



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GEORGIA 31704-0302

1000  
CO0001  
**SEP 14 2016**

BASE POLICY LETTER 02-16

From: Commanding Officer  
To: Distribution List

Subj: MCLB ALBANY COMMUNITY RELATIONS

Ref: (a) SECNAVINST 5720.44C

1. Purpose. To provide policy and written notice to all personnel assigned to Marine Corps Logistics Base (MCLB) Albany regarding the procedures for supporting community relations events.

2. Background

a. The relationship between MCLB Albany and the local community is of vital importance. Well-planned and executed community relations (COMREL) programs garner public support and generate a better understanding of MCLB Albany as well as the United States Marine Corps (USMC). All members of this command who are involved in their local communities are ambassadors for the Marine Corps and its recruiting efforts. Individual members of this command are highly encouraged to actively seek opportunities to participate in the activities of the community and its civic organizations.

b. COMREL programs support the following objectives: developing and enhancing relationships with the local communities; creating and sustaining partnerships with community leaders; supporting equal opportunity goals and non-discrimination policies of the Department of the Navy (DON) and the USMC; increasing public awareness and understanding of MCLB and the USMC; supporting recruiting goals; and inspiring patriotism through observance of Marine Corps traditions and days of national significance.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

Subj: MCLB ALBANY COMMUNITY RELATIONS

c. MCLB Albany will endeavor to make every reasonable effort to develop and maintain good community relations through internal and external means, consistent with the Joint Ethics Regulations (JER), and other Department of Defense (DoD), Department of the Navy DON, and USMC regulations governing fiscal law, use of government resources, relations with non-federal entities, fundraising, and other areas that may be relevant to COMREL.

### 3. Scope

a. The Commanding Officer (CO), MCLB Albany, may provide DoD employees in their official capacities to express DoD policies as speakers, panel members or other participants when it is determined the requested support or event comports with all relevant rules and regulations.

b. The CO, MCLB Albany may also authorize the use of DoD facilities and equipment (and the services of DoD employees necessary to make proper use of the equipment) as logistical support of an event sponsored by a non-federal entity on a limited basis, except for fundraising and membership drive events.

4. Authorized Events. Due to limited resources and recurring mission requirements, the base will not be able to support every request for COMREL support. Federal, regional, state, or local governmental entity requests for logistical support will be approved on a case-by-case basis. These requests must meet a valid governmental need and cannot duplicate other available public services. The following provides further guidance on specific authorized events:

a. Marine Depot Maintenance Command (MDMC). All requests for tours of MDMC will be forwarded to the Logistics Operations Center (LOC), Marine Corps Logistics Command (LOGCOM) for approval.

b. Static Displays. All requests for Static Displays (USMC Ground Equipment) will be forwarded to the LOC, LOGCOM for approval.

c. Military Working Dog (MWD) Demonstrations. Whether requested as part of a visiting group or requested for demonstrations off the installation, MCLB Albany's MWDs perform on a first-come, first-serve basis, when personnel are available and within mission constraints.

Subj: MCLB ALBANY COMMUNITY RELATIONS

d. Speeches. MCLB Albany personnel will make every effort to fill requests for speakers, and all speeches will:

(1) Remain within the speaker's purview.

(2) Be non-partisan and shall not imply any Marine Corps or Department of Navy sponsorship, endorse or agree with partisan statements made by others.

(3) Be consistent with National, Marine Corps or Department of Navy policy.

e. Tours and Public Visitation. Tours provide an excellent means to demonstrate MCLB Albany's professionalism and dedication to the community. Favorable lasting impressions can be garnered from visits by the public to MCLB Albany. The availability of MCLB Albany personnel to conduct tours and visits will depend on the current force protection condition (FPCON), personnel available to conduct the tour and operational commitments of the command and other circumstances. Visits and tours will only be conducted within the framework of regularly scheduled operations. MCLB Albany will host visits/groups/tours on a first come, first serve basis, based on the availability of personnel and within mission constraints.

f. Color Guard. A Color Guard will normally be used when MCLB Albany provides a display of colors for an authorized public event. MCLB Albany will provide a limited number of Color Guard details on a first come, first serve basis, based on the availability of personnel and within mission constraints. The Community Plans and Liaison Officer (CPLO) will maintain and provide a list of other organizations that provide Color Guards (Marine Corps Logistics Command, I&I Reserve Unit, local JROTC units, Boy Scouts, Girls Scouts, American Legions, VFW's, etc.) and other alternatives in the event MCLB Albany personnel cannot support.

g. Manpower. DoD employees may not use or allow the use of their official titles, positions or organization names in connection with activities performed in their personal capacities as this tends to suggest official endorsement or preferential treatment by DoD of any non-federal entity involved. Purely personal, unofficial volunteer efforts to support fundraising outside the Federal Government workplace are not prohibited, provided those efforts do not imply DoD endorsement. Requests for manpower support will be handled on a purely volunteer basis. DoD personnel will be required to be on a leave or liberty status to participate in allowable volunteer activities, if those efforts conflict with regular DoD work

Subj: MCLB ALBANY COMMUNITY RELATIONS

schedules. No members of MCLB Albany will be directed to support any function in the community unless it falls within the official capacity of their position.

h. Junior Reserve Officer Training Corps (JROTC). Requests from Marine Corps JROTC or other JROTC units will be honored within mission constraints.

5. Request Process. Due to multiple, competing COMREL requests from the surrounding community, and in order to facilitate a uniform system for responding to such requests, the following process described in this policy letter is set forth as follows:

a. All requests for COMREL support must be submitted, in writing, via fax, mail, or email, to the CO, MCLB Albany, using organization letterhead or DD form 2536, NLT 60 days prior to the requested event.

b. Upon receipt of the COMREL request, the CPLO will staff the request across the appropriate MCLB staff and tenant commands to determine feasibility of support.

c. Once the request has been staffed for an estimate of supportability, the request shall then be forwarded by the CPLO to the MCLB Office of the Staff Judge Advocate (OSJA) for a legal review and advisory opinion.

d. Once the OSJA has completed its legal review, the SJA will forward the request back to the CPLO for final routing to the CO for a decision. The OSJA legal review will be the final step in the staffing process prior to approval/disapproval.

e. Upon final determination, the CPLO will be notified and will notify the requestor of the final decision via appropriate correspondence.

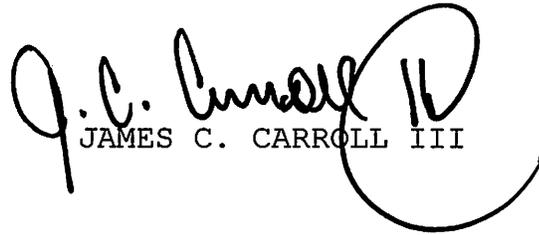
f. Coordination of approved COMREL events will be conducted by the Operations and Training Division, MCLB Albany.

g. The approval authority for all COMREL requests is the CO.

6. Points of Contact. The points of contact for any issue involving support to the community will be the CPLO at (229)639-7313 and/or the Director, Operations & Training Division at (229)639-6931.

Subj: MCLB ALBANY COMMUNITY RELATIONS

7. Applicability. This policy is applicable to all military and civilian employees assigned to MCLB Albany. This policy is effective the date signed.

  
JAMES C. CARROLL III

DISTRIBUTION: LOGCOM  
SYSCOM