



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 3500.3
CO0001
JUN 25 2019

MARINE CORPS LOGISTICS BASE ALBANY ORDER 3500.3

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY FORCE PRESERVATION
CAMPAIGN PLAN

Ref: (a) MCO 1500.61
(b) MCO 1500.60
(c) MCO 3500.27C (Operational Risk Management)
(d) CMC White Letter 02-08
(e) Maradmin 240/11
(f) MCO 5210.11f

Encl: (1) Force Preservation Council (FPC) Composition and
Procedures
(2) Medium Risk Assignment Letter
(3) High Risk Assignment Letter
(4) Removal Letter
(5) Reassessment Letter

1. Situation. References (a) and (b) cover the Marine Corps Mentorship Program. Reference (c) covers Operational Risk Management and reference (d) empowers Noncommissioned Officers (NCOs) to take proactive measures when it comes to safety and risk mitigation. Reference (e) outlines requirements for commands to stand-up and implement a Force Preservation Council that is to meet on a monthly basis.

a. Marine Corps Logistics Base (MCLB) Albany, Georgia has been successful at keeping the number of on and off duty mishaps to a minimum. If we are not careful and proactive on our approach in addressing this issue, complacency will set in. Taking care of our Marines and ensuring their safety and security are two of my highest priorities. Therefore, in order to check complacency, this Force Preservation Order is established.

b. Certain liberty activities potentially place Marines needlessly at risk. Alcohol abuse, reckless or drunk driving, fatigued driving, drug use, failure to use seatbelts, and failure to wear proper protective equipment are contributing factors found in most mishaps. There are also certain periods of time in our careers that place us at higher risk (to accident and/or incident) than others. This includes events such as non-selection for

promotion to the next rank, death in the family, loss of rank or other punishment due to misconduct/disciplinary action.

2. Mission. Identify all Marines as a low, medium, or high risk individual and execute the necessary Force Preservation Program tasks to preserve our force. The basic tenets of risk management will be used to focus on the desired long term goal for this program and to reduce liberty incidents and off-duty mishaps.

3. Execution

a. Commander's Intent. Incorporate the tenets of the references into a base program that identifies Marines (at risk) who have the potential and/or exhibit those traits and/or tendencies that lead to liberty incidents and/or mishaps and intercede through proactive leadership before these individuals place themselves, fellow Marines and Sailors, family members, and the general public in danger. Risk Management at each echelon of leadership will be the method to modify the behavior of those Marines who routinely place themselves and others at needless risk. It will require leadership oversight at all levels and be incorporated into the Company's daily routine. The Company will make maximum use of existing safety and risk management programs, directives contained in the references, and the existing command structure and Noncommission Officer (NCO)/Staff Noncommissioned Officer (SNCO) leadership already in place.

b. Tasks

(1) Executive Officer

(a) Review the Force Preservation Logbook periodically and after every holiday/liberty period.

(b) Monitor all Officers identified as high or medium risk.

(c) Identify Officers as high or medium-risk and recommend assignment of said Officer(s) to the Force Preservation Program to the Commanding Officer, Marine Corps Installations East. Conversely, recommend the removal and/or reassignment of Officers to lower/higher risk assessments within the program when warranted.

(d) Maintain a copy of this Order in the Command Duty Officer (CDO) binder.

(e) Chairman of the Force Preservation Council (FPC), enclosure (1) details the composition and procedures of the FPC.

(2) Sergeant Major

(a) Monitor all SNCOs and below identified as high or medium risk.

(b) Conduct periodic inspections of all files to assess quality of counseling.

(c) Senior Enlisted Voting Member of the FPC.

(3) Company Commander

(a) Ensure this policy and the references are reviewed by all Marines and ensure enforcement during all liberty periods.

(b) Per enclosure (1), assign Marines identified as a high or medium-risk to the Force Preservation Program in writing.

(c) Per enclosure (4), sign letters removing Marines from the medium or high-risk categories.

(d) Using the existing chain of command, assign a SNCO/NCO to mentor and supervise Marines determined to be at-risk. Optimally, no SNCO/NCO should be responsible for more than two subordinates assessed to be at high-risk, but in the interest of division/section integrity and with command oversight, this goal may be set aside.

(e) Prior to normal overnight liberty, ensure all Marines assessed to be at a high-risk level have their intended plans for the evening reviewed by the responsible mentor.

(f) Maintain a tracking system for all assignments to the Force Preservation Program.

(g) Voting member of the FPC.

(4) Officer in Charge, Naval Branch Health Clinic (NBHC)
Albany

(a) Offer non-Health Insurance Portability and Accountability Act (HIPPA) related information about at risk personnel.

(b) Non-voting member of the FPC.

(5) Marine Corps Family Services

(a) Provide counseling services to all qualifying personnel.

(b) Offer non-confidential information to the FPC regarding at risk personnel.

(c) Provide one representative as a non-voting member of the FPC.

(6) Staff Noncommissioned Officers (SNCOs). Prior to normal liberty, ensure all personnel assessed as high risk and medium risk have their intended plans for the evening reviewed.

(7) Mentors

(a) Monitor and maintain a written record/file for all Marines assessed to be at a medium or high level of risk under their charge.

(b) Make recommendations to the immediate chain of command on risk assessments, limiting liberty or mitigation of risk as necessary.

(c) Prior to securing on the last workday before a weekend, holiday period or day off, mentors will personally meet with and review written liberty plans for the evening/weekend for all Marines and Sailors assessed to be medium and high risk in their charge. Mentors will de-conflict scheduling issues that may arise during operations or training during this time period. Mentors will meet periodically throughout the work week with those assigned to the medium and high risk category to discuss liberty plans during the week.

c. Coordinating Instructions

(1) Personnel Assessed as High Risk. Contact assigned mentor, twice daily at a minimum, during weekends and special liberty period times. Marines assessed to be at a high level of risk will remain as such for a minimum of 30 days. At the end of 30 days, the Commander may decrease their risk assessment to medium or maintain them at the high assessment level based on the input of their mentor and chain of command.

(2) Personnel Assigned as Medium Risk. Contact assigned mentor every Saturday during normal weekend liberty no less than every 48 hours during special liberty periods times.

(3) Force Preservation Program Records/Files. Personnel assessed as medium or high risk will have, at a minimum, the following items in their individual file maintained by the mentor in the manner listed below:

(a) A copy of this Order.

(b) Force Preservation Program Assignment Letter(s) signed by the Company Commander per enclosure (2).

(c) Weekly counseling entries completed at the section or Company level.

(d) All normal weekend liberty, special liberty, and annual leave assessments.

(e) A record of phone calls received (and not received) by the mentor during all weekend liberty, special liberty, and annual leave.

(f) Force Preservation Program Removal Letter signed by the Company Commander reassigning the individual to low risk per enclosure (4).

(g) Inactive records (i.e. records for personnel reassigned from medium risk to low risk) will be maintained electronically by the Company for two years from the date of the last entry or when the individual is permanently transferred.

(h) All records/files are to be maintained in accordance with reference (f) and if a hardcopy is actively used, records must have the Privacy Act of 1974 statement and record disposition labels.

(4) SNCOs assessed as medium or high risk will adhere to actions directed in this policy; however, the Sergeant Major will mentor all E-8's and maintain custody of their record.

(5) Officers assessed as medium or high risk will adhere to actions directed in this policy; however, the Executive Officer will mentor them and maintain custody of their record.

(6) Marines may still request leave while assigned to the medium or high risk levels. High risk will only be granted by the Commanding Officer. If leave is granted, the Marine is not required to contact the CDO and normal leave procedures will be utilized.

(7) This Order applies to all Marines permanently or temporarily assigned or attached to MCLB Albany. It is punitive in nature; failure to comply may result in punitive and/or adverse administrative action in accordance with military regulations and the Uniform Code of Military Justice.

4. Administration and Logistics

a. Administration

(1) All hands will be assessed as one of the following three levels of risk for a potential mishap or incident: low, medium, or high risk. Initially, all personnel will be assessed based on their recent (within the previous 6 months) conduct, behavior, situation, and/or significant history that would indicate a reasonable potential for at risk behavior.

(2) The three levels of risk are defined as follows:

(a) Low Risk. Those whose conduct/behavior pattern does not place them at risk for a potential incident or accident are considered to be a low risk. These personnel will follow normal liberty procedures.

(b) Medium Risk. Those who begin to demonstrate through conduct and behavior, tendencies to be at risk are considered a medium risk. Factors to consider include: recent Extra Military Instruction (EMI), Non-Judicial Punishment (NJP) or other disciplinary action for conduct/behavior indicative of a potential mishap or liberty incident (i.e., unauthorized absence, assault, etc.); those cited by civil or military law enforcement personnel for speeding (15 miles per hour over the speed limit), traffic violations indicating disregard for safety, etc.; and personnel that have been administratively counseled regarding indications of their unsafe conduct/behavior and have not responded to the counseling. Bottom-line: Personnel that exhibit poor judgment to a point requiring intervention should be considered for medium risk assignment.

(c) High Risk. Personnel that have demonstrated through conduct and behavior tendencies to be at risk are considered high risk. Factors to consider when assigning this assignment include: a drug or alcohol related incident (positive urinalysis, possession of open containers, Driving While Intoxicated (DWI), Driving Under the Influence (DUI), under age alcohol consumption, excessive alcohol consumption that resulted in at least a formal counseling); personnel who have been formally assessed at Level I or higher for domestic violence; and personnel who have been cited by law enforcement authorities (military or civilian) for reckless driving (20 miles per hour over the posted speed limit, reckless endangerment); personnel who have been found guilty at a summary, special, or general court-martial; and, personnel that have attempted suicide or have suicidal ideations or are suffering from severe depression (as determined by competent medical authority) will be considered high risk.

1. Additionally, the Company Commander may assign any Marine at a potentially high probability for a mishap or incident to the high risk category. Personnel that have successfully fulfilled the requirements of the high risk level will be assigned to the medium-risk category until successfully assessed to the low risk category.

b. Logistics. The following procedures are outlined for each level:

(1) Low Risk Procedures. Marines assessed as low risk will remain as such unless their actions, behavior, and/or situation require an adjustment in risk assessment. Marines assessed as low risk will not be required to coordinate with or contact their command during authorized leave and liberty periods.

(2) Medium Risk Procedures

(a) Marines assessed as medium risk will be assigned to the Force Preservation Program for a minimum of 30 days. At the end of the 30 day period, the Company Commander may decrease the individual's risk assessment to low, maintain the individual at medium, or increase the assessment level to high based upon review of the Marine's weekly counseling and upon recommendations of the individual's chain of command. At any time while the individual is assigned as a medium risk, the Commander may increase their risk assessment to high risk if their actions, behaviors, and/or situation warrants reassessment. Those whose actions and/or conduct resulted in disciplinary action should be reassessed immediately to determine if their likelihood for a mishap has increased.

(b) Liberty limits for Marines assigned to the medium risk level are 35 miles for overnight liberty and 100 miles from their assigned base for weekends and holidays. They are not afforded the extra miles given for the 72/96 hour holiday periods.

(3) High Risk Procedures

(a) Marines assessed as high risk will be assigned to the Force Preservation Program for a minimum of 30 days. At the end of the 30 day period, the Company Commander may reassign the individual to medium risk or maintain the individual at high risk based upon his/her discretion and the input of the individual's chain of command. Marines assessed to be at high risk will contact the CDO via phone or in person each day, during weekends and special liberty periods between the hours designated. They are to notify the CDO of any incident that occurred or that there was no incident and there are no changes to their liberty plan. If a change is to be made with their liberty plan, the Marine is to contact their mentor first who will also contact the CDO

acknowledging the authorized change in their liberty plan. Officers assigned as high risk will contact the Executive Officer vice the CDO with the aforementioned notifications during weekends and special liberty periods.

(b) Liberty limits for Marines assigned to the high risk level are 35 miles for overnight liberty and 50 miles from their assigned base, regardless of standard weekend or holiday limits.

(4) Personnel who do not comply with the requirements of the Risk Management Program may be formally counseled (page 11 entry/6105), have their special liberty restricted or denied, receive other appropriate disciplinary action, be subject to a competency review board, or may be processed for an administrative separation.

(5) At a minimum, files will be kept in manila folders with two-hole clasps securing documents. The left side will hold directed documents and the right will hold counseling and additional notes.

(6) The Commanding Officer reserves the right to modify limitations for at risk Marines on a case by case basis.

5. Command and Signal

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

b. Command. This Order applies to all MCLB Albany active duty Marines.



ALPHONSO TRIMBLE

DISTRIBUTION: A

Force Preservation Council (FPC) Composition and Procedures

1. The Force Preservation Council (FPC) is an official body whose mission is to identify, screen, and assess Marines, regardless of current/previous risk classification, to determine the appropriateness of assignment to a certain risk classification. An effective FPC is intended to facilitate and force meaningful interaction between junior and senior Marines across the entire spectrum of leadership by focusing on communication, individual development, early identification and resolution development. The desired end state is to improve leadership engagement throughout the command and better targeting of focused, anticipatory leadership. This requires commands to take a thorough look at all of their Marines, not just those who have been flagged as at risk. The FPC gives an organization a method with which to identify those issues requiring senior level attention and resources, while retaining an emphasis on small unit leadership and solutions at the lowest level.
2. The FPC convenes at the Battalion level, and reviews Marines from the Company and Work Section level who were recommended for FPC consideration. They may also consider Marines recommended by the Chaplain, Medical Personnel, Law Enforcement Personnel, the Substance Abuse Control Officer (SACO) and/or Marine and Family Services.
3. The FPC consist of the following voting members:
 - a. Executive Officer, Chairman
 - b. Sergeant Major
 - c. Company Commander
 - d. Company First Sergeant
4. The following individuals will provide information to the FPC as non-voting members:
 - a. Officer in Charge (OIC), Naval Branch Health Clinic Albany
 - b. Marine and Family Services Representative
 - c. Law Enforcement/Investigative Personnel, if applicable
 - d. Work Section Officer in Charge (OIC)
 - e. Work Section Staff Noncommissioned Officer in Charge (SNCOIC)
5. The FPC will convene once a month and review all Marines identified by small unit leadership. The FPC reserves the right to convene at any time when warranted, due to exigent circumstances. They also reserved the right to review any Marine identified outside the chain of command, to include by one of the non-voting members, as potentially displaying at-risk behavior. In the event no Marines are identified in a given month and there are no current assigned Marines

ENCLOSURE (1)

to be re-evaluated, the FPC will not convene. Prior to and during each session, the FPC will utilize the following procedures.

a. One week before the FPC convenes, the Chairman will announce to small unit leadership voting and non-voting FPC members the date, time and location of the FPC. With this announcement will be a list of Marines under consideration and a solicitation to leadership for the inclusion of any additional Marines. Leadership is directed to submit all names to the Company Office.

b. Two days before the FPC convenes, the Company Office will provide all small unit leadership a summary outline of FPC proceedings. This outline will included the voting and non-voting members required to attend and the names of all Marines under consideration. The Company will also provide summary packages containing specific information for each case and forward to each of the voting members for their review.

c. The Executive Officer will convene the FPC once all requested members are present. The Marines under consideration will not attend the FPC, they will be represented by their small unit leadership. The Executive Officer will review the FPC summary before reviewing the first Marine for consideration.

d. Each Marine under consideration will be discussed with appropriate input from voting and non-voting members. Due diligence to understand the complete picture, while protecting the Marine's privacy and confidentiality rights, will be practiced and applied equally and consistently.

e. At the completion of a thorough review, all risk classifications will be voted upon, starting with low risk. Each voting member will have one equally weighted vote. The Marine will be assigned the risk classification which reviewed the most votes. In the event of a tie, the Chairman's vote will be counted as two votes.

f. After all Marines are reviewed, the Chairman will close the FPC and dismiss all members to their appointed place of duty.

g. The Company Commander will publish the FPC minutes within three working days and provide a copy to all voting members. The Company Office is responsible for the filing and maintenance of all FPC minutes in accordance with reference (f).

h. The Company Office will draft assignment letters to all Marines assigned to medium or high risk classifications within three working days.



UNITED STATES MARINE CORPS
HEADQUARTERS & SERVICE COMPANY
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20349
ALBANY, GA 31704-0349

3500
HC0001

From: Commanding Officer
To: Lance Corporal Im A. Marine EDIPI/MOS USMC
Subj: ASSIGNMENT TO THE FORCE PRESERVATION PROGRAM (High Risk)
Ref: (a) MCLBAO 3500.3

1. Per the reference, you are assigned to the Force Preservation Program as high risk for a minimum of 30 days. During this Assignment you must adhere to the following during all liberty periods:

a. Contact your assigned Mentor, Staff Sergeant Hard Charger, twice daily at a minimum, during weekends and special liberty period times.

b. Contact the Command Duty Officer (CDO) via phone, 229-639-5206, or in person at Building 3500, each day during weekends and special liberty periods between the hours designated. You are to notify the CDO of any incident that occurred or that there was no incident and there are no changes to your liberty plan. If a change is to be made with your liberty plan, you are to contact your mentor first who will also contact the CDO acknowledging the authorized change in the liberty plan.

c. Your liberty limits are 35 miles from Marine Corps Logistics Base Albany (MCLBA) for overnight liberty and 50 miles from MCLBA Albany for weekend and holiday liberty, regardless of standard weekend or holiday limits. You are not afforded the extra miles given for the 72/96 hour holiday periods.

2. At the end of the 30 day period, you will be reevaluated and dependent upon your success in the program, your weekly counseling, and recommendations of your chain of command, your risk determination may change at that time. Conversely, the Commander may increase your risk assessment and liberty limitations if your actions, behaviors, and/or situation warrant reassessment. This Assignment remains in effect until officially revoked by the undersigned.

B. C. MITCHELL

HC0000

FIRST ENDORSEMENT

1. I have read and understand this Assignment and the reference pertaining to it.

F. M. LAST

ENCLOSURE (2)



UNITED STATES MARINE CORPS
HEADQUARTERS & SERVICE COMPANY
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20349
ALBANY, GA 31704-0349

3500
HC0001

From: Commanding Officer
To: Lance Corporal Im A. Marine EDIPI/MOS USMC
Subj: ASSIGNMENT TO THE FORCE PRESERVATION PROGRAM (MEDIUM RISK)
Ref: (a) MCLBAO 3500.3

1. Per the reference, you are assigned to the Force Preservation Program as medium risk for a minimum of 30 days. During this Assignment you must adhere to the following during all liberty periods:

a. Contact your assigned Mentor, Staff Sergeant Hard Charger, every Saturday during normal weekend liberty no less than every 48 hours during special liberty periods times.

b. Your liberty limits are 35 miles for overnight liberty and 100 miles from Marine Corps Logistics Base Albany for weekends and holidays. You are not afforded the extra miles given for the 72/96 hour holiday periods.

2. At the end of the 30 day period, you will be reevaluated and dependent upon your success in the program, your weekly counseling, and recommendations of your chain of command, your risk determination may change at that time. Conversely, the commander may increase your risk assessment and liberty limitations if your actions, behaviors, and/or situation warrant reassessment. This Assignment remains in effect until officially revoked by the undersigned.

B. C. MITCHELL

HC0000

FIRST ENDORSEMENT

1. I have read and understand this Assignment and the reference pertaining to it.

F. M. LAST

ENCLOSURE (3)



UNITED STATES MARINE CORPS
HEADQUARTERS & SERVICE COMPANY
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20349
ALBANY GA 31704-0349

3500
HC0001

From: Company Commander, Marine Corps Logistics Base Albany
To: Lance Corporal Im A. Marine XXXXX2360/0311 USMC

Subj: REMOVAL FROM THE FORCE PRESERVATION PROGRAM

Ref: (a) MCLBAO 3500.3

1. Per the reference, you were assigned to the Force Preservation Program on DD Month YYYY. During your assignment you adhered to all program parameters and were interactive with your mentor Staff Sergeant Hard Charger. Due to your positive attitude, recommendation from your mentor, chain of command, and objective professionals, you are officially removed from the Force Preservation Program, effective this date.

B. C. MITCHELL

ENCLOSURE (4)



UNITED STATES MARINE CORPS
HEADQUARTERS & SERVICE COMPANY
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20349
ALBANY GA 31704-0349

3500
HC0001

From: Company Commander, Marine Corps Logistics Base Albany
To: Lance Corporal Im A. Marine XXXXX2360/0311 USMC

Subj: FORCE PRESERVATION PROGRAM REASSESSMENT

Ref: (a) MCLBAO 3500.3

1. Per the reference, you were assigned to the Force Preservation Program on DD Month YYYY. During your assignment, you adhered to all program parameters and were interactive with your mentor Staff Sergeant Hard Charger. Due to your positive attitude, recommendation from your mentor, chain of command, and objective professionals, your limitations under the program have been adjusted and you must now adhere to the following during all liberty periods:

a. Contact your assigned Mentor, Staff Sergeant Hard Charger, every Saturday during normal weekend liberty no less than every 48 hours during special liberty periods times.

b. Your liberty limits are 35 miles for overnight liberty and 100 miles from Marine Corps Logistics Base Albany for weekends and holidays. You are not afforded the extra miles given for the 72/96 hour holiday periods.

2. At the end of the 30 day period, you will be reevaluated and dependent upon your success in the program, your weekly counseling, and recommendations of your chain of command, your risk determination may change at that time. Conversely, the commander may increase your risk assessment and liberty limitations if your actions, behaviors, and/or situation warrant reassessment. This Assignment remains in effect until officially revoked by the undersigned.

B. C. MITCHELL

HC0000

FIRST ENDORSEMENT

1. I have read and understand my current limitations associated with my assignment to the Force Preservation Program and the reference pertaining to it.

F. M. LAST

ENCLOSURE (5)