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AIR STATION ORDER 11000.8A

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

Subj: FACILITIES MAINTENANCE, ENGINEERING, AND PROJECTS SUPPORT  
PROGRAM

Ref: (a) MCO 11000.5  
(b) ASO 11101.5  
(c) MCO P1700.27B W/CH 1  
(d) MCICOMO 11000.1  
(e) ASO 5560.7A  
(f) DoDI 4165.56  
(g) ASO 5090.3B  
(h) ASO 5090.5B  
(i) ASO 5090.6A  
(j) ASO 5090.8A  
(k) ASP 5090.12A  
(l) ASO 5090.13A  
(m) ASO 5090.14  
(n) MCO 5090.2  
(o) ASO 5090.2B  
(p) ASO 5090.7A  
(q) ASO 5090.9B  
(r) ASO 5090.10A  
(s) ASO 5090.11A

Encl: (1) Facilities Maintenance, Engineering, and Projects Support  
Program Information  
(2) Project Types and Funding Thresholds  
(3) Facility Return Document  
(4) Facility Assignment Letter  
(5) Site Approval Packet

1. Situation. Facilities Directorate is tasked to provide Marine Corps Air Station (MCAS), Cherry Point and tenant Commands with real property services, land management, facilities construction, facilities services, facilities sustainment, restoration and modernization, Global Information System, utilities, natural resources management, environmental management, environmental compliance, and housing (family, bachelor, and transient).

2. Cancellation. ASO 11000.8

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

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

4. Execution

a. Commander's Intent. These instructions constitute a program for facilities, 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 a manner to obtain the most efficient use of 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 Commanding General, 2d Marine Aircraft Wing (2d MAW), and Commanding Officers Naval Health Clinic (NHC), Fleet Readiness Center-East (FRC-E), Defense Logistics Agency (DLA), Center for Naval Aviation Training Unit (CNATTU), Naval Surface Warfare Center (NSWC), Navy Medicine Operational Training Command (NMOTC), and Combat Logistics Company 21 (CLC-21) concur with the contents of this Order as it pertains to members of their Command.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, Outlying Airfields, all tenant and subordinate commands, contractors, and staff sections to include Marine Corps Reserve units.

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

  
B. C. BURKS

## TABLE OF CONTENTS

IDENTIFICATON	TITLE	PAGE
<b>Chapter 1</b>	<b>INTRODUCTION, DEPARTMENTS, RESPONSIBILITIES, AND RELATIONSHIPS.....</b>	<b>1-1</b>
1.	Purpose.....	1-1
2.	Scope.....	1-1
3.	Responsibilities.....	1-1
4.	The Facilities Maintenance Department (FMD).....	1-1
5.	Facilities Engineering and Acquisition Department (FEAD).....	1-2
6.	Facilities Asset Management Department.....	1-2
7.	Basic Elements of Real Property Maintenance.....	1-3
8.	Self-Help Program.....	1-4
9.	Troop Labor.....	1-5
10.	Utilities.....	1-5
11.	Customer Relationships.....	1-5
12.	Staff Relationships.....	1-6
13.	Maintenance and Repair to Support Marine Corps Community Services.....	1-6
<b>Chapter 2</b>	<b>WORK GENERATION AND WORK INPUT CONTROL.....</b>	<b>2-1</b>
1.	General.....	2-1
2.	Authority and Approval.....	2-1
3.	Methods of Work Input.....	2-1
4.	Electronic Service Requests.....	2-1
5.	Emergency Phone Requests.....	2-2
6.	Work Priority Determination.....	2-3
7.	Work Type Resolution Goals.....	2-3
<b>Chapter 3</b>	<b>CONTROL AND LIMITATIONS OF CORRECTIVE MAINTENANCE, PREVENTITIVE MAINTENANCE, AND FACILITY SERVICE WORK.....</b>	<b>3-1</b>
1.	General.....	3-1
2.	Corrective Maintenance.....	3-1
3.	Urgent Maintenance.....	3-1
4.	Emergency Maintenance.....	3-2
5.	Preventative Maintenance.....	3-2
6.	Facility Services.....	3-3
7.	Signs.....	3-3
8.	Parking Areas.....	3-4
9.	Keys, Locks, and Locksmith Services.....	3-4
10.	Trash Disposal.....	3-4
11.	Pest Control.....	3-5
12.	Mechanical Rooms/ Communications Closets.....	3-5
13.	Telephones, Intercoms, Cable TV, and Public Address Systems.....	3-5
14.	Clearance to Dig.....	3-5
15.	Interim Relocatable Facilities.....	3-5

<b>Chapter 4</b>	<b>MAINTENANCE PROCEDURES BY OCCUPANTS.....</b>	<b>4-1</b>
1.	General.....	4-1
2.	Organization.....	4-1
3.	Responsibilities.....	4-1
4.	Personal Property/Collateral Equipment.....	4-2
5.	Unauthorized Maintenance by Occupants.....	4-3
6.	Authorized Maintenance by Marine Corps Community Services.....	4-3
7.	Self-Help Program.....	4-4
<b>Chapter 5</b>	<b>FACILITIES MAINTENANCE DEPARTMENT.....</b>	<b>5-1</b>
1.	General.....	5-1
2.	Responsibility.....	5-1
<b>Chapter 6</b>	<b>FACILITIES ENGINEERING AND ACQUISITION DEPARTMENT.....</b>	<b>6-1</b>
1.	General.....	6-1
2.	Responsibility.....	6-1
3.	FEAD Workflow Process and Timeline.....	6-3
<b>Chapter 7</b>	<b>FACILITIES ASSET MANAGEMENT DEPARTMENT.....</b>	<b>7-1</b>
1.	General.....	7-1
2.	Responsibility.....	7-1
<b>Chapter 8</b>	<b>ENVIRONMENTAL AFFAIRS DEPARTMENT.....</b>	<b>8-1</b>
1.	General.....	8-1
2.	Responsibility.....	8-1
<b>Chapter 9</b>	<b>GLOSSARY OF TERMS.....</b>	<b>9-1</b>
<b>Enclosure (1)</b>	<b>Facilities Maintenance, Engineering, and Projects Support Program Information</b>	
<b>Enclosure (2)</b>	<b>Project Types and Funding Thresholds</b>	
<b>Enclosure (3)</b>	<b>Facility Return Document</b>	
<b>Enclosure (4)</b>	<b>Facility Assignment Letter</b>	
<b>Enclosure (5)</b>	<b>Site Approval Packet</b>	

## CHAPTER 1

## INTRODUCTION, DEPARTMENTS, RESPONSIBILITIES, AND RELATIONSHIPS

1. Purpose

a. It is the policy of the Marine Corps to maintain real property in the most efficient and cost-effective manner through well-planned and executed Facilities Sustainment Restoration and Modernization (FSRM) efforts.

b. Real property maintenance is recurring, day-to-day, periodic, scheduled, or unscheduled work required to preserve real property assets to such a condition that it may be used for its designated purpose, and to prevent malfunction or failure. The term includes work undertaken to prevent damage to real property assets that otherwise would be costlier to repair. The terms "maintenance", "repair" and "facilities maintenance" are sometimes used synonymously. These instructions constitute a program for facilities maintenance, services, and projects aboard MCAS Cherry Point and its outlying fields, including all commands and tenant organizations.

2. Scope. This Program describes procedures to request and fund various types of facilities maintenance, facilities services, engineer support, facilities repairs, and facilities construction projects.

3. Responsibilities. All assigned and tenant units must ensure positive measures are taken and enforced to constantly preserve, protect, and maintain assigned and occupied station facilities. The Facilities Directorate is comprised of five Departments, three of which provide direct support to tenants for facilities development, maintenance, and repair. Responsibilities for each of those Departments are outlined below.

4. The Facilities Maintenance Department (FMD)

a. Provide maintenance and repair of Class 1 and 2 real property to include Real Property Installed Equipment (RPIE).

b. Support the operations, maintenance, and provision of public utility services to include potable water, wastewater treatment, industrial wastewater treatment, central heat services, electrical power distribution, and natural gas to the Air Station.

c. Provide pest control services.

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

e. Provide refuse collection and disposal.

5. Facilities Engineering and Acquisition Department (FEAD)

a. Provide professional engineering and architectural services to include design and design review of facilities, including new construction, alteration, maintenance, and repair aboard the Air Station.

b. Provide contractual services to include review of requirement packages and pre-award, award, and post-award actions for architectural, engineering, construction, and facility support contract awards aboard MCAS Cherry Point and outlying fields.

c. Provide the administration, monitoring, field inspections and Government acceptance of commercial contractor-performed services in accordance with contract specifications and performance objectives.

d. Provide oversight of all post-contract award construction activities. Construction Management services are provided for all Military Construction (MILCON), centrally managed, and locally managed projects supporting station and reimbursable customers.

6. Facilities Asset Management Department (FAMD)

a. Provide planning and programming for MILCON, minor construction, alteration, and facilities improvement projects.

b. Provide planning and programming for facilities repair and construction projects.

c. Monitor status, approval, and funding of facility projects.

d. Assign use of Class 1 and Class 2 property (land and buildings).

e. Monitor land, facilities, and property utilization and reassignment as appropriate for most efficient and effective utilization of real property.

f. Perform spatial editing for the Cherry Point Geographical Information System (GIS) and provide GIS services in support of Installation activities.

g. Ensure that the Master Plan is up to date and outlines the vision and goals for the next twenty years.

h. Review and provide site approval for facility projects to ensure that they meet certain criteria for safety, security, environmental responsibility, and consistent land use according to the installation's Master Plan and Area Development Plans (ADPs).

## 7. Basic Elements of Real Property Maintenance

a. Service Requests (SR) are requests for unplanned facilities-related work submitted through USMCmax (MAXIMO), the Marine Corps' Computerized Maintenance Management System (CMMS). All customer-identified maintenance actions are initiated via SR. SRs are reviewed and validated initially by the Work Reception Branch or, if further review is needed, by a Facilities Manager (FM). If valid, a Work Order (WO) is generated to initiate follow-on action. If the SR does not reflect valid FSRM or Facilities Services requirements, the SR is cancelled, and notification is sent back to the requestor by email (via the communication log in USMCmax) or by phone.

b. A Work Order (WO) directs Facilities Maintenance personnel to perform certain work activities. WOs can trigger maintenance actions such as those outlined below (routine work) or can lead to project work (non-routine work). Routine maintenance actions are executed by in-house or Maintenance Service Contract (MSC) forces.

c. Preventative Maintenance (PM) is defined as planned, scheduled, and/or periodic inspection of systems and equipment. PM may also be known as scheduled maintenance and inspection, cyclic maintenance and inspection, time-based maintenance, or condition-based maintenance.

d. Corrective Maintenance (CM) is required action to address a deficiency and restore a facility, asset, or its RPIE, to a condition substantially equivalent to its originally intended and designed capability or agreed upon condition. These required actions are typically identified via Service Requests (SR) submitted by various inspectors (e.g. Safety, Fire and Emergency Services, etc), Air Station Directorates (e.g. MCCS, Ops, Logistics, etc.), and tenant activities (e.g. 2d MAW, NHC, DLA, etc.). CM actions are categorized as emergency (EM), urgent (UM), or routine (CM).

e. Emergency Maintenance (EM) is required action to address any facility or asset deficiency that requires immediate action to prevent the loss of life, injury of personnel, or substantial damage to the environment, government property and equipment; or inhibits the Installation from performing mission critical functions.

f. Urgent Maintenance (UM) is required action to address any facility or asset deficiency that does not immediately endanger personnel, the environment, or cause significant damage to government property, but delays in repair exceeding five days could result in an emergency.

g. The Long-Range Maintenance Plan (LRMP) is a five-year forecast of the total planned requirements for each facility listed in the Real Property Inventory. The plan is continuously evolving as deficiencies and requirements are identified. The plan shall include the estimated cost of all work required to maintain the facility, work requested by

customers, and repair deficiencies noted during the annual condition inspections. LRMP requirements are typically addressed with larger-scale restoration and modernization projects or MILCON facility replacement projects.

h. Project Work (PW) is generally covered by the centralized HQMC Facilities Projects Program as described by the current version MCO 11000.5 (ref a). PW typically includes Repair and Construction projects to address non-routine requirements. Scheduling and execution are initiated with a SR and will follow a similar path as a WO, which includes being inducted through the Work Induction Board (WIB) outlined below. Repair projects address work required to renew or upgrade deteriorated components of a facility, for its existing designated purpose. Repair projects are also known as M1 or M2 projects and can be categorized as either sustainment or restoration and modernization. Minor Construction projects cover work to build a new facility or facility addition and falls below the MILCON threshold. Minor Construction projects are also known as R1 and R2 projects and are considered restoration and modernization. Major construction is addressed with the Congressionally-approved Military Construction (MILCON) program.

i. The WIB consists of Facilities Maintenance, Planning, Finance, and Engineering representatives; Facilities leadership; and facility representatives of tenant units. The WIB is convened at least bi-weekly and is responsible for reviewing non-routine service requests which exceed the normal scope of work typically assigned to the in-house maintenance forces. The acceptance, prioritization, and program validation of PW is conducted by the WIB and inducted work is placed on the Integrated Project List (IPL) for financial programming and execution management. Projects are assigned to the Maintenance Execution Plan (current year funding), the Maintenance Action Plan (the next three funding years) and are all included in the LRMP. Projects that exceed local cost thresholds transition to the M2/R2 program, and new construction that exceeds the R2 threshold transition to the Unspecified Minor Military Construction (UMC) or MILCON program.

j. Facility Services (FS) address any requests for facilities-related services which are funded by Base Operations (BSS1) and not FSRM funds. These services include custodial services, grounds maintenance, pest control, refuse collection and disposal, street cleaning, snow removal, and others.

8. Self-Help (SH) Program. SH requests allow Military personnel to maintain and repair barracks, workplaces, recreational areas, and grounds designated for their use with approval of the Facilities Directorate. The term "self-help" is applied to such labor services as performed by military personnel not normally assigned in a full-time or temporary detail to the Facilities Maintenance organization. The SH Program is limited to those types of tasks normally undertaken by a prudent homeowner, using minimum craft skills and simple hand tools.



Civil Service workforce should not be used, however with the Installation Commander's approval may be allowed to provide technical assistance. More information about the SH Program can be found in MCO 11000.5 and Chapter 4 of this Order.

9. Troop Labor. The accomplishment of construction projects by military engineering units must be approved by The Director of Facilities. Funding for Troop Labor projects still resides within the authority of the Commanding Officer, MCAS Cherry Point.

10. Utilities. Utilities includes potable water production, wastewater treatment, industrial wastewater treatment, central heat (steam) services, electrical power distribution, and natural gas contracting. The Utilities Division does not provide liquid propane, telephone, cable, or internet services.

11. Customer Relationships

a. Facilities Manager (FM). FMs serve as the primary point of contact (POC) for facilities-related support of tenants and supported activities. FMs engage supported commands to understand their infrastructure condition and requirements, assist them in getting work accomplished, and keep them informed of the status of their priority work. FMs will transition the planning and programming of projects that exceed local thresholds to Asset Management Division.

b. Tenant Facility POCs. The primary facility POCs for Active-Duty commands should reside within the logistics section (S4) of the command to ensure prompt action and consolidated tracking of facility requirements and associated action. All SRs should be initiated via the S4 POCs. Unaccompanied Housing (UH) (barracks) SRs are typically initiated and tracked for completion by Barracks Managers, assigned by Active-Duty commands in conjunction with the UH Office. Additional information can be found in reference (b). Non-Active-Duty tenants are encouraged to identify a primary POC to serve as building manager for each building occupied. Building managers should initiate SRs via USMCmax, coordinate with FMs, and track WOs for completion of required maintenance or PW actions.

c. Reimbursable Customers. Non-USMC Installation tenants will follow the same procedures as above for requesting facilities service and maintenance support. The supported/supporting relationship between the Installation and reimbursable customers is typically outlined in an Inter-Service Support Agreement (ISSA), which documents the services and costs for reimbursable work. In accordance with applicable support agreement, reimbursable customers are to submit a funding document to Comptroller prior to reimbursable services being provided each fiscal year. The Facilities Budget and Cost Control Specialist will verify the availability of funding in the Reimbursable Account prior to assigning the work. Customers lacking the appropriate reimbursable funding for a Work Request will be notified

via the FAC Budget and Cost Control Specialist through the appropriate Facilities Manager.

12. Staff Relationships

a. Installation Command involvement and staff support are essential for the successful conduct of real property facilities maintenance, and project management.

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

13. Maintenance and Repair of Marine Corps Community Service (MCCS) Facilities. The maintenance and repair of facilities utilized for MCCS activities and operations will be guided by reference (c). Additional information is provided in Chapter 4 of this Order.

## CHAPTER 2

## Work Generation and Work Input Control

1. General. The following outlines the basic procedures for requesting, and execution timelines for, facilities maintenance and repair activities.

2. Authority and Approval. Facilities Directorate is authorized to perform maintenance and repair of buildings, grounds, utilities, structures, and RPIE.

3. Methods of Work Input. Electronic submittal (USMCmax) and Emergency Phone Requests are the two methods for submitting Service Requests (SR) to initiate work.

4. Electronic Service Requests

a. SRs are submitted to the Requirements Division electronically via USMCmax. Generally, USMCmax permissions are given to S-4 officers, Barracks Managers, or an organization's single point of contact that has command authority to submit maintenance requests for their organization. Originators of SRs will review chapters 3 and 4 of this Order for applicability prior to requesting work. SRs will contain a complete description of work with justification and recommended prioritization. Drawings or sketches may be included, if necessary, to describe the work.

b. Work reception describes the physical receipt of a service request for Facilities products and services. The Work Reception Section validates SRs, ensures accurate data entry for time keeping, material costs, and general ledger accounting, and assigns the related work order for execution.

c. SRs containing incomplete information will be canceled (via USMCmax) without action. Originators will be notified via USMCmax-automated email but should also check updates within the system, or contact the FM assigned to support their unit/activity. In cases where SR POCs are not the originators, notification will be provided by phone call or email from the FM.

d. Once a SR is reviewed, and the service is determined to be a valid Facility Service or Maintenance requirement, the Requirements Branch will assign a Work Order number and provide notification (via USMCmax) to the originator. Routine maintenance and repair Work Orders will be assigned to the in-house workforce or Maintenance Services Contractor for evaluation and execution. 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 and contact the FM for follow-on coordination. As described in

Chapter 1 of this Order, non-routine requirements will be evaluated by the WIB for accomplishment via PW.

#### 5. Emergency Phone Requests

a. Work of an emergency nature that requires immediate correction should be reported to the emergency service desk, Facilities Requirement Branch, extension 466-4363. This telephone is monitored 24 hours per day, 7 days per week. No routine corrective maintenance will be accepted by phone to the emergency line.

b. Emergency services include but are not limited to:

(1) Interruption or degradation of any utility service to facilities. Utility services include potable water, wastewater treatment, industrial wastewater treatment, central heat/steam, electrical power distribution, and natural gas.

(2) Any situation that is Immediately Dangerous to Life and Health (IDLH).

(3) Any facility condition, situation, or system failure that results in work stoppage or adverse operational impact for tenant Commands. Examples include: failures in runway refueling equipment, breakdown of airfield lighting system/arresting gear, Aerial Port of Embarkation (APOE) operational capability.

(4) Any situation or condition that results in adverse environmental impacts or violations to Installation environmental permits. Examples include: sewer or industrial waste system overflow or spill, Aqueous Film Forming Foam (AFFF) release, and fuel, oil, or chemical spills that will impact local waterways.

(5) HVAC outage in BEQ wing/floor (not a single room) or critical infrastructure.

(6) Any facility condition or situation that will result in serious damage to infrastructure if allowed to continue.

(7) Any facility condition or situation that has caused or will result in a security vulnerability.

(8) Any CO priority item verified by the Facilities Chain of Command (DEPFACDIR, FACDIR).

c. Emergency phone calls should state the specific nature and location of the emergency work or service required. Additional information may be required to ascertain the severity of the emergency. Response actions will arrest the emergency and follow-on CM work will be validated, prioritized, and scheduled based on available resources and competing requirements.

6. Work Priority Determination. Work Priority identifies the importance and urgency in which the work needs to be completed. Work order priorities are standardized on a scale of 0-3, with 0 having no priority and 3 having the highest priority. In addition, each work order receives a calculated priority based on the priority of the work order and the priority of the asset or location. Other factors considered during prioritization include current facility condition (represented by a Facility Condition Index (FCI)) and operational importance (represented by the Mission Dependency Index (MDI)). Prioritized categories of work are as follows:

- a. Priority 3. Primary mission failure or imminent failure.
- b. Priority 2. Primary mission degraded or secondary mission failure or imminent failure.
- c. Priority 1. No primary mission impact, minor impact to secondary mission.
- d. Priority 0. Lowest priority or special interest designator.

7. Work Type Resolution Goals

- a. Emergency work. Requires immediate action to arrest emergency, prevent further damage to government property, correct Immediately Dangerous to Life and Health (IDLH) conditions. Arrest within 1 to 24 hours.
- b. Urgent work. Requires action to prevent rapid deterioration and resulting emergency or to correct discrepancies requiring expedited action. Resolve within 5 days.
- c. Routine corrective maintenance and repair. Goal is to resolve within 30 days. Funding, material, and personnel shortfalls can affect resolution timeline.
- d. Service work (Grounds Maintenance, Custodial, Pest Control, etc.). Response timelines are dependent upon availability of operational funds (OMMC, BSS1).
- e. Preventative maintenance. Prescribed on a routine basis (monthly, quarterly, annual, etc.) in accordance with manufacturers or industry standards. Completion must be accomplished within the stated timeline.
- f. Project work. As described in Chapter 1, PW is evaluated by the Work Induction Board (WIB) and incorporated into the Integrated Project List (IPL) timeline based on availability of funds.
- g. Funds prioritization. Local FSRM investments must be prioritized to support the critical and essential components of mission-critical facilities, especially where degradation poses the

greatest risk to Marine Corps mission, allowing other less critical facilities to degrade. MCAS Cherry Point will develop their annual facility Maintenance Execution Plans (MEPs), as well as their out-year Long Range Maintenance Plans (LRMPs), per the below table ("Targeted Investment Matrix") and will concentrate the majority of planned maintenance investments in the "Targeted Investment Focus Area."

		Building Component Criticality								
		Structures	Roofing	Exterior Walls, Windows, and Doors	Mechanical (HVAC, Plumbing)	Electrical	Fire Protection	Interior Walls, Stairs	Interior Finishes	
		Critical			Essential			Low		
Facility Criticality	Mission Critical MDI: 81-100	TARGETED INVESTMENT FOCUS AREA								
	Mission Essential MDI: 31-80									
	Mission Support MDI: 1-30									

Table 2-1. Targeted Investment Matrix

## CHAPTER 3

## Control and Limitations of Corrective Maintenance, Preventative Maintenance, and Facility Service Work

1. General. This section addresses procedures, examples, and execution of corrective, preventative maintenance, and facility service work via the Facilities Maintenance Department (FMD) or the Maintenance Service Contractor (MSC).

2. Corrective Maintenance (CM)

a. A CM request will be initiated directly by the requestor as a Service Request within USMCmax.

b. Once the requirement for CM is validated, a Work Order will be created as soon as possible during normal business hours. This should not exceed one business day.

c. Response to a CM should occur as soon as possible and will be scheduled based on work priority and backlog.

d. Resolution of a CM incident should occur within 30 days or 720 hours. Resolution is defined as the incident being addressed such that it returns the facility or its component to the agreed upon condition.

e. Examples of CM include broken window, damage to an interior door, broken or clogged toilets where other toilets are accessible in the building, repair of heating or air condition in non-critical buildings during moderate temperatures, repair of holes in walls, replacement of a damaged sink.

f. Examples that are not CM include street sweeping (FS), toilet overflowing (EM), traffic lights not working (UM), HVAC filter change (PM), major repair of a facility requiring design or contract development (PW), etc.

3. Urgent Maintenance (UM)

a. A UM request may be initiated directly by the requestor as a Service Request within USMCmax.

b. Once the requirement for UM is validated, a Work Order will be created as soon as possible during normal business hours. This should not exceed one business day.

c. Response to a UM incident should occur as soon as possible given the overall work priority.

d. Resolution of a UM incident should occur within five days or 120 hours. Resolution is defined as the incident being addressed such

that it no longer poses a risk of loss or damage to government property, the environment, or personnel.

e. Examples of UM include restoration of minor or partial utilities to non-critical portion of a building, resolving issues with fire alarms, carbon monoxide detectors or other advance warning systems, repair of heating or air conditioning in critical buildings.

f. Examples that are not UM include repair of lighting in the CG's head (CM), cleaning of gutters (PM), water leaking in the wall causing damage to government property (EM), etc.

#### 4. Emergency Maintenance (EM)

a. An EM request is almost always initiated by a phone call reporting the emergency. Occasionally, depending on the proximity of the emergency, it may be reported in-person.

b. As soon as the requirement for EM is validated, a Work Order should be issued immediately.

c. Response to an EM incident should occur within one hour.

d. The arresting of an EM incident should occur within 24 hours. Arresting is defined as the emergency being addressed such that it no longer poses a risk of loss or substantial damage to government property, the environment, or personnel.

e. After the emergency is arrested, additional work will be entered as either CM or UM to correct the issue that caused the emergency.

f. Examples of EM include restoration of essential utilities, live downed electrical wires, repair of water or sewer main, repair of heating or air conditioning in critical facilities, severe structural damage due to an accident or act of nature.

g. Examples that are not EM include foul smell in the CO's office (CM), HVAC repairs in admin buildings (CM), lock repair for a single BEQ room (CM), etc.

#### 5. Preventative Maintenance (PM)

a. The PM program is managed by the Production Controller, Requirements Division, FAMD.

b. The Production Controller initiates PM work orders via the USMCmax Reoccurring Work Module.

c. If the occupant of any facility suspects that an asset or piece of equipment is not receiving the appropriate PM, they should submit an SR request detailing the situation. The Production



Controller will investigate the situation and adjust the PM schedule if necessary.

6. Facilities Service (FS)

- a. An FS should be initiated via SR within USMCmax.
- b. The FS Work Types are generally recurring tasks that have an identifiable pattern of scope and frequency.
- c. FS work is executed by in-house and contracted personnel.
- d. Examples of FS include refuse collection, grounds maintenance, pest control, herbicide application, clearing snow or debris from the road, etc.
- e. Examples that are not FS include repair to the shoulder of the road (CM), repair or maintenance of storm water drainage ditches (CM), etc.

7. Signs. The Facilities Directorate is responsible for reviewing and approving all permanent signs aboard the Installation to ensure compliance with the Base Exterior Architectural Plan (BEAP). All requests for sign procurement, maintenance, or approval should be submitted via service request in USMCmax. Reference Facilities Sustainment, Restoration, and Modernization Sign Policy for Marine Corps Installations (reference (d)) for additional information.

a. Exterior Signs. The Facilities Directorate is responsible for procurement and maintenance of six basic categories of Real Property exterior signs: Installation and Gate Identification; Building Number Identification; Traffic Control Devices to include signs that blink or flash to control vehicular and pedestrian traffic; Directional and Wayfinding; Mandatory and Prohibitory; Regulatory/Informational.

b. Interior Signs. The Facilities Directorate is responsible for procurement and maintenance of 4 basic categories of interior signs: Room Identification (Room Number); Life Safety; Interior Directional; Interior Mandatory and Prohibitory.

c. Excluded exterior and interior signs are the responsibility of each unit, organization, or activity commander.

d. Command Signs. The front-gate Command sign will identify key leadership roles and names for the Marine Corps Air Station, 2d Marine Aircraft Wing (2D MAW), Fleet Readiness Center East (FRCE), and the Naval Health Clinic. Additionally, Commands led by O5 and above (USMC or USN command-screened/selected commands) will have command-identification signs located near permanently assigned Command Posts and outside assigned Bachelor Enlisted Quarters (BEQs). These signs will identify the Commanding General (2D MAW) or Commanding Officer and Sergeant Major for each command. The Facilities Directorate will

maintain these signs employing Base Operations funds. Tenant organizations must submit name-change requests via USMCmax SR no later than 45 days prior to the required change date (Change of Command, Relief and Appointment, etc.).

8. Parking Areas. Designation of permanent reserved parking should be requested via SR in USMCmax. Reserved parking is authorized for Commanding Officers, Executive Officers, Sergeants Major, Government Vehicles, and handicapped parking. The Facilities Directorate will not create signs for unauthorized parking in grass areas, which are already prohibited parking areas identified in reference (e).

9. Keys, Locks, and Locksmith Services. Requests and justification for duplicate keys will be submitted via service request in USMCmax.

a. Master keys will not be duplicated unless authorized by the CO of the unit, organization, or activity commander.

b. Keys for mechanical rooms or telecommunication closets will not be issued to occupants without approval from the FACDIR and the Telecommunications Information Systems Directorate (TISD).

c. Units are responsible for key control. Unit funding may be required for rekeying due to loss of key control.

d. Locksmith services are available for all cypher locks associated with real property installed safes and vaults, however GSA purchased removable safes are the responsibility of the occupant.

e. Locksmith services are available for Radio Frequency Identification (RFID) locks on all BEQs and will be performed during normal business hours. If an occupant is locked out of their BEQ room refer to reference (b).

10. 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, plywood, brush over 60 inches in length, and appliances will not be put in general refuse dumpsters.

a. Pallets, Plywood, and Painted Wood shall be placed in appropriately marked dumpsters, not in the general refuse dumpsters which are used for daily trash.

b. Stumps, logs, limbs, and other organic debris will be transported to the Land Clearing and Inert Debris (LCID) Landfill on Access Road by the originating unit. Units should contact the work reception desk (466-4363) to coordinate an appointment.

c. Hazardous waste will be managed in accordance with each Unit's Hazardous waste program as administered by EAD.

11. Pest Control. Termites, rodents, fire ants, roaches 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 NAVFAC Applied Biology. Pest control service may be requested by submitting an SR in USMCmax.

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

13. Telephones, Intercoms, Cable TV, and Public Address Systems. These are the responsibility of TISD. Requests for Installation maintenance and service should be made directly to TISD by calling extension 466-2100.

14. Clearance to Dig. Numerous underground utilities exist across the Air Station and extreme care must be taken to prevent damage to the utilities or injury to individuals. All individuals or organizations must get clearance from the Requirements Division, by submitting an SR, via USMCmax, prior to ground penetration for any purpose.

15. Interim Relocatable Facilities (IRF) and Trailers. While IRF and trailers are not real property, they are maintained by the Facilities Directorate utilizing BSS1-funded work orders. Service request submission and processing follows the same workflow as described above but is dependent on the availability of BSS1 funds. In accordance with reference (f), the host-tenant agreement will codify the responsibilities for acquisition, cost, accountability, reporting, maintenance, and final disposition of relocatable facilities.

## CHAPTER 4

## MAINTENANCE PROCEDURES BY OCCUPANTS

1. General. Commands are encouraged to engage in the maintenance process in a variety of ways including SR submission, execution of minor maintenance, and self-help projects. Commands engaged in the maintenance effort see improved facility functionality, improved quality of life, and faster response for minor corrective maintenance.

2. Organization. All MCAS Cherry Point tenant commands and organizations have maintenance responsibilities as outlined below.

a. Commanders should appoint a Building Manager (BM) to serve as the responsible POC for each area and facility assigned to their Command. It is highly encouraged to appoint a primary and alternate BM. For the Bachelor Enlisted Quarters (BEQ), the barracks managers serve as BMs. For units with an S-4 logistics section, the S-4 Office typically serves as the primary facilities POC who monitors, and tracks SRs submitted by the unit's BMs.

b. All routine repair/maintenance requests, other than Emergency Requests, will be submitted using USMCmax via the BM.

3. Responsibilities

a. Commanding Officers/Detachment OICs. Commanders should enforce utilities conservation and prudent "housekeeping" care of occupied facilities.

(1) Appoint a BM for each facility to ensure emergency and routine requirements are identified for Facilities action. BMs should maintain records documenting requests and monitoring corrective action completion.

(2) Take ownership of assigned facilities, prevent malicious damage, and take disciplinary action as required. Facilities Directorate will identify to activity commanders all suspected cases of vandalism/abuse via the chain of command. Units may be requested to pay for repair of damage caused by vandalism.

b. Building Manager

(1) Coordinate all routine corrective maintenance within the assigned area by working with their Facility Manager in the Requirements Division of Facilities Directorate.

(2) Prepare SRs and ensure they are complete, accurate, and justified. Modifications to SRs 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.

(3) Notify the chain of command of all damage caused by disregard for public property or from negligence and improper use. Such damage reports 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.

(4) Prevent unauthorized additions, modifications, and alterations to existing facilities. Report any such unauthorized activities to the supporting Requirements Division FM.

(5) Ensure continuity through a program of indoctrination of personnel in the proper handling and use of equipment and facilities.

(6) Ensure the cleanliness of all spaces assigned.

(7) Assist with, or facilitate the execution of, self-help projects and the maintenance responsibilities of occupants.

#### c. Occupants

(1) Report discrepancies with the assigned area or facility to the BM for appropriate action.

(2) Occupants are required to perform basic "housekeeping" maintenance requirements to include, but not limited to, changing lightbulbs in fixtures mounted no more than ten feet off the deck, general cleanliness of registers, cleaning of mildew from walls and ceilings, and unclogging toilets with the use of a plunger.

(3) Occupants are encouraged to utilize the Self-Help program to expedite minor maintenance requirements as applicable such as repairing small holes in walls, painting, grounds maintenance, etc. More information on the Self-Help Program is contained later in this chapter.

#### 4. Personal Property/Collateral Equipment

a. Various types of equipment are required for operation of a facility. Other equipment may be required only for a particular mission required by a facility tenant. The latter is defined as personal property/collateral equipment (PP/CE) and is the responsibility of the occupant, not Facilities Directorate.

b. All requests for maintenance and repair of PP/CE should be routed to the occupant's chain of command and executed therein.

c. PP/CE may include specialized equipment that, although not readily movable in nature, or required for the operation of the real property facility, is necessary for specified functional operation and activities within the facility. Personal property includes operational equipment which is detachable without damage to the real property facility or RPIE.

d. Examples of PP/CE include window HVAC units, ice makers, washing machines, SCBA compressors, microwaves, refrigerators (not walk-in), equipment solely for the maintenance and repair of vehicles, equipment solely for the maintenance of and repair of aircraft, and industrial plant equipment.

5. Unauthorized Maintenance by Occupants.

a. Changing the utilization of space, such as creating office space in areas originally classified as warehouse space, without the approval of the Facilities Directorate.

b. Any maintenance activity that requires accessing real property or RPIE permanent infrastructure to include structural components, interior fixtures or finishes, and systems such as electrical, HVAC, plumbing, or lighting.

c. Contact the FM for further information/guidance.

6. Authorized Maintenance by Marine Corps Community Services (MCCS). Due to the unique structure of MCCS, specific maintenance and repair tasks for Category B and C property may be completed by MCCS maintenance personnel. IAW reference (c), Category B and C property refer to "Community Support" and "Revenue Generating" respectively.

a. Minor repair tasks for Category B and C 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, minor painting, cleaning carpets, and pruning shrubbery.

b. Requests for material support of Category B and C property repairs/maintenance can be submitted via SR. The request will be reviewed, and materials issued for approved requests.

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

d. MCCS personnel will not perform work of any type involving alteration, modification, or new construction to any Category B or C property without the approval of the Facilities Director.

(1) Requests for such construction efforts will be submitted to the Facilities Director for review and approval prior to contract award.

(2) Requests will be reviewed for compliance with applicable requirements and codes to include site approval, fire, safety, Unified Facility Criteria (UFC), Installation Master Plan, Base Exterior Architecture Plan (BEAP), environmental compliance, etc.

(3) Requests for installation of equipment will be reviewed and approved following the same process as above with additional attention given to the electrical, plumbing, and/or ventilation requirements for the requested equipment and the availability to support within the current facility capability.

e. Grass cutting for all MCCS facilities will be accomplished by Facilities Directorate via the Grounds Maintenance Contract except for the golf course and athletic fields, which are the responsibility of the MCCS work forces.

7. Self-Help Program. The Self-Help (SH) Maintenance Program provides occupants and units with a means of expeditiously executing maintenance requirements while simultaneously increasing pride of ownership and enhancing the quality of life aboard MCAS Cherry Point. This is achieved by using a unit's personnel performing maintenance and repair of workspaces, barracks, recreational areas, and grounds designated for the unit's use. The term "self-help" is applied to labor services performed by civilians or military personnel as differentiated from the regular maintenance and emergency services performed by personnel of the Facilities Directorate. Reference (a) describes in detail the procedures and tools which are included within the scope of the Self-Help Maintenance Program. IAW the MCO, the following information outlines local policies, procedures, and responsibilities for performance of self-help maintenance.

a. Responsibilities

(1) The building manager will submit a service request detailing the requirement, the tenant plan to address it, what tools/materials will be necessary, an estimated timeline for completion, and a contingency plan if necessary.

(2) The Facilities Director is the ultimate approving authority for all self-help maintenance requirements and will approve or disapprove requests base on necessity, availability of funds, conformance with established construction and maintenance standards, orders and policy, and potential conflicts with existing projects or maintenance workload.

(3) The FM will provide subject matter experts (SME) upon request, when available, to oversee and/or provide guidance for self-help requirements. The FM will procure material and coordinate with the unit for pick up and assist the building manager with checking out tools from the Tool Room in Building 85 if necessary.

b. Limitations and Examples of Self Help. It is intended that the Self-help Maintenance Program be limited to those tasks undertaken by an individual possessing minimum craft skills and equipped with simple hand tools. The following tasks are considered appropriate for inclusion in the Station Self-Help Program.

(1) Carpentry. Encompasses minor repair of doors, facility hardware (to include loss of loosened screws, bolts, nuts, hasps, hinges, hooks and eyes), other types of minimum-security attachments, broken or rotted steps, handrails, shelving, or any other minor carpentry repairs that require attention.

(2) Painting. All painting must comply with authorized color codes and meet naval paint specifications. Requests for self-help painting will be evaluated on a case-by-case basis to ensure lead-based paints are remediated appropriately.

(3) Plumbing. Includes the freeing of plumbing stoppages by use of hand plungers, replacement of toilet tissue holders, toilet seats, or any other readily accessible fixture components that are within the capability of the self-help personnel.

(4) Electrical. Includes replacing switch and receptacle covers. Overhead light covers and globes can be replaced or repaired, provided they are at a height of 10-feet or below. The using organization's personnel are not authorized to install air conditioners, built-in-fans, electrical outlets, wire switches, or make any repairs to any electrical system.

(5) Grounds Maintenance. Includes mowing grass, edging walk and driveways, trimming shrubbery, and cleaning ditches, culverts, and drains. It does not include erection of fences, walkways, stone, or block curbing, or digging extension drainage ditches.

c. Unauthorized Self Help Work

(1) Expansion, extension, addition, or alteration of any existing facility or utility system without authorization from the Facilities Director.

(2) Repairs, installation, or modification of heating and air conditioning controls.

(3) New construction or modification to existing facilities, which is not specifically approved by the Facilities Director.

(4) Removal of window screens for any purpose other than cleaning or replacement is not allowed. The screens must be returned immediately after they have been cleaned or replaced.

(5) New construction or modification of existing signs without approval from the Facilities Director



## CHAPTER 5

## Facilities Maintenance Department

1. General. The mission of the Facilities Maintenance Department (FMD) is to provide high quality, responsive, and cost-efficient maintenance, and utilities in support of the mission of MCAS Cherry Point.

2. Responsibility. FMD is responsible for maintenance and repair of all facilities aboard MCASCP under the cognizance of the Installation Commander. Authority includes buildings, structures, roads, grounds (improved, semi-improved, and unimproved), parking area, sidewalks, pest control, refuse collections and disposal (excluding housing). FMD is also responsible for operating and maintaining the central heat plant, water and waste-water plants, industrial waste-water plant, and overseeing utilities production and distribution systems.

a. FMD Production Division provides basic facility services and preventive (PM) and corrective (CM) maintenance in support of the Air Station's facilities and infrastructure. The Production Division is organized to provide emergency and urgent services on a 24/7/365 schedule as well as emergency support on a continuous basis; however, most routine work is executed during normal working hours.

(1) General Services Branch (WC-45) provides general facility services and facilities maintenance (PMs and CMs). WC-45 performs the following tasks: heavy equipment operations, street sweeping, winter weather operations, drainage maintenance and road clearance, refuse collection, landfill and transfer station operations, pest control and herbicide treatment, hazardous waste spill response, maintenance of spill gates and Oil Water Separators (OWS), maintenance of fire protection sprinkler systems, plumbing, carpentry, and locksmith services, tool room operations, equipment calibration program oversight, small engine repair, material handling, warehousing, emergency stock management, and supply procurement including Government Purchase Card (GPC) acquisitions.

(2) Light Industrial Branch (WC-70) provides PM and CM support with two sections: Heating Ventilation and Air Condition (HVAC) and Electrical Maintenance. The HVAC section performs work involving: Industrial Heating, Ventilation, Air Conditioning, Refrigeration systems, and general industrial equipment maintenance. The Electrical Maintenance section performs work involving: Low voltage electrical systems, force protection and vehicle denial systems, generator, transfer and uninterrupted power systems, compressed air systems, cathodic protection systems, grounding systems with focus on ordnance and aircraft support systems, and fire protection alarm and supply systems.

b. FMD Utilities Division is responsible for maintaining and operating water, wastewater, industrial wastewater, electrical distribution, and steam infrastructure.

(1) The Laboratory Support Section (WC-81) is responsible for conducting field sampling for water and waste-water systems in accordance with regulatory permits.

(2) The Water Production and Distribution/Collections System Section (WC-82) operates regulated and unregulated water systems, backflow/cross connection systems, and maintains distribution and waste-water collection systems.

(3) The Wastewater and Industrial Wastewater treatment Systems Section (WC-82) provides treatment operations for domestic and industrial wastewater.

(4) The Steam Production and Distribution System Section (WC-83) operates and maintains the Central Heating Plant, the main steam distribution network, and field/package boilers.

(5) The Electrical Distribution System Section (WC-84) maintains high voltage electrical distribution equipment and certain industrial controls system

## CHAPTER 6

## FACILITIES ENGINEERING and ACQUISITION DEPARTMENT (FEAD)

1. General. The Facilities Engineering and Acquisition Department (FEAD) is responsible for all contract administration, project management, and field oversight pertaining to Facility Support Contracts (FSC), Architecture and Engineering (A&E) Contracts, and Construction (CON) Contracts. Furthermore, the FEAD provides professional In-House (I/H) engineering and architectural services to include design and design review of facilities, including new construction, alteration, and repair projects aboard the Air Station. The FEAD is staffed to conduct all post-award contract management and oversight services for both construction and facility service contracts. FEAD support is initiated at the Work Induction Board (WIB) when a project requirement is formally identified and FEAD staff determine acquisition strategy, design execution agent, and timelines through contract award. Further details on FEAD's role in the WIB and project execution timelines are discussed later in this chapter.

2. Responsibility

a. FEAD Acquisition Division (AQ): The Acquisition Division provides expertise and support in pre-award planning, solicitation advertisement, award and post-award contracting services for all Architecture & Engineering (A/E), Facility Support Contracts (FSC), and Construction contracts. The Contract Specialists (CS) provide contract administration support and the Contracting Officer (KO) provides contractual authority and overall decision making for the Government on all contracts executed within the FEAD office.

b. FEAD Design Management and Engineering (DM&E)

(1) DM&E provides engineering consultant and design services pertaining to the maintenance of utilities, buildings, and structures of the Installation. The In-House design staff can develop complete plans, specifications, and cost estimates for construction of new facilities and the maintenance, repair, and alterations of existing real property. All engineers and architects routinely perform engineering analyses and calculations to ensure structural integrity, cost effective selection of materials, and public safety. The staff conducts preliminary studies, including boundary and topographical surveys, for land usage planning. DM&E also maintains files of drawings, specifications, and construction data for existing and proposed facilities of the Command.

(2) DM&E can provide initial engineering services in direct response to customer need or public infrastructure demand. In such situations where engineering investigation, analysis and design solutions are likely required, an Engineering Service Request (ESR) shall be submitted through USMCmax and inducted via the WIB. These ESRs are utilized to develop recommended solutions and courses of

action to solve complex facilities issues. ESRs typically result in a follow-on project requirement via separate Work Order.

c. FEAD Construction Division ("Construction")

(1) Construction's role in the process begins with a Constructability Review of the Plans and Specifications following completion of engineer design and prior to issuance of the Contract Documents for bid. Once a project has been awarded, the Construction Division is responsible for Contract oversight. Shortly after award, there is a Preconstruction Conference (PRECON) for Facility Sustainment, Restoration & Modernization (FSRM) projects or a Post Award Kickoff (PAK) Meeting for the larger Military Construction Projects (MILCONs). These are joint meetings where AQ, Construction, and customer representative(s) review the project scope and requirements with the Construction Contractor and establish administrative guidelines. Customer representation at the PRECON/PAK is IMPERATIVE for the success of the project as it is the most comprehensive venue for communicating customer expectations, timelines and coordination requirements early in the construction project lifecycle.

(2) Following the PRECON or PAK Meeting, Construction Division has oversight of project-related submittals for approval between the Contractor and DM&E. The Construction Team consists of, at a minimum, a Construction Manager and an Engineering Technician with oversight from the Supervisory General Engineer and the Supervisory Engineering Technician. Construction is also responsible for reviewing and enforcing Schedule Compliance, Quality Assurance and Safety, as well as managing changed conditions and conflict resolution. Modifications, if needed, are addressed through a combined effort with Acquisition, DM&E and Construction. Throughout the construction process, this team also keeps the customer representative(s) and Station Staff representatives apprised of the progress through various reports and updates.

(3) Nowhere is the communication/ engagement between Government Construction Management team, the customer, Station Staff and the Contractor more important than during the REDZONE/Close-Out process during the last several months of the project. During that phase, all efforts are focused on making sure that the facility has been completed in accordance with the design, that it meets all applicable codes, and that it serves the intended purpose. Lastly, as the project approaches the Beneficial Occupancy Date (BOD), Construction works with Requirements, Asset Management and DM&E to assure that all closeout documents and warranties are provided to the respective parties. At this point, the project is complete and ready for its intended use/occupancy.

d. FEAD Facilities Support Contracts Division (FSC)

(1) Facility Support Contracts Division provides oversight on various service contracts. The Performance Assessment Representatives (PAR) oversee all work for the Service Contracts they are assigned, as well as any maintenance and repair service tickets, and document that the Contractor is performing work in accordance with the Performance Standards. Contracts overseen by FSC are strictly service contracts. Examples of contracts that are overseen by FSC include Custodial Services, Pool Maintenance, Crane Maintenance, Naval Health Clinic's Central Energy Plant, Maintenance Service Contract (Facilities Maintenance), Oil Water Separator & IWTP maintenance, and Grounds Maintenance.

(2) Additional responsibilities of FSC are to ensure all work by the contractors is completed as written in the USMCmax work order as well as Task Orders for larger scale work. FSC has responsibility for all service contracts and Task Orders from award to completion of work. Requests for modification of contracts can originate from either a contractor-furnished Request for Information (RFI) or from the Requirements Branch to address a change in contract conditions, customer needs, or funding situation. In either scenario, a completed modification package is developed by Requirements Branch and forwarded to AQ. Upon receipt of the modification package, AQ issues a Request For Proposal (RFP) and ultimately awards the modification.

### 3. FEAD Workflow Process and Timelines

a. Planning. FEAD involvement with project work (PW) begins at the bi-weekly Work Induction Board (WIB). This is the board where customers (supported by FMs) bring projects to be validated for execution. The WIB evaluates PW for induction, prioritization, and develops tentative acquisition strategies, Design Release (DR) dates, and contract award (AWD) dates. FEAD leadership from AQ and DM&E attend the WIB. AQ Branch Head provides tentative acquisition strategy, based on the information presented, considering the capacity left on contracts, PW complexity, and estimated dollar value of requirement. The determination of performing work in-house (I/H) vice A/E Design is based on priority, manpower, complexity and dollar value. A/E design timelines are developed based off a planned award date and the complexity of the design itself. A/E designs typically take 4-12 months dependent on complexity and I/H designs typically take 1-4 months dependent on complexity and workload.

b. Contract Award. Estimated timelines are based on experience, contract law, and provide an approximate date for award; they are not exact. Factors that can affect these dates include receipt of incomplete PW packages, RFIs extending the proposal due date, funding delays, and computer system issues. Factors that are considered when developing planned final award dates include priority, acquisition strategy, length of time to solicit proposals, time to receive funding, and funding acceptance. In some instances, there will appear to be a lag between work induction and contract award due to multiple steps in the process. For FSC contracts the timeline from DR to AWD

is 45 days; A/E contracts from DR to AWD range between 45-60 days; Construction (CON) contracts from DR to AWD range between 60-75 days.

c. Contract Execution. Once a contract has been awarded, the contract Period of Performance (POP) can vary considerably depending upon project complexity and estimated dollar value. As stated above, A/E designs typically take 4-12 months dependent on complexity. Construction Project timelines typically range from 120 days for locally-funded M1 Projects to 900+ days for significantly more complex regionally-funded M2 projects and MILCONs. Note that some projects will have Periods of Performance in excess of 1000 days based on operational phasing requirements, or other unique construction milestones necessary to provide and complete and usable facility.

## CHAPTER 7

## Facilities Asset Management Department

1. General. The Facilities Asset Management Department (FAMD) facilitates all repairs, installation planning, site utilization, project development, project coordination with station stake holders, property records, space assignments, and geospatial data management. These tasks are accomplished by its subordinate divisions; Requirements; Asset Management/Planning; Real Estate/Real Property; Community Planning; and Geospatial Information Systems (GIS).

2. Responsibility

a. Requirements Division (REQ). Facilitates preventive and corrective maintenance for facility sustainment and repair, M1/ R1 project work, and services such as grounds maintenance, custodial and refuse. All customer requests are initiated through a USMCmax service request (SR). Requirements provides the initial WO review, validation of products and services and determination of course of action. The result of the WO submittal will initiate actions that may be addressed through several actionable pathways. Work order requests that result in an M2 Project (over \$500k) will initiate Asset Management Division project induction. Refer to Chapter 2 of this Air Station Order for detailed workflow after Work Order submission.

b. Asset Management Division (AMD). Provides project planning for all major repair projects (M2) and major and minor construction projects (R2, UMC, MILCON). All projects are initiated via SR through USMCmax, with some exceptions for special programs and mission changes. Projects will initially route through Requirements and will transfer to AMD when costs exceed the local funding thresholds (enclosure 1). Once projects exceed M1/R1 project thresholds and are elevated to M2/R2, UMC, or MILCON projects they will require additional justification from the end user to aid in preparation of the planning and project documentation for submission to MCIEAST and MCICOM. These projects are prioritized by the Air Installation Planning Board (AIPB) annually, at a minimum. Refer to Chapter 2 of this ASO for detailed workflow after a service request submission.

c. Real Estate & Real Property Division. The Real Estate Division shall be responsible for:

(1) The preparation of all in & out-grants/licenses/ leases.

(2) Maintenance of facility records within iNFADS to ensure accuracy. Real Property is responsible for the review and updating of facility records to reflect changes due to acquisition, disposal, excess, survey, maintenance, improvement, self-help, as required.

(3) Submittal of required record reports (i.e., semi-annual lease reviews).

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

(5) Space utilization. Facilities Directorate is the approving authority for facility utilization and space assignment.

(a) Relocation aboard MCAS Cherry Point requires a Facility Return Document (enclosure 2), walk through of the old facility with Real Estate, a Facility Assignment Letter (enclosure 3) and walk through of the new facility. Any existing real estate agreements or ISSAs will need to be updated to reflect the utilization of the new facility at this time. Space assignments may require a site approval (enclosure 4). At no time shall any assigned facility be abandoned, traded, sublet, or otherwise transferred to another entity without prior written approval from the Facilities Directorate.

(b) For contracts that do not include Government Furnished Facilities, it is the contractor's responsibility to provide all required facilities in support of the contract. In instances where facilities are made available to the contractor aboard the Installation, a real estate instrument is required between the government and the contractor for use on a reimbursable basis. Unless specifically identified in the contract, contractors will not be provided non-reimbursable facilities support services.

d. Community Planning Section. Responsible for Master Planning, the process that serves as a guide to installation development, documenting land and environmental resources used to support long-term development. Master planning considers the current mission of the installation that must be supported and identifies the 20-year vision for future missions of the installation.

(1) The Installation Master Plan documents the development parameters for sustainability, the capability to provide training and operational functions, compact development, and aesthetic considerations for the long-term vision. The Master plan subdivides the installation into development areas known as planning districts. Area Development Plans (ADP) are created for each planning district to focus more intently at specific development on the installation. The ADPs establish planning principals that focus on mixed-use development, reduction of urban sprawl, walkable installations, networked development areas, community interaction, conservation of resources. Individual projects are reviewed at the site level for conformance with the larger ADP and Master Plan vision.

(2) Site Approval. Planning at the site level involves development of sites and buildings to other related facilities and



areas. There are many competing activities that could be placed at a specific site. Site planning allows space to be optimized and functions deconflicted for the operations in that area. All changes in land use are subject to the NEPA evaluation. The process to submit a site approval request at MCAS Cherry Point is identified in Enclosure (4).

e. Geospatial Information Systems (GIS) Section. The primary role of the division is to manage the installation GEOFidelis program through geospatial data collection, integration, maintenance, and dissemination in compliance with all installation, USMC, and DOD requirements. Requests for support or questions shall be submitted electronically to: [chpt.gis.omb@usmc.mil](mailto:chpt.gis.omb@usmc.mil). Upon submission to the GIS OMB, requestors will receive an automated response containing a detailed request form. Requests will be addressed in the order received and returned to the requestor within 10 +/- working days dependent upon active workload, complexity, and command priority.

(1) Data Management. GIS coordinates with SMEs, project or program managers (PM)/asset managers (AM), and layer owners to ensure GIS layer data are current and accurate. Requests to modify the GIS should include project/task approvals/ documentation (e.g. Site Approvals, DD 1354, and other documents of record). All modifications to the GIS will follow GIS and requesting department processes.

(2) GEOFidelis Access and Support. All requests for access should contain the scope of work, requirements, and point of contact. For DoD contractor access, requests should contain elements listed in the IGI&S Data Request Form, Data Request Grid, and 405 Checklist, which will be provided to the customer upon request submission.

(3) Mapping Activities. GIS also generates digital and hardcopy map products to be used in critical decision-making and installation management.

## CHAPTER 8

## Environmental Affairs Department

1. General. The natural environment is an integral part of the training and support mission of MCAS Cherry Point. The Environmental Affairs Department (EAD) sustains and enhances mission readiness by promoting and facilitating the following:

- a. Compliance with environmental laws, regulations, regulations, and policies.
- b. Integration of sound environmental practices in all operations and business decisions.
- c. Conservation and enhancement of natural and cultural resources.
- d. Implementation of pollution prevention and waste minimization initiatives.
- e. Review of all proposed activities for potential environmental impact in accordance with the National Environmental Policy Act (NEPA).
- f. Promotion of the cleanup of contaminated sites.
- g. Communication of environmental commitments to all levels of the MCAS Cherry Point organization and its tenants to increase awareness of environmental protection policies.
- h. Sustainment of partnership with the local community and regulatory agencies to continue a proactive environmental compliance and protection program.
- i. Education of Marines, Sailors, and civilian Marines about their responsibility to protect the environment.

2. Responsibility

a. Environmental Compliance Division (ECD). The ECD provides technical expertise for planning, implementing environmental compliance programs, and resolving compliance problems encountered in the operation of MCAS Cherry Point, tenant commands, and outlying fields. Significant program requirements are outlined in references (g) through (m). The ECD:

(1) Monitors and provides technical expertise and oversight of operations under environmental permits related to air quality, public water supply, stormwater, sedimentation and erosion control, wastewater, solid waste, and hazardous waste.

(2) Provides technical expertise and environmental oversight of operations related to hazardous material and hazardous waste management, toxic materials (including materials containing polychlorinated biphenyls, lead, and asbestos), and storage/emission reporting requirements under the Emergency Planning and Community Right to Know Act.

(3) Promotes the implementation of pollution prevention initiatives.

(4) Implements the Marine Corps Comprehensive Environmental Training and Education program and Environmental Management System as outlined in reference (n) including the internal Environmental Compliance Evaluation program.

b. Restoration and Recycling Division (RRD). The RRD provides technical expertise for planning and implementing environmental restoration, hazardous material containment and countermeasures, and Qualified Recycling programs aboard CHPT and outlying fields. Significant program requirements are outlined in references (o) and (p). The RRD:

(1) Coordinates spill prevention and storage tank management activities.

(2) Coordinates the Navy Oil Spill Response Program aboard MCAS Cherry Point and heads the Facility Open Water Spill Response Team.

(3) Provides environmental expertise to spill response incident commanders and the MCAS Cherry Point Crisis Action Team; reports releases to state and federal agencies as required.

(4) Assumes spill response incident command after immediate safety, health, and property threats are addressed.

(5) Coordinates environmental restoration activities conducted under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), and North Carolina petroleum remediation program.

(6) Coordinates Range Environmental Vulnerability Assessment activities.

(7) Coordinates compliance and disposal activities for contaminated soil and groundwater.

(8) Coordinates and provides expertise for aquifer protection initiatives.

(9) Supports asset managers by providing expertise in the assessment of environmental liabilities associated with historic use of real property.

(10) Implements the Qualified Recycling Program through the management and sale of recyclable commodities.

c. Natural Resources Division (NRD). The NRD provides technical expertise for planning and implementing natural and cultural resource conservation programs aboard CHPT and outlying fields. Significant program requirements are outlined in references (q) through (s). The NRD:

(1) Coordinates the environmental review and evaluation of government actions as required under the National Environmental Policy Act.

(2) Conducts natural resources surveys to allow for appropriate management of resources in a manner that allows for maximum flexibility for training and future development.

(3) Coordinates permitting, consultation, and programmatic agreements for actions potentially impacting wildlife resources, wetlands, waters of the United States, marine mammals, threatened and endangered species, cultural resources, and historic resources.

(4) Provides oversight and technical expertise for the Bird/Aircraft Strike Hazard (BASH) Team, including all required depredation permits

(5) Implements forest management programs including wildland fire management/prevention and timber resource management.

(6) Implements the Marine Corps Conservation Law Enforcement program.

(7) Provides oversight and technical expertise for the recreational hunting program to ensure a safe recreational experience for all users while reducing hazards to aviation by maintaining appropriate wildlife populations.

(8) Reviews all field exercises proposed on MCAS Cherry Point properties to ensure compliance with applicable environmental laws and regulations.

(9) Implements Small Unmanned Aerial Systems (sUAS) Program.

## CHAPTER 9

## GLOSSARY OF TERMS

1. 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 MCAS Cherry Point and outlying fields.
2. Appropriated Fund. Refer to moneys allocated by legislation passed by Congress and signed by the President. Appropriated Funds are usually specified in Congress's yearly budget or continuing resolution. However, funds can be allocated in any bill passed by Congress. This money comes primarily from Federal Income Tax and other federal taxes. Appropriated Funds may only be used for the purpose they have been appropriated for. Agencies can incur penalties and employees can face legal charges for misappropriating funds.
3. 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.
4. Facility. A separate individual building, structure, or other form of real property, including land, is subject to reporting under the DoD real property inventory.
5. 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.
6. IDLH. Immediately Dangerous to Life or Health
7. In-grant. The Marine Corps' usage of non-USMC owned real property via a lease, license, or other real estate instrument.
8. ISSA. An Inter-Service Support Agreement is an agreement between two or more government agencies in which one agency provides or receives aviation support services or other installation-support services from another agency.
9. 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.
10. Maintenance Execution Plan. Maintenance work supported with funds allotted to the FMD under FSRM funding, 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.

11. Maintenance Standards. The established level at which facilities and grounds are maintained to assure maximum overall economy and protection of the Government's investment. In facility service contracts such as grounds maintenance, the established levels are called Common Output Levels of Service (COLS) and they are different for different areas in the contract.

12. NEPA. The National Environmental Policy Act (NEPA) requires Federal agencies to assess the environmental effects of proposed major Federal actions prior to making decisions.

13. Non-appropriated Fund (NAF). Funds 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.

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

15. Out-grant. The allowance of a non-USMC organization or agency to utilize USMC owned property through a real estate instrument.

16. 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).

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

18. RPIE. Real Property Installed Equipment (RPIE) is equipment that is affixed and built into a facility as an integral part of the facility. To qualify as RPIE, the equipment must be necessary to make the facility complete, and if removed, would destroy, or severely reduce the assigned usefulness and operation of the facility. RPIE includes such items as control systems, heating, cooling, electrical and emergency lighting.

19. Reimbursable Work. Work authorized by a work 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.

20. 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.

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

22. Sustainment. The act of providing resources for maintenance and repair activities necessary to keep real property assets in good working order over their expected service life. It includes regularly scheduled adjustments and inspections, preventative maintenance tasks, and responses to emergency service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the asset's life cycle.

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

**Project Types and Funding Thresholds**

<b>Category of Work/Project</b>	<b>Type</b>	<b>Cost Limits</b>	<b>Approval Requests to</b>	<b>Approval Authority</b>
<b><u>"M" Projects</u></b> • Repair • Most Restoration and Modernization	M1	≤ \$500K	None	Station CO
	M2	> \$500K	MCICOM	MCICOM
	M2	> \$7.5M	MCICOM	SECNAV, Congress
<b><u>"R" Projects</u></b> • Construction • Select Restoration and Modernization	R1	≤ \$500K	None	Station CO
	R2	\$100K - \$4M	MCICOM	MCICOM
Unspecified Minor Construction	UMC	\$4M - \$9M	MCICOM	MCICOM
Military Construction	MILCON	> \$9M	MCICOM	Congress

Funding thresholds are subject to change





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

ASO 11000.8A

11000  
FAC

From: Commanding Officer, \_\_\_\_\_  
To: Facilities Directorate, Asset Management Division, Marine Corps  
Air Station, Cherry Point

Subj: RETURN OF FACILITY

Ref: (a) MCO 11000.12  
(b) MCO P11000.14  
(c) U. S. Marine Corps Infrastructure Reset Strategy  
(d) DoDI 4165.70 Real Property Management

1. Per the references, this letter serves as the return receipt for the below listed facilities which were returned in adequate condition on 25 Jan 2022.

2. All personal property and equipment have been removed from the below facilities; and control, security, access, and responsibility for upkeep and sustainment is now reverted back to MCAS Cherry Point Public Works Department pending future assignment or demolition.

Facility # Returned	SQ FT	Bay/Floor/Room/etc.	Unit/Use/Cat. Code

3. Delivered by: \_\_\_\_\_  
(Print Name) Signature)

4. Accepted by Facilities Directorate point of contact and Real Estate Specialist, Mr. Jeffrey J. Whitaker at (252) 466-4775 or via e-mail at jeffrey.whitaker@usmc.mil.

I. M. COMMANDING

Enclosure (3)



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

ASO 11000.8A

11000  
FAC

From: Real Estate Supervisory Specialist, Marine Corps Air Station,  
Cherry Point

To: \_\_\_\_\_

Subj: FACILITY ASSIGNMENT

Ref: (a) MCO 11000.12  
(b) MCO P11000.14  
(c) DoDI 4165.70 Real Property Management

Encl: (1) MCAS Cherry Point Facility Acceptance Letter

1. To ensure the Installation fulfills its responsibilities as outlined in the references, this letter serves as the official notice of assignment for the facilities listed below and supersedes all previous assignment letters for the specified space. All assignments, recoveries, or transfers of real estate and real property assets, to include buildings, structures, utilities, and parts of each thereof are done through Asset Management, Public Works Department. At no time shall any assigned facility be abandoned, traded, sublet, or otherwise transferred to another entity without prior written approval from Asset Management.

Facility # Assigned	SQ FT	Bay/Floor/Room/etc.	Unit/Use/Cat. Code

2. While in possession of the above facilities, the assigned units shall be responsible for maintaining the facilities in a state of good order and discipline and shall provide adequate security measures to control and safeguard the assigned facilities.

3. Upon receipt of this letter notifying your unit of the above facility assignment, receipt and acknowledgement by your command is due back to the below point of contact within five business days.

4. The Point of contact is Facilities Directorate, Asset Management, Real Estate Supervisory Specialist, Jeff Whitaker at (252) 466-4775 or via e-mail at jeffrey.whitaker@usmc.mil.

Enclosure (4)

\_\_\_\_\_  
J.J. Whitaker

\_\_\_\_\_  
B. C. Burks

\_\_\_\_\_  
FIRST ENDORSEMENT

From: \_\_\_\_\_

To: Real Estate Supervisory Specialist, Marine Corps Air Station,  
Cherry Point

1. I acknowledge assignment of the identified facilities. This command shall provide adequate security for the facilities and keep the facilities in a state of good order and discipline.
2. In accordance with this letter and the references, this command will not abandon, trade, sublet, or otherwise transfer our assigned facilities to another entity without prior written approval from Asset Management.

\_\_\_\_\_  
M. Y. NAME

# Site Approval Packet

## *Marine Corps Air Station Cherry Point*

### Background

1. Per Marine Corps Order (MCO) 11000.5 - Site approvals (SA) are required for the following:
  - a. Construction of new real property facilities
  - b. Relocation of facilities at installations
  - c. Changes in the basic function of a facility resulting in a change in the three-digit category code.
2. Per Air Station Order (ASO) 111000 – All requests for land use, permanent or temporary must seek site approval from the Facilities Directorate. Such approval is required to ensure general land use compatibility, orderly base development, and conformity to the Master Plan.
  - a. After approval, minor adjustments may be made during the engineering or construction phases without requesting a new site approval. In no case can the size or use be changed without a new site approval.
3. Per MCO 11000.12 - Site Approval is required for:
  - a. Military Construction
  - b. Building Modifications, Renovations, Alterations or Improvements
  - c. Major Equipment Installations
  - d. Training Device Lay-down or Installation
  - e. Changes in Land Use
  - f. Explosive Safety
  - g. Airfield Safety
  - h. Hazards of Electrometric Radiation to Ordinance (HERO), Personnel (HERP), and Fuel (HERF)
  - i. Electromagnetic Interference (EMI)
  - j. Radiological Safety
  - k. Small Arms Range Safety
4. Failure to receive site approval may result in the Installation Commanding Officer requesting removal and restoration of the site at the unit's expense.

**Site Approval Packet***Marine Corps Air Station Cherry Point***General Conditions**

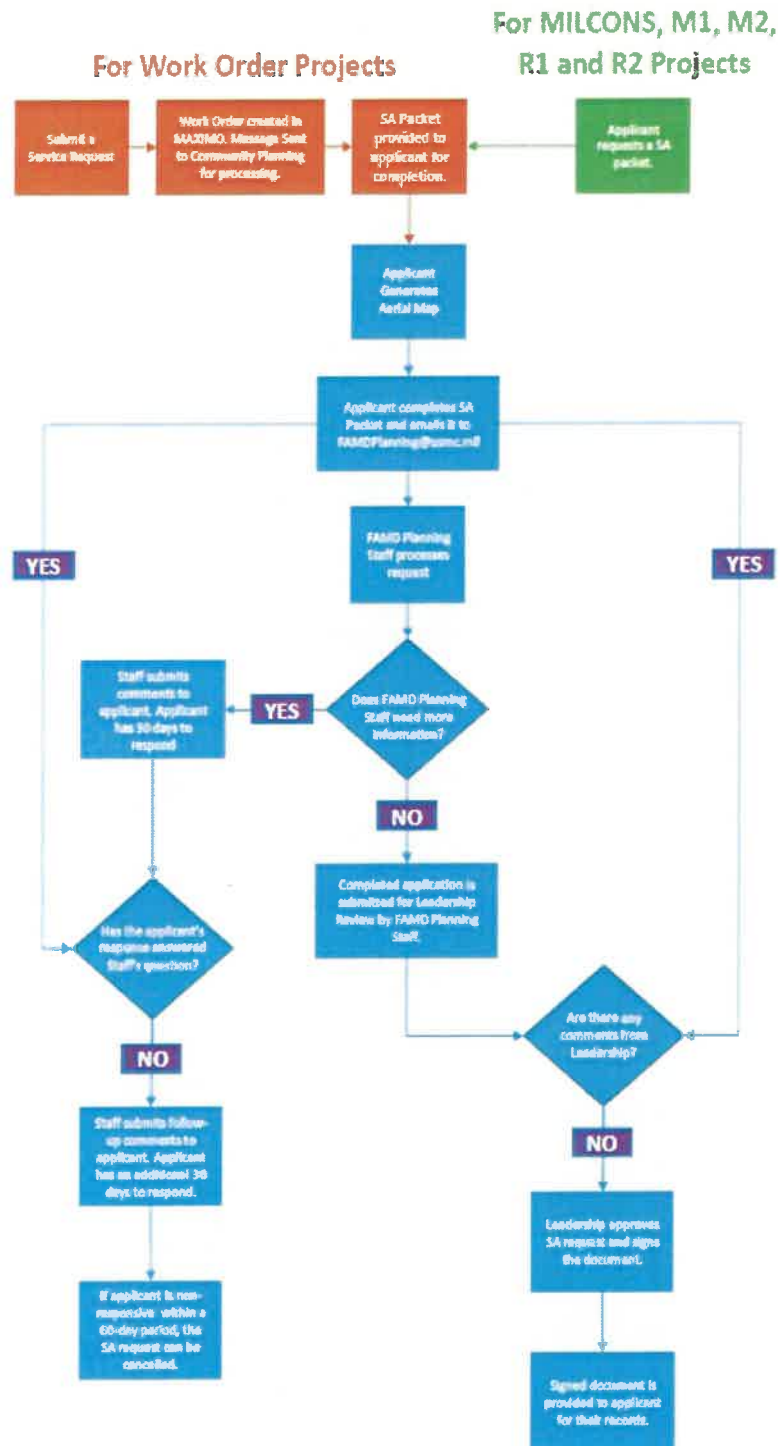
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1. Applicant agrees to maintain pre and post activity photographs to document the site condition. Pre-activity photographs must be provided, in digital format, within 10 working after the SA approval. Post activity photographs must be provided, in digital format, within 10 working days after the completion of the work. All photographs will need to be emailed to [FAMDPlanning@usmc.mil](mailto:FAMDPlanning@usmc.mil).
2. Applicant shall be responsible for all utility locates, which shall be complete before commencing on land disturbing activities.
3. Applicant agrees to keep and maintain a clean site location at all times.
4. Applicant agrees to avoid blocking the flow of traffic on main roads.
5. Applicant agrees to be responsible for maintaining paved and gravel roads in and out of site location.
6. Applicant agrees to return area to pre-construction condition by removing all equipment and debris and restoring grassy areas.
7. If there are any changes from the approved SA, applicant agrees to notify Facilities Asset Management Division (FAMD) Planning Staff within 10 working days for planning review and consideration.
8. Applicant understands that the Government reserves the right to terminate site approval at any given notice.

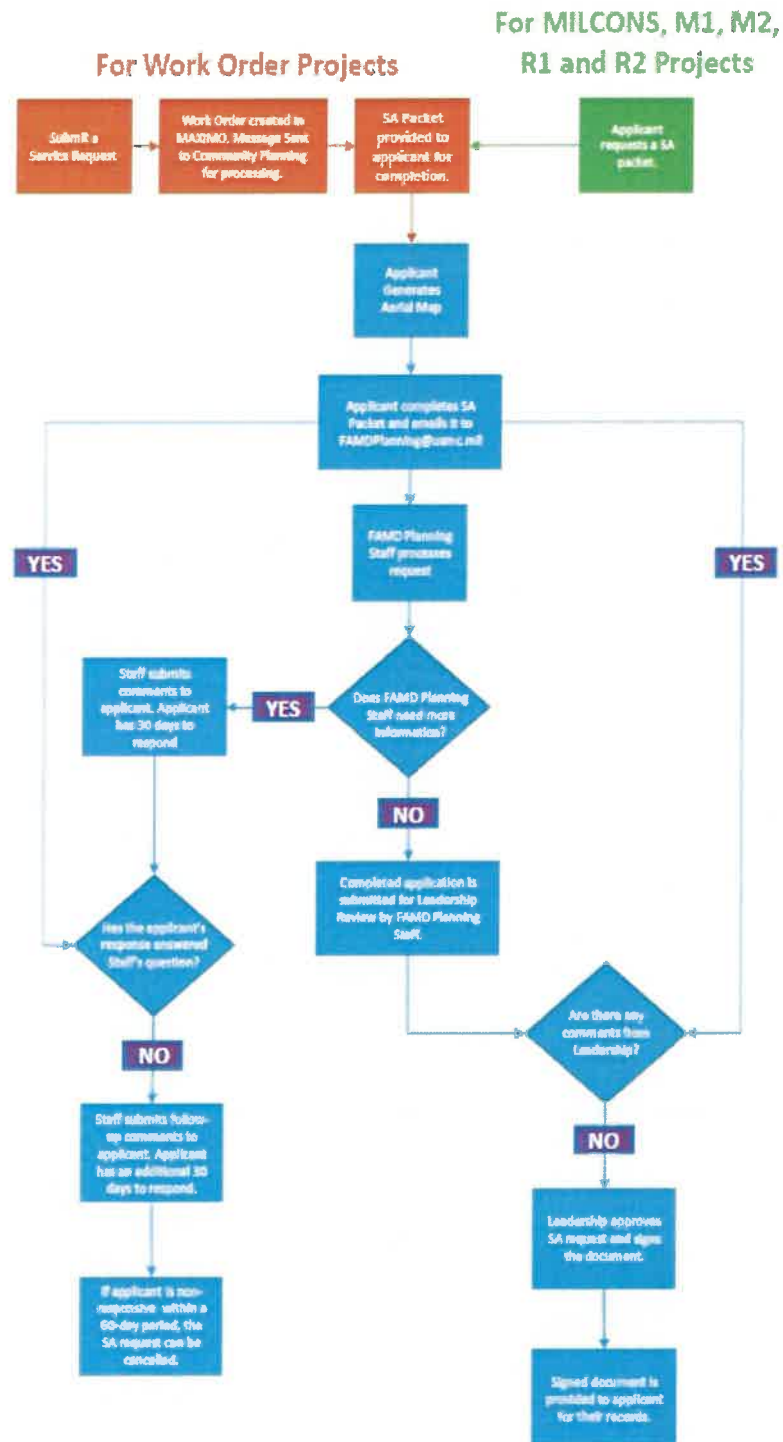
**Site Approval Packet***Marine Corps Air Station Cherry Point***Site Approval Request Instructions**

1. The attached Site Approval Flow Chart indicates the overall SA approval process.
2. The following items are required in order for a SA Request to be considered complete:
  - a. **Completed Project Site Approval (NAVMC 11069) Form (Attached)**
  - b. **Project Map (See #5 Below)**
  - c. **Project Specification Sheet (Attached)**
3. The attached NAVMC 11069 Form must be completed for all site approval requests. The following portions of NAVMC 11069 Form, Section A must be completed by the applicant:
  - a. "From"
  - b. "Category Code and Project Title"
  - c. "Type of Funding"
  - d. "Cost (000)"
  - e. "Program Year"
  - f. "Project Description"
  - g. "Remarks"
  - h. "Requested By (Typed Name and Signature)" – A digital signature is preferred, but a hand-signed signature is still acceptable.
  - i. "Date"
4. Section B of the NAVMC 11069 Form will be completed by FAMDC Planning Staff.
5. Please mark your project location on an aerial map and submit it with your site approval request. If services of an architect or engineer is contracted for a project, latitude and longitude coordinates need to be provided for the project boundaries. completed by the applicant:

## Site Approval Request Flow Chart



## Site Approval Request Flow Chart





## REQUEST FOR PROJECT SITE APPROVAL

NAVMC 11069

(REV. 5-95) (EF) (PREVIOUS EDITIONS WILL NOT BE USED)

PROJECT NUMBER

ACTIVITY UIC

SPECIAL AREA

TO: COMMANDANT OF THE MARINE CORPS (CODE LFL)

SECTION A FOR USE BY REQUESTER	FROM																		
	CATEGORY CODE AND PROJECT TITLE	TYPE OF FUNDING	COST (000)	PROGRAM YEAR															
	PROJECT DESCRIPTION		REMARKS																
	REQUESTED BY (Typed name and signature)		DATE																
	TYPE OF MAP	DATE																	
SECTION B REVIEW AND ANALYSIS	ANALYSIS (Place a check in box opposite each item. Y=Yes; N=No; NA=Not Applicable)				DATE RECEIVED														
	Y	N	NA	PROJECT SITING CONSIDERATION	Y	N	NA	PROJECT SITING CONSIDERATION											
	X			a. COMPATIBLE WITH ACTIVITY PLANNED DEVELOPMENT				e. COMPLIES WITH THE											
	X			b. DEMONSTRATES SOUND PLANNING PRINCIPLES	X			(1) AMMUNITION AND											
	X			c. MEETS MINIMUM PLANNING AND SITING CRITERIA	X			(2) ELECTROMAGNETIC											
	X			d. REVISES PRIOR SITE APPROVAL	X			(3) AIRFIELD SAFETY											
				NEPA ENVIRONMENTAL ANALYSIS (CHECK APPROPRIATE BOX)	X			(4) NOISE INTENSITY											
	X			CATEGORICAL EXCLUSION DECISION MEMORANDUM	X			(5) LASER SAFETY											
				EA FONSI	X			(6) RADIOACTIVE MATERIALS											
				EIS RECORD OF DECISION	X			(7) NATURAL RESOURCES											
					X			(8) CULTURAL/HISTORICAL											
					X			(9) INSTALLATION											
	REFERENCE																		
	CRITERIA CERTIFICATION(S) REQUESTED (Check)																		
				DDESB				NAVORDCTR				SPAWAR				NAVAIR			OTHER:
DATE CERTIFICATION(S) RECEIVED																			
DDESB																			
NAVORDCTR																			
SPAWAR																			
NAVAIR																			
OTHER																			
ACTION										APPROVAL									
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> DEFERRED										<input type="checkbox"/> HQMC <input type="checkbox"/> LOCAL									
REMARKS																			
User agrees to keep & maintain a clean site location at all times. User agrees to not block flow of traffic on main roads. User agrees to be responsible for maintaining paved and graveled roads in & out of site location. User agrees to return area to pre-construction condition by removing all equipment/debris & restore grassy areas. User understands Government reserves right to terminate site approval at any given notice. The POC for this document is: ***insert CM or bldg tenant contact info here***																			
APPROVING OFFICIAL (Typed name and signature)															DATE				
OTHER APPROVAL REQUIRED																			
<input type="checkbox"/> AIRFIELD SAFETY WAIVER						<input type="checkbox"/> FINAL EXPLOSIVES SAFETY REVIEW						<input type="checkbox"/> STATE HISTORIC PRESERVATION							
<input type="checkbox"/> SECTION 7 CONSULTATION						<input type="checkbox"/> CORPS OF ENGINEERS						<input type="checkbox"/> PERMITS							

\*Requires approval of a major change to the master plan prior to site approval.

Adobe Designer 8.0

**Site Approval (SA) Request - Project Specification Sheet  
Marine Corps Air Station Cherry Point**

1. If available, please attach any project specifications listed in the contract.
2. Is the request temporary (3 years or less/within a period of performance) or permanent? (Please choose one):
  - a. If temporary, include:
    - i. Size of the area needed (SQFT or acres): \_\_\_\_\_
    - ii. Utilities needed and who is expected to pay (list all that apply):  
\_\_\_\_\_
    - iii. Contract Start Date: \_\_\_\_\_
    - iv. Period of Performance end date (if contract is extended 30 days past the aforementioned start date, an extension request is required):  
\_\_\_\_\_
    - v. Are there any know constraints/requirements on this proposed site? Will there be any vertical stacking exceeding 8 feet for this project? Please provide details below:  
\_\_\_\_\_  
\_\_\_\_\_
  - b. If permanent, include:
    - i. Size of the area needed (SQFT or acres): \_\_\_\_\_
    - ii. Utilities needed and who is expected to pay (list all that apply):  
\_\_\_\_\_
    - iii. Contract Start Date: \_\_\_\_\_
    - iv. Period of Performance end date (if contract is extended 30 days past the aforementioned start date, an extension request is required):  
\_\_\_\_\_
    - v. Are there any know constraints/requirements on this proposed site? Will there be any vertical stacking exceeding 8 feet for this project? Please provide details below:  
\_\_\_\_\_  
\_\_\_\_\_
3. Site approvals are typically processed within 30 days of receipt of a completed application. Does your request need to be expedited?
  - a. If yes, please provide a detailed justification below:  
\_\_\_\_\_