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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

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BnO 1211.2
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18 NOV 1998

BATTALION ORDER 1211.2

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT TO ADDITIONAL DUTIES

1. Purpose. To publish additional duty assignments for Headquarters and Service Battalion.
2. Cancellation. BnO 1211.1Y
3. Summary of Revision. This order incorporates previous changes and new additional duties set forth by the Battalion Commander.
4. Assignments. The following additional duty assignments are effected:

<u>BILLET</u>	<u>ADDITIONAL DUTIES</u>	<u>REFERENCE</u>
Executive Officer	Chairperson, Bay View Advisory Group	DepO 1710.52A
	Voting Member, MWR Advisory Board	DepO 1700.7B
	Depot Manpower Focus Area Team Member	CG ltr 29 Jan 96
	Executive Steering Committee Team Leader	DepO 5420.5C
Adjutant	Legal Officer	DepO P5800.13
	Forms Contract Officer	DepO 5213.6E
	Unit Information Officer	DepO P5720.1H
	Records Management Program Coordinator	MCO 5210.11
	Casualty Reporting Officer	MCO P3040.4

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	<u>ADDITIONAL DUTIES</u>	<u>REFERENCE</u>
Adjutant	Executive Steering Committee Team Leader Family Advocacy Program Officer Responsible Officer for Internal Controls Printing Management Officer Equal Opportunity Officer Directives Control Point (DCP) Reports Management Program Officer Privacy Act Coordinator	DepO 5420.5C DepO 1752.2A DepO 5200.7A DepO 5600.9 MCO 5354.1C MCO P5215.1G MCO 5214.2D DepO 5211.3A
Operations/Training Officer	Marksmanship Education Coordinator MCI Coordinator Substance Abuse Control Officer Historical Program Officer Weight Control/Personal Appearance Officer Battalion Antiterrorism Officer Fraud Waste & Abuse Officer Responsible Officer for Internal Controls Semper Fit 2000 Executive Steering Committee Team Leader	MCO 3574.2 BnO 1560.2D DepO 5213.6E MCO 5300.12 MCO 5750.1 BnO 6100.6E MCO 3302.1 DepO 7510.4A DepO 5200.7A MCO 6200.4A DepO 5420.5C
Logistics Officer	Facilities Management Officer Cost Center Administrator Safety Officer Unit Property Officer Mishap Prevention Officer Voting Assistance Officer End User Computing Equipment (EUCE) Program TQL Coordinator Executive Steering Committee Member Responsible Officer for Internal Controls Electronic and Computer Generated Forms Control Point	MCO P11000.18 DepO 7000.7E DepO 5100.2K BnO 4400.2 MCO 5100.19 DepO 1742.2F DepO 5230.3C DepO 5420.5C DepO 5420.5C DepO 5200.7A DepO 5213.6E
Sergeant Major	Member, Depot Meritorious Sergeant Promotion Board Senior Member, Marine/NCO of the Quarter Board	DepO 1420.1B BnO 1650.3J

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<u>BILLET</u>	<u>ADDITIONAL DUTIES</u>	<u>REFERENCE</u>
Sergeant Major	Member, Bay View Advisory Group Executive Steering Committee Member	DepO 1710.52A DepO 5420.5C
Chaplain	Member, Family Advocacy Program Committee Family Readiness Officer Executive Steering Committee Member Member Relocation Assistance Coordinating Committee	DepO 1752.2A DepO 1754.3 DepO 5420.5C DepO 1754.2
Commanding Officer Headquarters Company	Executive Steering Committee Member	DepO 5420.5C
Commanding Officer Service Company	Executive Steering Committee Member	DepO 5420.5C
Career Planner	Unit Transition Counselor	MCO P1754.5

5. Action. Personnel assigned duties in paragraph 4 will familiarize themselves with the pertinent references and carry out those duties and requirements as prescribed.



P. J. MULLIN

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