



UNITED STATES MARINE CORPS

MARINE CORPS BASE
BOX 555015
CAMP PENDLETON, CALIFORNIA 92055-5015

IN REPLY TO:
BO 3104.2
CVIC
AUG 19 2002

BASE ORDER 3104.2

From: Commanding General
To: Distribution List

Subj: BASE TRAINING FACILITY, BUILDING 1330

1. Situation. This order outlines support and services provided by the Base Training Facility, Building 1330 aboard Marine Corps Base (MCB), Camp Pendleton.

2. Cancellation. BO P5290.1

3. Mission

a. The CVIC shall provide the Base and its tenant activities administrative and operational control of the Base Training Facility. This includes the use of the Base Training Facility for official unit training and presentations.

b. Management of the Base Training Facility is restricted to the following:

(1) Use by MCB general staff, tenant commands, special staff, and other commands/activities for briefings and like activities normally requiring a facility with a large seating capacity.

(2) Use for motion pictures, stage productions, and other entertainment activities suitable for presentation in a theater, on a not to interfere basis with operational/training requirements.

4. Execution

a. Commander's Intent

(1) Combat Visual Information Center's goal is to support the commander/customer requests on all levels with services and use of the Base Training Facility.

(2) Base Training Facility customers will use discretion and good judgement so that their use of the Base Training Facility supports mission requirements.

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b. Concept of Operation. The commander/customer's intent and focus of effort, for the most part, will define our support. For this Order, the CVIC will outline its concept of operations by identifying Priorities of Support and Garrison Capabilities.

(1) Priorities of Support. The following is a general rule for priorities of support:

(a) USMC Formal Schools

1. School of Infantry
2. Assault Amphibian School Battalion
3. Weapons and Field Training Battalion (WFTB)
4. Division Schools (MOS-producing courses only)
5. EWTG PAC

(b) Resident FMF/Base Commands

1. Next deploying unit
2. Resident FMF/MCB units
3. FSSG, Combat Skills Training School

(c) USMCR

(d) Non-resident FMF/Navy Commands

(e) Other DoD reserve/Guard Units

(f) Entertainment activities other than movies. (i.e. stage productions and other entertainment events suitable for presentation in the training facility).

Note: Subparagraph (1) through (5) is actual priorities. Units depicted are examples (i.e., within the Formal Schools category, the training facility is assigned on a first come, first served basis).

5. Administration and Logistics

a. Commanders desiring use of the Base Training Facility will comply with the following:

(1) Submit requests for the use of the Base Training Facility to the manager at the Base Training Facility, Building 1330, #725-9076/9295. Requests must be received at least six working days prior to, but no more than thirty days in advance of, the date of requested use.

(2) Any equipment or training aids required that are not already in place in the Training Facility must be provided by the using unit.

(3) Using units are responsible for ensuring proper police of the Training Facility after its use. The using unit will provide at a minimum a four Marine cleaning detail, with a noncommissioned officer (NCO) or responsible civilian employee, if applicable, in-charge.

(a) The NCO or civilian employee in-charge of the cleaning detail will report to the Training Facility manager prior to securing the working party, for a final inspection of the facility.

(4) Except in unusual circumstances resulting from operational emergencies, the evening movie program is as follows: MCCS has first priority for movies at 1800 Wednesday through Friday, 1600 Saturdays and Sundays, until completion of movie showings. The Assistant Chief of Staff, Marine Corps Community Services will ensure the Training Facility is cleaned after each movie in accordance with paragraph (3) above.

6. Administration and logistics. Directives issued by this headquarters are published and distributed electronically via email at SMB Pendleton Directives Control Point. Hard copy versions of can be obtained through the Directives Control Point at the Base Adjutant's office.

7. Command and Signal

a. Signal. This order is effective the date signed.

b. Command. This order applies to Reserve units and personnel.


L. H. FARMER
Chief of Staff

DISTRIBUTION: A-3
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