



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 11015.4  
B 046  
8 Feb 11

MARINE CORPS BASE ORDER 11015.4

From: Commander  
To: Distribution List

Subj: MARINE CORPS BASE, QUANTICO (MCBQ) SPORTSMAN ADVISORY  
COUNCIL

Ref: (a) MCBO P11015.2A

Encl: (1) Sample Appointment Letters

1. Purpose. To establish a MCBQ Sportsman Advisory Council (SAC), and define its mission and operating procedures.

2. Background. MCBQ has provided a rich heritage of hunting and fishing opportunities to service members and the northern Virginia community for many decades. These opportunities are being affected by changing human demographics, construction activities, range renovation, traffic, security, and fish and wildlife population. These recreational opportunities need to be maximized within appropriate guidelines for safety, security, and natural resources management. Members of the community who participate in these activities, both military and civilian, have a vested interest and commitment to enhance these opportunities and should be included as stakeholders in matters concerning those interests.

3. Policy. The SAC is a non-governing council which meets regularly with MCBQ officials to address issues and concerns of the hunting and fishing community aboard MCBQ. The SAC will be composed of volunteers who are members of the MCBQ hunting and fishing community. The SAC will provide feedback and recommendations to the Commander, MCBQ in order to facilitate the continued improvement of the MCBQ hunting and fishing programs.

4. Procedures

a. Eligibility. Persons licensed to hunt or fish aboard MCBQ are eligible for appointment to the SAC. Any member of the MCBQ hunting and fishing community may attend SAC meetings.

b. The SAC is composed of eight appointed voting representatives, and four designated non-voting representatives. The following represents the composition and specific duties of the SAC:

(1) Appointed voting representatives. The Deputy Director, Natural Resources and Environmental Affairs (NREA) Branch will appoint eligible volunteer applicants to the SAC, including:

(a) Two active duty military personnel.

(b) Two retired military personnel.

(c) One DoD Civilian.

(d) One non-affiliated civilian.

(e) Current president of the Quantico Rod and Gun Club (QR&GC), or a permanent representative designated in writing by the President of the QR&GC.

(f) Current President of the Quantico Injured Military Sportsmen Association (QIMSA) or a permanent representative designated in writing by the President of the QIMSA.

(2) Designated non-voting representatives. Participating MCBQ officials will include:

(a) Deputy Director, NREA Branch shall serve as the SAC Chairperson. The SAC chairperson will schedule, announce, and preside over the required meetings, and will serve as SAC liaison with the Commander, MCBQ.

(b) Head, Fish, Wildlife and Agronomy Section, NREA shall serve as the SAC vice-chairperson, and will preside over meetings and other SAC activities in the absence of the Chairperson.

(c) Natural Resources Specialist (Wildlife), NREA shall serve as the SAC Secretary and will record, prepare and distribute minutes and SAC recommendations to SAC members. The SAC Secretary will maintain a file of all SAC and related correspondence

(d) Head, Conservation Law Enforcement Section, NREA.

c. Meeting Attendance. SAC members (both voting and non-voting representatives) are expected to attend scheduled meetings. Voting representatives that fail to attend meetings may be removed. Non-voting staff representatives who cannot attend a meeting will coordinate with their branch supervisor, and designate an appropriate substitute with knowledge of any pertinent issues to be discussed at that meeting.

d. Appointment Process. The SAC voting representatives will be solicited from the MCBQ hunting and fishing community by posting notice on the MCBQ website and game check building. The designated non-voting representatives will accept nominations and select individuals for initial appointments prior to the first scheduled meeting. When a SAC vacancy occurs by resignation or revocation, the SAC will initiate action to fill the vacancy at the next scheduled meeting. Any SAC member may submit a name for consideration. Nominations will also be accepted from among the meeting's attendees. Prior to consideration for SAC appointment, nominees must provide the SAC with a written or verbal summary of their hunting and fishing experience and interest to serve as a SAC member. The SAC voting representatives will cast votes to rank the nominees in order of preference. The SAC non-voting representatives may make additional recommendations to the SAC Chairman. A sample appointment and acceptance letter is provided as Enclosure (1).

e. Appointment Terms. Voting representatives of the SAC shall be appointed in writing for terms not to exceed 2 years. Individuals may be reappointed to consecutive terms at the discretion of the SAC Chairperson.

f. Termination of Appointments. All appointments are terminated upon the expiration date indicated in the appointment letter. Additionally, appointments may be terminated for the following reasons:

(1) Voluntary Resignation. SAC voting representatives may submit a written notification of resignation to the SAC Chairperson at any time. The SAC Chairperson will notify the Council of any voluntary resignations at the next scheduled meeting, and will initiate action to fill the vacancy in accordance with the procedures outlined in this Order.

(2) Involuntary Removal from the SAC. There is no entitlement to participate as a SAC representative. The SAC Chairperson may revoke any SAC appointment, at any time, for the following reason(s):

(a) Failure to meet eligibility criteria for SAC membership, including revocation of MCBQ hunting and fishing licensure or MCBQ debarment.

(b) Failure to attend scheduled SAC meetings. Failure to attend three scheduled SAC meetings, without the advance consent of the SAC Chairperson will result in the termination of the appointment.

(c) For any other reason that, in the opinion of the SAC Chairperson, seriously impairs the effectiveness of the

voting representative. Such reasons may include, but are not limited to, serious violations of the MCBQ hunting or fishing rules, disruptive behavior, and other reasons that negatively impact the morale or welfare of MCBQ personnel.

5. Meetings, Quorums, and Minutes

a. SAC meetings will be held at least twice annually, and at such times as required by the SAC Chairperson or Commander, MCBQ. SAC meetings will be held in February, following the completion of deer and waterfowl hunting seasons, and in May, following the completion of spring gobbler season.

b. SAC members will use the Roberts Rules of Order to guide the conduct of SAC meetings. A quorum will consist of a simple majority of the voting representatives of the council, and include either the SAC Chairperson or SAC Vice-Chairperson in attendance.

c. At a minimum, SAC meetings will include an evaluation of the previous hunting/fishing season with regard to effectiveness and implementation and recommendations for improvement in succeeding seasons.

d. The SAC Chairperson will provide a written agenda for each meeting to the SAC members at least 3 days in advance.

e. SAC meetings will be open to all MCBQ licensed hunters and anglers.

f. The SAC Secretary shall prepare and distribute SAC meeting minutes to the SAC members for comment within 3 working days of each SAC meeting. Finalized minutes of all meetings will be approved by voting membership of the Council. Meeting minutes that contain recommendations for decision by the Commander, MCBQ will be distributed through NREA Branch to the appropriate MCBQ staff so that comments germane to those recommendations can also be provided to the Commander, MCBQ.

6. Dissolution of the Council. The SAC Council may be dissolved at any time by the Commander, MCBQ.

7. Action

a. Designation of SAC non-voting representatives is effective immediately. The SAC Chairperson will initiate the initial appointment process, review nominations, and provide recommendations to the Commander, MCBQ.

b. NREA will provide adequate facilities to support SAC meetings.

c. MCBQ and tenant activities will ensure widest dissemination of this Order, council agendas and meeting minutes within their organizations.

/s/  
D. J. CHOIKE

DISTRIBUTION: A



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**UNITED STATES MARINE CORPS**  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
11015.4  
B 046

From: Chairperson, Sportsman Advisory Council

To:

Subj: VOLUNTEER APPOINTMENT TO THE MCB QUANTICO SPORTSMAN  
ADVISORY COUNCIL (SAC)

Ref: (a) MCBO 11015.4

1. Per the reference, I have approved your request for a volunteer appointment to the SAC. You are hereby appointed to be a voting member of the SAC for a two-year term starting upon your acceptance of this appointment. Your appointment is based on your personal interest and knowledge in hunting and fishing recreation, your demonstrated ability to serve on review boards, panels, or other committees, and your loyalty and dedication to the Marine Corps.

2. The SAC represents the community of anglers and hunters with stakeholder interests in hunting and fishing aboard MCBQ. The purpose of your appointment is to facilitate the continued improvement of the MCBQ hunting and fishing programs by providing feedback and recommendations to the Commander, MCBQ. You must make a commitment to attend at least two meetings per year to review and recommend suggestions aimed at improving recreational hunting and fishing at Quantico.

3. Your acceptance of this appointment must be certified by your endorsement of this letter. Any questions concerning this appointment may be addressed to the Deputy, Natural Resources and Environmental Affairs Branch, G-5 (Facilities Division), at 703-432-0535.

ENCLOSURE (1)



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IN REPLY REFER TO:  
11015.X  
B 046

FIRST ENDORSEMENT on Chairperson SAC ltr 11015/x B 046 dtd

From:

To: Chairperson, Sportsman Advisory Council

Subj: APPOINTMENT TO THE MARINE CORPS BASE, QUANTICO SPORTSMAN  
ADVISORY COUNCIL

1. Returned.

2. I hereby accept this appointment as a voting member of the SAC and I agree to attend all scheduled meetings to the extent my schedule will allow.

ENCLOSURE (1)