



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

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13 Sep 10

AIR STATION ORDER 11000.8

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: FACILITIES MAINTENANCE, ENGINEERING AND PROJECTS SUPPORT
MANUAL

Ref: (a) MCO P11000.7C w/CH 1-5
(b) MCO P11000.5G w/CH 1
(c) ASO 11000.9B
(d) MCO P1700.27A
(e) ASO 5090.5A
(f) ASO 5090.7
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(i) DoD 7000-14
(j) ASO 11000.9B
(k) NAVFAC P-68
(l) ASO 11300.4M
(m) MCO P11000.22 w/CH 1-6
(n) MCO P11000.12C
(o) NAVFAC P-72 w/CH 1
(p) DoD 4270.5
(q) NAVFAC P-80

Encl: (1) Maintenance Procedures for Marine Corps Air Station
Cherry Point

1. Situation. To provide instructions regarding facilities construction and restoration, facilities and infrastructure maintenance and repair, maintenance management, facilities engineering support, and facilities projects/programs for MCAS Cherry Point, its outlying fields, and tenant commands.

2. Cancellation. AirStaO P11000.8.

3. Mission. To provide information guidance, instructions, and policy regarding facilities and infrastructure maintenance, maintenance management, facilities engineering support, and facilities projects/programs management.

DISTRIBUTION STATEMENT A: Approved for public release distribution is unlimited

4. Execution

a. Commander's Intent. These instructions constitute a program for facilities and infrastructure maintenance and management of MCAS Cherry Point including its outlying fields and other tenant organizations located aboard the Air Station.

b. Concept of Operations

(1) Manage and maintain, in the most economical manner, all facilities, utilities, infrastructure, and other related real property to a standard which will prevent deterioration beyond normal wear and tear.

(2) Control all maintenance in such a manner as to obtain the most efficient use of available manpower, equipment, material, and money.

(3) Formulate and execute short-range and long-range construction and maintenance programs.

(4) Operate the utility systems in compliance with applicable laws and regulations.

5. Administration and Logistics. The CG, 2d MAW, and CO's NHC, FRC-EAST, DLA, and CLC-21 concur with the contents of this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Command. The Order is applicable to all tenant commands aboard Marine Corps Air Station, Cherry Point.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON
Executive Officer

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LOCATOR SHEET

Subj: FACILITIES MAINTENANCE, ENGINEERING AND PROJECTS SUPPORT
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AND PROJECTS SUPPORT ORDER

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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CHAPTER 1

INTRODUCTION, RESPONSIBILITIES, WORKLOAD AND RESOURCE DEVELOPMENT, AND RELATIONSHIPS

1. Purpose

a. It is the policy of the Marine Corps to maintain its real property in the most efficient and cost effective manner. To achieve the goals encompassed by this policy, specific and continual maintenance shall be performed on a periodic basis.

b. Per current editions of reference (a) and reference (b), these instructions constitute a program for facilities maintenance management, services categorized as real property maintenance activities (RPMA), and facilities projects management of MCAS Cherry Point and its outlying fields, including all tenant organizations.

2. Scope. This Manual describes procedures to request and finance various types of work, states requirements for processing work requests and scheduling controlled inspections for real property facilities maintenance and projects management aboard the Air Station and its outlying fields, including all tenant organizations.

3. Responsibilities. It is the responsibility of all personnel to ensure that positive measures are taken and enforced to constantly preserve, protect, and conserve facilities.

a. The Facilities Maintenance Officer (FMO):

(1) Maintenance, repair, and inspection of Class 1 and 2 property.

(2) Identifying, initiating, and funding maintenance and repair projects to be accomplished by commercial contract within the CO's funding authority.

(3) Operating, maintaining, and purchasing public utilities.

(4) Maintenance, repair, and installation of Class 3, 4, and minor property.

(5) Inspection of buildings, elevators, cranes, hoists, railroad tracks, power plants, and utilities.

(6) Providing pest control services.

(7) Providing support to the Environmental Affairs Department (EAD) in handling, storing, transporting, disposing, and cleanup of hazardous waste and material.

(8) Providing refuse collection and disposal.

(9) Operation of the Energy Management and Control System (EMCS).

b. The Facilities Engineering Officer (FEO):

(1) Professional engineering and architectural services to include design and design review of facilities, including new construction, alteration, maintenance, and repair aboard the Air Station.

(2) Managing the MCAS Cherry Point Energy Program.

(3) Performing the spatial editing for the Cherry Point Geographical Information System (GIS).

c. The Facilities Development Officer (FDO):

(1) Planning and programming military construction, minor construction, alteration, and improvement of facilities projects.

(2) Planning and programming major facilities repair projects.

(3) Monitoring status, approval, and funding of facility projects.

(4) Assigning use of Class 1 and Class 2 property.

(5) Monitoring land, facilities, and property utilization and reassigning as appropriate for most efficient and effective utilization Class 3 and Class 4 minor property.

(6) Providing planning and programming actions for equipment procurement requirements.

4. Basic Programs of Real Property Maintenance Activities (RPMA).

The Controlled Maintenance Program is a management system that ensures various facilities and utilities meet their functional requirements but are not over maintained. The program starts with all customer work requests, including those submitted by Inspectors from the Air Station, Housing Department, Fire Division, and Joint Safety Office, being received by the Facilities Maintenance Department (FMD), Operations Management Division. All requests for work generated outside the Department are prioritized (emergency, urgent, and routine) and integrated with the work identified through the Annual Inspection Program for a scheduled/planned maintenance program on a yearly, quarterly, monthly, and weekly basis. Command support is essential for a successful Controlled Maintenance Program.

5. Annual Inspection Program. This Inspection Program is conducted by the FMD and is designed to inspect facilities on a scheduled basis to detect deficiencies in the early stages of development, effect early repairs to reduce the number of breakdowns and urgent requirements, and to plan for efficient utilization of resources.

6. Long Range Maintenance Plan. This plan consists of tabulated plans of maintenance requirements and cost estimates necessary to maintain facilities and grounds in an acceptable condition. This plan is a timetable for maintenance and repair/replacement of major component parts of each facility; e.g., interior and exterior painting, replacement of roof, or renovation of mechanical systems.

7. Self-Help Program. This term applies to services performed by tenant units with material provided by the FMD. Self-Help Program approval aboard the Air Station and its outlying fields is granted on a case-by-case basis by the FMO. Specific guidance on the Self-Help Program is contained in reference (c).

8. Troop Training. The accomplishment of construction projects by military engineering units must be approved by the FDO, building 163.

9. Types of Maintenance. Proper maintenance prevents deterioration and the useful life of facilities can be extended many years with annual costs over the life of a facility reduced.

a. Specific maintenance is work performed and accounted for under the authority of a specific job order. This type of work may recur over a given cycle but is not of a continuing nature. A detailed plan, estimate, and schedule are required prior to job start.

b. Continual maintenance is work performed and accounted for by facility or group of facilities on a standing job order or open-end contract basis. This type of work is repetitive in nature and extends throughout the year or seasonal portion of the year.

10. Customer Relationships

a. The title of individuals authorized to sign and approve work requests and requests for cost estimates should be submitted in writing to the FMD and should be updated when re-designations occur. See Chapter 2, paragraph 8, of this enclosure for specific requirements.

b. In order to be prioritized, programmed, and completed by the time requested, the work requests should be submitted in advance.

c. Telephone requests will be accepted only for service or emergency work.

d. Customers receiving services on a reimbursable basis should provide the proper document authorizing reimbursement and request inspection of facilities in advance to allow sufficient time for programming and scheduling.

11. Staff Relationships

a. Command support is essential for the successful operation of real property facilities maintenance and projects management in the most efficient and cost-effective manner.

b. Areas in which cooperation and close working relationships are of the utmost importance are material, financial, safety, manpower, transportation, fire protection, environmental affairs, facilities planning and programming, engineering, bachelor housing, and automated system support.

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12. Maintenance and Repair to Support Marine Corps Community Service (MCCS) Facilities. The maintenance and repair of facilities utilized for MCCS activities and operations will be guided by reference (d).

13. General Terms

a. Activity. A group, squadron, unit, sub-unit, department, or identifiable organization, MCAS Cherry Point, 2d MAW, FRC-East, Naval Health Clinic, or any other tenant commands aboard the Air Station.

b. Annual Work Program. Maintenance work supported with funds allotted to the FMD under Functional Category Codes (FCC's) T1, T2, T3, R1 and R2, together with customer services to be supported with other fund sources. The program shall reflect specific maintenance and repair for the first year of the long-range maintenance plan and the anticipated requirements of the continual maintenance, utilities operations, other engineering support, and minor construction.

c. Backlog of Maintenance and Repair (BMAR). End of fiscal year maintenance and repair work remaining as a firm requirement of the annual plan, but a lack of resources prevented accomplishment in that fiscal year.

d. Customer. An activity, component of an activity, unit, organization, or tenant organization, which is authorized by an activity Commander to request any type of facilities support.

e. Emergency Work. Work requiring immediate action to correct or prevent loss or damage to Government property, restore disrupted essential services, or eliminate hazards to personnel or property. A locally prescribed form is used to authorize this work. When emergency work is not completed within the maximum limit of 16 hours, the remainder of the work is authorized by a specific job order.

f. Facility. A separate individual building, structure, or other form of real property, including land, is subject to reporting under the DoD real property inventory.

g. Government Property. All physical property owned by the Government. Property to which the Government has acquired a lien or title solely as a result of a partial payment or progress payments will not be classified as Government property.

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h. Maintenance. The recurrent day-to-day, periodic, or scheduled work required to preserve or to restore a facility to such condition that it may be effectively utilized for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

i. Maintenance Standards. The established level at which facilities and grounds are maintained to assure maximum overall economy and protection of the Government's investment.

(1) Facilities to be used for more than ten years shall be maintained, as necessary, to preserve the asset and to ensure their most economical and efficient usefulness for an indefinite period.

(2) Facilities to be used from three to ten years shall be given maintenance consistent with the projected useful life of the structures or programs to which they are related.

(3) Facilities to be used for less than three years or only to meet a temporary demand shall be maintained to the minimum acceptable standard without jeopardizing the health and safety of personnel or seriously impairing the accomplishment of the mission.

(4) Inactive facilities included in mobilization plans shall be maintained to the extent necessary to assure weather-tightness, structural soundness, and protection against fire and erosion, and to permit reactivation in the period prescribed.

(5) Maintenance and repair work, whether performed by contract or in-house personnel, shall be per applicable Federal, military, or other authorized specifications. All work performed and material used shall be inspected, tested, or otherwise certified for compliance with the provisions of those specifications.

(6) All maintenance and repair efforts shall include specific consideration of energy conservation methods and systems. All repairs involving replacements shall include energy conservation requirements.

j. Minor Construction. Work to erect, install, or assemble a new facility or to expand, alter, or convert an existing facility

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to another use. Minor construction refers only to authorized work to be accomplished with Operation and Maintenance (O&M) funds.

k. Minor Property. Personal property acquired for immediate use with a unit cost less than \$100,000, which does not meet plant property acquisition criteria.

l. Non-appropriated Fund (NAF). Monies which are not appropriated by the Congress of the United States, but come primarily from the sale of goods and services to the DoD military and civilian personnel and their family members and are used to support MCCS activities, transients' billeting, and certain religious and educational programs.

m. Non-appropriated Fund Project. A construction, repair or equipment installation requirement for MCCS activities funded from non-appropriated funds.

n. Plant Property. Government property procured with appropriated funds, regardless of the source, used at a Marine Corps activity with a unit cost of \$100,000 or greater. Property is classified as follows: Class 1, land; Class 2, buildings and improvements (structures, roads, playing fields, etc.); Class 3, equipment (other than industrial plant equipment); Class 4, industrial plant equipment.

o. Project. A statement of a construction alteration, or repair requirement for a facility or group of like facilities in terms of a category code, title, unit of measure, quantity required, estimated cost, description, justification, etc. A project will consist of only those elements necessary to produce a functional entity. It usually has a clearly dominant purpose (the primary repair goal such as re-roof, re-wire, and etc. or principal construction feature, such as a single building or structure, or a group of buildings, such as bachelor quarters).

p. Quarterly Work Program. This program serves as the parameter for planning, estimating, and scheduling individual maintenance and repair jobs. The selection of jobs must be based on seasonal conditions, timely provision of material requirements, adequacy of funds and work forces, and priority of accomplishment.

q. Real Property. A subset of Plant Property, classified in two categories: Class 1, land; Class 2, buildings and improvements (structures, roads, playing fields, etc.).

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r. Real Property Maintenance Activities (RMPA). The various functions for the maintenance and repair of facilities; the accomplishment of minor construction; the operation or purchase of utilities; the provision of operating services, and other engineering support.

s. Reimbursable Work. Work authorized by a standing or specific job order, the cost of which is reimbursable per prescribed Marine Corps instructions, to the appropriation Operations and Maintenance, Marine Corps (O&MMC). The work may be performed for other military services, including Marine Corps activities not supported by the CMC; MCCS activities; and private parties, including concessionaires, contractors, and tenants of rental housing.

t. Repair. The restoration of a facility to such a condition that it may be effectively utilized for its designated purposes by overhaul, reconstruction, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance.

u. Resources. Military and civilian personnel, material and equipment on hand, and funding available for performance of work.

v. Service Work. Work, which is relatively minor in scope, not emergency work by nature, normally estimated to require 16 hours or less to accomplish and involves a maximum of two work centers.

w. Specific Job Order. A work authorization, which is planned and estimated in detail, issued for the accomplishment of a specific amount of work for which individual job costs are desired for financial and performance evaluation.

x. Standing Job Order. A work authorization issued to provide the performance of work of a highly repetitive nature and for which accumulated costs for a specified period, usually one fiscal year, are desired.

y. Unfunded Facilities Deficiencies. Work required, to meet maintenance standards, which cannot be accomplished because of lack of resources; those items on the work plan which cannot be included in the work program.

z. Work Request. Figure 1-1 is used to request performance of work for a cost estimate for specified work.

WORK REQUEST
MCAS 11010/1 (Rev. 10/98) (EF)

Figure 1-1. -- SAMPLE OF WORK REQUEST FORM

6. (Continued)								
Additional data/sketch/plans attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
7. Authorized Signature (CO, Group/Director or alternate designated in writing by CO, Group/Director)								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Grade</th> <th style="text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 100px;"></td> </tr> </tbody> </table>			Name	Grade	Title			
Name	Grade	Title						
Part 2 - Forwarding Endorsements (Rubber stamp permissible)								
Part 3 - Receipt								
From: Facilities Maintenance Officer								
To: _____								
Subj: Work Request								
<p>1. Your request # _____ dtd _____ is returned with attached explanation.</p> <p>2. Your request # _____ dtd _____ has been received on _____ and has been given FMD WR# _____</p> <p>When referring to this work, please use the FMD WR# and Building #.</p>								
By direction _____		Date _____						

Figure 1-1. -- SAMPLE OF WORK REQUEST FORM

CHAPTER 2

WORK GENERATION AND WORK INPUT CONTROL

1. Authority and Approval. FMD is authorized by the CO to perform emergency/service, and maintenance and repair with funds available, on buildings, grounds, utilities, structures, and equipment.
2. Methods of Work Input. The Control Inspection Program, written customer work requests, emergency phone request, service emergency and service phone requests, electronic submission and the Long Range Maintenance Plan (LRMP) are the four methods that initiate work.
3. Control Inspection Program. A Control Inspection Program, designed to provide complete inspection coverage of real property facilities, is an essential requirement. The purpose of control inspection is to inspect all facilities to detect deficiencies in the early stages of development, reduce the number of breakdowns and costs of repairs, maintain a more constant flow of work, plan for efficient use of resources, and provide input for the LRMP, BMAR and projects plan. The inspection effort is planned, scheduled, and systematically performed on an annual basis by qualified inspectors and operators properly equipped. The Control Inspection Program is subdivided into three distinct inspection programs: annual control inspection, preventive maintenance inspection, and operator inspection and is outlined in reference (a).
4. Annual Control Inspection integrates data from control inspections into the long range maintenance and annual work plans.
5. Preventive Maintenance Inspections are scheduled examinations and include minor adjustment and repair to equipment and systems.
6. Operator Inspections are day-to-day or periodic examination and minor adjustment of equipment and systems to which a specific operator is assigned.
7. Written Work Requests

a. All Station organizations and tenants should forward a listing of individuals authorized to sign work requests that are

being submitted to FMD for action. All requests submitted by 2d MAW must be routed through their chain of command, with final endorsement by Wing G-4, Engineering Section. To eliminate duplication and confusion, the number of persons authorized to submit work requests will be submitted annually, by 16 January, to FMD or as new assignments occur. Work requests will be submitted to the Operations Division, Building 87.

b. Originators of work requests will review chapters 3 and 4 of this enclosure for applicability prior to requesting work. Use of Work Request Form, figure 1-1, is required. These forms are available in electronic format utilizing Form Flow or can be purchased through the SERVIMART Supply Store, Building 144. Work request forms will contain a complete description of work with justification. Drawings or sketches will be included as necessary to describe the work. Original plus three copies will be forwarded to FMD, Building 87.

c. The Operations Division will assign a number to each work request. A copy of the request will be returned to the originator annotated with the assigned number (for any future reference). Work orders are developed from the requests and labor normally begins after all materials required to accomplish the task are received. This may take 60 to 180 days after initial approval of the request. If a large backlog of maintenance work exists, the accomplishment of work may be delayed. Should circumstances dictate that more rapid service is required; the requester should fully justify the need for the accelerated priority.

d. Work requests containing incomplete information will be returned to the originator without action. Work requests, for each facility, should be grouped whenever possible by the requester.

8. Emergency and Service Phone Requests

a. Work of an emergency nature that requires immediate correction should be reported to the emergency service desk Facilities Operations Division, FMD, extension 466-4363. This telephone is monitored 24 hours per day, 7 days per week.

b. Work requests for routine maintenance or repair to buildings, utilities, grounds, and collateral equipment of a minor nature will be answered between 0700 and 1600 on regularly scheduled workdays. Work requests should be reported to extension 466-4364/4365.

c. Emergency Phone Request. Emergency calls will be acted upon as expeditiously as possible. Emergency services include:

- (1) Interruption of electric power service to facilities.
- (2) Break in water or steam service.
- (3) Failures in runway refueling equipment.
- (4) Breakdown of airfield lighting system/arresting gear.
- (5) Breakdown of hospital emergency use equipment.
- (6) Potential for personal injury or health/safety hazards.
- (7) Work stoppage condition.
- (8) Sewer or industrial waste system overflow or spill.

d. Service phone and electronic submission request calls should state the specific nature and location of the work or service required. Work requiring more than 16 hours of labor will be changed from service ticket status to a facilities service work order status. Requested service will then be programmed and scheduled for accomplishment consistent with the availability of manpower and materials.

9. Long Range Maintenance Plan. The Long Range Maintenance Plan forecasts work required for maintenance and repair of facilities per maintenance standards and policy. The plan covers five years, beginning with the current year, and shall be updated annually.

10. Work Priority Determination. Work requests are prioritized based on categories of work. Customer requests for routine maintenance and repair, and correction of minor discrepancies are normally included in the inspection reports and should be accomplished during the annual work program. Requests identified, as unfunded deficiencies, will be placed on the BMAR list. Prioritized categories of work are as follows:

- a. Emergency work.
- b. Service work.

c. Work requiring immediate action to prevent rapid deterioration and increase cost or to correct discrepancies of a nature requiring expedited action.

d. Preventive maintenance.

e. Routine maintenance and repair.

f. Minor construction not included in paragraph 10c above.

11. Reimbursable Work

a. Work requests for new work, alterations, improvements, and modifications of facilities will be submitted to the Facilities Development Department for review and approval.

b. Requests to perform maintenance and repair work on a reimbursable basis may be submitted to FMD at any time. Requests will contain appropriate reimbursable job order number, when applicable. Reimbursable customer support will be governed by applicable interservice support agreements.

c. Reimbursable customers will inform FMD, in writing, of those persons authorized to commit funds. This information will be provided 10 days prior to the beginning of each fiscal year, and updated as required, but at least annually. Requests for reimbursable work not properly authorized will be returned without action.

CHAPTER 3

CONTROL AND LIMITATIONS OF MAINTENANCE WORK

1. General. This section concerns procedures to be followed in requesting specifically controlled work and restrictions on construction or maintenance practices, which may result in unsafe conditions or costly repairs. It is impractical to provide contingency instructions for every situation. Those most costly and/or frequently encountered are included for ready reference. Additional information may be obtained from Operations Management Division, FMD, extension 466-4361.
2. Shop Manufacturing. Work requests for shop manufacturing of items that are available commercially or through the Navy or Marine Corps supply systems will not be accepted.
3. Waste and/or Contaminated Petroleum Products
 - a. All waste and/or contaminated petroleum products shall be handled per provisions of reference (e).
 - b. All hazardous waste spills, during and after normal working hours, shall be handled per reference (f).
4. Trash Disposal. All domestic and decomposable refuse generated aboard the Air Station will be put in dumpsters for pickup by FMD. No refuse will be brought aboard the Air Station for disposal. Stumps, logs, wooden pallets, brush over 60 inches in length, and large appliances will not be put in dumpsters.
5. Bulk Items. Large items and scrap metals will be taken to the Defense Reutilization and Marketing Office (DRMO) by the activity that owns the item. Plywood, brick, and concrete materials will be taken to the construction debris landfill located on Access Road across from the horse stables. Metal, garbage, or paper will not be disposed of at this site.
6. Light Bulbs. The replacement of light bulbs and fluorescent tubes is the responsibility of the building occupant for those fixtures located at a height of less than 10 feet. For bulbs and fluorescent tubes in locations that exceed a height of 10 feet, replacement is the responsibility of the FMD and may be requested by calling the Operations Division, FMD, extension 466-4364/4365.

7. Telephones, Intercoms, Cable TV, and Public Address Systems

a. Telephones, intercoms, and public address systems are the responsibility of the Telecommunications Information Systems Directorate (TISD). Requests for installation, maintenance, and service should be made directly to TISD. Requests for repairs to existing systems can be made by calling TISD, extension 466-2100.

b. Requests for repairs to Cable TV, can be made by calling Time Warner Cable at extension 447-7902.

8. Plant Property, Class 3 and 4, and Minor Property. Reference (g) establishes procedures and assigns responsibility for effective management of Class 3 and 4 Plant Property. The Facilities Development Department (FDD) shall approve/disapprove all requests for new equipment, assign priorities, and procure the property with appropriate funding. Requests for maintenance of office equipment, laborsaving devices, office furnishings, including furniture, will be made to the FDO, extension 466-4168. Requests for maintenance of Plant Property, Class 3 and 4.

9. Space Heaters. Installed space heaters will not be removed or relocated without authorization of the FMD.

a. Using organizations are not authorized to adjust or tamper with stove carburetors. Organizations may initiate work requests for adjustments to carburetors and repairs of space heaters by calling the Operations Division, FMD, extension 466-4364/4365.

b. Electric space heaters are not authorized for use unless specifically approved by the Director of Facilities.

10. Pest Control. Termites, rodents, fire ants, and mosquitoes are some of the more common pests that are controlled for an improved health environment. Only certified pest controllers will apply pesticides approved by the FMO. Pest control service may be requested by calling extension 466-4364/4365, or by submitting a Work Request Form, Figure 1-1. Pest control services for roaches in BEQ's are also provided by FMD.

11. Window Air Conditioning Units. Installed government-owned air conditioning units will not be relocated without permission of FMD. FMD is responsible for the installation, relocation, maintenance, and repair of units.

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a. Using organizations are responsible for the proper operation and care of units and will ensure compliance with the following:

(1) Units will not be operated prior to start up or shut down dates (approximately 1 June through 30 September).

(2) The filter on the front side of the window air conditioning unit will be cleaned monthly.

(3) Personnel shall not disconnect or otherwise tamper with any energy-controlling device connected to the window air conditioning unit.

b. Requests for air conditioning units with justification of need shall be submitted to the FDD via the requesting unit's chain of command. Upon approval, FDD will issue the new air conditioning unit to the using organization.

12. Signs

a. Permanent Exterior Signs. FMD will approve all permanent exterior signs aboard the Air Station and construct as funds permit.

(1) Signs will be informational in nature, uniform in size by type, and without insignia, ornamentation, or slogan.

(2) All requests for signs other than traffic signs, either new or replacement will be submitted via the chain of command to the FMD. Requests will include a brief statement of the need; description of the sign; sketch, if appropriate; and will be submitted on a Work Request Form, Figure 1-1.

b. Traffic Signs. Requests for traffic signs will be submitted to the FMD via the Air Station Provost Marshal.

c. Interior Signs. Interior signs for buildings are the responsibility of the occupant.

d. Organizational Signs. Signs and marking devices identifying the headquarters or barracks area of a Squadron level command/organization. The FMD will manufacture and install one sign for each organization. The upkeep of the signs/markings

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devices is the responsibility of the organization. FMD will paint the names of the Commanding Officer and Sergeant Major as required.

e. Activity Signs. Identify activities such as the BOQ, Thrift Shop, Special Services, etc. No sign designating activities lower than squadron level will be erected outdoors except when required to identify entrances. In such cases, signs no larger than 4 x 18 inches with 3 inch lettering may be attached to the door or immediately adjacent to the door. All signs will be constructed, positioned, and comply with section 6.4 of reference (h).

13. Parking Areas. Requests for marking new parking areas or relocating present parking signs will be submitted to the FDD.

14. Washers and Dryers. Government owned washers and dryers, located in the BEQs, will not be removed, relocated, adjusted, or tampered with. Maintenance and repair of these washers and dryers are the responsibility of the FMD. Repairs may be requested by calling 466-4364/4365.

15. Keys

a. Request and justification for duplicate keys will be submitted to the FMD on a Work Request Form, Figure 1-1.

b. Requests for duplicate door keys in excess of five must be submitted via the Director of Facilities to FMD.

c. Master keys will not be duplicated unless authorized by the CO, or a by direction appointee.

16. Keys, Locks, and Locksmith Services for Barracks

a. Requests for keys, locks, and locksmith services for barracks shall include:

(1) Signature of the Unit Maintenance Officer.

(2) Name, grade, and telephone number of the individual authorized to accept delivery of the keys.

(3) Copy of the Disbursing Officer's Collection Voucher forms, Figures 3-1 or 3-2, or Pay Adjustment Authorization form,

Figure 3-3, as evidence of the military member's, or units reimbursement to the government for each key replacement or other locksmith service per reference (i).

b. Requests will be submitted via the chain of command to FMD, Building 87.

17. Damage Cost Estimates. Damage cost estimates may be requested directly from the FMD. When culpability is apparent, written work requests will contain a statement that the cost estimate is to be used in a formal or informal investigation, or in connection with Article 15, Uniform Code of Military Justice. Area commanders are encouraged to take every action feasible to hold malicious damage to a minimum.

18. Use of Building Equipment/Mechanical Rooms. Equipment rooms located within buildings will be used by FMD personnel and authorized contractors only. Equipment and controls located in these rooms are the responsibility of FMD, and repairs or operations by others are prohibited. Entrance to these rooms by others for any reason is prohibited, except for TISD personnel.

19. Clearance Prior to Digging, Driving Posts, and Trucking. Numerous underground utilities exist in many areas aboard the Air Station, and extreme care must be taken at all times in order to prevent damage to the utilities or injury to individuals. All individuals must get clearance from the Operations Division, FMD, prior to ground penetration for any purpose.

20. Structures Approved for Maintenance. All structures must have an approved assigned structure number before any maintenance can be performed on the structure. FDD maintains the listing of structure numbers.

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CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
RECEIVING OFFICE	ACTIVITY (Name and location)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
DISBURSING OFFICE	ACTIVITY (Name and location)			
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NUMBER	DATE
PERIOD: From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
TOTAL				

DD FORM 1131, APR 57 (EF)

PREVIOUS EDITION MAY BE USED.

Form approved by Comptroller General, U.S.
24 January 1958

Figure 3-1 SAMPLE OF CASH COLLECTION VOUCHER FORM

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION - NAVCOMPT FORM 2277 (BPT) (REV. 8-88)

1. Purpose DISB. <input type="checkbox"/>		2. Date		3. Reference Document No.		4. BIL Number		5. Voucher No.		
6. FROM:						7. PAID BY: CHECK NO.				
8. TO:										
9. ARTICLES, SERVICES OR ITEMS										
A. INVOICE OR ORDER NO.		B. DATE OF DELIVERY/SERVICES		C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)			D. QUANTITY	E. UNIT PRICE COST PER		F. AMOUNT
G. DISCOUNT TERMS										
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>										
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
A. ACNRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
DEDUCTIONS										
A. ACNRN	B. TRANSPORTATION	C. DISCOUNT		D. TAX		E. RESERVE		F. MISCELLANEOUS		G. TOTAL FOR ACNRN (U.S. CURRENCY ONLY)
H. CURRENCY:		I. EXCHANGE RATE = \$1.00				J. TOTAL DEDUCTIONS				
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
A. ACNRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-1)										
14. INSPECTION REPORT NOS:					15. GOV'T B/L NOS:					
16. APPROVED BY _____ TITLE _____ (DATE) _____					17. CERTIFIED BY _____ TITLE _____ (DATE) _____					
18. PAYMENT RECEIVED: PAYEE- PER- TITLE-										

Designed using FormFlow 2.15. HDMC/ARAE. Feb 98

ENCLOSURE (1)

ASO 11000.8

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PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
PAY GRADE NO.	LAST PAY RECORD EXAMINED (If applicable)	AMOUNT	APPROPRIATION DATA			
FROM			NAME OF ACCOUNTABLE D.O.			
			SYMBOL NO.		G.A.O. EXCEPTION CODE	
TO			YOU ARE HEREBY AUTHORIZED TO <input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
<p>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</p>						
FROM			CERTIFYING OFFICER (Name, rank/grade, and signature)			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)					
	TO			TYPED NAME AND GRADE OF D.O.		
				D.O. SYMBOL NO.		DATE
				SIGNATURE		

DD FORM 139, MAY 53 (EG)

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S. April 23, 1963

Designed using Perfume Pro, WHS/JOIR, Jun 84

Figure 3-3. -- SAMPLE OF PAY ADJUSTMENT AUTHORIZATION FORM

CHAPTER 4

MAINTENANCE PROCEDURES BY OCCUPANTS

1. General. When facility occupants have clear-cut responsibilities to participate in the maintenance effort, improved support can be expected. To make these responsibilities manageable, two conditions are necessary:

a. Each facility must be the direct responsibility of someone who belongs to the occupying activity.

b. Processing necessary work requests and the procedures for accomplishing work must be standardized, and maintenance responsibilities must be well understood by all parties.

2. Organizations. Commanders have maintenance responsibilities as outlined below for facilities under the control of the CO, MCAS Cherry Point.

a. Commanders will appoint a maintenance officer(s) who will be responsible for all area facilities assigned to their command. This appointment will be in writing and a copy forwarded to FMD.

b. All routine repair/maintenance requests, other than Emergency and Service Requests, will be submitted using the standard Work Request Form, figure 1-1, to FMD via the chain of command as outlined in Chapter 2, paragraph 8, of this enclosure.

c. Requests for minor construction work (new work and alterations, including new construction and other requests not of a routine nature) will be submitted to the FDD, via the chain of command.

3. Responsibilities. Commanders should enforce utilities conservation and prudent "householder" care of occupied facilities.

a. The person in charge of each facility must be completely familiar with that facility, ensure emergency requirements are reported to the FMD, report routine requirements to the organizational maintenance officer, and maintain records to show what work was requested, when work was requested, and when work was completed.

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b. Commanding Officers shall be responsible for malicious damage and take disciplinary action as appropriate. FMD will identify to activity commanders all suspected cases of vandalism/abuse via the chain of command.

4. Maintenance Officers should:

a. Coordinate all routine maintenance within the assigned area.

b. Prepare work requests and ensure all work requests are complete, accurate, and justified. Modifications to work requests after work is in progress will not be accepted. Requirements generated due to unforeseen circumstances, which necessitate a change to work in progress, will be requested and approved in the same manner as the original request.

c. Notify organizational commander of all damage caused by disregard for public property or from negligence and improper use. Such damage reports to the area commander should become a matter of record. Reporting should be done in a manner that details specific incidents and indicates trends such as glass breakage in one type of building.

d. Prevent unauthorized additions, modifications, and alterations to existing facilities. Report any such unauthorized activities to FDD.

e. Ensure continuity of a program for indoctrination of personnel in the proper handling and use of equipment and facilities.

(1) Mess hall personnel should not perform the following:

(a) Place eating utensils in garbage disposals.

(b) Wash articles in dishwashers such as ashtrays or mops.

(c) Jam conveyor belts on dishwashers with utensils or break links on conveyor belts.

(d) Remove grates or traps from drains.

(e) Overload carts or tables.

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(f) Wash down electrical outlets or hose down equipment inside the dining facility.

(g) Overload shelves, or sit on tables or guide rails.

(h) Remove diffusers or grills from ventilation ducts.

(i) Pull electrical plugs out by the cord or fail to turn off equipment switches before plugging in or unplugging electrical equipment.

(j) Open doors by pushing carts into doors.

(k) Sweep floor dirt into floor drains.

(l) Pump grease into drains.

(m) Put more than 60 pounds on any shelf of the rotating oven. Counter balance any weight with an equivalent weight on the opposite shelf.

(2) Barracks occupants should not perform the following:

(a) Push furniture against walls.

(b) Drag lockers up and down stairs to damage stair treads and lockers.

(c) Stand or sit on lavatories and kick or rest feet on the lavatory drain lines.

(d) Break lavatories and sinks with buckets, mops, or broom handles, etc.

(e) Kick flush valves on toilets to operate them.

(f) Kick toilet seats to raise them.

(g) Drop trash in urinals, toilets, and lavatories that may cause stoppage.

(h) Flood floors with water to clean.

(i) Store any type of paints inside or under buildings.

(j) Remove the metal grills over floor drain outlets and try to clean the drains with the use of broom handles or other objects.

(k) Punch holes in celotex ceiling tiles with broom handles, cue sticks, or any other devices.

(l) Hang clothing or other objects from any part of the drop ceiling supports, sprinkler pipes, or electrical conduits or fixtures.

(m) Use washing machine for any purpose other than washing clothes.

(n) Remove any parts from washers or dryers.

(o) Leave doors and windows open during rainstorms and heating and cooling seasons.

(p) Utilize any type of flammable cleaning materials to clean floors, walls, ceilings, or Venetian blinds.

(q) Remove damaged window screens or drapes.

(3) Occupants of any spaces should not perform the following:

(a) Install unauthorized electrical wiring.

(b) Walk on roofs to cause leaks or damage to shingles.

5. Self-Help Maintenance Program. The responsibilities and procedures for self-help programs are defined in reference (c).

6. Authorized Maintenance By Marine Corps Community Services (MCCS). Due to the unique structure of MCCS, specific maintenance and repair tasks for Class 1 and 2 property may be completed by MCCS maintenance personnel.

a. Minor repair tasks for Class 2 property may be accomplished by MCCS personnel. Such tasks include immediate corrective maintenance to unstop drains, replace screens, and interim repair of leaking faucets, commodes, and urinals. Recurring maintenance activities include minor painting, cleaning carpets, and pruning shrubbery.

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b. Requests for material support of Class 2 property repairs/maintenance will be submitted to FMD on standard Work Request Form, Figure 1-1. The request will be reviewed and materials issued for approved requests.

c. MCCA will be responsible for maintaining all equipment procured with non-appropriated funds.

d. FMD will maintain all Class 3 and 4 Plant Property.

e. MCCA personnel will not perform work of any type involving alteration, modification, or new construction to any Class 2 property without the written approval of the Director of Facilities.

f. Grass cutting for all MCCA facilities will be accomplished by the FMD except for the golf course and athletic fields, which are the responsibility of the MCCA work forces.

CHAPTER 5

FACILITIES ENGINEERING SUPPORT

1. General. The Facilities Engineering Department (FED) is responsible for professional engineering and architectural services to include design and design review of facilities, including new construction, alteration, and repair projects aboard the Air Station. FED also manages the Cherry Point Energy Program and performs the Spatial Editing for the Cherry Point Geographical Information System (GIS).

2. Responsibility

a. FED is responsible for providing the following professional services:

(1) Engineering consultant and design services pertaining to the maintenance of utilities, buildings, and structures of the Command.

(2) Developing complete plans, specifications, and cost estimates for construction of new facilities and the maintenance, repair, and alterations of existing real property.

(3) Performing engineering analyses and calculations to ensure structural integrity, cost effective selection of materials, and public safety.

(4) Performing preliminary studies, including boundary and topographical surveys, for land usage planning.

(5) Maintaining files of drawings, specifications, and construction data for existing and proposed facilities of the Command.

b. Engineering services for routine support are performed primarily in house with major construction, alterations, repair, etc., accomplished by government hired architect/engineer (A&E) firms.

c. A&E firm selection must be preceded by an exact project scope determination and cost estimate. The project scope is required for the A&E firm to establish its costs, and the cost estimate is used to determine the soundness of the A&E proposal and the project funding category.

d. Following scope determination and cost estimation, A&E selection normally takes six to eight weeks.

e. The contractual process is guided by stringent regulations contained in reference (k), which must be followed in detail.

f. FED is responsible for the Cherry Point Energy Program and provides the following services:

(1) Manage the Cherry Point Energy Program and advise on energy conservation matters.

(2) Develop energy projects to include payback analysis and scope development.

(3) Manage the Defense Utility Energy Reporting System (DUERS).

(4) Manage the Demand Side Management (DSM) Program.

(5) Coordinate the station Utilities Conservation and Appraisal Board per reference (l).

(6) Coordinate with other engineering staff to provide the most energy efficient products in station projects.

g. FED is responsible for the Spatial Editing of files for inclusion into the Cherry Point GIS to include the following:

(1) Spatial Editing of data for modification to existing layers and creation of new layers for inclusion into the GIS network.

(2) Special mapping for events such as the Air Show, Commercial Activity and the Anti-Terrorist Force Protection Training.

3. Requests For Engineering Services

a. Directorates shall request engineering services in writing to the Head, FED via the Director of Facilities.

b. CG, 2d MAW and COs of Naval Health Clinic, FRC-East, and other tenant commands may direct requests for engineering services in writing to the CO, MCAS Cherry Point.

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c. Following submission of an engineering service request and its approval by the Director of Facilities, the Head, FED shall:

(1) Determine whether the requested service may best be accomplished by the FED, a locally hired A&E firm, or an A&E firm hired by the Naval Facilities Engineering Command, Atlantic Division.

(2) Inform the requester how the requested service will be accomplished.

(3) Assign a project officer as liaison for the requester.

(4) With the requester, determine the exact project scope prior to hiring an A&E firm.

4. Self-Help Program. All requests for self-help alterations and improvements shall be forwarded to the FDD for review/approval. Requests shall contain appropriate sketches in order that compliance with building and fire codes can be ascertained. The Head, FED will technically review these requests. Upon approval/disapproval of the project by the FDD, the requestor and the FMO will be notified. If approved, construction shall be per applicable building fire codes and deviation from sketches submitted shall not be allowed. The FMO shall inspect construction for compliance. All requests for self-help maintenance shall be per reference (j).

5. Reimbursement. Engineering services are provided on a reimbursable basis per current interservice support agreements with the Naval Health Clinic, FRC-East, DLA, and other tenant command not funded by MCAS Cherry Point.

CHAPTER 6

FACILITIES PROJECTS MANAGEMENT SUPPORT

1. Purpose. To define the responsibility for preparation of facility projects and to define fiscal limitations on projects.

2. Program Scope It is the policy of the Congress of the United States that the acquisition of new real property facilities will normally be accomplished under the annual Military Construction (MILCON) Authorization Acts. Appropriated funds for the operation and maintenance of real property will not be utilized for acquisition of Classes 1 and 2 real property facilities, unless a specifically defined urgent requirement exists. Accordingly, the Real Property Facilities Projects Program is managed and controlled by Headquarters Marine Corps. In order to ensure compliance with applicable directives, it is essential that all contracts that involve construction, alteration, improvements, repairs, equipment installation, etc., be authorized only by a central agency. Accordingly, the Director of Facilities is designated as the approving authority for such contracts. This authority may be delegated when considered necessary for efficient operations. Under no circumstances may any other individual negotiate such contracts, regardless of fund source, without the written approval of the Director of Facilities.

3. Minor Construction Projects Costing \$100,000 or Less (R-1)

a. Authority. The CO has authority to approve, within available funds, minor construction/alteration projects costing \$100,000 or less. The FDO will consult with 2d MAW and other major tenant commands regarding scope of work, approval, and priority recommendations.

(1) The FDO will review and evaluate work requests/projects and shall determine the merits of each project competing for minor construction, improvement, and alteration funds. Each request will be validated and scored based upon the urgency and importance of the requested work to meet the criteria of subparagraph 6.a. below. Project Survey Data Sheet, Figure 6-1, will be used to score all valid requests into priority order.

(2) The FDO will establish a priority listing of valid candidate projects estimated to cost \$100,000 or less, establish a cut-off point based upon available funding, and will forward such

list to the Director of Facilities for approval. Upon approval, work may be accomplished by contract, FMD, or in selected instances self-help.

b. Requests that have been disapproved will be returned to the requester for reconsideration and resubmission as required.

4. Financial Limitations

a. Complete projects costing \$100,000 or less each may be financed from funds specifically provided for minor construction/improvement (R-1) projects when available. Projects in this category include construction, conversion, extension, and installation of permanent or temporary facilities or structures; such projects may include alterations or relocations of existing facilities to enhance structural strength, stability, safety, capacity, efficiency, or usefulness. Each project must be complete and result in a fully usable facility. Submission of projects in increments is not authorized.

b. Projects estimated to cost \$100,000 or less and necessary for the installation of equipment, including structural changes incident thereto, may be financed from funds specifically provided to the extent permitted by directives regulating their use. Included in the term "installation of equipment" is the relocation of equipment within a facility or relocation incident to a consolidation of facilities. Whenever installation of equipment requires conversion, addition, expansion, or extension of a facility and the estimated cost thereof is \$100,000 or less, the provisions of this chapter shall apply.

5. Submission

a. All tenant commands and directorates/offices are requested to restrict work requests for minor construction and alterations to those projects that are urgently required for the conduct of essential operations. The expenditure of funds specifically provided for minor construction/improvements and alterations shall be limited to projects that are essential for support of the Fleet Marine Force and health, safety, or operations. Only projects that meet these criteria will be approved.

b. Work requests shall be prepared on the standard Work Request Form, Figure 1-1. Requests shall be forwarded to the FDO via the chain of command.

c. Work requests shall contain a complete detailed description of the requirements of work and justification, including existing conditions, operational needs, sketches, etc. Work requirements for each facility will be combined into a single work request. Each work request will be specific and comprehensive.

d. A data call from the FDO will be initiated once per year for minor construction. Each requester will prioritize all requests in sequence.

e. Emergency requests will be accepted at any time during the year. Requests of a routine nature will be returned to the requester for resubmission during the yearly data call.

6. Major Projects Exceeding The Commanding Officer's Authority (R-2)

a. Program Scope. The Real Property Facilities Projects Program is managed and controlled by Headquarters Marine Corps. It is a centrally managed systematic method of reviewing, evaluating, and controlling specific maintenance/major repair, essential minor construction, and equipment installation projects. The projects must be necessary for the accomplishment of the Marine Corps mission and normally are funded from the appropriation O&MMC. Normally, all projects included in the Real Property Facilities Projects Program will exceed the funding authority of the activity commander. Exceptions are made for projects submitted under HQMC Special Programs such as Environmental Protection, Safety, and Fire Prevention programs.

b. Authority and Approval. Authority varies with financial limitations. Local approval for submission and establishment of priority for military construction, minor construction, and equipment installation projects rests with the Commanding Officer upon recommendation of the Director of Facilities. The FDO will consult with 2d MAW and other major customers regarding submission and priority recommendations.

7. Financial Limitations. The type of facilities project determines financial limitations and approval authority. Below is a summary of major project classifications as further amplified in reference (b) and reference (n).

8. O&MMC Funded Projects. Minor Construction (\$100,000 to \$1,500,000).

a. Amounts from \$100,000 - \$750,000 (R-2) - Commandant of the Marine Corps or commanders of various Naval systems commands.

b. Over \$750,000 - Not allowed, except that minor construction performed solely for correction of threats to life, safety, or health may be approved by CMC (LFF-2) for up to \$1,500,000. For other construction requirements see paragraph 15 below.

9. Equipment Installation (\$100,000 or more). Commandant of the Marine Corps or commanders of various Naval systems commands.

10. M-2 Repair (over \$300,000)

a. Up to \$5,000,000 - Commandant of the Marine Corps or commanders of various Naval systems commands. Some projects under \$5,000,000 may require higher level approvals, in which case CMC (LFF) will prepare an endorsement and forward the project to the appropriate approval authority. For projects requiring no further approvals, project approval shall be as designated by CMC (LFF).

b. Over \$5,000,000 - Assistant Secretary of the Navy (Installations and Environment).

11. Environmental Projects

a. R-2 (\$100,000 - \$750,000)

b. M-2 (over \$300,000)

12. Military Construction Projects (MILCON). All construction or improvement projects having a funded cost in excess of \$750,000, except those performed solely for correction of threats to life, safety, or health must be included in the biannual MILCON Projects Program. MILCON Projects are individually authorized and funded by Congress.

a. Unspecified Minor Construction (UMC) (\$750,000 - \$1,500,000) urgent projects that cannot wait for the next regular MILCON submission. Specific criteria are contained in reference (m).

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b. Minor MILCON (\$750,000 - \$1,500,000) projects that do not meet the requirements for UMC.

c. MILCON - over \$1,500,000.

13. Submission for R-2 Minor Construction Projects. R-2 Minor Construction requests are normally accepted only once per year, when submitted in response to a data call from the FDO. In the preparation of the MILCON Project Data form, Figure 6-1, for R-2 projects, the following responsibilities are established:

a. Project requests will be submitted by 2d MAW and Air Station activities, after careful review and validation, via the chain of command to the FDO. Each requestor will prioritize their requests in sequence with a single "Number 1" request, "Number 2," etc.

b. The Environmental Affairs Department will coordinate preparation of all documentation required for compliance with environmental protection laws and regulation, such as Environmental Impact Statements, Environmental Assessments, and Decision Memoranda, utilizing siting, scoping, and other appropriate data provided by the FDO.

c. Following review, approval, and priority assignment, the FDO will:

(1) Prepare the project documents in proper format.

(2) Submit project documentation to Headquarters Marine Corps for approval. Projects that cannot wait for the next regular submission and meet the requirements of reference (b) will be submitted on an as-required basis.

14. Military Construction Projects. MILCON project line item preparation is generally determined by authenticated deficiencies in the Air Station's Basic Facilities Requirements List (BFRL), and will be submitted to CMC as directed. In the preparation of the MILCON Project Data form, Figure 7-1, for MILCON projects, the following responsibilities are established.

a. A statement of project justification shall be initially prepared and periodically reviewed/updated by the activity requiring the facility and submitted to the FDO via the chain of command as requested by letter, usually every 2 years.

b. The Environmental Affairs Officer will prepare all documentation required for compliance with environmental protection laws and regulations, such as Environmental Impact Statements, Environmental Assessments, and Decision Memoranda, utilizing siting and scoping data provided by the FDO. The FDO will insure that significant environmental studies, documents, permit applications, and mitigation plans, which are not available in-house through EAD, are programmed into the scope and cost estimate for the projects for completion by contract services.

c. The FDO will prepare Figure 7-1, and compile the complete submittal package per current guidance and regulations and submit to Headquarters Marine Corps.

15. Document Distribution. R-2 and MILCON items that are submitted for funding and their relevant priority lists will be distributed locally as follows:

- a. Director of Facilities.
- b. FEO.
- c. Assistant Chief of Staff, G-4, 2d MAW - (copies of 2d MAW projects).
- d. FMO.

16. Real Estate and Property Records

a. The Equipment Planning and Programming Division, FDD, shall be responsible for:

- (1) The preparation of all out-grants/licenses/leases.
- (2) Review of existing facility records to ensure accuracy.
- (3) Updating of facility records to reflect changes due to acquisition, excess/survey, maintenance, improvement, self-help, etc., as required.
- (4) Submittal of required record reports (i.e., semi-annual lease reviews).

(5) Providing real property inventory data as required in the planning, programming, and budgeting process.

b. In the planning and programming process, as defined by reference (m) it is extremely important that an accurate inventory of assets be maintained. The Equipment Planning and Programming Division, FDD maintains property records of all Class 1 and 2 property (land, buildings, road, utilities, structures, etc.). Since occupants of facilities occasionally modify those structures by self-help projects, it is important that all such changes be reported to the FDO in order to record such changes in the property records.

17. Property Records. Upon alteration/conversion/construction/demolition of facilities (building, structure, utility system), and within 15 days after a facility is beneficially occupied, useably complete, or when title is vested to the Command, the Officer in Charge of Construction (OICC)/Facilities Support Contract Officer in Charge (OIC)/FMO shall report such changes in writing with appropriate sketch to the FDO in order that as-built drawings and real property inventory records may be maintained. Reports of changes shall include:

a. New Construction. Acquisition Data Forms with appropriate as-built sketch/drawing.

b. Expansion. The size, length, width, height, cost (including civilian and military labor), and location (facility number).

c. Alteration/Conversion. The full scope of new work (size, cost, location) and a detailed report of capitalized items demolished and/or removed as a result of the work (including descriptions of capitalized items removed and estimated or actual cost of each item).

18. Relocatable Buildings/Trailers

a. A relocatable facility is for the specific purpose of being readily moved, erected, disassembled, stored, and reused when accelerated or expanded fielding of equipment and unit activations result in short-term facility requirements that cannot be satisfied through normal MILCON programming. All other forms of facilities (including trailers), which are designed to provide relocatable capabilities, are included in this definition.

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b. Relocatable facilities may be approved in only those situations where the requirement could not have been foreseen by HQMC or the activity/command in time to provide permanent facilities and will not be approved to satisfy existing basic facility requirements (BFR) deficiencies or for replacing existing inadequate facilities. When use is approved, it is only to the minimal scope that allows for mission accomplishment until permanent facilities can be provided and not to the total BFR.

c. Relocatable facilities can fulfill these needs without the time constraints of permanent construction. Because of mobility, relocatable facilities are accounted for as plant property (Class 3) rather than as real property (Class 2).

19. Demolition. The date and extent of demolition.

20. Self-Help. Work completed and the total material and labor hours and monies expended. An inspection will be made to verify work completion and adjusted size.

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I. INFORMATION SECTION

FACDEVNO _____

of _____
CUSTOMER (USER)
PRIORITY

/ /
DATE

USER

PROJECT NO.

TITLE

COST

FACILITY NO.
NO.

CAT CODE

CONCURRENT M1 OR M2 PROJ

II. SCORING SECTION (CIRCLE APPROPRIATE SCORES AND ADD THEM FOR TOTAL SCORE)

USER PRIORITY: 1 2 3 4 5 6 7 8 9 10 >10
PRIORITY SCORE: 20 18 16 14 12 10 8 6 4 2 0

organization's

None

OPERATIONAL INFLUENCE:
(What is the project's
impact on the

operational capability?)
Direct Indirect

40 30 20 10 0

FACILITY USE (What is facility's primary function?)

	<u>LOW</u>	<u>MED</u>	<u>HIGH</u>
OPERATIONS	16	18	20
IS:			
TRAINING	14	16	18
10			
MAINTENANCE	12	14	16
15			
UTILITIES	10	12	14
10			
HABITABILITY/MESSHALLS	8	10	12
5			
STORAGE	4	6	8
5			
ADMINISTRATIVE	2	4	6
MCCS	4	4	6
OTHER	1	7	14

BONUS POINTS IF REQUIREMENT

A CMC directed program:

Concurrent with an M2 proj

Req'd to comply w/a MCO order

Change in Mission

Self Amortizing (w/i 5 yrs)

TOTAL SCORE: _____

REMARKS: _____

Figure 6-1. -- PROJECT SURVEY DATA SHEET MINOR CONSTRUCTION
(R1) FORM

CHAPTER 7

NONAPPROPRIATED FUND CONSTRUCTION

1. General Information. Many factors have contributed to the increased use of NAF to finance the construction of MCCS facilities. MCCS construction must be administered within the Marine Corps Facilities Planning and Programming System (MCFPPS) per reference (n) and reference (d).
2. Facilities. Community, morale, welfare, and recreational facilities are all those included in Military Real Property Category Code 740 and 750. See reference (o). It is CMC policy to provide, maintain, and operate adequate facilities to accommodate a MCCS program to ensure the mental and physical well being of Marine Corps military and civilian personnel. Adequate spaces, facilities, and structures should be provided through appropriated funds; however, it is recognized that projects must compete with facilities having a direct bearing on combat readiness. The non-appropriated Central Construction Fund (CCF) primary purpose is for replacement of major facilities and construction of new facilities to support operational requirements of joint funded activities, with major renovations included in the purpose of the CCF.
3. Project Review. A joint effort is required between local MCCS managers and FDD to fully determine project requirements. The source of funds shall not be a determinant in the administration and technical review of MCCS projects. MCCS projects funded by NAF must comply with the regulations and criteria of reference (p), reference (q), and reference (d). CCR projects shall be subject to review and approval by HQMC. Private funds or NAF may be used to buy and install equipment, furnishings, and interior finishing, peculiar to the private or NAF activity accommodated in the proposed facility.
4. Determination and Submission of Requirements. The analysis and correction of deficiencies for MCCS facilities will be per guidelines specified in reference (n). The FDO, with coordinated input from the input from the Assistant Chief of Staff, MCCS (AC/S MCCS), will prepare the BFRL; and item description sheets for each category code of community, morale, welfare, and recreational facility required. The approved requirement will be used as the quantitative data for the DD Form 1391, Figure 7-1, when preparing it for a community, morale, welfare, and recreational facility.

Upon final determination of requirements, the FDO and in conjunction with the AC/S MCCS will determine, using the Facility Planning Document (FPD), the best means of satisfying deficiencies in terms of specific projects. These projects will then be listed on the Summary for Correction of Deficiencies (NAVFAC Form 10956) by category (i.e., club, exchange, commissary, or recreation) and fiscal year and included in the appropriate construction program submission.

5. Projects Submitted for MCON (APF). Projects proposed for MILCON funding will go through the review process as described in reference (n). The FDD will issue a call biannually requesting candidate MILCON projects four to nine fiscal years in the future.

6. Projects Submitted for MCCS CCF (NAF). Projects proposed will be developed and forwarded with the required documentation as outlined in reference (n) to MCCS for inclusion of financial documentation and forwarding to HQMC (MR), with a copy to HQMC (LFF).

7. Projects Submitted for Local Funding, APF or NAF

a. APF minor construction requests will be submitted per the annual call for projects as previously described in Chapter 6.

b. NAF minor construction requests will be submitted to the AC/S MCCS for evaluation and forwarding to FDD for preliminary design and cost estimating. After project documentation has been developed, it is returned to MCCS for approval and funding as appropriate.

8. NAF Project Approval Authority

a. Funding Authority

(1) Projects less than \$200K are normally budgeted for, approved, funded, and capitalized at the local level. (The NAF Construction Committee will consider requests for a lesser amount on a case-by-case basis depending on the financial wherewithal of the requesting command).

(2) Projects less \$500K MAY be approved by the installation commander using solely local funds. If they are over \$200K, they are to be transferred to CMC for depreciation. Construction projects between \$200K-\$500K must be reported to Congress via OSD.

(3) Projects using any CCF must be approved by the MCCC Board of Directors.

b. Replacement of collateral equipment (fixtures and furnishings) is a command responsibility. The CCF provides only initial outfitting and the incremental increase required for an addition, conversion, or expansion.

c. The Construction Committee will consider funding maintenance and repair projects only on an exceptional and case-by-case basis. This is an APF responsibility.

d. The annual guidance letter calling for projects normally comes out in January each year with submissions due in April, and includes detailed requirements for project submission.

9. NAF Required Project Documentation. Refer to the annual guidance letter issued by CMC (MRD) for specific requirements. In general, the following are required:

a. Letter of Transmittal with proposed funding plan.

b. DD Form 1391, description of the proposed project, defines the scope, and justifies the submission of the project.

c. Facility Planning Documents for the appropriate facility categories.

d. Form NAVFAC 11013/7, cost estimating form which should include construction, A&E, contingency, Supervision Inspection and Overhead (SIOH), and collateral equipment costs.

e. NAVMC 11069 with Site Location Map

f. Floor Plan

g. Photographs Where Appropriate

10. Project Administration. Project administration of NAF projects will be per the latest issue of reference (n), reference (d) and the annual guidance letter issued by CMC (MRD).

11. Privately Funded Projects. Construction, repair, or equipment installation projects to be financed with private funds, such as banks or credit unions, are considered to be NAF projects. Projects financed with private funds, which exceed an activity

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commander's approval authority, must be approved by CMC (LFF-1). Figure 7-1; Site Approval request, with map; BFR Determination Sheet; and a FPD will be forwarded for review. Projects are reviewed for conformance with the activity's BFR, FPD, and master plan. Valid projects financed with private funds, and exceeding \$500,000 must be reported to Congress prior to contract award.

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1. COMPONENT	FY _____	MILITARY CONSTRUCTION PROJECT DATA		2. DATE (YYYYMMDD)	REPORT CONTROL SYMBOL DD-A&T(A)1610
3. INSTALLATION AND LOCATION			4. PROJECT TITLE		
5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST (\$000)		
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
10. DESCRIPTION OF PROPOSED CONSTRUCTION					

DD FORM 1391, JUL 1999

PREVIOUS EDITION IS OBSOLETE.

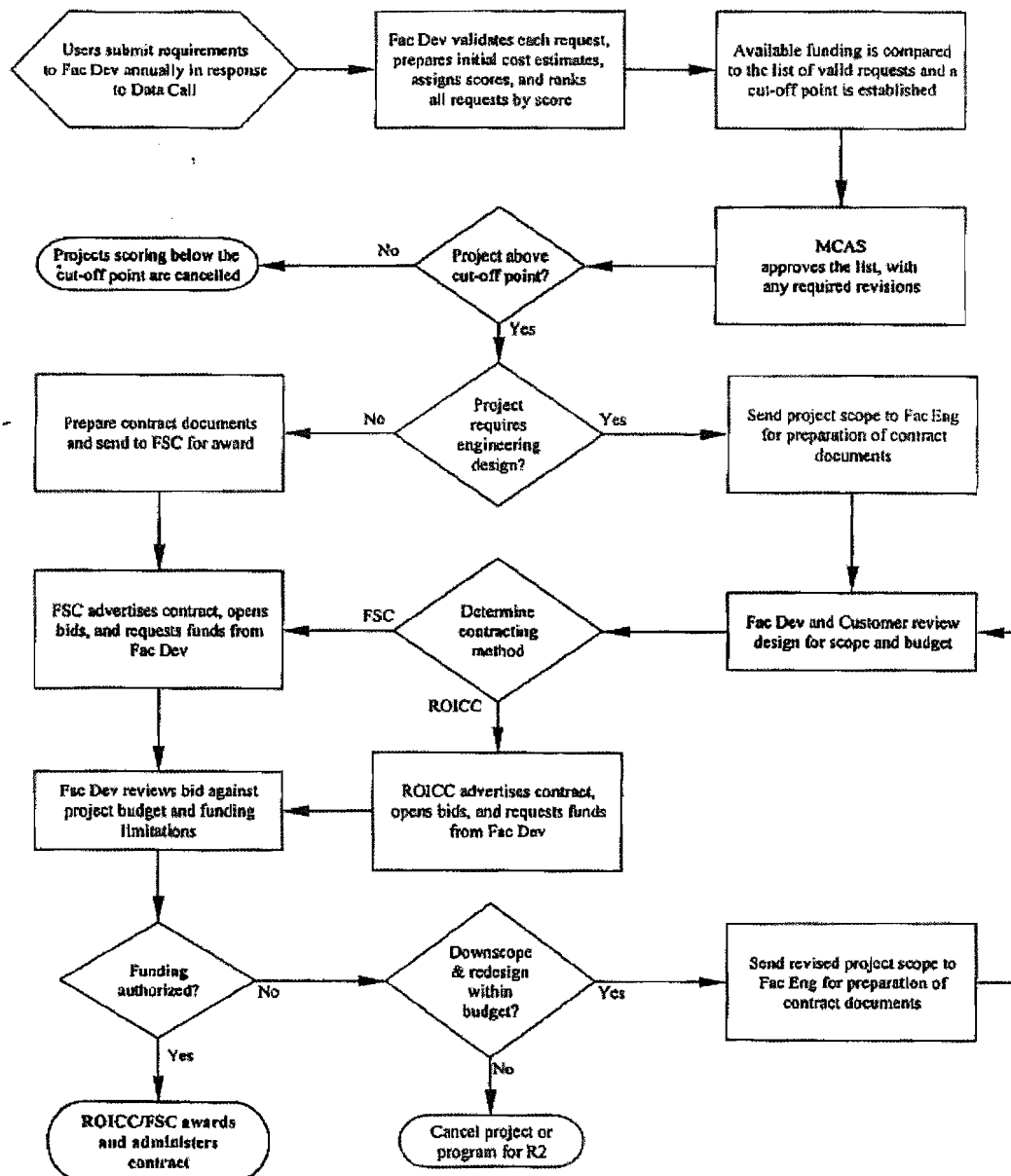
PAGE NO.

Figure 7-1. -- SAMPLE OF MILITARY CONSTRUCTION PROJECT DATA FORM

FACILITIES MAINTENANCE, ENGINEERING
AND PROJECTS SUPPORT MANUAL

APPENDIX A

R1 APPROVAL, DESIGN, AND CONTRACTING PROCESS

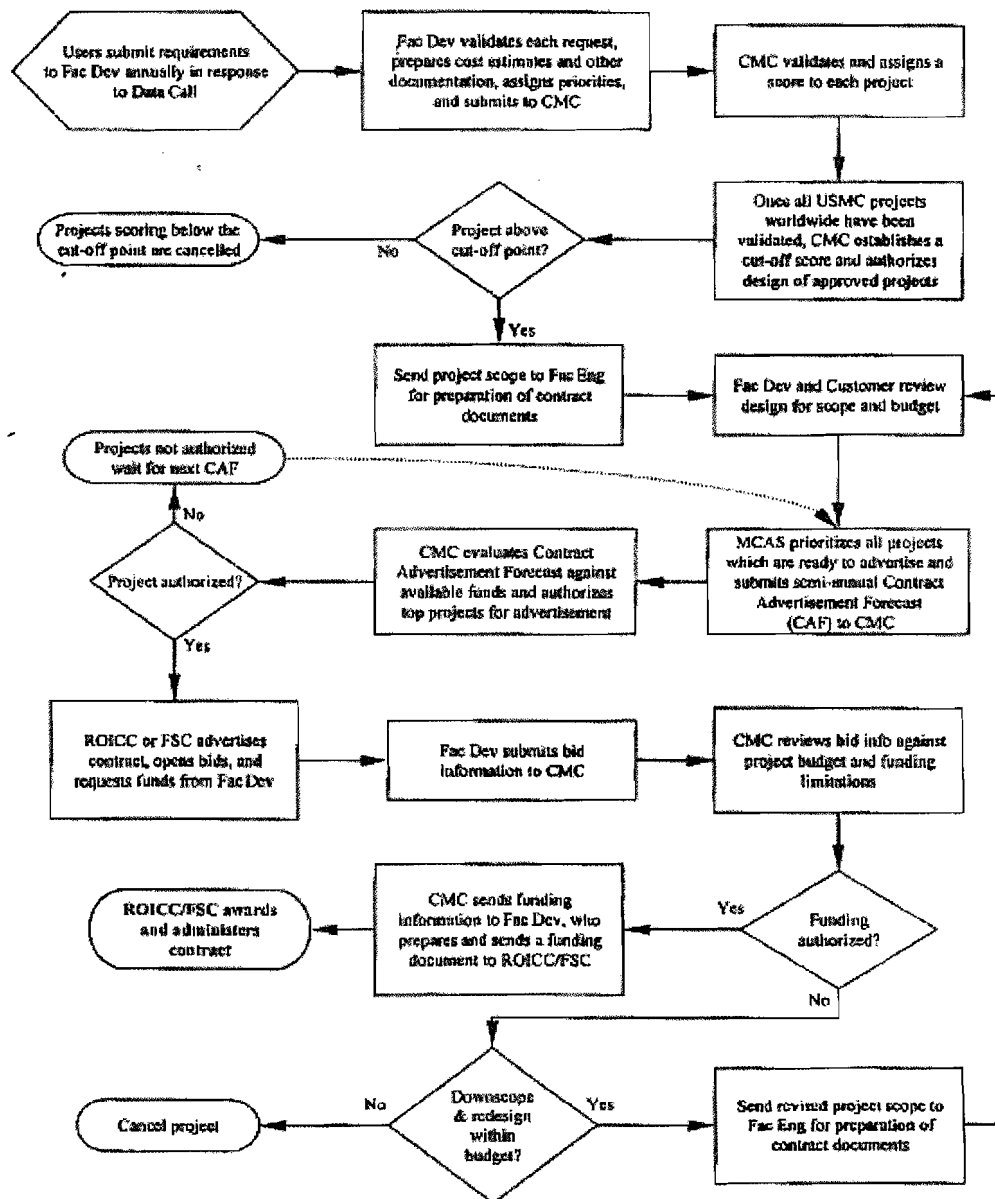


A-1

FACILITIES MAINTENANCE, ENGINEERING AND PROJECTS SUPPORT MANUAL

APPENDIX B

R2/M2 APPROVAL, DESIGN, AND CONTRACTING PROCESS



B-1