



**UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
TRAINING AND EDUCATION COMMAND**

MCIEAST G9
4000

TECOM C461
7050

**MEMORANDUM OF AGREEMENT
BETWEEN
COMMANDING GENERAL, MARINE CORPS INSTALLATIONS EAST
AND
COMMANDING GENERAL, TRAINING AND EDUCATION COMMAND**

Subj: SUPPORT FOR TRAINING AND EDUCATION COMMAND ACTIVITIES
ABOARD CAMP LEJEUNE

Ref: (a) CG TECOM-CG MCBCL CamLej MOA C461 5000 of 28 Jun 2001
(b) MCB Camp Lejeune BO 11100.10B
(c) MCB Camp Lejeune BO 11350.2D
(d) NAVMEDCOM P-5010
(e) MCB Camp Lejeune BO 5090.11
(f) MCB Camp Lejeune BO 5090.111
(g) MCB Camp Lejeune BO 5090.115
(h) MCB Camp Lejeune BO 5090.8
(i) MCB Camp Lejeune BO 3570.1
(j) MCB Camp Lejeune BO 11012.3B
(k) MCB Camp Lejeune BO P11101.33A
(l) MCB Camp Lejeune BO 11101.46C
(m) MCO 11240.106B
(n) MCO 10150.1
(o) MCO P4400.150E
(p) MCO 5100.29A
(q) NAVMC DIR 5100.8
(r) MCO P5102.1B
(s) MCB Camp Lejeune BO P3440.6G
(t) SECNAVINST 1640.9B
(u) MCB Camp Lejeune BO P3302.1
(v) MCB Camp Lejeune BO 1640.2F
(w) MCB Camp Lejeune BO P1640.9E
(x) MCB Camp Lejeune BO 11320.1L
(y) MCB Camp Lejeune BO 6200.1B
(z) MCO 2400.2
(aa) MCO 11000.25
(bb) JAGINST 5800.7E (JAGMAN)
(cc) MCM, 2008 ed.
(dd) MCO 5800.16 (LEGADMINMAN)
(ee) MCO P1400.32D
(ff) MCO P5354.1D
(gg) MCO P1700.27B

Encl: (1) Specific Provisions

1. **Purpose.** This Memorandum of Agreement (MOA) defines general areas of conditional agreement between the Commanding General (CG), Training and Education Command (TECOM) and the Commanding General, Marine Corps Installations East (MCIEAST) for the support of Training and Education Command activities at Marine Corps Base Camp Lejeune (MCBCL).

2. **Background**

a. Per CMC Action Memo dated 6 June 2000, with SECNAV approval dated 15 June 2000 and Headquarters message CMC WASHDC 210831Z JUN 00, the CMC approved a plan to establish TECOM. This change reorganized commands that were previously organized under MCBCL to TECOM.

b. The following activities, aboard MCBCL, are subordinate to TECOM:

(1) School of Infantry-East (SOI-E) including Marine Combat Training Battalion (MCTB), Infantry Training Battalion (ITB), and Advance Infantry Training Battalion (AITB)

(2) Marine Corps Engineer School (MCES), Camp Lejeune.

(3) Field Medical Training Battalion (FMTB), Camp Lejeune.

(4) Marine Corps Combat Service Support Schools (MCCSSS) including Personnel Administration School, Combat Water Survival, Financial Management, Ground Supply, and Logistics Operations Schools.

(5) Train the Trainer School.

(6) The College of Continuing Education (CCE) satellite campus.

(7) The Marine Air Ground Task Force Integrated Systems Training Center - East (MISTC-East).

(8) Marine Corps Small Boat Training Detachment, Courthouse Bay.

(9) Communications Training Center (CTC).

(10) Staff Noncommissioned Officer Academy.

Subj: SUPPORT FOR TRAINING AND EDUCATION COMMAND ACTIVITIES
ABOARD CAMP LEJEUNE

3. Missions

a. MCBCL Mission. MCBCL supports the combat readiness of rapid response forces including Marine Corps Forces, Special Operations Command; Marine Corps Training and Education Command units; Reserve Forces; Joint Maritime Special Missions Center, and units from other Services by providing training, logistics, garrison support, mobilization and deployment support and a wide range of quality of life services including housing, safety and security, medical and dental care, family services, off-duty education, and recreation.

b. TECOM Mission. To develop, coordinate, resource, execute, and evaluate training and education concepts, policies, plans, and programs to ensure Marines are prepared to meet the challenges of present and future operational environments.

4. Command Relationships. In the supporting - supported command relationship, MCIEAST will usually be the Supporting Command and TECOM will usually be the Supported Command. Unless otherwise noted, all support is provided by MCIEAST via MCBCL.

5. General Provisions

a. This MOA defines general areas of agreement covering Base Operating Support provided by MCBCL to the TECOM Schools, Commands, and activities listed in paragraph 2.b. The parties will comply with all laws, regulations, policies, and procedures applicable to the services and support provided under this MOA.

b. It is generally agreed that the parties are mission funded. Levels of support provided by MCBCL to TECOM are based on the levels of support requested on the effective date of this MOA. Fluctuations in TECOM's manning levels or MCBCL funding levels, as it relates to TECOM support, may require this MOA to be modified, require adjustment in levels of support, or require reimbursement by TECOM until increased requirements can be addressed through the normal Program Objective Memorandum process.

c. The cost to repair or replace MCBCL owned, leased, or contracted property or equipment that is deemed to be damaged or destroyed through neglect, misuse, abuse, or beyond normal usage will be fully reimbursed by TECOM upon request of MCBCL.

d. This MOA cancels reference (a) and supersedes all previous agreements between TECOM subordinate commands and MCBCL.

Subj: SUPPORT FOR TRAINING AND EDUCATION COMMAND ACTIVITIES
ABOARD CAMP LEJEUNE

e. Unless otherwise noted, the support provided by MCBCL to TECOM will be at the same level as provided to MCBCL units and other tenants supported aboard the Base.

6. Specific Provisions. The specific provisions of this MOA are detailed in Enclosure (1).

7. Review, Modification, or Cancellation

a. This MOA will be reviewed periodically at the discretion of either party to evaluate its effectiveness and efficiency, and to assure it is current and relevant.

b. This MOA is subject to modification or cancellation as mutually agreed upon in accordance with the following:

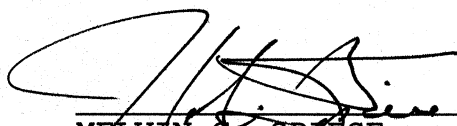
(1) Any request for modification will be forwarded to the other party in writing 60 days prior to the proposed effective date.

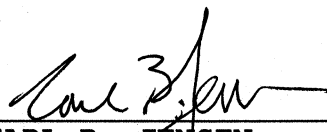
(2) In the event either party wishes to cancel this MOA, a written notice will be given at least 180 days in advance of the proposed date of cancellation.

c. Unresolved differences concerning this MOA will be elevated for resolution through each activity's respective chain of command. Final resolution authority rests with the parties' respective chain of command.

8. Effective Date. This MOA becomes effective upon the signature of the parties and will remain in effect indefinitely or until it is cancelled in accordance with paragraph 7.b.(2). The date of the last signature will be stamped in the upper right hand corner of the cover page, beneath the serial number, and is the effective date of the agreement. In the event of mobilization or other emergency, this MOA will remain in force subject to normal cancellation provisions. In the event of consolidation or another activity is required to assume the role of either of the parties, a new MOA must be drafted and negotiated with the other party.

9. Signatures


MELVIN G. SPIESE 3/20/09
Date
Commanding General
Training and Education Command


CARL B. JENSEN 30 MAR 09
Date
Commanding General
Marine Corps Installations
East

Specific Provisions

1. Facilities Support

a. Provide Real Property and Land Management Services

(1) MCIEAST will:

(a) Provide for or perform minor construction and/or alteration and maintenance of real property required for mission accomplishment as approved by Director, Installations, Facilities, and Environment (Dir, IFE).

(b) Provide management of all aspects of the Military Construction (MILCON) and Facilities Sustainment, Restoration and Modernization (FSRM) programs (i.e., R1/R2 and M1/M2 programs). Dir, IFE will insure TECOM G-8 has an opportunity to participate in base master planning and MILCON planning and programming work processes that involve TECOM operational, direct support, facilities. MILCON project documentation and supporting Basic Facility Requirements (BFR) will be vetted through TECOM G-8 for CG, TECOM review and approval. CG, TECOM (G-8) will be invited to participate in MILCON project prioritization at the MCBCL and MCIEAST level.

(c) Provide engineering support and facility planning services necessary for project programming, design, advertisement, contract award, and administration of construction projects.

(d) Assign facilities from existing class II real property inventory to satisfy, to the extent possible, current BFR for TECOM.

(e) Invite Training Command (TRNGCMD) G-4 to represent CG, TECOM at MCBCL Minor Construction (R1/R2) Review Board meetings.

(f) Notify and coordinate with TRNGCMD G-4 when changes to facility assignments are required.

(g) Provide an annual call-for-work for candidate Minor Construction projects (R1/R2) to TRNGCMD G-4 for staffing to all TECOM tenants at MCBCL. TRNGCMD G-4 will return a single prioritized listing of candidate project requests

(h) Provide a biannual call-for-work for candidate MILCON projects to TECOM G-8 for staffing to all TECOM tenants at MCBCL. TECOM G-8 will return a single prioritized listing of candidate project requests.

Specific Provisions

(2) TECOM will:

(a) Notify MCBCL (Dir, IFE) of changes to facility requirements and will not sublet or reassign allocated space aboard MCBCL without complying with reference (b).

(b) Notify MCBCL (Dir, IFE) of changes to Table of Organizations (both military and civilian permanent party personnel), student throughput and/or other mission changes to assist MCBCL with determining BFR data and re-assessing facility assignments.

(c) Maintain and keep in good order assigned buildings and structures.

(d) Submit requests for facility construction and major repairs to MCBCL per applicable directives and procedures.

(e) Submit requests for minor construction to MCBCL for additional construction and/or alteration of real property. Minor construction that is above and beyond the resources of MCBCL may be funded by TECOM. Project design and construction execution remains a MCBCL responsibility.

(f) Submit requests for engineering and facility planning support in a timely manner and comply with MCBCL instructions.

(g) Provide command level representation via TRNGCMD G-4 or TECOM G-8 at meetings in support of master planning, project development, and project programming for TECOM operational, direct support, facilities. TRNGCMD G-4 or G-8 will act as advocate for all TECOM tenant commands at MCBCL.

b. Provide Facilities Services

(1) MCIEAST will:

(a) Contract for custodial services funded by TECOM and include TECOM in the review and implementation of these contracts.

(b) Maintain lawn and grass, roadways, sidewalks, parking areas, and drainage systems adjacent to facilities.

(c) Provide collection and disposal of trash and waste materials, on a mutually agreed upon schedule, and provide for the collection of recyclable materials via the Qualified Recycling Program (QRP).

Specific Provisions

(d) Provide pest control services in response to approved requests for service resulting from customer requests.

(e) Provide snow and ice removal from roads and parking lots as required.

(f) Provide for the removal of trees and other debris following destructive weather.

(2) TECOM will:

(a) Conduct outside police call per reference (b).

(b) Remove snow and ice from steps and sidewalks within and adjacent to TECOM occupied facilities and take other safety precautions as necessary.

(c) Comply with reference (c) and all other MCBCL orders, directives, and polices in regards to collection and disposal of trash and waste materials.

c. Sustain, Restore, and Modernize Facilities

(1) MCIEAST will:

(a) Provide all normal and customary maintenance and repair to existing facilities and facility equipment. This includes utility, mechanical ground, plant property, and structural systems associated with respective building/structures.

(b) Provide preventive and corrective equipment maintenance and repair of plant account property (i.e., equipment essential to the facility).

(c) Provide Area Commanders with current available facilities improvement plans.

(2) TECOM will:

(a) Prior to plant property acquisition, request approval from MCBCL for installation of plant property that affect assigned facilities and fund required alterations to facilities for installation.

(b) Identify corrective equipment maintenance and repair of plant account property requirements.

(c) Notify MCBCL of emergency maintenance and repair requirements, as needed.

Specific Provisions

d. Provide Utilities

(1) MCIEAST will:

(a) Provide for the procurement, production, and distribution of utilities. This includes steam, electricity, sewage, field sanitation, water, and other utility services in accordance with industrial hygiene standards as outlined in reference (d).

(b) Provide maintenance and upkeep for utility services and associated facilities.

(c) Provide up to, but not to exceed, 74 port-a-johns in predetermined locations to support training. TECOM will pay for additional port-a-johns in other training areas as required. If at some point the usage of an area would justify permanent facilities, or if permanent head facilities are determined to be insufficient or are under repair, MCBCL will provide port-a-john service until construction or repairs are complete.

(2) TECOM will:

(a) Comply with higher headquarters' directed energy conservation requirements if mission accomplishment is not affected. Exceptions will be coordinated with MCBCL.

(b) Contract for port-a-john service (unless existing head facilities have been determined to be insufficient or under repair as outlined in paragraph 1.d.(1)(c) above).

e. Provide Environmental Services

(1) Environmental Affairs Management and Compliance

(a) MCIEAST will:

1. Manage the environmental compliance program per applicable laws, regulations, policies, and procedures. Provide TECOM units the ability to incorporate members into the MCBCL Environmental Management System (EMS) at the Working Group and Management Review Board (MRB) level as appropriate.

2. Provide technical assistance in all phases of environmental management to include off base transportation of Hazardous Waste (HW), sampling, and analysis.

3. Provide hazardous spill containment, cleanup, handling, and disposal support when an environmental incident is beyond the capability of TECOM.

Specific Provisions

4. Allocate quotas for environmental training to TECOM units.

5. Provide a less than 90-day hazardous waste storage facility available for storage of hazardous material/waste generated by TECOM consistent with the Resource Conservation Recovery Act. Maintain appropriate records of long-term storage and disposal of hazardous material/waste accepted from TECOM units and submit related reports to higher headquarters and regulatory agencies. Provide technical assistance to TECOM units on record keeping and reporting.

(b) TECOM will:

1. Designate unit Environmental Compliance Officers (ECO) and other applicable environmental positions (i.e., HW/HM Site Manager; Emissions Source Operator, etc.) as the activity's focal points regarding environmental management.

2. Properly identify, mark, segregate, and package hazardous material/waste in Department of Transportation approved containers. Ensure that hazardous material/waste turn-in documents are properly completed and accompany the hazardous materials during transportation to the Hazardous Materials/Waste Consolidation Site located on Michael Road. Transportation of hazardous waste on state or county maintained roads must be done by EMD.

3. Maintain environmental records and submit reports and information to MCBCL (Dir, I&E) upon request.

4. Adhere to MCBCL environmental training schedules.

5. Provide written requests for technical assistance.

6. Notify MCBCL of hazardous spills or releases by utilizing 911 immediately, fully funding all costs associated with remediation of hazardous material releases and/or spill response efforts.

7. Notify MCBCL when hazardous waste handling and/or disposal assistance is required.

8. Comply with all MCBCL environmental policies and directives. Participate in the MCBCL EMS process and the Working Group and MRB levels, as appropriate.

Specific Provisions

(2) Natural Resource Conservation

(a) MCIEAST will:

1. Make Natural and Resources Management information/training available to TECOM.

2. Provide technical assistance in all phases of Natural and Cultural Resources Management to include compliance with the Trainers Environmental Handbook, Marine Corps Policy, State and Federal laws where applicable, and references (e) through (i), covering the Protected Species Program, Off-Road Recreational Vehicle Use, Hunting, Fishing, and Trapping Regulations, Archeological and Historic Resources Management, and Standard Operating Procedures for Range Control.

(b) TECOM will:

1. Designate an activity focal point regarding Natural and Resources Management.

2. Request support for technical assistance as required.

3. Comply with orders, regulations, and laws listed in paragraph 1.e.(2)(a)2. above.

(3) Pollution Prevention

(a) MCIEAST will include TECOM in MCBCL environmental Pollution Prevention Programming and all recycling material management programs.

(b) TECOM will designate an activity focal point responsible for integrating recycling program participation and recyclable material management within the activity.

f. Provide Housing

(1) MCIEAST will:

(a) Provide housing appropriate to grade and status.

(b) Provide housing referral services to authorized TECOM personnel.

(2) TECOM will ensure assigned personnel comply with all MCBCL orders, regulations, and policies regarding Family and Bachelor Housing, and references (j) through (l) concerning Bachelor Housing Management, Family Housing, and Liability of

Specific Provisions

Occupants for Damage to Family Housing.

2. Logistics Support

a. Provide Transportation

(1) Provide Commercially Available Garrison Mobile Equipment (GME) Motor Transportation

(a) MCIEAST will:

1. Assign GME to TECOM contingent upon effective utilization and asset availability. Review utilization throughout the year and rotate vehicles as necessary in accordance with reference (m).

2. Provide maintenance support within existing regulations on Marine Corps owned vehicles provided by Base Motor Transport.

3. Provide additional GME and motor transport equipment on a temporary basis to meet surge requirements based on asset availability.

4. Provide vehicle recovery and wrecker support to TECOM units for Marine Corps owned equipment during normal operating hours Monday through Friday per the Phoenix Management Institute (A76) Contract.

(b) TECOM will:

1. Comply with appropriate MCBCL and higher headquarters' directives pertaining to the proper operation of GME and procedures for obtaining transport services.

2. Furnish MCBCL with surge requirements on a case-by-case basis.

3. Participate with MCBCL on an annual utilization review of assigned motor transport equipment assets and provide MCBCL with justification for retention or recommended changes.

4. Reimburse MCBCL for costs to repair damages sustained to assigned GME from accidents, improper operations, or misuse and abuse.

5. Transport Government Services Administration (GSA) vehicles requiring preventive and corrective maintenance services to GSA recommended vendors.

Specific Provisions

6. Provide transportation of Marine Corps owned equipment for warranty repair or vehicle recall services.

7. Coordinate vehicle recovery or wrecker support with GSA recommended vendors. After hour wrecker service for Marine Corps owned equipment will be coordinated with MCBCL Command Duty Officer.

(2) Traffic Management Office (TMO)

(a) MCIEAST will:

1. Provide traffic management services through satellite offices for services related to commercial or government-owned transportation of authorized TECOM personnel, equipment, and supporting cargo distribution requirements.

2. Provide traffic management services related to commercial movement of Personal Property for TECOM authorized personnel.

(b) TECOM will:

1. Comply with pertinent MCBCL TMO policy and instructions on the transportation of personnel, equipment, and supporting cargo distribution operations.

2. Comply with MCBCL and higher headquarters' regulations relative to movement of Personal Property.

b. Provide Supply Services

(1) Provide supply support, material handling, and warehousing services

(a) MCIEAST will:

1. Provide and account for, as required, furniture for office spaces, barracks, and classroom in an equitable manner within funding capability and on the same basis as other tenants and MCBCL units. Provide a modernization plan for replacement of office, barracks, and classroom furniture every 7-10 years as outlined in reference (n).

2. Provide initial issue of linen and linen cleaning services for bona fide bachelors' assigned billeting space in unit Bachelor Enlisted Quarters within funding capability and on the same basis as other tenants and MCBCL units.

Specific Provisions

3. Provide retail supply support services via MCBCL USMC SERVMART for procurement of expendable and general supplies.

4. Conduct supply and maintenance assist visits upon request from TECOM.

(b) TECOM will:

1. Submit requirements for Command Support Equipment, Personnel Support Equipment, and Warehouse Modernization Equipment to MCBCL.

2. Notify MCBCL of unique or unusual retail supply and material requirements.

3. Follow all regulations regarding the purchase of retail supply.

4. Submit written requests for assistance visits, as required.

5. Provide copies of Missing, Lost, Stolen, and Recovered (MLSR) Government Property Reports to MCBCL for situational awareness and to facilitate investigations.

6. Assign Responsible Officer and maintain appropriate property accounting for all equipment provided as outlined in reference (n) and (o).

(2) Operate Fuel Program

(a) MCIEAST will provide for the dispensing of fuel, oils, and lubricants for government vehicles supplied for official use.

(b) TECOM will:

1. Establish a Line of Accounting (LOA) with MCBCL to procure retail supply items and petroleum, oil, and lubricants (POL).

2. Follow all regulations regarding the purchase of POL.

(3) Order/Store/Issue Ammunition

(a) MCIEAST will:

Specific Provisions

1. Manage, monitor, and track all ammunition forecast, requests, and expenditures reported via the Training Ammunition Management Information System (TAMIS).

2. Act as liaison for TECOM units with TECOM G-4 Ammo regarding all allocation and reallocation issues.

3. Provide Ammunition and Explosives training and technical guidance on all ammunition related matters.

4. Screen, request, and monitor user access to TAMIS.

5. Provide technical assist visits upon request and Explosives Safety and Ammunition Accountability Inspections semi-annually.

6. Monitor TECOM's ammunition allowance and usage.

(b) TECOM will:

1. Forecast all ammunition requirements at least 90 days prior to training and closeout transportation requests within 48 hours of the last day of training.

2. Submit all ammunition requests in a timely manner via TAMIS.

3. Submit all requests to establish new TAMIS accounts via e-mail to tamis@usmc.mil.

4. Report the pending transfer of personnel with TAMIS access 30 days prior to transfer.

5. Ensure Ammunition Technicians and Ammunition Representatives participate in monthly training and meetings.

(4) Manage Property Control Program

(a) MCIEAST will provide accounting and inventory control for real property and equipment that has been designated as accountable property, minor or capitalized assets.

(b) TECOM will:

1. Provide current Responsible Officer (RO) appointment letters to MCBCL per reference (o).

Specific Provisions

2. Assume responsibility for reporting receipt of accountable property acquired for inclusion into the applicable RO records.

c. **Provide Procurement Services**

(1) MCIEAST will:

(a) Provide purchasing and contracting support to TECOM.

(b) Issue credit cards to TECOM reflecting TECOM's LOA.

(2) TECOM will provide MCBCL with a requisition, including LOA, in a timely manner.

d. **Provide Food Services**

(1) MCIEAST will:

(a) Provide food service facilities, during regularly scheduled operating hours, for eligible TECOM personnel.

(b) Provide other non-standard food service support as requested by TECOM.

(c) Provide field equipment (i.e., vat cans, etc.) as needed on a reimbursable basis.

(d) Provide Package Operational Rations (POR's) as requested by TECOM.

(2) TECOM will:

(a) Notify MCBCL of any special feeding requirements.

(b) Provide MCBCL with annual POR training requirements.

(c) Submit Quarterly POR reports as required to MCBCL

3. **Public Safety**

a. **Provide Safety Services**

(1) MCIEAST will:

(a) Provide installation-specific safety and occupational health policy and program guidance.

Specific Provisions

(b) Provide the core safety services as defined in reference (p).

(c) Provide safety inspections of TECOM assigned facilities and report non-compliance with Occupational Safety and Health Administration (OSHA) standards. MCBCL will provide TECOM with a written report of all inspection results showing deviation from OSHA standards and any special instructions for the completion of inspection reports.

(d) Assist/support TECOM safety staff to ensure a complete and comprehensive Occupational Safety and Health Program is maintained as prescribed by applicable regulations, to include assistance in obtaining training and educational support.

(e) Invite TECOM representatives to all MCBCL sponsored Executive Safety Council meetings.

(f) Provide for annual review of TECOM's Hazard Abatement Log.

(g) Ensure an annual Industrial Hygiene Survey and workplace monitoring is performed in accordance with Industrial Hygiene standards. Note: This support is performed by Naval Hospital, Camp Lejeune.

(2) TECOM will:

(a) Maintain a TECOM Safety Officer and establish a TECOM Command Safety Program responsible for directing, coordinating, and reporting safety matters for TECOM and its subordinate Commands. This includes civilian injury reporting, mishap record-keeping, and additional functions of a unit safety program.

(b) TECOM Schools and Commands that have full-time Occupational Safety and Health Managers or Specialists may conduct annual safety inspections of their respective facilities. MCBCL Safety Manager may accept their inspection report as meeting the requirement in reference (q).

(c) Notify the MCBCL Safety Manager of planned corrective action within 30 days after any inspection and take corrective action on all discrepancies.

(d) Comply with MCBCL safety regulations.

(e) Request support for Occupational Safety and Health training and ensure TECOM personnel attend training.

Specific Provisions

(f) Review and maintain the Hazard Abatement Log.

(g) Participate in the industrial hygiene monitoring program and support Industrial Hygiene efforts.

(h) Report mishaps to Commander Naval Safety Center via CMC and MCBCL (Dir, Department of Public Safety (DPS)) in accordance with reference (r).

(i) Comply with reference (s) and all other MCBCL orders, regulations, and polices in regards to destructive weather.

b. Provide Security

(1) MCIEAST will:

(a) Provide police and physical security services per applicable laws, regulations, policies, and procedures.

(b) Provide protection for the installation and resources, and maintain law and order.

(c) Investigate reported incidents that are not of sufficient seriousness to warrant referral to a DOD Investigative Agency.

(d) Provide identification (vehicle decals and identification cards) required by TECOM for movement control within the confines of the installation.

(e) Provide Confinement Operations including Brig Security, Prisoner Service, and management of Prisoner Programs per reference (t).

(f) Provide overall Antiterrorism/Force Protection control, coordination and assistance with such matters to TECOM area commanders.

(g) Provide crisis response assistance and assume command and control of all crisis incidents (i.e., Weapons of Mass Destruction; Chemical, Biological, Radiological, Nuclear, and Explosive events; and acts of terror against TECOM personnel).

(2) TECOM will:

(a) Investigate incidents involving TECOM personnel and request investigative support from MCBCL, as required.

Specific Provisions

(b) Coordinate electronic security systems requirements with MCBCL (Dir, DPS).

(c) Request investigative support from MCBCL on all incidents occurring in TECOM occupied facilities.

(d) Comply with movement control and identification required by MCBCL.

(e) Comply with reference (u) and all other MCBCL orders, regulations, directives, and policies in regards to Police, Investigative, and Security.

(f) Comply with references (v) and (w), and all other MCBCL orders, regulations, and policies in regards to Detention Operations.

c. Provide Fire Protection and Emergency Services

(1) MCIEAST will provide emergency response and fire protection and prevention services to include, fire prevention training and inspections, recharging fire extinguishers, testing and performance of routine maintenance on fire extinguishers and sprinkler systems.

(2) TECOM will comply with reference (x) and all other MCBCL orders, regulations, and policies in regards to Fire Protection and Emergency Services.

4. Training and Operations Support

a. Provide Military Training Services

(1) MCIEAST will:

(a) Provide access to the Automated Heat Stress System including equipment and connectivity to the system.

(b) Include TECOM in all disaster preparedness and warning programs. In addition, MCBCL will plan for, coordinate with outside agencies, and provide transportation to safe havens for TECOM personnel in the event of evacuation.

(2) TECOM will comply with reference (y) and all other MCBCL orders, regulations, and policies in regards to the Annual Operation of the Wet Bulb Globe Temperature Index station.

Specific Provisions

b. Provide Civilian Training Services

(1) MCIEAST will provide civilian training, such as, continuous learning, leadership development, management, analysis, career/retirement, administrative skills, team building, computer skills, etc. Training opportunities will also be made available to military personnel assigned to TECOM.

(2) TECOM will:

(a) Respond to MCBCL solicitations for TECOM training priorities, future needs, and constraints for planning and budgeting.

(b) Provide funding, as requested by MCBCL, for excess costs for TECOM civilian employees/military personnel training in the areas such as, continuous training, leadership development, managements, analysis, career/retirement, administrative skills, team building, computer skills, etc.

(c) Commit and obligate training funds, as necessary, in the Standard Accounting and Budget Reporting System (SABRS) and/or the Automated Message Handling System (AMHS).

c. Provide Range Management

(1) MCIEAST will:

(a) Provide, on the priority basis established in reference (i), use of all ranges, training areas, training services, and facilities as required by TECOM's mission.

(b) Provide access to the Range Facilities Management Support Systems (RFMSS) including account setup, account maintenance, and connectivity to the system.

(c) Include TECOM activities at Camp Lejeune in the planning processes that effect use of ranges required for Military Occupational Specialty training.

(2) TECOM will:

(a) Comply with reference (i), Range and Training Regulations and all other MCBCL orders, regulations, and policies in regards to Military Training Services.

(b) Utilize RFMSS to schedule all ranges and training area.

Specific Provisions

d. Visual Information Services (Photographic, Illustration, Video)

(1) MCIEAST will:

(a) Provide visual information services to organizations that do not have resident visual information capability.

(b) Provide augment visual information services in accordance with standing operating procedures.

(2) TECOM will:

(a) Utilize resident visual information capability to fill organizational visual information requirements to include those that are administrative in nature.

(b) Request services in accordance with standing operating procedures. Upon notification, will pick up visual information product.

(c) Provide reimbursement for work on a monthly basis via Operational Budget Transfer.

e. Domestic Incidents

(1) MCIEAST will:

(a) Provide necessary lift support in order to evacuate all student Marines and support personnel to designated safe havens.

(b) Arrange through the Director, Base S-3, an annual site visit to safe havens for the purpose of gaining situational awareness.

(2) TECOM will:

(a) Reimburse MCBCL for fuel or charter expenses required to evacuate student Marines and support personnel to designated safe havens.

(b) TECOM Area Commanders will conduct detailed planning and coordination for evacuation and recovery of TECOM personnel.

Specific Provisions

5. Information Technology

a. **Provide Voice Services**

(1) MCIEAST will:

(a) Provide telecommunication services and maintenance to include telephone services with Defense Switched Network, and toll capability.

(b) Perform convenience moves of telephone or other communication/electronic equipment as requested.

(2) TECOM will:

(a) Identify telecommunication service requirements.

(b) Plan with MCBCL any installation of electronic or communication system equipment requirements.

(c) Request convenience moves of telephone or other communications equipment support.

(d) Reimburse MCBCL for costs associated for convenience moves, additions, changes, and toll calls in accordance with North Carolina Tariff Commission standard tariff rates for service.

b. **Provide Data Services**

(1) MCIEAST will:

(a) Assist TECOM in the planning and installation of Information Technology communication and electronic equipment not provided by Navy Marine Corps Internet (NMCI).

(b) Provide AMHS message receipt, routing, and transmission services.

(c) Provide feasibility for the planning, project management, delivery, and support of those Information Technology data communication services not provided by NMCI to include but not limited to Geospatial Information and Services; hosting support; application enablement support; information technology training support, etc.

(d) Provide Classified Network Services (SIPRNET).

(2) TECOM will:

Specific Provisions

(a) Request Information Technology data communication services not provided by NMCI to MCBCL using the AMHS via the reporting chain of command.

(b) Adhere to Federal Law, DOD, DON, and HQMC orders, instructions, policies, and regulations governing the use of Information Technology.

(c) Plan with MCBCL the specific functional requirements of service deliverables.

(d) Provide sponsorship, Functional Area Manager concurrence, and G-6 endorsement for all MCBCL Information Technology Data Services delivered and supported.

(e) Provide funding as required to cover resource deficiencies in support of the services provided in 6.b.(1)(a) and 6.b.(1)(c) above.

(f) Fund Classified Enclave Hardening and Certification to include switch assets, safes, locks, Protected Distribution System, and Intrusion Detection Systems as required.

(g) Provide Classified Workstations.

c. Provide Ground Electronic Maintenance

(1) MCIEAST will provide ground electronic maintenance for non-tactical communication/electronic equipment, such as phone, Integrated Services Digital Network lines, and radio equipment.

(2) TECOM will reimburse MCBCL for equipment repairs that are deemed to be beyond the scope of normal wear and tear; such as water damage, physical destruction/breakage, and neglect, as determined by official investigation or appropriate maintenance provider (i.e., vendor or electronic maintenance personnel).

d. Provide Audio and Visual Services

(1) MCIEAST will provide Video Teleconference (VTC) support.

(2) TECOM will:

(a) Request VTC Support. Owing units will provide MCBCL with and maintain a current letter appointing a Responsible Officer per reference (n).

(b) Fund VTC equipment as required.

Specific Provisions

e. **Provide Radio Frequency Spectrum Support**

(1) MCIEAST will provide Spectrum Management Support in accordance with reference (z).

(2) TECOM will ensure coordination is conducted via TECOM G-6 and the MCBCL Spectrum Manager on the procurement and use of any radio frequency spectrum-dependent equipment that will be used aboard MCBCL.

f. **Geospatial Information and Services (GI&S)**

(1) MCIEAST (East Coast Regional GEOFidelis Center) provides centralized geospatial data hosting and GEOFidelis program management services in accordance with reference (aa), Installation Geospatial Information and Services.

(2) TECOM will request GI&S services per MCIEAST policy and procedures.

6. **Command and Staff Support**

a. **Provide Legal Support**

(1) MCIEAST will:

(a) Ensure coordination for the provision of all military justice and defense services in courts-martial cases (SCM's, SPCM's, and GCM's), and for Boards of Inquiry. This includes all review functions required by references (bb) and (cc), and defense services for personnel pending non-judicial punishment (NJP) and administrative actions. Staff Judge Advocate oversight and advisory responsibilities for these cases will be provided by the Office of Staff Judge Advocate (OSJA) within TECOM.

(b) Provide legal services support for contested administrative separation boards, to include coordination for defense services.

(c) Provide civil process services and claims processing.

(d) Provide legal assistance services to authorized TECOM personnel and their families.

(2) TECOM will:

(a) Unless otherwise specified, act as the General Courts Martial Convening authority (GCMCA) for Camp Lejeune based

Specific Provisions

TECOM schools and activities. The CG, MCIEAST and CG, TECOM share common interest in the good order, discipline, and legal administration of TECOM personnel stationed at Camp Lejeune. It is understood that in all cases where there is common interest both commands will coordinate a course of action that best serves the greater concerns of the Marine Corps. Upon initial notification between commands of the need to coordinate action outside of these guidelines, direct liaison is authorized between the TECOM OSJA, MCIEAST, and MCBCL.

(b) Act as the GCMCA for administrative separations requiring GCMCA action for TECOM.

(c) Act as the primary ethics counselor for command and personal ethics advice.

(d) Report, track, and handle disposition of all Officer Misconduct cases involving officers assigned to TECOM, in accordance with reference (dd) and SECNAVINST 1920.6C.

(e) Act as the GCMCA on all Judge Advocate General Manual investigations required to be forwarded to a GCMCA pursuant to the Manual of the Judge Advocate General. TECOM will provide a copy of the final endorsement to MCBCL.

(f) Act as the GCMCA for Article 1150 complaints pursuant to the U.S. Navy Regulations (1990); Article 138, Uniformed Code of Military Justice, complaints; and enlisted administrative reductions as the result of a Competency Review Board convened pursuant to reference (ee) except that complaints relating to installation issues will be handled by the Commanding Officer, MCBCL.

(g) Act on NJP appeals from the formal schools.

(h) Act on Congressional Inquiries that are related to training and the conduct of TECOM personnel. Those relating to installation issues will be handled by the Commanding Officer, MCBCL.

(i) Act on Request Mast packages that are related to training and the conduct of TECOM personnel. Those relating to installation issues will be handled by the Commanding Officer, MCBCL.

b. Provide Command Support

(1) MCIEAST will:

(a) Provide TECOM with published Command Duty

Specific Provisions

Officer/Command Duty Noncommissioned Officer quotas on a fair share, rotational basis.

(b) Provide Joint Reception Center support for all TECOM permanent personnel to the same degree as provided to other tenant activities aboard MCBCL.

(c) Provide Permanent Change of Station; Permanent Change of Assignment or Retirement orders; and Spouse Certificates for retirement orders for TECOM permanent personnel.

(d) Provide TECOM with published funeral detail quotas, on a fair share, rotational basis.

(e) Provide Equal Opportunity (EO) information, training, assistance, and advice on all equal opportunity matters.

(f) Provide representation for Equal Employment Opportunity (EEO) cases through adjudication and appeal.

(g) Provide the Formal Schools with information, training, assistance and advice on all EO matters on the same basis as that provided to all other Camp Lejeune activities. The Formal Schools will comply with MCBCL policies and procedures. Discrimination and Sexual Harassment (DASH) report will be sent to TRNGCMD with copies to MCBCL.

(h) Provide TRNGCMD representation for EEO cases through adjudication and appeal on the same basis as that provided to other Camp Lejeune activities. Complaints that affect TRNGCMD civilian personnel will be coordinated with TECOM G-1 and the Office of Counsel, Marine Corps Combat Development Command/Marine Corps Base Quantico. The MCBCL Human Resources Office (HRO) will retain installation responsibility for TECOM civilian personnel assigned to Camp Lejeune.

(2) TECOM will comply with reference (ff) policies and procedures in regards to EEO.

c. Provide Administrative Support

(1) MCIEAST will:

(a) Provide personnel staffing of the satellite Administrative Service Center (ASC) per agreed-upon staffing to adequately administer and receive student personnel.

(b) Vet any request for movement of administrative personnel from the ASC with the Area Commander for approval in

Specific Provisions

order to prevent shortened tours of duties which hinder continuity, knowledge, and experience, and result in less timely administrative processing.

(c) Exempt personnel within the ASC from external taskings not originating within the TECOM chain of command such as individual augmentation requirements, watch standing, event requirements such as funerals, parades, and special events so as not to interfere with mission requirements of the ASC.

(2) TECOM will:

(a) Retain authority for specific administrative actions (personnel evaluations, convening authority for Court Martials, execution of NJP, initiation of administrative separations, promotions for junior enlisted personnel, and training requirements) of the administrative personnel assigned to the satellite ASC.

(b) Perform all administrative tasks associated with in-processing and out-processing of students and routine administrative requirements.

(c) Provide adequate billeting for personnel assigned to the ASC.

(d) Provide necessary NMCI seats for the operation of the ASC.

(e) Provide necessary funding for consumables for the operation of the ASC.

(f) Provide needed support to the ASC (i.e., properly caring for ASCs, ensuring ASCs have adequate space, copier support, etc.).

(g) Ensure that personnel from the ASC are not reassigned outside of the ASC.

d. Provide Community Relations

(1) MCIEAST will provide Public Affairs support, as appropriate. Coordinate with TECOM on incidents that have a training impact or serious incidents involving TECOM personnel.

(2) TECOM will:

(a) Coordinate with MCBCL when an event or operation requires support services from more than one installation

Specific Provisions

functional area (i.e., Public Affairs, GME, and Public Works). Coordination with MCBCL (Dir, Base S-3) will guarantee requirements are correctly prioritized and fully supported.

(b) Request Public Affairs support, as required, and provide notification of special events, ceremonies, achievements, awards, etc. that are appropriate for release external to TECOM.

e. Marine Corps Community Services (MCCS)

(1) MCIEAST will provide MCCS including: morale, welfare, and recreation (MWR) programs; individual and family readiness services; Family Readiness Support; and exchange activities to authorized TECOM personnel and family members. Programs and services will be provided within available resources and in compliance with reference (gg), MCCS Policy Manual.

(2) TECOM will:

(a) Identify to MCBCL any specific MCCS requirements.

(b) Coordinate Command Key Volunteer Programs with the MCBCL Family Readiness Officer in order to establish an umbrella of mutually supporting activities and information exchange.

(c) Comply with all applicable MCBCL orders, regulations, and policies in regards to MCCS Services.

f. Provide Postal Support

(1) MCIEAST will provide postal and non-reimbursable official mail services to TECOM on the same basis as that provided to other Camp Lejeune tenant activities to include training unit mail clerks, unit postal officers, and inspecting unit mail rooms.

(2) TECOM will comply with all DOD, MCO, MCBCL, and U.S. Postal Service regulations, directives, and policies.

g. Provide Special Event, Visit, and Activities Support

(1) MCIEAST will:

(a) Plan, coordinate, and execute both higher headquarters directed and locally initiated events and activities whose purpose is to benefit military service personnel, military dependents, and the local community at large. Example of events or activities would include the Combined Federal Campaign, Job Fair, Sand Jam, Independence Day Celebration, Joint Daytime

Specific Provisions

Ceremony, Marine Corps Birthday Balls, Monitor Officer/Enlisted Assignment visits, and various directed surveys and focus groups. This is not an all inclusive list.

(b) Resolve any issues, scheduling, and manpower support conflicts as reported by TECOM commands.

(2) TECOM will provide personnel and equipment as requested and allowed by their current operation tempo.

h. Provide Personnel Support

(1) MCIEAST will provide HRO services at the same priority as all other MCBCL tenants consistent with the availability of HRO resources.

(2) TECOM will move TECOM employees via Request for Personnel Action to a TECOM organization code and Unit Identification Code.

i. Inspector General Functions

(1) MCIEAST will:

(a) Provide augmentation to support TECOM's Commanding General's Inspection Program (CGIP).

(b) Forward all pertinent Hotline complaints to TECOM.

(2) TECOM will:

(a) Lead and operate TECOM's CGIP, including scheduling, creating a Unit Inspection Report, and coordinating any re-inspection requirements.

(b) Provide a copy of inspection results to MCBCL.

(c) Investigate all Hotline complaints pertaining to TECOM.