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CHAPTER 1  
SCOPE

1000. SCOPE. This Order describes command and staff relations within the 3d Marine Division, establishes procedures for the processing of correspondence within the Division Headquarters, and prescribes regulations for administrative matters. This Order supplements the instructions provided in the Navy Regulations, 1990; the Marine Corps Manual, 1980; and other pertinent directives issued by higher headquarters.

1001. COMMAND AND STAFF SECTIONS. This section describes, in general terms, the duties and responsibilities of the Division staff sections

1. Commanding General. The Commanding General is responsible to the Commandant of the Marine Corps; the Commander, U.S. Marine Corps Forces, Pacific; and the Commanding General, III Marine Expeditionary Force for the performance of such duties as they may assign. The Commanding General is responsible for the successful accomplishment of all missions assigned to the 3d Marine Division.

2. The General Staff. The General Staff consists of the Chief of Staff and all functional staff sections, each headed by an Assistant Chief of Staff.

a. Chief of Staff. In addition to such tasks as may be assigned from time to time by the Commanding General, the Chief of Staff performs the following specific duties:

(1) In the absence of the Commanding General, during periods of leave or temporary additional duty, acts on behalf of the Commanding General.

(2) Succeeds to command, as prescribed by Navy Regulations, Article 1073.

(3) Assumes command, as directed, of an advance or rear echelon of the Headquarters, when established.

(4) Maintains complete familiarity with all activities of the Headquarters as well as with plans, operations, training, and related activities of subordinate elements of the Division.

(5) Represents the Commanding General in the execution of tactical and administrative inspections, as directed.

(6) Is the Division Security Manager in accordance with Division Order 5510.1H.

(7) Directs, coordinates, and supervises the activities of the General and Special Staffs. In addition:

(a) Keeps the commander informed of current and developing situations.

(b) Receives the commander's guidance and decisions, then coordinates staff actions to meet these ends.

(c) Issues staff instructions implementing those decisions

(d) Allots the detailed work of preparing plans, orders and instructions. Reviews and submits finished drafts for the commander's approval.

(e) Promulgates approved plans, orders, and instructions to subordinate elements of the command.

(f) Ensures that subordinate unit commanders are alerted to the actions required of them and that they receive timely, accurate, and complete information.

(g) Determines by personal observation, and with the assistance of staff officers, the extent and effectiveness of execution of the commander's plans, orders, and instructions.

(h) Recommends supplemental or corrective action when necessary.

(i) Studies all situations to ensure preparedness for future contingencies.

(j) Assembles, reviews, and submits reports for the commander's approval, and directs distribution of approved reports

(k) Ensures establishment and maintenance of liaison with higher, adjacent, subordinate, and supported units.

l Represents the Commanding General, when directed

(m) Administers the monthly Division awards board with participation by all unit Executive Officers (Division SgtMaj attends for Marine enlisted awards and CMC attends for Navy enlisted awards)

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for all awards submitted on Majors / LtCdrs and below

(n) Participates as a voting member on the Division awards board with the Commanding General and unit commanding officers for awards submitted on LtCols / Cdrs.

(o) Chairs the Division Resource Oversight Committee (DROC). The DROC is run by the Division Comptroller with unit Executive Officers and is designed to most efficiently and effectively meet the requirements of the division and set priorities with the commands.

b. Staff Secretary. The Staff Secretary is the administrative assistant to the Chief of Staff and is not a member of either the general or special staff. The nature of the Staff Secretary's duties as an administrative assistant to the Chief of Staff requires a close relationship with the officers of the general and special staffs.

Performs the following specific duties:

(1) Maintains an office of temporary record for the Commanding General and the Chief of Staff.

(2) Ensures that written matters routed to the Chief of Staff are correct and in the proper format.

(3) Directs and supervises the administrative functioning of the offices of the Commanding General and the Chief of Staff. This includes authoring appropriate messages for key events to be sent out via DMS and preparing the daily classified and unclassified read boards for the staff, COS and CG.

(4) Receives personnel visiting the headquarters to confer with the Commanding General and the Chief of Staff.

(5) Responsible for the scheduling, cleanliness, and control of the Commanding General's Conference Room

6) Functions as the Division protocol officer

c. Assistant Chief of Staff, G-1 (AC/S, G-1). The Assistant Chief of Staff, G-1 is the principal staff assistant in matters pertaining to personnel management and internal organization of the Division Headquarters, and miscellaneous administrative functions not specifically assigned to another general staff section, including general staff oversight over the Navy Personnel Officer. The AC/S, G-1 also coordinates the Marine Corps Total Force System (MCTFS)

procedures within the Division, and the efficient employment of all human resources. The AC/S, G-1 supports commanders in their responsibilities for the career development of individuals through assignments and career planning programs. The AC/S, G-1 has staff responsibility for the following:

1 Strengths

(a) Planning and coordinating functions relative to personnel strength control.

(b) Estimating casualties in coordination with the G-3

(c) Compiling statistical information necessary to keep the commander informed of the strength of the command.

(2) Replacements

Determining present and anticipated replacement requirements

(a) Planning and coordinating the procurement of replacements

(c) Allocating replacements in accordance with priorities established by the G-3.

Supervising the processing and moving of replacements.

(e) Recommending the mission, composition, and disposition of replacement units and personnel.

3 Discipline, Law, and Order

(a) Assists the Staff Judge Advocate with preparing orders for the enforcement of laws and regulations.

(b) Assists the Staff Judge Advocate with preparing regulations for troop conduct and appearance.

(c) Assists the Staff Judge Advocate with planning for the control and disposition of stragglers.

(d) Assists the Staff Judge Advocate with preparing plans and orders pertaining to the administration of military justice, except court-marital orders.

(e) Assists the Staff Judge Advocate with planning the location and supervising the operation of confinement facilities.

f) Supervises and coordinates relations with civilians.

(4) Prisoners of War

(a) Assists the AC/S, G-4 with planning and coordinating the collection, safeguarding, administration, evacuation of prisoners of war.

(b) Assists the AC/S, G-4 with planning, coordinating and supervising prisoner-of-war employment.

(c) Assists the Staff Judge Advocate and Provost Marshall with preparing plans, orders, and instructions relating to the treatment of prisoners of war.

(d) Assists the AC/S, G-4 with planning and supervising measures to ensure the discipline, indoctrination, and repatriation of prisoners of war.

(5) Graves Registration

(a) Assists the AC/S, G-4 with planning, coordinating and supervising measures pertaining to the collection, identification, and evacuation of the deceased; the conduct of ceremonies and funerals; and the disposition of personal effects.

(b) Assists the AC/S, G-4 with preparing plans for the establishment and maintenance of cemeteries.

(6) Morale and Personnel Services

(a) Maintaining a current appraisal of morale and influencing factors.

(b) Determining requirements for leave and for rest and recreation facilities.

(c) Preparing amplifying instructions concerning decoration, medals, and awards.

(d) Planning, coordinating, and supervising religious activities, special services, exchange facilities, postal services, legal assistance, and welfare services.

7 Personnel Procedures

(a) Planning and coordinating personnel procurement classification, reclassification, assignment, promotion, and reduction.

(b) Supervising personnel management procedures relating to transfer, retirement, separation, and rotation.

Civilian Employees

(a) Planning and supervising the employment of civilians and indigenous personnel.

(b) Determining the measures for the organization, administration, and control of civilian employees.

Internal Management

(a) Organizing, determining the internal arrangement, and supervising activities relating to the operation of the headquarters.

(b) Selecting specific command post (CP) sites in conjunction with the headquarters commandant and communication officer.

(c) Assigning billeting areas

(10) Providing input to be included in the logistics estimate and the logistics annex, and the preparation of the personnel annex to the operation order.

d. Assistant Chief of Staff, G-2 (AC/S, G-2). The Assistant Chief of Staff, G-2 is the principal staff assistant in all matters pertaining to the collection, processing, production, reporting and dissemination of intelligence. The AC/S, G-2's responsibilities include counterintelligence; intelligence training; special intelligence; signals intelligence; mapping, charting, and geodesy; imagery; and other intelligence graphic aids. The AC/S, G-2 is responsible for the specific duties listed in DivO P3800 series and has staff responsibility for the following:

(1) Production of Intelligence. Directs all efforts for the collection of information including technical, electronic, and special intelligence and processing information into finished intelligence. Processing includes recording, evaluation, analysis

and interpretation. Specific responsibilities include:

(a) Determining intelligence required in conjunction with G-3 for the command as a whole in planning and executing operations. Included are intelligence requirements developed by other staff officers and subordinate commanders.

(b) Recommend, in coordination with the G-3, Priority Intelligence Requirements (PRI) and Essential Elements of Information for the Commanding General's review and concurrence.

(c) Preparing plans, orders, and requests to higher, adjacent, and subordinate headquarters for the collection of information to include target acquisition and combat surveillance.

(d) Supervising and coordinating intelligence collection activities of the command, including employment of airborne, surface, and subsurface detection/collection devices or systems.

(e) Integrating applicable intelligence requirements received from higher and adjacent commands into the intelligence collection effort of the command.

(f) Performing the duties of the Division Assistant Security Manager

(g) Determining requirements for and recommending allocation of intelligence specialists to subordinate units.

(h) Providing information and coordinating with the G-3 nuclear, biological, and chemical defense (NBC) officer regarding enemy capabilities and weather and terrain conditions effecting the employment of special weapons, to include predicting fallout from enemy employed nuclear, biological, or chemical weapons.

(i) Obtaining weather data from weather organizations for synthesis into analysis of weather effects on friendly and enemy operations.

(j) Planning, supervising, and coordinating signals intelligence operations and activities

(k) Planning and supervising the conduct of special intelligence operations including establishing and maintaining a facility for the security and dissemination of sensitive intelligence and the operation of an exclusive communication system.

(1) Planning and supervising the conduct of other special intelligence activities of a particularly sensitive nature.

(2) Dissemination of Intelligence. Disseminate intelligence and information to the Commanding General, staff, subordinate commanders, Allies and to attachments and other service components assigned to 3d Marine Division. Specific responsibilities include:

a) Preparing the intelligence estimate to include

1. Continually estimating the effects of the characteristics of the area of operations on friendly and enemy courses of action.

2. Continually estimating enemy capabilities and vulnerabilities, including enemy most likely and most dangerous courses of action.

(b) Preparing the following:

1. Intelligence annex.

2. Intelligence Preparation of the Battlefield.

3 Current Intelligence summaries and reports.

4. Intelligence briefs

5. Any other intelligence analyses and studies required by the commander, the staff, or dictated by the tactical situation.

(3) Counterintelligence. Directing the effort devoted to destroying the effectiveness of enemy or potential enemy intelligence activities and protection of information against espionage, personnel against subversion, and installations or materiel against sabotage. Specific responsibilities include:

(a) Preparing counterintelligence estimates

(b) Planning, implementing, and supervising all active and passive counterintelligence measures. Included are preparation of directives, counterintelligence plans, and reporting procedures.

(c) Coordinating counterintelligence measures, operations, and activities with those of adjacent and higher

headquarters

(4) Other Intelligence. The Assistant Chief of Staff, G-2 is responsible for intelligence input to plans and orders which normally are the purview of other staff officers. He supervises and coordinates intelligence aspects in coordination with cognizant staff officers. Specific responsibilities include intelligence aspects of:

(a) Tactical cover and deception

(b) Civil affairs

(c) Employment of mass destruction weapons (nuclear and chemical) to include the enemy capability to employ like weapons and their reaction to our employment.

(d) Survival, evasion, resistance, and escape

(e) Psychological operations to include estimating the conditions and vulnerabilities of prospective target groups; estimating the effectiveness of friendly psychological operations, as well as the enemy's; and assisting in the planning and supervision of training activities concerning defense against enemy propaganda.

Barrier and denial operations.

Information Operations and electronic warfare

(h) Establishing a Tactical Sensitive Compartmented Information Facility in conjunction with the G-3's Combat Operation Center.

Anti-Terrorism / Force Protection

(5) Maps, Charts, Imagery, and Other Graphic Aids. Specific responsibilities include: Determining the requirements for, and supervising the procurement and distribution of Geospatial information products, imagery, and intelligence graphic aids.

6 Intelligence Training. Specific responsibilities include:

(a) Planning and supervising intelligence training for the Division Battle Staff and subordinate commands.

(b) Planning, directing, and supervising the intelligence training of the intelligence section, to include attached

intelligence specialist teams

e. Assistant Chief of Staff, G-3 (AC/S, G-3). The Assistant Chief of Staff, G-3 is the principal staff assistant in all matters pertaining to organization, training, anti-terrorism / force protection and tactical / theater operations. The G-3 has staff responsibility for the following:

1 Tactical / theater Operations

(a) Planning, coordinating, and supervising the tactical employment of units as directed by the Commanding General

(b) Evaluating the tactical situation and prepare the operation estimate.

(c) Integrating fire support and maneuver.

(d) Planning, coordinating, and supervising civil affairs activities.

(e) In coordination with the G-2, recommend missions for reconnaissance units and coordinate insertion and extraction, ensuring restrictive fire ares (RFAs are designated).

(f) Developing, preparing, authenticating, and ensuring distribution of operation plans and orders.

(g) Preparing or reviewing plans, such as fire support, to include nuclear fires, chemical agents, barrier denial, communications, tactical cover and deception, tactical engineer operations, electronic warfare and psychological operations (PSYOPS) which are required to support operations.

(h) Planning for command security (operational security (OPSEC and signal security (SIGSEC)).

(i) Determining priorities for allocation of personnel weapons, equipment, and ammunition in short supply.

j Developing and preparing plans for counter guerrilla operations

(k) Planning and coordinating electronic warfare operations and activities: coordinate with the G-2 to establish priorities between electronic warfare and signals intelligence missions, coordinate with the communications-electronics officer to

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ensure maximum use of the electromagnetic spectrum, and coordinate the command's signal security efforts.

(l) Determining the general location of the command post

(m) Coordinating the establishment operation and day/night displacement of the Combat Operations Center.

(n) Designating the general location for bivouacking quartering, and staging of units involved in tactical operations

(o) Developing, preparing, and implementing plans for tactical troop movements.

(p) Preparing operational and historical reports to include Command Cronology.

### (2) Organization

a Planning the activation and deactivation of units.

(b) Determining the organization and equipment of combat and combat support units.

(c) Determining priorities for replacements, including unit replacements, in coordination with G-1.

(d) Developing plans for and requesting the assignment and attachment of units.

(e) Maintaining troop lists.

### 3) Training

(a) Developing, preparing, and supervising the execution of training programs, directives, orders, and field exercises.

(b) Determine the requirements for and allocation of training ammunition.

(c) Plan and supervise the organization and operation of Division and Regimental schools, school/course/range quotas and allocations; and the Far East Marine Corps Martial Arts Program curriculum.

(d) Plan and coordinate training, inspections, and tests

(e) Maintain and prepare training records and reports

(f) Determine the requirements for procurement and distribution of training aids, publications, and facilities.

#### 4 Contingency Planning

(a) Developing contingency plans, as required

(b) Coordinate the contingency planning effort of higher and adjacent units.

f. Assistant Chief of Staff, G-4 (AC/S, G-4). The Assistant Chief of Staff, G-4 is the principal staff assistant in matters pertaining to logistics, maintenance, supply, maintenance management, transportation, embarkation, health services, general engineering, facilities, and safety. In these areas, the G-4 has staff responsibility for the following:

(1) Determining requirements for logistics and combat service support of the command.

(2) Recommending, in coordination with the G-3, policies, priorities, and allocations for logistics and combat service support within the command.

(3) Supervising all administrative functions in logistics and combat service support matters, including the preparation of studies, estimates, records, and reports; and the preparation, authentication, and distribution of the concept for logistics and the logistics annex to the operation order.

(4) Recommending the task organization, equipping, location, movement, and employment of the command's combat service support elements.

(5) Exercising, for the commander, management of the command's combat service support operations

(6) Planning and supervising the following miscellaneous related areas:

a) Non-tactical or administrative troop movements.

(b) Management of real property and facilities, except field fortifications and tactical communications.

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- c Ground traffic regulation and control
- (d) Employment of indigenous labor for combat service support.
- (e) Rear boundaries and rear echelons of headquarters
- (f) Security of rear area facilities and lines of communications against hazards other than organized enemy action
- (g) Automated data processing systems support areas.

g. Assistant Chief of Staff, G-6 (AC/S, G-6). The Assistant Chief of Staff, G-6 is the principal staff assistant in matters relating to communication-electronics and information systems. Responsibilities include:

- (1) Coordinating the communications of the command with the naval communications system.
- (2) Establishing and maintaining liaison with communication agencies of other Services and allies concerned.
- (3) Coordinating the communications support of automated data processing systems operations within the command and with the Defense Communications System.
- (4) Advising on the location, echelonment, and movement of the command post.
- (5) Supervising cryptographic operations and the personnel manage the electronic key management system (EKMS).
- (6) Assisting in the supervision of electronic countermeasures and counter-countermeasures.
- (7) Planning for the installation, operation, and maintenance of communications-electronics systems.
- (8) Planning and coordinating for the installation, integration, and displacement of telecommunications and command and control systems elements to provide for effective transfer, display, distribution, and storage of information.
- (9) Establishing and supervising a continuing command communications security program.
- 10) Managing radio frequency assignments

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(11) Developing and supervising the communication training program for the command.

(12) Recommending the procurement, distribution, promotion and replacement of communication personnel.

(13) Advising the commander and his staff on Information Technology matters.

(14) Executing responsibility as the command's single point of contact for Information Technology matters.

(15) Acting as the command focal point with other Marine Corps and service authorities on all matters pertaining to coordination of requirements, objectives, concepts, plans and policies for multiple Information Technology systems.

(16) Coordinating command Information Technology Equipment priorities and requirements with supporting, external data processing units. In particular, the AC/SG-6 is responsible for establishing both non-secure Internet protocol routed network (NIPR Net) and secure Internet protocol routed network (SIPR Net) accounts for authorized users in the 3d Marine Division.

(17) Exercising staff supervision of organic Information Technology Equipment. In particular, the AC/S G-6 is responsible for providing technical assistance to those personnel who are conducting video teleconferencing (VTC) in the Commanding General's Conference Room.

(18) Coordinating the preparation of the command ITE, SOP, ITE estimates, and ITE support plans, and ensure that contingency plans and the SOP are tested during training exercises.

(19) Coordinating the preparation of the command ITE training for non-data-processing personnel within the command.

h. Assistant Chief of Staff, Comptroller. The Assistant Chief of Staff, Comptroller is the principal staff assistant in matters pertaining to financial management. The Comptroller has staff responsibility for the following:

### 1 Budgeting

(a) Preparing guidance, instructions and directives for budget matters.

(b) Reviewing the resource requirements and justifications for the various financial programs of the command.

(c) Compiling the annual budget

(d) Recommending allocation of funds available for approved operating programs (including pay of civilian personnel and revisions thereto when required.

(e) Recommending allocation of funds available for approved operating programs (including pay of civilian personnel) and revisions thereto when required.

(f) Initiating action for financial adjustments required by changes in the amount of funds made available.

Improving financial management efficiency.

(2) Accounting

(a) Maintaining required records, including records of obligations and expenditures against allotments and project orders.

(b) Maintaining records for the plant property account and for financial transactions of all classes of property.

(c) Providing for execution of tasks involved in civilian pay leave, and retirement.

(d) Preparing financial accounting reports.

Supervising cost accounting operations.

Submitting property returns

Supervising timekeeping operations.

Preparing civilian payrolls

(3) Disbursing

(a) Accomplishing payment of military and civilian payrolls, travel and per diem allowances, and public vouchers.

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(b) Collecting proceeds of sales and other funds for credit to the United States.

(c) Registering of allotments and savings bonds

(d) Preparing disbursing reports and returns

(4) Internal Review. Functions of responsibility in the area of internal review are recommended and not limited to the following:

(a) Designing new and improving existing audit policies, programs, methods, and procedures.

(b) Testing the reliability and usefulness of accounting and financial data.

(c) Examining the effectiveness of control provided over command assets and make appropriate recommendations to the staff through the comptroller.

(d) Coordinating all matters pertaining to audits conducted by external Marine Corps agencies, monitoring the implementation of recommendations resulting from findings in audit reports, and initiating follow-up action as required to ensure expeditious implementation of audit reports.

(e) Participating in inspections of subordinate command activities covering financial management and related procedures.

(f) Analyzing the requirements of all financial management directives of the Navy Comptroller and the Commandant of the Marine Corps and preparing amplifying directives for dissemination within the command.

(g) Conducting financial management training programs to promote complete understanding of the command's financial system.

(h) Conducting routine analysis of all financial management reports to ensure accuracy, correctness of format, compliance with directives and the financial condition of the reporting unit. Special briefings are prepared for the commanding general as the situation warrants.

3. SPECIAL STAFF OFFICERS. The special staff consists of staff officers whose activities pertain to particular military specialties. The commander may meet unusual conditions by omitting special staff

sections not required, by combining or adjusting responsibilities, and by creating additional special staff sections. Within their respective fields, special staff officers act as advisors, planners, supervisors, and coordinators. They are authorized direct access to the chief of staff and direct liaison with other staff sections in matters of primary interest to those sections. Their duties include:

a. Furnishing the commander and other staff officers with information and recommendations pertaining to their respective specialties, including any or all of the following:

(1) Estimates of requirements for specialized personnel, units, equipment, supplies, and facilities.

(2) Recommendations for the employment of specialized units.

(3) Recommendations for the procurement, distribution, promotion, and replacement of specialist personnel.

(4) Recommendations for the specialized training of the command and for the training of specialists and specialized units

(5) Recommendations for the procurement, allocation, distribution, and utilization of specialized equipment, supplies, and facilities.

(6) Recommendations for the location and operation of specialized supply, maintenance, and salvage facilities.

(7) Assistance in the collection, evaluation, and interpretation of technical intelligence.

(8) Technical assistance in the examination of captured materiel

(9) Technical assistance and recommendations for the management and support of automated data processing systems.

b. Preparing plans, orders, and instructions necessary to implement the commander's policies and decisions as they affect matters and activities within their respective fields.

c. Maintaining records and preparing reports concerning their specialized activities.

d. Assisting the general staff in the preparation of studies,

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- e. Exercising staff supervision of a technical nature to ensure compliance with the commander's orders and instructions.
- f. Coordinating all matters within their respective fields with all interested general and special staff sections and with the staffs of other interested units.
- g. The specific duties of special staff officers commonly provided by Marine Corps tables of organization are described in the remaining paragraphs of this section.
- (1) Adjutant. The Adjutant serves under the cognizance of the AC/S, G-1 and is designated as the custodian of the Marine Corps Seal. The Adjutant's responsibilities include:
- (a) Establishing and maintaining a reports control system.
  - (b) Preparing duty rosters for the command.
  - (c) Processing all awards for the Division, coordinating and records for the Division Awards Board.
  - (d) Drafting and reviewing directives
  - e Maintaining the office of record for the headquarters
  - (f) Coordinating and planning the movement of documents and reports required for ASPS operations via mail, messenger, and external guard mail, internal and external to the command.
  - (g) Performing other administrative services assigned by the commander to relieve other staff sections of routine administrative responsibilities.
  - (h) Performing the duties as the Division Military Voting Assistance Officer. The Assistant Military Voting Assistance Officer is the Deputy Adjutant or Adjutant Chief in Absence of a Deputy.
  - (i) Responsible for the operation of the Classified Material Control Center (CMCC).
  - (j) Monitors and administers the Government Travel Card Program for the Division.
  - (k) Coordinates the Guard Mail services for the Division

## Staff

(1) Issues all funded TAD orders for Student Dependent, Funded Emergency, and MedEvac Leave.

(2) Personnel Officer. The Personnel Officer performs duties under the staff cognizance of the AC/S, G-1, manages the Internal Division Staffing Program (IDS) and the Fleet Assistance Program (FAP) in addition to normal duties.

(a) Plans and supervises procurement, classification, assignment, transfer and replacement of unit personnel assets.

(b) Conducts staff inspections to ascertain effectiveness of personnel administration.

Supervises and implements the Division Sponsorship Program

(3) Career Planner. The career planner performs the general duties of a special staff officer, under the staff cognizance of the G-1, with respect to career planning matters. Responsibilities include:

(a) Developing and coordinating both a first term and career Marine reenlistment program.

(b) Monitoring promotion policies, retirement policies, assignments, active duty/dependent entitlements, academic/professional education programs, and resignation/retirement requests

(c) Interviewing, training, and recommending assignments for Marines with a secondary and tertiary Military Occupational Specialty (MOS) in career planning.

Providing informal assistance and services to all Marines on career matters to include a direct communication link to Headquarters Marine Corps.

(e) Conducting formal and informal inspections in the area of career planning.

(f) Keeping the commander informed of career planning matters

(4) Staff Judge Advocate (SJA). The SJA is under the

cognizance of the Chief of Staff. In matters relating to the administration of military justice, and with respect to legal actions requiring personal action by the Commanding General, the SJA reports directly to the Commanding General. The SJA's staff responsibilities include:

(a) Assisting the Commanding General and subordinate commanders in the administration of military justice.

(b) Examining all disciplinary cases forwarded to the Commanding General for action, advising the Commanding General, and recommending action thereon. In those cases requiring the personal action of the Commanding General, the SJA reports directly to the Commanding General and not through the Chief of Staff.

(c) Preparing all court-martial orders issued by the headquarters.

(d) Reviewing and recommending action of courts of inquiry, investigations, and claims.

(e) Furnishing advice and assistance to military personnel on legal problems.

(f) Advising on the legal aspects of all matters requiring command or staff action, including but not limited to the following subject matter:

- 1 Military justice, claims, and litigation.
2. Civil-military relations and jurisdictions.
3. Civil affairs and civic action.
4. Civil and administrative law.
5. International law and relations.
6. Investigations and reports.
7. Legal assistance and personal affairs
8. Local law of the area of operations
9. Negotiation of contracts with indigenous organizations.

10. Labor law

11. Environmental law.

(5) Public Affairs Office (PAO). The public affairs officer performs the general duties of a special staff officer under the cognizance of the Chief of Staff with respect to providing information about the Marine Corps to the public, the media, and the internal Marine Corps audience, and establishing harmonious relations with local communities and the general public. Staff responsibilities include:

(a) Advising on the public impact of command decisions/policy and as the command "spokesman," recommending policies and procedures with respect to the release of information to the public and the media.

(b) Preparing and disseminating accurate and timely information about the Marine Corps and the command to the media and the general public in the spirit of the Freedom of Information Act.

(c) Serving as the command's contact with the media and as such, answering media queries, coordinating all media visits/interviews and escorting media representatives.

(d) Supporting the internal information program to inform Marines and the Marine family of Marine Corps and command matters through supervision of such internal news outlets as command newspapers, radio/television facilities, etc.

(e) Developing and coordinating a community relations program, to include both on and off base activities, to foster mutual understanding and acceptance with the general public and the communities directly affected by the command.

(6) Surgeon. The Division Surgeon performs the general duties of a special staff officer, under the staff cognizance of the G-4, with respect to medical and medical service matters. His staff responsibilities include:

(a) Advising on the health services of the command and the occupied or friendly territory within the commander's area of responsibility.

(b) Advising on the medical effects of the environment and of nuclear, biological, and chemical weapons on personnel, rations, and water.

## HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

(c) Prescribing treatment procedures and ensuring that facilities for treatment of chemical, biological, and nuclear casualties are available; ensuring that first-aid supplies are available for troop use; examining foodstuffs and water to determine suitability for consumption after exposure to chemical and biological agents or radiological contamination and other types of pollution; being responsible for identification of biological agents used against friendly troops; advising on preventive medicine measures to protect friendly troops from the effects of potential enemy biological agents; and furnishing detailed technical evaluation of the impact of these agents on friendly troops.

(d) Determining requirements for medical equipment and supplies and supervising the requisitioning, procurement, storage, maintenance, distribution, and documentation thereof.

(e) Planning and recommending requirements for classification and employment of Navy Medical Department personnel.

(f) Preparing the medical portion of the training program, exercising staff supervision over medical training in the command, and planning and supervising the training of non-U.S. military and civilian medical and paramedical personnel when so directed.

(g) Exercising staff supervision (and technical control when such authority is delegated) over medical activities throughout the command, including personal hygiene, environmental sanitation, first aid, sanitary aspects of food service and food procurement, and other preventive medicine activities affecting the health of the command.

(h) Planning and supervising the following health service operations:

1. The system of treatment and evacuation.
2. Preventive medicine in the command and as required, in public health activities.
- 3 Professional health service in subordinate units
- 4 Preparation of reports on the records of injured

sick, and wounded, and the custody thereof

5. Medical supply, maintenance, and optical fabrication

6. Examination and processing of captured medical equipment and supplies of nonintelligence interest.

7. Technical inspection of medical equipment and supplies, to include organizational maintenance.

8. The equipment status reporting system within his area of responsibility.

9. Medical laboratory service.

10. Whole blood control, to include planning acquisition, storage, and distribution.

(i) Coordinating Medical requirements for construction and transportation.

(7) Dental Officer. The Dental Officer performs required duties under the staff cognizance of the AC/S, G-4 with respect to dental matters. The Dental Officer is also assigned the collateral duty as the III MEF Dental Officer. Responsibilities include:

(a) Discharging the staff responsibility for all professional, technical, and administrative dental matters within the command.

(b) Recommending such employment of dental personnel and equipment as may be necessary for maximum utilization of the dental service.

(c) Ensuring that plans are made for adequate dental service.

(d) Coordinating with the Division Surgeon for the temporary integration of dental personnel to assist in the care, treatment, and evacuation of mass casualties in combat or disaster

(8) Chaplain. The Chaplain performs the general duties of a special staff officer, under the cognizance of the chief of staff, with respect to the moral, spiritual, and religious welfare of the command. His staff responsibilities include:

(a) Assisting in determining and improving the state of morale

(b) Developing and conducting religious programs

(c) Ministering to the sick and wounded.

(d) Corresponding with relatives of personnel as appropriate

(e) Discharging the staff responsibility for all professional, technical, and administrative matters pertaining to religious activities within the command.

(f) Providing professional supervision, coordination, and assistance for other assigned chaplains.

(g) Exercising liaison with community social, welfare, and religious organizations.

(9) Division Air Officer. The Division Air Officer performs the duties of a special staff officer to the Commanding General with respect to aviation matters. He coordinates aviation matters with the Assistant Chief of Staff, G-3 and is supported by an Assistant Air Officer and Air Controller. The Division Air Officer is responsible for specific duties listed in Division Order P3125.1, Chapter 1, paragraph 1001, subparagraphs 1, 2, and 3. Responsibilities include:

(a) Serving as a member of the fire support coordination center

(b) Determining air support requirements.

Participate in target analyses.

(d) Prepare, forward, and/or screen air support requests for Naval Air Logistic Office, Operational Support Aircraft and tactical and assault support.

(e) Assisting in the integration and coordination of air support with other supporting fires.

(f) Recommending the application of airspace coordination areas and other safety measures to protect supporting aircraft.

(10) Division Inspector. The Inspector, under the cognizance of the chief of staff, performs the general duties of a special staff officer with respect to the inspections of activities and units to ensure compliance with regulation, directives, and orders. The Inspector coordinates the Command Inspection Program as specified in the current edition of DivO P5040.3G. In addition, the Inspector is responsible for the Command Safety Program and reporting the Status of Resources and Training Systems (SORTS). His staff responsibilities include:

(a) Conducting inspections and investigations as directed by the commander.

(b) Recommending measures and actions to correct deficiencies.

(c) Processing Request Mast petitions to the commanding general and acting as his agent by gearing request mast cases during the commanding general's command inspection program.

(d) Chair the Quarterly Division Safety Board. Reviewing and monitoring the Division Safety Orders and the safety training status of all Division Marines and collateral duty safety personnel.

(e) Reviewing mishaps and accidents, and reports to promulgate lessons learned and to ensure corrective actions are completed.

(f) Recommending policy and procedural or physical changes required to strengthen the safety program and eliminate hazards.

(g) Provide Quarterly Share Initiative Report to HQMC

(h) As the senior standing member of the Division Safety Investigation Board (SIB) insure mishap investigations are conducted in accordance with Marine Corps Order 5102.1A and that SAFEREPS are submitted for all class A and B mishaps.

(i) Ensuring that all Division and Major Subordinate Commands (MSC) submit accurate and timely SORTS reports to higher headquarters.

1002. GENERAL FUNCTIONS OF THE STAFF. The staff secures such information and furnishes such estimates and advice as may be required by the Commanding General, prepares the details of the

Commanding General's plans, translates his decisions and plans into orders, and causes such orders to be transmitted. Brings to the Commanding General's attention matters which require the Commanding General's action or about which the Commanding General should be informed, makes a conscientious study of the situation, and prepares tentative plans for possible future contingencies.

1. STAFF PROCEDURES AND TECHNIQUES.

a. The mission of the staff is to assist the Commanding General in the exercise of command by providing information and advice, making recommendations, preparing plans and orders, advising other staff and subordinate commands of the Commanding General's plans and policies, and supervising the execution of plans and orders. The Commanding General and his staff are to be considered as a single entity.

b. The establishment of policy rests solely with the Commanding General. The staff may recommend new policies. All directives will be signed by the Commanding General or the Chief of Staff. The staff is authorized to carry out the routine business of the 3d Marine Division.

c. The Chief of Staff has overall responsibility for coordination of all staff activity.

d. The special staff consists of staff officers whose areas of responsibility pertain to particular military specialties. They act as advisors, planners, supervisors, and coordinators within their respective specialties.

e. General and special staff officers have primary responsibility for direction, coordination, and integration of staff effort in those activities which fall within their respective functional areas.

f. The duties of the Assistant Chiefs of Staff include exercising staff supervision to ensure compliance with the Commanding General's orders and instructions. The duties of the special staff officers include assisting the general staff section concerned in general military matters, attendance at conferences, and participation in committee discussions.

1003 AUTHORITY

1. A staff officer shall not originate, in his own right, official correspondence except when specifically authorized or directed to do

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(a) Coordinate with his point of contact at III MEF to determine if MEF has received the tasker and ascertain their intentions regarding the due date for input from their subordinate units.

(b) The Action Officer informs his/her AC/S and provides a recommended timeline for the completion of Division action.

(2) An ideal timeline is as follows:

(a) Indication or notification through message traffic or other source that a tasker (response) is pending.

(b) Receipt of formal tasker from III MEF.

(c) Develop draft response and request subordinate unit and Division Staff input. Input received from subordinate units should be approved by that unit's Commanding Officer or Executive Officer. (Development of the draft response must not hinge on the receipt of the formal tasker. Development should begin based on the results of proactive coordination with MEF.)

(d) Coordination of staff draft with subordinates, and staff of outside units affected by the tasker. Obtain concurrence/non-concurrence from the Commanding Officer or Executive Officer of the outside units involved.

(e) Complete the AC/S draft NLT 48 hours prior to the due date and submit to the Commanding General for review.

(f) Final draft due to the Division Commanding General NLT 24 hours prior to the due date.

(g) Release of the final document by the Division Commanding General.

1006. STAFF RELATIONS. Staff relationships within this Headquarters are portrayed in Figure 1-1.

1007. COMMANDING GENERAL'S (CG'S) CONFERENCE ROOM

1. The CG's Conference Room is located in Building 4211 and is available for use by all staff sections when the G-4 conference room cannot be utilized first. The Staff Secretary is responsible for the CG's Conference Room. The scope of this assignment will include:

a. Custody of furnishings and installed equipment.

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b. Police of the room following use is the responsibility of the using section. In this regard, the responsibility of the Staff Secretary is only to ensure that the room has been policed and that the table and chairs have been returned to the original position.

c. Procurement of spare parts and expendable supplies for equipment as needed, and arrangement for maintenance of equipment as required.

2. Each staff section is responsible for providing operators for the projection/audiovisual equipment.

3. Staff sections desiring use of the CG's Conference Room will contact the Staff Secretary to determine availability, scheduling, and access. Security measures, operation of installed equipment, and procurement of additional equipment as necessary are the responsibility of the section using the conference room. Only a CG or Chief of Staff requirement will pre-empt a previously scheduled reservation.

4. The CG's Conference room is capable of establishing Video Tele-Conference (VTC) connections with distant stations with similar capabilities. VTCs will be scheduled with the Staff Secretary and coordinated with the AC/S G-6 to ensure that proper coordination is made with the distant end, and that there is an operator present during the VTC.

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SECTION/FUNCTIONAL AREAS	STAFF COGNIZANCE
Commanding General	CG
Chief of Staff	CG
Assistant Chief of Staff, G-1	C/S
Assistant Chief of Staff, G-2	C/S
Assistant Chief of Staff, G-3	C/S
Assistant Chief of Staff, G-4	C/S
Assistant Chief of Staff, G-6	C/S
Assistant Chief of Staff, Comptroller	C/S
Division Inspector	C/S
Staff Secretary	C/S
Staff Judge Advocate	C/S
Chaplain	C/S
Public Affairs Officer	C/S
Security Manager	G-2
Adjutant	G-1
Division Personnel Classification and Assignment	G-1
Moral, Welfare, and Recreation	G-1
Substance Abuse Control	G-1
Career Planning	G-1
Career Retention/Education	G-1
CMCC	G-1
Intelligence Operations	G-2
Intelligence Oversight	G-2
SigInt	G-2
SI/SSO/SSCT	G-2
Assistant Security Manager	G-2
Air	G-3
Naval Gunfire	G-3
NBC	G-3
Training	G-3
Electronic Warfare	G-3
Historical	G-3
Division Schools	G-3
Reproduction/Printing Management	G-3
Antiterrorist/Force Protection Officer	G-3
Medical	G-4
Dental	G-4
Supply	G-4
Food Services	G-4
Ordnance	G-4
Maintenance Management	G-4
Engineer	G-4
Transportation	G-4
Embarkation	G-4
Ammunition	G-4
Hazardous Material Management	G-4
Information Systems Management Officer	G-6
Communications Electronics Maintenance	G-6
Communications Security Material System	G-6
Budget Office	Comptroller
Community Relations	Chaplain

Figure 1-1.-Section/Functional Areas

SECTION/FUNCTIONAL AREAS

STAFF COGNIZANCE

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Command Inspection Program	Inspector
Internal Management Controls Program	Inspector
Equal Opportunity	Inspector
Congressional Inquiries	Inspector
Special Correspondence	Inspector
Ground Safety	Inspector
SORTS	Inspector

Figure 1-1 -Section/Functional Areas-Continued.

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CHAPTER 2

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CHAPTER 2  
ADMINISTRATIVE INSTRUCTOR

2000. GENERAL

1. Administration will be governed by pertinent U.S. Navy and Marine Corps regulations and directives supplemented by the instructions contained in this order and other orders published by this Headquarters.
2. Normal working hours for the general and special staff sections of this Headquarters are Monday through Friday 0730-1700 (holidays excluded).
3. Holiday. Per Article 1283 of the U.S. Navy Regulations, a holiday routine will be observed on the following national holidays:

<u>DATE</u>	<u>HOLIDAY</u>
1 January	New Year's Day
3d Monday in January	Martin Luther King's Birthday
3d Monday in February	Presidents' Day
Last Monday in May	Memorial Day
4 July	Independence Day
1st Monday in September	Labor Day
2d Monday in October	Columbus Day
11 November	Veterans' Day
4th Thursday in November	Thanksgiving Day
25 December	Christmas Day

Whenever any of the above-designated dates fall on a Saturday, the preceding day shall be observed as a holiday, and whenever such a date falls on a Sunday, the following day shall be observed.

4. Office of Record. The Headquarters of the 3d Marine Division is operated on a centralized filing system. The office of the Adjutant is designed as the control point and repository for the "Official File Copy" of all incoming and outgoing correspondence, except for the following:

a. Assistant Chief of Staff, G-1. All drug/alcohol files, copies of all approved administrative separations packages and documentation relating to Family Advocacy and dependent misconduct

b. Assistant Chief of Staff, G-2. All case files dealing with sensitive intelligence information, security inspections, and counterintelligence investigations.

c. Assistant Chief of Staff, G-3. All command chronologies

d. Assistant Chief of Staff, Comptroller. Memorandum fiscal accounting records to support the official accounting records at the Consolidated Financial Accounting Office.

e. Division Inspector. Inspection reports, request mast files preliminary inquiries, fraud, waste, and abuse cases and case files for congressional/welfare correspondence are maintained in the Inspector's office, but are not filed in Central Files.

f. Staff Judge Advocate. Courts-martial records investigations, nonjudicial punishment appeals, and discharge/separation packages.

g. Personnel Officer. PCS orders, requests for overseas extensions, duty station assignments, classification requests and orders.

h. Ground Safety Manager. Ground safety reports

i. Classified Material Control Center (CMCC). All classified material.

j. Communication Security Material Systems (CMS)/Electronic Key Management System (EKMS) Manager. Communication security equipment and material, oversight conducted by the AC/S G6.

k. Supply Officer. Investigations required by the current edition of MCO P4400.15.

5. By Direction Binder. The weekly "By direction" binder is a collection of Division Headquarters originated correspondence which is signed "By direction" of the Commanding General. This binder will be put together each week by the Staff Secretary to keep the Commanding General, Chief of Staff, and principal staff officers aware of staff activity.

a. General and special staff sections will collect input from sections under their cognizance each Thursday for consolidation. The Staff Secretary will maintain a centralized location for the drop-off of this correspondence and will assemble the binder each week no later than 1200, Thursdays.

b. Upon completion of the Commanding General's review, the binder will be located in the Staff Secretary's office for review by all general and special staff officers. Each assistant chief of staff is required to review the contents of the entire binder each week. The purpose of this review is to note the guidance of the

Commanding General and the Chief of Staff in notes written on various documents.

2001. RECEIPT, ROUTING, AND PROCESSING OF INCOMING MAIL/CORRESPONDENCE

1. Mail Addressed to the Commanding General. Correspondence addressed to the Commanding General is normally received via the U.S. Postal Service or through the Division Guard Mail System at the Adjutant's office. Any member of this Command who receives unopened mail which is addressed to the Commanding General (unless directed to their attention by a notation on the envelope) shall promptly deliver such mail to the Adjutant. Staff officers receiving official correspondence which has been directed to their attention by notation on the envelope are responsible for keeping the Chief of Staff informed of the contents of such correspondence, and must provide a copy to the Adjutant. Classified material shall be hand-delivered to the CMCC for control and processing.

2. Processing of Incoming Correspondence. Upon receipt of incoming correspondence, the Adjutant will sort and place it in the appropriate section guard mail box located in the Division Central Files. Correspondence not addressed properly will be opened and examined to ensure correct delivery to the appropriate action office

a. Section heads will ensure that a representative from their section picks up incoming correspondence from Central Files twice daily and complies with the following procedures:

(1) Immediately stamp incoming correspondence with a date-received stamp.

(2) Assign action as appropriate within the section

(3) If correspondence has been misrouted or action does not fall within the functional area, forward it to the appropriate section or return it to Central Files for delivery.

(4) Examine correspondence for suspense dates and keep a tickler file to monitor the progress of the action required until final action is complete. If unable to meet a suspense date, the originator of the correspondence must be notified immediately.

(5) Reply to correspondence that does not establish a suspense date within 10 working days.

(6) Utilize a route sheet to route correspondence to other

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staff sections for concurrence/comment. Once attached to a document, a route sheet becomes part of that document and will not be detached from it. Additionally, all routing sheets will be filed with the document and/or reply/endorsement. If additional sheets are attached they too become part of the basic correspondence.

b. Staff sections directly receiving incoming correspondence not covered by the preceding exceptions must ensure it, or a copy of it, is delivered to the Adjutant.

3. Congressional Correspondence. Procedures for handling congressional/special interest correspondence are contained in the current edition of SECNAVINST 5216.5 and will be processed through the Division Inspector.

2002 OUTGOING CORRESPONDENCE

1. Preparation of Correspondence (Unclassified)

a. All correspondence prepared within this Headquarters will be in compliance with the instructions prescribed by SECNAVINST 5216.5 (Navy Correspondence Manual) and as amplified herein.

b. Electronic mail from section/organizational mailboxes will be used whenever possible and suitable.

c. Naval Messages will not be sent from 3d Marine Division to the Commanding General, III MEF when they are collocated, and III MEF is the only addressee. In these instances, a naval letter or electronic mail will be used.

d. Printed letterhead stationery shall be used for all correspondence addressed outside this Command.

e. All correspondence originated from this Command will be typed on letterhead stationery. The "from" line will be typed as follows: "From: Commanding General, 3d Marine Division."

f. The originator's code (listed in Figure 3-1) is placed under the Standard Subject Identification Code in the upper right hand corner of all correspondence. The date will be placed directly below the originator's code.

g. Addressees on multiple-address correspondence will be listed in order of seniority.

h. The date of correspondence will always be the date it is signed. Accordingly, in most instances, it will be necessary to leave the date blank when the correspondence is prepared. After the

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correspondence is signed the date will be stamped or typed on all copies by the originator

i. Standard Subject Identification Code numbers will not normally be used in business letters.

j. Abbreviations are not normally used in business letters.

k. Numbers used in the body of a letter will be as follows:

(1) Numbers one through nine should be spelled out, except when referring to a paragraph, page, date, time, weight/measurement, or figure number.

(2) Numbers 10 or more should be typed in Arabic figures

(3) Redundancies, e.g., "Five 5)" will not be used

l. Staff sections receiving copies of correspondence will not be listed under the caption "Copy to." Blind copies will be provided when required. Routing of blind copies will be noted on all file copies.

m. After signature by the Commanding General or the Chief of Staff, the Staff Secretary will date the correspondence and deliver it to the cognizant general staff section. Assembly, copying, and distribution of correspondence is the responsibility of the originator.

n. All correspondence will be prepared with the following copies

1 An original and one copy for each action addressee

(2) One copy for each "via" and "copy to" addressee.

(3) One copy for the "Official File Copy" to be retained by Central Files.

4) One copy for the weekly "By Direction" Binder.

(5) One copy for the action officer.

o. All correspondence submitted to the Commanding General or Chief of Staff, for either review or signature, will be delivered to the Staff Secretary for processing. If it is necessary to hand-deliver to the Commanding General or Chief of Staff, inform the Staff Secretary who will record the document for accountability.

p. In the interest of consolidating mail, batch mailing should

be used. Time sensitive correspondence may be mailed separately. Periodically, items are of such high importance that they must be hand-carried to CONUS for mailing there. Such cases should be identified to the Adjutant so that necessary coordination can be made with departing personnel to either hand-carry the package to the recipient or to drop it into a mailbox as soon as possible after arrival in CONUS.

q. As a matter of information, Central Files delivers outgoing official mail to the Courtney Post Office at 1300 daily.

2. Preparation of Correspondence (Classified)

a. Classified correspondence is prepared nearly in the same manner and format as unclassified correspondence. Special handling instructions contained in the current edition of OPNAVINST 5510.36 (Chapter 6) will be strictly followed. Assistance may be obtained from the Division CMCC.

b. Classified correspondence that is prepared for or distributed outside of this Command will be reviewed by the Division CMCC prior to presentation for signature and must be mailed by the CMCC.

3. Preparation of Correspondence FOR OFFICIAL USE ONLY (FOUO). Preparation of such correspondence will be in accordance with the provisions of the current edition of SECNAVINST 5720.42.

4. Assembling Correspondence for Signature

a. Correspondence submitted to the Commanding General or the Chief of Staff for signature should be assembled in folders to enhance locations of references or other material relative to the correspondence. When assembling correspondence in a folder, the following sequence will be followed:

(1) A route sheet reflecting staff actions, approvals, or comments will be attached to the outside of the folder. Routing to appropriate staff agencies will be annotated and accomplished in order indicated, if applicable, prior to forwarding to the Staff Secretary's Office.

(2) Right side of folder, tabbed from bottom to top (if applicable) with most important documentation on top and background information at the bottom.

(a) Original correspondence to be signed will be arranged in proper sequence. The signature page should be identified with a signature tab paper clipped at the right side of the document. In the case of multiple signature pages, each will be tabbed for easy

## HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

identification. In the case of endorsements, the endorsement page will be on top of the correspondence and all of the original package will be included in its proper sequence immediately below the signature page.

(b) Action Brief or other documents explaining the purpose of the correspondence will precede original correspondence.

(c) References, if considered necessary in support of the correspondence. References will be identified by reference separators. Extracts may be made if the reference is too voluminous to include in the folder.

(d) Other related documents, such as past correspondence related letters, input from subordinate units, or documentation not considered appropriate for inclusion as a reference on the correspondence submitted for signature. Such documents will be isolated by tab separators. Their relation to the correspondence should be explained in the action brief or route sheet.

b. The goal of such assembly is to save time in the review and signature process. When necessary, the above arrangements can be modified to fit the material at hand. In most instances, it should not be necessary for the reader to disassemble the package in order to process it properly.

### 2003. SIGNING OF OFFICIAL CORRESPONDENCE AND DELEGATION OF AUTHORITY

1. Signature by the Commanding General. The Commanding General sign the following types of correspondence:

a. Matters of command policy.

b. Correspondence to higher authority relating to the mission or efficiency of the command.

c. Matters of major importance to the command.

d. Replies to and endorsements on correspondence that bear the personal signature of a general/flag officer.

e. Military justice and administrative separation matters.

f. Reenlistment endorsements

2. Chief of Staff. The Chief of Staff is authorized to sign correspondence on matters concerning:

- a. Division orders and bulletins
- b. Matters listed in paragraph 3003.1, as approved by the Commanding General.
- c. Such other correspondence as authorized by the Commanding General
- d. Review and approval of financial statements, to include reports on non-appropriated fund activities.
- e. Appointment, review, and approval of inventory boards concerned with MCCS.
- f. Authority for expenditures of Chapel Funds, Protestant and Catholic, in excess of \$100.00.
- g. Certificates of Disposition for MCCS

3. Authority to Sign "By Direction"

a. Per the authority and limitations set forth in the current edition of SECNAVINST 5216.5, general and special staff officers, their immediate assistants, and special staff officers listed below are authorized to sign official correspondence on routine matters within their specific area of cognizance "By direction" of the Commanding General. Assistants to special staff officers authorized "By direction" authority may sign correspondence in the absence of the special staff officer if such absence is for an extended period of time. Approval must be obtained on a case-by-case basis from the cognizant general staff officer.

b. General Staff Officer	Immediate Assistants
(1) AC/S, G-1	G-1A, G-1 Ops
(2) AC/S, G-2	G-2A
(3) AC/S, G-3	G-3A
(4) AC/S, G-4	G-4A
(5) AC/S, G-6	G-6A
(6) Division Readiness	Deputy Division Inspector
(7) AC/S, Comptroller	Deputy Comptroller

c. The following special staff officers and designated subordinates are authorized to sign official correspondence "By direction" of the Commanding General within the limitations imposed in paragraph 2003.3a:

- (1 Adjutant, Assistant Adjutant, Adjutant Chief  
Air Officer, Assistant Air Officer  
Career Planner  
Division Chaplain, Assistant Division Chaplain  
Division Surgeon
- (6) Navy Personnel Officer, Assistant Navy Personnel Officer
- (7) Division Personnel Officer, Division Personnel  
Administrative Chief, 3d Marine Regiment Personnel Officer, 3d Marine  
Regiment Personnel Chief
- (8) Staff Judge Advocate, Deputy Staff Judge Advocate
- (9) Staff Secretary

d. To expedite administration and facilitate the issuing of Permanent Change of Station/Temporary Additional Duty orders involving the expenditure of appropriated funds, certain officers within the Adjutant and Personnel Sections are authorized the use of the Commanding General's facsimile signature. These officers will be designated in writing per the current edition of MCO P1000.6. Additionally, the Command Duty Officer is authorized to use the facsimile stamp in emergency leave cases. The Adjutant and Personnel Officer are responsible for the proper use and safeguarding of the stamps.

4. Signature Section of Correspondence. The Chief of Staff signs official correspondence over his title. All other officers subordinate to the Commanding General authorized to sign official correspondence do so "By direction" of the Commanding General. The signature section on correspondence will be typed in block form as shown in the following examples:

a Naval Correspondence

JOHN M. ARERBAC  
Acting  
JOHN M. ARERBAC  
Chief of Staff

JOHN M. AREBAC  
By direction

b Business Form Correspondence

JOHN M. ARERBAC  
Brigadier General, USMC  
Commanding

JOHN M. AREBAC  
Colonel, USMC  
Acting Commander

JOHN M. ARERBAC  
Colonel, USMC  
Chief of Staff

JOHN M. AREBAC  
Major, USMC  
Division Adjutant  
By direction of the  
Commanding General\*\*

\*"Acting" will not be used by temporary successor to command or when signing legal documents which require the personal signature of the Commanding General.

\*\*"By direction of the Commanding General" may be omitted on business form letters whose recipients are unfamiliar with the implication of the citation or on those of a very routine nature where no official position is taken or commitment made.

2004. DIRECTIVES AND PUBLICATIONS

1. Preparation of Directives. The Division Adjutant is designated as the Directives Control Point Responsible Officer. As such, the Adjutant will be responsible for the issuance, control, and official filing of all orders and bulletins.

a. All directives issued by this Headquarters will be prepared and staffed per the current edition of MCO P5215.1. Division directives will be prepared by the cognizant section and submitted to the Division Adjutant for review after routing to appropriate interested sections. At this time, the Division Adjutant will review the directive for format only. Following review by the Division Adjutant, and subsequent review by the Assistant Chief of Staff, G-1, the directive will be sent back to the originator for correction or delivered to the Chief of Staff's office for signature. Directives submitted for signature will be accompanied by the following and assembled by the originated section:

1 The directive being superseded, if applicable.

(2) A summary of significant changes, if any.

(3) Staffing comments, to include identification of any nonoccurrence and the merits of the issue.

b. Routing of proposed directives will be accomplished with a standard routing sheet and will not be signed by the Chief of Staff unless reviewed by the Division Adjutant for format. Staff officers should bear in mind that the process of review by the Division Adjutant, and subsequent review by the G-1, can be a lengthy one, and may be repeated several times prior to a directive being

signed off. Adequate time should be planned when preparing directives for signature to accommodate this process.

c. Once the directive has been signed it will be returned to the Division Adjutant for dating, reproduction, and distribution. It will be dated per the instructions contained in the current edition of MCO P5215.1. All routing and comment sheets will be returned to the Division Adjutant to be filed in the official correspondence file.

d. Figure 2-2 contains a complete listing of addresses to which Division Central Files distributes directives and other items originated by Division Adjutant and higher headquarters.

e. The Division Adjutant will maintain one Master File Copy of all directives issued to 3d Marine Division and distribute other copies as outlined in Figure 2-3.

f. Figure 2-3 details a listing of Marine Forces Pacific (MARFORPAC) Directives which this headquarters requires subordinate organizations to maintain.

g. A checklist of effective orders and bulletins will be published quarterly on 31 December, 31 March, 30 June, and 30 September.

2. Maintenance of Publications and Directives. The maintenance of publications and directives will be administered by the Adjutant. Section allowances and distribution of publications will be accomplished strictly in accordance Figures 2-2 and 2-3. General and special staff officers are responsible for the currency and accuracy of those publications and directives assigned. Changes to section allowances should be submitted to the Adjutant.

### 3 Filing Instructions

a. General/special staff sections and subordinate division organizations may file directives in separate binders by command interfile directives within the same binders by standard subject identification code (SSIC) and command seniority. For Marine Corps activities the following command seniority applies:

- (1 Commandant of the Marine Corps
- (2 Commander, Marine Forces Pacific
- 3 Commander, Marine Corps Bases, Japan

4 Commander, Naval Forces Pacific

(5) Commanding General, Marine Corps Base, Camp Smedley D  
Butler

Commanding General, III Marine Expeditionary Force

Commanding General, 3d Marine Division

b. Units involved in the Unit Deployment Program are to maintain geographically unique directives in binders separate from their Master Directives File. Navy directives unique to this region will also be filed in a separate binder by SSIC and command.

2005. TEMPORARY ADDITIONAL DUTY (TAD)

1. General. The Division Comptroller is the functional manager assigned the responsibility of estimating and recommending allocations of funds to subordinate organizations/sections in connection with the Command TAD budget. The AC/S, G-3 is the functional manager for exercise and training TAD budgets and will perform the functions above as they pertain. All funded TAD requests must be submitted by the traveler's reporting unit as described in the current DivO P1326.2. Those trips in connection with an exercise must be routed through the AC/S, G-3. Functional managers will have final approval/disapproval authority for said requests. Functional managers will act on TAD requests within 24 hours of receipt. Permissive TAD orders is the responsibility of the reporting units. The Commanding Officer, Headquarters Battalion issues permissive TAD orders for the Division staff.

2 Submitting and Managing the TAD Budget

a. The AC/S, G-1 and the AC/S, G-3 are responsible for compiling TAD requirements, determining their cost, and submitting them each year to the AC/S, Comptroller. The AC/S, G-1 and the AC/S, G-3 will participate in all budget reviews involving TAD funds as scheduled by the AC/S, Comptroller.

b. The AC/S, Comptroller will provide the AC/S, G-1 and AC/S, G-3 with obligation authorities for their respective TAD functional areas each quarter. The AC/S, G-1 and AC/S, G-3 will ensure that TAD obligations do not exceed the authority. In addition, the AC/S, G-1 and AC/S, G-3 will manage current and prior fiscal years' budget and the Comptroller will ensure each obligation liquidates within 180 days.

3. Procedures for Submitting TAD Requests

a. TAD requests must be submitted via the respective unit fund administrators, at least 15 days prior to the effective date of the orders. Those trips in connection with an exercise must be routed through the AC/S, G-3. The purpose of the trip must be clearly stated and the reference must be attached. Only trips which have previously been approved and reflected in the current budget will be approved. Requests for unfunded trips and deviations from the approved TAD plan require Chief of Staff approval.

b. The Comptroller will compute the cost of the trip and advise the appropriate functional manager whether there are sufficient funds to accomplish the TAD. TAD requests which are disapproved will be returned to the requester.

2006. GUARD MAIL SERVICE. The Adjutant is responsible for managing the Division's Guard Mail System per the current edition of DivO 5218.1.

1. The Division general and special staff sections will deliver and pick up their guard mail from Division Central Files at least twice daily.

2. All guard mail should be transmitted in U.S. Government messenger envelopes.

3. Classified material will not be transmitted via guard mail. All classified material will be hand delivered to the Classified Material Control Center for transmission outside this Headquarters.

2007. STAFF DOCUMENTS. Staff documents are designed to inform, record, present problems, recommend solutions, and ensure staff coordination. The following staff documents will be used by this Headquarters:

1. Trip Reports

a. Trip Reports (Figure 2-5) are an effective means of advising the Commanding General of the results of a visit made by a staff officer or an organizational commander. Further, such reports act as a means of providing continuity and ensuring follow-up action where necessary.

b. General and special staff officers are required to submit trip reports. These reports may be submitted via e-mail. If another form of communication already exists, such as an inspection report, a formal trip report may be omitted.

c. In cases where more than one officer was involved in the TAD the senior officer shall make a single report for all concerned.

d. Reports will be written in the format shown by the example in figure 2-5 and will be submitted to the Chief of Staff within five working days after return. Copies of the reports will be simultaneously distributed to those staff sections/organizations the originator believes will have an interest.

## 2 Desk Top Procedures/Continuity/Turnover Files

a. The Staff Secretary and each general and special staff officer will maintain a continuity/turnover file as part of their desk top procedures per the current edition of DivO 5210.3. This file will contain established policies and procedures affecting the method and manner of performing the functions of the section.

b. Although many actions accomplished by an incumbent staff officer may seem routine as they are performed on a recurring basis, a concise statement of how the function is accomplished, references, contacts, etc., is a valuable asset to one just assuming the billet, and saves many hours of research. This information is extremely important to one assuming a billet suddenly due to unforeseen or emergency circumstances without the benefit of a briefing by the incumbent.

c. The content of a continuity/turnover file is left to the discretion of the incumbent staff officer. It should include subjects that the incumbent experienced difficulties with upon assuming the billet, plus any new functions that may have been assigned to the incumbent while in the billet.

d. Additional guidance is provided in the current edition of DivO 5210.3.

2008. REPRODUCTION SERVICES/PRINTING MANAGEMENT. The Reproduction officer is designated as the Printing Management Officer and works under the cognizance of the AC/S, G-3. See DivO 5600.8 for current information on reproduction services.

## 2009 GRAPHIC ARTS SUPPORT

1. General. The Joint Graphic Arts Support Center provides drafting and commercial type art support for the headquarters staff of III MEF, 3d Marine Division, and Marine Corps Base, Camp Smedley D. Butler.

2. Staff Cognizance. The AC/S, G-3 has staff cognizance over graphic arts support and all matters pertaining to graphic standards, both qualitative and quantitative, and will serve as the coordination point between Division and Marine Corps Base, Camp Smedley D. Butler in matters related to the Joint Graphic Arts Support Center.

2010. AFTER HOURS ACCESS TO THE HEADQUARTERS BUILDING AND INDIVIDUAL OFFICE SPACES

1. General. Security of individual office spaces is the responsibility of the appropriate assistant chief of staff. When office spaces are secured, the last person to leave will ensure that all entrances are locked and that a security check has been performed using the standard Form 701, Activity Security Checklist.

2. Access to the Headquarters Building During Non-Duty Hours. From 1830-0500 on workdays and throughout weekends and holidays, entrances to the headquarters building will be secured, unless operational necessity dictates otherwise. Personnel desiring entrance during non-working hours will notify Command Duty Officer at 622-9755 and request access by using the telephone next to the entrance of the second deck, north end of the headquarters building or the main front entrance. The Special Security Communications Team will ensure all entrances are locked and unlocked at the appropriate times.

2011 SECURITY OF CLASSIFIED INFORMATION

1. General. The overall responsibility for the security of classified material within staff sections rests with the designated section head. Classified information will be safeguarded per the current editions of OPNAVINST 5510.36 (Chapter 7) and DivO 5510 series. Classified information will not be discussed in passageways or over nonsecure telephones. Classified will be kept under constant surveillance by authorized personnel with the commensurate security clearance. At no time will classified information be entered into an unclassified computer or transmitted over NIPRNET.

2. Storage. Classified material will be stored in GSA-approved safes and end-of-the-day security checks will be conducted on each safe (annotate a SF Form 702, Security Container Check Sheet). The only exception is classified stored in a vault or strong room that has been approved for open storage. The only rooms in the Headquarters approved for open storage are the G-2, Sensitive Compartmented Information Facility (SCIF) and the G-3 COC.

3. Computer media. Classified computer media (e.g. disks and CDs) will be treated as any classified document and is subject to appropriate security markings, accountability (CMCC buc tags), and

storage. Computer disks and CDs will be marked with appropriate classification tags and will not be interchanged between unclassified and classified computers (i.e, a disk marked SECRET cannot be inserted in an unclassified computer; an unclassified disk used in a classified computer assumes the classification of the computer and is no longer unclassified). If a computer is connected to a classified network, i.e. the SIPRNET, it assumes the classification of that network. It may not be used in an unclassified environment again until it has been de-gaussed by the AC/S G-6 ISMO.

4. Printing classified. Extra precautions should be taken to ensure that all emails and documents printed from a classified computer are marked with the appropriate classification at top and bottom in clearly identifiable letters. When drafting an email message on the SIPRNET, the classification should be clearly visible at the top of the email. All classified information should be placed in security folders bearing the appropriate classification level.

5. Classified Computer security. Classified laptop computers and removable hard drives will be locked in a safe or vault when not in use or under constant surveillance. Information will not be stored on computer systems with built-in (non-removable) hard disk storage devices.

6. Secret Internet Protocol Routed Network (SIPRNET). SIPRNET access and procedures are the responsibility of the AC/S G-6. Accounts will be assigned from the G-6. Any extension of the SIPRNET beyond approved spaces will be requested via the AC/S G-6 and the Assistant Security Manager.

2012. COMPUTER SECURITY. The security of microcomputers and the data on that equipment is the responsibility of the general or special staff officer of the section to which the end user computer equipment is assigned.

1. Each general and special staff section will designate in writing an Information Systems Coordinator (ISC) whose duties are as follows

a. Act as an advisor on matters pertaining to data processing support and information systems within the section.

b. Coordinate the section's requirements for automated data processing (ADP) support with an appropriate member of the AC/S G-6 Staff.

c. Maintain desktop procedure and a turnover file for ADP support within the section.

2. Appropriate internal controls must be established within each section to ensure that microcomputers and their related commercial software are not used for personal, private purposes.
3. The physical security of individual machines is addressed by garrison property directives and responsible officer regulations as well as common sense. Limit access to computers. The computer should never be left unattended unless properly secured.

### 2013. FINANCIAL ADVISORY BOARD

1. The financial Advisory Board will consist of the following members:

Chief of Staff (Senior Member)

- \*Commanding Officer, 3d Marines
- \*Commanding Officer, 4th Marines
- \*Commanding Officer, 12th Marines
- \*Commanding Officer, Headquarters Battalion
- \*Commanding Officer, Combat Assault Battalion
- \*\*Assistant Chief of Staff, G-1
- \*\*Assistant Chief of Staff, G-2
- \*\*Assistant Chief of Staff, G-3
- \*\*Assistant Chief of Staff, G-4
- \*\*Assistant Chief of Staff, G-6
- Assistant Chief of Staff, Comptroller
- Division Supply Officer
- Division Budget Officer

\*Commanding officers may be represented by their executive officers. The membership may not be further delegated.

\*\*Individually, these officers and the ISMO serve as Decision Unit Sponsors (DUS). DUS prepare the annual budget and Program Objective Memorandum.

2. The Board will meet as required Meetings will be called by the Senior Member of the Board.

3. Functions of the Board include but are not limited to the following:

- a. Advise the Commanding General on matters relating to financial management.

- b. Review annual budget formulation

- c. Review annual Program Objective Memorandum

d Review annual Midyear Review.

e. Recommend internal distribution of appropriated Operation and Maintenance Marine Corps (OMMC) funds in fund administrator financial plans.

2014. FINANCIAL MANAGEMENT WORKING GROUP. A Financial Management Working Group (FMWG) may be called by the Comptroller prior to the Financial Advisory Board (FAB) meeting. The FMWG is chaired by the Deputy Comptroller and is composed of action officers nominated by FAB members (generally supply officers and deputy chiefs of staff). The functions of the FMWG will be the same as the FAB and provide a working level examination of all FAB functions prior to presentations to the FAB.

2015. USE OF FACSIMILE (FAX) MACHINES

1. General. Facsimile machines provide a rapid and reliable alternative to the U.S. Postal Service for transmission of documents. Whatever is sent by facsimile must be for official government business only.

2. Administration of Facsimile

a. Limit transmissions requiring use of long distance services to time sensitive communications only.

b. Send multiple documents that are going to the same location in batches rather than one at a time.

HEADQUARTERS 3D MARINE DIVISION STAFF REGULATIONS

<u>CODE/SYMBOL</u>	<u>OFFICE/SECTION</u>
CG	Commanding General
AIDE	Commanding General's Aide
CS	Chief of Staff
SS	Staff Secretary
SGTMAJ	Sergeant Major
CMC	Command Master Chief
CPAC	Consolidated Personnel Administrative Center
EDUC	Education
CARPLAN	Career Planner
MWR	Morale, Welfare, and Recreation
PCAO	Personnel
REPRO	Reproduction
G-1	AC/S, G-1
ADJ	Adjutant
G-2	AC/S, G-2
G-2P	G-2 Plans
G-2OPS	G-2 Operations
G-3	AC/S, G-3
G-3OPS	G-3 Operations
G-3P	G-3 Plans
G-3T	G-3 Training
G-3A	G-3 Air
G-3NBC	G-3 NBC
G-3EW	G-3 Electronic Warfare
G-3NGF	G-3 Naval Gunfire
G-3SCH	G-3 Division Schools
G-4	AC/S, G-4
G-4OPS	G-4 Operations
G-4P	G-4 Plans
G-4SUP	G-4 Supply
G-4EMB	G-4 Embarkation
G-4FS	G-4 Food Services
G-4ENG	G-4 Engineer
G-4MT	G-4 Motor Transport
G-4ORD	G-4 Ordnance
G-4AMM	G-4 Ammunition
G-4MM	G-4 Maintenance Management
G-4HAZ	G-4 Hazardous Material Management
G-6	AC/S, G-6
G-6OPS	G-6 Operations
G-6MAINT	G-6 Maintenance

Figure 2-1.- Correspondence Originator Code.  
Continued

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

G-61SMO	G-6 Info Systems Management Office
G-6CMS	G-6 CMS Custodian
G-7	G-7 Readiness
G-7S	G-7 Safety
DENT	Dental
NAVPERS	Navy Personnel
SURG	Division Surgeon
PHSY	Division Psychiatrist
CHAP	Chaplain
PAO	Public Affairs Officer
COMPT	AC/S, Comptroller
SJA	Staff Judge Advocate

Figure 2-1.- Correspondence Originator Code.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS DESCRIPTIVE  
DISTRIBUTION LIST DIRECTIVES/CORRESPONDENCE

1. Distribution Codes. The standard distribution codes used by this Headquarters are as follows.

<u>List</u>	<u>Addressees</u>
A	General distribution of Division directives and correspondence to subordinate organizations.
B	Distribution of Division directives and correspondence to General Staff sections.
D	Distribution of directives and correspondence to General and Special Staff sections.
E	Special distribution used to disseminate the 18 month training plan to General, Special Staff sections and subordinate organizations.
F	Special distribution used to disseminate material to organizations.

Figure 2-2.-Descriptive Distribution List Directives/Correspondence.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

REQUIRED MARINE FORCES PACIFIC DIRECTIVES

<u>SSIC</u>	<u>SUBJECT</u>
1050.4	Leave and Liberty Regulations
1650.4	The Marine Forces Pacific Awards Program
1700.4	UEML Program for Designated Overseas Area
1740.1	Request Mast
3040.4	Noncombat Casualty Reporting
P3120.10	SOP for the Unit Deployment Program
3501.1	MCCRES Evaluation
P5112.1	SOP for Postal Affairs

Figure 2-4.--Required Marine Forces Pacific Directives.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

TRIP REPORT  
Organizational Heading

CLASSIFICATION

Date:

From:

To: Commanding General

Via: As necessary

Subj: TRIP REPORT (VISIT TO (PLACE) DURING (PERIOD) )\*

(a As Appropriate

Encl: (1) As Appropriate

1. Summary. (In this paragraph, provide a concise statement of all attendees, the command/place visited, and the purpose of the trip.)

2. Discussion. (In the subsequent paragraphs and subparagraphs, provide concise statements as to who was visited, the result of the visit, what problems were discovered/mentioned, the duration of the visit, and any other relevant information. Use a subparagraph for each discussion item, if there was more than one.)

3. Submitting Officer's Comments

(a) Title.

4. Follow-up Action. (In this paragraph, make recommendations as to what follow-up action is necessary to resolve any problems discovered, and as to what section/organization should take the action. If no follow-up action is considered necessary, so state Provide copies to the organizations which are recommended to take Follow-up action.)

SIGNATURE

to: (As necessary)

Figure 2-5.-Format of a Trip Report.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

CHAPTER 3

PERSONNEL ASSIGNMENTS AND RECORDS

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LEAVE AND LIBERTY	3002	3-3
FITNESS REPORTS ...	3003	3-4
DIVISION AWARDS BOARD	3004	3-4



## CHAPTER 3

## PERSONNEL ASSIGNMENTS AND RECORDS

3000. PERSONNEL. The assignment of all personnel within the 3d Marine Division will be made by the Assistant Chief of Staff, G-1. The Naval Personnel Officer will make recommendations on the assignments of Navy personnel.

3001. ASSIGNMENT OF DIVISION STAFF COGNIZANCE FOR ADDITIONAL DUTIES

1. General and special staff officers and commanders whose section or organization is listed in Appendices A or B will assign, in writing, an officer or staff noncommissioned officer to the duty indicated and will provide an official file copy of the assignment letter to the Division Adjutant. For general courts-martial panel members, a copy will also be provided to the Assistant Chief of Staff G-1. Responsibility for ensuring appointments are current remains with the staff section or commanding officer of the organization having cognizance over the additional duty. Moreover, assignments will be made as follows:

a. Officers' club advisory members will be assigned on an annual basis from June to May each year.

b. General courts-martial members will be assigned on a semi-annual basis in January and July of each year.

c. All other assignments may be designated on a case-by-case basis by the respective commanding officer, assistant chief of staff or special staff officer. All individuals assigned will become familiar with the reference(s) pertaining to their assignments.

3002 LEAVE AND LIBERTY

1. Leave. Annual leave will be granted per the current edition of DivO 1050.10. General and special staff officers will ensure that the Staff Secretary is provided with details concerning their leave and how to be reached in case of emergency.

2. Absence from Place of Duty for Short Periods. Heads of general or special staff sections may absent themselves from their official place of duty for short periods of time during a workday without first obtaining permission from the Chief of Staff. Assistant chiefs of staff who will begin or end their duty day at a site other than the Division headquarters (a staff visit, working breakfast, etc.) will inform the Chief of Staff.

3003. FITNESS REPORTS

1. Preparation of Marine Corps Fitness Reports. Fitness reports for officers, staff noncommissioned officers, and sergeants of the Marine Corps will be completed per paragraph 2500.3 of the Marine Corps Manual, and the current edition of MCO P1610.7.
2. Preparation of Navy Fitness Reports. Fitness reports on Navy officers and evaluation reports on Navy enlisted personnel will be prepared per the current edition of NAVMILPERSCOMINST 161\_1.1. In the Navy Fitness Report System, a fitness report is not normally subject to review by any other official prior to submission to the Chief, Bureau of Naval Personnel. To assist any reporting senior, the Division Medical Administrative Officer and the Division Chaplain will provide assistance in the preparation and/or marking of fitness reports on Navy personnel. All completed fitness reports will be forwarded to the Division Medical Administrative Officer or Division Chaplain, as applicable, for review as to administrative correctness, accountability, and final mailing.
3. Fitness reports reviewed by the Commanding General or Chief of Staff will be forwarded for review with recommended Reviewing officer's comments.
4. The Reporting Senior for officers who are dual-hatted on both the MEF and Division staffs will be coordinated on a case-by-case basis by the III MEF and Division CG'S.
5. The Division Adjutant will ensure all fitness reports for enlisted members of the Division staff are forwarded to the Division Sergeant Major for review.

3004. DIVISION AWARDS BOARD

1. Purpose. The Division Awards Board is established for the purpose of reviewing recommendations for personal and unit awards when such review is required. All awards, with the exception of Certificates of Commendation and regimental/battalion commander approved awards shall be processed as delineated in this Order. The Board shall be guided in its deliberation and findings by this Order and the current edition of DivO 1650.12, and such policies as may be specifically established by the Commanding General, 3d Marine Division.
2. Membership. The Commanding General will hold a special board with all the MSE Commanders for all awards on Lieutenant Colonels and above. The membership of the Division Awards Board for awards on Majors and below will consist of the following:

Chief of Staff  
Assistant Chief of Staff, G-1  
Executive Officer, 3d Marine Regiment  
Executive Officer, 4th Marine Regiment  
Executive Officer, 12th Marine Regiment  
Executive Officer, HQBN  
Executive Officer, CAB  
Executive Officer, Recon BN  
Division Sergeant Major (enlisted candidates for awards)  
Command Master Chief (Navy candidates for awards)  
Recorder (furnished by the Division Adjutant)

a. If the general staff officer is not available, then the designated replacement may vote on awards for personnel junior in rank.

b. The Chief of Staff will act as President and be responsible for the conduct of the Board.

3. Convening. The Awards Board will meet at the discretion of the President.

a. Each board member will be provided an awards binder with awards to be reviewed prior to the convening of the board.

b. Each board member will be prepared to discuss the merits of each award recommendation.

4. Functions. The Division Awards Board shall consider personal and unit awards and take appropriate action as listed below:

a. Concur with the recommendation.

b. Nonconcur with the recommendation. If the Board does not concur with the recommended award, it must make a specific recommendation as to disposition of the award.

c. The recorder will provide, by e-mail to the President of the Board, a record of proceedings indicating the Board's vote and final recommendation.

d. For each award nomination submitted to the Commanding General, the Adjutant will attach a copy of the record of proceedings.

5. The Commanding General will make the final decision on the

disposition of awards for which he is the awarding authority. He will further make the final decision on the recommendation of awards which are forwarded for approval to higher authority.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

CHAPTER 4

POLICE/CLEANLINESS OF THE HEADQUARTERS BUILDINGS

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4-5 POLICE DIAGRAM OF OUTSIDE AREA OF BUILDING 4204 .....		4-10



CHAPTER 4  
POLICE/CLEANLINESS OF THE HEADQUARTERS BUILDINGS

4000. Purpose. To establish a buildings and grounds maintenance program for the Division headquarters and to outline the procedures required for external facilities maintenance support.

4001. Background. The cleanliness of work spaces, common interior areas, and the outside areas around our buildings are a direct reflection of our professionalism, morale, and discipline. The Division headquarters will set the standard for the acceptable professional appearance and condition of facilities.

4002. Applicability and Scope. This Order applies to all personnel working in buildings 4203, 4206, 4207 and 4211.

4003. Assignment of Buildings and Ground Coordinator. All staff sections that comprise the Division headquarters or have work spaces located in the buildings referred to in paragraph 4002 of this chapter shall thoroughly familiarize themselves with the contents and provisions of this chapter.

1. The Assistant Chief of Staff, G-4 is responsible for the cleanliness and maintenance of the Division headquarters facilities.
2. The Division Engineer Chief shall serve as the Buildings and Ground Coordinator (BGC) for building 4211.
3. The Division Adjutant's Administrative Chief shall serve as the BGC for building 4206.
4. The Division Comptroller Chief shall serve as the BGC for building 4207.
5. The Division Supply Chief shall serve as the BGC for building 4003
6. All BGCs shall establish and maintain a log of all service calls
7. BGCs shall conduct monthly inspections and initiate any corrective actions necessary to ensure that the headquarters facilities maintain the decorum and professional appearance expected of a Division headquarters.
8. All staff sections of the Division headquarters will take an active role in ensuring that their work areas are maintained in a proper state of police and that any damages or physical discrepancies

of their BGC's respective facilities are reported immediately. Weekly field days are recommended to ensure a proper state of cleanliness is maintained.

9. All staff sections of the Division headquarters will provide personnel as tasked by the BGCs for working party details of common interior and exterior areas of their respective facilities.

10. All work requests and trouble calls will go through the Division Engineer Chief.

4004. Cleaning Responsibilities

1. Cleaning and police responsibilities are assigned within the Division headquarters as follows:

a Building 4211:

(1) Building occupants are responsible for the interior and exterior police, and cleaning of workspaces and adjacent common areas as outlined in figure 4-1.

(2) Contract cleaning is available for this facility. Contract cleaning is limited to: daily washing/disinfecting of water fountains, toilet fixtures, toilet accessories, sweeping/damp mopping of head decks, head trash removal, and once weekly sweeping/damp mopping of common passageways. Detailed cleaning of all common areas and specific work spaces is the responsibility of the facility occupants. Figure 4-2 assigns areas of police responsibility.

(3) The foyer and center section of the building is a general use area. The floor is tile of a type which requires sweeping, swabbing, and waxing on a regular basis. The cleaning of this area will be assigned on a monthly rotational basis as follows:

Month	Section	Month	Section
January	G-2	July	G-3
February	G-3	August	G-6
March	G-6	September	G-4
April	G-4	October	G-1/SJA
May	G-1/SJA	November	G-2
June	G-2	December	G-4

Cleaning of the foyer and center stairwell will be accomplished once a week, and it will be performed after normal working hours on work days or on weekends so as not to disrupt the daily work schedule of the Headquarters section. All glass, both windows and display cases, will be cleaned daily, if necessary.

(4) Daily walk through inspections of common areas will be conducted by the Assistant Chief of Staff, G-4 or the BGC. Assigned sections will be advised of inspection results if discrepancies are noted.

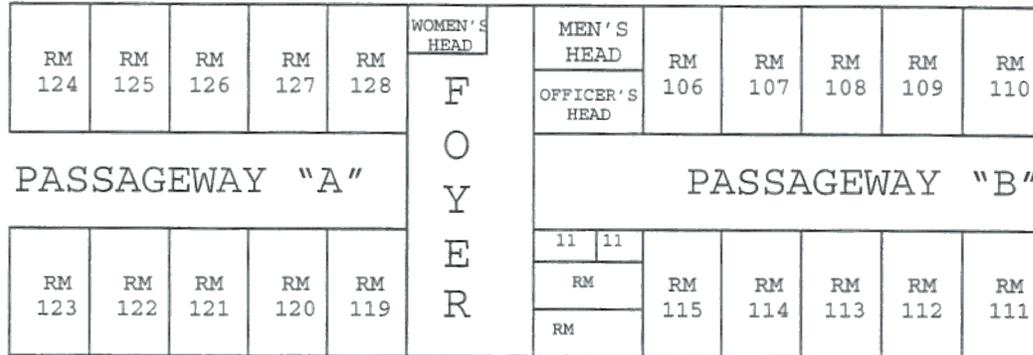
b. Buildings 4206 and 4207. Contract cleaning is limited to daily washing/disinfecting of water fountains, toilet fixtures, toilet accessories, and sweeping/damp mopping of common passageway. Figure 5-3 assigns outside police area responsibility.

c. Building 4203. Contract cleaning is not available for this facility. All internal cleaning and external police are the responsibilities of the occupants. Figure 4-4 designates areas of responsibility.

2. Supplies. Cleaning gear and materials for Building 4211 and 4203 common areas/general use areas may be obtained from the Assistant Chief of Staff, G-4 who is budgeted for building police. Cleaning gear and material for Buildings 4206 and 4207 are the responsibility of the assigned occupant.

3. Work Request Submissions. When a building requires maintenance or repair support that is beyond occupant capability as defined in the P11014.1, a service call or work request will be submitted. All service calls and work requests should be coordinated with the BGCs and submitted through the Division Engineer Chief to prevent duplication of submission and have a single source of information for status of resolution. Personnel bringing service calls or work request issues to the Division Engineer Chief should be prepared to provide a detailed description of the problem, specific location of the area in question, and an impact statement concerning the problem. Diagrams and photographs are encouraged if the discrepancy pertains to safety or hinders mission performance/accomplishment.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS



DIVISION INSPECTOR IS RESPONSIBLE FOR  
ROOM: 123

AC/S, G-6 IS RESPONSIBLE FOR  
ROOMS: 106 THROUGH 110

AC/S, G-4 IS RESPONSIBLE FOR  
ROOMS: 124 THROUGH 127 AND  
119 THROUGH 122

AC/S, G-2 IS RESPONSIBLE FOR  
ROOMS: 111 THROUGH 115 AND  
128

NOTE: HEADS, FOYER, AND BOTH PASSAGEWAYS ARE CLEANED BY CONTRACT. HOWEVER, DETAILED CLEANING WILL BE PERFORMED BY SECTIONS AS INDICATED IN THIS ORDER.

Figure 4-1.--Interior Cleaning Assignments for Building 4211

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

RM 220	RM 221	RM 222	RM 223	RM 224	FOYER	MEN'S HEAD	RM 206	RM 207	RM 208	RM 209
						WOMEN'S HEAD	206			

PASSAGEWAY "C"

PASSAGEWAY "D"

RM 219	RM 218	RM 217	RM 216	RM 215	RM 214	RM 213	RM 212	RM 211	RM 210
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AC/S, G-1 IS RESPONSIBLE FOR  
ROOMS: 221 THROUGH 223

AC/S, G-3 IS RESPONSIBLE FOR  
ROOMS: 206, 209, AND 210  
THROUGH 212

COS IS RESPONSIBLE FOR  
ROOMS: 220, 224, AND 216

AC/S, G-2 IS RESPONSIBLE FOR  
ROOM: 206B AND 207  
THROUGH 219

SJA IS RESPONSIBLE FOR ROOMS:  
213 THROUGH 215

AC/S, G-6 IS RESPONSIBLE FOR  
ROOMS: 208 AND 213

NOTE: BOTH PASSAGEWAYS AND HEADS ARE CONTRACT CLEANING.

Figure 4-2.-Interior Cleaning Assignments for Building 4211

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

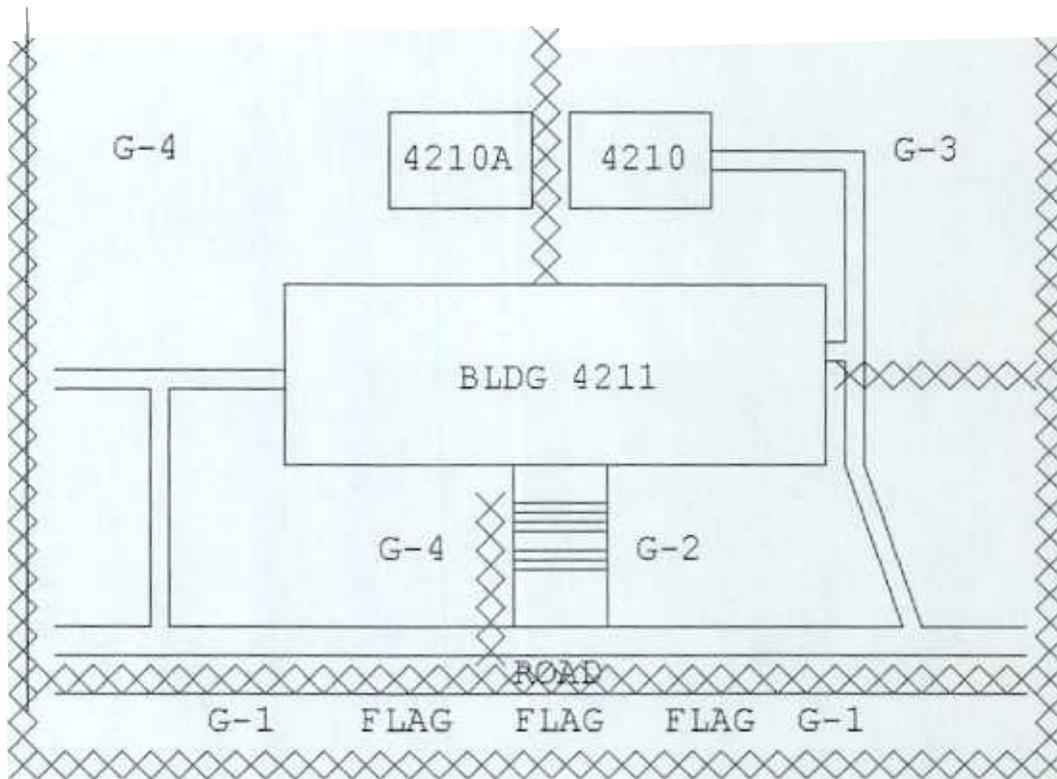


Figure 4-3.-Police Diagram of Outside Area of Building 4211

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

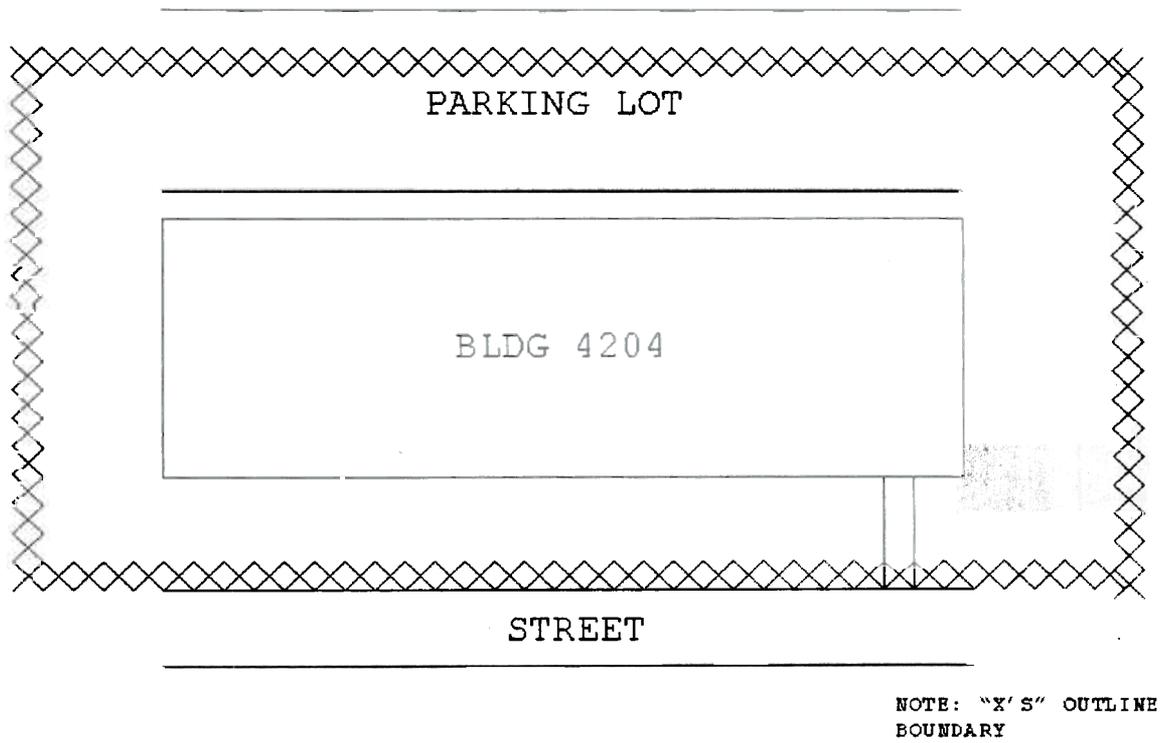


Figure 4-5.—Police Diagram of Outside Area of Building 4204

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

APPENDIX A

CONSOLIDATED LIST OF ADDITIONAL DUTIES

<u>ADDITIONAL DUTY</u>	<u>REFERENCE</u>	<u>SECTION</u>
Antiterrorism/Force Protection Officer	MCO 3302.1	G-3
Awards Board	DivO 1650.12	Senior Member Division Chief of staff Members - AC/S, G-1; MSC Executive Officers Div SgtMaj; Command Master Chief
AAFES Advisory Council Representative		CO, HqBn
Alternate Initial Review Officer (2)	MARCORBASESJAPANO 1640.1	G-3 (1) G-1 (1)
Semper Fit 2000 Coordinator and Alternate	MCO 6200.4	G-4
Marine Corps Birthday (Note 1)		G-1/G-2/G-4/G-6
Ball		
Combined Federal Campaign (CFC)		G-1/G-2 (Note 2)
Navy-Marine Corps Relief Society Campaign (NMCRS)		G-3/G-6 (Note 3)
Command Historian	MCO P5750.1	G-3
Education Officer	MCO 1530.11 MCO 1553.1 MCO 1560.2 MCO 1560.7 MCO 1560.15 MCO 1560.21 MCO 1560.24 MCO 1560.25 MCO 1560.26	G-1
Equal Opportunity Adv	MCO P5354.2	Division Inspector

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

<u>ADDITIONAL DUTY</u>	<u>REFERENCE</u>	<u>SECTION</u>
Family Advocacy Officer	MCO 1752.3	
Family Readiness Officer	MCO 1754.1	Chaplain
Financial Advisory Board Member	DivO P5000.3	C/S; A/CS, G-1; AC/S, G-2, AC/S, G-3; AC/S, G-4; AC/S, G-6; AC/S, Compt; Div SupO; COs, 3d Mar, 4th Mar, 12th Mar, CAB HQBN
Forms Mgmt Program Coordinator	MCO 5213.7	DivAdj
Freedom of Information Act Coordinator	SECNAVINST 5270.42	
HAZMAT Control Coordinator	MARCORBASESJAPANO 5100.1	
Incentive Awards Program Administrator	MCO 1650.17	
Intelligence Oversight Coordinator	SECNAVINST 3820.3 MCO 3800.2 FMFPacO 3870.1	
Internal Management Control Program (IMCP) Coordinator	MCO 5200.24	Division Inspector
Legal Officer	MCO P5800.8	
Logistics Readiness Inspector	DivO 5040.3	G-4
MCCS Representative	MARCORPBASESJAPANO 1710.4	G-1
NATO Classified Material Control Officer	SECNAVINST 5510.36	DivAdj
O'Club Advisory Board Member	BO 1710.47	G-1 (LtCol/Maj CO, 12th Mar (Capt/2ndLt)

HEADQUARTERS 3D MARINE DIVISION STAFF REGULATIONS

<u>ADDITIONAL DUTY</u>	<u>REFERENCE</u>	<u>SECTION</u>
Physical Security/Crime Preventative Rep	MCO 5500.13 OPNAVINST 5530.14 MCBJO 5530.1 BO 5800.27	CO, HqBn
Postal Officer	MCO P5110.4 MCO P5110.6	DivAdj
Printing Mgmt Officer	MCO P5600.31	
Privacy Act Coord	MCO P5211.2	DivAdj
Radiation Officer	MCO P3570.1C DivO P5100.1	G-7
Relocation Assist Coord Committee Member (primary/alternate)	MARCORBASESJAPAN ltr 1754 16 of 13 Oct 93	DivPersO/G-1
Safety Officer	MCO 5100.8	
Savings Bond Officer	MCO 5120.4 MCBul 5120	Compt
Security Manager	SECNAVINST 5510.36 SECNAVINST 5510.30A	Chief of Staff
Special Security Officer	DOD SECMAN (C-5105.21-M-1)	G-2
Staff CMS Responsibility Officer	CMS-1	G-6
Terminal Area Security Officer	IRM-5239-06	G-6
Top Secret Control Security Manager Officer	SECNAVINST 5510.36	G-2 DivAdj
Unit Info Officer Program Manager	SECNAVINST 5720.44	PAO
Voting Officer	MCO 1741.12	DivAdj

Note 1: This additional duty will rotate every year from the G-1 through the G-6.  
 Note 2: This additional duty will be rotated every other year between the G-1 and the G-2, e.g., G-1 even numbered years and G-2 odd numbered years.  
 Note 3: This additional duty will be rotated every other year between the G-3 and the G-6, e.g., G-6 will have even numbered years and G-3 will have odd numbered years.

HEADQUARTERS 3D MARINE DIVISION STAFF REGULATIONS

APPENDIX B

CONSOLIDATED LIST OF ADDITIONAL DUTIES BY STAFF SECTION  
OR  
ORGANIZATION

SECTION/ORGANIZATION

ADDITIONAL DUTIES

AC/S G-1

Awards Board, Alternate  
Initial Review Officer,  
Education Officer,  
Family Advocacy Officer,  
Financial Advisory Board  
Member, General, MCCS,  
Representative,  
Relocation Assist Coord  
Committee Member  
(primary/alternate).

Adjutant

Postal Officer, Forms  
Management Program  
Coordinator, Charge Card  
Coordinator, Financial  
Advisory Board,  
Privacy Act Coordinator,  
Top Secret Control  
Officer, Voting Officer.

AC/S G-2

Financial Advisory Board  
Member, Intelligence Oversight  
Coordinator, Security Manager,  
Special Security Officer.

HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS

<u>SECTION/ORGANIZATION</u>	<u>ADDITIONAL DUTIES</u>
AC/S G-3	Alternate Initial Review officer, Command Historian, Financial Advisory Board Member, Printing Management Officer
AC/S G-4	Semper Fit 2000 Coordinator and Alternate, Financial Advisory Coordinator, HAZMAT Control Coord, Incentive Awards Program Administrator, Logistics Readiness Eval, O'Club Advisory Board Member (LtCol/Maj), Chairman, Ammunition Qualification and Certification Board.
AC/S G-6	Financial Advisory Board Member, General Courts-Martial Panel Member (2), Staff CMC Responsibility Officer, Terminal Area Security Officer.
AC/S Compt Readiness	Savings Bond Officer  Internal Management Control Program (IMCP) Coordinator, Congrints, Equal Opportunity Officer, Safety Program Supervisor, SORTS Officer,
Division Sergeant Major	CO, Headquarters Battalion AAFES Advisory Council Representative, Physical Security/Crime Preventative Rep.
CO, 12th Marines	O-Club Advisory Member (Company Grade Officers).
Chaplain	Family Readiness Officer.