



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE, SUITE 219
INDIAN HEAD, MD 20640-5035

IN REPLY REFER TO:
1710
CO
13 MAR 2014

CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE POLICY LETTER 1-14

From: Commanding Officer
To: All Personnel

Subj: STORAGE AND ISSUE OF BATTALION VIDEO GAME SYSTEMS AND ACCESSORIES

1. Situation

a. Purpose. To establish a policy on how battalion-owned video game systems and accessories are to be stored and issued.

b. Information. Chemical Biological Incident Response Force (CBIRF) has video game systems, games, controllers, and headsets for use in the lounge of Building 902. The video game systems, games and accessories must be monitored by the 902 barracks Duty to ensure items are secured from theft and damage. In the event damage or theft occurs, those personnel found responsible will be held accountable.

(1) The video game systems, games, associated items and equipment may only be issued to personnel assigned to CBIRF.

(2) During use, the video game systems, games, associated items and equipment will be stored in the designated security case in the Building 902 lounge. The security case will have access to allow personnel to insert games and connect games system accessories. The Building 902 Barracks Duty is responsible for ensuring the security case, game systems, and accessories are in serviceable condition prior to and following issue to personnel. The video game system, associated items, and equipment will be inventoried and inspected by the Building 902 Barracks Duty; they will perform this after every use and at the beginning and conclusion of their post. If any damage occurs, the Duty will log the damage and the personnel responsible in the Duty Noncommissioned Officer (DNCO) log book and report entry to both the S4 and Company Office.

(3) The Building 902 Barracks Duty will secure the video game systems, games, controllers, and headsets in the designated safe inside the duty hut. A log book will be maintained inside the safe and will be used to sign in/out each item. A Marine or Sailor that wishes to use any of the items or equipment must complete the video game system issue logbook and turn in their Military ID card to the building 902 Barracks Duty. Upon confirmation of serviceability of video games, accessories and game system, the Building 902 Barracks

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Duty will annotate inspection time in the issue logbook and return the Military ID card to owner.

(4) Marines or Sailors who wish to use personally owned equipment, games, and or accessory items with the CBIRF video game system must receive permission from the Barracks Duty and submit their Military ID card while the video game system is being utilized. Upon confirmation of serviceability of the video game system, the Building 902 Barracks Duty will return Military ID card to owner. Video games that do not appear to be legally purchased (i.e "pirated" games) will not be used at any time.

(5) Upon assuming their post, the Building 902 Barracks Duty will conduct a serviceability inspection and sight count of all video game systems, games, controllers, and headsets. A checklist will be provided to ensure the Duty knows what he or she is to account for.

2. Mission. No change.

3. Execution

a. Commander's Intent. To establish security and procedures to ensure gaming property is monitored and handled correctly.

4. Administration and Logistics.

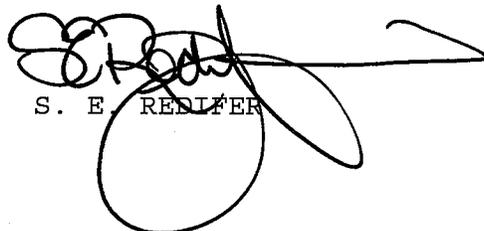
a. Administration. Duties will maintain the video game logbooks at all times.

b. Logistics. The duty will also maintain (16) AA and (16) AAA batteries for the controllers and headsets. Replenishment requests will be submitted to S4 by the off-going duty prior to securing for duty recovery. Resupply of batteries will be provided by Battalion Supply.

5. Command and Signal

a. This policy pertains to all military personnel assigned to Chemical Biological Incident Response Force and their guests.

b. The point of contact for this policy is the CBIRF Logistics Officer at 301-744-2092.


S. E. REDIFER