



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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MARINE CORPS LOGISTICS BASE ALBANY BULLETIN 5210.11A

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: VITAL RECORDS PROGRAM

Ref: (a) NAVMC Dir 5210.11E
(b) MCO 5210.11F
(c) SECNAVINST 5210.8D
(d) SECNAV M-5210.1
(e) 36 CFR 1236.14
(f) DoD Instruction 3020.42, "Defense Continuity Plan Development," April 27, 2011
(g) MCO 3030.1
(h) MCIEAST-MCB CAMLEJO 3020.1
(i) MCIEAST-MCB CAMLEJO 3010.1
(j) MCIEAST-MCB CAMLEJO 5210.5
(k) MCLB Albany BO 3058 Mission Assurance

Encl: Marine Corps Logistics Base Albany Vital Records Inventory for CY 2024
Example

1. Purpose. In accordance with references (a) and (k), this Bulletin establishes a Vital Records Program through a comprehensive, integrated process that is synchronized within the Mission Assurance (MA) Branch and with appropriate Directorates and staff organizations. This Bulletin is being established vice a Base Order to comply with the requirement of updating the Vital Records Inventory annually.

2. Cancellation. MCLBAO 5210.11.

3. Background. Vital records are essential records that are needed to meet mission essential functions (MEF), operational responsibilities, and protect the legal and financial rights of the Government during a continuity event. Vital records consist of legal, finance, official inspections, directives, databases, references, information systems, and all division and staff sections' Continuity of Operations Plans (COOP) documents that will contain vital records. Vital records support the MA COOP for Marine Corps Logistics Base (MCLB) Albany under all circumstances and across the spectrum of threats, including natural hazards, technological, and man-made emergencies. Vital records are those documents, databases, records, references, and information systems needed to support the continuation of MEFs and include those records and information systems necessary for reconstitution to normal operations after an event.

4. Action

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent. To ensure MCLB Albany vital records are identified and available to conduct operations under other than normal conditions.

(2) Concept of Operations. Develop an annual approach of vital record management through inventories, coordination, maintaining, and validation (exercising) of vital records annually, or more frequently as changes warrant, to ensure operational readiness decisions are accomplished through the establishment of vital records and plans. The Vital Record Program (VRP) shall at a minimum address the following:

(a) Designation of command vital records.

(b) Access to vital records by primary and alternate Emergency Relocation Staffs (ERS) at alternate facilities to continue MEFs during a continuity event.

(c) Execution of vital records by ERS with or without warning from primary and alternate emergency relocation sites as soon as possible following an event, but no later than 12 hours following activation.

(d) Flexible vital records are those records which support the procedures for delegations of authority, orders of succession, and evolutions of authority for essential command and control functions and key positions.

b. Subordinate Element Missions

(1) Base Adjutant. The Adjutant serves as the Vital Records Officer (VRO). Once appointed in writing, responsibilities shall include, but are not limited to:

(a) Retain appointment letters of base-side personnel appointed as Vital Records Managers (VRM).

(b) Identify vital records within MCLB Albany utilizing enclosure (1).

(c) Maintain a current list of vital records on the Command Share Portal.

(d) Document the annual review of the vital records list.

(e) Conduct an inspection via the Commanding General's Readiness Inspection (CGRI) Functional Area Checklist, Marine Corps Records Management Program, annually.

(f) Conduct quarterly training with VRMs or representatives of each section.

(g) Coordinate with the Director, Operations and Training to ensure exercising of vital records management annually.

(2) Division Directors. Division Directors are responsible for assigning in writing a Vital Records Manager.

(a) Conduct internal audits to identify and update the division vital records for your division on an annual basis, per enclosure (1).

(b) Provide an updated Division Vital Record Management Inventory Report to the VRP Officer annually, per enclosure (1).

(c) Define Division physical security requirements for vital records management at primary and alternate relocation facilities and provide to Public Safety Division, per enclosure (1).

(d) Define and provide to the Communications and Information Systems Division (CISD) the Division ERS communication requirements, for vital records management and access at primary and alternant relocation facilities, per enclosure (1).

(e) Test and exercise Division ERS vital records accessibility from primary and alternate relocation facilities annually.

(f) Coordinate with the Installation VRP Officer to integrate the vital records program into the annual full-scale exercise.

(g) Define a set plan for transporting vital records to relocation alternate facilities and provide to the VRM and VRO.

(3) Mission Assurance Branch

(a) Assume custody of vital records stored within the Emergency Operations Center (EOC). Coordinate with the VRP Manager and Division Directors to update records and maintain equipment necessary for access.

(b) Mission Assurance Branch (MAB) is currently maintaining COOP Vital Records. Anything related to COOP must be routed through the MAB, see enclosure (1) for an example on how to format COOP vital records into an inventory.

c. Coordinating Instructions

(1) Vital records shall be managed and maintained by the appropriate standard subject identification code (SSIC) of the identified record.

(2) Submit the enclosure to the VRP NLT 30 September (annually) to coincide with the MA Risk Management process.

(3) Divide vital records into the following two categories:

(a) Emergency Operating Records. These vital records are essential to the continued functioning or reconstitution of MCLB Albany during and after an event, but are not limited to:

1. Emergency plans and directive(s), to include memorandums of agreement (MOA), memorandums of understanding (MOU), support agreements (SA), and DD Form 1144 between adjacent tenant and subordinate commands. Established MOAs, MOUs, and SAs between higher headquarters, Federal, state, and local agencies should be maintained for use at the alternate Headquarters Site/Emergency Operations Center (EOC);

2. Orders of succession;

3. Delegations of authority;

4. ERS Staffing assignments. Determining ERS composition involves several considerations including, but not limited to: key leadership roles, subject matter expertise, special skills, and continuous 24/7 staffing reliant on vital records execution.

5. Selected program records needed to continue the most critical division operations, as well as related policy or procedural records that assist division staff in conducting operations during an event and for resuming normal operations after an emergency.

6. Equipment inventories shall be conducted.

7. The MCLB Albany Master Directives File includes, but is not limited to: Orders, Bulletins, and Policy Letters.

8. Any "For Official Use Only" documents must be stored on a "limited" access shared portal site or external hard drive that is password protected.

9. A copy of the software programs and guides, passwords, etc.

(b) Legal and Financial Rights Records. These vital records are essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples of these records include, but are not limited to:

1. Records containing proof of ownership;

2. Financial interest (social security, military/civilian payroll, leave and earning records, retirement, insurance, and accounts receivable);

3. Legal proceeding decisions;

4. Contractual obligations and similar records. These records were formerly defined as "rights-and-interests" records; and

5. Engineer drawings.

d. Administration and Logistics

a. Inventories of vital records shall be maintained by the VRP Manager, as well as each division with vital records. Updates to these lists shall be provided to the VRO on an annual basis.

b. Divisions are responsible for delivering all vital records and necessary equipment to the EOC for storage. The VRP Manager and EOC custodian should be present for guidance and assistance.

c. All documents containing vulnerability and risk to mission are classified, marked and handled in accordance with the classification guidance.

5. Reserve Applicability. The provisions of this Bulletin are applicable to MCLB Albany and all military Tenant Commands.

6. Cancellation Contingency. This Bulletin is to be cancelled and republished at the start of every calendar year to ensure an annual inventory of vital records is being conducted. Recommendations or comments concerning changes to this Bulletin may be forwarded to the Commanding Officer, MCLB Albany via the Base Adjutant for review and evaluation.

7. The point of contact for this letter is the Base Adjutant, First Lieutenant Nathalie J. Camacho, at (229) 639 - 6994 or via email at nathalie.camacho@usmc.mil.

M. J. MCKINNEY

DISTRIBUTION: A

Marine Corps Logistics Base Albany Vital Records Inventory for CY 2024

Subsection's List

Vital Records

Post Office.....None

Communications and Information Systems Division.....Listed

- Accreditation Documentation (Disaster Recovery Plan)
- Billing Source Documents (Panorama CAIRS database)
- Consent Forms (Privilege Access Authorization Forms)
- Contracts (AV-VTC, cellular telephones, Mediacom, CAIRS)
- Equipment Inventory Reports (Physical Inventories)
- Security Codes (Command Cyber Readiness Inspection SIPR/NIPR)
- Technical System Documentation (CAIRS, Access Letter, Key Controls, and ISSM Appt Letter)

Civilian Human Resources Office Southeast.....None

Logistics Supply Division

 Distribution Management Office.....Listed

- DoD Passport Acceptance Facility Semi-Annual Certification

 Garrison Supply Branch.....None

 Garrison Mobile Equipment.....None

Operations and Training

 Military Operations and Training.....Listed

- 3020 MCCAMS

 Mission Assurance Branch.....Listed

- 3070 DRRS
- 3058 MA
- 3058 MOA

Marine Corps Community Services

 MCCS Semper Fit.....None

 MCCS Business Operations.....None

 MCCS Behavioral Health.....None

 MCCS Child and Youth Programs/Care.....None

 MCCS Human Resources.....None

 MCCS Marine and Family Services.....None

 MCCS Marine Corps Family Building.....None

 MCCS General Support.....None

Headquarters and Support Company.....None

Manpower Division.....None

Physical Security

 PSD Fire.....None

 PSD Safety.....None

 PSD Marine Corps Police Department.....Listed

- Consolidated Law Enforcement Operations Center (CLEOC)
- Data Housing and Reporting Tool (DHART)
- Working Dog Management System (WDMS)
- Defense Data Exchange (D-Dex)
- 77-SWAN (Trapwire)
- USMC Eagle Eyes

- CID and MCPD LIMDIS SharePoint Records
- E-Guardian
- Livescan Crossmatch (Digital Fingerprinting)
- NICS SharePoint - National Instant Criminal Background Check System
- Lost and Found Binder and Documentation
- Key and Lock Control Ledger and Inventory Sheets
- MCOP

Special Staff

Communications Strategists.....None
 Staff Judge Advocate.....None
 Comptroller.....None
 Base Security.....Listed

- DODI 1000.13 TA TASM
- DODI 5200.46
- DODI 5200.48 - Controlled Unclassified Information
- DODI 5200.1 vol 1 - Personnel Security Program
- DODI 5200.1 vol 2 ch 4 - Personnel Security Program
- DODI 5200.1 vol 3 ch 3 - Personnel Security Program
- DODM 5200.2 - Personnel Security
- DODM 1000.13 vol 1
- Naval COMSEC Material Manual
- SEAD 8 - Temporary Eligibility
- SEAD 6 - Continuous Evaluation
- SECNAVINST 5510.30C - Department of the Navy Personnel Security Program
- SECNAVINST 5510.36B - INFO Security Program
- 2019 PDS SOP
- CG PLY LTR 009-22
- CG PLY LTR Photographing on Base
- MCIEAST MCB CAMLEJ OSS SOP

Career Planner.....None
 Adjutant.....None
 Inspector General.....Listed

- 2022 CGRI Results
- 2023 IGMC Special Inspection and MCAAT Results

Equal Employment Opportunity.....None

Installation and Environmental Division

I&E Housing.....None
 I&E Public Works.....None
 I&E Environmental.....None