



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD
ALBANY GEORGIA 31704

BO 5580.1
PSD7002

DEC 23 2010

BASE ORDER 5580.1

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE (MCLB) ALBANY BLOTTERS
DISTRIBUTION POLICY

Ref. (a) MCO P5580.2A

Encl. (1) Blotter Distribution List

1. Situation. The purpose of this Order is to establish policies, procedures, and responsibilities for the appropriate distribution of Marine Corps Police Department (MCPD) blotters aboard MCLB Albany in accordance with the reference.

2. Mission. To disseminate MCPD blotters to appropriate personnel in order to uphold military and federal regulations and maintain good order and discipline aboard the installation.

3 Execution

a. Commander's Intent. To ensure proper dissemination of MCPD blotters to appropriate personnel in order to maintain good order and discipline amongst the uniformed and civilian Marines aboard MCLB Albany. Furthermore, to safeguard restricted information in order to ensure the privacy of individuals involved in events of a sensitive nature.

b. Concept of Operations

(1) The MCPD will distribute the MCPD blotters to personnel listed in the enclosure. Additional distribution of the MCPD blotters will be done on a case-by-case basis and must be requested as indicated in paragraph 3 of the enclosure.

(2) The following types of incidents are especially sensitive and are classified as restricted entries

(a) Sex Offenses

(b) Deaths (including traffic fatalities).

(c) All crimes in which juveniles (under the age of 18) are listed as the subject or victim.

(d) All traffic accidents in which juveniles (under the age of 18) are listed as the driver of vehicle one.

(e) All incidents in which any officer, E-6/GS-15 and above, or family members of an officer, E-6/GS-15 and above are listed as the subject or victim.

(f) All traffic accidents in which any officer is listed as the driver of vehicle one.

(g) Any other case determined to be of a sensitive nature.

c Tasks

(1) The Chief of Police, MCPD, MCLB Albany is responsible for the distribution of MCPD blotters to the personnel identified in the enclosure. Furthermore, the Chief of Police may distribute and exchange MCPD blotters with other Armed Forces Law Enforcement Agencies, as appropriate, in order to develop and maintain criminal information.

(2) Personnel identified in the enclosure to receive MCPD blotters will take appropriate precautions to safeguard and prevent improper disclosure of the information contained therein, due to the sensitive nature of the information.

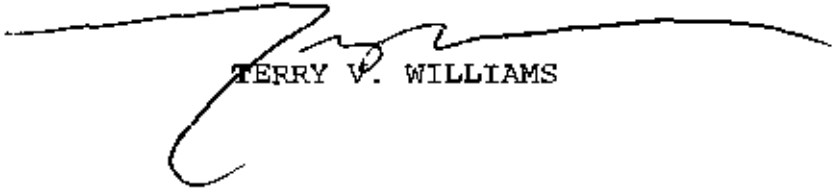
4. Administration and Logistics

a Administration. Organizations and individuals not specifically identified in the enclosure who desire to be placed on the blotter distribution list will forward an application to MCPD for consideration

b Logistics. Restricted blotters will be thoroughly reviewed by the MCPD and only distributed in accordance with the enclosure.

5. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to MCLB Albany and all tenant commands.



TERRY V. WILLIAMS

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SELECTIVE DISTRIBUTION LIST FOR RESTRICTED BLOTTER ENTRIES:

ALL NON-RESTRICTED ENTRIES WILL BE DISTRIBUTED TO THE GENERAL DISTRIBUTION LIST AS PER DAILY DISTRIBUTION LIST.

#	BILLET
1	Commanding Officer (CO), MCLBA
2	Executive Officer (XO), MCLBA
3	SgtMaj, MCLBA
4	Executive Director, MCLBA
5	HQ Company Commander, MCLBA
6	HQ Company 1stSgt, MCLBA
7	Commanding General, MCLC
8	SgtMaj, MCLC
9	Chief of Staff, MCLC
10	HQ Company Commander, MCLC
11	HQ Company 1 st Sgt, MCLC
12	Deputy Director, OTD, MCLBA
13	Office of the Staff Judge Advocate
14	SJA/ SAUSA
15	Adjutant, MCLBA
16	Adjutant Chief, MCLBA
17	CO, MCA
18	SgtMaj, MCA
19	Director, Risk Management Division
20	Deputy Director, I-&-E, MCLBA
21	Base Security Manager
22	Inspector General, MCLBA
23	Inspector General, MCLC
24	Supervisor, Labor/Employee Relations
25	
26	Director, PAO
27	Deputy Director, PAO
28	Family Advocacy (Send ONLY for Domestic & Juvenile Incidents)
29	NCOIC, SACO (Send ONLY for Drug & Alcohol Related Incidents)
	PMO Distribution List
1	Director, Public Safety Division
2	Chief of Police
3	Deputy Police Chief
4	Operations Officer
5	Special Operations Chief
6	CID Chief