

**MEMORANDUM OF AGREEMENT
BETWEEN
COMMANDING GENERAL, MARINE CORPS INSTALLATIONS EAST
AND
COMMANDING GENERAL, MARINE CORPS LOGISTICS COMMAND
CONCERNING
MARINE CORPS LOGISTICS BASE, ALBANY**

1. **PURPOSE.** The purpose of this Memorandum of Agreement (MOA) is to identify the working relationship between the Commanding General, Marine Corps Installations East (MCIEAST) and the Commanding General, Marine Corps Logistics Command (MCLC) concerning Marine Corps Logistics Base Albany (MCLB A) with respect to roles and responsibilities resulting from regionalization.
2. **REFERENCES.** The following references provide authority and additional guidance relevant to the provisions of this Agreement.
 - a. DOD Instruction 4000.19, Interservice and Intragovernmental Support
 - b. OPNAV 4000.84, Interservice and Intragovernmental Support Program
 - c. USD (AT&L) Memorandum of 17 June 2005, Common Delivery of Installation Services
 - d. MCIEAST Destructive Weather Order 3440.1 and MCLB A BO 3440.3, Destructive Weather Plan
 - e. Memorandum of Agreement (M67008-5091-A001) between MCLB A, MATSG-21, and NATTC, Pensacola, Florida dtd 31 Aug 2005
 - f. Memorandum of Agreement (M67008-5090-A008) between MCLB A and Marine Corps Recruit Depot, Parris Island, South Carolina dtd 15 May 2006
 - g. Memorandum of Agreement (M67008-5080-I002) between MCLB A and Maintenance Center Albany dtd 12 Jun 2006
 - h. Memorandum for the Record, Terms of Reference between CG MCIEAST, CG MCIWEST, and CG LOGCOM dtd 12 May 06

3. BACKGROUND

a. Per Commandant of the Marine Corps (CMC) Action Memo dated 14 July 2005, endorsed with SECNAV approval dated 6 September 2005 and Headquarters Marine Corps message CMC WASHDC 212007Z SEP 05, CMC approved a plan to regionalize Marine Corps bases and stations. Under this plan, sub-regional commanders on the East Coast will report to Commander, Marine Forces Command (COMMARFORCOM) to maintain the 5th Element linkage with the Operating Forces.

b. MCIEAST was established as a Major Subordinate Command (MSC) under COMMARCORBASESLANT and is composed of the following bases and stations:

- (1) MCLB Albany, GA (MCLB A)
- (2) MCAS Beaufort, SC (MCAS B)
- (3) MCB Camp Lejeune, NC (MCB CL)
- (4) MCAS Cherry Point, NC (MCAS CP)
- (5) MCAS New River, NC (MCAS NR)
- (6) MCAF Quantico, VA (MCAF Q)
- (7) MCSF Blount Island, FL (MCSF-BI)

c. MCIEAST has been assigned command of installations that were previously organized under command of MCLC, specifically MCLB A.

d. Per ALMAR 39/03 dated 9 June 2003, CMC approved the establishment of MCLC, an enabling commander for influencing materiel readiness. MCO 4000.58 dated 16 September 2005 directs MCLC to provide worldwide integrated logistics including: operational logistics support, supply chain, distribution, depot-level maintenance management; strategic prepositioning capability; and enterprise and program level Total Life Cycle Management. MCLC is composed of the following subordinate commands located at:

- (1) Maintenance Center, Albany, GA
- (2) Maintenance Center, Barstow, CA
- (3) Blount Island Command (BIC), Jacksonville, FL

4. COMMAND RELATIONSHIPS

a. In the supporting - supported command relationship, MCIEAST via MCLB A will usually be the Supporting Command and MCLC will usually be the Supported Command. MCIEAST services may extend beyond MCLB A to regional or satellite services as in the case of Human Resource Offices. Exceptions will be noted by specific provisions. There may be instances when, due to the unique Marine Corps-wide responsibilities and operational requirements associated with the MCLC mission that MCLC will be the supporting command and MCIEAST the supported command.

b. Based on the recommendation of the Inspector General of the Marine Corps (IGMC), MCLC and MCIEAST agree to identify and eliminate unnecessary duplication of efforts between MCLC and MCIEAST regarding Command Inspections. This MOA incorporates the agreements that effect this change.

5. GENERAL PROVISIONS

a. This MOA defines general areas of agreement between the parties. Regionalization of the installations achieved Full Operational Capability (FOC) effective 01 October 2006. The levels of support provided by MCIEAST to MCLC are based on MCLC and MCIEAST resources as of the effective date of this agreement. Significant changes to manning levels, support services, and/or funding levels may necessitate renegotiation in accordance with paragraph 7, Modification/Termination.

b. It is generally agreed that the parties are mission funded. Levels of support provided by MCLB A are based on historical levels of support tempered by actual economic conditions in the year of execution. Fluctuations in MCLC's manning levels and/or MCLB A funding levels, as it relates to MCLC support, may require adjustment in levels of support.

c. MCIEAST provides support to MCLC at MCLB A in functional areas consistent with the USMC standard installation processes and the Common Delivery of Installation Services (CDIS) standards, reference 2.c, except as noted in enclosure (1), Specific Provisions.

d. The CDIS standards, Common Output Level Standards (COLS), service levels, and performance measures established by the Joint Basing Work Group shall be applicable to the services and

support provided under this MOA as the standards are approved for use by higher headquarters.

e. The parties to this MOA agree to comply with all laws, regulations, policies and procedures applicable to the services and support provided under this MOA.

6. **SPECIFIC PROVISIONS.** The specific provisions of this Agreement are detailed in Attachment I.

7. **MODIFICATION/TERMINATION, DISPUTES OR REVIEW**

a. Modification/Termination. Either party may modify or terminate this Agreement by submitting written notification to the other party, via the Support Agreements Manager, at least 180 days in advance of the proposed modification date. This Agreement may be modified at any time by mutual consent of the parties concerned. Such modifications will be accomplished within 180 days of initiation. Modifications will be consecutively numbered and accepted/approved by signature. This Agreement will be automatically terminated if either of the activities is disestablished, relocated to another geographical area, when directed by higher authority, or when replaced by a new agreement.

b. Disputes. Unresolved differences concerning this Agreement will be elevated for resolution through the chain of command. Final resolution authority rests with the Commandant of the Marine Corps.

c. Review. All parties will annually review this Agreement for applicability or appropriate modification.

8. **POINTS OF CONTACT**

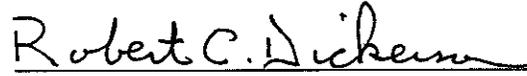
MCIEAST: Support Agreement Manager
Commanding General, Marine Corps Installations East
ATTN: Business Performance Office
PSC Box 20005
Camp Lejeune, NC 28542-0005
DSN: 751-5359/COM: (910) 451-5359

MCLC: Attn: Vickie Layer, Support Agreements Manager
Business Performance Management Division (P403)
Marine Corps Logistics Command
814 Radford Blvd, Suite 20220

Albany, GA 31704-0220
DSN: 567-8347/COM: (229) 639-8347

9. EFFECTIVE DATE OF AGREEMENT. This Agreement will be effective upon final signature and will remain in effect indefinitely unless modified or cancelled.

 28 April 08
WILLIE J. WILLIAMS Date
Commanding General
Marine Corps Logistics Command

 3 April 08
ROBERT C. DICKERSON Date
Commanding General
Marine Corps Installations
East

**ATTACHMENT I
SPECIFIC PROVISIONS**

1. Facilities Support

a. Provide Housing and Lodging Services

(1) MCIEAST via MCLB A will:

(a) Provide grade appropriate housing, as available, to authorized MCLC personnel.

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

(2) MCLC will ensure assigned/authorized personnel comply with applicable housing rules and regulations.

b. Provide Facilities Management

(1) MCIEAST via MCLB A will:

(a) Provide for or perform minor construction and or alteration of real property that is approved by the Facilities Officer and is necessary to meet basic facility requirements.

(b) Manage facility construction and major repair projects.

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

(d) Assign facilities based on the current Basic Facilities Requirement (BFR) for MCLC. Requests for additional space will be submitted to the Facilities and Space Utilization Board chaired by MCLB A.

(e) Allocate administrative workspaces per applicable regulations and policies.

(2) MCLC will:

(a) Notify MCLB A (Public Works) of changes to facility requirements.

(b) Provide a summary of total assigned FTE's by grade to assist MCLB A (Public Works) in determining administrative workspace requirements.

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

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

(e) Request approval and consent from MCLB A for requests for minor construction and/or alteration of real property.

(f) Submit requests for engineering support in a timely manner and comply with MCLB A instructions relative to engineering support.

(g) Provide a copy of their Five-Year Plan and Storage Space Management Reports (SSMR) to MCLB A semiannually (1 May and 1 Nov).

(h) Assign one primary and one alternate Facility Manager for MCLC. Facility Manager will act as single point of contact for facility issues and will liaison between Public Works and MCLC personnel. Public Works will train assigned personnel and give access to Maximo for work request and work order tracking.

c. Provide Facilities Services

(1) MCIEAST via MCLB A will:

(a) Provide custodial services.

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

(c) Provide collection and disposal of trash and waste materials on a mutually agreed upon schedule.

(d) Provide insect and rodent control including routine treatment of buildings and grounds.

d. Provide Facilities Maintenance

(1) MCIEAST via MCLB A will:

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

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

(c) Construct, repair and maintain system level property or equipment on a reimbursable basis.

(2) MCLC will:

(a) Notify MCLB A of all plant property acquisitions for accountability to the appropriate Responsible Office account and future preventative maintenance action.

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

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

e. Provide Utilities

(1) MCIEAST via MCLB A will provide for the procurement, production and distribution of utilities. This includes steam, electricity, sewage, water, and other utility services as required.

f. Provide Environmental Services

(1) MCIEAST via MCLB A will:

(a) Maintain necessary agreements for disposal of hazardous waste and material.

(b) Provide technical assistance as requested in all phases of hazardous material/waste management to include sampling and analysis.

(c) Provide hazardous material release/spill response, to include containment, cleanup, handling and disposal support to MCLC Headquarters when an environmental incident is outside the scope of Maintenance Center operations.

(d) Manage the environmental compliance program per applicable laws, regulations, policies, and procedures. Coordinate with MCLC officials as soon as possible when changes to regulatory requirements have the potential to impact their business practices/operations.

(2) MCLC will:

(a) Comply with MCLB A's Environmental Management System Plan and all environmentally-related Base Orders and procedures.

(b) Notify MCLB A of hazardous material releases/spills.

(c) Notify MCLB A when hazardous waste handling and/or disposal assistance is required.

(d) Notify MCLB A when (1) new facility requirements that will involve ground disturbing activities are initially being planned, or (2) when changes to industrial processes that could involve changes to waste streams or pollution abatement equipment are initially being planned.

2. Logistics Support

a. **Provide Transportation.** The Defense Logistics Agency (DLA) Traffic Management Office (TMO) provides freight management support to MCLC and MCLB A.

(1) MCIEAST via MCLB A will:

(a) Provide Garrison Mobile Equipment (GME), which includes Material Handling Equipment (MHE), and Organizational Level Maintenance (OLM) support on GME.

(b) Assign GME contingent upon effective utilization (as defined by mission requirements) and asset availability, review annually.

(c) Provide traffic management support for Household Goods (HHG) and Passenger Services Support (PSS).

(2) MCLC will provide MCLB A with requirements for GME, MHE, and OLM, as identified.

b. Provide Supply Services

(1) MCIEAST via MCLB A will:

(a) Provide retail supply support services:

- Self-service (i.e., admin office supplies)
- Hazardous materials (i.e., paints, solvents)
- Cylinders (i.e., oxygen, acetylene)
- Bulk fuel
- Packaged petroleum, oils and lubricants (POL)
- Tools
- Preservation, packing and packaging (PP&P)
- Safety Items (personnel protective equipment to include safety boots, glasses, hearing protection, hard hats, and the like)

(b) Provide and account for, as required, furniture and office equipment for administrative office spaces in an equitable manner within funding capability.

(c) Provide accounting and inventory control for real property and equipment that has been designated as accountable property, minor or capitalized assets.

(2) MCLC will:

(a) Notify MCLB A of unique or unusual retail supply and/or material requirements.

(b) Establish a Line of Appropriation (LOA) with MCLB A to procure retail supply items.

(c) Submit requirements for Command Support Equipment, Personnel Support Equipment, and Warehouse Modernization Equipment to MCLB A.

(d) Assume responsibility for reporting receipt of accountable property acquired for inclusion into the applicable Responsible Officer records.

(e) Retain management of heraldic items and textiles.

c. Provide Procurement Services

(1) MCIEAST via MCLB A will execute MCLB A procurements to the Simplified Acquisition Threshold. All MCLB A micropurchases will be executed at MCLB A under the MCLB A Government Commercial Purchase Card (GCPC) Program.

(2) MCIEAST via the MCIEAST contracting office will execute all procurements for MCLB A in excess of the Simplified Acquisition Threshold.

(3) MCLC will:

(a) Execute all procurements for MCLC organizations with the exception of military construction contracts. Contracts requiring use of government facilities will be coordinated with MCLB A for space availability.

(b) Establish and operate a GCPC program for MCLC micropurchases and for training of MCLC personnel.

d. **Provide Food Services.** Marines and Sailors stationed aboard MCLB A are authorized to receive a Basic Allowance Subsistence (BAS) food allowance administered through the military personnel payroll system.

3. Public Safety

a. Provide Safety Services

(1) MCIEAST via MCLB A will:

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

(b) Provide the core safety services as defined in MCO 5100.29A

(c) Include MCLC in all disaster preparedness and warning programs.

(2) MCLC will:

(a) Maintain a MCLC Safety Officer and Unit Safety Program responsible for directing, coordinating and reporting safety matters for MCLC and its subordinate Commands. This

includes civilian injury reporting, mishap record-keeping and additional functions of a unit safety program.

(b) Provide support in keeping with references (d) through (f) during destructive weather or safe haven operations based on the applicable courses of action documented in Appendix I.

(c) Provide MCLB A with key personnel emergency contact information on a quarterly basis.

(d) Be afforded the opportunity to attend MCLB A sponsored Safety Council Meetings.

b. Provide Force Protection

(1) MCIEAST via MCLB A will:

(a) Provide law enforcement services per applicable laws, regulations, policies, and procedures.

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

(c) Provide policy and guidance concerning law enforcement, security, and force protection functions.

(d) Provide criminal investigative support as requested.

(e) Establish the regional Force Protection (FP) Condition baseline.

(f) Provide policy and oversight of the Mission Assurance Program.

(g) Notify MCLC (Plans and Policies Office) when augmentation of the law enforcement services department by MCLC military personnel is requested.

(h) Validate and prioritize anti-terrorism (AT) unfunded requirements submissions and submit to higher headquarters.

(i) Conduct regional Mission Assurance (MA) Working Groups, and AT Executive Committee meetings. The MA Working Group includes AT, Critical Infrastructure Protection (CIP) and

Chemical, Biological, Radiological, Nuclear, High-yield Explosives (CBRNE).

(j) Coordinate Vulnerability Assessments and conduct program review of the AT Program.

(k) Develop a regional threat posture; disseminate intelligence and warning reports.

(l) Facilitate/oversee AT training to include the MCLC Quick Response Force (QRF) in the use of deadly force, rules of engagement, and QRF tactics, techniques, and procedures.

(m) Provide identification (vehicle decals and identification cards) required by MCLC for access control.

(n) Provide Emergency Operations Center capability to provide C2; situational awareness and decision support information; and coordination of military support and defense support to civil authorities

(o) Provide logistics support (vehicles, equipment, weapons, ammunition, etc.) for the MCLC QRF.

(2) MCLC will:

(a) Investigate incidents of an administrative type involving MCLC personnel and request criminal investigative support from MCLB A, as required.

(b) Coordinate electronic security systems requirements with MCLB A.

(c) Maintain a cadre of military personnel trained in installation force protection in coordination with the MCLB A force protection plan. When the force protection level dictates, provide trained military personnel augmentation to achieve the required level of force protection.

(d) Provide Level 1 computer assisted anti-terrorism training for military personnel QRF augmentation

(e) Provide support in keeping with references (d) through (f) during destructive weather or safe haven operations based on the applicable courses of action document in Appendix I.

(f) Ensure that contractors supporting MCLC adhere to MCIEAST CG Policy regarding contractor Badges & Criminal Checks.

(g) Participate in force protection meetings, briefs, and working groups, as appropriate. Assign AT/FP officer and develop/maintain a MCLC AT/FP plan.

c. Provide Fire Protection and Emergency Services.

(1) MCIEAST via MCLB A will:

(a) Provide policy and guidance for emergency response and fire protection and prevention services.

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

4. MCCS Services

a. Provide MCCS Services

(1) MCIEAST via MCLB A will:

(a) Provide MCCS programs, services, and facilities to MCLC active duty and family members on the same basis as provided to all authorized patrons and based upon availability of funding. Programs and services will be provided per guidance provided in MCO P1700.27B, Marine Corps Community Services Policy Manual to include:

- MC Family Team Building
- Children, Youth, Teen Programs
- Personal Services Information & Referral Programs and Intervention and Treatment
- Lifelong Learning Library Services
- Lifelong Learning Voluntary Education Tuition Assistance
- Semper Fit
- Recreational Opportunities (indoor, outdoor, recreation center, recreational lodging, and retail activities)
- Retail/Resale Goods & Services

(b) Allocate MCCC Unit Funds for military personnel assigned to MCLC. This funding supports unit funds (parties and picnics) for unit social functions and other MWR related expenses as authorized by paragraphs 1313 and 1314 of MCO P1700.

(2) MCLC will identify to MCLB A any specific MCCC requirements.

5. Training Support

a. Provide Military Training Services

(1) MCIEAST via MCLB A will:

(a) Coordinate with MCLC Headquarters Company the urinalysis program for MCLC military personnel.

(b) Provide weapons and supporting equipment for pistol and rifle marksmanship training and qualification for MCLC personnel.

(c) Coordinate use of the pistol range for MCLC personnel marksmanship qualification.

(d) Provide marksmanship coaches, preparatory training and Indoor Simulation Marksmanship Training (ISMT), as available.

(e) Coordinate quotas for rifle range marksmanship qualification.

(f) Coordinate billeting and transportation to and from training venue (Parris Island/Camp Lejeune).

(g) Coordinate facilities for swim qualification training.

(2) MCLC will:

(a) Coordinate professional military education and Military Occupational Specialty (MOS) training for MCLC military personnel.

(b) Provide annual rifle range military training requirements to MCLB A by 30 August.

(c) Support urinalysis program with required personnel to include proportional number of monitors.

b. Provide Civilian Training Services

(1) MCIEAST via Civilian Human Resource Office (CHRO) South East (SE) will:

(a) Partner with the Logistics Command's Workforce Development Office (LWDO) for the administration and execution of training and education programs.

(b) Source, facilitate and/or execute civilian training, such as, continuous learning, civilian leadership development, management, analysis, career development, financial (and applicable certification programs), retirement, administrative skills development, team building, computer skills, etc. Commands are responsible for costs of training except for a small number of USMC centrally funded Civilian Leadership Development courses. Training opportunities shall also be made available to military personnel assigned to MCLC.

(c) Administer the tuition assistance program.

(d) Provide monthly status reports of training funds executed by category and department (i.e., on base training, tuition assistance, etc.)

(e) Commit and obligate training funds in the Standard Accounting and Budget Reporting System (SABRS), if applicable.

(f) Utilize MCLC Government Commercial Purchase Card(s) citing MCLC line of accounting to fund vendor payments for MCLC training.

(g) Coordinate training priorities with MCLC LWDO and funding requirements with MCLC, Programs and Resources.

(h) Maintain MCLC civilian workforce training and education records.

(i) Forward official training records to Regional HRSE.

(j) Announce training opportunities and distribute to designated MCLC representatives.

(k) Maintain quota allocations for each MCLC organizations.

(l) Initiate contact with relative organizations to determine class attendance by identifying attendee(s) and alternate(s).

(m) Forward a list of attendees who have completed training along with hours served, to LWDO.

(n) Execute the MCLC Annual Training Needs Survey and provide results to LWDO.

(o) Collect and forward training effectiveness surveys to LWDO.

(p) Provide facilities for training needs.

(2) MCLC will:

(a) Identify to CHRO SE training priorities, future needs, and constraints for planning and budgeting.

(b) Provide CHRO SE funding to facilitate MCLC training via purchase card or line of accounting. Use of the GCPC is the preferred method of payment for training.

(c) Provide CHRO SE an authorized government purchase card(s) for the sole purpose of paying for MCLC training.

(d) Facilitate monthly execution review of training.

(e) Conduct monthly audits of the purchase card(s) and include them in MCLC's various statistical reports.

c. **Provide Aviation Operation.** Not applicable.

d. **Provide Range Management**

(1) MCIEAST via MCLB A will provide range management support to military personnel.

(2) MCLC will identify requirements and provide support personnel to facilitate range operations.

e. Provide Simulation Support

(1) MCIEAST via MCLB A will provide simulation support to military personnel assigned to MCLC.

(2) MCLC will identify requirements and provide support personnel to facilitate simulation support operations.

6. Information Technology

a. Provide Communications Services.

(1) MCIEAST via MCLB A will:

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

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

(c) Provide Defense Messaging services, which includes: message receipt, routing, transmission, and storage.

(d) Coordinate assignment of MCLC radio frequencies.

(e) MCLB A will schedule Video Teleconferencing (VTC) requirements with MCLC until such time that all MCLC Headquarters personnel relocate to building 3700.

(2) MCLC will:

(a) Identify telecommunication service requirements to MCLB A.

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

(c) Plan with MCLB A any installation of electronic or communication system equipment requirements.

(d) Procure and manage handheld radios and Personal Digital Assistants (PDAs) for use by MCLC personnel.

(e) Procure, maintain, manage, and schedule Video Teleconferencing (VTC) and audiovisual equipment assigned to

MCLC until such time that MCLC Headquarters personnel relocate to building 3700.

(f) Provide MCLB A immediate and full control of the conference room located in Building 3500, Wing 100, Room 110 known as the Transformation Bridge during periods of domestic incidents, destructive weather, and exercises.

b. Provide Data Services

(1) MCIEAST via MCLB A will:

(a) Provide SIPRNET data communication network services.

(b) Notify MCLC of requirements to modify or upgrade local installation applications.

(c) Provide Classified Network services and Marine Corps Worldwide (MCW) services. These services are outside of the NMCI Community of Interest (COI) and are US Government owned and managed.

(2) MCLC will provide application management support as required by MCLC A on a reimbursement/non-reimbursement basis to be negotiated prior to providing additional services.

c. Provided Geospatial Information and Services (GI&S)

(1) MCIEAST (East Coast Regional GEOFidelis Center) will provide centralized geospatial data hosting and GEOFidelis program management services in accordance with MCO 11000.25, Installation Geospatial Information and Services.

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

d. Provide Ground Electronic Maintenance. MCIEAST via MCLB A will provide ground electronic maintenance for MCLC communication/electronic equipment, such as phone and Integrated Services Digital Network (ISDN) lines.

e. Provide Information Assurance Services

(1) MCIEAST via MCLB A will:

(a) Be responsible for the oversight, verification, and validation of the Information Assurance and Security Posture of NMCI.

(b) Be responsible for the oversight, verification, and validation of the Information Assurance and Security Posture of all workstations, networks, and servers under their Area of Responsibility. This specifically excludes the MCLC Server Farm and Program of Record workstations.

(c) Manage and maintain SIPRNET System Security Authorization Agreements and certification and accreditation documentation (C&A). Maintain copies of all C&A documentation for any enclave attached to the MCLB A Network NIPRNET or SIPRNET.

(d) Provide Designated Approving Authority (DAA) services for MCLB A.

(2) MCLC will:

(a) Be responsible for the oversight, verification, and validation of the Information Assurance and Security Posture of the legacy NIPRNET network servers and applications hosted in the Logistics Command data center, to include Programs of Record.

(b) Be responsible for management and patching to ensure compliance of legacy NIPRNET network servers and applications hosted in the Logistics Command data center, to include Programs of Record.

(c) Be the DAA for all NIPRNET applications hosted in the Logistics Command data center.

7. Command and Staff Support

a. **Provide Legal Support.** The Office of the Staff Judge Advocate (OSJA) MCLB A, is the single source military legal services provider for the CO, MCLB A, a General Court Martial Convening Authority (GCMCA); CG, MCLC, a GCMCA; and CO, BICmd, a Special Court Martial Convening Authority. Court Martial Convening Authority remains with the respective Commander.

(1) OSJA MCLB A will:

(a) Provide legal support for military justice issues, or request external support through MCIEAST SJA as required.

(b) Provide legal opinions on installation, MCCS, or other command issues, or request external support through MCIEAST as required in conjunction, as necessary, with the on-site Office of General Counsel (OGC) offices at MCLB A and BICmd.

(c) Provide legal assistance services as resources permit, or request external legal assistance support through MCIEAST SJA as required.

(2) MCIEAST will:

(a) Provide regional policy guidance and direction for the disposition of legal matters in conjunction with the guidance from the Office of Counsel for the Commandant for OGC legal matters.

(b) Provide SJA support for military legal issues as requested and/or required.

(c) Coordinate as requested and/or required with the OGC for legal services support.

(d) Provide all supporting documentation and information relevant to cases under review, as requested.

(3) MCLC will:

(a) Provide OGC legal services through on-site OGC Offices at MCLB A and BICmd for the CO, MCLB A and CO, BICmd in accordance with SECNAVINST 5430.25D, and ensure all regional matters and issues are coordinated with the Eastern Area Counsel Office.

(b) Coordinate annual ethics training requirements and Privacy Act and Freedom of Information requests, as necessary.

(c) Provide all supporting documentation and information relevant to cases under review, as requested.

b. Provide Command Support

(1) MCIEAST via MCLB A will:

(a) Provide Installation Personnel Administration Center (IPAC) support for MCLC military personnel aboard MCLB A. Each agency, MCIEAST via MCLB A, and MCLC, will manage their respective Command's adjutant support services

(b) Provide Commanding General's Inspection Program (CGIP) functional area support for MCLC in the following core functional areas; Personnel Administration, Logistics, Personnel, Security, and Environmental Compliance.

(2) MCLC will assume responsibility and conduct inspections for the following CGIP areas. Inspection Areas designated with an (*) either share a functional area manager or have been deemed to be relevant to both military organizations. Copies of completed Unit Inspection Reports will be shared between both commands.

- 001 Command Inspection Program
- 020 Request Mast
- 030 Homosexual Conduct
- 040 Career Planning
- 060 Marine Corps Forms Management Program
- 061 Marine Corps Records Management Program
- 063 Performance Evaluation System
- 066 Promotion
- 071 Military Awards
- *130 Ground/Motor Vehicle Safety, ORM, and OCC Health
- 190 Equal Opportunity Program
- 210 Voter Registration Program
- *270 Information and Personal Security Program
- 290 Officer Uniform Inspection
- 300 SNCO Uniform Inspection
- 310 Personnel Inspection
- 316 Fraud/Waste/Abuse
- 320 Drill
- 325 Sword Manual
- 340 Physical Fitness Program
- 350 Body Composition Program
- 360 Marksmanship Program
- 381 Water Safety/Survival Program
- 382 Battle Skills Training
- 385 Professional Military Education
- 390 MCI Program
- 405 Information Systems Management
- 420 Color Guard
- 460 Historical Program
- *470 Physical Security

- *480 Anti-Terrorism
- *500 Medical
- *510 Dental
- *960 Family Advocacy Program
- 992 Government Travel Charge Card Program
- *994 Suicide Prevention Programs

c. Provide Community Relations

(1) MCIEAST via MCLB A will:

- (a) Provide public affairs support, as available.
- (b) Notify MCLC (Plans, Policies, & Operations Office) of any event requiring Band support.

(2) MCLC will:

- (a) Coordinate with MCLB A (via Base Ops) when an event/operation requires support services from more than one installation functional area (i.e. Public Affairs, GME, and Public Works). Coordination with MCLB A (via Base Ops) will guarantee requirements are correctly prioritized and fully supported.
- (b) Request public affairs support, as required, and provide notification of special events, ceremonies, achievements, awards, etc. that are appropriate for release external to MCLC.
- (c) Provide band support for local, regional, and national events based on availability.

d. Provide Religious Support. MCIEAST via MCLB A will provide religious support to personnel assigned to MCLC including pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education, as appropriate.

e. Manage Financial Resources

(1) MCIEAST via MCLB A will:

- (a) Manage all financial resources associated with base support functions.
- (b) Provide civilian payroll liaison services for MCLC personnel.

(2) MCLC will:

(a) Manage all financial resources associated with the mission funded logistics programs including oversight and management of the Navy Working Capital Fund (NWCF) in keeping with the specific provisions of this MOA.

(b) Maintenance Center Albany, a subordinate Command, operates under the Navy Working Capital Fund (NWCF). Reimbursable support to the Maintenance Center will be funded based on rates negotiated in reference (g).

(c) Input time and attendance of MCLC Headquarters civilian personnel to the automated system, Standard Labor Data Collection and Distribution Application (SLDCADA), and ensure timely submission and certification of employee.

f. **Manage Business Practices.** Each Command will manage their own internal business practices.

g. **Provide Personnel Support**

(1) MCIEAST will:

(a) Provide, via CHRO SE located aboard MCLB A, civilian human resources support to include:

- Equal Employment Opportunity Program
- Labor and Relations Program
- Federal Compensation Assistance Program
- Civilian Employee Assistance Program
- Position management and classification advisory services
- Employee development and training services

(b) Coordinate, via MCLB A, civilian Federal Employment Compensation Act (FECA) investigative support services and report findings, as identified.

(2) MCLC will:

(a) Coordinate civilian human resources requirements with CHRO SE to include Request for Personnel Actions, as identified.

(b) Manage the Table of Organization (T/O) and Letter of Allowance (LOA) for MCLC personnel located at Albany.

(c) Contract for and fund requirements for MCLC personnel that utilize the Civilian Employee Assistance Program.

(d) Request civilian FECA investigation support services, as required.

APPENDIX I
DOMESTIC INCIDENTS

1. In the event of domestic incidents resulting in evacuation of personnel from locations identified in references (e) through (f) of this Agreement, it is agreed that MCIEAST and MCLC personnel will work together to ensure the safety and security of all evacuees. This appendix generally describes the roles and responsibilities of MCIEAST and MCLC personnel. Emergent conditions may result in addition or variation in the responsibilities identified herein.

2. The parties to this Agreement will be responsible for providing services to the evacuees consistent with the terms of this Agreement. Responsibilities and working conditions of each Command that may vary during domestic incidents are further delineated based on past practices:

a. MCIEAST via MCLB A will:

(1) Establish an Emergency Operations Center upon notification of the evacuation in areas normally assigned to MCLC.

(2) Provide parking for up to 180 buses, which may include areas at or near warehouses normally assigned to MCLC.

(3) Coordinate all gray water disposals resulting from the evacuation.

(4) Provide trash dumpsters including marked recyclable and hazardous materials containers in addition to those normally resident in the warehousing area for routine MCLC operations.

(5) Provide overflow billeting spaces in the MCLB A gymnasium, clubs, and library, as needed.

(6) Provide contracting support for quick response supply and services contract requirements to the Simplified Acquisition Threshold (SAT). MCIEAST Contracting will assist with SAT requirements as necessary in support of domestic incidents, and provide contracting support for domestic incident requirements in excess of the SAT.

(7) Provide in-house and contractor support as required to restore utility and facility operations.

b. MCLC will:

(1) Provide MCLB A immediate and full control of the conference room located in Building 3500, Wing 100, Room 110 known as the Transformation Bridge during periods of domestic incidents/emergency operations and exercises, to serve as the MCLB A Emergency Operations Center (EOC). Upon activation of the MCLB A EOC, provide MCLC Liaison Officer (LNO) to the MCLB A EOC. MCLC LNO will be resident until termination of the EOC activation.

(2) Provide billeting in unfurnished covered warehouse areas normally assigned to MCLC for up to 7,000 male, 1,000 female, and 700 supervisory personnel. Work hours of MCLC personnel that normally work in the warehouses will be minimally affected by coordinating work hours and evacuee training and duty assignments. It is agreed that asset movement in support of the GWOT will take precedence over comfort and convenience of evacuees in the case of conflicting schedules.

(3) Coordinate the physical security requirements for internal and external warehouse areas and equipment with the Law Enforcement Office, Public Safety Division, MCLB A and the evacuating command.

(4) Provide, set-up, and sustainment for water bulls, field showers, and wash basins in the warehouse area normally assigned to MCLC. All areas that require waste water disposal will be coordinated with the Environmental Branch, I&E Division, MCLB-A.

(5) Provide warehouse storage for evacuee-owned cots and sinks and ensure availability, as required.

(6) Coordinate with Branch Medical Clinic for Preventative Medical Certification (PMC) of the water bulls. (Branch Medical does not fall within Base Albany)

(7) Provide billeting maps, as required.

(8) Designate locations in warehouse areas for field showers and sink basin operations in support of personnel billeted in the warehouses. Field facilities will be able to support up to 8,700 personnel and related waste water disposal requirements.

(9) Provide a list of off limits areas to the MCLB A project officer and the evacuees' representative.

(10) Process requisitions for Meals-Ready-to-Eat (MREs) and Principle End Items (PEIs) (water bulls, field showers, etc.) to be used by evacuees.

(11) Establish accounting codes and procedures to capture all costs to support evacuees for use in billing at the termination of the evacuation operation.

(12) Provide access to warehouse space suitable for use as a chapel and mess hall. Warehouse 1315 has historically been used for this purpose.