

**Marine Corps Recruit Depot/  
Western Recruiting Region  
San Diego, California**



**Organization  
and  
Functions  
Manual**

**December 2003**



UNITED STATES MARINE CORPS  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO P5450.4M

1

DEC 09 2003

DEPOT ORDER P5450.4M

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT (MCRD)/WESTERN RECRUITING REGION  
(WRR)SAN DIEGO, ORGANIZATION AND FUNCTIONS MANUAL (SHORT  
TITLE: MCRD/WRR ORG & FUNC MAN)

Encl: (1) LOCATOR SHEET

1. Situation. To publish the Organization and Functions Manual for MCRD and WRR.
2. Cancellation. DepO P5450.4L.
3. Mission. To describe the mission, organization, and functions of MCRD, San Diego and WRR.
4. Execution
  - a. Commander's Intent and Concept of Operations
    - (1) Commander's Intent. The intent of Order is to provide information about the Depot's and WRR's organizational structure.
    - (2) Concept of Operation. This Order provides organizational charts and functional statements in order to promote a better understanding of the structure and relationships among the various functional components.
  - b. Subordinate Element Commands. All commands under MCRD and WRR required to review and ensure that the information provided in this Manual is accurate and current.
5. Administration and Logistics. Updates to this Manual will be published by G-1 (Manpower Analysis).
6. Command and Signal
  - a. Command. This Order applies to MCRD and WRR.

DepO P5450.4 M

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b. Signal. This Order is effective the date signed.



T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A

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Subj: MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION, SAN DIEGO,  
ORGANIZATION AND FUNCTIONS MANUAL (SHORT TITLE: MCRD/WRR ORG &  
FUNC MAN)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)



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CHAPTER 1

MCRD/WRR, SAN DIEGO ORGANIZATION

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TABLES OF ORGANIZATION (T/O) (NOT ATTACHED):

- 7211 HEADQUARTERS AND HEADQUARTERS AND SERVICE BATTALION
- 7222 SUPPORT BATTALION, RECRUIT TRAINING REGIMENT
- 7222 RECRUIT TRAINING BATTALIONS, RECRUIT TRAINING  
REGIMENT
- 7240 WEAPONS AND FIELD TRAINING BATTALION

FIGURE

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CHAPTER 1

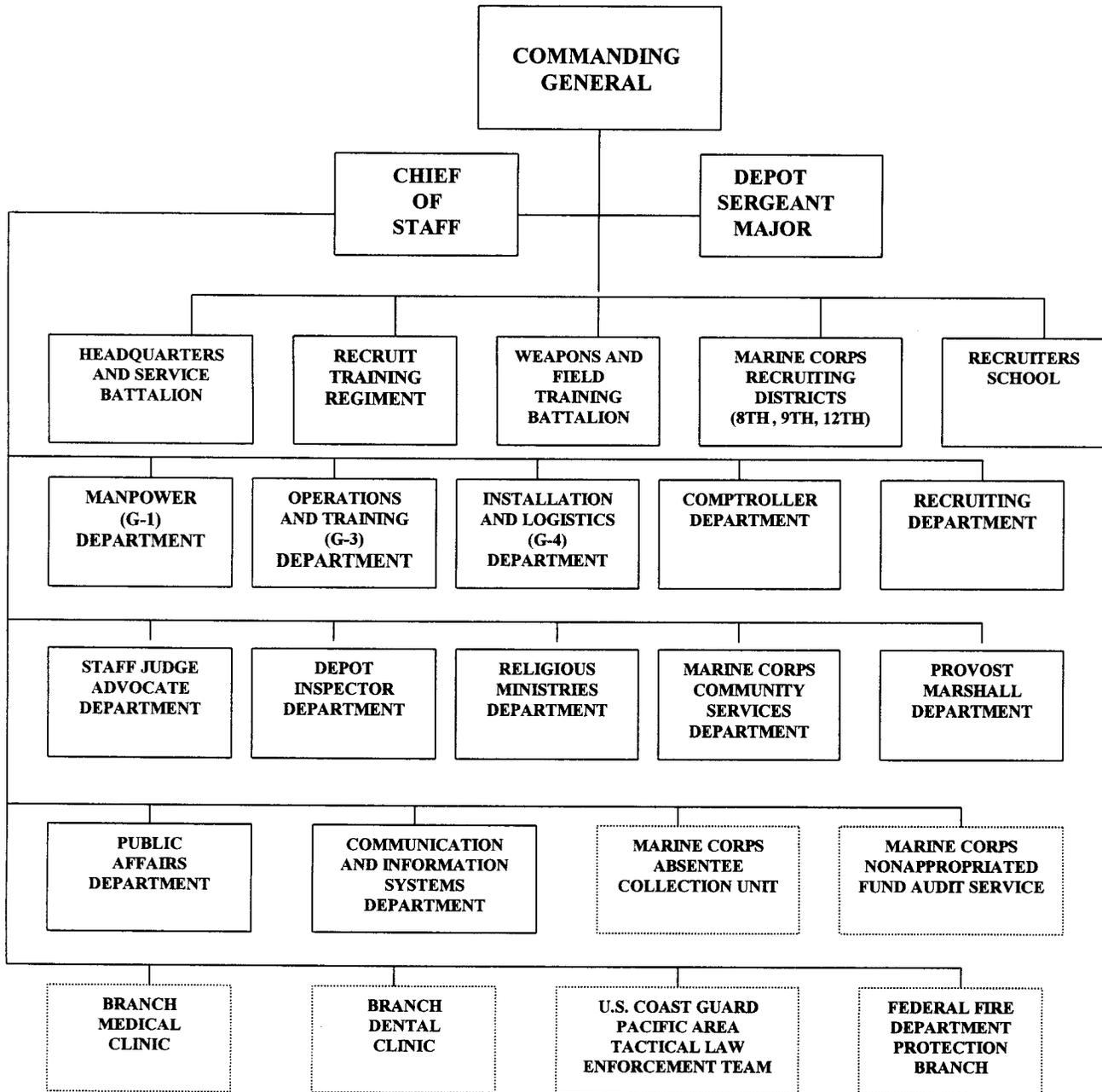
1000. Organization Mission Statement

To recruit, train, and support the making of the highest quality basic United States Marine.

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CHAPTER 1

DEPOT/WRR ORGANIZATION



--Tenant Activities

Figure 1-1.--Depot Organization Chart.

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CHAPTER 2

DEPOT HEADQUARTERS

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FUNCTION	2001	2-2

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CHAPTER 2

2000. Headquarters Mission Statement

Provide technical direction, staff cognizance, and supervision of support functions for recruit training and operational control and guidance for the Western Recruiting Region.

2001. Function

1. Commanding General (CG). Represents the Commandant of the Marine Corps in exercising:

a) command authority over the Marine Corps Recruit Depot, San Diego and the Western Recruiting Region.

b) operational control over the Western Recruiting Region.

c) matters of public information, public diplomacy and other matters as may be assigned.

In addition, the Commanding General is designated as the Deputy of the Marine Corps Recruiting Command (MCRC) and is responsible for reporting on any recruiting-related issues to higher headquarters on behalf of the Commanding General, MCRC.

2. Commanding General's Staff

a. Aide-de-Camp. Handles official calls, visits, ceremonies and other matters in which the CG is personally concerned. Publishes and updates a daily schedule of events for the Commanding General.

b. Depot Sergeant Major. Assists the CG in matters concerning the discipline, welfare, professional development and morale of enlisted Marines.

c. Secretary. Maintains and schedules the CG's appointments and controls their publication. Prepares various forms of correspondence for the CG's signature; performs other administrative services.

3. Command Support Staff

a. Chief of Staff. Assists in policy formulation; directs the execution of policies of the CG; coordinates and oversees the performance of the General Staff; issues staff directives to ensure accomplishment of assigned tasks.

b. Staff Secretary. Reviews all documents submitted to the CG and Chief of Staff for accuracy, coherence and completeness; informs General Staff members and commanding officers of various matters as directed by the CG and Chief of Staff; publishes a daily schedule of events for the Chief of Staff; performs other tasks as directed by the Chief of Staff.

c. Protocol Officer. Plans and coordinates official visits and accomplishes other protocol functions for the CG.

d. Administrative Assistant. Prepares correspondence for the Chief of Staff's and Commanding General's signature and performs other administrative tasks in the Commanding General's office. Establishes and maintains the Commanding General's Social Roster. Assists in the planning and preparation for official visits and the Commanding General's social activities. Responsible for preparing guests lists, invitations, seating diagrams, and monitoring responses for the Commanding General's social activities.

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CHAPTER 2

DEPOT HEADQUARTERS

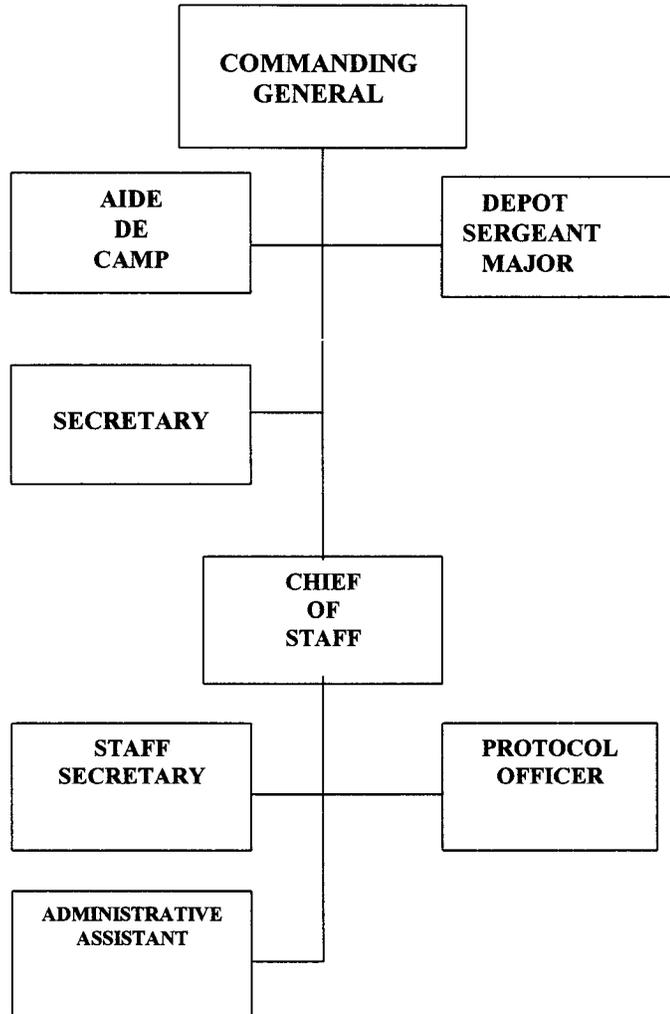


Figure 2-1.--Depot Headquarters Chart.

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CHAPTER 3

MANPOWER (G-1) DEPARTMENT

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CHAPTER 3

3000. Mission. Provide quality management, support and services in the areas of military and civilian personnel resources, postal, administration and career retention for MCRD/WRR.

3001. Function

1. Assistant Chief of Staff (AC/S), Manpower/Senior Community Liaison Officer (G-1) is a General Staff Officer exercising staff cognizance over the following divisions:

- Manpower Analysis
- Enlisted Assignments
- Depot Career Retention
- Human Resources
- Depot Adjutant
- Consolidated Personnel Administration Center (CPAC)

In addition to the AC/S, Manpower duties, this position is the Depot's Senior Community Liaison Officer and reports directly to the Commanding General on all regional intergovernmental/ community relations that promote community relationships, capitalize on opportunities for engagement, and resolve potential conflicts throughout the entire region.

2. Manpower Analysis. Manages, develops, and maintains the Depot Tables of Organization (T/Os); responsible for the overall process of monitoring, assigning and maintaining officer assignments and staffing levels for the Depot and WRR; conducts manpower studies, position management reviews and other comprehensive analytical studies as requested; manages the Depot's Letter of Allowance (LOA).

3. Enlisted Assignments. Responsible for the overall process of monitoring, assigning, and maintaining staffing levels for all enlisted personnel; works closely with all functions across the Depot to ensure that personnel are assigned to authorized billet requirements and have the correct number of personnel to accomplish their missions.

4. Depot Career Retention. Coordinates the efforts of and assists Unit Career Retention Specialist to promote the retention of the most highly qualified Marines; coordinates with the Military Personnel Division regarding quotas available for use as retention incentives; maintains liaison with HQMC (MMEA-6) to expedite the flow of career planning information; processes requests for retention; and manages annual retention goals.

5. Human Resources Office (HRO). Administers personnel actions for Civil Service employees on the Depot; provides advice and assistance to the CG as well supervisors and managers in matters concerning employment, employee relations and services, wage and classification, training, and labor-management relations; administers the Federal Employees Compensation Act for occupational disabling injuries and illness; provides Command representation in matters involving employee labor unions and coordinates the civilian Equal Employment Opportunity Program.

6. Depot Adjutant. Provides general administrative guidance to the Depot and WRR; prepares awards and provides assistance in award proposals and citations; provides miscellaneous administrative functions not specifically assigned to other General Staff offices; administers the Depot Casualty Assistance Program and the Voting Assistance Program.

a. Administrative Support Branch. Processes correspondence, messages, bulletins, orders, notices, and instructions addressed to or from the CG; reviews and processes awards; reviews reports requiring Chief of Staff or CG signature; coordinates and provides guidance on the Marine Corps Performance Evaluation System; maintains the Command's central files and directives control point for publications.

b. Postal Branch. Administers the official and personal postal mail service in support of service members and activities assigned to the Depot; ensures the security of mail and investigates matters involving security of mail in collaboration with civilian postal authorities.

7. Consolidated Personnel Administration Center. Provides all personnel administrative support for the Marines of Headquarters and Service Battalion, Recruit Training Regiment, and other Marines assigned to reporting unit codes in the San Diego geographical area.

a. Service Records Management Branch. Provides service record book maintenance services and processes all pay related matters for approximately 1600 Marines.

(1) Service Records Section. Responsible for the maintenance requirements of active duty service members' record books as prescribed by MCO P1070.12; and maintains all directives required to complete assigned tasks; receives and processes data for input to the Marine Corps Total Force System; ensures data is available to be processed for pay purposes and for production of necessary management reports for commanders in the field and cognizant agencies at Headquarters Marine Corps; reports personnel gains and losses; processes changes, deletions, or corrections to previously reported information based on day-to-day occurrences; and is responsible for all requirements of reporting information as directed by MCO P1080.40.

(2) Pay/Quality Assurance Section. Functions as a quality assurance agency for auditing payrolls, processing military pay orders, military pay accounts, and travel claims; verifies pay entitlements and analyzes pay problems.

b. Orders and Separations Branch. Responsible for the overall process of receiving, preparing and issuing of orders as well as processing Marines for separation from the Marine Corps.

(1) Orders Section. Prepares and processes all types of orders.

(2) Separations Section. Provides administrative support to all Marines separating or retiring from active duty; and provides weekly separations rosters to battalion commanders.

c. Remote Job Entry Site Office. The RJE Site serves as a satellite branch of the Manpower Information System Support Office (MISSO) located at Camp Pendleton. As such, the site provides the resident expertise related to the Marine Corps Total Force System (MCTFS) for reporting units assigned to the Marine Corps Recruit Depot; Naval Amphibious Base, Coronado; and the Depot's Weapons and Field Training Battalion at Camp Pendleton. Support to these organizations may include the resolution of technical problems associated with unit diary reporting including the installation, training, and use of the Unit Diary/Marine Corps Integrated Personnel System (UD/MIPS); assisting units in the correction of erroneous information resident in the MCTFS; providing feedback to HQMC or MISSO concerning problems encountered with procedural or system changes; and disseminating information related to systems deficiencies. The Site also serves as a processing station for Transaction Reconciliation (TRECON) Files and unit diary uploads. The RJE Site creates and maintains a library of "Natural" programs to retrieve statistical data, rosters, and other reports from the MCTFS. The RJE Site Coordinator also conducts periodic inspections/site visits of units assigned to MCRD/WRR. Areas examined may include unit diary, pay, and service record book functions.

d. Identification Card Office. Responsible for the issuance of all ID cards and for maintenance of the DEERS data base information on all active duty, reserve, retired Marines, and dependents in accordance with MCO P5512.1.

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CHAPTER 3

MANPOWER (G-1) DEPARTMENT

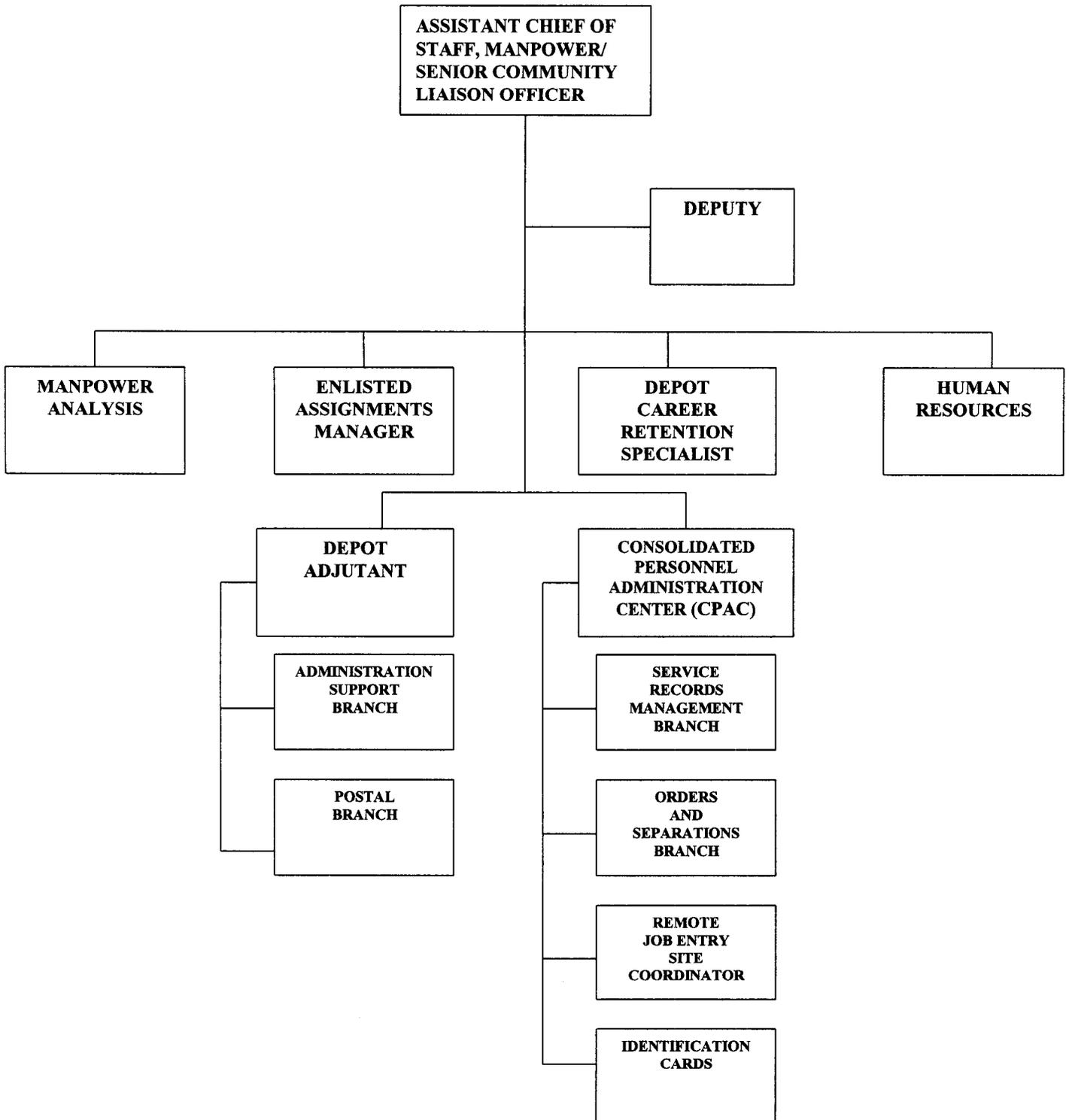


Figure 3-1.--Manpower (G-1) Department Chart.

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CHAPTER 4

OPERATIONS AND TRAINING (G-3) DEPARTMENT

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FUNCTION	4001	4-2

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CHAPTER 4

4000. Mission. Provide quality organizational services in anti-terrorism/force protection, training, operations, community relations, audio visual, reproduction and band support for MCRD/WRR.

4001. Function

1. Assistant Chief of Staff, Operations and Training (G-3) serves as a General Staff Officer and is designated the Depot Security Officer. As Depot Security Officer, this billet is responsible for all force protection matters. Additionally, this billet exercises staff cognizance over the following:

- Administrative Support
- Operations
- Training
- Anti-Terrorism/Force Protection
- Command Museum
- Combat Visual Information Center (CVIC)
- Marine Band San Diego

2. Administrative Support Division. Provides administrative support for Assistant Chief of Staff, G-3 and the Operations and Training Divisions. Also provides support to CVIC, Marine Band San Diego, and Command Museum for administrative matters that are not of a routine nature.

3. Operations Division. Plans, executes and coordinates Depot events, official civilian visits, ceremonial support for military and civic functions; provides color guards and funeral details for Depot and community events; coordinates with Marine Band San Diego for military and civilian events.

4. Anti-Terrorism/Force Protection (AT/FP) Division. Plans, develops and manages the MCRD/WRR AT/FP program; coordinates the overall AT/FP efforts of subordinate commands and tenant organizations in conjunction with local, state, and federal agencies within the area of operations of MCRD and the recruiting facilities within the WRR.

5. Training Division. Develops orders, bulletins, and programs as related to training for MCRD/WRR to include marksmanship, martial arts program, water survival training and other military annual training requirements; conducts inspections on unit training management; manages TAD and formal school quotas of training for Marines within MCRD/WRR to include professional military education, advanced MOS progression, and specialized skill development; maintains the Program of Instruction (POI) for recruit training, and Drill Instructor School; coordinates all changes in conjunction with MCRD, Parris Island and the Training and Education Command; serves as the Depot's representative on the TECOM Course Content Review Board for the POI and other entry level training initiatives; provides oversight for the Sports Medicine Injury Prevention Initiative Program (SMIP).

6. Command Museum. Assists the Recruit Training Regiment in the training of recruits by providing instruction on the history, customs and traditions of the United States Marine Corps and Naval Service. Receives, collects, identifies, protects, catalogues and displays Marine Corps historical artifacts for the Command Museum. Places documents, personal papers, and photographs of historical significance into the Marine Corps Historical Collection (under Title 10, U.S. Code) and the Marine Corps Historical Reference Collection. Collects, preserves, stores and maintains the Command's military library and related historical documents. Informs the public of former Marine Corps activities in the greater San Diego area as well as other Marine Corps commands and air or ground activities through the use of exhibits and displays. Provides advice, expertise and support to the organizations of MCRD/WRR and other local Marine Corps activities in the development and maintenance of their historical programs. Provides a visitors' center for the Recruit Depot in support of Depot activities conducted in concert with other chartered military, veteran's and civilian groups. Helps coordinate activities with the local museum community, and maintain a professional working relationship with other military museums of the Department of Defense.

7. Combat Visual Information Center (CVIC) Division. Provides training support to include graphics, photographic, video, production, maintenance, and equipment services; operate and issue training aids, devises and equipment; provides printing, publications, and reprographics services.

a. Photographic Branch. Provides photographic services, including color photography, processing, and printing; provides photographic support to all tenant units aboard MCRD to include administrative photography, i.e, promotion, passport, command portraits and naturalization photographs; provides photographic coverage for all significant events for historical and command chronology purposes.

b. Motion Media Branch. Provides video support for training, including video photography for Recruit Training and other classroom video-media presentations.

c. Graphic Support Branch. Provides original and duplicate artwork, charts, posters, transparencies, computer generated graphics, and other illustrative media; assists in the selection and proper use of training aids.

d. Maintenance Branch. Receives, stocks, maintains, issues, and repairs audiovisual equipment, films, training aids, and devices; trains operators for audiovisual equipment; operates the audiovisual equipment in the Recruit Training Facility; provides support to both permanent personnel and recruits for graduation ceremonies, religious services as well as external organizations in the use of Depot's Theater.

e. Reprographics Branch. Reproduces, by offset press or duplicating equipment, locally required printing services, as authorized by MCO P5600.31; assembles and binds reproduced material per customer specifications; designs and controls Depot forms; approves printing services with Defense Automated Printing Service; performs COTR for Depot-wide copier and fax machine office equipment; conducts feasibility studies of office equipment.

8. Marine Band San Diego. Provides musical support for Depot functions to include honor guards, recruit training graduations, changes of command, retirement and award ceremonies, events in support of community relations programs, Marine Corps recruiting activities and other formal and informal activities as the CG may direct.

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CHAPTER 4

OPERATIONS AND TRAINING (G-3) DEPARTMENT

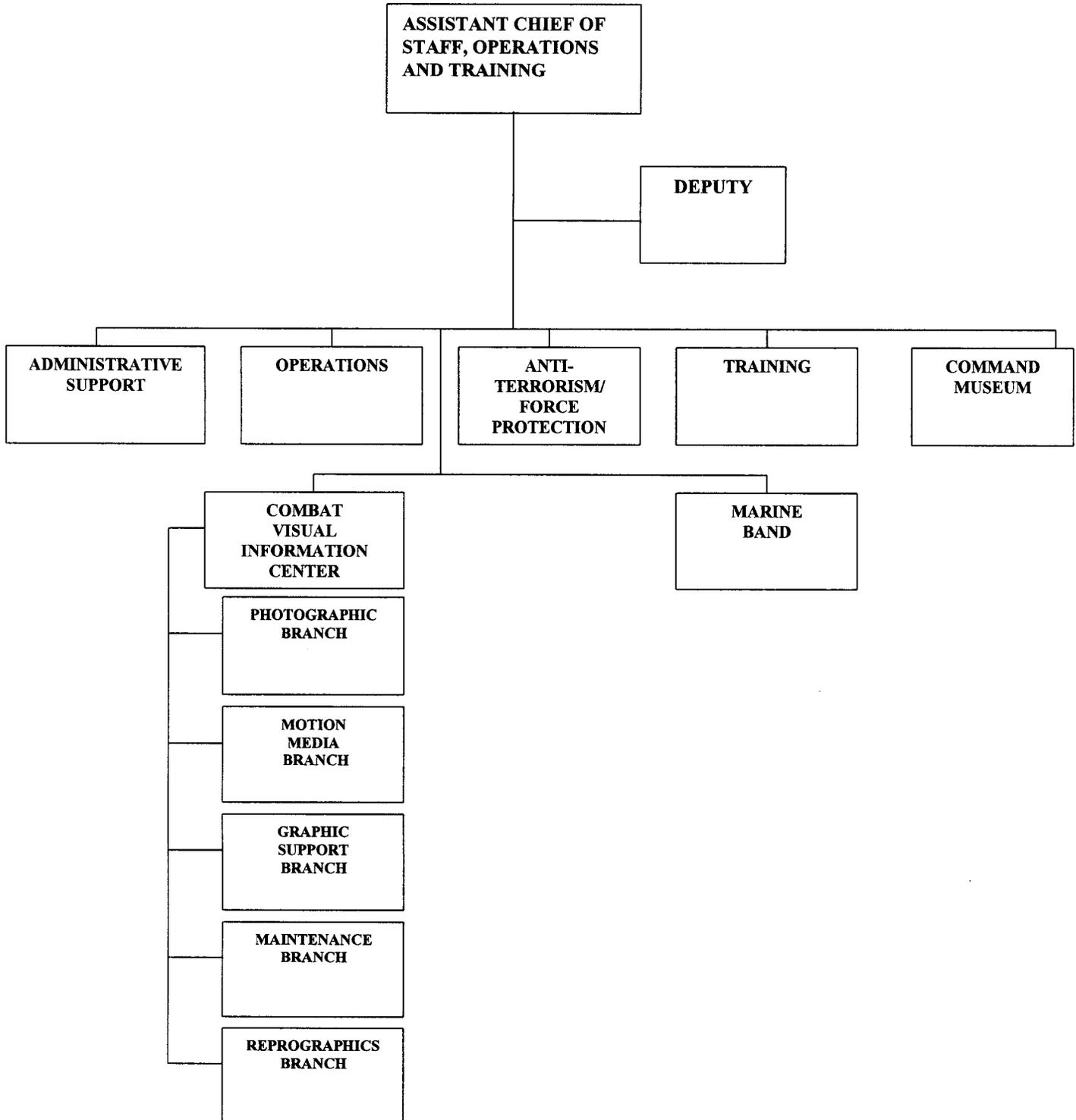


Figure 4-1.--Operations and Training (G-3) Department Chart.

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CHAPTER 5

INSTALLATION AND LOGISTICS (G-4) DEPARTMENT

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FUNCTION	5001	5-2

FIGURE

5-1 INSTALLATION AND LOGISTICS (G-4) DEPARTMENT CHART	5-10
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CHAPTER 5

5000. Mission. Provide timely quality organization support in the areas of logistics, business and professional development to the Marine Corps Recruit Depot and Western Recruiting Region.

5001. Function

1. Assistant Chief of Staff, Installation and Logistics (G-4) is a General Staff Officer exercising staff cognizance and operational control over the following divisions:

- Service and Supply
- Food Services
- Facilities
- Billeting/Housing
- Motor Transportation
- Business Performance

2. Service and Supply Division. Provides continuous logistical support to the Depot and its tenant organizations in the areas of clothing, contracting & purchasing, ordnance, property control, and traffic management.

a. Retail Clothing Branch. Provides and administers all military clothing and uniform matters, except accountability of organizational clothing, for Depot activities, authorized local activities, and patrons.

(1) Administrative and Operations Section. Oversees administrative functions, inventory management and control functions, cash sales operations, and information systems requirements; performs data collection and planning for Activity Based Costing (ABC); and acts as inventory control point.

(a) Administrative Unit. Controls flow of administrative workload within the Clothing Branch; monitors and validates contractor costs for alterations; prepares and tracks special measurement clothing orders; monitors the "due-member" clothing program; prepares internal financial reports; collects internal activity statistics and monitors the internal controls program; conducts the collection, safeguarding, and deposit of public funds collected from sales in the Cash Sales Store; and provides customer service.

(b) Item Manager Unit. Maintains the official records of the clothing inventory. Establishes stock levels, controls transfers of uniform items between issue points, submits and monitors replenishment actions; conducts other inventory management and control functions, as required.

(c) Cash Sales Store. Conducts sales of uniform items to authorized patrons.

(d) Information Systems Coordinator. Maintains liaison with the Depot Computer and Information Systems Division regarding all matters affecting hardware and software assets and requirements of the Clothing Branch. Maintains contact with providers of commercial off-the-shelf software products, for help desk assistance. Provides in-house expertise and training in computer matters.

(2) Issue and Alterations Section. Issues uniforms and other authorized uniform items to recruits, Drill Instructor School students, Recruiters School students; inspects uniforms for proper fit, monitors and directs efforts of contract tailors, and records work done by the contract tailor; maintains and accounts for clothing stocks to fill daily requirements. The Issue and Alterations Section includes the Alterations Unit, Issue Unit, and Receiving Barracks (Night Room) Unit.

(3) Receiving and Storage Section. Receives, stores, rotates, and issues bulk clothing items to the Issue Unit, the Receiving Barracks Unit and the Cash Sales Store; maintains care-in-storage program for stocked items; and supervises the clothing salvage program, to include manufacturer's defects; receives, sorts, stores and processes exchanges of reclaimed/recovered clothing.

b. Regional Contracting Branch. Provides and administers all purchasing in the commercial open market involving appropriated funds, except major repair and construction for Depot activities, and authorized local Marine Corps Community Services activities.

(1) Administrative/Control Section. Provides administrative support to the branch, including document control, distribution, and input into the Standard Procurement System (SPS) of all incoming and outgoing transactions; performs data collection and planning for Activity Based Costing (ABC); provides support for Blanket Purchase Agreements (BPA's), follow-ups on delinquent orders, proper receipt of materials, and timely certification for payment.

(2) Procurement Section. Responsible for the procurement of supplies and/or nonpersonal services. Determines the method of purchase to be used, obtains competition when required, and makes determination as to the fairness of proposed prices when competitive quotations are not received. Assumes overall responsibility for payment, management, and administration of the Government Purchase Card and associated programs.

c. Property Control Branch. Requisitions, controls, stores, issues, and disposes of minor and plant property; and serves as the Fund Administrator for Account 4B.

(1) Administrative Section. Prepares, maintains, and processes documents incident to the procurement, receipt and issue of minor and plant property, individual clothing/equipment, and publications; maintains records for formal accounting of all minor plant property, utilizing hand receipts and the Summary Asset Report; prepares Missing, Lost, or Stolen Reports (MLSR's) and weapons or controlled items reporting; monitors missing property investigations and related correspondence; performs data collection and planning for Activity Based Costing (ABC); and maintains repair contracts and maintenance service agreements.

(2) Warehousing Section. Issues and recovers individual equipment, drill instructor organizational property, and recruit issues; provides laundry service for linen and clothing for recruits; receives, issues, and stores incoming material to support the Depot; maintains replenishment/replacement of individual equipment, clothing and linen; receives, stores, and disposes of personal effects for Headquarters and Service Battalion; and assumes responsibility for disposal and redistribution of all excess/unserviceable property for the Depot.

d. Traffic Management Branch. Performs all traffic management functions for official travel and transportation of personal property, and shipping and receiving of freight.

(1) Passenger Transportation Section. Coordinates the preparation and issuance of all necessary transportation documents, in connection with TAD and PCS travel, to include Port Calls and no-fee passports.

(2) Personal Property Section. Processes applications for movement or storage of personal property and provides liaison with the Fleet Industrial Support Center for the shipment of personal property; processes and adjudicates personal property or incidental claims under \$1000; and processes and forwards claims exceeding \$1000 to Headquarters, US Marine Corps (I&L).

(3) Freight Section. Provides shipping and receiving services with temporary storage (72 hours) for inbound freight; provides parcel post and Federal Express services for small package shipments; and assists with packing and crating service as necessary.

e. Ordnance Branch. Responsible for the overall management and control of the Depot's armory, issues and recovers individual weapons/collateral equipment; issues expendable cleaning gear to support Depot requirements; performs inspections and provides up to 4th echelon maintenance on all Depot weapons; maintains, issues, and recovers Ground Security Force (GSF) platoon weapons; stores personal weapons for Depot personnel; conducts Ordnance Performance Evaluation Staff Visit (PESV) at WFTBn and at outlying units, when directed; stores, issues, and recovers ammunition to support Depot requirements.

3. Food Services Division. Provides overall technical guidance and oversight for the "out sourced" consolidated food service system at the Depot; operates central support activities for the enlisted mess halls aboard the Depot; performs data collection and planning for Activity Based Costing (ABC) and performs MOS training. Supports HQMC Contracting Officer, HQMC COR, and the Regional Contracting Office in contract administration. Identify personnel to serve as ACOR. Conduct contract quality assurance, utilizing the Quality Assurance Surveillance Plan(QASP), and provide results and required operational data to the RCOR.

a. Operations Branch. Provides for administrative, accounting, and reporting functions for the consolidated food service system; plans, budgets, receives, and issues food service equipment, cleaning supplies, and blank forms necessary for the operational support of the Depot messhalls. Performs contract quality and equipment maintenance in the mess halls.

b. Mess Hall 620 Branch (Duncan Hall). Contractor provides nutritionally balanced, well-prepared meals in a sanitary and pleasant environment for permanent personnel, guests, and distinguished guests of the Depot.

c. Mess Hall 569 Branch. Contractor provides nutritionally balanced, well-prepared meals in a sanitary and pleasant environment for recruits, Drill Instructors, and distinguished guests.

4. Facilities Division. Provides the appropriate quality and quantity of real property support for Depot mission activities. Partners with other major facilities support activities: HQMC I&L, Naval Public Works Center, Southwest Division, Naval Facilities Engineering Command and Commander, Navy Region Southwest, to provide the best mix of effectiveness and costs. Performs data collection and planning for Activity Based Costing (ABC). Responsible for budgeting and accounting of all fiscal resources used by Facilities Division. This task includes but is not limited to, managing project funds, paying utility bills, and accounting for labor hours and materials. Coordinates directly with the AC/S, Comptroller's Office and frequently with Headquarters Marine Corps. Responsible for the information systems management and the proper functioning and accountability of all information support equipment used in Facilities Division. This function also includes the development and maintenance of MAXIMO, the computerized maintenance management system used to manage all facilities maintenance performed onboard MCRD.

a. Plans and Programs Branch. Directs, plans, and coordinates planning, engineering, contract administration, and environmental compliance for the Depot.

(1) Provides planning and external engineering support of all aspects in the Marine Corps Facility Planning System to include maintenance of all Class I (land) and II (buildings, structures, roads, and utilities) Real Property Plant Account records, master planning, studies and investigations, real estate transactions, the Military Construction Program, the Facilities Projects Program, the Family Housing Program and the Non-Appropriated Fund Construction Program.

(2) Provides design services, to include preparation of plans, specifications and cost estimates; and manages the as-built information for all Class I and II Plant Accounts.

(3) Provides liaison with other federal and non-federal agencies in support of the planning, engineering, and environmental efforts; manages the air and water quality; manages hazardous waste and materials; manages solid waste and recycling; installation restoration; and natural and cultural resources; ensures Depot compliance with the National Environmental Policy Act (NEPA), and lead and asbestos issues; provides annual environmental compliance inspections and training; provides awareness activities for environmental and energy programs; and interfaces with regulatory agencies.

b. Customer Service Branch. The Customer Service Branch is responsible for ensuring that Facilities Division's customers throughout MCRD are having their needs and concerns met in a timely manner and that professional quality services are provided. They work with each unit's Facilities Liaisons to ensure maximum participation in Facilities Maintenance, Self-help, Energy Conservation, and Recycling Programs. As a collateral duty, they stand by as 24-hour emergency maintenance to address customer's emergency concerns after hours.

c. Facilities Management Branch. The Facilities Manager (FM) is responsible for ensuring the planning, budgeting, accounting, and execution of the following maintenance and repair functions:

(1) Maintenance and repair of all class I and II real property (land and structures), including all buildings, structures, roads, walks, paved areas, utilities distribution systems, installed equipment, fences, signs, and grounds, except portions of Class I and II properties that are the responsibility of MCCS or other tenant activities. Maintains liaison with the Navy Public Works Center, San Diego and HQMC regarding Real Property Maintenance Activities (RPMA).

(2) Provides project management services (cradle to grave) for the alteration, conversion, maintenance and repair of facilities and infrastructure; and manages the Depot utility programs, to include energy conservation.

(3) Provides scheduled recurring maintenance (except operator/user maintenance) for all Class III and IV Plant Account Property (not including motor transport, MCCS, specialized medical and dental equipment, office machines, furniture and furnishings, mainframe computer systems and associated support equipment [uninterrupted power supplies, motor generators, frequency converters, etc.] and portable fans). Recommends disposal of Personnel Support Equipment (PSE) and specified Class III and IV equipment when subject equipment repair costs exceed economical repair limits.

(4) Maintains, repairs, operates, and monitors all utilities systems (purchased electric, steam, water, sewage, and natural gas), including reading meters and preparing utility consumption and cost reports for reimbursable customers.

(5) Provides coordination for the Depot's Minor Construction Review Board (MCRB) program, consisting of preparing cost estimates, job plans, material requirements, and execution of approved minor construction, alterations, extensions, expansions, improvements, and other engineering support and services. The FM provides coordination and material support and services for the Depot Self-help Program, and ensures that fire prevention/protection, building codes, and safety requirements are incorporated into long range maintenance plans and completed projects; and coordinates the Depot grounds maintenance and grounds police programs, consisting of recurring grounds maintenance, agricultural pest control operations, environmental enhancement, and police. Responsible for coordination of contractual services for refuse collection and disposal.

(6) Provides administrative support for all RPMA functions, including: inspecting real property; developing long range plans; planning, screening, and classification of all work requests, including emergency and routine service work; requisitioning, receiving, and issuing materials and supplies; coordinating and scheduling ongoing work with customers and tenant activities; preparing budgets and collecting material and labor costs, and work units completed.

5. Billeting/Housing Division. Manages and coordinates the Depot's billeting and housing assets; develops short and long range management plans, directives, instructions, and procedures pertaining to housing and billeting; manages the financial resources associated with the billeting fund; coordinates and prepares submission of family housing and transient annual budgets, mid-year reviews, housing utilization and occupancy reports, various other billeting and housing reports, maintains and repairs deficiencies, and manages improvement project requests; provides liaison between the Depot and the San Diego Regional Housing Office; shares responsibility with Facilities Division for all fiscal matters pertaining to the General Officer Quarters (GOQ's) and the Senior Officer Quarters (SOQ's); and assumes overall responsibility Bachelor Enlisted Quartets (BEQ's), Geographic Bachelor Quarters (GEO's), Transient Officer Quarters (TOQ's), and Transient Enlisted Quarters (TEQ's); provides leadership and supervision to BEQ and Transient management and manages the MCRD Leased Family Housing Program and performs data collection and planning for Activity Based Costing (ABC).

## 6. Motor Transport<sup>1</sup>

a. The Southwest Region Fleet Transportation (SWRFT) is responsible for providing the Depot with regional transportation policy, interbase passenger and cargo movement, licensing services, budgeting/fiscal support, information technology support, inventory control and maintenance management for Depot motor transport requirements.

b. The Depot's Motor Transport Director reports to the AC/S, G-4 for the purpose of coordinating the use of Garrison Mobile Equipment (GME) and Material Handling Equipment (MHE); controlling and maintaining transportation assets; providing Drive Safe and Operator Training Programs; providing maintenance of GME to ensure the safe and efficient operation within the criteria established in the 11240 and 11260 series of Marine Corps directives; coordinating requests for transportation support and arranging for optimum equipment usage in fulfilling transportation and equipment requirements; maintaining records and files of maintenance and repairs performed on vehicles; and performing limited inspections.

7. Business Performance Division. Advises, coordinates, and manages on matters related to quality improvement efforts, Business Reform Initiatives (BRI), Business Process Reengineering (BPR), Activity Base Costing/Management (ABC/M), Strategic Planning and Commercial Activities (CA); develops and maintains costing models and conducts ABC/M analysis on all functional areas within MCRD/WRR; conducts quality improvement instruction, and personal and organizational development training; facilitates teams; provides quality advisor support; upon request, mentors team leaders and command facilitators; provides technical guidance and support for survey design and analysis.

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1. The Depot's motor transport function operates under a regionalized concept and belongs under the operational and administrative control of the SWRFT, Camp Pendleton, CA.

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INSTALLATION AND LOGISTICS (G-4) DEPARTMENT

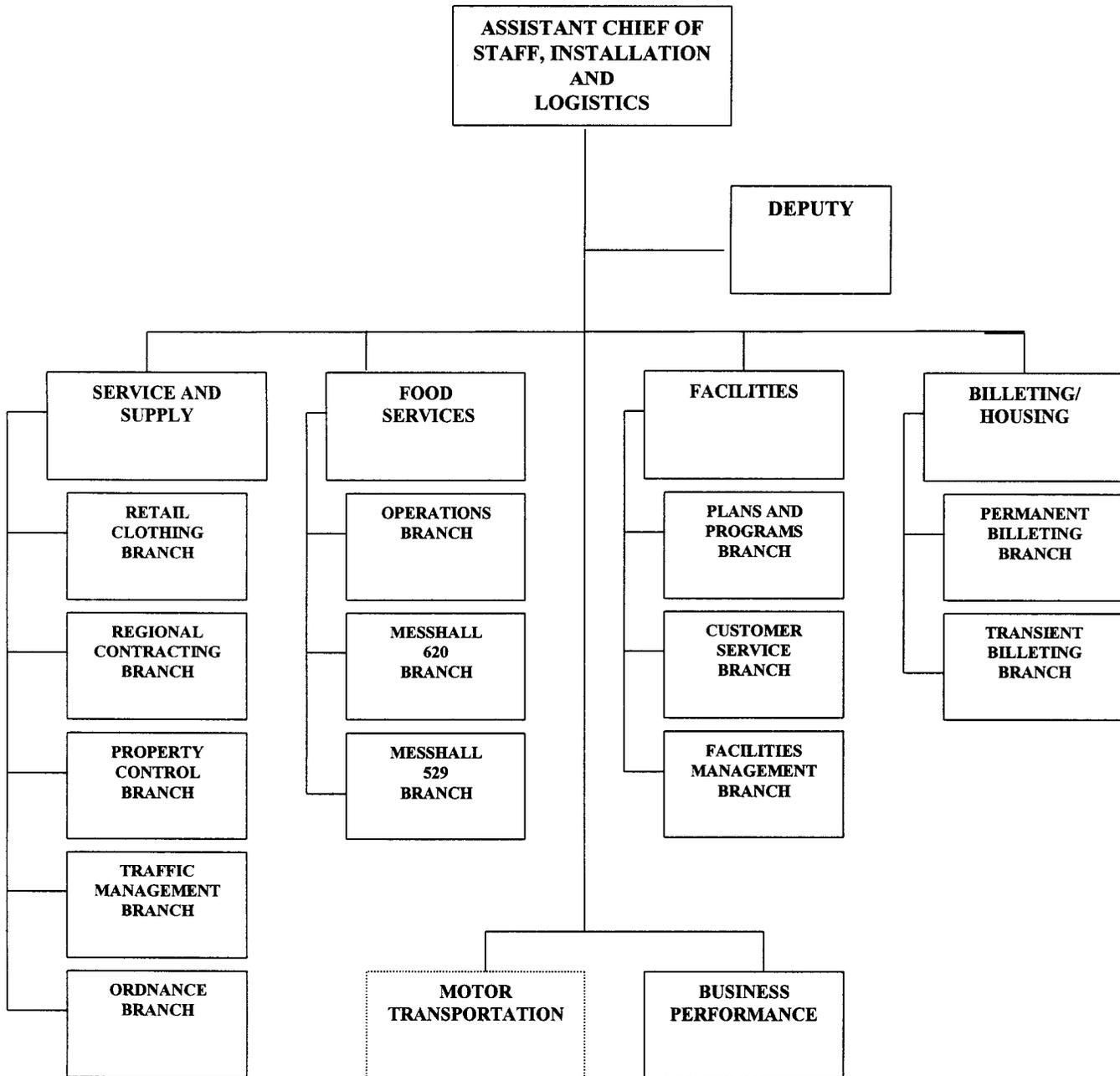


Figure 5-1.--Installations and Logistics (G-4) Department Chart.

MCRD/WRR ORG & FUNC MAN

COMPTROLLER DEPARTMENT

CHAPTER 6

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	6000	6-2
FUNCTION	6001	6-2

FIGURE

6-1 COMPTROLLER DEPARTMENT CHART		6-5
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MCRD/WRR ORG & FUNC MAN

6000. Mission. Provide accurate and timely financial and resource management advice and services to the CG and his subordinate organizations and staff.

6001. Function

1. Assistant Chief of Staff, Comptroller is a General Staff Officer and is the Chief Financial Officer for the Command and Western Recruiting Region. Responsible for planning, programming, budgeting and executing financial strategy for the Depot and Western Recruiting Region (WRR). Exercises staff cognizance over the following divisions:

Managerial Accounting  
Budget  
Finance

2. Managerial Accounting Division. Reviews, analyzes, evaluates, and report on accuracy of procedures and transactions relating to information in the Standard Accounting, Budgeting, and Reporting System (SABRS).

a. Accounting Branch. Investigates and reconciles variances between the accounting system and memorandum records. Identifies and monitors trends in operational performance. Conducts liaison and assistance in the planning, coordination, initiation and implementation of financial and accounting policies and procedures. Trains and provides on-site aide for program managers and fund administrators. Performs analysis and briefings on accounting execution reports to fund administrators. Performs liaison with Defense Finance and Accounting Service (DFAS) Kansas City for vendor pay and accounting issues. Monitors and controls local SABRS problem reporting to DFAS. Responsible for administration of the Headquarters Cost Center in support of Staff offices of the Depot and other specialty areas. Responsible for the administration of civilian and military training TAD cost centers. Responsible for conducting PESV inspections of cost centers and performs quality assurance desk audits. Responsible for administration of reimbursable work requests. Serves as the Depot's and WRR's Assistant Activity Program Coordinator (AAPC) for the Government Purchase Card Program.

b. Resource Evaluation and Analysis Branch. Provides an in-house capability to evaluate and report on the efficiency of the Command as it performs its mission and functions; Detects the existence of fraud, waste, abuse, illegal acts or mismanagement. Represents an extension of the financial management responsibility of the Commander to ensure that the expenditure and the utilization of resources are in conformance with established policies and procedures. Provides an in-house review capability for Non-Appropriated Fund Instrumentalities (NAFI). Serves as the central point of contact to coordinate matters pertaining to various external audits, inspections and reviews. Conducts follow-up reviews of external audits and inspections to ensure that recommendations are implemented in a timely manner. Administers the Internal Management Control Program. Conducts quarterly cash counts of Mess Administration, Messhalls, Cash Sales, Property Control, Communications, TMO, Finance, 6-

Child Development Center and Billeting Fund.

3. Budget Division. Provides guidance, reviews requirements and compiles the annual operating budget submissions and midyear review. Prepares detailed data for budget performance briefings for the Commanding General, Chief of Staff, and General Staff members as required. Plans distribution of funds, monitors performance and recommends adjustments of funding where appropriate. Prepares and submits the annual Family Housing, Defense, Procurement, Marine Corps (PMC, Command Support Equipment (CSE), Food Service and Preparation Equipment (FPSE) and Subsistence-In-Kind (SIK) budgets. Serves as the Customer Service Representative for DFAS, Charleston, for civilian payroll time and attendance functions. Inputs bi-weekly payroll data into the payroll system. Serves as the Activity Program Coordinator (APC) for the Government Travel Card Program.

4. Finance Division. Provides accurate, prompt and convenient financial support to Depot, Western Recruiting Region, Expeditionary Warfare Training Group, Pacific. Provides pay and entitlements periods of instruction to military personnel leaving military service. Manages the Recruit Smart Card program and provides reports to the Department of Treasury and the Federal Reserve Bank. Manages the Transportation Incentive Program for MCRD and WRR.

a. Military Pay Branch. Monitors the accuracy of master military pay accounts. Assist reporting units in pay entitlement determinations for both permanent personnel and recruits. Coordinates the correction of pay system deficiencies with the System Assurance Officer, DFAS, Kansas City. Coordinates check production and electronic funds transfer payments with DFAS, Kansas City. Calculates and reports entitlements into the pay system, e.g. advance pay, move-in housing allowances, etc. Coordinates with DFAS-Kansas City and Pacific Marine Credit Union on the recoupment of over payed funds to separating recruits.

b. Travel Branch. Processes Permanent Change of Station, Temporary Additional Duty, and Recruiter Out of Pocket (ROPE) claims. Responsible for the accurate reporting of Electronic Funds Transfer account information into the Integrated Automated Travel System (IATS) and the disbursement of funds to the Bank of America in support of the Government Travel Card program. Provides Drill Instructor, Recruiter, and Career Planner School classes on travel entitlements incident to their permanent change of station (PCS) assignments

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CHAPTER 6

COMPTROLLER DEPARTMENT

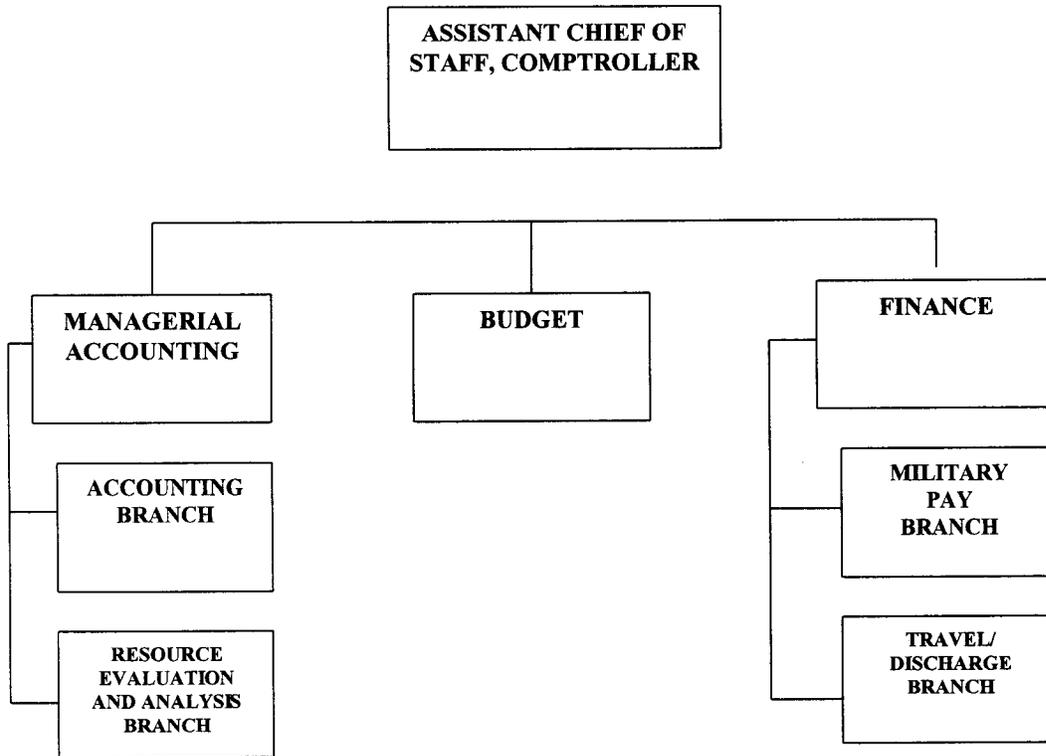


Figure 6-1.--Comptroller Department Chart.

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MCRD/WRR ORG & FUNC MAN

CHAPTER 7

RECRUITING DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	7000	7-2
FUNCTION	7001	7-2

FIGURE

7-1 RECRUITING DEPARTMENT CHART		7-5
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CHAPTER 7

7000. Mission. Recruit and ship the required quantity and quality of applicants by component and category to MCRD.

7001. Function

1. Assistant Chief of Staff, Recruiting is a General Staff Officer, in essence, he/she is the Chief of Staff, Western Recruiting Region, exercising staff cognizance of the following divisions:

- Administrative Support
- Operations
- Quality Control
- Entry Level Training Assignments (ELTA)
- Region Assistant for Officer Procurement

2. Administrative Support Division. Oversees all internal administrative matters pertaining to files and directives, correspondence, logistical support, and general clerical tasks.

3. Operations Division. Executes quality control procedures and policies for the WRR.

- a. Operations Branch. Conducts on-site training/assistance visits; coordinates reenlistment waivers; plans and coordinates recruiting trips by the CG.

- b. Management Information Branch. Maintains statistical data to analyze recruiting performance within the WRR; provides mission essential reports; and monitors mission attainment for the WRR.

4. Quality Control Division. Acts as the point of contact between the recruiting force and commands concerning post-enlistment inquiries and disclosures.

- a. Quality Control Branch. Reviews recruit accessions and enlistment for proper documentation and erroneous enlistment; conducts preliminary inquiries into alleged fraudulent/erroneous enlistments.

- b. Recruit Liaison Branch. Conducts initial screening of all arriving recruits to verify compliance with enlistment requirements; conducts Moment of Truth interviews; initiates discharge/retention recommendations; and acts as liaison between civilian authorities and recruits.

5. Entry Level Training Assignments (ELTA) Division. Provide liaison, assistance and guidance in the interpretation and application of reserve orders for both Initial Active Duty Training and Incremental Initial Duty Training.

6. Region Assistant for Officer Procurement. Responsible for the proper management and supervision of the officer procurement mission as conducted by the Recruiting Stations and Marine Corps Districts in the Western Recruiting Region; ensures the best qualified applicants are selected for all Reserve officer candidate programs; ensures that all qualified candidates report to training and are appointed to commissioned grade; responsible for the training of Officer Selection Officers and other personnel who support officer procurement within the Region.

7. Prior Service Recruiting. Responsible for the accomplishment of the Prior Service Recruiting mission for the Western Recruiting Region; conducts semiannual inspections, manpower mission assignments and training for District operations/recruiter instructor staff as directed by the Marine Corps Recruiting Command.

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CHAPTER 7

RECRUITING DEPARTMENT

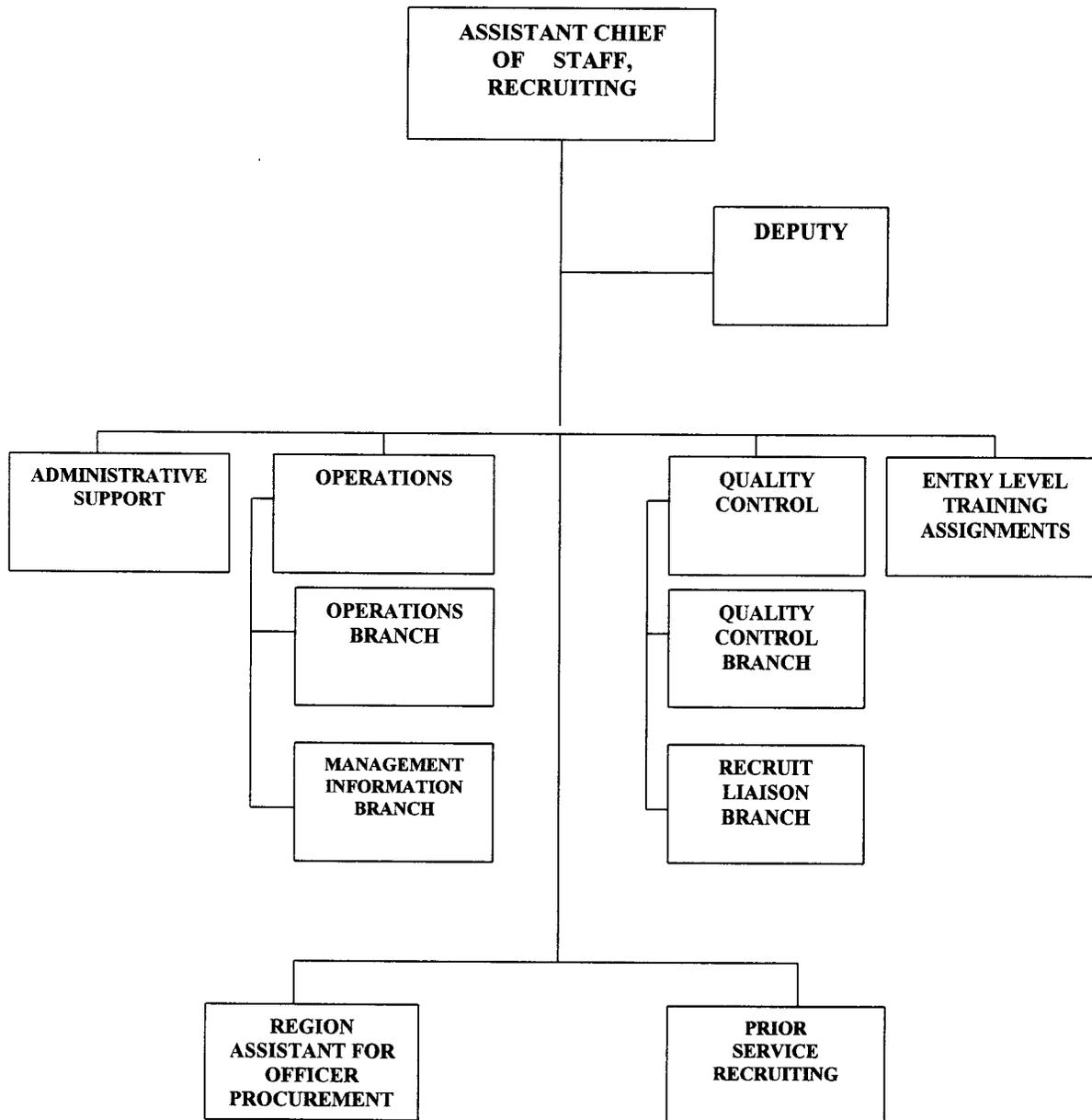


Figure 7-1.--Recruiting Department Chart.

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MCRD/WRR ORG & FUNC MAN

CHAPTER 8

STAFF JUDGE ADVOCATE DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	8000	8-2
FUNCTION	8001	8-2

FIGURE

8-1 STAFF JUDGE ADVOCATE DEPARTMENT CHART	8-5
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CHAPTER 8

8000. Mission. Provide a full range of legal services to the Commanding General and commanders; administer and provide advice on legal matters for the Depot and WRR personnel; provide administrative training for officers and enlisted personnel; and effect liaison with civilian and other DoD authorities.

8001. Function

1. Assistant Chief of Staff, SJA is a General Staff Officer exercising staff cognizance over the following divisions:

- Administrative Support
- Civil Law
- Military Justice
- Legal Assistance
- Defense

2. Administrative Support Division. Provides general administrative support for all divisions; reviews all administrative discharge cases for compliance with regulations and legal sufficiency; conducts periodic legal performance evaluation staff visits of all subordinate commands; and maintains a technical legal library.

3. Civil Law Division. Provides advice and legal opinions on civil law issues, including such areas as ethics, orders and directives, the Freedom of Information Act, and Privacy Act. Coordinates matters between military and civilian authorities including the legal review of all summons and warrants for arrest. Reviews all JAGMAN investigations and claims against the government for compliance with applicable directives. Reviews all courts-martial records and appeals from nonjudicial punishment. Drafts all courts-martial promulgation orders and maintains all courts-martial records.

4. Military Justice Division. Provides advice to court-martial convening authorities on all military justice matters; prosecutes special and general courts-martial; provides legal advice to commanders and criminal investigators; provides court reporter services; and prosecutes civilians in federal district court who commit crimes aboard the Depot.

5. Legal Assistance Division. Provides legal services and notary public service to: active duty, reservist on active duty for training (for thirty (30) days or more), retired military personnel and family members on civil legal problems, including, but not limited to: wills, marriage dissolutions, adoptions, paternity, guardianships, name changes, powers of attorney, consumer law problems (such as contracts, financing, warranties, repair, insurance, sales, repossessions), property law (landlord/ tenant deeds), tax preparation, soldiers and sailors civil relief act issues.

6. Defense Division. Provides legal advice to all active duty service members on nonjudicial counseling, courts-martial, and administrative discharge boards. Provides representation before courts-martial and boards; advises service members on appeals and petitioning to the Board for Correction of Naval Records and the Naval Discharge Review Board; provides advice regarding Article 138, UCMJ complaints, and 1150, U.S. Navy Regulations, petitions; and assist respondents on adverse fitness report cases.

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CHAPTER 8

STAFF JUDGE ADVOCATE DEPARTMENT

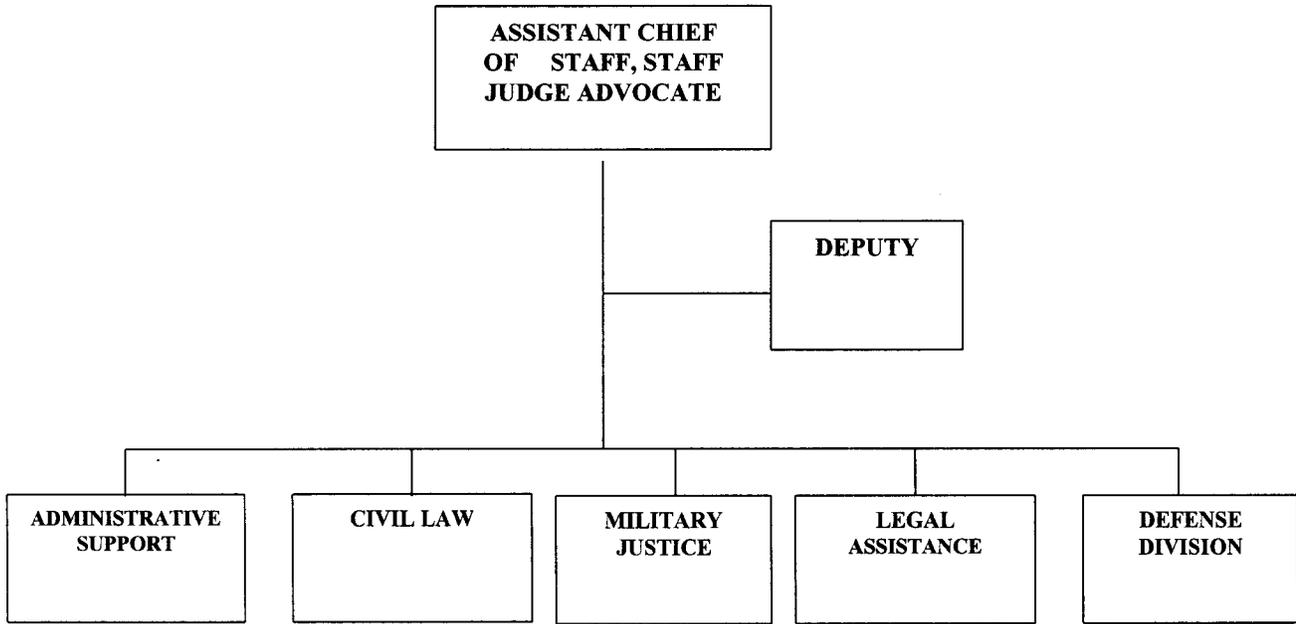


Figure 8-1.--Staff Judge Advocate Department Chart.

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MCRD/WRR ORG & FUNC MAN

CHAPTER 9

DEPOT INSPECTOR DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	9000	9-2
FUNCTION	9001	9-2

FIGURE

9-1 DEPOT INSPECTOR DEPARTMENT CHART	9-4
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CHAPTER 9

9000. Mission. Provide quality organization support in the area of inspections, investigations, safety and military equal opportunity matters for MCRD/WRR.

9001. Function

1. Depot Inspector serves as a General Staff Officer exercising staff cognizance over the following divisions:

Inspector  
Safety  
Military Equal Opportunity Advisor

2. Inspector Division. Develops and maintains a biennial inspection program for the Marine Corps Recruit Depot and Western Recruiting Region; performs inspections of activities as directed; maintains a reporting system on inspections and provides for prompt reporting of discrepancies to appropriate staff officers and/or organizational commanders; recommends measures and actions to correct any discrepancies discovered; maintains records of all actions taken; reviews and evaluates the degree of compliance with regulations, directives, and orders by organizations; coordinates all aspects of inspections ordered by the Command or higher authority; coordinates investigations ordered by the CG; conducts preliminary hearings; screens coordinates, processes and maintains records of CG's Request Mast; processes Congressional Investigation (CONGRINT) and Special Interest (SPLINT) correspondence; and serves as the Coordinator of the Fraud Waste and Abuse Hotline and Combined Federal Campaign.

3. Safety Division. Develops, manages, and administers the Depot Safety Program; ensures compliance with applicable Marine Corps orders as well as federal, state, and local regulations and standards; conducts occupational safety and health (OSHA) inspections and training; provides written evaluations of program status and work site deficiencies with recommendations for corrective action and/or modifications; maintains a central library of safety literature, regulations, directives, and a current file of material safety data sheets for hazardous substances utilized aboard the Depot; oversees the annual Industrial Hygienist Survey and handles the Explosive Safety Program; completes required reports, and represents the Command at various occupational safety and health conference and meetings.

4. Military Equal Opportunity Advisor. Serves as the principal advisor to the CG on all issues pertaining to equal opportunity and affirmative action; actively cultivates a command climate conducive to a sense of fairness, well being and enhanced unit readiness through equal opportunity training and educational events.

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CHAPTER 9

DEPOT INSPECTOR DEPARTMENT

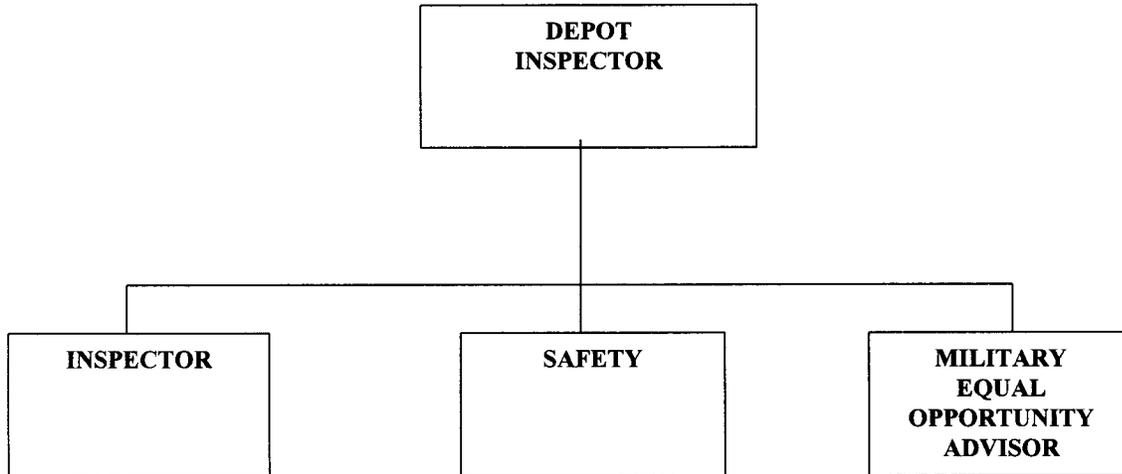


Figure 9-1.--Depot Inspector Department Chart.

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CHAPTER 10

RELIGIOUS MINISTRIES DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	10000	10-2
FUNCTION	10001	10-2

FIGURE

10-1 RELIGIOUS MINISTRIES DEPARTMENT CHART	10-4
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CHAPTER 10

10000. Mission. Provide guidance to the various commands at the Depot and in the Western Recruiting Region (WRR) on religious matters and assists commands in promoting the spiritual, religious, moral, and personal well-being of military personnel and their families.

10001. Function

1. Assistant Chief of Staff, Religious Ministries serves as a General Staff Officer and is also designated as Navy Personnel Officer to supervise and coordinate the activities of Depot chaplains and other Navy personnel assigned by T/O (the latter, principally for the oversight of performance evaluations), to include billet assignments.

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CHAPTER 10

RELIGIOUS MINISTRIES DEPARTMENT

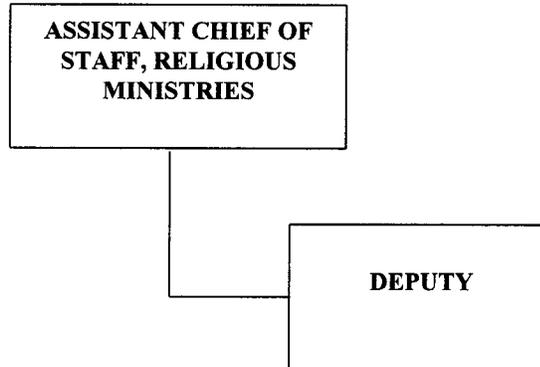


Figure 10-1.--Religious Ministries Department Chart.

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CHAPTER 11

MARINE CORPS COMMUNITY SERVICES (MCCS) DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	11000	11-2
FUNCTION	11001	11-2

FIGURE

11-1 MCCS DEPARTMENT CHART		11-7
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CHAPTER 11

11000. Mission. Provide quality programs and services to MCRD/WRR and the surrounding military community.

11001. Function

1. Assistant Chief of Staff, MCCS is a General Staff Officer, serves as custodian of MCCS funds, property, and equipment, and exercises staff cognizance over the following divisions:

Support  
Business Operations  
Programs

2. Support Division. Provides supervision and guidance to the Human Resources, Administrative, Finance, and Facilities Maintenance Branches. Responsible for developing management strategies, ensuring policy and procedural compliance, measuring the organization's performance, and implementing program improvements.

a. Human Resources Branch. Provides personnel services for all MCCS activities and other nonappropriated personnel activities, including staffing, classification, employee relations, equal employment opportunity, wage and salary administration, and training.

b. Administrative Support Branch. Provides data processing, management information services, marketing, contracting, administrative services, computer support, management analysis and control, cash office, and internal reviews for MCCS activities.

c. Financial Branch. Performs consolidated financial management, accounting, purchasing, budgeting, long range financial planning, capital improvement strategies, payroll, and property control functions for all MCCS activities.

d. Facilities Maintenance Branch. Provides maintenance and repair, renovation, custodial, gardening, project planning, design contracting, supervision of construction and repair for MCCS facilities, equipment and vehicle repair and maintenance, safety and environmental support for MCCS activities.

3. Business Operations Division. Provides supervision and guidance to the Retail Branch and the Hospitality Services Branch. Responsible for developing MCCS business strategies, ensuring policy and procedural compliance, measuring the organization's performance, and implementing program improvements.

a. Retail Branch. Provides retail services including Marine Corps Exchange outlets, supervises inventory management, loss prevention, promotions and sales, marketing, merchandise management, customer service, and long range retail planning.

b. Hospitality Services Branch. Provides direct, contract, and concession operated food and services operations to include restaurants, food courts, barber shops, laundry and dry cleaning, vending and amusement machines, optical, telephone and internet services, and other hospitality facilities and services.

4. Programs Division. Provides quality of life programs and services to MCRD, WRR and other eligible personnel and family members.

a. Recreation Branch. Administers recreational programs to promote the morale of Depot personnel and their family members; operates athletic and recreation facilities.

(1) Fitness Center Section. Operates and manages a full-service workout and physical fitness facility, including racquetball courts, gymnasium, and also provides physical conditioning consultation.

(2) Athletics Section. Coordinates and administers the Depot intramural and varsity sports programs, and provides numerous special event competitions and fun runs throughout the year.

(3) Boathouse Section. Provides boating instruction, boating safety courses, sailing instruction, and equipment rental. The Boathouse fleet consists of sailboats, powerboats, kayaks, canoes, and lake boats. In addition, the Boathouse offers a large selection of fishing tackle, related gear, and berthing for owners of privately-owned vessels.

(4) Camping Section. Provides a large variety of rentals, from trailers and recreational vehicles, to tents, sleeping bags, lanterns, and a large variety of miscellaneous outdoor gear. Information and trip planning resources are also available to help patrons plan their camping vacations.

(5) Auto Hobby Shop Section. Provides state of the art equipment for use by patrons who wish to perform their own auto maintenance, or desire to learn more about maintaining automobiles in general. Trained staff is on hand to assist in this learning process, and provide a wide range of tools and equipment.

(6) Information, Tickets, & Tours Section. Provides a wide variety of discounted tickets to events and establishments in the region, and beyond. The ITT staff assists patrons from out of the area to make the most of their trip while visiting their graduating Marine.

(7) Recreation Center Section. Provides a variety of leisure pastimes for active duty service members and other patrons. The facility contains a sports bar, movie theater, 12-lane bowling, and recreation room.

(8) Single Marine Program Section. Coordinates various recreation and community service activities to enhance the morale and well being of single Marines residing aboard MCRD San Diego.

(9) Health Promotion Section. Assists eligible personnel and their family members with healthy lifestyle choices through awareness campaigns and educational services.

b. Community Service Center Branch. Provides a variety of social services for active duty personnel and their families.

(1) Career Resource Management Center Section. Administers two primary functions: (1) Transition Assistance Management Program (TAMP) and (2) Family Member Employment Assistance Program (FMEAP). The purpose of these functions is to assist service members and their families, retirees, reservists, and DoD civilian employees by providing them with the necessary resources, information, and services to enable them to make informed and effective decisions in employment and/or career changes.

(2) Relocation Assistance Section. Provides service members and their families with inbound/outbound relocation assistance, support, and information for the Sponsorship Program.

(3) Personal Financial Fitness Management Section. Provides numerous proactive financial assistance programs for single Marines and Marine families. Programs range from basic budget planning, banking skills, and car buying to life cycle financial planning, investing, home buying and retirement planning as well as information on debt management.

(4) Information, Referral, and Exceptional Family Member Program Section. Serves as the installation's focal point in providing service members and families with ready access to information and referral to resources to assist them in solving their social and economic problems/issues. Direct and supportive assistance is provided consistent with local needs and available resources. Assists service members in providing for special needs of a family member before, during, and after relocation required by a change of duty assignment.

(5) New Parent Support Program Section. Provides support services to military families who volunteer to participate in this Program. Trained, supervised nurses and social workers provide home visits, support groups, and parenting classes for families with children ages five years and under. Assists parents in learning to cope with stress, isolation, post-deployment reunions, and everyday demands of parenthood.

(6) Retired Activities Office Section. Provides current and accurate information regarding retiree benefits and entitlements. Provides client follow-up service directly to or by referral service to retirees, their family members and survivors of retirees to ensure they receive services and benefits to which are entitled.

(7) Depot Library Section. Provides access to a wide variety of literary materials, audio-visual resources, and technological equipment.

(8) Education Section. Provides programs, workshops, and consultation services for all active duty personnel and their family members interested in pursuing a wide variety of educational opportunities.

c. Substance Abuse Counseling Center. Provides guidance and assistance, as necessary, with respect to the identification, counseling, and rehabilitation of Depot personnel having drug or alcohol abuse problems; conducts the on-base drug and alcohol rehabilitation programs; coordinates the admission of individuals, as necessary, to the appropriate Naval facility; establishes and maintains liaison with appropriate military and civilian agencies; supervises collection and submission of urine specimens to the Navy Drug Laboratory; supervises Command Urinalysis Program; and coordinates drug testing for DoD employees.

d. Family Advocacy Center. Administers the Depot's Family Advocacy Program. Ensures all personnel are aware of the special needs of families involved in child/spouse abuse, incest and sexual assault and of the services available to help those families. Ensures command and Family Advocacy cooperation in addressing family violence matters. Uses on and off-base resources efficiently in establishing prevention and treatment programs. Enhances unit efficiency by restoring families to a healthy state through effective rehabilitation policies and programs. Educates appropriate personnel in identifying signs of child abuse, sexual molestation, spouse abuse and sexual assault; identifies cases of spouse and child abuse; provides resources and services to the victims; provides counseling services to assist active duty Marines, family members and civilian employees of MCRD with personal, marital, or family problems.

e. Marine Corps Family Team Building (MCFTB). MCFTB enhances family readiness between the command and family members through an established communication network such as the Key Volunteer Network (KVN), Lifestyles, Insight, Networking, Knowledge, Skills (LINKS), and Spouses Leadership seminars.

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CHAPTER 11

MCCS DEPARTMENT

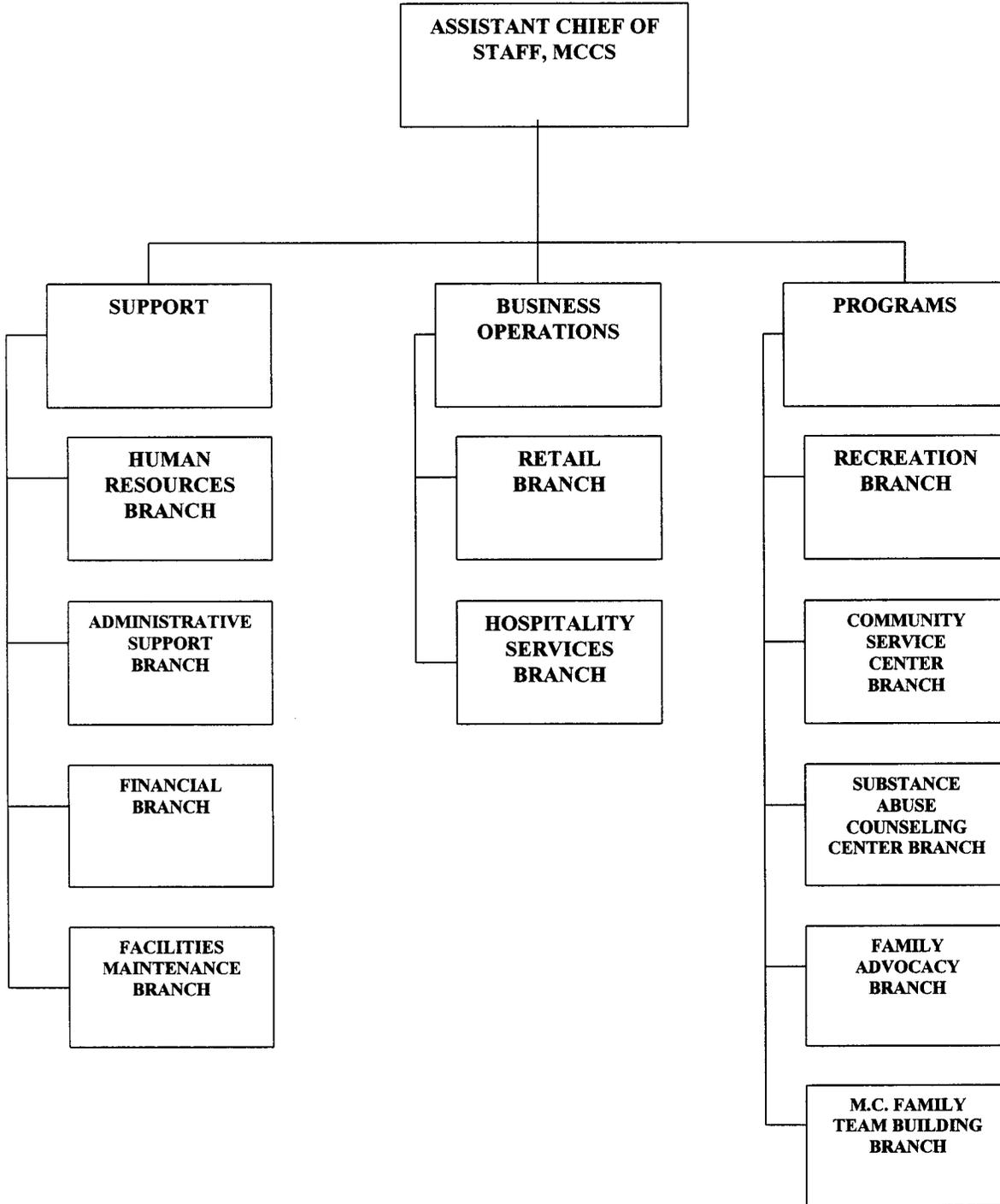


Figure 11-1.--MCCS Department Chart.

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CHAPTER 12

PROVOST MARSHAL DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	12000	12-2
FUNCTION	12001	12-2

FIGURE

12-1 PROVOST MARSHAL DEPARTMENT CHART		12-5
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CHAPTER 12

12000. Mission. Conduct force protection, law enforcement operations, criminal and traffic accident investigations; provide police community services on behalf of the Commanding General in order to maintain good order and discipline aboard the Depot and to promote positive public diplomacy.

12001. Function

1. Provost Marshal is a Special Staff Officer serving under the direct cognizance of the Chief of Staff and maintains order, enforces regulations, and protects persons and property on the Depot. The Provost Marshal Department consists of the following divisions:

Operations  
Criminal Investigations  
Services

2. Operations Division. Enforces laws, orders, regulations, and apprehends or detains all violators; provides written reports on all significant criminal incidents; controls access to and flow of traffic aboard the installation; provides a motorized security patrol. As the first and last Marines observed and encountered by the Depot's visitors, the Marines of this Division are exemplary ambassadors of goodwill. Operations provides an unlimited amount of support to the command for special events which are conducted annually and at a moments notice, ensuring that these events are a success. Additionally, this Division investigates and provides written reports on all traffic accidents; provides narcotics and explosive Military Working Dog (MWD) support; and provides a Special Reaction Team (SRT) for high-risk incidents occurring aboard the installation.

3. Criminal Investigations Division (CID). Investigates crimes within approved levels of jurisdiction, provides written reports, and refers other cases to appropriate investigative agencies; accounts for and maintains all items seized for their evidential value until their destruction or return to rightful owner; maintains liaison with civil and federal law enforcement agencies in matters of mutual interest and provides assistance to those agencies as appropriate; provides personal protective service details and trained hostage negotiators as required.

4. Services Division. Registers and maintains files and records of personal vehicles and weapons aboard the installation; issues Department of Defense (DoD) vehicle decals; provides administrative support to the Military Traffic Court; provides organizational administrative support to include maintenance of all records pertaining to crime reports; ensures all Marine Corps and Military Occupational Specialty (MOS) training requirements are met and properly documented for all assigned Marines; requisitions, issues, accounts for, and maintains all supply support for the organization; conducts physical security and crime prevention surveys on key installation facilities and provides written reports of the

results;provides briefings on terrorism; provides a fingerprinting service for approved persons; provides crime prevention efforts at special events to increase public awareness.

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CHAPTER 12

PROVOST MARSHAL DEPARTMENT

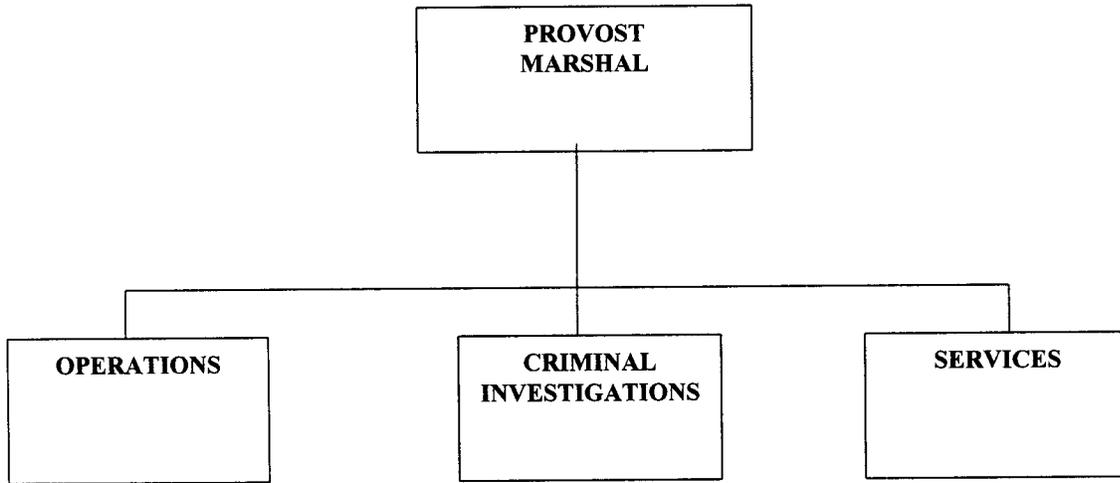


Figure 12-1.--Provost Marshal Department Chart.

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MCRD/WRR ORG & FUNC MAN

CHAPTER 13

PUBLIC AFFAIRS DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	13000	13-2
FUNCTION	13001	13-2

FIGURE

13-1 PUBLIC AFFAIRS DEPARTMENT CHART		13-4
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CHAPTER 13

13000. Mission. Tell "the Marine Corps Story" to many diverse audiences within the Command's area of responsibility.

13001. Function

1. Public Affairs Officer (PAO) is a Special Staff Officer serving under the direct cognizance of the Chief of Staff and is the official spokesperson for the CG in all media matters. The PAO exercises cognizance and operational control over the following divisions:

Administrative Support  
External Information/Media  
Community Relations  
Internal Information

2. Administrative Support Division. Prepares and files correspondence, directives; procures supplies; and files; maintains compiled daily and weekly news from local newspapers regarding matters of Marine Corps interest.

3. External Information/Media Division. Serves as the primary liaison to the civilian media throughout the MCRD/WRR area of responsibility. The Media Branch coordinates media releases to local media outlets; coordinates and escorts media aboard MCRD and WFTBn; responds to media queries; and maintains a civilian news query and news media visit information file. Serves also as a liason to all television productions who wish to film aboard MCRD or WFTBn. Also has cognizance and release authority over the WRR/MCRD Website.

4. Community Relations Division. Develops programs that ensure positive relations between the Command and the local community; provides guidance regarding military participation in community events; conducts tours and visits by civilian groups or individuals; and coordinates the Depot's role for the Educator Workshop Program, Fleet Week activities and the Partnership in Education Program.

5. Internal Information Division. Publishes 44 weekly newspapers, the Chevron, to inform Marines, civilian employees, Sailors, and their family members about the missions, functions, and activities of the Command; provides appropriate news coverage for events of interest as directed; maintains historical files of the Command newspaper; publishes the Daily News, an email consisting of newsbriefs of general interest to the entire Depot family.

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CHAPTER 13

PUBLIC AFFAIRS DEPARTMENT

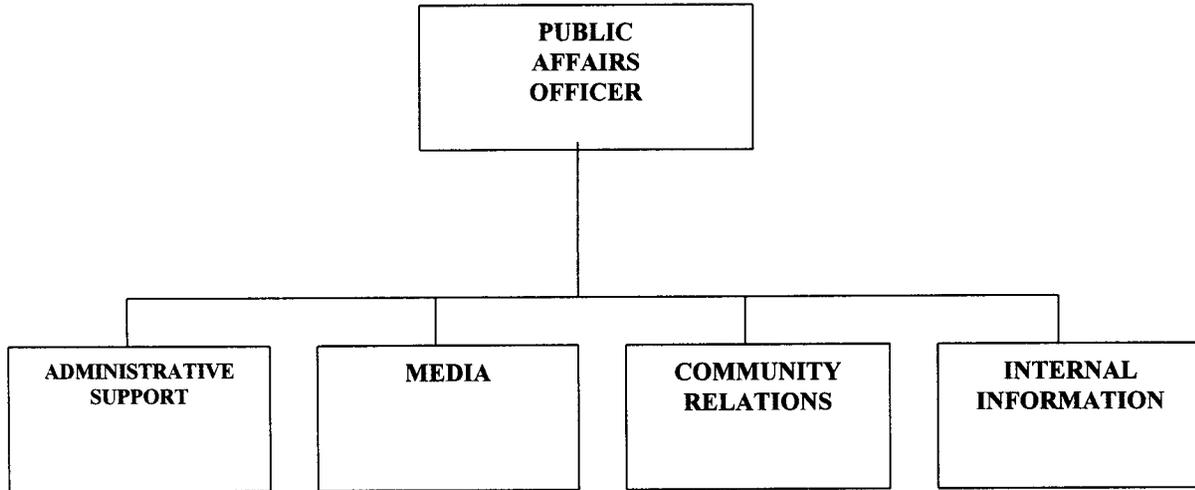


Figure 13-1.--Public Affairs Department Chart.

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CHAPTER 14

COMMUNICATIONS AND INFORMATION SYSTEMS DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	14000	14-2
FUNCTION	14001	14-2

FIGURE

14-1 COMMUNICATION AND INFORMATION SYSTEMS DEPARTMENT CHART	14-6
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CHAPTER 14

14000. Mission. Provide quality voice and data services in support of MCRD/WRR San Diego.

14001. Function

1. The CISD Director is a Special Staff Officer serving under the direct cognizance of the Chief of Staff. The Director, CISD, plans, coordinates, interprets and implements telecommunications, Automated Data Processing (ADP), Security, End User Computer Equipment (EUCE); recommends policy and procedures in matters pertaining to the foregoing and exercises operational control over the following divisions:

Operations  
NMCI Customer Technical Representative  
Programming  
Telephone  
Communication Security Center

2. Operations Division. Assists the Director, CISD, in the development, and supervises the execution of long and short range plans for the department. Executes the policies and procedures as well as orchestrates the operation of the fiscal and supply branch.

a. Fiscal Branch. Manages Fund Administrator Account "1A" for CISD, to include verifying and submitting invoices for maintenance contracts payments; maintains and reconciles desktop ledgers of fiscal transactions; maintains correspondence and directives for fiscal cost center.

b. Supply Branch. Maintains and administers CMR's for CISD Responsible Officers; maintains a database for all EUCE/telephone assets for the Department, to include: assigned and unassigned assets, upgrading and redistribution of assets, and maintaining valid rosters of RO's for the Department; submits requisitions, verifies incoming shipments, and signs for procurements of EUCE/telephone assets; prepares and submits work requests and/or material requests for EUCE/telephone assets.

c. Legacy Systems Help Desk Branch. Provides local technical support for network applications which run across the Marine Corps' NMCI network, that are not directly supported by the NMCI contract. Such systems are called Legacy Applications, which include RasPas, 3270/Host-on-Demand, UD/MIPS, local FTP, Web services, and other non-NMCI servers located on the Depot. Informs the NMCI Helpdesk of trouble calls when there are problems related to these systems.

3. NMCI Customer Service Technical Representative. Represents the Depot's interests in the acquisition, coordination, and deployment of IT services purchased through the Navy/Marine Corps Intranet (NMCI) contract. Interfaces with Depot personnel, TECOM G-6 CTRs, MCSC NMCI Regional Contracting Officer Representative, (RCOR) and the local NMCI Site Manager and contractors. Ensures services purchased through the contract are appropriate, funded, and executed in accordance with the contract. Advises Depot leadership on the availability and costs of contract IT support for future planning.

4. Programming Division. Coordinates local software development and processing requirements. Provides production job processing and printing for Depot customers. Plays active role in effectively incorporating automated technology on a Depot wide level. Conducts needs assessments to validate requests for application and production development and determines appropriate platforms necessary to meet the customer's requirements.

a. Programming Branch. Provides programming support for customer computer systems supported aboard MCRD, San Diego. Code modules designed and documented by Project Team Leader and/or Programming Analyst. Generates documentation for all modules coded.

b. Processing Branch. Schedules, processes and prints all production jobs in accordance with established guidelines. Provides maintenance of JCL and mainframe data sets. Provides support for all mission critical data sets on mainframe, network, and database services. Creates and maintains mission critical data links to HQMC data sources. Provides a link between the Depot customers and other Data Processing Organizations in the implementation and maintenance of Class 1 and Class 2 mainframe programs.

5. Telephone Division. Manages and maintains the Telephonic and Public Address Systems for the Depot. Administers the Telephone Division's operational support for the Depot by managing the telephone support and PA Support to include all resources and systems for the Depot. Oversees the Telecommunication support and setup of the Emergency Operations Center (EOC).

a. Telephone Branch. Installs and maintains telephonic support for the Depot to include communications lines, equipment and components. Audits and verifies telephone billings for the Depot. Maintains all cellular and paging assets.

b. Public Address Branch. Installs and maintains public address support for the Depot to ensure proper volume control and clarity control are present and that all systems are in working order.

c. Radio Services Branch. Provides, maintains, and oversees radio assets for the Depot.

6. Communication-Security Center Division. Manages and maintains operational support for the Defense Message System Local Control Center and all of its resources. Manages and maintains the Depot's INFOSEC (Information Systems Security) Program to ensure all regulations are being met. Maintains overall cognizance for the Classified Materials Control Center and the Depot Communications Security Material System (COMSEC).

a. Defense Message System Local Control Center. Responsible for the receiving and distribution of all messages originated by or address to units within or guarded for the Depot.

b. Information Systems Security (INFOSEC). Responsible for the security of the Depot's Information Resources and the physical security of the CISD areas. This includes the hardware, software and equipment itself and the Local Area Network and access to the Internet. Responsible for the annual Information Assurance (IA) and Operations Security (OPSEC) training.

c. Classified Material Control Center. Responsible for the handling, control, storage, dissemination, and disposal of classified material originated or received. Also responsible for the COMSEC material to include the control, inventory and destruction. Operates the Depots only Secure Fax and the Classified Internet (SIPRnet).

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CHAPTER 14

COMMUNICATIONS AND INFORMATION SYSTEMS DEPARTMENT

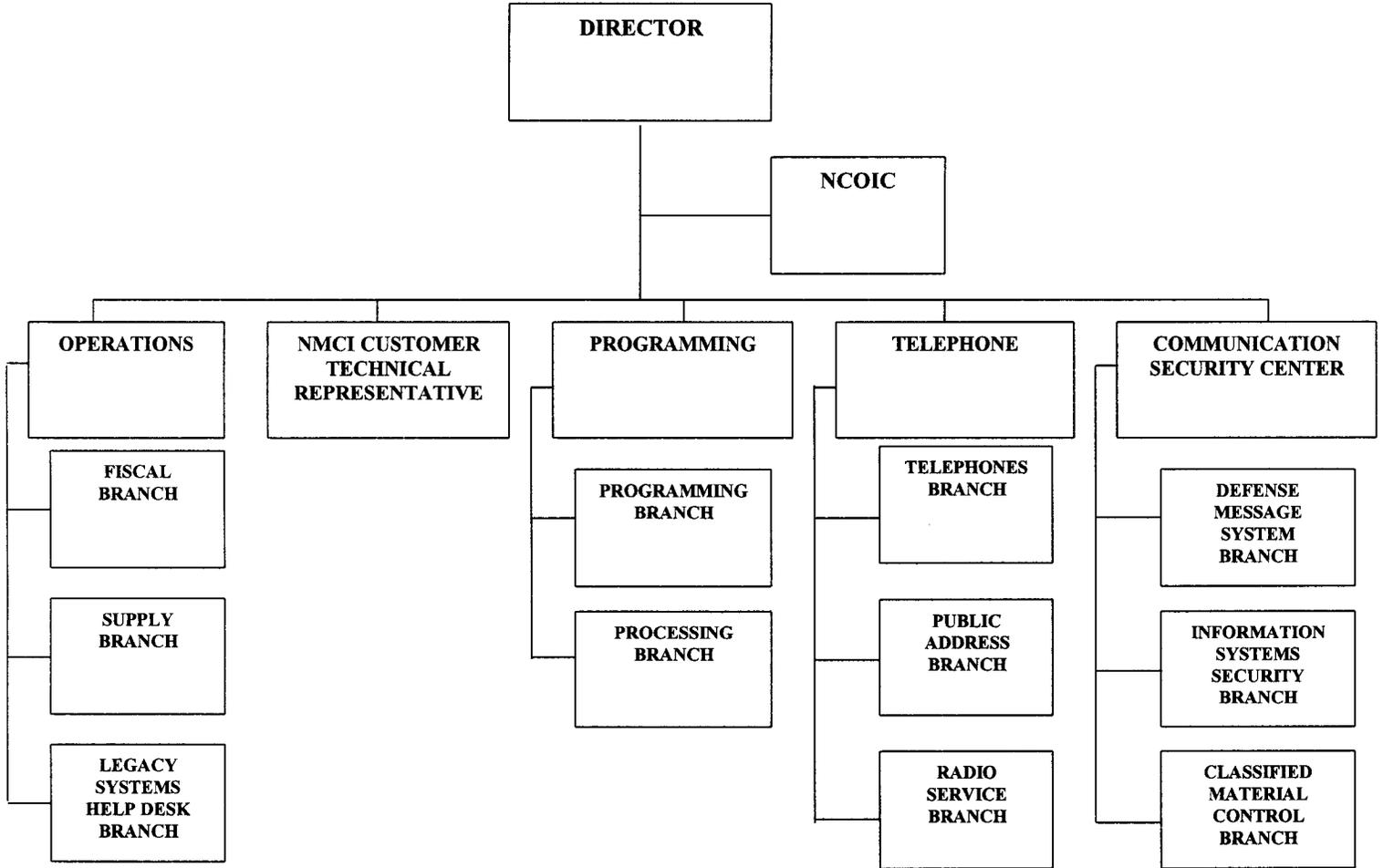


Figure 14-1.--Communication and Informations Systems Department Chart.

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CHAPTER 15

HEADQUARTERS AND SERVICE BATTALION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	15000	15-2
FUNCTION	15001	15-2

FIGURE

15-1 HEADQUARTERS AND SERVICE BATTALION CHART		15-5
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CHAPTER 15

15000. Mission. Provide administrative support and training for all personnel assigned to the Headquarters and Service Battalion, Marine Corps detachments, tenants, and transients within the San Diego area.

15001. Function

1. Commanding Officer, Headquarters and Service Battalion is a General Staff Officer exercising command authority over Marines assigned to Headquarters and Service Battalion and has direct cognizance over:

Battalion Headquarters Staff  
Headquarters Company  
Service Company

2. Battalion Headquarters Staff:

a. Adjutant Office. Provides administrative services in support of the battalion command element and company staffs in the areas of correspondence, career planning, legal, directives, fitness reports, and awards.

b. Training (S-3) Office. Responsible for security, training, and operational matters of the battalion; plans and supervises training and testing of battalion personnel in essential subjects, physical fitness, leadership, drug and alcohol abatement, combat skills, weapons requalification, martial arts, and other training requirements; monitors assignment of Battalion personnel to formal and informal schools; coordinates and supervises Battalion orientation program.

c. Logistics (S-4) Office. Coordinates, manages, and supervises supply and logistical support for the battalion; provides financial planning and management for the battalion headquarters and other designated work centers; inspects and supervises the upkeep, maintenance, and cleanliness of buildings and grounds within the Battalion area of responsibility.

d. Chaplain. Plans and conducts religious programs; provides spiritual counsel to the sick, injured, and bereaved. Corresponds with families and relatives of battalion personnel, as appropriate; and maintains liaison with community, social, welfare, and religious organizations.

3. Headquarters Company

(a) Headquarters Company. Exercises command authority over Marines assigned to Headquarters Company; provides personnel support for permanent personnel in the areas of administration, training, discipline, morale, welfare and recreation.

(b) Hospital Liaison Section. Facilitates and expedites the administrative processing of paperwork regarding all active duty Marines and their family members; and provides general referral assistance for retired Marines; "Takes care of our own" at the Naval Medical Center, San Diego.

4. Service Company. Exercises command authority over Marines assigned to Service Company; provides personnel support for permanent personnel in the areas of administration, training, discipline, morale, welfare and recreation.

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CHAPTER 15

HEADQUARTERS AND SERVICE BATTALION

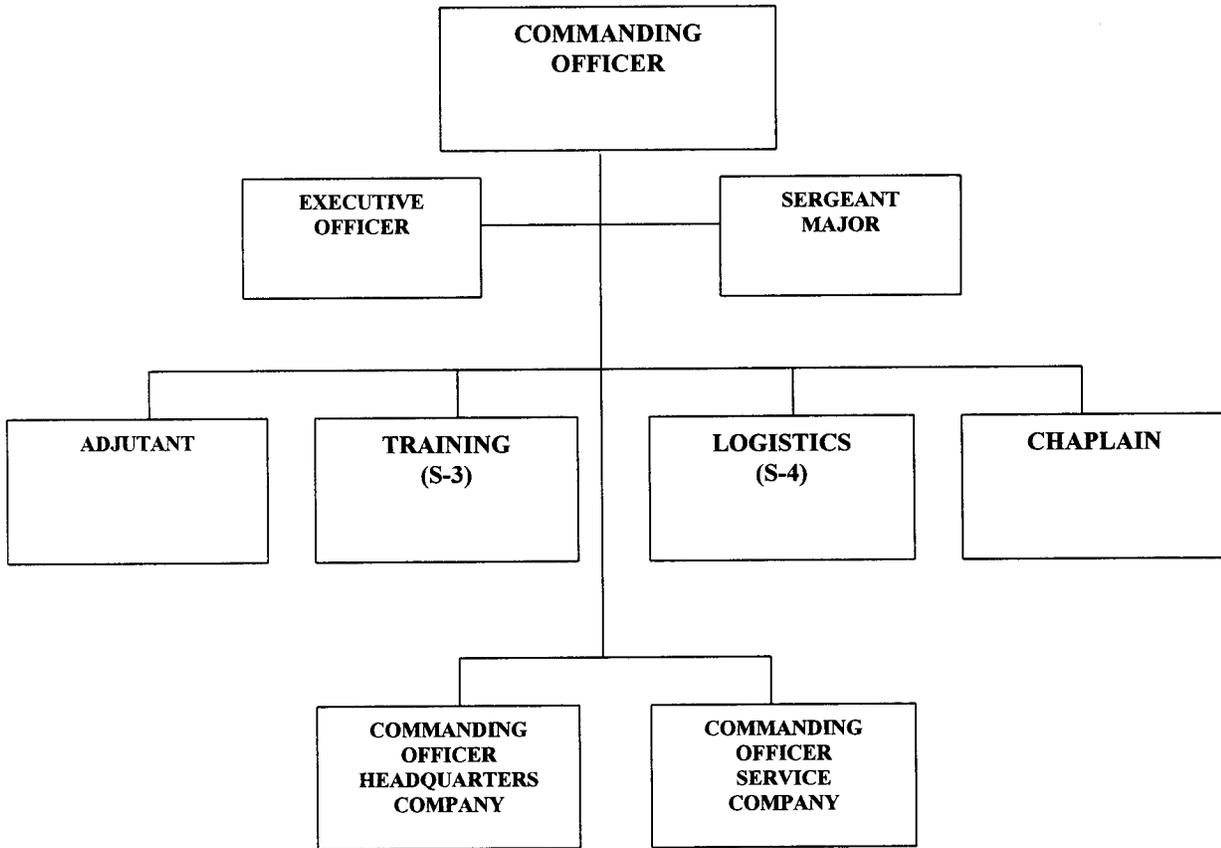


Figure 15-1.--Headquarters and Service Battalion Chart.

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CHAPTER 16

RECRUIT TRAINING REGIMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	16000	16-2
FUNCTION	16001	16-2
SUPPORT BATTALION MISSION STATEMENT	16002	16-6
FUNCTION	16003	16-6
RECRUIT TRAINING BATTALION MISSION STATEMENT	16004	16-12
FUNCTION	16005	16-12

FIGURE

16-1 RECRUIT TRAINING REGIMENT CHART	16-4
16-2 SUPPORT BATTALION CHART	16-10

MCRD/WRR ORG & FUNC MAN

CHAPTER 16

16000. Mission. Provide reception, processing, and recruit training for male enlisted personnel following initial entry into the Marine Corps; provide training for Drill Instructors and Officers entrusted with recruit training responsibilities.

16001. Function

1. Commanding Officer, Recruit Training Regiment is a General Staff Officer exercising command authority over:

Regimental Headquarters Staff  
Support Battalion  
Recruit Training Battalions

2. Regimental Headquarters Staff:

a. Adjutant/Personnel (S-1) Office. Coordinates with other staff sections and supervises all of the Regiment's general administrative functions pertaining to both Marines, Sailors and recruits; coordinates personnel and collateral duty assignments within the Regiment; plans and coordinates career planning efforts for Marines of the Regiment.

b. Training (S-3) Office. Plans, schedules, monitors, coordinates and evaluates all aspects of recruit and permanent personnel operations and training; exercises staff cognizance over recruit training and operational tasking; researches and develops various recommendations and improvements to recruit training; conducts and coordinates tours of the recruit training process; evaluates final drill and graduation parades; provides technical expertise during regimental parade practices, retirements, awards, and other special events involving drill and ceremonies.

c. Logistics (S-4) Office. Receives, stocks, controls, and issues equipment and supplies; coordinates and manages logistical support, including messing, medical, dental, safety, exchange operations, transportation, clothing issue, and facilities maintenance; provides financial planning and management; maintains grounds and buildings assigned to the Regiment.

d. Chaplain. Plans and conducts religious programs; assists in evaluating and improving morale; ministers to the sick and injured; corresponds with relatives of Marines, Sailors and recruits.

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CHAPTER 16

RECRUIT TRAINING REGIMENT

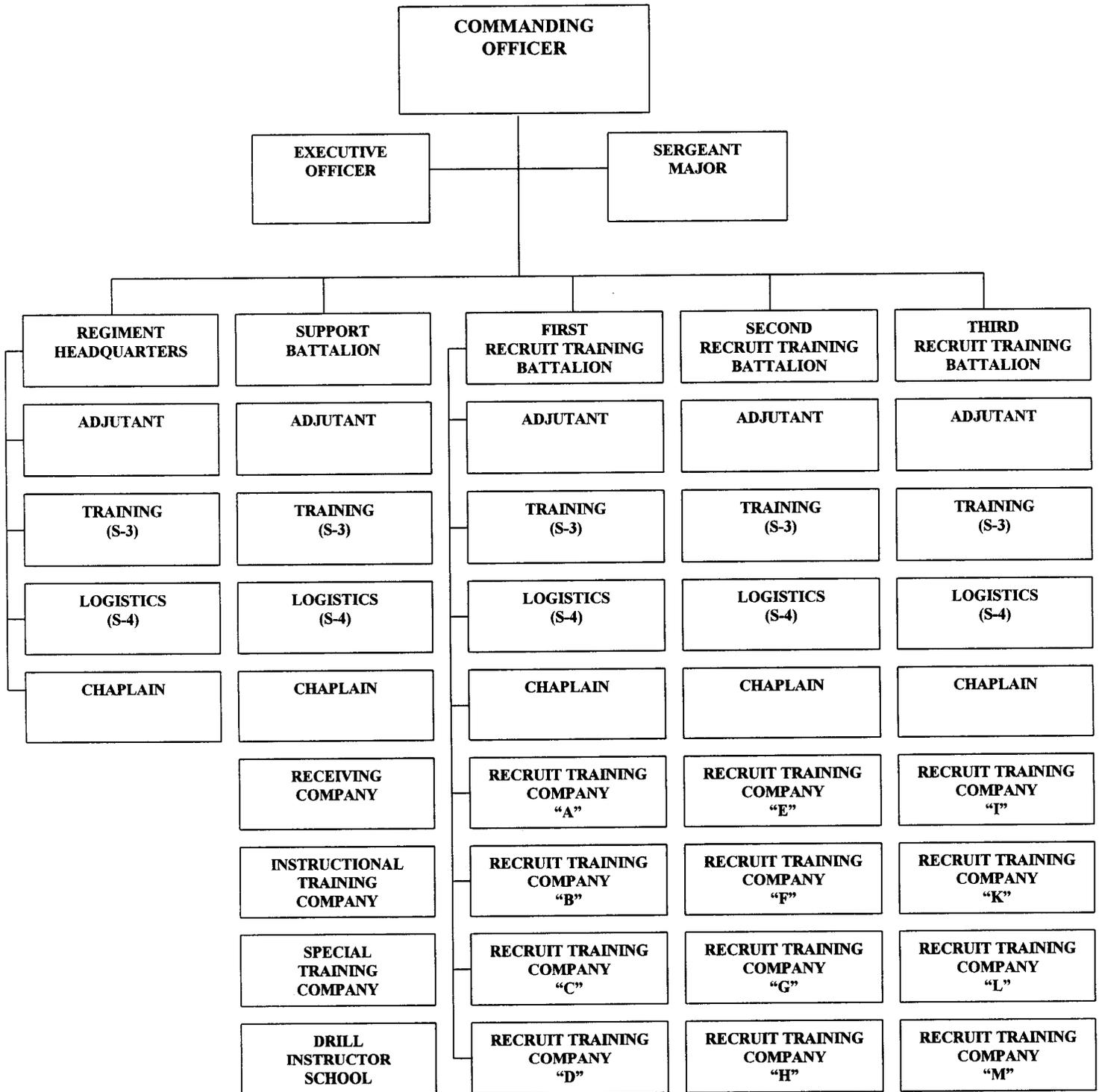


Figure 16.1--Recruit Training Regiment Chart.

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CHAPTER 16

SUPPORT BATTALION

16002. Mission. Provide specialized training to Marine recruits; provide specialized support to the Marines and recruits of the Recruit Training Regiment; operate the Drill Instructor School.

16003. Function

1. Commanding Officer, Support Battalion functions as a Regimental Staff Officer exercising command authority over:

Support Battalion Headquarters  
Receiving Company  
Instructional Training Company  
Special Training Company  
Drill Instructor School

2. Support Battalion Headquarters Staff:

a. Adjutant/Personnel (S-1) Office. Coordinates and supervises all Battalion administrative functions, except those related to personnel administration.

b. Training (S-3) Office. Plans, schedules, coordinates, and monitors the permanent personnel training requirements of the Battalion.

c. Logistics (S-4) Office. Coordinates and supervises logistics and financial support functions; coordinates billeting services for the Regiment's Marines, Sailors and recruits.

d. Battalion Chaplain. Plans and conducts religious programs; assists in evaluating and improving morale; ministers to the sick and injured; and corresponds with relatives of Marines.

3. Receiving Company

a. Receiving Branch. Receives and conducts day/night initial processing of all recruits arriving for training; ensures all newly joined recruits receive proper screening through the medical and dental branches; and ensures all recruits are assigned to an appropriate training company.

b. Recruit Administration Branch. Provides administrative services in the support of all recruits aboard the Depot.

(1) Accessions Section. Accesses Marine recruits into the Automated Recruit Management System (ARMS); inputs automated Records of Emergency Data (RED); and provides classes to recruits on Servicemen's Group Life Insurance (SGLI), the W-2 Form, State of Legal Residence Forms (DD Form 2058), and Basic Housing Allowance entitlements.

(2) Testing Section

(a) Recruits. Administers and proctors the following types of tests: Electronic Data Processing Test, Army Radio Code Test, and the Defense Language Aptitude Test; administers tests to all open contract and guaranteed intelligence (Military Occupational Specialty 02XX) recruits with a GT of 110 or higher; and provides all recruits (less Reservists) the opportunity to enroll in the U.S. Savings Bond Payroll Saving Plan via allotment.

(b) Marines. Administers and proctors various tests such as the Enlisted Armed Forces Classification Test (AFCT), Officers General Classification Test (GCT), and all language tests endorsed by the Marine Corps.

(3) Unit Diary Section. Processes changes, deletions, or corrections to previously reported information based on day-to-day occurrences; and is responsible for all requirements of reporting information as directed by MCO P1080.40; reports gains and losses, establish information and change, delete, or correct previously reported information based on day-to-day occurrences.

(4) Service Records Management Section. Establishes and assembles service records as prescribed by MCO P1070.12.

(5) Assignments/Transfer Section. Responsible for the administrative processing of all Marines graduating from recruit training; prepares Identification (ID) Cards and ID tags; maintains the overall administration of ID cards and tags; and instructs recruits on the use or misuse of the ID card; prepares ID cards for recruits authorized emergency leave, home awaiting results of a Physical Evaluation Board, or for Basic Marines who have graduated but are held at the Depot until all pending issues (e.g., medical health matters) have been resolved.

(6) Separations Section. Processes recruits and Basic Marines for separation or discharge; prepares administrative separation records and documentation for Commanding General approval; ensures that the rights of both the individual and the government are protected.

(7) Recruit Special Screening Section. Assists the CG, MCRD in the screening and selection of Marines for assignment in the Cryptologic Specialty (MOS 26xx) and the intelligence Specialty (MOS 02xx) who require eligibility for access to Sensitive Compartments Information (SCI) or for assignment to Presidential Support Duty.

c. Separations Branch. Receives, billets, accounts for, and administers to the health, comfort, and welfare of recruits who are awaiting separation.

4. Instructional Training Company. Trains and evaluates recruits, Drill Instructor School students and Depot Marines in combat water survival and the Marine Corps Martial Arts Program (MCMAP); develops and provides academic lesson plans and training; prepares and evaluates academic examinations and practical tests; provides training for classroom instructors; provides close combat instruction and training, MCMAP instruction and training as well as physical training.

5. Special Training Company. Provides supplemental training for recruits who are incapable of performing normal training due to their physical limitation or medical condition; ensures recruits achieve appropriate health and fitness levels to return to normal recruit training; processes recruits who cannot return to training for transfer to the Recruit Separations Platoon; provides training on medical rehabilitation to Marines prior to shipping to the School of Infantry/Marine Combat Training.

6. Drill Instructor School. Provides instruction and training to selected SNCOs and NCOs in the proper techniques and practices to perform the duties of a Drill Instructor; trains and educates newly joined company grade officers on the recruit training process and environment.

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CHAPTER 16

SUPPORT BATTALION, RECRUIT TRAINING REGIMENT

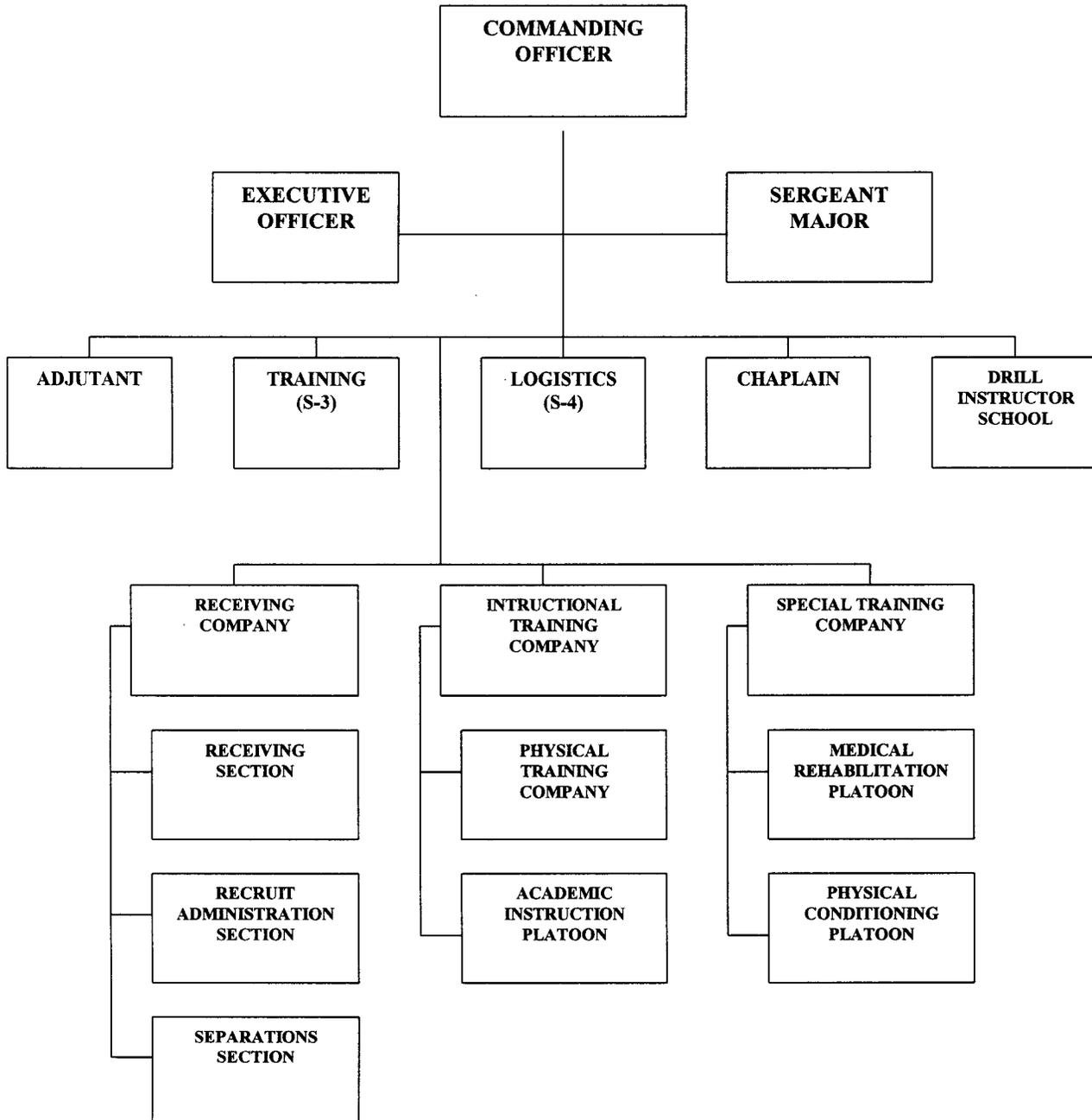


Figure 16-2.--Support Battalion Chart.

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CHAPTER 16

RECRUIT TRAINING BATTALIONS  
(1ST, 2ND, 3RD),  
RECRUIT TRAINING REGIMENT

16004. Mission. Train male recruits to become basic enlisted Marines.

16005. Function

1. Commanding Officer, Recruit Training Battalion is a Regimental Staff Officer exercising command authority over:

Battalion Headquarters Staff  
Recruit Training Companies

2. Battalion Headquarters Staff:

a. Adjutant/Personnel (S-1) Office. Provides administrative and clerical support for the Battalion.

b. Training (S-3) Office. Monitors recruit training to ensure compliance with the recruit training Standard Operating Procedure (SOP); coordinates all training requirements for both recruits and permanent personnel with the Regimental Training Office.

c. Logistics (S-4) Office. Provides logistical support for the Battalion and provides financial requirements to the Regimental Logistics Office.

d. Chaplain. Plans and conducts religious programs; assists in evaluating and improving morale; ministers to the sick and injured; and corresponds with relatives of personnel.

3. Recruit Training Company. Conducts training and provides leadership and discipline for recruits and permanent personnel. There are four companies per battalion which are designated as:

<u>1stRTBn</u>	<u>2ndRTBn</u>	<u>3rdRTBn</u>
Company A	Company E	Company I
Company B	Company F	Company K
Company C	Company G	Company L
Company D	Company H	Company M

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CHAPTER 17

WEAPONS & FIELD TRAINING BATTALION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	17000	17-2
FUNCTION	17001	17-2

FIGURE

17-1 WEAPONS AND FIELD TRAINING BATTALION CHART	17-6
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CHAPTER 17

17000. Mission. Provides field and marksmanship training and support in the making of the highest quality U. S. Marine.

17001. Function

1. Commanding Officer, Weapons & Field Training Battalion is a General Staff Officer exercising command authority over:

Battalion Headquarters  
Headquarters Company  
Range Company  
Field and Weapons Training Company

2. Battalion Headquarters Staff:

a. Adjutant/Personnel (S-1) Office. Provides administrative services in support of the Battalion command in the areas of correspondence, career planning, legal, files, directives, fitness reports, and awards; provides control and coordination of recruits who require administrative, medical, or logistical support during their training at WFTBn; coordinates with HQMC (Manpower) on personnel issues, including separations of Marines.

b. Training (S-3) Office. Plans, organizes, and ensures that the range and field training operations fulfill the command mission objectives; closely coordinates and maintains situational awareness with TECOM, MCRDSD G-3, and RTR S-3 in all areas pertaining to operations and training; plans, develops, and publishes all training and education of permanent personnel; coordinates Combat Readiness Training (CRT) and physical training of permanent personnel; maintains daily interaction with Range and Field & Weapons companies and the recruit training companies on all issues dealing with recruit training and education; coordinates with Recruit Training Regiment on the recruit shipping plan; maintains liaison with commands participating in range operations/firing and field training; disseminates information pertaining to fire danger ratings; maintains liaison with range control; updates status reports of all ranges; maintains qualification and requalification records of both entry and sustainment level firing, and submits reports to higher headquarters; schedules and monitors Basic Skills Training (BST); coordinates liaison and execution of all conferences, VIP visits, and Education Workshops with internal/external agencies; conducts quarterly training review; coordinates and supervises the Battalion's Substance Abuse Counseling Office (SACO) and Weight Control programs; maintains up-to-date situational awareness of all operations of Range and Field & Weapons Training companies; provides internal security throughout the WFTBn area.

c. Logistics (S-4) Office. Responsible to the Commanding Officer for all long range planning of the 31-Area Camp facilities and training areas in order to support all Recruit training and operations and permanent personnel; provides six functions of logistical support; motor transport, maintenance, supply, medical, limited general engineering and miscellaneous services; provides armory, ordnance, communications and mess hall services in support of WFTBn's operations; plans and execution for camp facilities management and development; provides liaison for external logistical resources and coordination with Environmental Security.

(1) Messhall Branch. Procures, stores, issues, accounts for, prepares, and serves food to recruits and personnel assigned or training within the Battalion area.

(2) Maintenance Branch. Plans, coordinates and executes the Camp Facilities Management Program; provides coordinated maintenance effort for Camp facilities; provides billeting plans, scheduling and execution; provides plans and supervision of training area maintenance; plans and supervises Camp projects. provides data and voice communications support; provides hazardous material oversight.

(3) Motor Transport Branch. Provides motor transport support using vehicles assigned by Southwest Region Fleet Transportation Center, MCB, Camp Pendleton; plans, manages, and supervises vehicle management program; performs first echelon maintenance; and maintains dispatch and vehicle utilization records.

(4) Ordnance Branch. Stores, issues, recovers, and repairs weapons; provides armor support for rifle and pistol teams; procures, stores, issues and accounts for ammunition.

(5) Supply Branch. Requisitions, receives, and issues materials and supplies; administers manual property control accounting records; budgets and maintains financial accounting for two fund administered accounts; conducts warehousing and disposal operations of organizational property, individual equipment, packaged operation rations, and personal effects; repairs and assess serviceability of organic property.

d. Medical. The 31-Area Branch Medical Clinic is an adjacent command under the authority of Camp Pendleton's Clinic Supervisor, Camp Pendleton Naval Hospital. The Clinic provides clinical services to permanent personnel, recruits, and civilians; provides dental services to recruits and permanent personnel.

e. Chaplain. The Religious Ministry Team (RMT) is comprised of the Chaplain and the Religious Program Specialist (RP). Plans and conducts divine services, funeral and memorial services; works to accommodate the spiritual development of both recruits and permanent personnel.

3. Headquarters Company. Provides support for permanent personnel in the areas of administration, welfare, morale, discipline, career and personal development, training and logistics; coordinates with the Battalion S-3 on all required annual or semi-annual permanent personnel training requirements; coordinates personnel support to augment Area Guard, range or field duties.

4. Range Company. Conducts Phase I and II entry level marksmanship training for recruits; assists Field Company in the conduct of Phase III (night fire) training for recruits; conducts Phase I/II/III, sustainment level marksmanship training for both rifle and pistol for permanent personnel of WFTBn, Depot, and other San Diego area units, as directed; develops, coordinates, executes Depot Competition in Arms Program in preparation for Division or Inter-service Marine Corps Rifle Team Competition; Supervises and manages target manufacturing and supply operations; coordinates personnel support to augment the Area Guard.

5. Field and Weapons Training Company. Conducts basic entry level infantry and field (Phase III) markanship training for recruits; maintains supplies and equipment for support training; facilitates, supports, and provides subject matter expertise for the Commandant's crucible event to recruit training companies and Drill Instructor School. Provides support to MCRD, San Diego based units conducting CRT at Edson Range, as directed.

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CHAPTER 17

WEAPONS AND FIELD TRAINING BATTALION

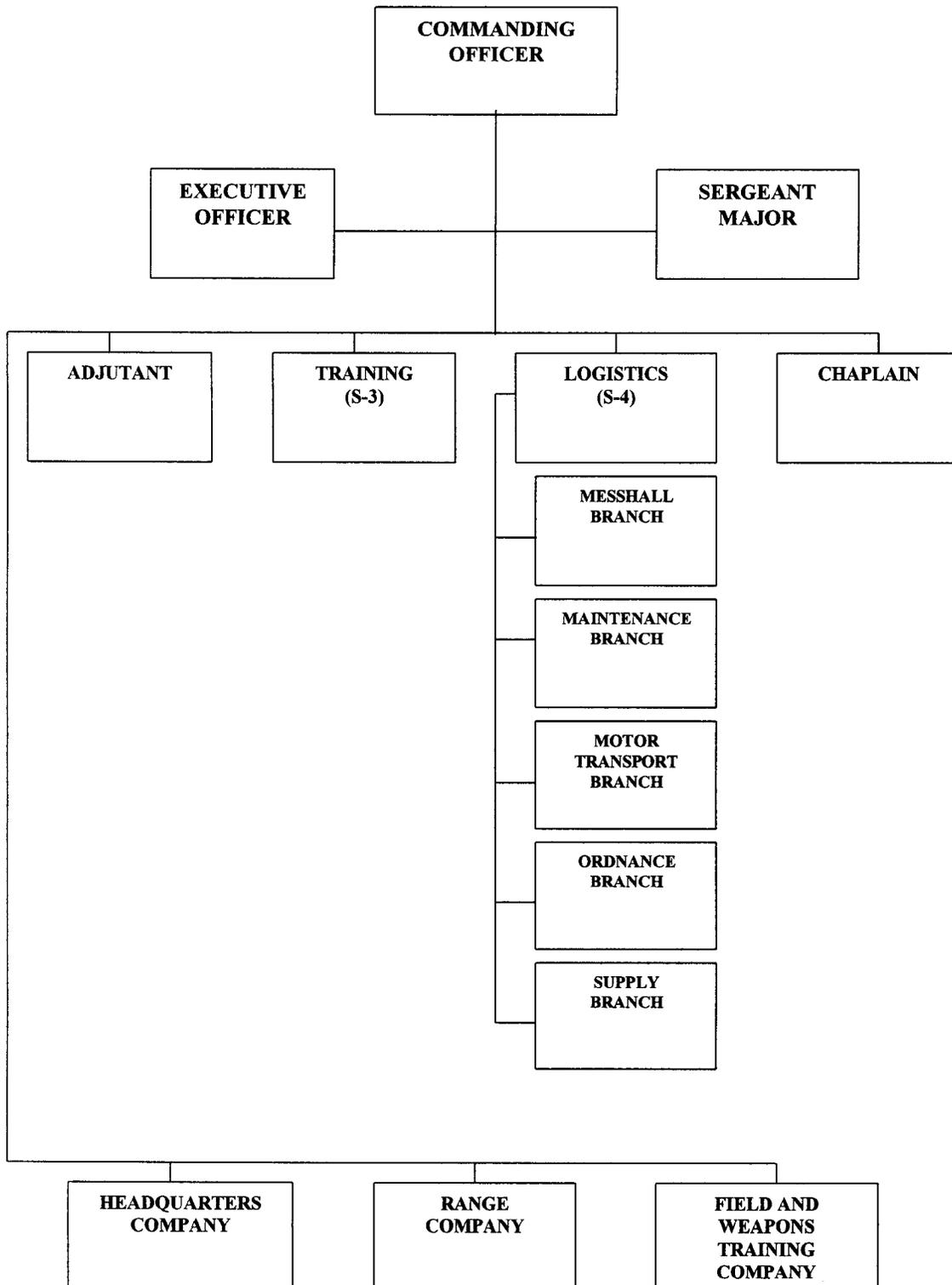


Figure 17-1.--Weapons and Field Training Battalion Chart.

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CHAPTER 18

WESTERN RECRUITING REGION  
(8TH, 9TH AND 12TH MARINE CORPS RECRUITING DISTRICTS)

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	18000	18-2
FUNCTION	18001	18-2

TABLES OF ORGANIZATION (T/O) (NOT ATTACHED):

- 5130 DISTRICT HEADQUARTERS
- 5131 RECRUITING STATIONS
- 5132 OFFICER SELECTION OFFICES

FIGURE

18-1 WESTERN RECRUITING REGION GEOGRAPHICAL LOCATION	18-4
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CHAPTER 18

18000. Mission. Procure applicants for enlistment in the regular and reserve establishment and such other additional missions as may be assigned by the Commandant of the Marine Corps.

18001. Mission. Select the best qualified applicants, in the numbers required, for all reserve officer candidate programs and to ensure that every possible qualified candidate is appointed to commissioned grade and ordered to active duty.

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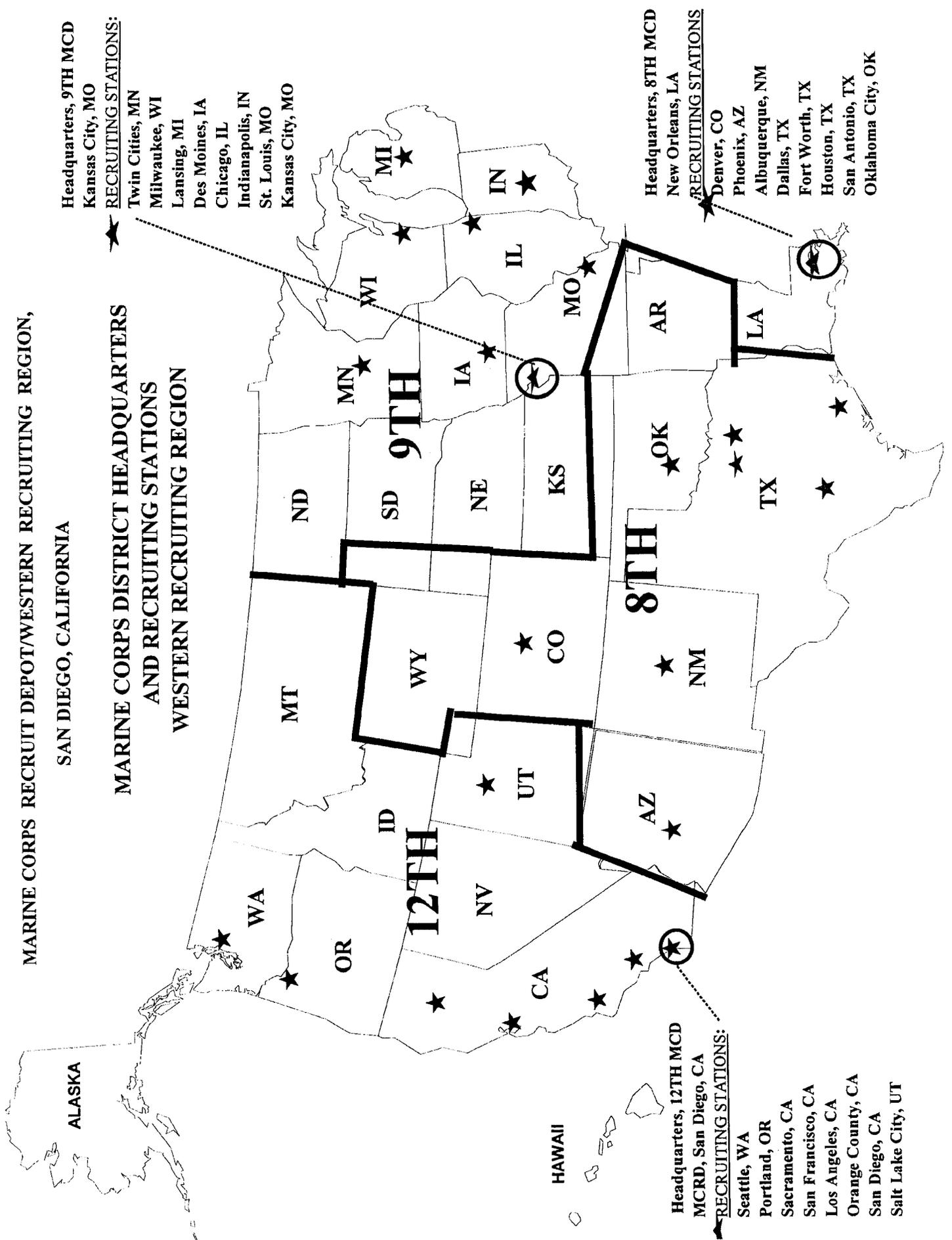


Figure 18-1--Western Recruiting Region

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CHAPTER 19

RECRUITERS SCHOOL

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION STATEMENT	19000	19-2
FUNCTION	19001	19-2

FIGURE

19-1 RECRUITERS SCHOOL CHART	19-4
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CHAPTER 19

19000. Mission. Screens and trains selected Noncommissioned and Staff Noncommissioned Officers to perform the duties inherent to the procurement of officers and the procurement and retention of enlisted Marines for the regular and reserve Marine Corps.

19001. Function

1. Director, Recruiters School is a General Staff Officer exercising staff cognizance over the following divisions in a Marine Corps formal school environment:

- Administrative Support
- Recruiter Training
- Career Recruiter Training
- Career Retention Specialist Training
- Officer Selection Officer Training

2. Administrative Support Division. Conducts student personnel service record book maintenance; provides assistance to resolve pay related issues; prepares fitness reports, travel orders, and other general administrative correspondence.

3. Recruiter Training Division. Ensures final screening is complete and accurate; conducts formal training for Military Occupational Skill (MOS) 8411.

4. Career Recruiter Training Division. Ensures final screening is complete and accurate; conducts formal training for Military Occupational Skill (MOS) 8412.

5. Career Retention Specialist Training Division. Ensures final screening is complete and accurate; conducts formal training for Military Occupational Skill (MOS) 8421.

6. Officer Selection Officer Training Division. Ensures formal training for Marines and Marine Officers assigned to the Marine Corps recruiting Command for the purpose of obtaining Officer accessions.

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CHAPTER 19

RECRUITERS SCHOOL

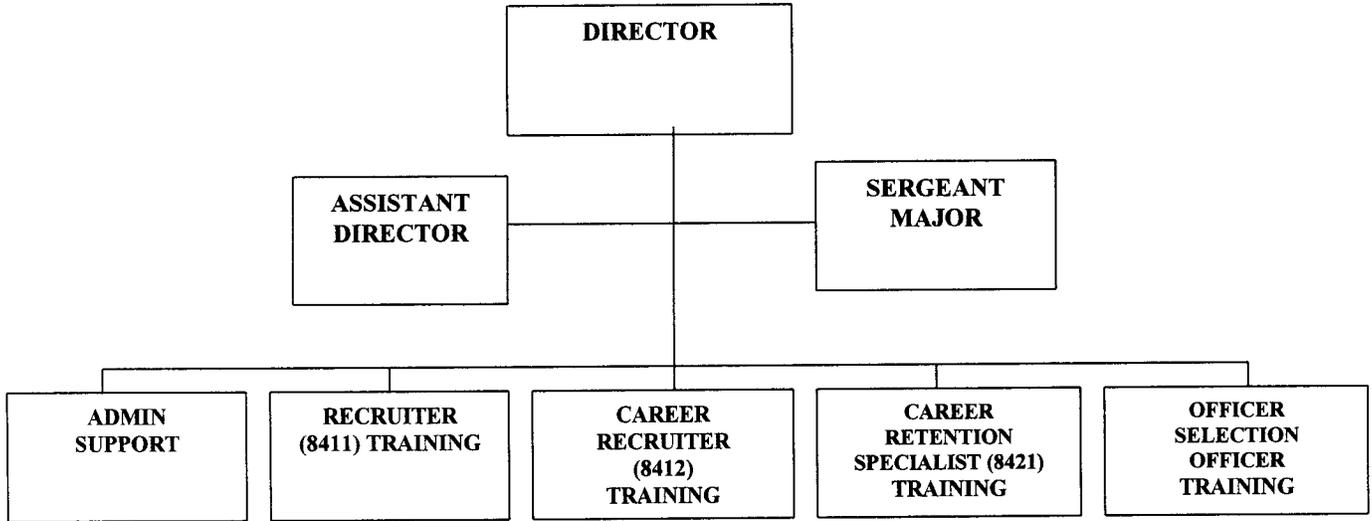


Figure 19-1.--Recruiters School Chart.

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CHAPTER 20

TENANT ACTIVITIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
MARINE CORPS ABSENTEE COLLECTION UNIT	20001	20-2
MARINE CORPS NON-APPROPRIATED FUND AUDIT SERVICE	20002	20-2
MCRD BRANCH MEDICAL CLINIC	20003	20-2
MCRD BRANCH DENTAL CLINIC	20004	20-2
U.S. COAST GUARD, PACIFIC AREA TACTICAL LAW ENFORCEMENT TEAM	20005	20-2
FEDERAL FIRE DEPARTMENT PROTECTION BRANCH	20006	20-3

CHAPTER 20

TENANT ACTIVITIES

20001. Marine Corps Absentee Collection Unit. Provide chasers for the purpose of transporting absentees, deserters, and prisoners as directed by the Commandant of the Marine Corps (CMC), (POS-40); establish continued liaison between the Marine Corps and civilian law enforcement agencies for the detention, apprehension, and return of active duty personnel to military control.

20002. Marine Corps Non-appropriated Fund Audit Service (MCNAFAS) Southwest Region. Provides the Commandant of the Marine Corps (CMC), commanders, and managers with independent and objective audits of Marine Corps Non-appropriated Fund Instrumentalities (NAFIs) and other entities; conducts internal audits of NAFIs aboard MCRD San Diego, Marine Corps Air Station, Yuma, and Marine Corps Air Station, Miramar. MCNAFAS is under the operational and technical control of CMC (P&R).

20003. MCRD Branch Medical Clinic. Provides immunizations, routine sick call services, physical exams, podiatry services, primary care, sports medicine services, optometry services, mental health services, audiograms, routine laboratory testing and X-Ray services, and acute care responses; provides numerous instructional programs aboard the Depot such as Tobacco Cessation, Weight Management, Cholesterol Management, Heat Casualty Prevention, Basic First Aid for Marines, Cardiopulmonary Resuscitation/Basic Life Support and numerous Semper Fit topics. Health Care providers are general medical officers, physician assistants, and independent duty corpsmen with specialty referrals available at the Naval Medical Center, San Diego.

20004. MCRD Branch Dental Clinic. Provides dental care for personnel undergoing recruit training and active duty personnel; performs dental specialties such as: operative dentistry, oral surgery, periodontics, endodontics, prosthodontics, and dental hygiene.

20005. U.S. Coast Guard, Pacific Area Tactical Law Enforcement Team. Provides nine law enforcement units comprised of eight-man boarding teams to conduct counternarcotic operations, alien migration interdiction on the high seas, United Nation sanctions boardings, and Home Land Defense operations; provides boarding procedures training to the U.S. Navy ships and foreign naval forces.

20006. Federal Fire Department Protection Branch. Performs inspections, hazardous (hot work) permits, fire evacuation drills, design/review of new construction and building modification, provides education and consultation on unique situations, and participates in acceptance testing of fixed fire protection systems.