

BASE MAINTENANCE DIVISION

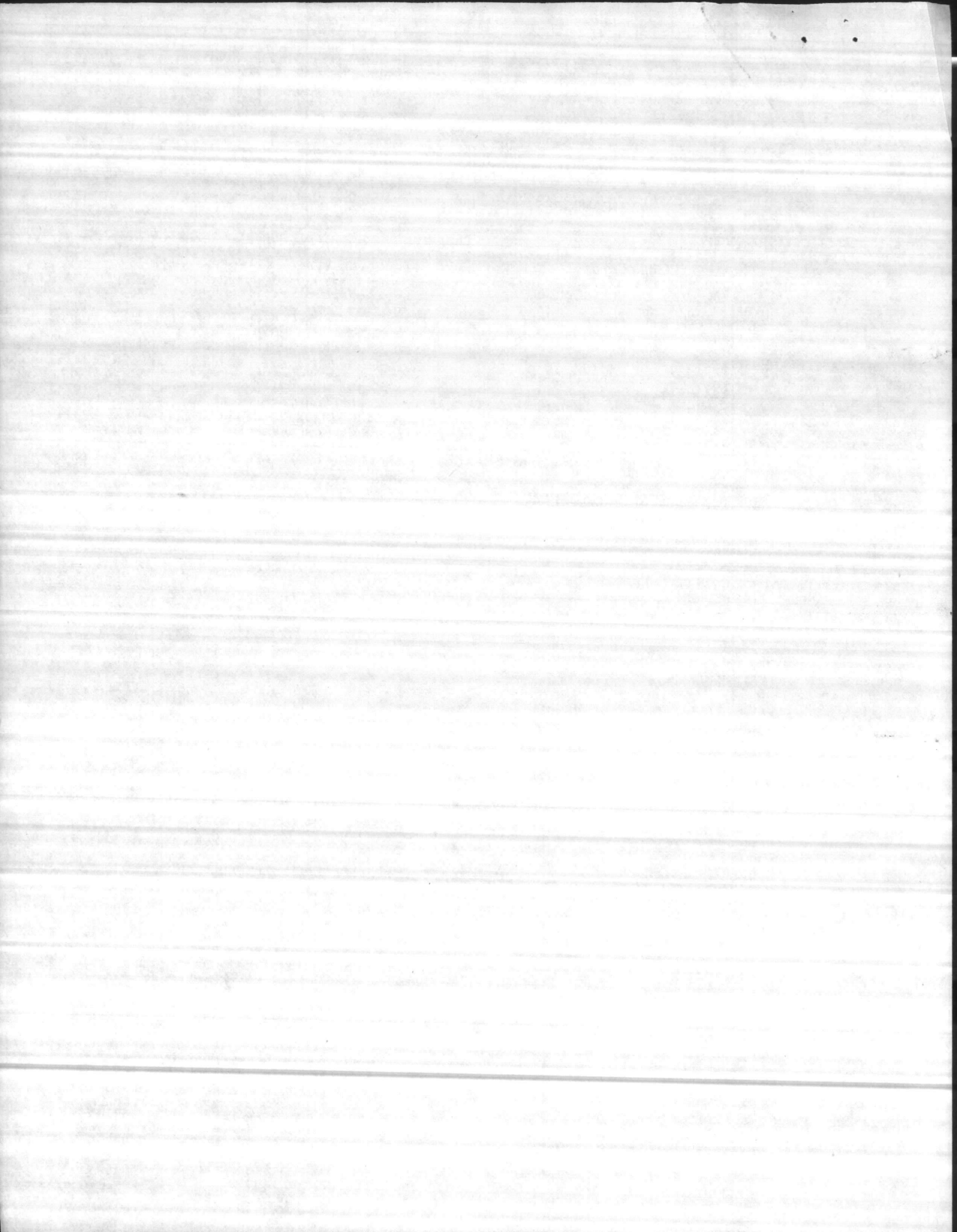
MARINE CORPS BASE

CAMP LEJEUNE, N. C.

OPERATIONS BRANCH

STANDARD OPERATING PROCEDURES

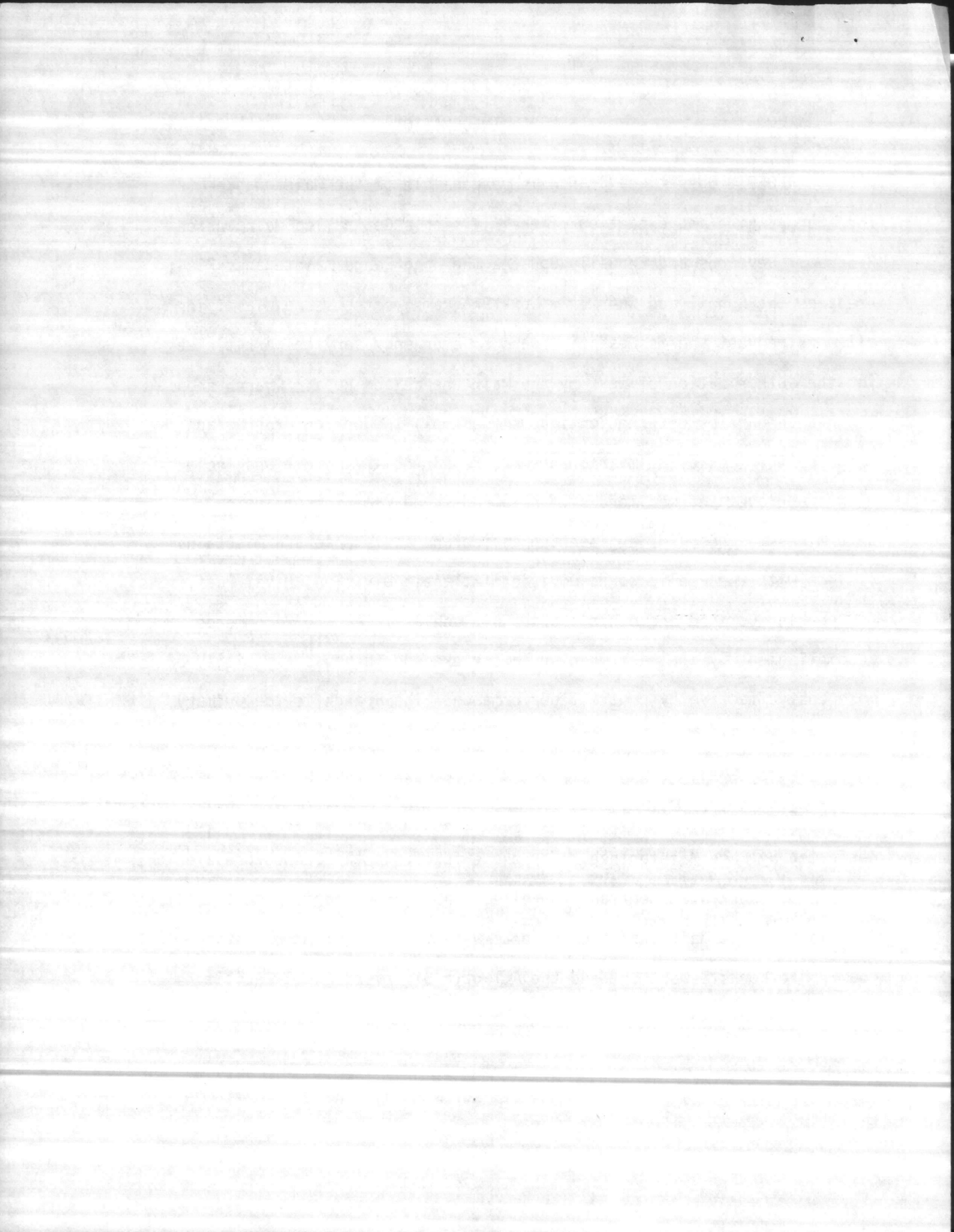
16 AUGUST 1982



SECTION I

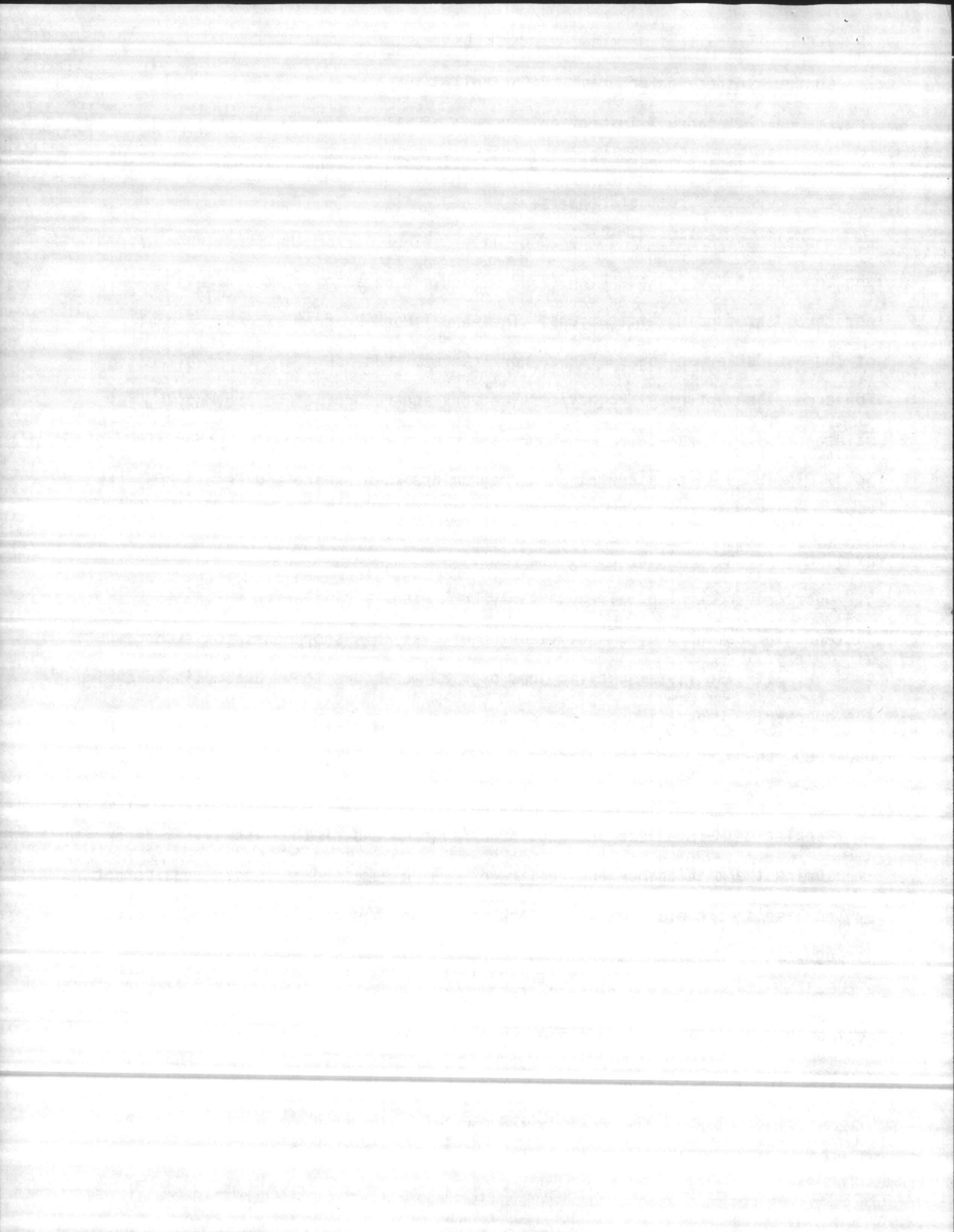
GENERAL INFORMATION

101. PURPOSE. Operations Branch is responsible to the Maintenance Officer for the planning and execution of the Division's Controlled Maintenance Program. Develops and annually updates the Long Range Maintenance Plan; prepares the Annual and Quarterly Work Programs; screens and classifies all work request and issues job orders or emergency/service work tickets for the authorization of work by the Maintenance and Repair Branch shops. The Branch carries out the Continuous (Control) Inspection Program and prepares the Backlog of Maintenance and Repair (BMAR) Report and Projects Plan. Approves and monitors self-help and troop training projects. Determines the need for engineering advice and assistance and maintains liaison with the Public Works Division; Atlantic Division, Naval Facilities Engineering Command and other sources of such assistance. Recommends work accomplishment by contract when such work exceeds in-house capability or is more cost effective by contract performance. The Branch is the primary point of contact with the Public Works Division in all matters pertaining to facilities projects and contracts. Additionally, the Branch is responsible for the Commercial Activities (CA) Program as it pertains to functions performed by Base Maintenance. For these functions the Branch prepares the Performance Work Statement and the direct labor and materials cost estimate. Coordinates Base Maintenance CA efforts with the Management Assistance Division, the Public Works Department and the Atlantic Division, Naval Facilities Engineering Command.



102. DEFINITIONS

1. Control Inspection Program. A Controlled Inspection Program, designed to provide complete annual inspection coverage of all Marine Corps owned real property facilities aboard the base. Identifies deficiencies in the early stages and reduces cost of repairs.
2. Annual Work Program. Composed of items selected from the first year of the Long Range Maintenance Plan (LRMP) which can be accomplished within personnel and funding limitations. The Annual Work Program accounts for all of the available man-hours of each work center. Man-hours are first allocated for accomplishment of emergency/service work and recurring and preventive maintenance. The remaining man-hours are programmed to accomplish specific jobs. Included in this Annual Work Program are Maintenance and Repair Projects within the Local Commander's Approval Authority of \$75,000 for which funds are available for accomplishment by contract.
3. Quarterly Work Plan. The Quarterly Work Plan is similar in format to the Annual Plan and programs utilization of available shop hours for each quarter. It also lists specific jobs over 80 man-hours to be accomplished during the quarter. Twenty-five percent of the plan is reserved for minor work, under 60 man-hours, and for unknown requirements such as emergencies and special command interest projects.
4. Backlog of Maintenance and Repair (BMAR). An end of the fiscal year report measuring the maintenance and repair work which remained as a firm requirement by the Base's work plan but which lack of resources prohibited accomplishment during that fiscal year.
5. Troop Training/Self-Help Projects. Work accomplished by military labor. Self-help work is limited to those types of tasks normally undertaken by a



prudent homeowner using minimum craft skills and simple handtools. Troop Training projects are larger maintenance or construction projects done by trained military personnel and under the supervision of a Base Maintenance representative.

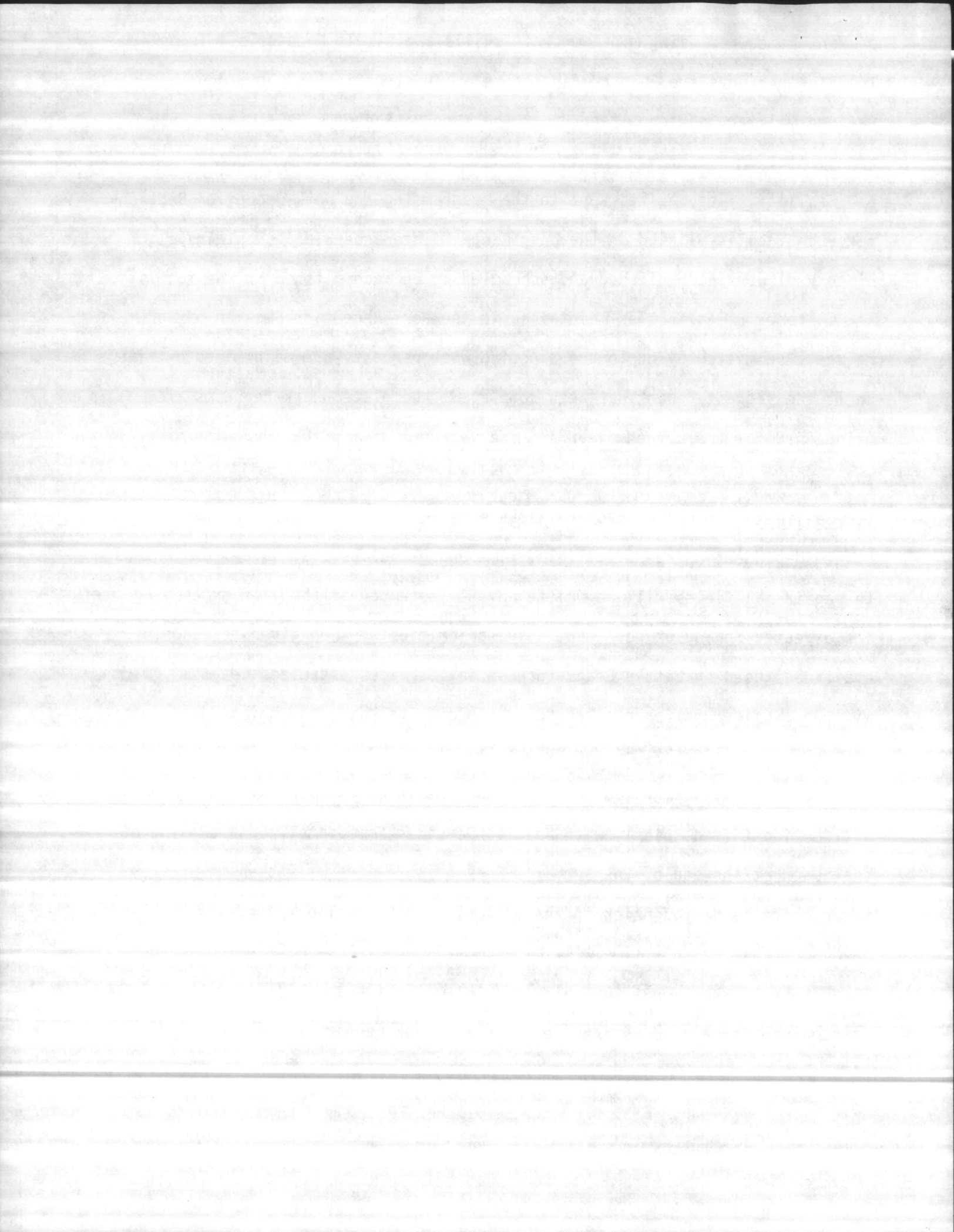
6. Facility Files. Files kept in the Programming and Work Reception Section for each facility listed on the Long Range Maintenance Plan. Contains a history of work accomplished and scheduled to be accomplished on the facility.

7. Customer Files. Files maintained in the Work Reception Section of work requests submitted by customers. Active work requests are maintained on file until the requested work has been completed. Completed work requests are maintained for the current year and one year preceeding the current year.

103. POLICIES

1. Ballfield Repairs. Priority will be assigned by the Director, Operations Branch dependent on specific field, time and resources available. Job Orders to repair ballfields will be written by 31 September of the year proceeding its expected Spring usage. Generally, priorities will be given to schools and fields used by Little League or Special Services organized leagues. Dirt will be provided to tenants for self-help efforts when Base Maintenance does not schedule repairs as needed by the tenant.

2. Beach Facilities. Repairs for beach facilities operated by Special Services will be identified jointly with Special Services immediately upon closing of the beach at the end of the summer. Season job orders will then be written and repairs completed prior to the beginning of the following season. All items needing repair at this time will be accomplished by Base Maintenance forces. Minor repairs throughout the summer months will be accomplished by Special Services maintenance forces and assisted by Base Maintenance forces when required.



3. Swimming Pools. Repairs on outdoor pools will be identified during the month of October by the Inspection Branch. Repairs will be completed prior to Memorial Day.

4. Locks and Keys. Base Maintenance will fund repair or replacement cost for locks or keys for all facilities on base unless the damage or loss was a result of negligence or abuse. When this occurs, tenant units will be charged for labor and materials.

104. MAINTENANCE WORK/PROJECT EVOLUTION. A general description is as follows:

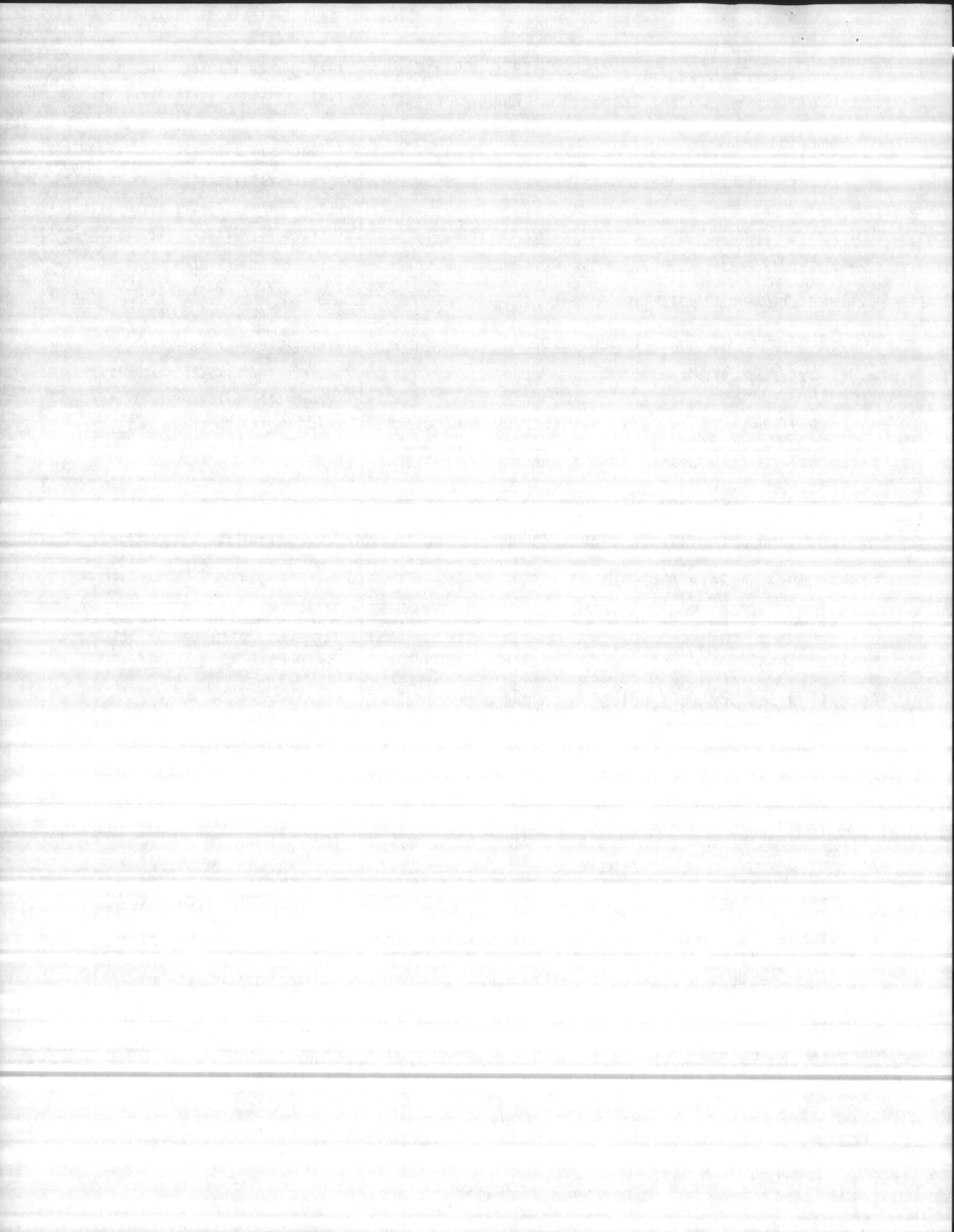
1. Repair work is identified either by the customer, maintenance shop personnel or as a result of the Annual Control Inspection.

2. When small enough (less than two shops, 16 man-hours and \$400 total cost of labor and materials) a ticket is written by the Work Reception Section to have shops complete the work.

3. If work is beyond the scope of a ticket, a specific job order is written by the Planning and Estimating Section. The job order is routed to the Work Reception Section for inclusion in the appropriate Quarterly Work Program. After review and signature approval by the Operations' Director and assignment of accounting data by the Finance and Accounting Section, the job order is sent to the Work Management Section.

4. The Work Management Section orders materials and schedules the work within the assigned quarter. It is then completed by the shops and completion data is returned to the Work Reception Section for filing in the Facility Files.

5. If projects are of such a nature that they are beyond the capability of in-house forces or can be most economically accomplished by contract, they are sent to the Public Works Division via the Contract Section.

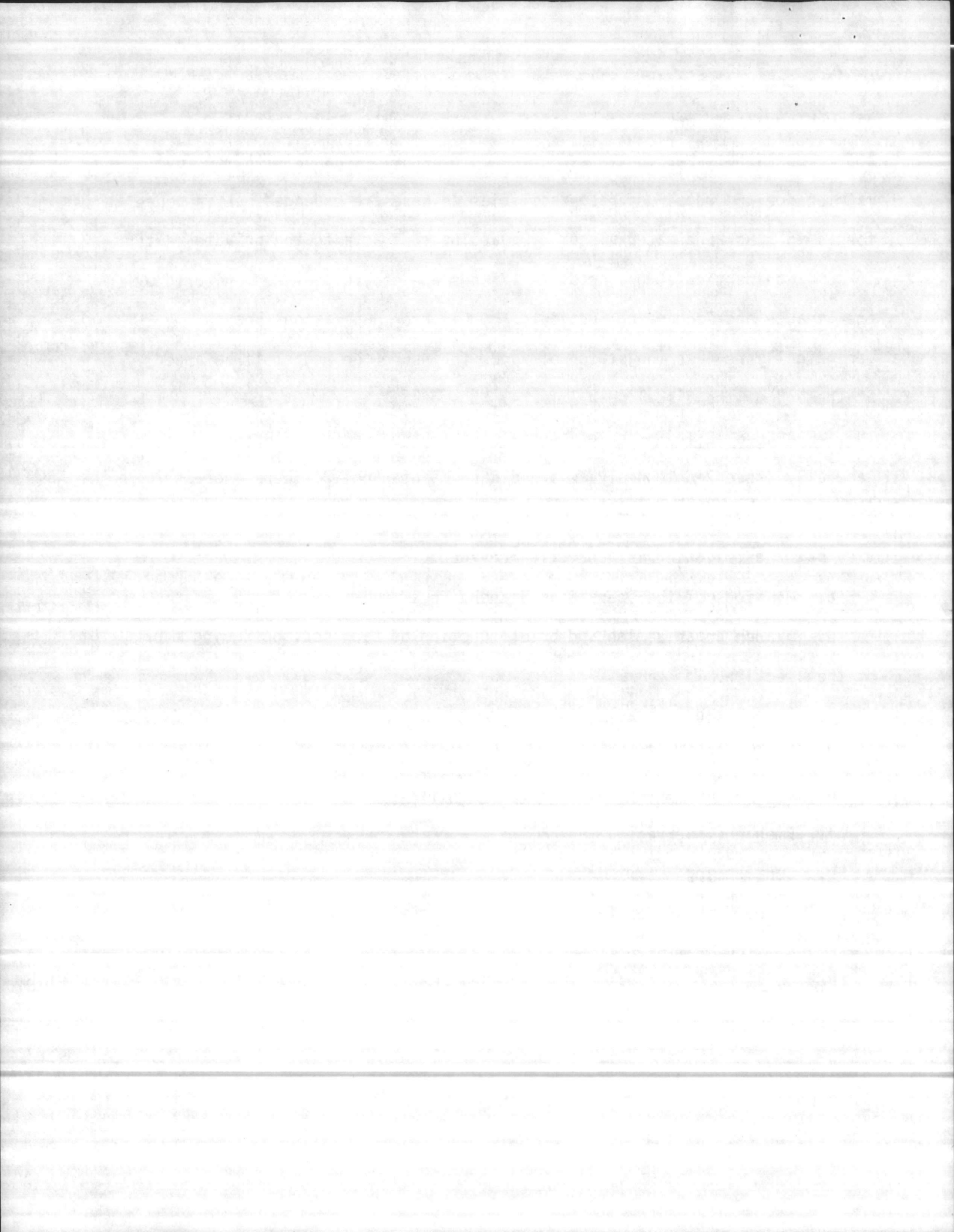


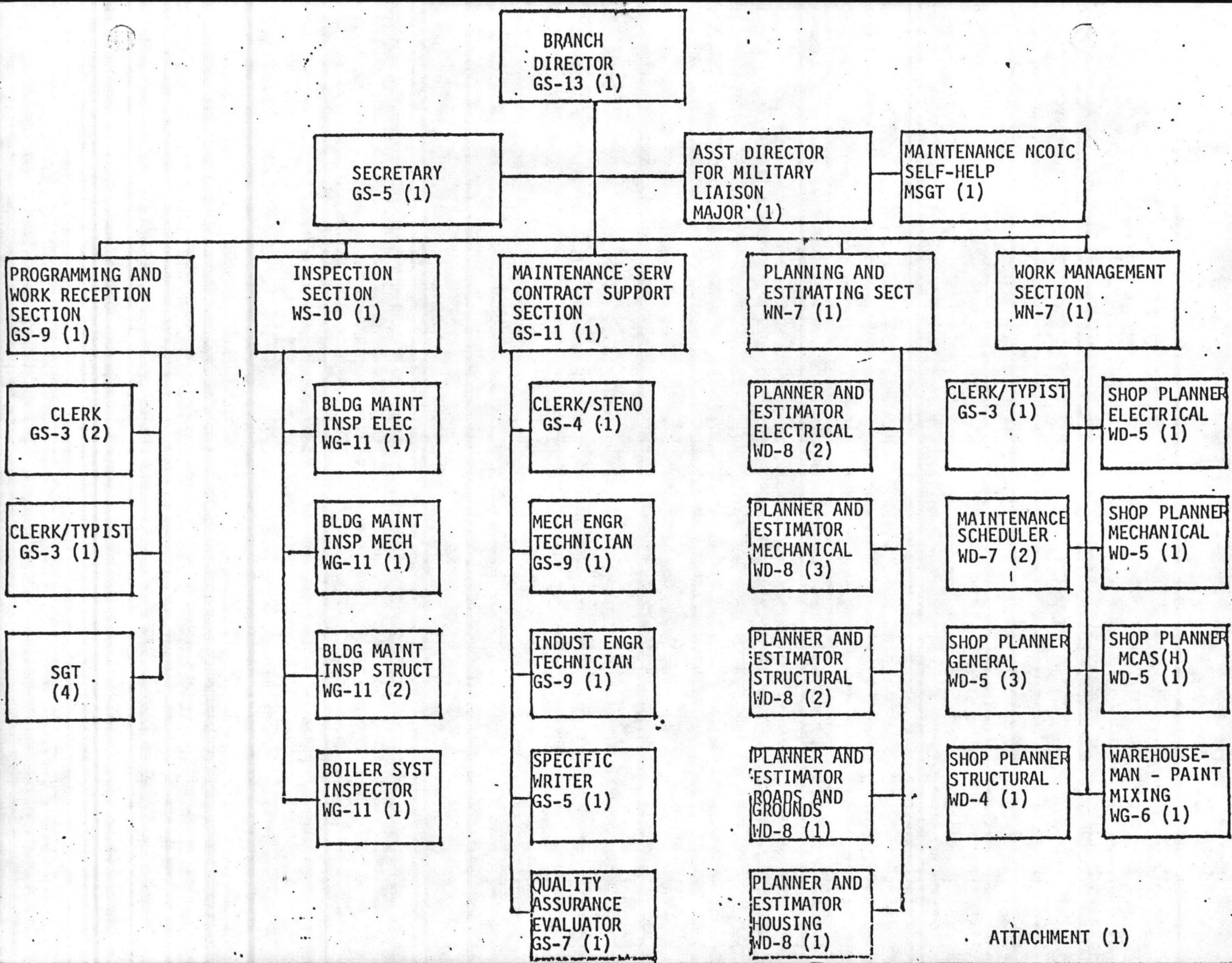
6. The Contract Section will supervise the design, construction and warranty of such contract work in coordination with the Public Works staff.

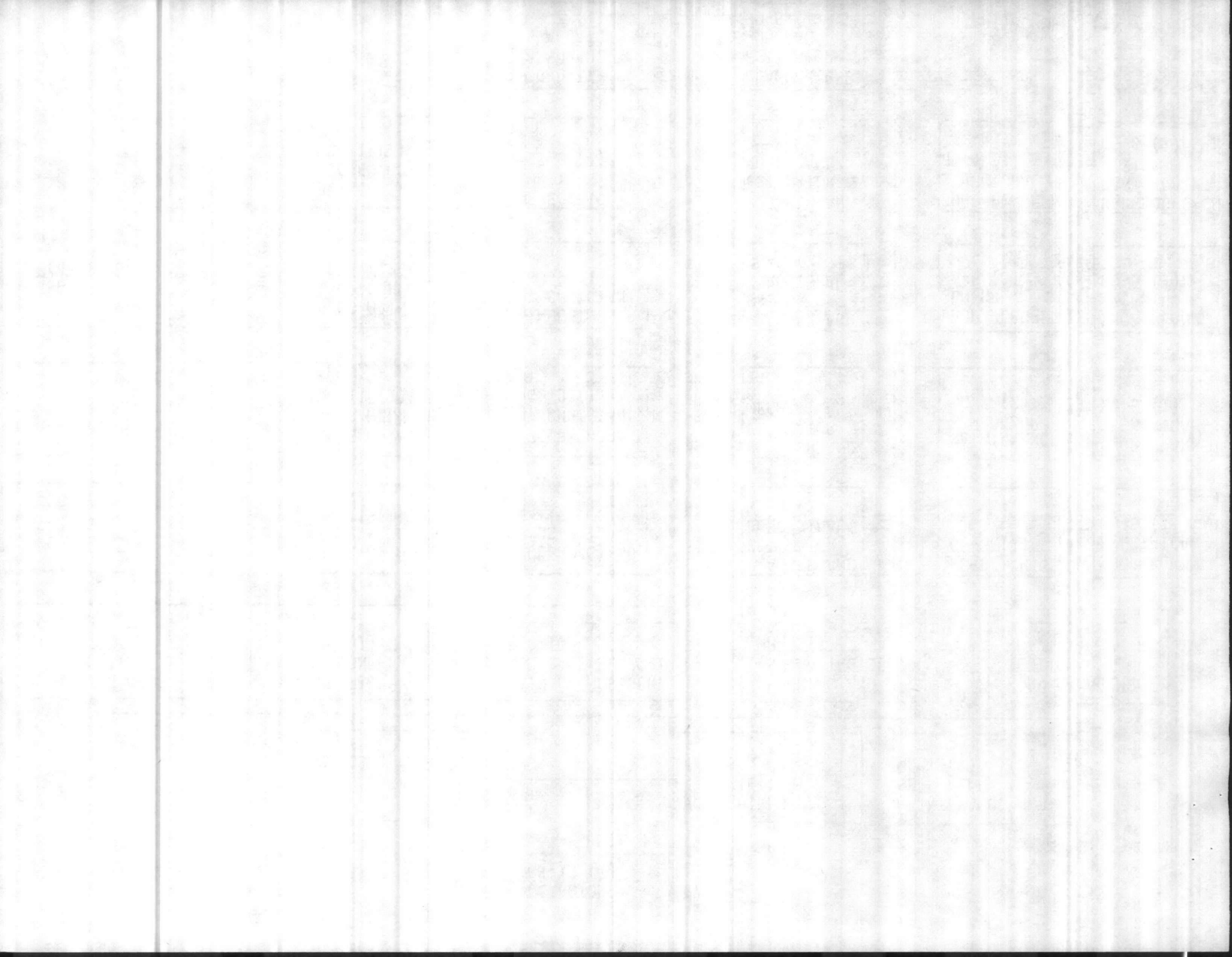
105. BUDGETING. Headquarters, Marine Corps provides annual funding for maintenance and repair of base facilities. These are expended by in-house forces in labor and materials or by awarding contracts to the private sector to complete particular projects. All funds are controlled and monitored by the Finance and Accounting Section. The Director, Operations Branch periodically reviews the status of funds to insure the budget is balanced at the end of the fiscal year.

106. BRANCH BRIEFINGS. Briefs pertaining to the Operations Branch are generally presented to newly assigned Base Maintenance Officers and Base/Tenant Commanding Generals. Time constraints and requested information may vary but the following is generally provided.

- a. Missions of the Operations Branch.
- b. Branch organization and brief function of each section during tour of that section.
- c. Annual and Quarterly Work Programs
- d. Annual Inspection Summary and Long Range Maintenance Plan
- e. Engineered Performance Standards Utilization (EPSU)
- f. Emergency Service
- g. Contracting
- h. Troop Training/Self-Help







SECTION II

DIRECTOR, OPERATIONS BRANCH .

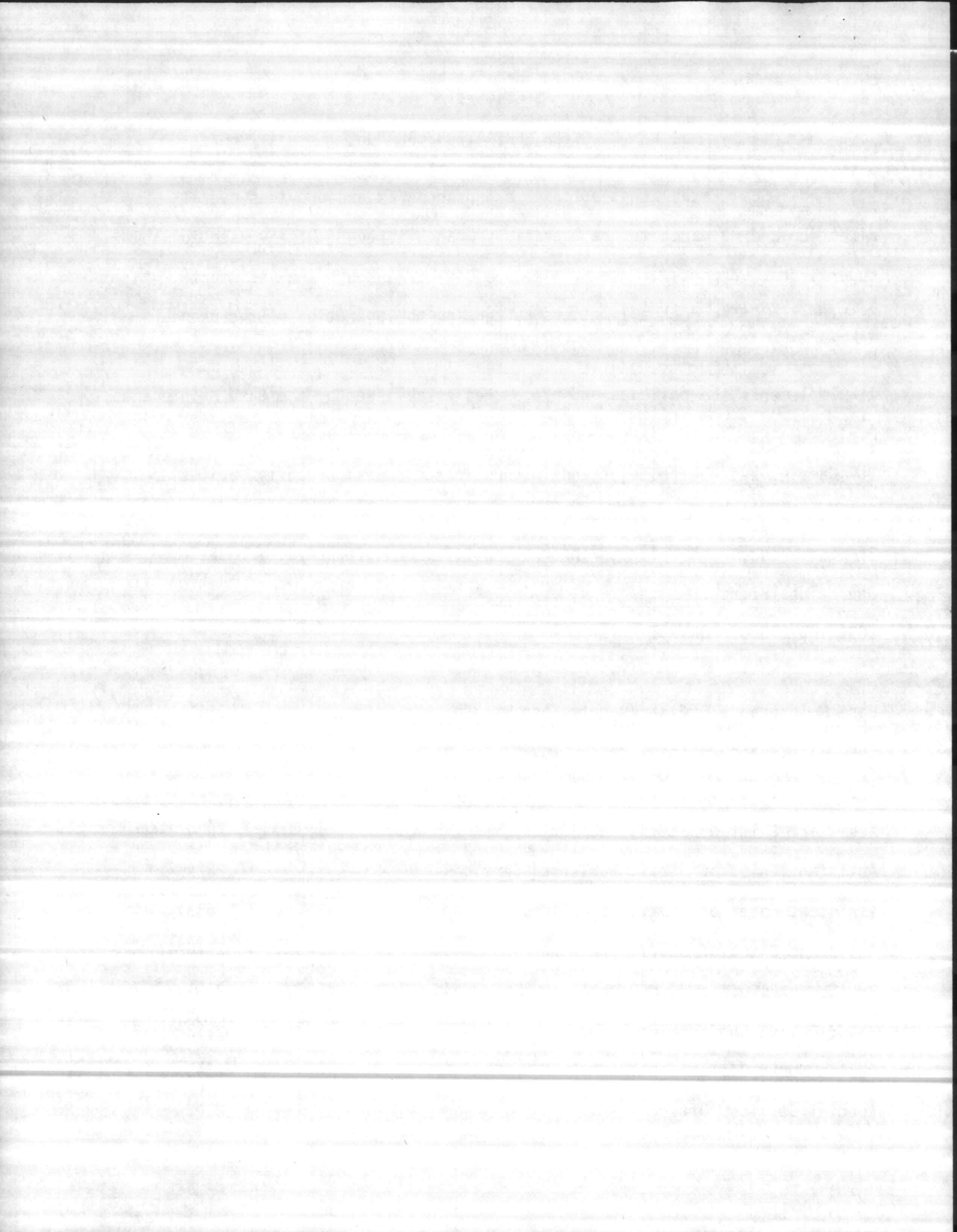
201. PURPOSE. Establishes policies and procedures and provides overall direction and guidance to the Operations Branch through the five section supervisors. Reports to the Maintenance Officer through the Assistant Maintenance Officer on all matters concerning the operation of the Branch.

202. RESPONSIBILITIES

1. Implements the policies and procedures established by the Base Maintenance Officer.
2. Carries out the policies and instructions for Real Property Facilities Maintenance Management provided by Marine Corps Order P11000.7B.
3. Establishes and enforces internal policies and procedures for the Operations Branch.

203. POINTS OF CONTACT

	<u>Phone</u>
Base Maintenance Officer/Deputy Base Maintenance Officer	2511
Base Maintenance Branch Heads	
Assistant Chief of Staff, Comptroller	2427/2428
Assistant Chief of Staff, Facilities	3034/2544
Assistant Chief of Staff, Personnel Services	2524
Assistant Chief of Staff, Logistics	2535
Assistant Chief of Staff, Training	5326/5720
Public Works Officer, MCB	2581
Head, Design Engineering Branch	2213
Public Works Officer, NAVREGMEDCEN	2045
Special Services Officer	2106



Engineer Support Officer, 2d FSSG	3456
G-4, 2d MarDiv	2516
Purchasing and Contracting Officer	5520/5962
Director, Family Housing	2985/2577
Civilian Personnel Office	1886
CO, Marine Corps Air Station (Helicopter), New River	6506/6518
CO, Marine Corps Engineer School	7201
CO, Marine Corps Service Support Schools	6101/0503
CO, Rifle Range	7186/7118

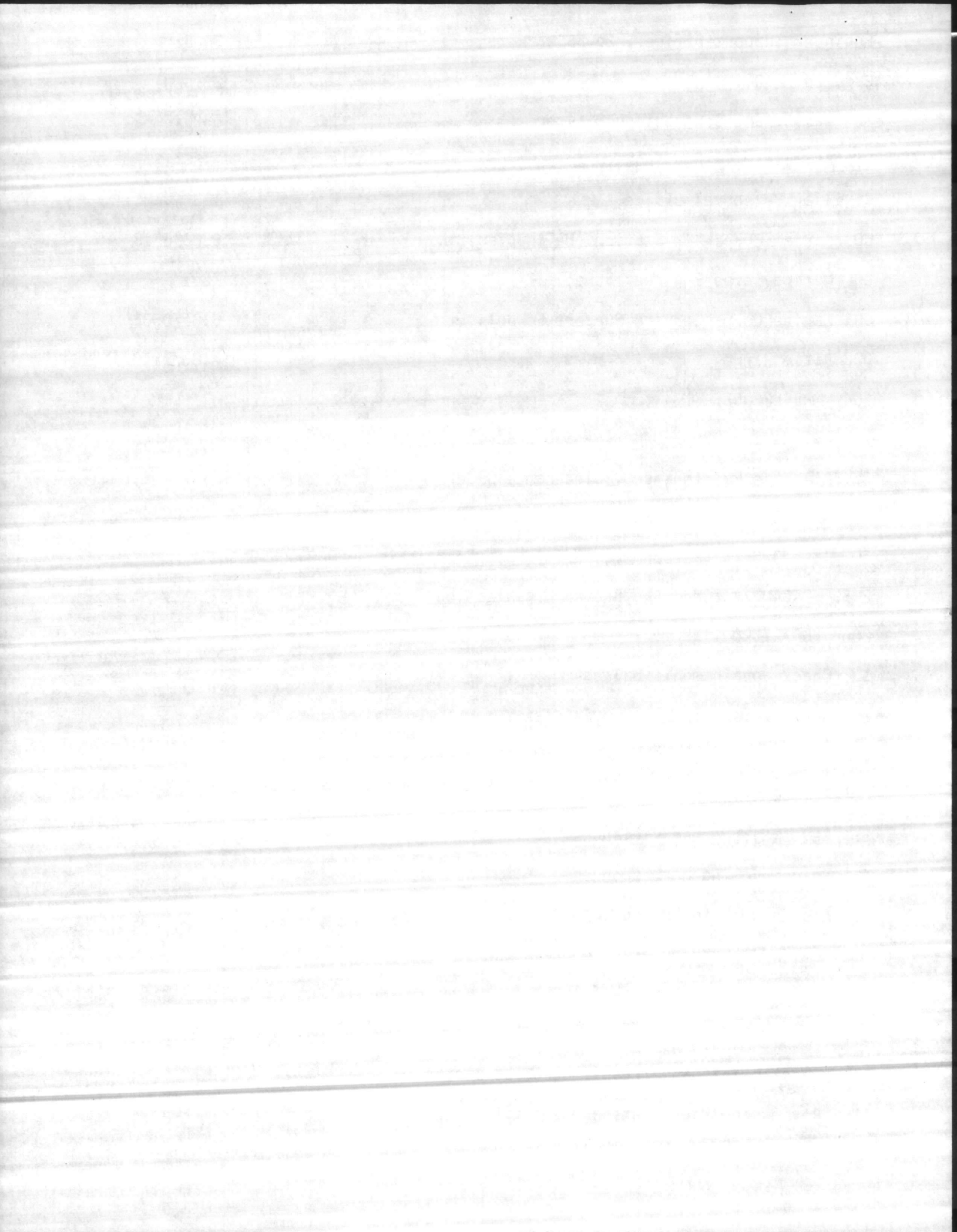
204. REFERENCES

1. All Marine Corps Orders - 11000 Series
2. All Base Maintenance, Maintenance Orders
3. NAVFAC MO 321 and 322
4. Base Orders (Personnel, Performance Appraisals) 12000 series

205. ORGANIZATION. See Branch Organization Chart.

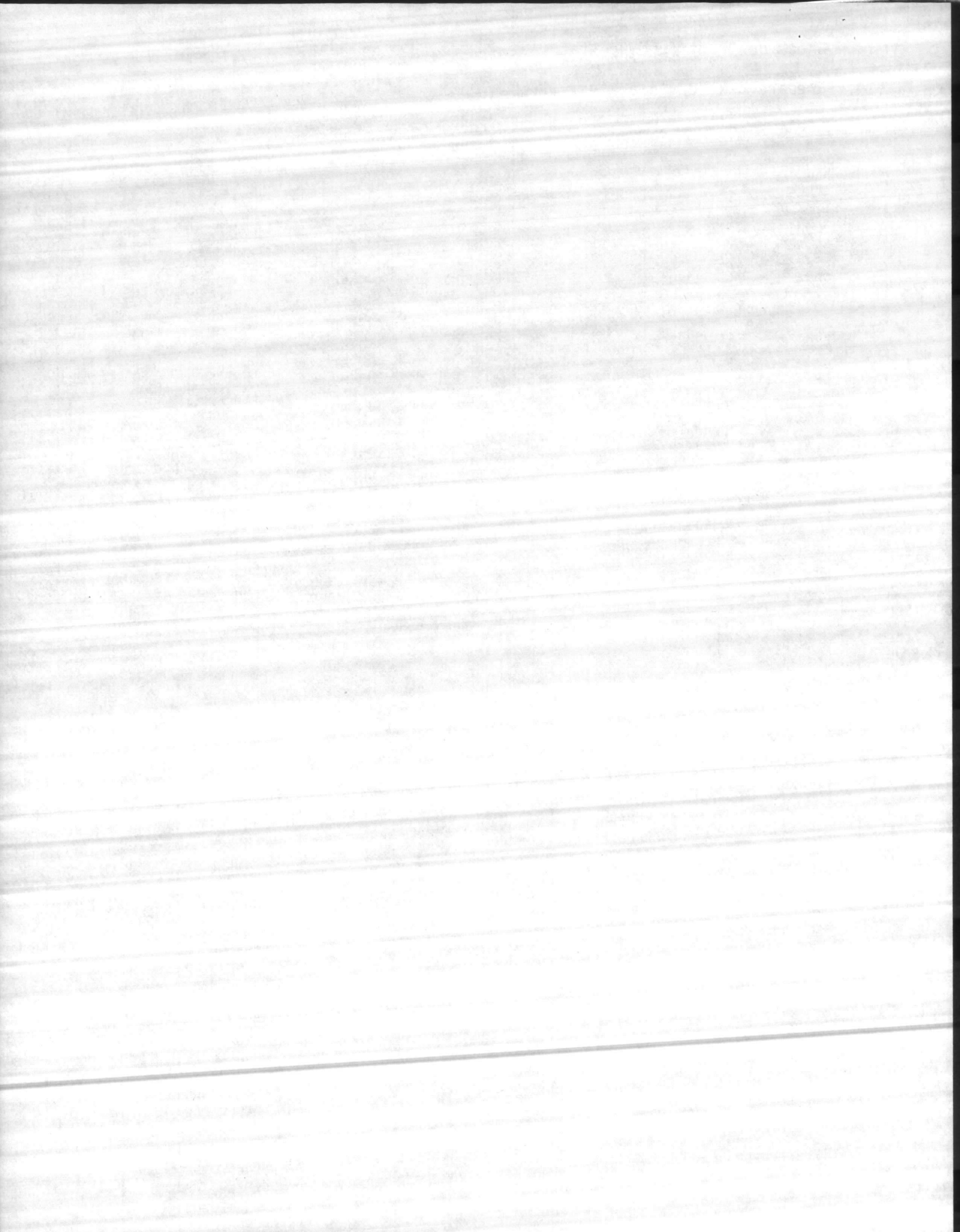
206. DAILY ROUTINE

1. Check appointments calendar
2. Review list of day's activities
3. Review and sign job orders
4. Review Maintenance Management Report
5. Review job order variances
6. Read incoming correspondence
7. Assign work to Branch supervisors
8. Review/prepare outgoing correspondence
9. Review weekly shop schedule
10. Review Quarterly/Annual Work Plans
11. Check maintenance/repair contract status
12. Review contract plans and specifications



13. Check contract funding status

14. Prepare next day's activity list



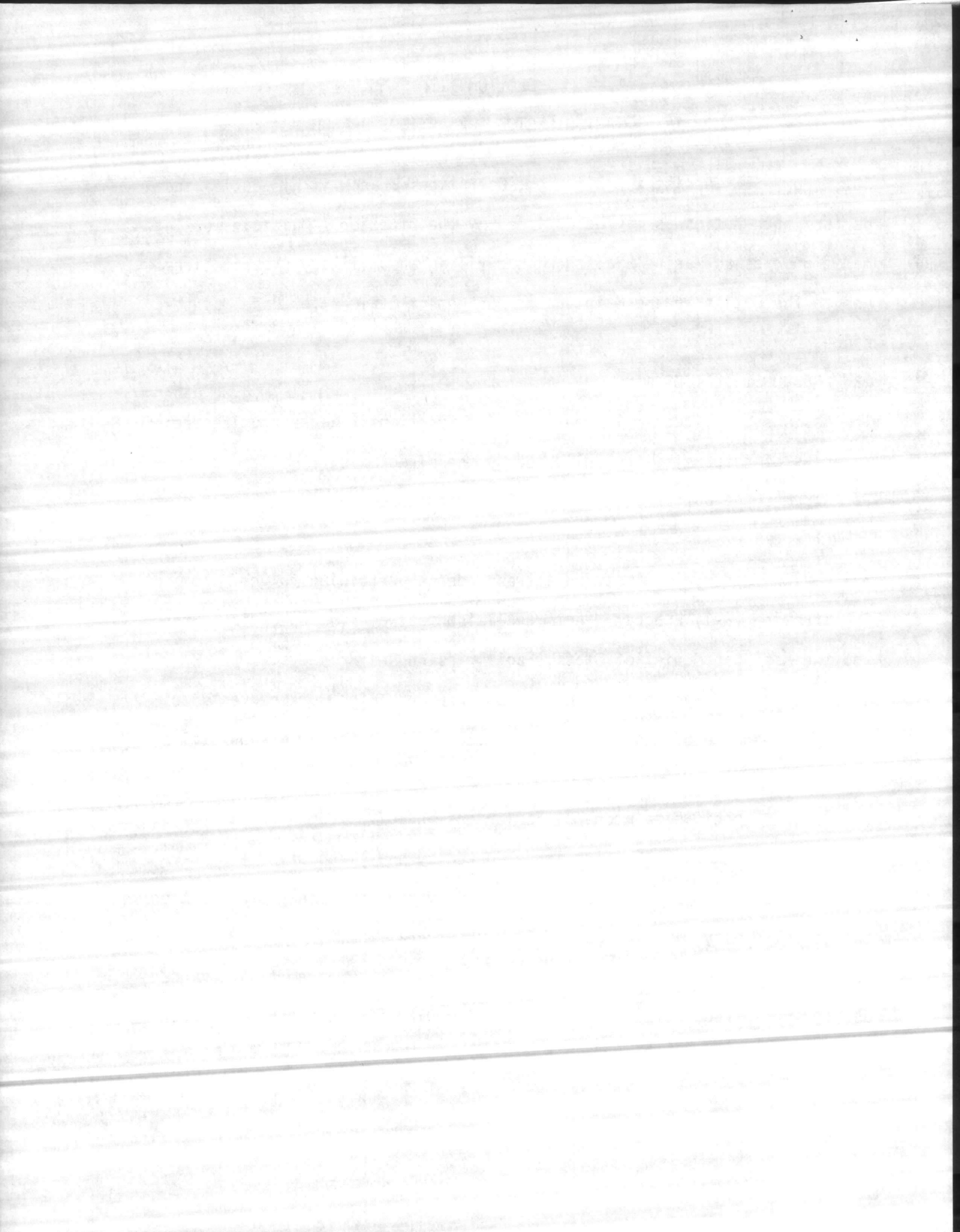
SECTION III

ASSISTANT DIRECTOR, OPERATIONS BRANCH

301. PURPOSE. Assist the Director, Operations Branch in his duties and perform such duties as may be assigned by the Director. Maintain working relationships as Marine Liaison with civilian and military organizations. Assume the duties as the Maintenance Management Officer for Base Maintenance.

302. RESPONSIBILITIES

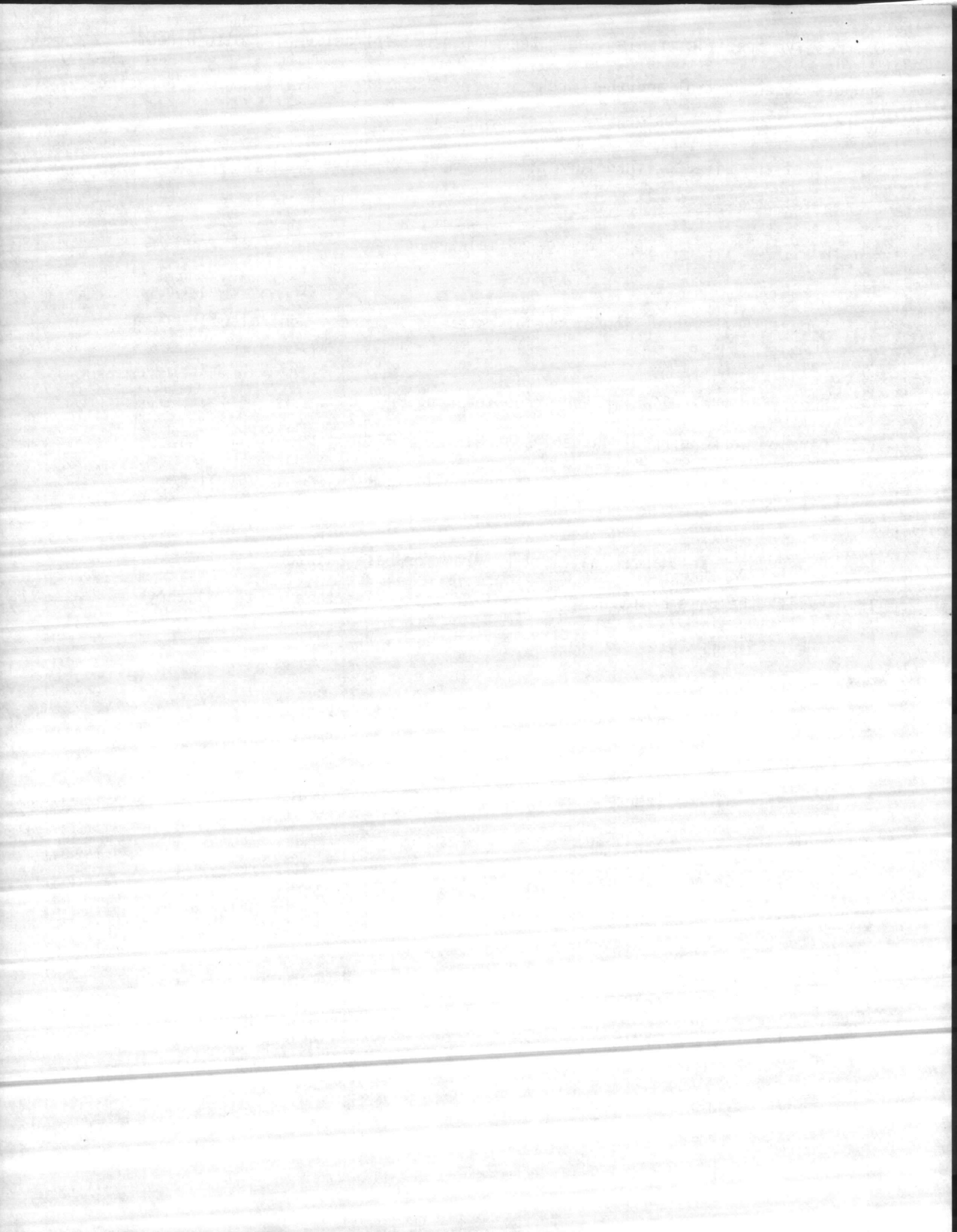
1. Assists the Director in routine daily functions. Makes routine decisions in areas of responsibility delegated by the Director.
2. Assumes the duties of Director, Operations Branch in the absence of the Director.
3. Reviews and routes incoming correspondence pertaining to the Minor Construction (R-1) Program. Acts as liaison between the Operations Branch and the Assistant Chief of Staff, Facilities on R-1 Projects.
4. Reviews and signs out all correspondence returning work requests to customers because of incomplete information on requests or disapproval of work request.
5. Reviews specific maintenance job orders and gives signature authorization of the work when authorization is delegated by the Director.
6. Reviews weekly shop schedules prepared by the Work Management Section to insure conformity with the Quarterly Work Program.
7. Authorize routine changes to the Quarterly Work Program to accommodate unanticipated requirements and consult with Director on significant changes.



8. Resolve specific problems on material procurement/deliveries with Direct Support Stock Control and the Purchasing and Contracting Division when requested by the Supervisor, Work Management Section.
9. Assist the Director in determining the most effective allocation of available resources.
10. On call for after hours emergency maintenance and approval of overtime during that time.
11. Supervise the operation of the Disaster Preparedness Control Center when required.
12. Supervise the Self-Help and Troop Training Projects.
13. Develop working relationships as Marine Liaison with civilian and military organizations to insure open communications regarding mutual areas of concern.
14. Supervise Maintenance Management Program for Base Maintenance.
15. Assist the Base Maintenance Officer in matters pertaining to military personnel assigned to Base Maintenance.

303. POINTS OF CONTACT

1. Branch Heads, Base Maintenance Division.
2. Organizational S-4/G-4
3. DSSC/Shop Stores (parts acquisition, ext. 5762) (Shop Manager, ext. 3413)
4. Logistics (OIC, ext. 5520)
5. Assistant Chief of Staff, Facilities (ext. 3034)
6. Natural Resources and Environmental Affairs, Assistant Chief of Staff, Facilities, ext. 5003
7. Self-Help/Troop Training, ext. 5202
8. Game Warden, ext. 5226



9: FSAMO (Maintenance Management, ext. 6162/6272)

10. Base, Maintenance Management Officer, Assistant Chief of Staff, Logistics, ext.

304. REPORTS REQUIRED

<u>Title</u>	<u>Due</u>	<u>Forward To</u>
Self-Help/Troop Training	12 each month	Cost Acct Off
Shop Schedule	Weekly from shop	N/A
Command Chronology	Semi-Annual	AC/S, Fac

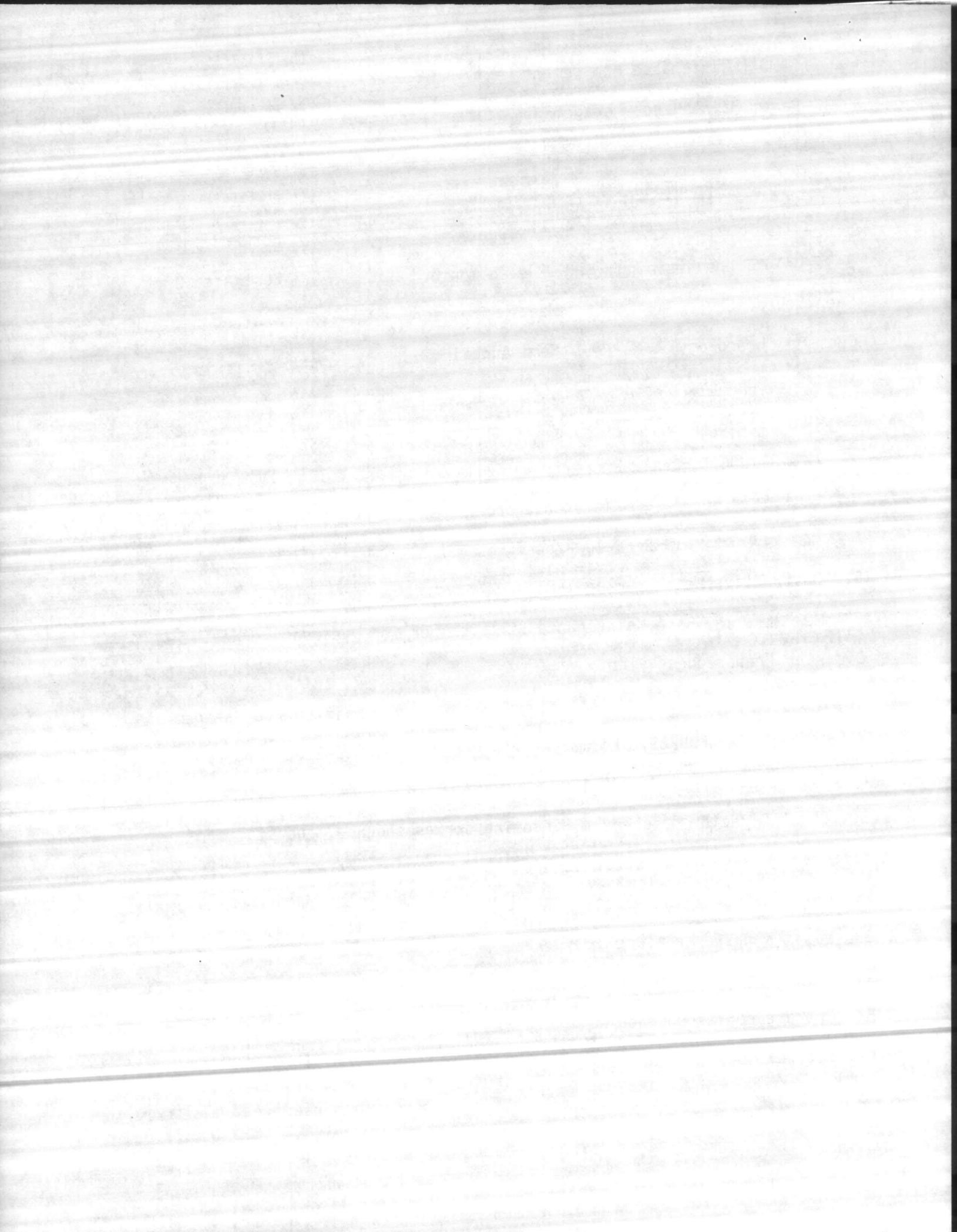
305. REFERENCES

1. MCO P11000.7, Real Property Facilities Manual, Volume III
2. MCO P11000.5, Real Property Facilities Manual, Volume IV
3. BO P11014.1G, Base Maintenance Order
4. MCO P4790.2, MIMMS Field Procedures Manual
5. Destructive Weather Plan 1-81
6. MO P3141.1H, Base Maintenance Division SOP for Destructive Weather/ Disaster Preparedness Plan
7. MO P4790.1A, Standard Operating Procedures for Maintenance Management

306. DAILY PROCEDURES. Normal working hours are 0800-1630, Monday through Friday. Lunch period 1130-1300.

1. Check Director's schedule, incoming correspondence, and status of self-help with NCOIC. Check logbook at Night Duty office.
2. Make liaison with selected S-4's.
3. Visit shops once a week.
4. Review shop schedule weekly.
5. Prepare correspondence
6. Set next day's schedule

NOTE: Supervise the operation of Disaster Control when required.



307. ORGANIZATION

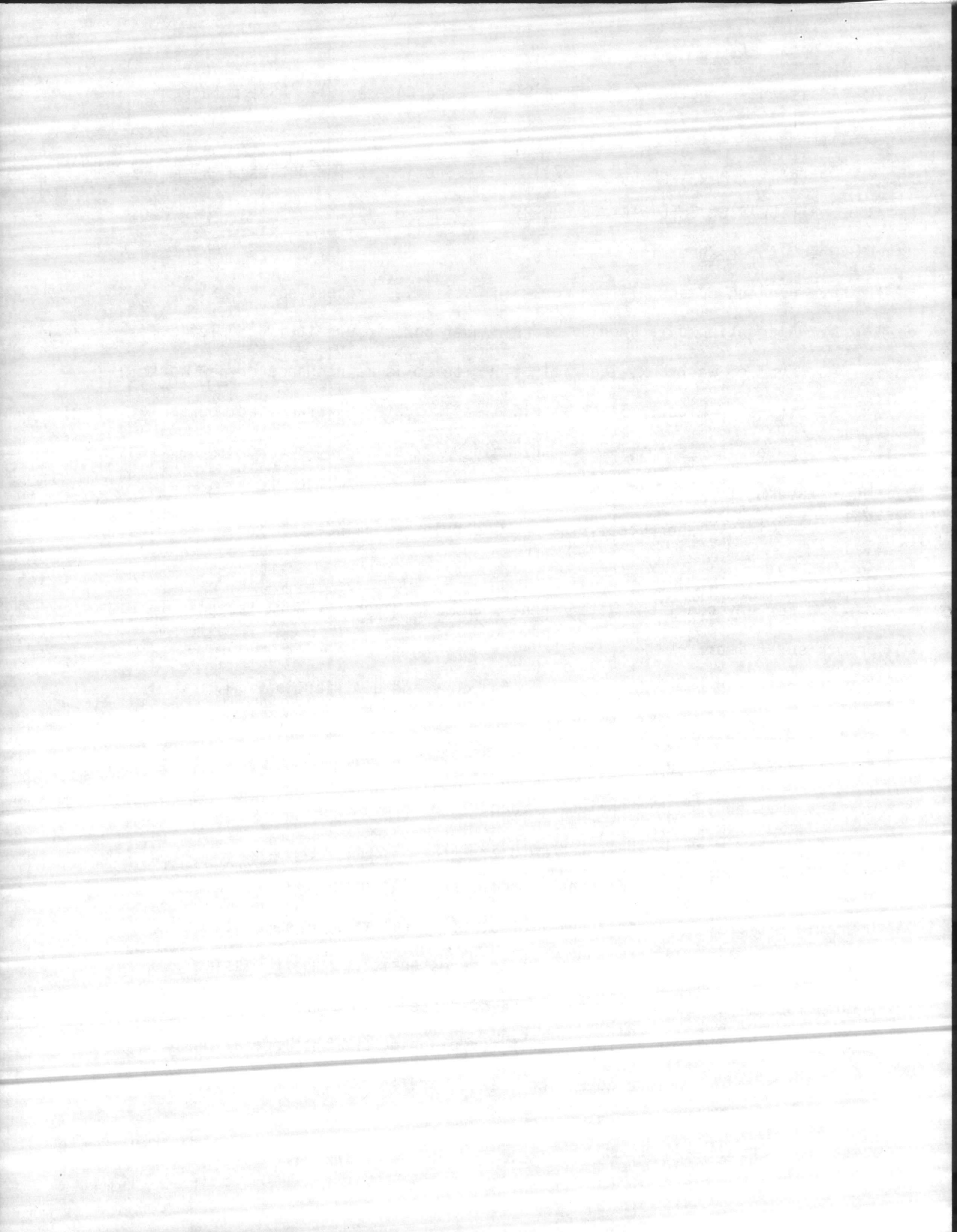
1. Assistant Director, Operations Branch (one 04 - 1330). (See paragraph 702 for duties.)
2. Operations NCO (one E-8 - 1379). (See Section IX for duties).

308. REVIEW/SIGN SPECIFIC JOB ORDERS

1. Check cover sheet for following items:
 - a. Project number, if new work, in Facilities Project box.
 - b. Accounting data and job order number box, insure it is completed.
 - c. Type of work box, identify if write up is maintenance or new work and so states in block. Block should also indicate if work is reimbursable.
 - d. Supervisor's initials for Planning and Estimating and Work Reception in "Reviewed By" box.
 - e. Military labor statistics hours should be included on Troop Training job orders.
 - f. For any questions with Planners and Estimators or Work Reception Branch supervisor.
 - g. Sign and return to secretary for copy and distribution.

309. QUARTERLY WORK PROGRAM

1. Established by supervisor of Work Reception Section.
2. Any emergency or high priority changes go through the Work Reception supervisor and Work Management Branch supervisor.
3. Requests for changes originate from Base Maintenance Officer, Director, Operations Branch, Assistant Chief of Staff, Facilities or separate units.
4. Requests from separate units should be essential to their mission accomplishment or safety and should be discussed with appropriate supervisors. Changes in schedule make it difficult for planning and shop operations.
5. Considerations before approving changes are shopload, man-hours, and most importantly, material procurement.

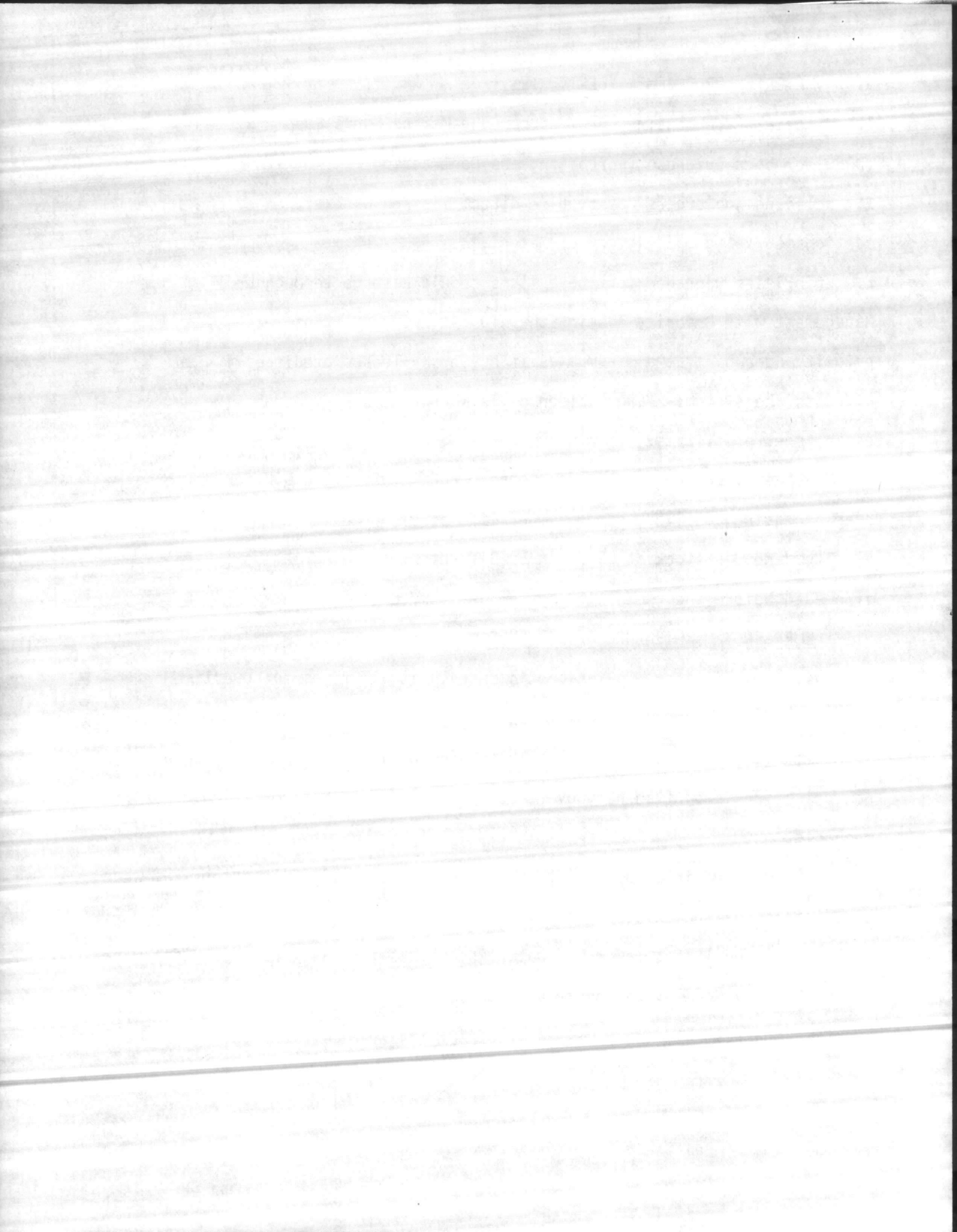


310. MATERIAL PROCUREMENT/DELIVERIES

1. Materials are obtained from either the Marine Corps Supply System (DSSC) or open purchase (Purchasing and Contracting).
2. Selected job orders may require direct liaison with either of the above sections to speed up delivery of materials.
3. Priorities upgraded for these items should also go through Work Management with Priority 7 being the highest priority. But keep priority upgrading at a minimum as it obviously loses creditability and disrupts the system. Make liaison calls when necessary to emphasize established priorities.
4. Purchasing and Contracting can open purchase without a bid for anything over a required delivery date or that is a sole source item.
5. Items not in stock at DSSC can be Blanket Purchase Agreement (BPA'd) if needed before their expected system delivery date.

311. EMERGENCY MAINTENANCE AFTER HOURS

1. Assistant Director, Operations is on call at all times for overtime or special work authorization from the night emergency desk.
2. Communication centers should be kept air conditioned especially Base Communications and often need overtime approval for an air conditioning mechanic.
3. Overtime for air conditioning in housing is generally only authorized when a medical situation exists.
4. Broken powerlines, sewer and waterline breaks generally need overtime work.
5. Use best judgement on approving overtime call-ins trying to keep down overtime charges.



6. Marines man the emergency desk from 2400-0800 daily, including weekends and all day on holidays. Civilians work the desk all other after hour periods.

312. DISASTER CONTROL CENTER

1. Marine Corps Base, Camp Lejeune, North Carolina Destructive Weather Plan 1-81 gives overall guidance. Base Disaster Control Center will give direct guidance for actual activation. Otherwise activation will come from the Base Maintenance Officer.

2. Base Maintenance Disaster Control Center SOP gives specific guidance for operation of the center.

3. Disaster Control Center may be used for fires, snow, hurricanes or national disaster.

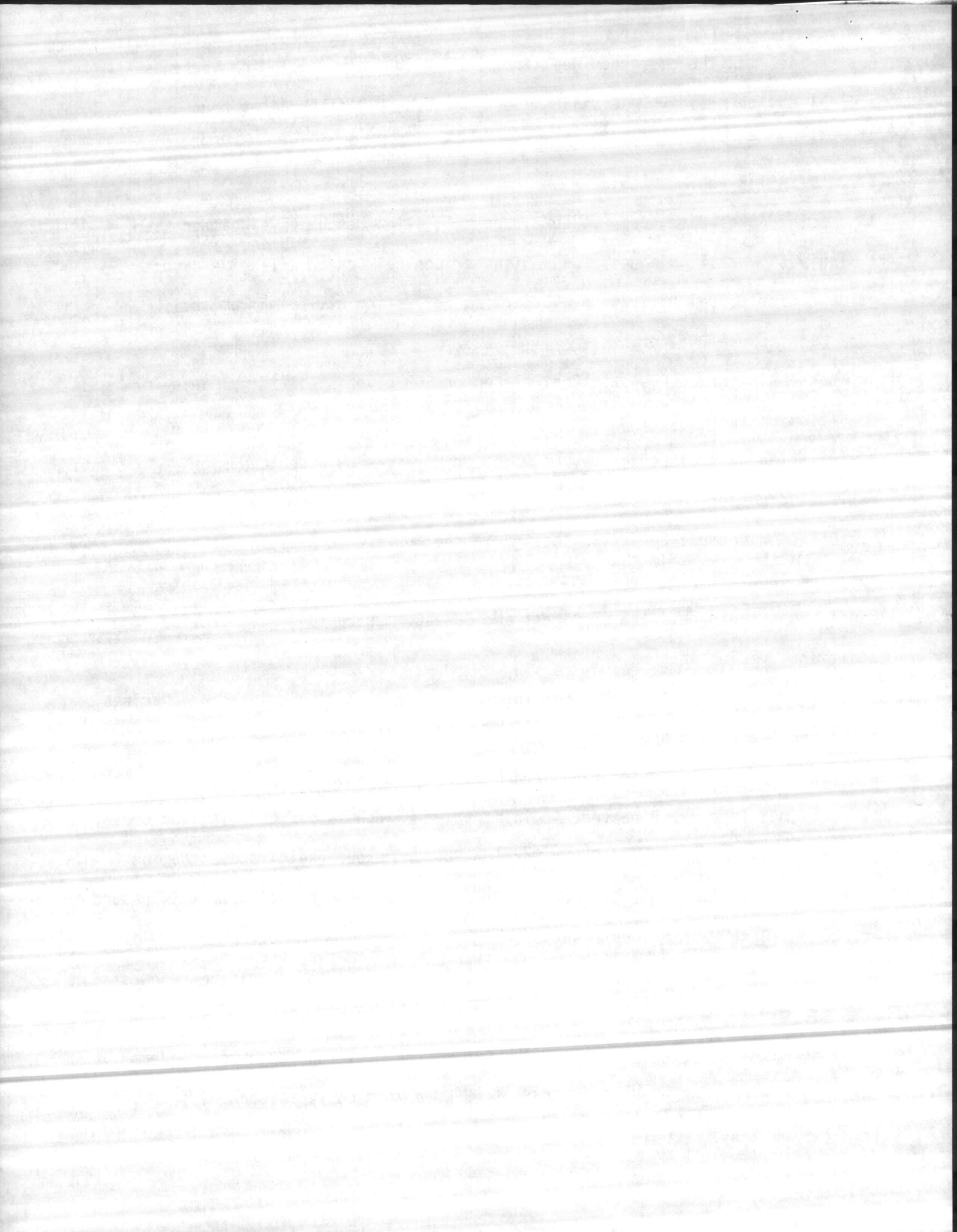
4. Disaster Control Center is located in the Conference Room, downstairs, Building 1202. Ample phones and maps are available. Forestry and maintenance shops radio nets are permanent and Base Communications will provide additional radios when needed.

5. You are the Operations Officer for the Center with Base Maintenance Marines operating the phones and radios. Representatives from the shops should be available through the Maintenance and Repair Branch and administrative items are obtained from the Director, Administrative Branch as per the Disaster Order.

6. Liaison is made with 2d Force Service Support Group (Rein) and 2d Marine Division, FMF, Officer of the Day or G-4 for men and equipment support is needed to augment Base Maintenance assets.

7. Fuel cards for these vehicles are kept in your desk and should be renewed annually.

8. If time permits, have Planners and Estimators write up rough job orders for whatever emergency exists. Otherwise, have them do it as soon as possible the next workday.



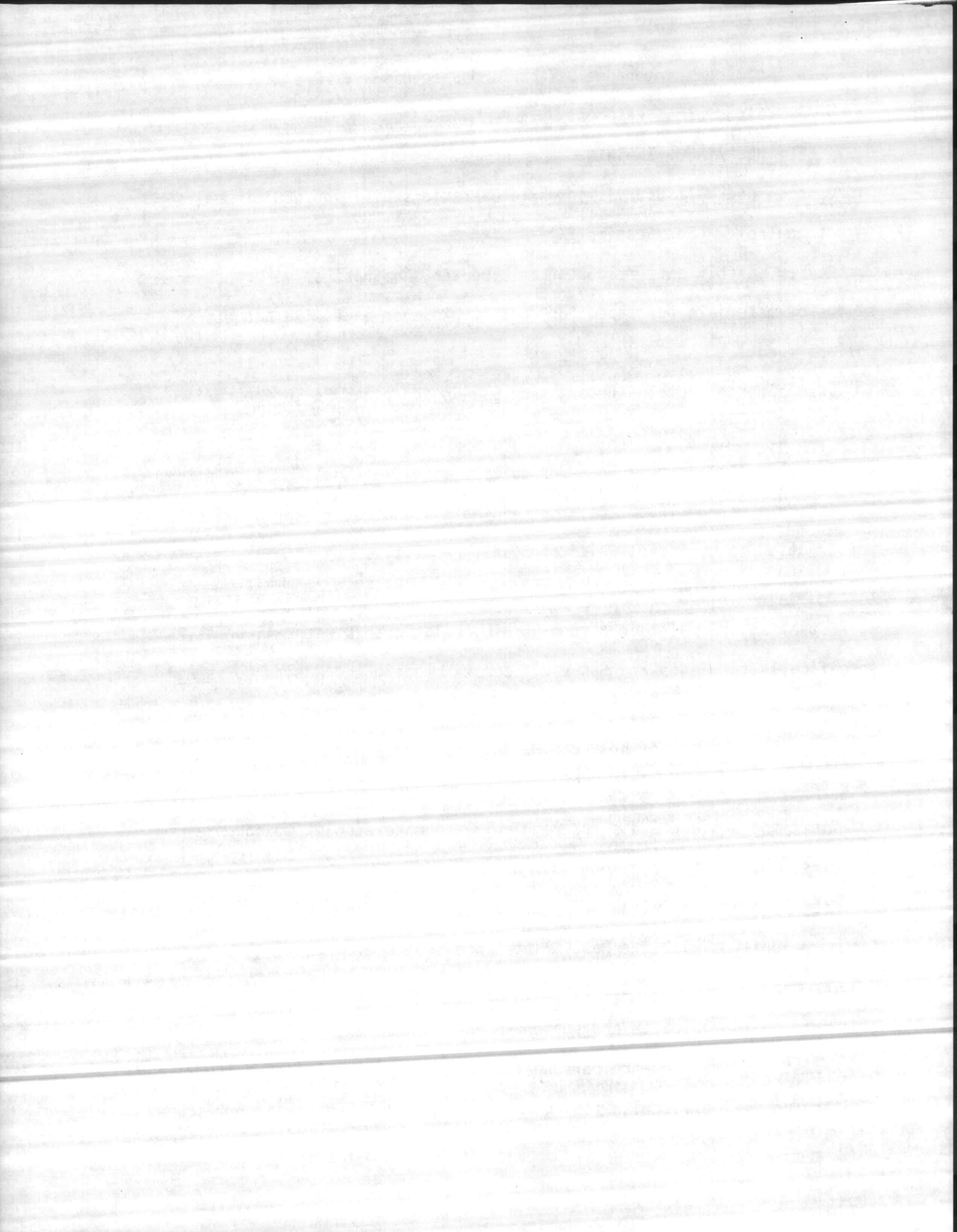
9. Keep the Base Maintenance Officer and Base Disaster Preparedness Control Center appraised of situations.

313. SELF-HELP/TROOP TRAINING

1. Conduct overall supervision while Operations Division NCOIC handles direct control. (See Section IX)
2. Review monthly data readout from Director, Administrative Branch on status of materials purchased for excessive use or excessive amounts of dollars spent.
3. Ensure monthly status report from 8th Engineer and 2d Engineers is correct before forwarding.
4. Occasionally, inspect jobs for quality, and timeliness of completion.
5. Strictly enforce Troop Training regulations and report any unauthorized construction to Assistant Chief of Staff, Facilities.

314. MARINE LIAISON

1. Establish and maintain a good working relationship with all units, specifically the G-4's and S-4's officers including the Marine Corps Air Station (Helicopter), New River.
2. Keep them abreast of how Base Maintenance works and the flow of their work requests.
3. Visit the G-4 and S-4 shops regularly and make a point to educate new officers in those billets about our organization.
4. Assist in any way with their facilities maintenance problems without causing too much conflict with the Base Maintenance shop's efforts.
5. The Base Maintenance Order, BO P11014.1G, MCO P11000.7 and MCO P11000.5 give most of the guidance and support needed. Know them well.
6. Assist Base Maintenance personnel with problems that might arise with military units i.e., stolen tools, access to areas, changes in work scope.



7. Speak for the Director, Operations Branch whenever possible relieving him of daily problem solving.

315. MAINTENANCE MANAGEMENT

1. Guidance is given by current Marine Corps and Base Maintenance, Maintenance Management Orders.

2. Perform the duties as the Maintenance Management Officer for Base Maintenance. This includes maintenance training, parts control, equipment maintenance, directives control and inspections.

3. Report directly to the Base Maintenance Officer on matters pertaining to Maintenance Management.

4. FSAMO located on Base at Camp Geiger or the Base Maintenance Management Officer Officer, mainside, will assist when needed.

5. Read the Base Maintenance, Maintenance Management Order as to some of the unique systems within our Maintenance Program Control and requisition of materials. It is significantly different than for FMF units.

316. MILITARY-ASSISTANT FOR BASE MAINTENANCE OFFICER. Oversee all administrative requirements for Marine personnel at Base Maintenance, using the Operations NCO and Base Maintenance NCO for direct control:

1. Conduct personnel inspections weekly.

2. Oversee leave, fitness reports and other administrative matters for military personnel.

3. Ensure Support Battalion and Base personnel provide personnel replacements.

4. The following military personnel are assigned as indicated.

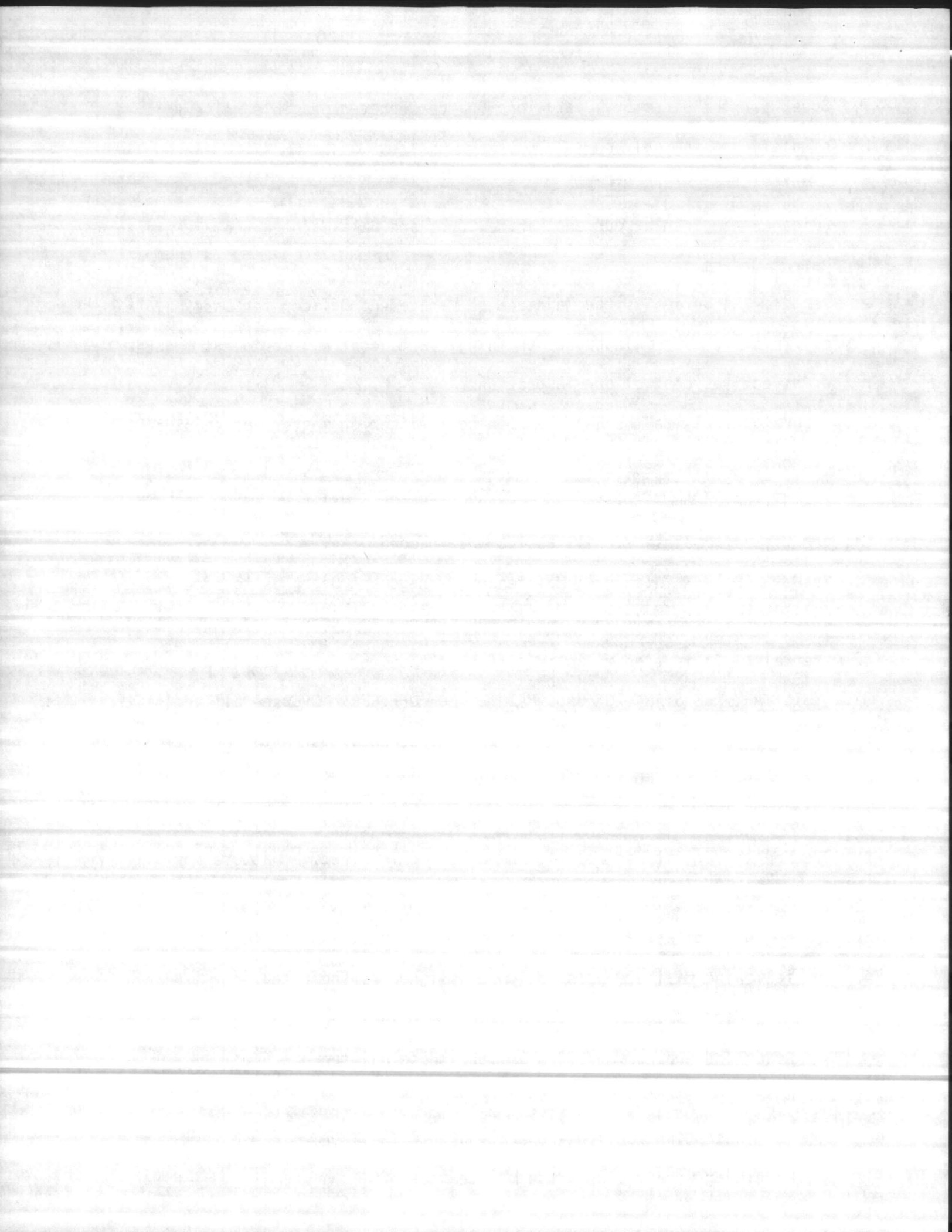
a. Game Wardens - Game Warden Section

b. Roads and Grounds and CO's Driver - Base Maintenance NCO

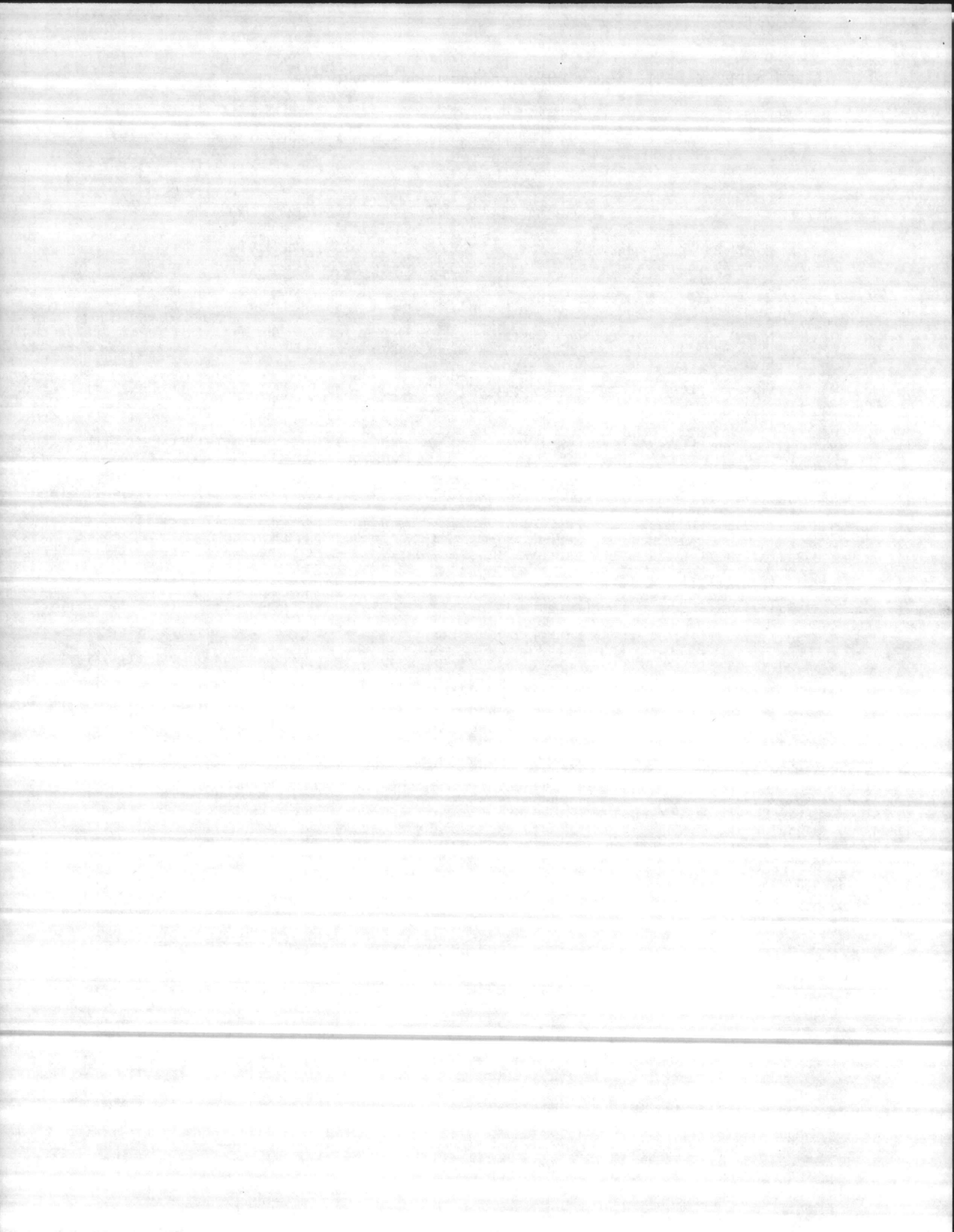
c. Motor Transport - Base Maintenance NCO

d. Work Reception Section - Operations NCO

e. Lawnmower Repair Shop, Base Maintenance NCO



6. Attend Support Battalion's CO's meeting when they occur.



SECTION IV

MAINTENANCE ENGINEER, Maintenance Service Contract Support Section

401. PURPOSE. Provide technical assistance to the Base Maintenance Division on Commercial Activities and other studies and investigations as directed by the Director of Operations Branch and manage the contracting of maintenance and new work desired by Base Maintenance Division.

402. RESPONSIBILITIES

1. Provides engineering expertise and technical assistance within Base Maintenance Division, as required.
2. Prepares the Annual Backlog of Maintenance and Repair (BMAR) Report and Annual Projects Plan.
3. Provides liaison with the Public Works Division and Resident Officer in Charge of Construction on contract matters.
4. Conducts Commercial Activities Reviews of in-house functions.
5. Ensures that warranty work is accomplished in accordance with applicable contracts.
6. Acts as Service Contracts Manager or sub-delegates the function to a member of the section. Responsible for administration and quality assurance of all maintenance service contracts in effect.

403. POINTS OF CONTACT

Base Maintenance Branch/Division Heads

Assistant Chief of Staff, Facilities - 3034

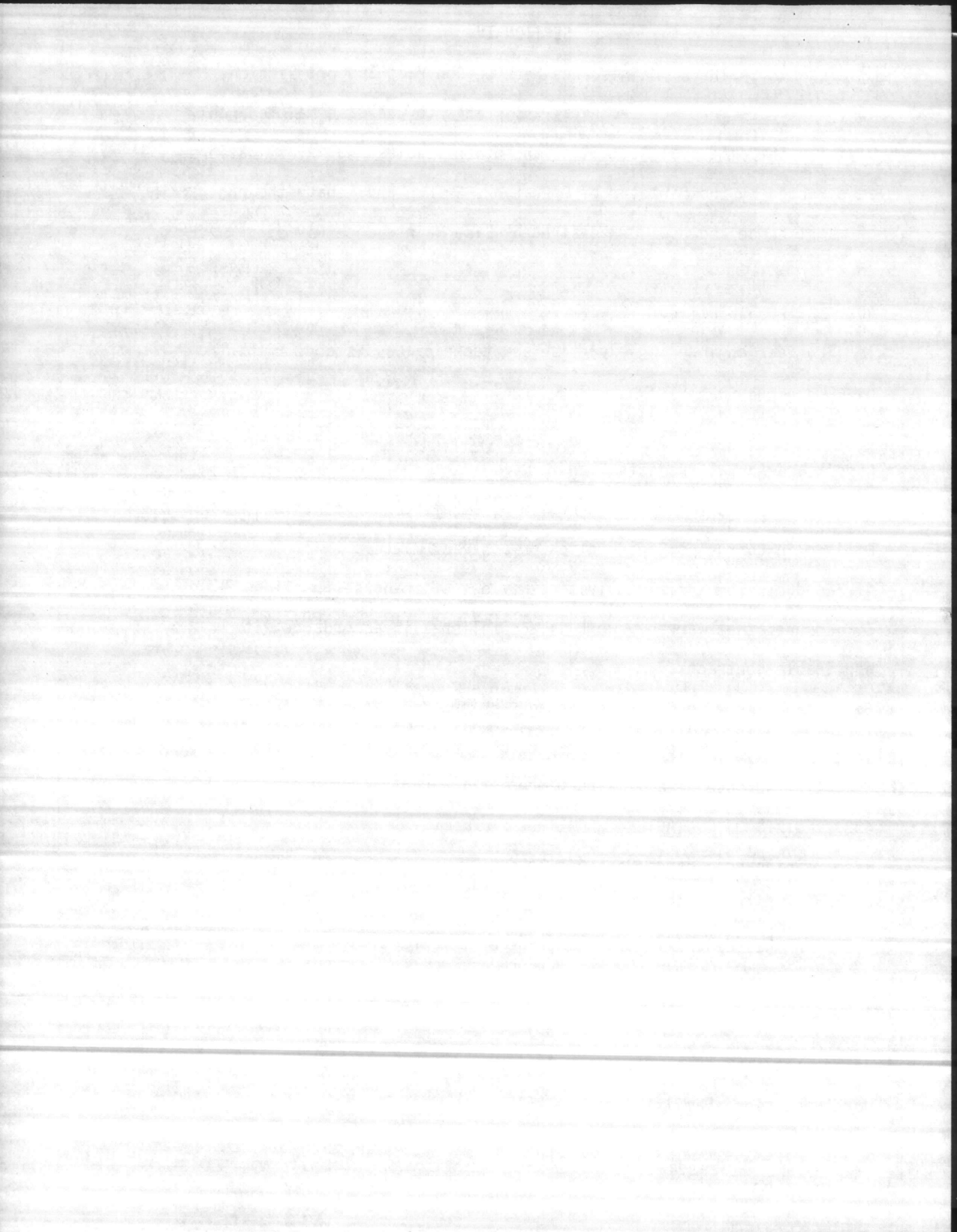
Assistant Resident Officers in Charge of Construction - 2581

Public Works Contract Specialist - 2581

Public Works Design Director -- 2231

Management Assistance Division, Assistant Director - 5521

Work Reception, Family Housing - 2577



404. REPORTS REQUIRED

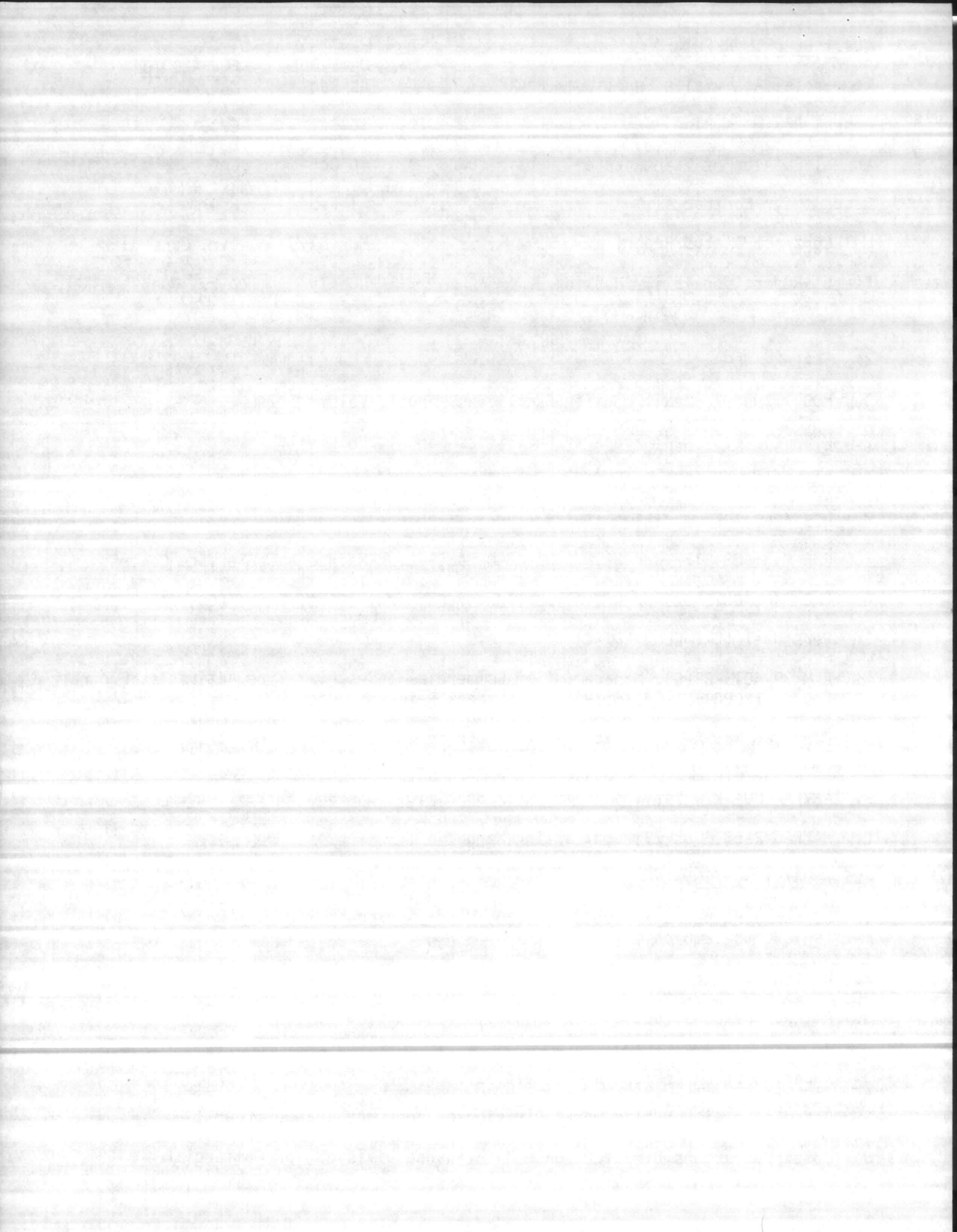
	<u>DATE DUE</u>	<u>FORWARD TO</u>
Commercial Activities Functional Reviews	As Req	MAD/PWD
Annual Projects Plan	10 Oct	CMC
Annual Backlog of Maintenance & Repair (BMAR)	10 Oct	CMC
Request for Contracts	1 Feb	PWD
M-1 Contract Status Report	Monthly	Dir, Opns
Status Report for Family Housing	Weekly	Dir, Opns & M&RBr

405. REFERENCES

1. MCO P11000.7, Real Property Facilities Manual, Volume III
2. MCO P11000.5, Real Property Facilities Manual, Volume IV
3. BO P11014.1, Base Maintenance Order
4. MCB 4860, Commercial Activities Program Review Schedule
5. CMC Msg, 080017Z Jan 82, MCBUL 4860 Facilities Maintenance Service Contracts
6. CMC Msg, 051505Z Apr 82, Allocation of Commercial Activities (CA)
Personnel (CMC Code LPF-4)
7. ALM 39-4013-RB(C), Management of Commercial/Industrial Type Activities Program Course (MCPC) 8A-F22/551-F8(JT) Student Reference Book
8. Circular No. A-76, Policies for Acquiring Commercial or Industrial Products and Services Needed by the Government
9. NAVFAC MO-327, Service Contracts: Specifications and Surveillance
10. NAVFAC P-68, Jan 79, Contracting Manual

406. DAILY ROUTINE

1. Normal work hours are 0800 to 1630, Monday through Friday. Lunch period is 1200 to 1230 daily.
2. Assign work to employees reporting for work.
3. Attend pre-construction conferences, if scheduled.
4. Coordinate with Management Assistance Division and Base Maintenance Division supervisors on Commercial Activities.
5. Coordinate with Public Works Division on contract change orders.
6. Brief Operations Director, Base Maintenance Division, on Commercial Activities and contract status.



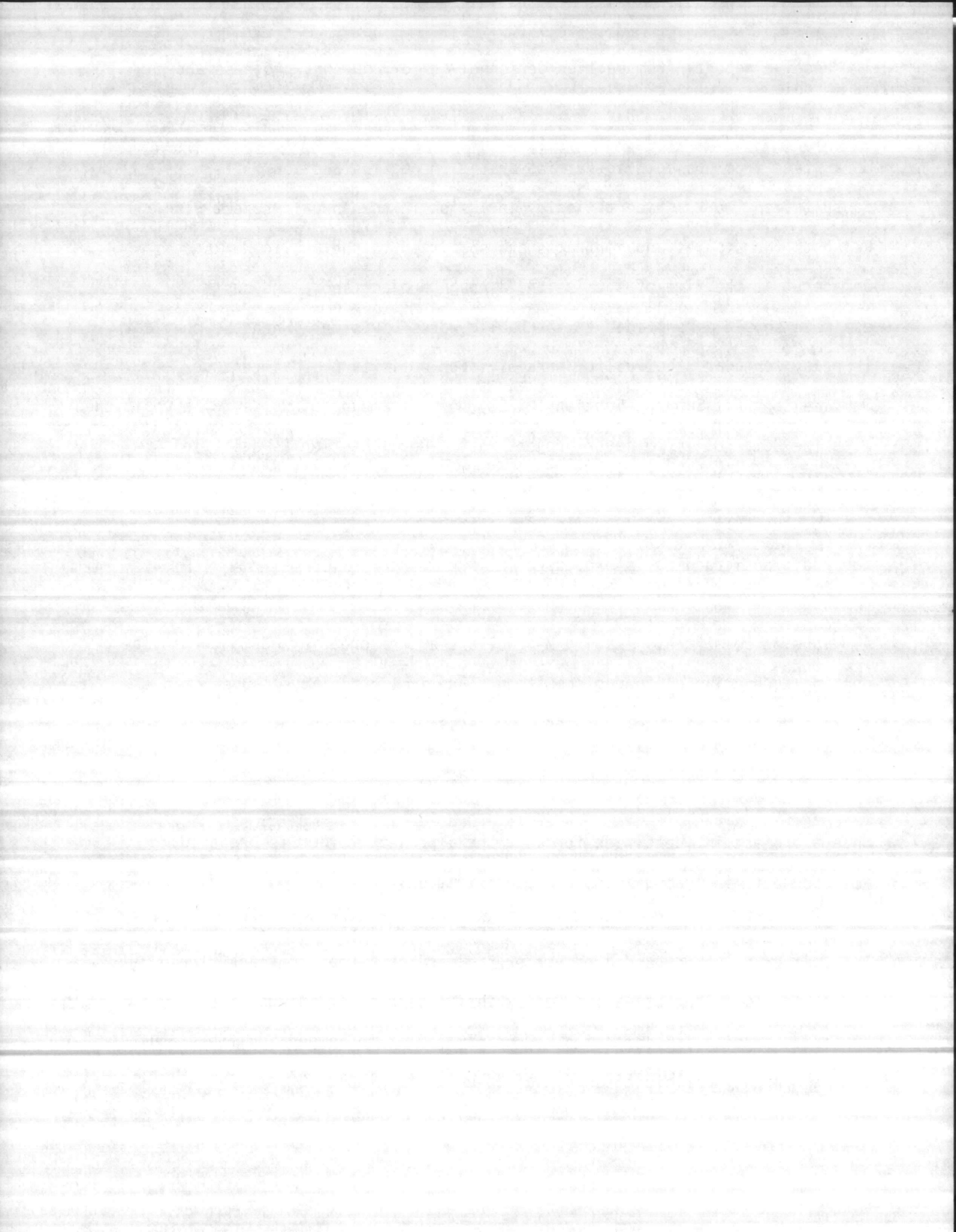
7. Receive reports from section personnel at 1615 on work progress and problems.

407. PAPERWORK FLOW

Work stems from projects identified by the Inspection Section. After consultation, work is identified by inclusion in the Annual Project Plan. Requests for studies and contracts are submitted to the Public Works Officer. At the time of submission, a rough project scope and cost estimate should be provided to the Public Works Division. When the contract is ready for award the Public Works Division notifies the Maintenance Service Contract Support Section (MSCSS), of the amount of funds to be positioned with the Comptroller to cover project cost. Documentation is submitted to Finance and Accounting authorizing the positioning of funds. Should change orders be necessary while the contract is open, documentation for additional funding is processed in like manner.

All funding commitments issuing M-1 dollars are recorded by MSCSS to provide ongoing accounting of funded commitments and projects status. Once each month a reconciliation of funding amounts is made between MSCSS and Finance and Accounting.

Once a project is identified for contract a project folder is prepared. All documents including Plans and Specifications received are filed in the project folder. The folder provides a complete record of the project. In addition a logbook and cross reference cards are kept to track studies and contracts. Projects are filed by their contracting status, i.e., proposed, ongoing and completed. Warranty calls are logged and the status of the warranty deficiencies maintained until resolved.



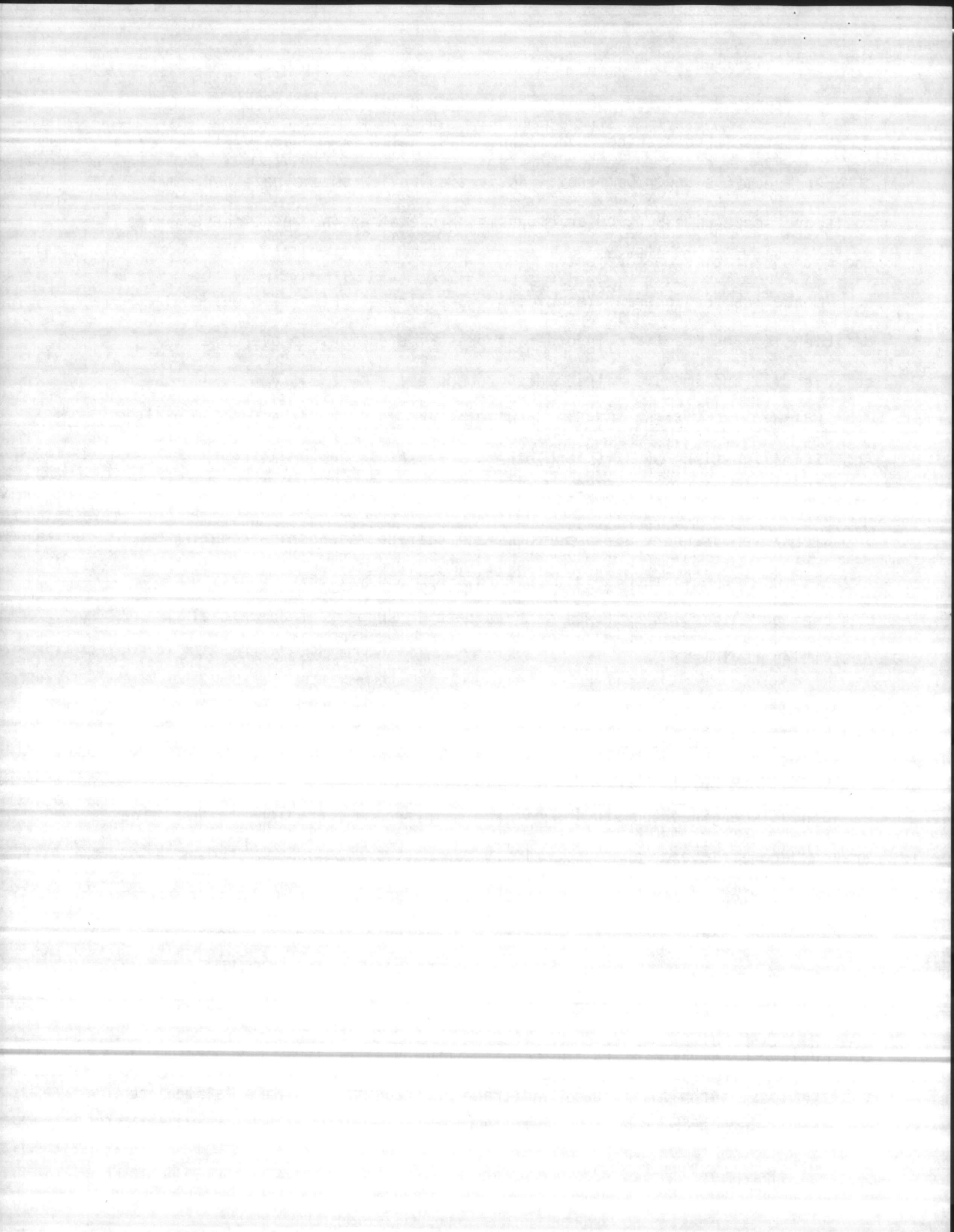
408. ORGANIZATION

1. Maintenance Engineer, GS-11 (See paragraph 402 for duties)
2. Industrial Engineering Technician, GS-9, collects and analyses data on functions under Commercial Activities review to evaluate performance, costs and scope with particular emphasis on use of engineered time standards and methods of time measurement.
3. Mechanical Engineering Technician, GS-9, investigates maintenance deficiencies and practices in order to prescribe actions to overcome the deficiencies and improve maintenance procedures.
4. Editorial Assistant, GS-5, coordinates and collects data for Commercial Activities functions by assisting others to assemble and organize the material, working under the direct supervision of the Maintenance Engineer.
5. Clerk/Stenographer, GS-4, performs all clerical/stenographic duties required by the MSCSS. Maintains contract and study files for easy access.
6. Engineer Aides, GS-3, (Two) gathers data in support of Commercial Activities reviews.

409. DETAILED RESPONSIBILITIES

1. Provide Technical Assistance

- a. Conducts engineering studies of Base Maintenance operations to determine areas where efficiency and productivity can be improved. Such studies include workload distribution vs shop force capability, trade skill requirements in each shop, workforce transportation and communication requirements and other engineering studies as assigned by the Director.
- b. Reviews Naval Facilities Engineering Command Directives, engineering publications, technical manuals and trade journals to keep Base Maintenance Division informed about "state-of-the-art" in new maintenance materials and



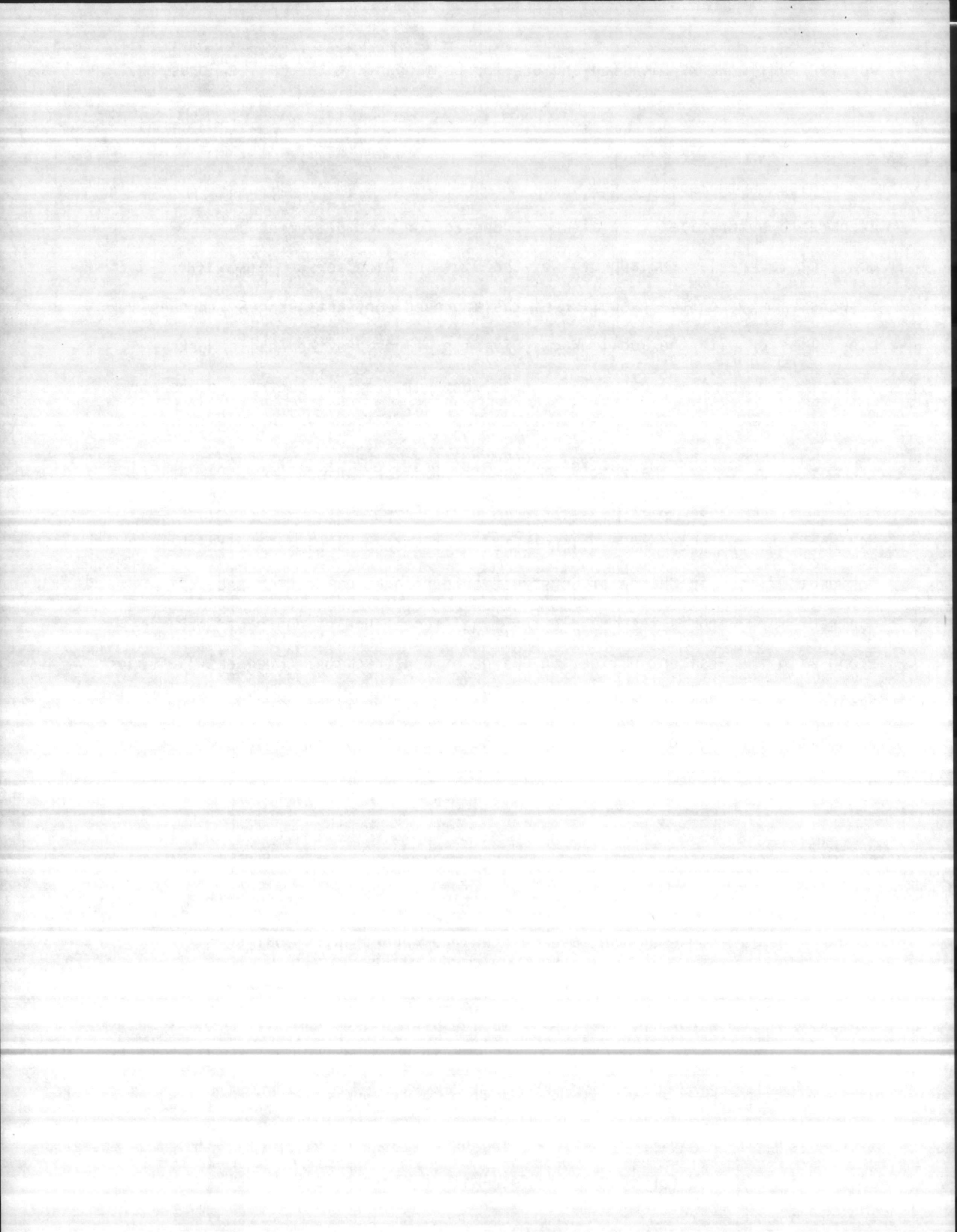
one for Public Works Division and one for Commandant of the Marine Corps representative to take back to Washington.

3. Liaison with Public Works

Prepares a prioritized list of work proposed for accomplishment by contract for review and approval by the Division Director. Assumes total responsibility for the execution of the approved contracts program through close liaison with the Public Works Division. Provides the Public Works Officer with the scope of work for each contract, reviews contract plans and specifications and prepares comments and recommendations to the Public Works Officer concerning sections of the proposed contract which have impact on the maintainability of the facility. The Maintenance Engineer attends bid openings and pre-construction conferences and works closely with the Resident Officer in Charge of Construction during actual performance of contract work, and is responsible for final acceptance of contract work along with the Resident Officer in Charge of Construction. Frequent liaison is provided the Public Works Division and the Resident Officer in Charge of Construction to coordinate many of the details implicit in contracting out proposed work.

4. Commercial Activities Review

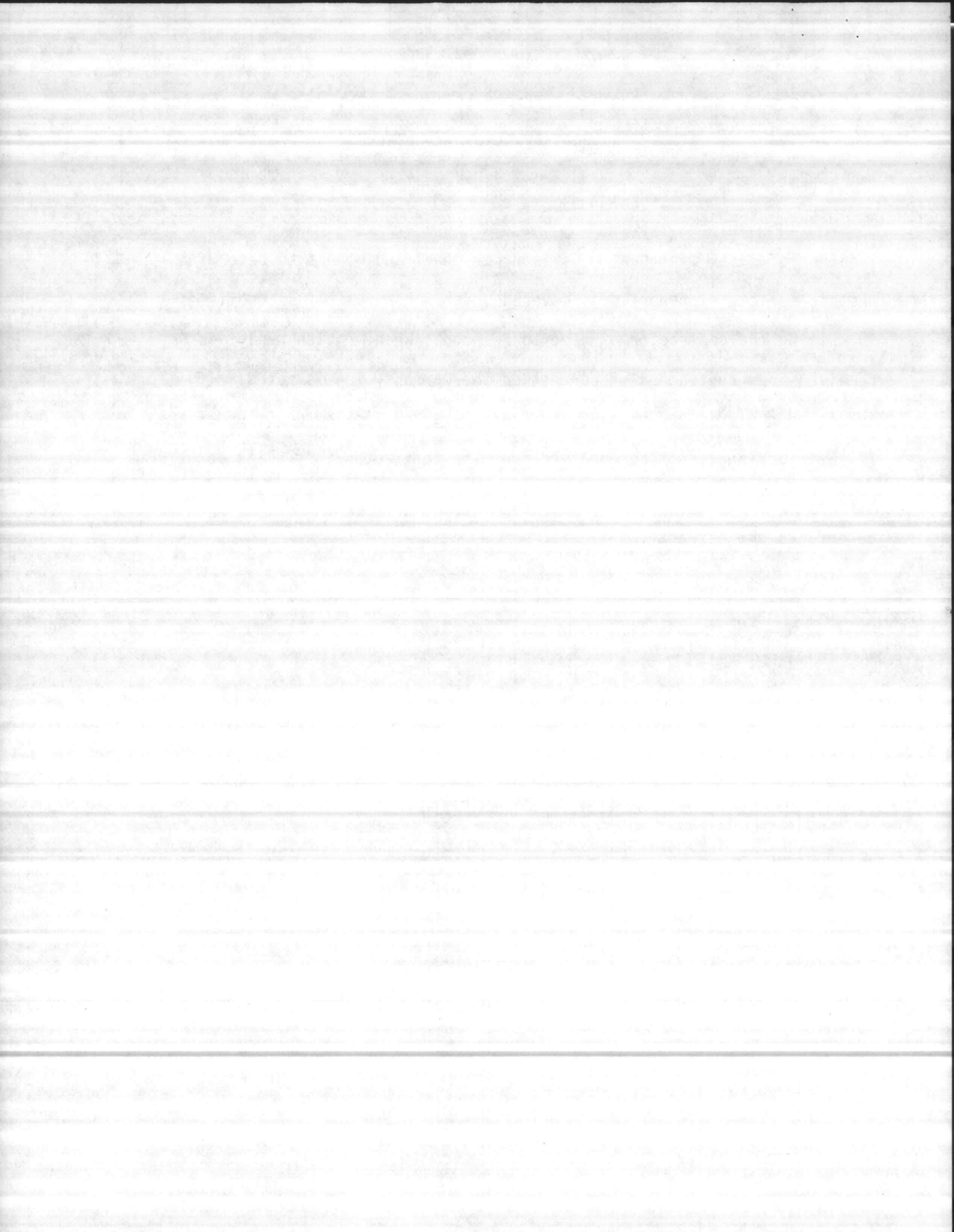
Conducts or participates in Commercial Activities Reviews of functions accomplished in-house by the Base Maintenance Department. Analyses the in-house function and determines the scope of work to be subjected to cost comparison for purposes of determining whether contract or in-house accomplishment is more cost effective. Provides the draft of the Performance Work Statement (PWS) to ensure that it conforms to the scope of work being accomplished in-house. Participates in the preparation of the Government cost estimates used for cost comparison with contractor's bids. Provides



information on equipment to be placed in standby, position descriptions and materials to be used on contract. Prepares implementation procedures for contract work as well as the quality assurance plans.

5. Warranty Reviews

Inquires of Base Maintenance Division personnel and others to determine whether deficiency reported is covered under warranty. If so, notifies in writing the contractor of need to respond. When written reply is received from contractor of correction the warranty log is noted. If a written reply is not received by the contractor, follow up is undertaken. If satisfaction cannot be obtained from the contractor the Public Works Officer is notified in writing of the nature of the complaint and requested to enforce the warranty.



SECTION V

SUPERVISOR, WORK RECEPTION SECTION

501. PURPOSE. Receive, screen, classify and initiate action in response to customer work requests. Prepare Annual and Quarterly Work Programs insuring that Maintenance and Repair Branch work centers are provided with a balanced workload which utilizes the full productive capability of each work center.

502. RESPONSIBILITIES.

1. Formulates Annual and Quarterly Work Program
2. Reviews and assigns quarter to all specific job orders
3. Maintains Quarterly Plan boards and Standing Job Order boards
4. Reviews weekly schedule, Shop Analysis Report and Maintenance and Repair Branch Shop Ticket Report
5. Research projects for Director and Assistant Director
6. Screens, classifies and takes action on all incoming customer work requests.
7. Provides status of work requests and related job order status to customers upon request.
8. Maintains Facility History Files and customer files.
9. Identifies specific job order variances and initiates action to investigate reasons for variances.

503. POINTS OF CONTACT

Phone

Branch/Section Heads, Base Maintenance Division

Supervisors, Operations Branch

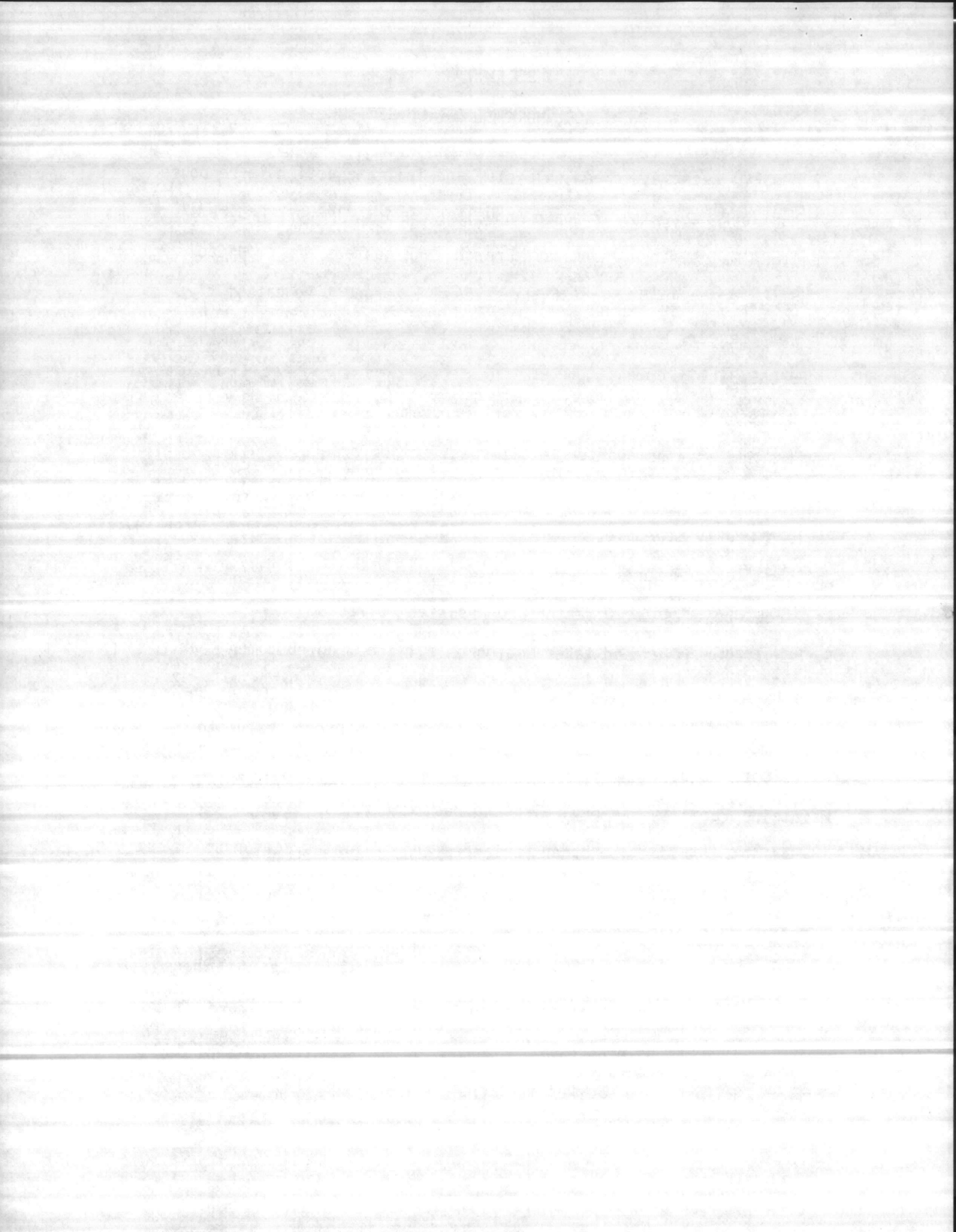
Supervisors, Maintenance and Repair Shops

Assistant Chief of Staff, Facilities

3034

G-4, 2d MarDiv

2516



Engineer Support Officer, 2d FSSG

3456

504. REPORTS REQUIRED

<u>Title</u>	<u>Review</u>	<u>Forward To</u>
Weekly Schedule	Weekly	File
Shop Analysis Report	Weekly	File
Maintenance and Repair Ticket Report	Weekly	File
Estimated and Performance Analysis Report	1st of Month	File for FY
Labor Analysis Report	1st of Month	File for FY
Standing Job Order Report	1st of Month	File for FY
Completed Specific Job Order Report	1st of Month	File for FY
	<u>Prepare</u>	
Ticket Report	1st of Month	Finance & Accounting

505. REFERENCES

MCO P11000.7B, Real Property Facilities Manual

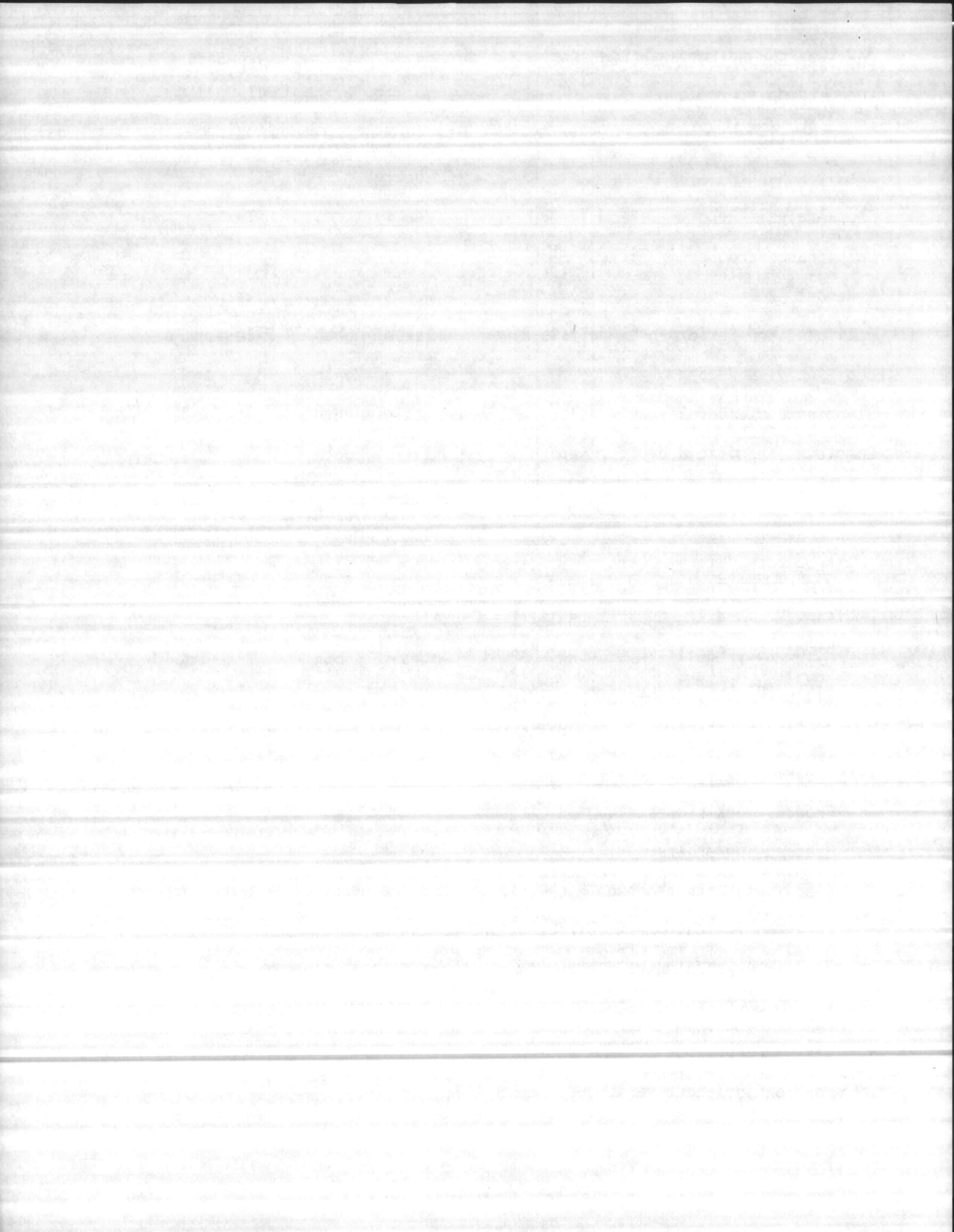
MCO P11000.5E, Facilities Project Manual

BO P11014.1G, Base Maintenance Order

506. DAILY ROUTINE. Normal working hours are 0800-1630, Monday through Friday.

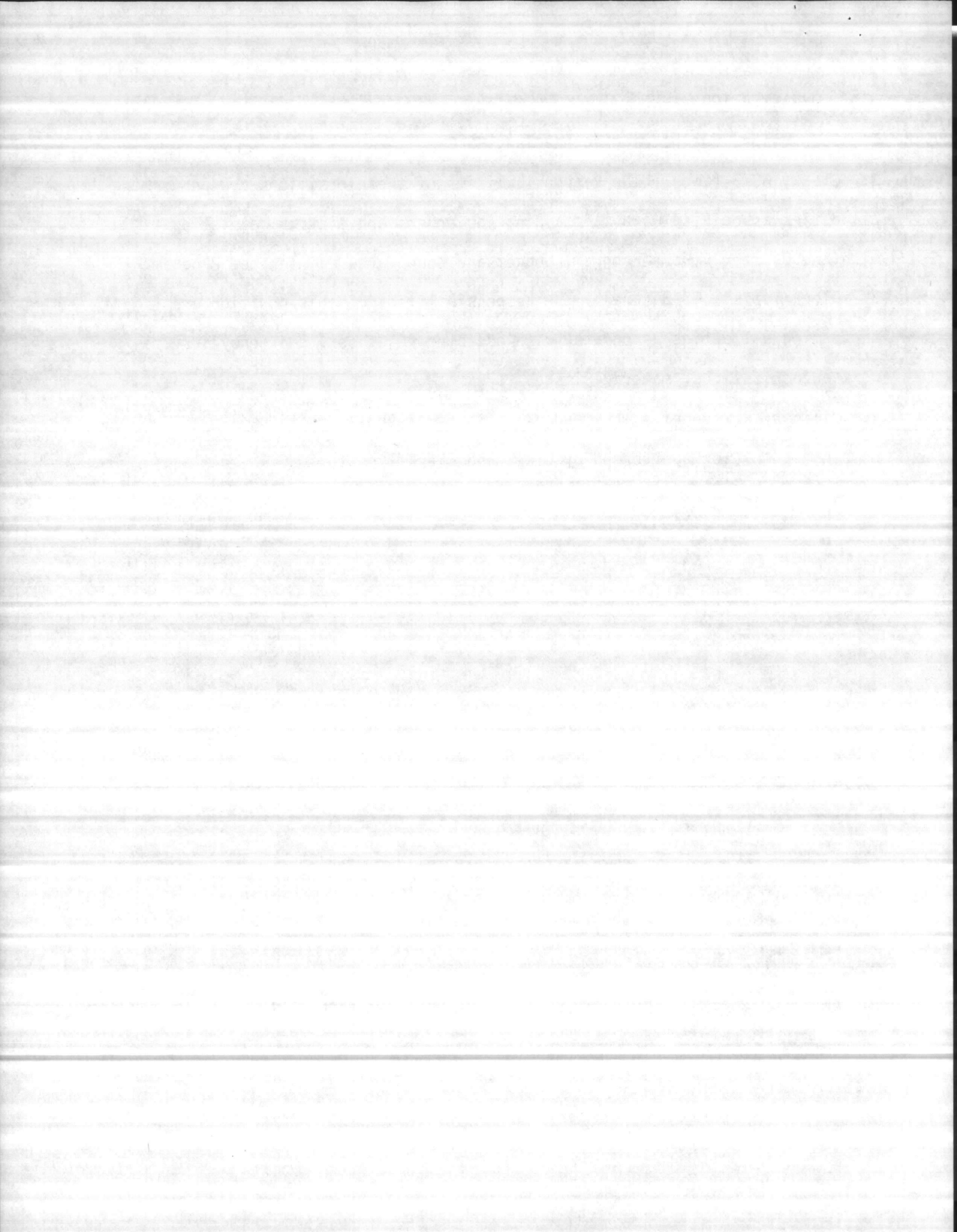
Lunch period is 1200-1230.

1. Process work requests.
2. Process job orders.
3. Coordinate with shops on high priority and emergency work requests.
4. Research for customers, Director, and Assistant Director as required.
5. Conduct work on Quarterly and Annual Plans.
6. Review work of clerks.
7. Review reports.
8. Work on job order variances.



507. ORGANIZATION

1. Supervisor, Engineering Technician, GS-9
2. Clerk, GS-3 (two). The responsibilities of these positions are performing all duties associated with maintaining job orders and tickets, assisting with the Quarterly Work Program, budget and Long Range Maintenance Program.
3. Clerk/Typist, GS-3 (one). The responsibilities of this position are performing all duties associated with customer relations, emergency/service work authorizations, material issue.
4. Military Personnel. The responsibilities of these positions are a combination of work performed by Clerk and Clerk/Typists.



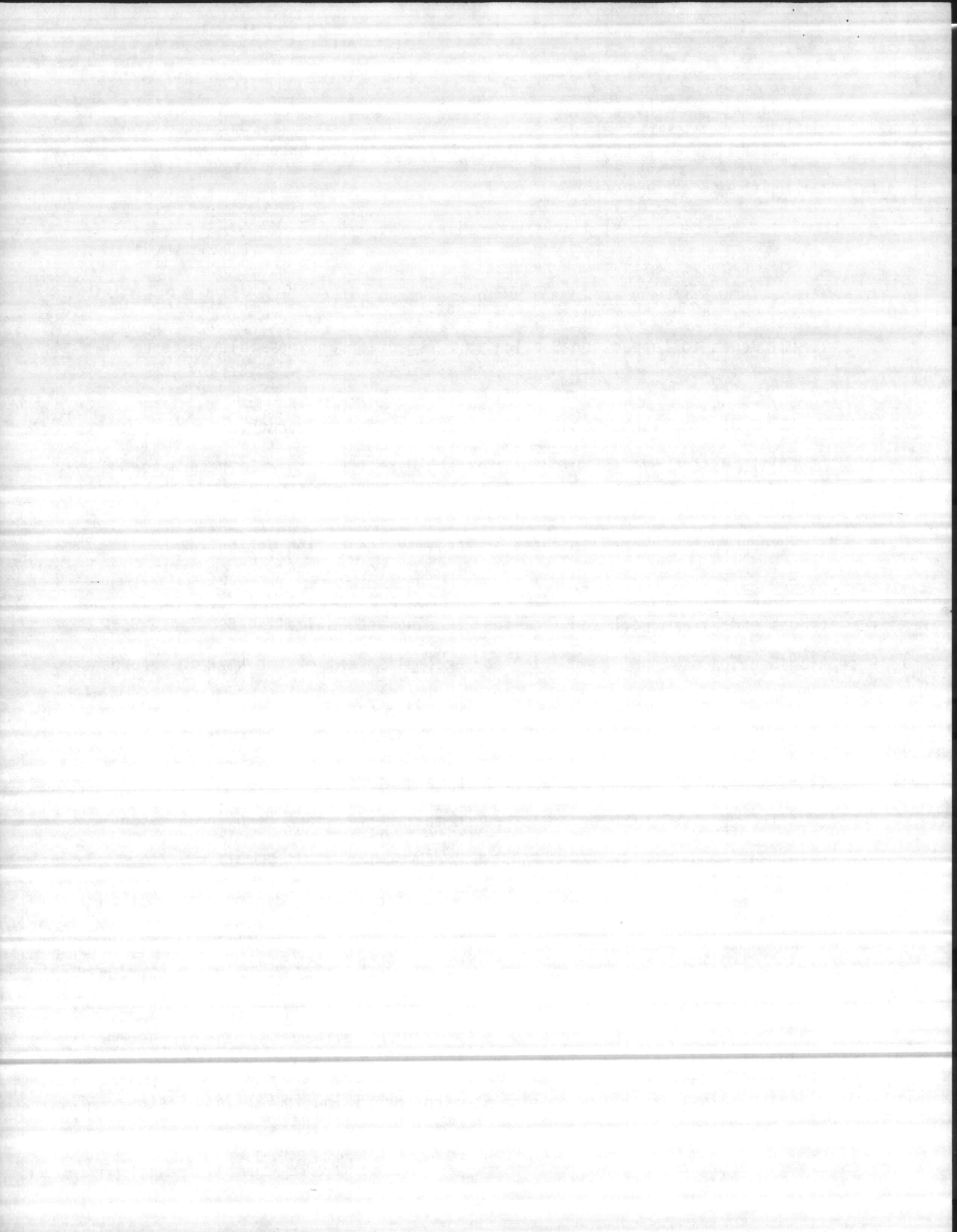
508. PAPERWORK FLOW

1. Work Requests

- a. Receive incoming requests. Date and time stamp. Annotate with customer unit designator code.
- b. File copy of request in customer file.
- c. Screen and classify work requests as follows:
 - (1) Work to be accomplished by ticket.
 - (2) Route to Inspection Section for inspection and possible write up or Damage Report.
 - (3) Route to Planner and Estimator Section for job order.
 - (4) If disapproved, route to Assistant Director, who will return to sender with reason for work not being accomplished.
- d. Return customer copy to customer activity indicating action taken.

2. Job Orders

- a. Job orders are received from the Planning and Estimating Section. Work Reception Section assigns the quarter for accomplishment of the work in accordance with shop hours available as indicated on the Quarterly Work Program.
- b. After assigning Quarter programmed, job order is routed to Director, Operations Branch for review and approval by signature.
- c. After approval, job order is routed to Finance and Accounting Section for assignment of accounting data and job order number.
- d. Operations Branch secretary prepares sufficient copies for distribution as follows:
 - (1) Shop copies to Work Management Section for material procurement and subsequent distribution to affected shops when job is placed on weekly schedule.
 - (2) Copy to Base Cost Accounting.
 - (3) Original to Work Reception Section for filing in Facility History File.



3. Job Order Close Out Procedures

a. Upon completion of work, shops involved report completion of job order to Work Management Section.

b. Work Management Section files one copy and routes one copy to Planning and Estimating Section.

c. Planning and Estimating Section supervisor reviews completed job orders and insures that all job order amendments are completed. Routes the complete job order to Branch secretary who includes the job order number in the job order closeout letter to Base Cost Accounting.

d. Branch secretary routes the completed job order to Inspection Section for deletion of the work from the Backlog of Maintenance and Repair (BMAR) Report.

e. Inspection Section routes the job order to the Work Reception Section for annotating the completion date of the work in the Facility History File.

4. Emergency/Service (E/S) Work Tickets

a. Emergency work tickets are written from telephone requests.

b. Service work tickets may be written from telephone work requests at the discretion of the Work Reception supervisor.

c. Work may be authorized by an E/S ticket only if:

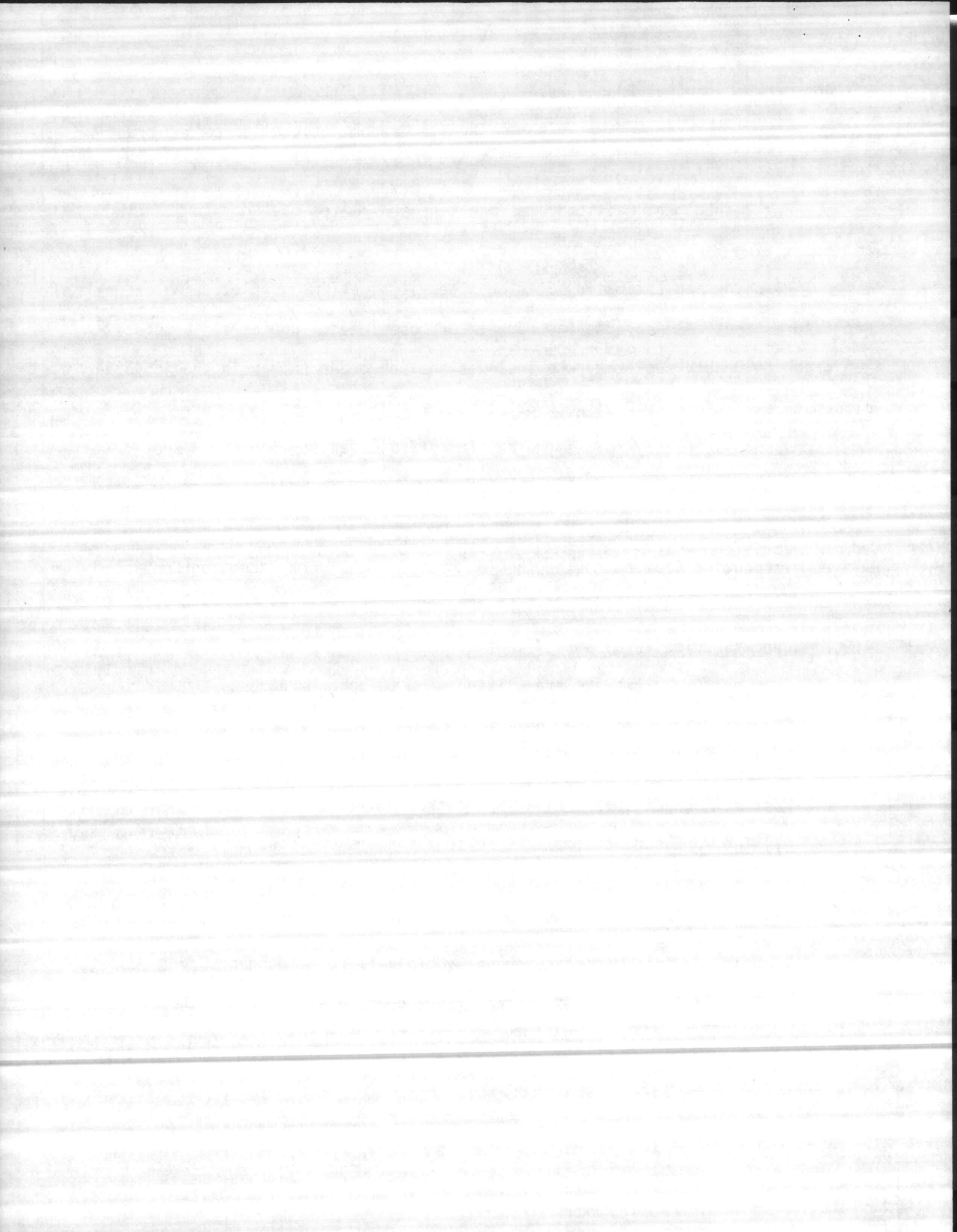
(1) The work can be completed in 16 man-hours or less.

(2) The total cost of labor and materials does not exceed \$400.

(3) No more than two work center are involved.

d. Tickets are transmitted to shops by "Telautograph" machines.

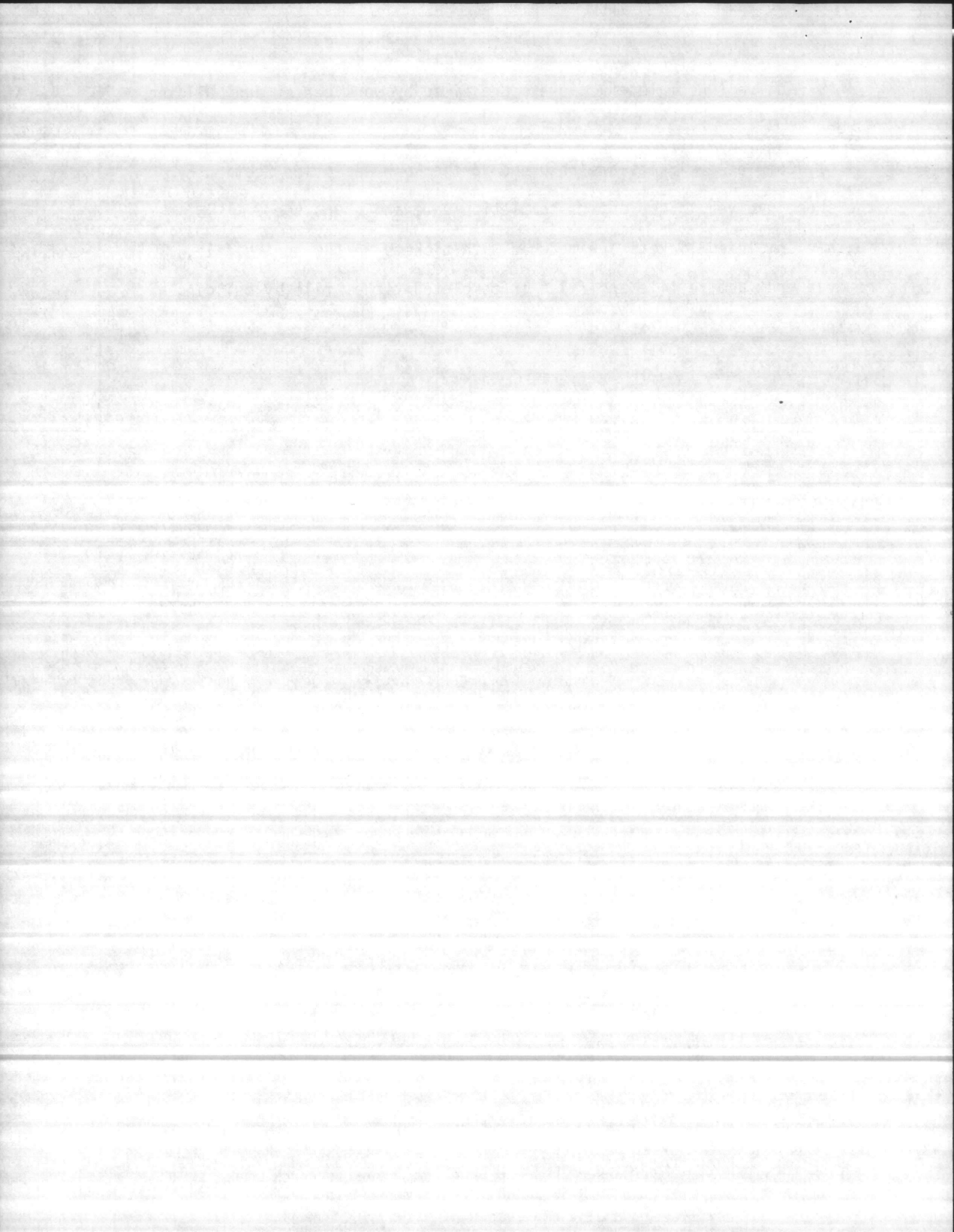
e. Engineered Performance Standard (EPS) hours are entered on the file copy only.



f. Active (uncompleted) tickets are filed by work center and building number.

g. Completed tickets are returned to the Work Reception Section by the shop involved. Shop enters completion date and hours used.

h. Completed tickets are matched with tickets in the active file, removed from active file and filed in completed ticket file by building number.



SECTION VI

MAINTENANCE INSPECTOR FOREMAN

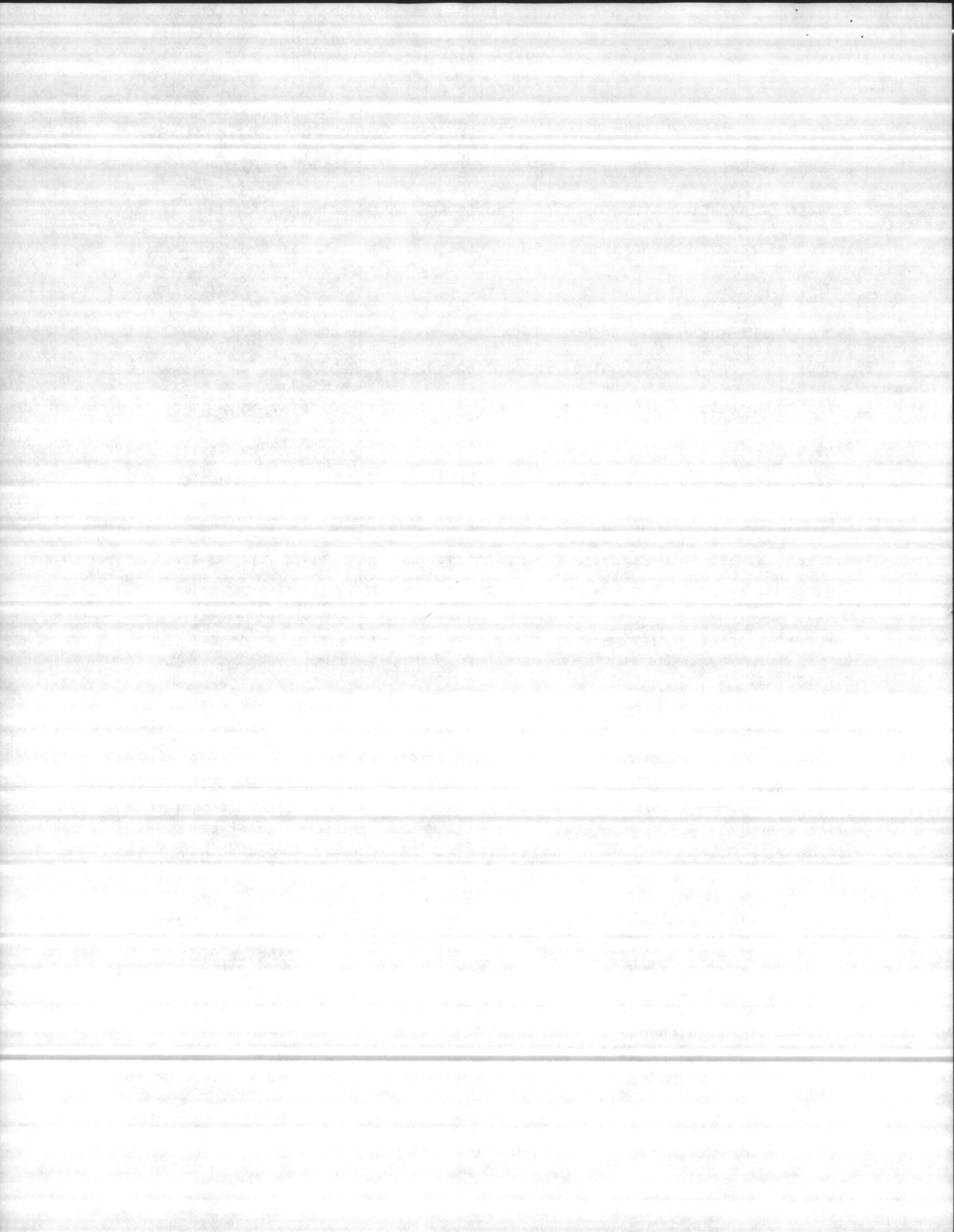
601. PURPOSE. Supervise a Continuous Inspection Program of all buildings, utilities, roads and grounds for which Base Maintenance is responsible. Supervise preparation of inspection reports and cost estimates for work required to correct maintenance deficiencies.

602. RESPONSIBILITIES.

1. Supervise and review Control Inspection for BMAR Report.
2. Assign work to be written up for Annual Plan, review detailed inspection reports, monitor incoming requests and take required action, ensure that damage reports are promptly written up.
3. Update the Long Range Maintenance Plan annually.
4. Schedule Useable Completion Date (UCD) Inspections with Public Works Division.
5. Preparation of preliminary scope of work and cost estimate for M-1 and M-2 projects.
6. Monitor service contracts through assigned inspectors.
7. Keep necessary records on personnel and equipment.

603. POINTS OF CONTACT.

1. Branch Heads, Base Maintenance Division
2. Public Works, Contract Division, telephone extension 2581
3. Public Works, Design Division, telephone extension 2213
4. Assistant Chief of Staff, Facilities, MCB, telephone extension 3034
5. Natural Resources and Environmental Affairs, Assistant Chief of Staff, Facilities, MCB, telephone extension 5003
6. Operations Branch, NCOIC for Self-Help/Troop Training Projects, telephone extension 5202
7. Base Plant Account Officer, telephone extension 3967/1453



604. REPORTS REQUIRED

<u>Report Title</u>	<u>Due Date</u>	<u>Forward To</u>
Backlog of Maintenance and Repair	10 Oct	CMC CODE LFF
Facilities Condition Report	1st Fiscal Quarter	AC/S, FAC, MCB

605. REFERENCES

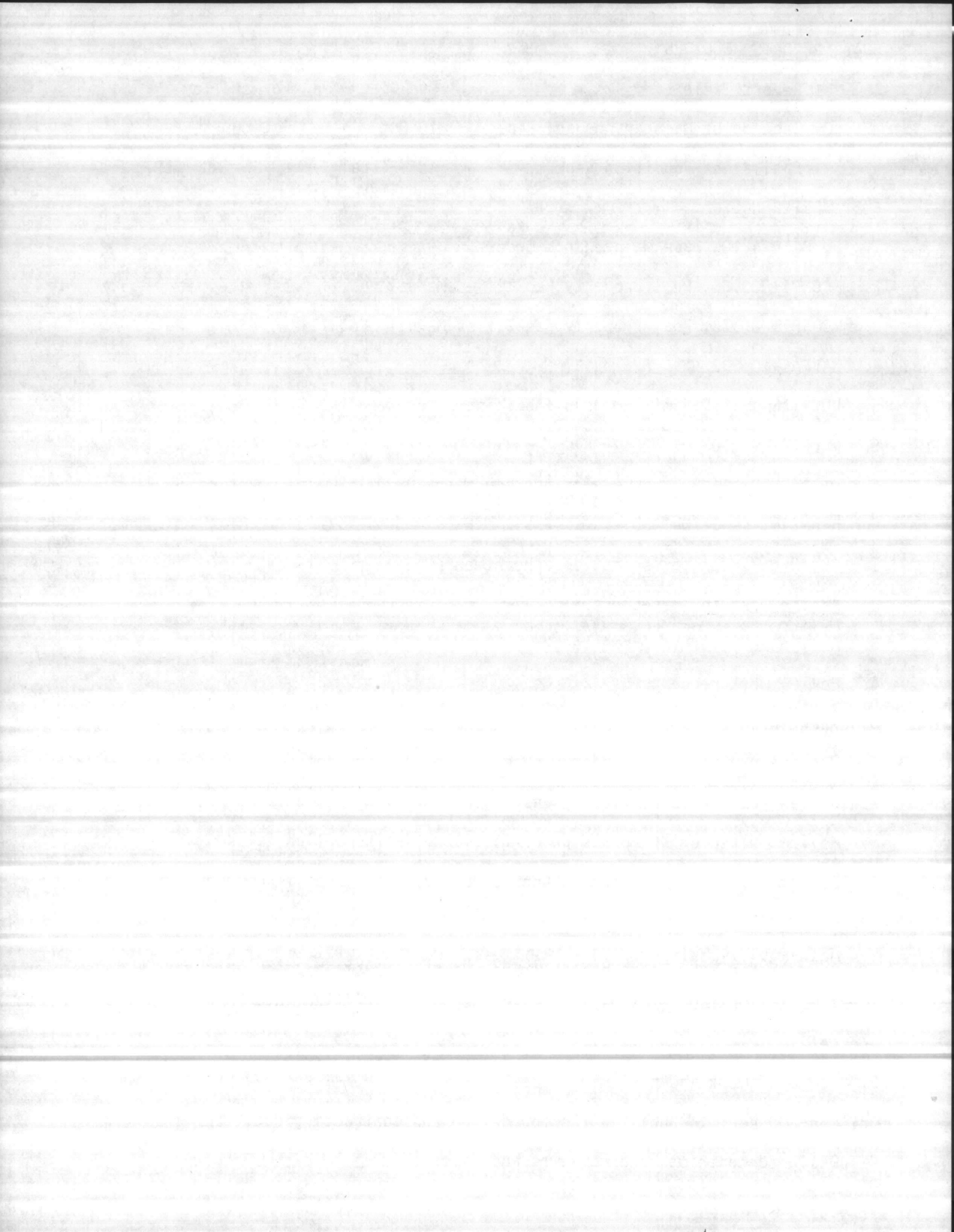
1. BO P11014.1G, Base Maintenance Order
2. MCO P11000.5E, Real Property Facilities Manual
3. MCO P11000.7B, Real Property Facilities Manual, Vol III
4. NAVFAC MO 332
5. BO P11101.30I, Family Housing Administration
6. NAVFAC MO 110

606. DAILY ROUTINE. Normal working hours are 0800-1630, Monday through Friday. Lunch period is 1200-1230.

1. Check calendar for scheduled appointments.
2. Assign work to Inspectors.
3. Assign vehicles to Inspectors.
4. Review work requests.
5. Work on BMAR Report.
6. Prepare reports as needed for special projects or contracts.
7. Review job orders written by Inspectors and turn them over to P&E Section.
8. Review Inspector's reports prior to filing in inspection files.
9. Select work for inclusion in Annual Work Plan for shop forces and contract.

607. PAPER FLOW

1. Work requests received are reviewed and proper action taken on them.
2. Information from Control Inspection Reports is written into BMAR. Reports are refiled.
3. Scope of work and preliminary cost estimates for M-1 and M-2 projects are written and sent to Public Works for design and contracting out.
4. Designed contracts are reviewed and filed.



608. ORGANIZATION

1. Maintenance Inspector Foreman, WS-10. See paragraph 602 for duties.

2. Building Maintenance Inspector (Structural), WG-11

a. Performs Control Inspections on the structural portions of all buildings, utilities, roads and grounds for which Base Maintenance is responsible.

b. Performs inspections as required by written work requests.

c. Performs detailed inspections on the structural portion of buildings, roads and grounds for work to be entered into the Annual Work Plan.

d. Performs annual and semi-annual inspections on railroads.

e. Prepares scope of work and preliminary cost estimate for projects sent to Public Works for design and contracting out.

f. Reviews plans and specifications from Public Works Design Division for potential maintenance problems.

3. Building Maintenance Inspector (Piping Systems), WG-11

Performs Control Inspections, scope of work and preliminary cost estimates for projects sent to Public Works and other tasks similar to those in 608.b. except mechanical in nature. Monitors vent hood and elevator service contracts.

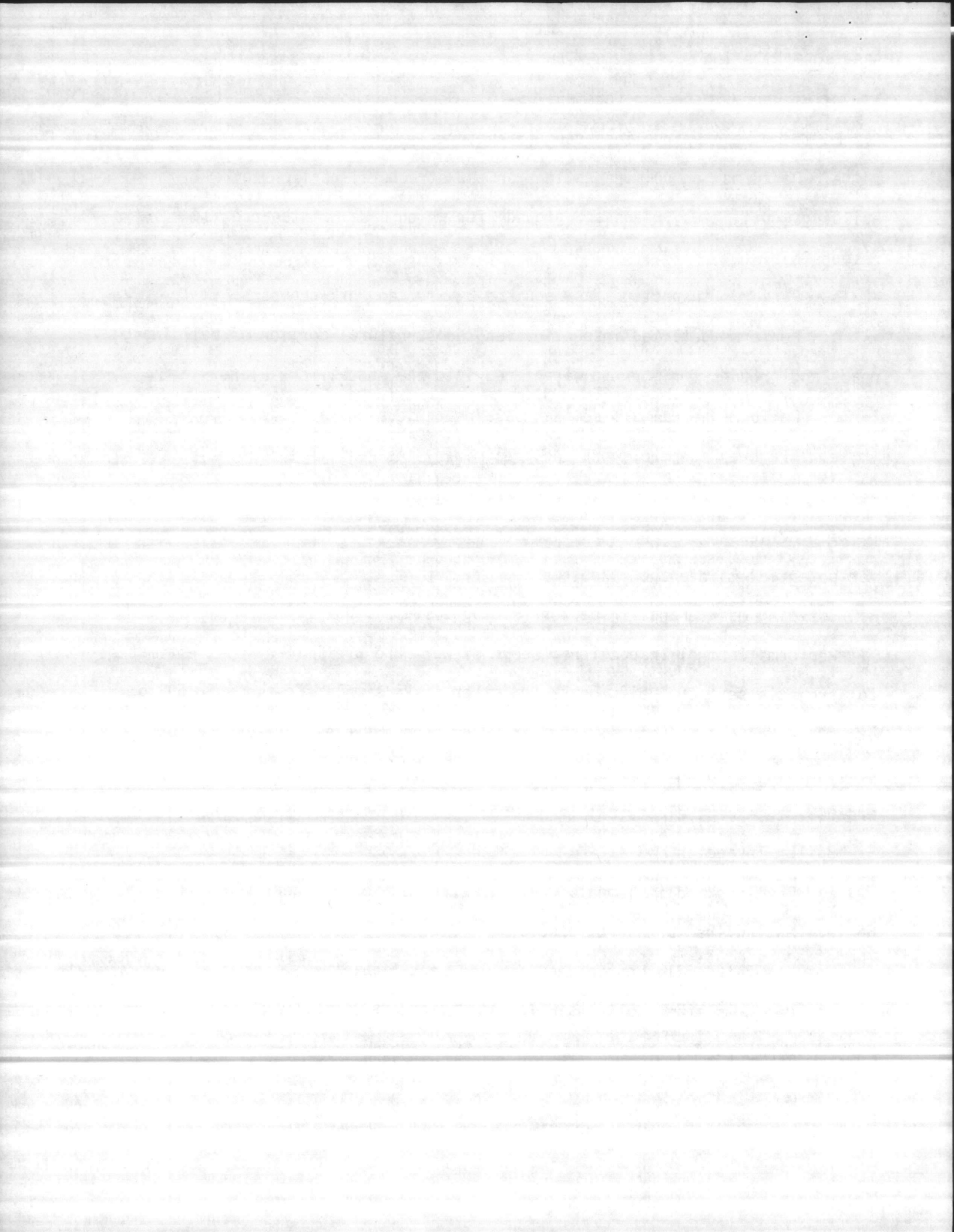
4. Building Maintenance Inspector (Electrical), WG-11. Same duties as 608.b. and 608.c., except electrical in nature.

5. Boiler Inspector, WG-11

a. Develops and implements Continuous Inspection and certification of all boilers and unfired pressure vessels.

b. Maintains files on inspections and certifications.

c. Performs other duties similar to Piping Systems Inspector.



609. Supervise and review Annual Inspection of facilities for Backlog of Maintenance and Repair Report (BMAR).

1. Prepares inspection schedules on a weekly basis for inspectors.
2. Reviews Annual Inspection Summary reports to find in-house and contract work.
3. Lists in Long Range Maintenance Plan/Annual Inspection Summary all repairs that will be considered backlog for the next fiscal year. Removes any backlogged repairs that have been or will be completed in the current fiscal year.

610. Incumbent directs and schedules detailed facility inspections from which shop work orders are planned and estimated for inclusion in the Annual Work Program. Requests for inspections may originate from work requests, Assistant Chief of Staff, Facilities or shop supervisors. Reviews incoming work requests and damage reports. Directs inspectors on what action to take. Records detailed written job order in job order record book and gives to Planners and Estimators to estimate.

611. (UCD) INSPECTIONS. Provides inspectors with contract specifications and plans from contract files to enable the inspectors to be sure contract requirements have been met on usable completion date (UCD) inspections. UCD's are coordinated by supervisor with Contract Section within the Base Maintenance Division and with representative(s) from Public Works Division. Notify the Contract Section of any discrepancies.

612. PRELIMINARY SCOPE OF WORK

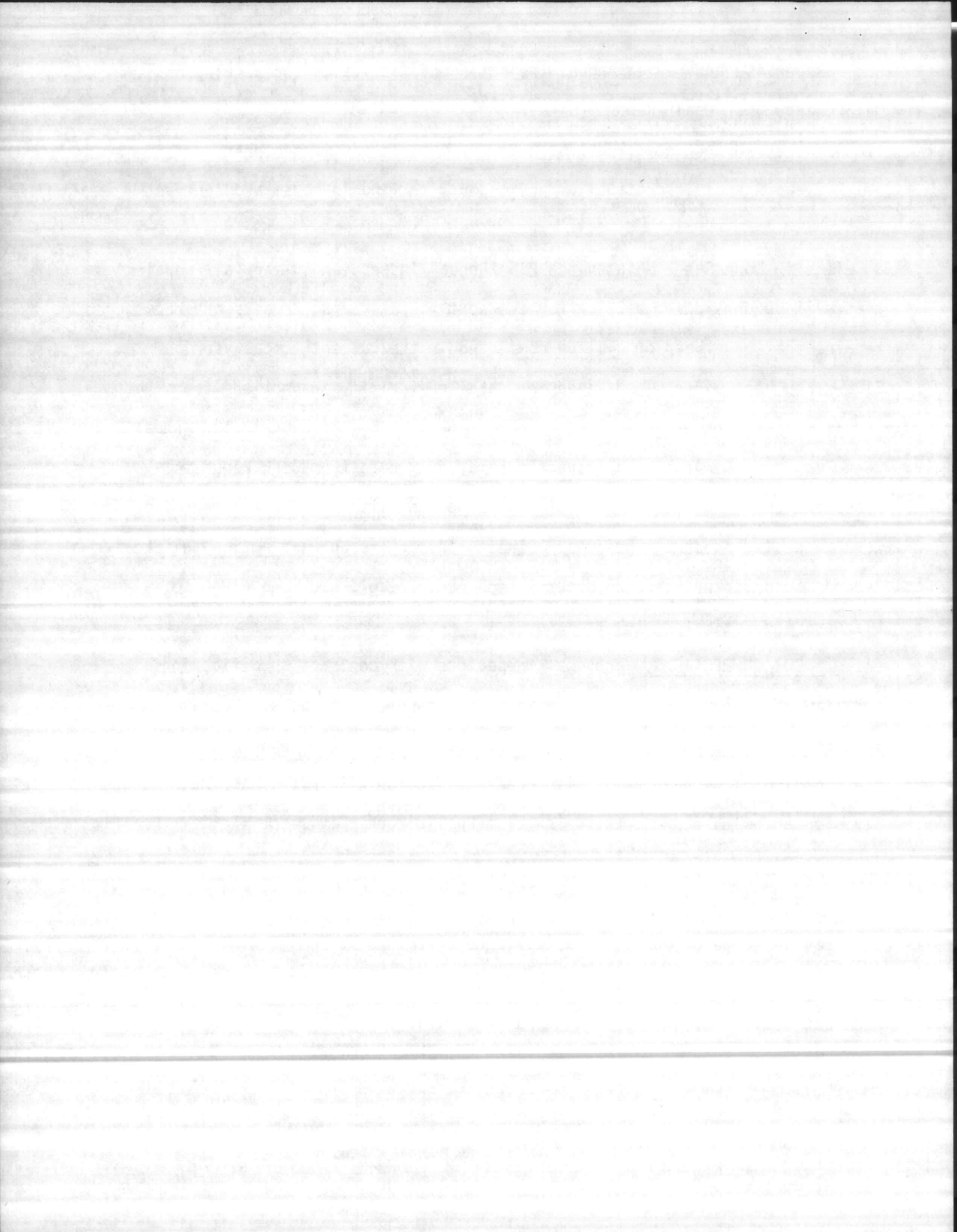
1. Provide scope of work with detailed requirements for maintenance and repair along with an estimated total cost of labor and material and forward to the Contract Section of the Base Maintenance Division.

2. M-1 contracts less than \$75,000

M-2 contracts \$75,000 and above

R-1 contracts less than \$25,000

R-2 contracts \$25,000 and above



613. SERVICE CONTRACTS

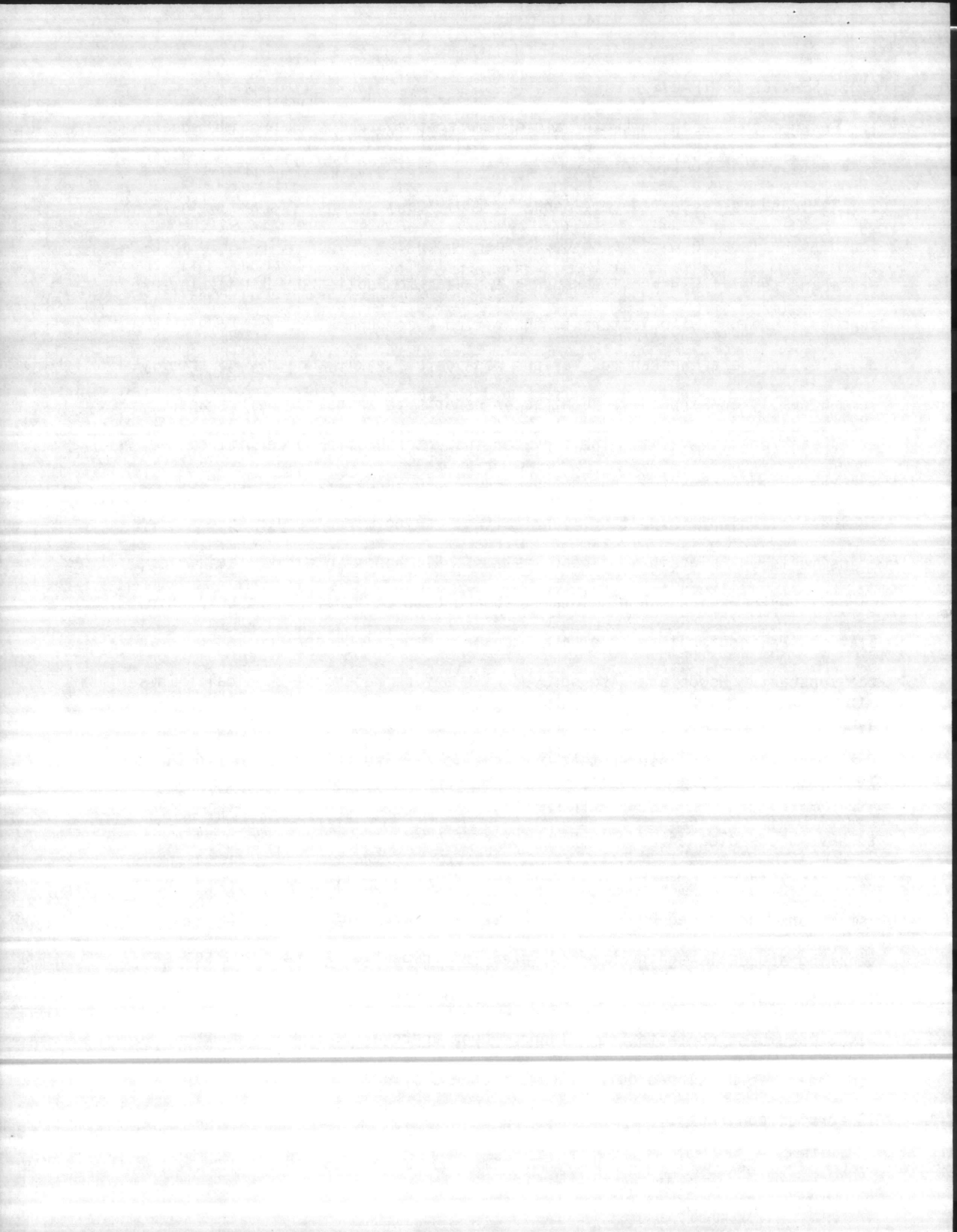
1. Ensures that each Inspector closely manages contracts to provide good service from the contractor.

2. Railroad is inspected semi-annually (July/Jan). Contracts are with Southern Railroad and Seaboard Coastline. Both are responsible for maintenance and repair. Inspection reports are sent to Public Works, who, in turn, send copies along with letters to the railroad companies.

3. Elevators are checked for various repairs bi-weekly, monthly, quarterly, semi-annually and annually. Contractor reports to Inspector before and after each on-site visit. The elevator inspector has to be certified.

4. Vent Hood Contract. Vent hoods are cleaned annually. The contract includes cleaning, inspecting, lubricating, making minor repairs and adjustments to maintain vent hood systems. All hoods in dining facilities, clubs, snackbars and schools located aboard Camp Lejeune; Marine Corps Air Station (Helicopter); and the Naval Regional Medical Center are included in the contract. Hoods are also sprayed with a fire retardent chemical. This work is accomplished to the satisfaction of the assigned Quality Assurance Evaluator (QAE) who assures that the work is carried out according to the contract. The QAE also sets up the schedule with occupants of the buildings to have hoods cleaned.

5. Shop 10 contracts are small service contracts written by Planners and Estimators and issued by Shop 10. Contractor calls incumbent prior to work starting and calls again when completed for inspection. Incumbent sends inspector to investigate and contacts Shop 10 upon approval or disapproval. Also, incumbent contacts Shop Planners upon approval of subject contract so job order can be closed out. Incumbent keeps a file on open and closed Shop 10 service contracts.



SECTION VII

SUPERVISOR, PLANNING AND ESTIMATING SECTION

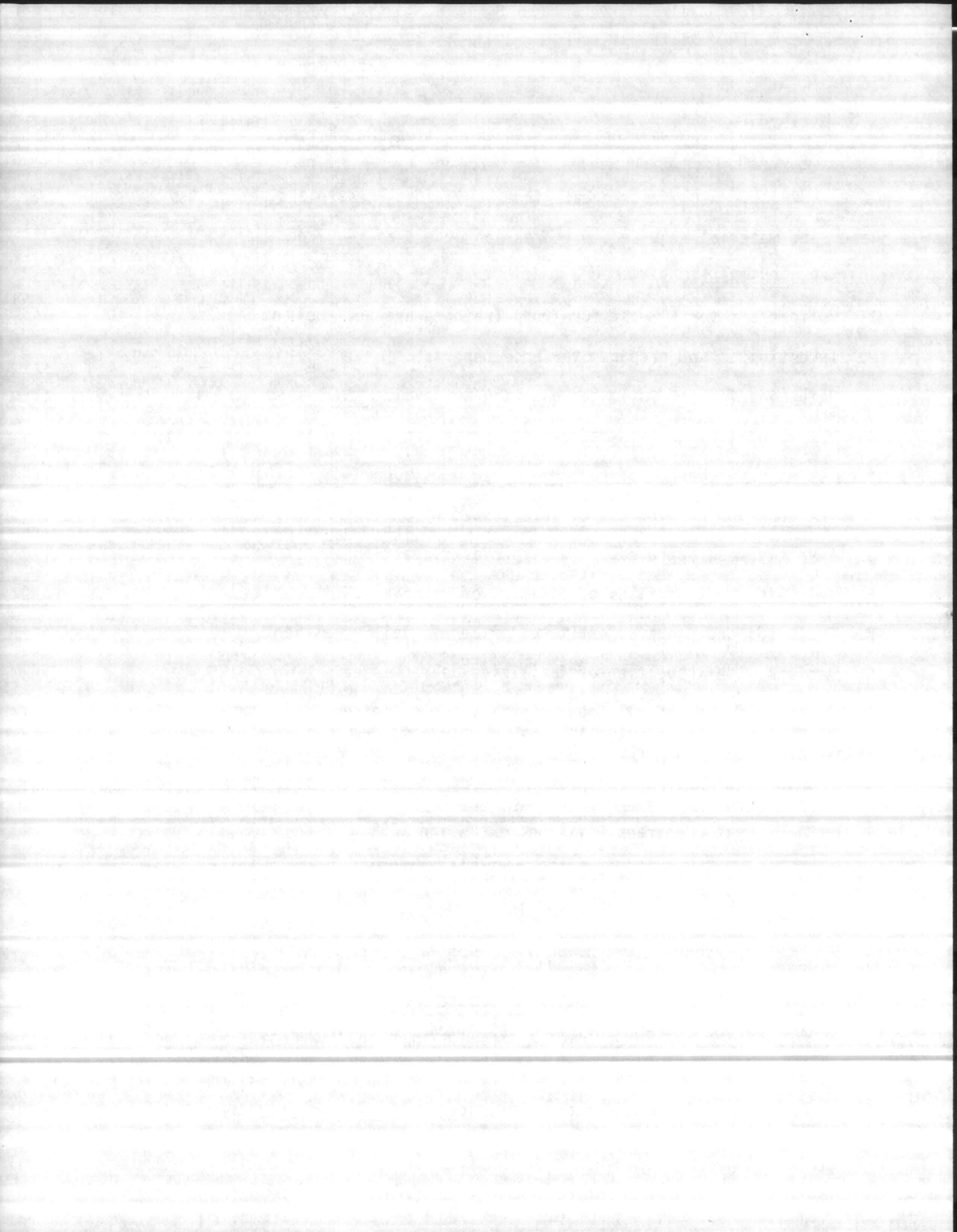
701. PURPOSE. Receives requests from various sources, plans, estimates labor and material required, prepares job orders as required.

702. RESPONSIBILITIES

1. Validates material cost for Troop Training and Self-Help Projects.
2. Investigates and prepares variance reports.
3. Maintains file of estimates awaiting approval.
4. Maintains liaison with maintenance shops and other units involved in facilities maintenance and repairs or new work aboard Marine Corps Base, Camp Lejeune during progress of jobs issued by the Operations Branch.
5. Investigates, approves, or disapproves request for amendments to jobs.
6. Maintains current files of catalogs of materials.
7. Evaluates and prepares estimates of Beneficial Suggestion.
8. Assists with inspection of facilities as requested.
9. Researches and installs new material, tools, methods to accomplish Maintenance Division work.

703. POINTS OF CONTACT

1. Public Works, Contract Division, extension 2581
2. Public Works, Design Division, extension 2213
3. Assistant Chief of Staff, Facilities, extension 3034
4. Base Plant Account, extension 3967/1453
5. Self-Help/Troop Training, extension 5202
6. Natural Resources and Environmental Affairs Branch, Assistant Chief of Staff, Facilities, MCB, extension 5003
7. Branch Heads, Base Maintenance Division



704. REPORTS REQUIRED

<u>Title</u>	<u>Due</u>	<u>To</u>
Scheduler's Meeting	Weekly	Work Mgmt Section
Preventive Maintenance Job Orders	Semi-Annually	Work Mgmt Section
Vehicle Log	Monthly	Motor Transport

705. REFERENCES

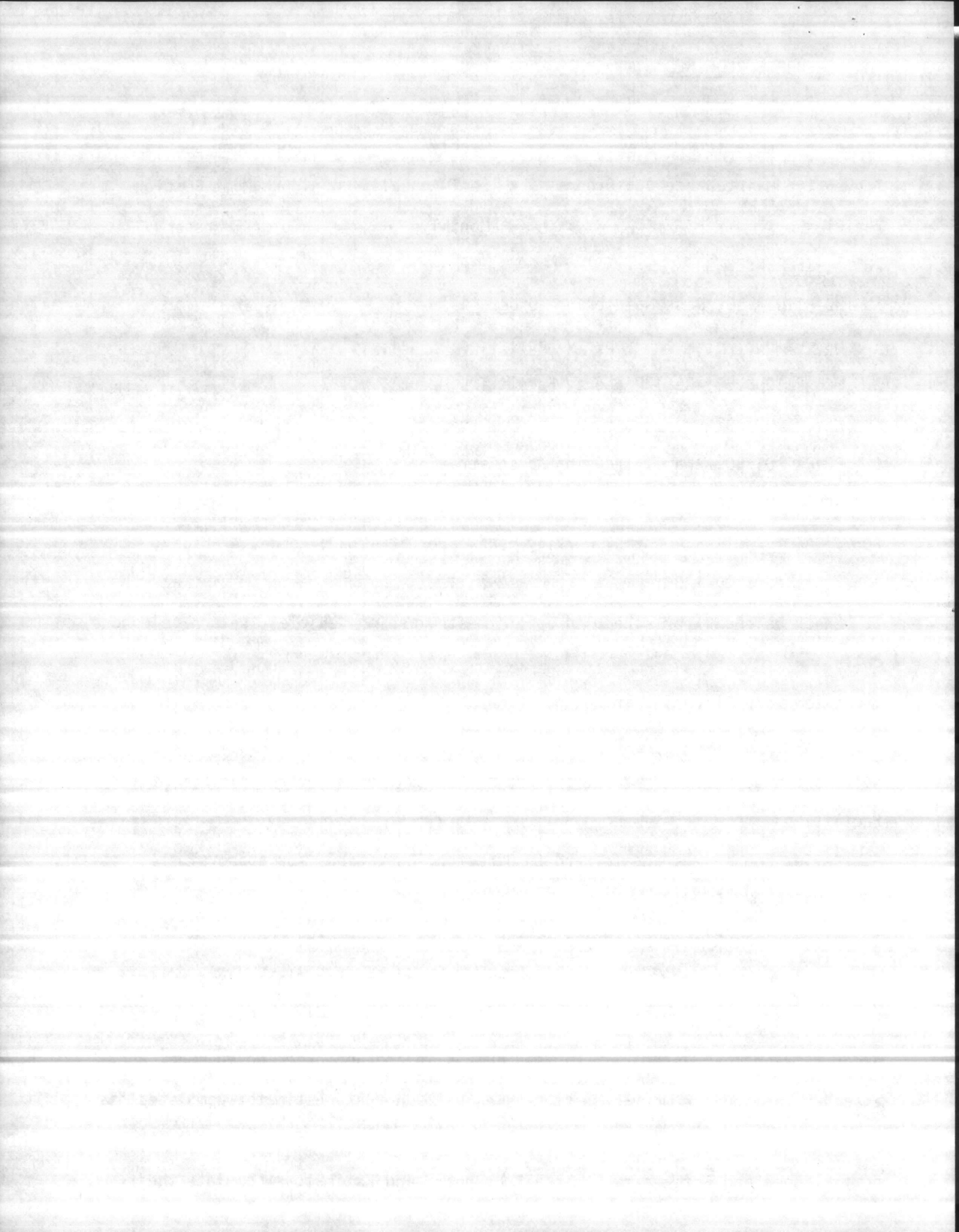
1. BO P11014.1G, Base Maintenance Order
2. MCO P11000.7B, Real Property Facilities Manual, Vol III
3. MCO P11000.5E, Real Property Facilities Manual, Vol IV
4. NAVFAC MO 302
5. BO P11101.30I, Family Housing Administration
6. NAVFAC MO 110

706. DAILY ROUTINE. Normal working hours are 0800-1630, Monday - Friday, lunch period 1200-1230.

1. Check calendar for scheduled appointments, assign vehicles, return telephone calls.
2. Review work, incoming and outgoing.
3. Review work requests and assign work.
4. Coordinate/provide R-1 Project Program status to Assistant Chief of Staff, Facilities.
5. Review job orders and forward to Director, Operations for approval.

707. PAPERWORK FLOW

1. All paperwork enters and leaves the section through the supervisor. Work requests are reviewed, logged-in and assigned to the lead Planner and Estimator by the supervisor. The lead Planner and Estimator determines what other Planner and Estimator's are requires, makes a buck slip and job order cover sheet and attaches them to the work request. As each Planner and Estimator completes his portion, he attaches his estimate to the work request and forwards it to the next Planner and Estimator. When all Planners and Estimators complete their

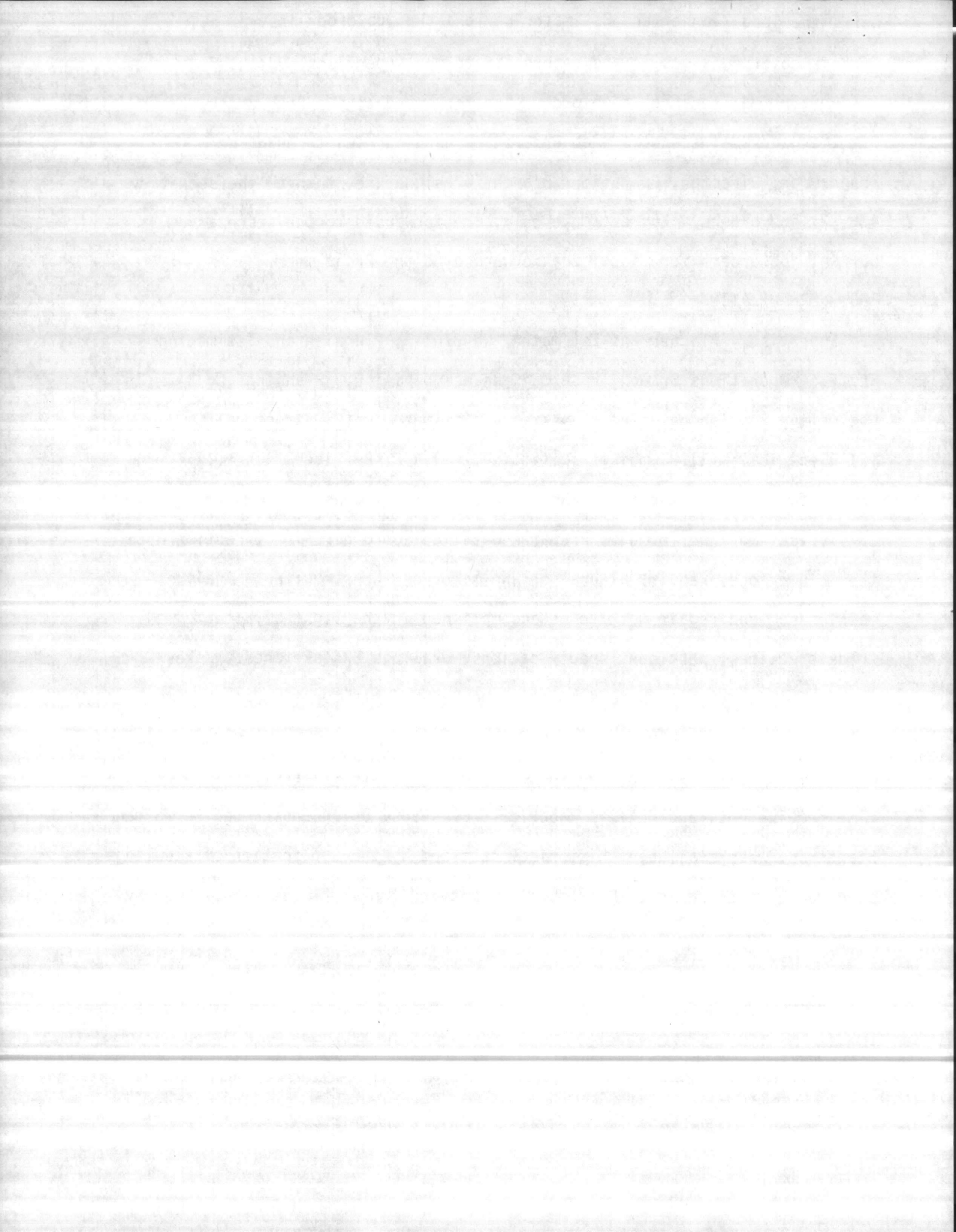


work, the lead Planner and Estimator reviews the job order insures all work is covered, signs it and returns it to the supervisor's desk.

2. Routine maintenance. Job orders are forwarded to the Programmer.
3. Emergency Maintenance. Job Orders are hand carried through the Programmer; Director, Operations Branch for signature, then to the secretary.
4. R-1 job orders. For estimate only, are forwarded to the secretary.
5. R-1 job orders for issue are forwarded to the Programmer.

708. ORGANIZATION

1. Supervisory Planner and Estimator, WN-6701-7, Planning and Estimating Section, Operations Branch, Base Maintenance Division. Planning and Estimating Section has nine Planners and Estimators, (2) Structural; (2) Electrical; (1) Plumbing/Pipefitting; (1) A/C, Refrigeration; (1) Sheetmetal; (1) Painter/Signs and (1) Grounds Structures.
2. Typical work performed. Prepares detailed job orders in connection with the maintenance, repair, alteration and minor new construction. Analyses maintenance and repair work to be accomplished in the light of accepted trade practices, pertinent specifications, drawings and sketches. Makes on-site visits with persons submitting requests for alteration and new work, determines their requirements, designs and specifications as required. Assigns work in the most efficient job sequence to work centers. Estimates total man-time requirements and details labor cost by shops, using Engineered Performance Standards, when available, historical data and by the application of knowledge acquired as a tradesman. Determines amount and types of materials needed by each shop and estimates overall material cost.



SECTION VIII

SUPERVISOR, WORK MANAGEMENT SECTION

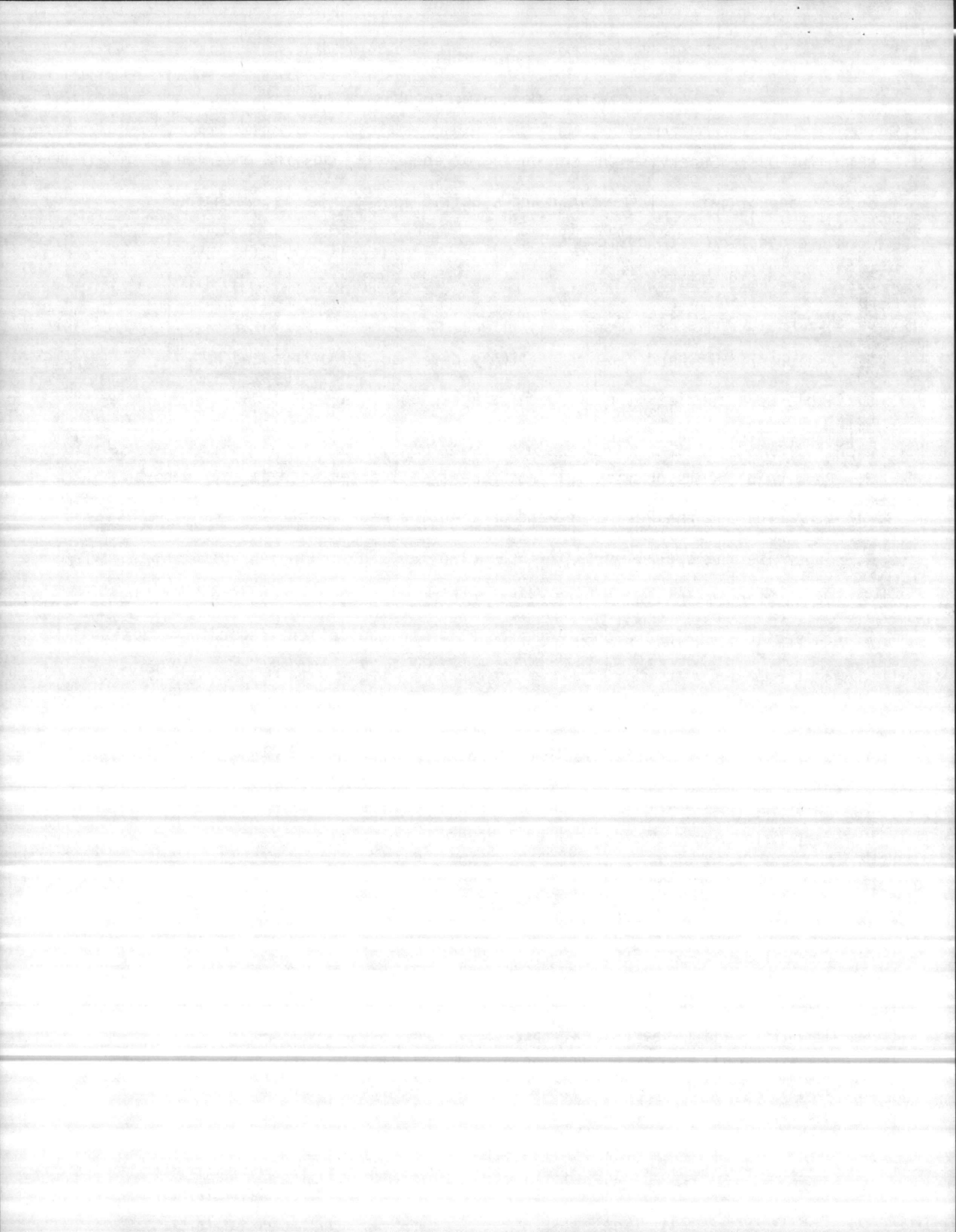
801. PURPOSE. Supervise the scheduling of shop workload, the ordering and storage of material for minor and specific jobs and assist with the work coordination with customers.

802. RESPONSIBILITIES

1. Review incoming job orders.
2. Assign priority and required delivery dates to job orders and be available to authorize Blanket Purchase Agreements(BPA's) and walk through requisitions.
3. Resolve problems on material procurement/deliveries with direct support stock control and the Purchasing and Contracting Department.
4. Supervise the operation of the Scheduling and Shop Planning units.
5. Develop and maintain working relationships with shop forces and Operations Branch sections to insure open and productive communications regarding mutual areas of concern.
6. Review the weekly schedule.
7. Attend the weekly scheduler's meeting.

803. POINTS OF CONTACT

1. Base Maintenance Division, Branch Heads
2. DSSC, ext. 3684/5884
3. Assistant Chief of Staff, Facilities, ext. 3034
4. Control Desk, ext. 5861
5. Receipts Control, ext. 3140
6. Technical and Research, ext. 5172/5917
7. Document control, ext. 2164



804. REPORTS REQUIRED

<u>TITLE</u>	<u>DUE</u>	<u>FORWARD TO</u>
Weekly Shop Schedule	Weekly	To shops by noon Wednesday
Weekly Shop Analysis Report	Weekly	BMO
Shop Ticket Report	Weekly	BMO
Job Orders Off Schedule	Weekly	BMO
Completed Job Order List	Weekly	Branch Secretary
Work Status Report No. 5	Monthly	F&A
Effectiveness Report No. 6	Monthly	F&A
List of Carry-Over Job Orders	Yearly	Programmer

805. REFERENCES

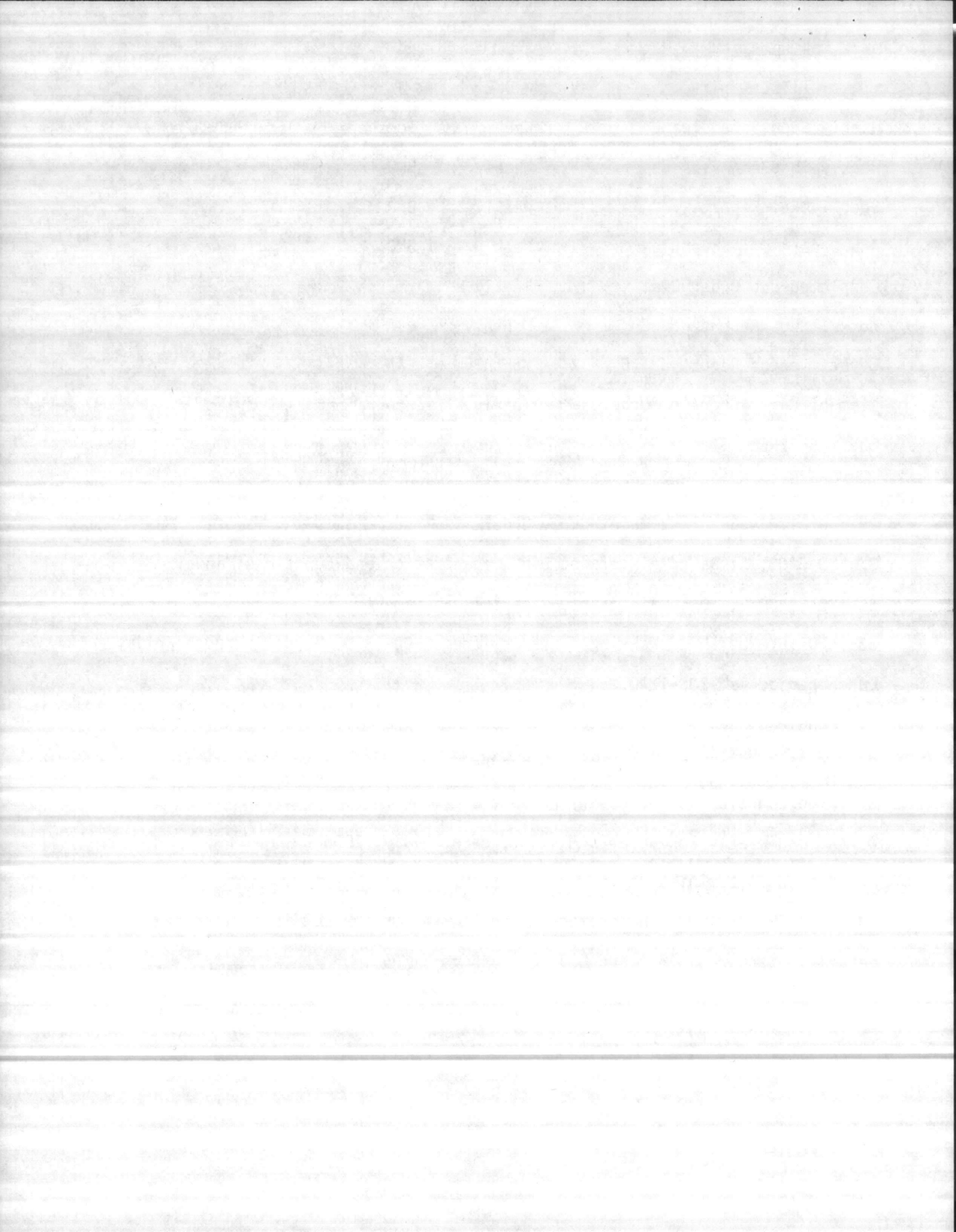
1. MCO P11000.7B, Real Property Facilities Manual, Vol III
2. BO P11014.1G, Base Maintenance Order
3. MO 5400.1A, Base Maintenance Div. Organization and Functions Manual
4. MO P4400.2, SOP, Maintenance Material Management

806. DAILY ROUTINE. Working hours are from 0800-1630, Monday through Friday.

Lunch period is 1200-1230.

1. Handle scheduling and material procurement problems other than routine.
2. Review various reports and job orders.
3. Sign approval for necessary request documents.
4. Attend weekly Scheduler's Meeting, each Friday, 1000
5. Personnel administrative matters.

807. PAPERWORK FLOW. Depending on the item, this subject is covered in detail in paragraphs 809 and 813.



808. ORGANIZATION

a. Supervisory Shop Planner (General), WN-6701-7, Work Management Section, Operations Branch.

b. Maintenance Scheduler (General) WD-7 - two

1. Reviews job orders and assigns starting date based on requested time frame or programmed quarter.

2. Forwards to the Work Management Supervisor for approval of priority then to Shop Planners to obtain material.

3. After material is on-hand, the job order is given back to the Scheduler to schedule work among the various work centers, authorize work to start, balances workload and available manpower, assists in coordinating job with customers, checks progress being made on job orders, reschedules work when necessary and closes out job when completed.

c. Shop Planner (General), WD-5 - Six

1. Electrical and Mechanical Trade Duties

(a) Receives job orders from Scheduler, prepares project folders, reviews material list, projects material from excess storage to fill matching items, submits remaining material list items to Shop Stores and insures that delivery is coordinated with shop schedules. Assist Schedulers in controlling backlogs and revising or substituting material requirement list and completion dates.

d. Shop Planner (General), WD-4 - one

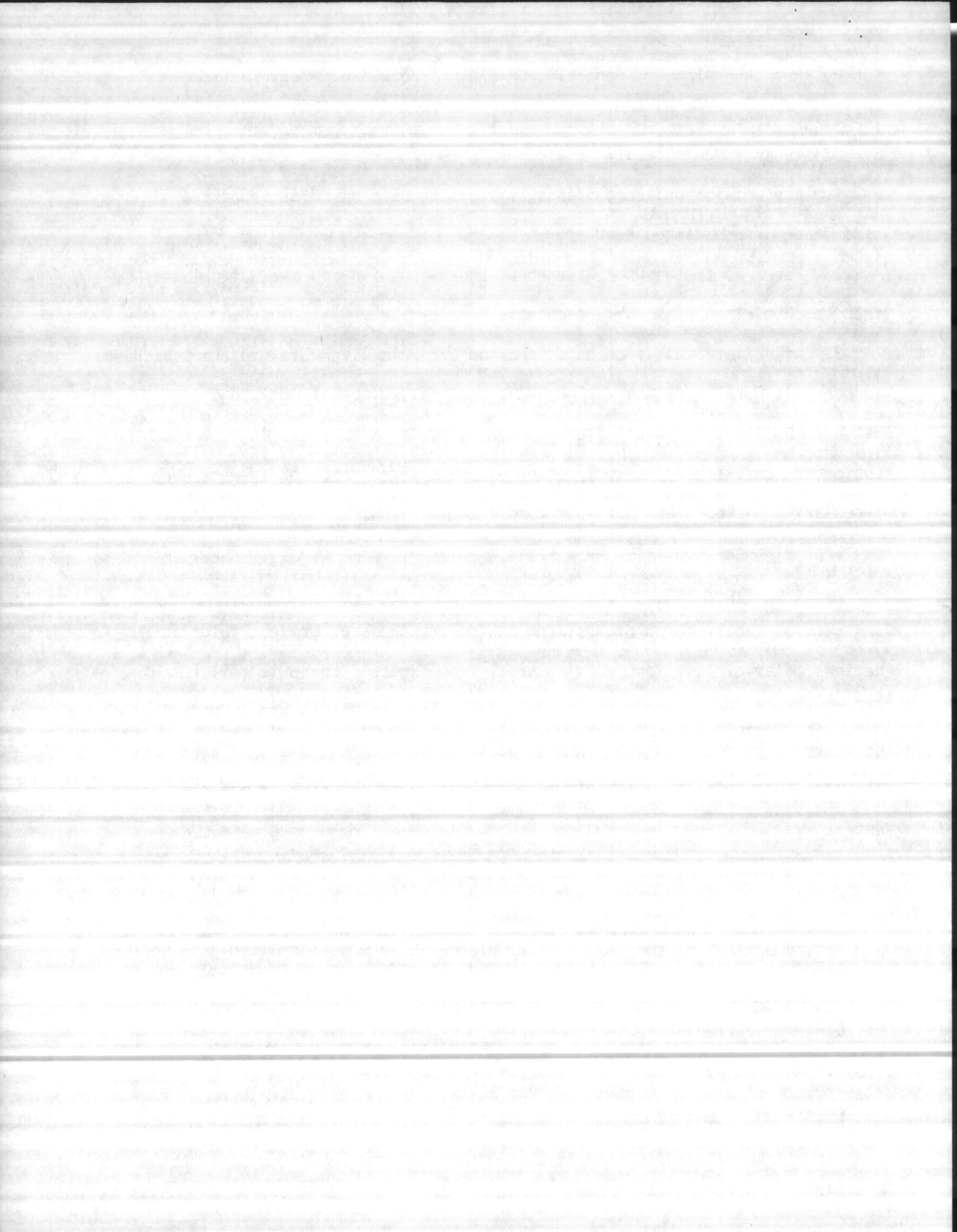
1. Structural trades

(a) Duties are the same as Shop Planner WD-5 except related to Shops 41, 43, 44 and 45 only.

e. Clerk/Typist, GS-3 - one

1. Acts as receptionist, types memorandums, documents, forms and schedule sheets from handwritten notes or oral instructions.

2. Monitors automatic ticket writing machine and distributes tickets to appropriate work centers.



3. Maintains working file of all requisitions accomplished, maintains files of all specific job orders, awaiting material, awaiting schedule, completed, work in progress, along with correspondence file.

4. Annotates material received on material list in specific work order file. Annotates boards as required.

5. Annotates Purchase Order Number and Estimated Time of Arrival (ETA) on documents when contract is received from Purchasing and Contracting.

6. Purges document file at least every three months.

7. Makes inquiries concerning status of material for supervisors in outlying areas.

8. Records document numbers on file copies of documents when returned from Shop Stores or other supply points (three)

9. Compiles pertinent information for accomplishing Monthly Backlog Report.

10. Maintains time cards for personnel in Work Management Branch.

11. Prepares job order folders for PM projects and annotates Awaiting Schedule Board.

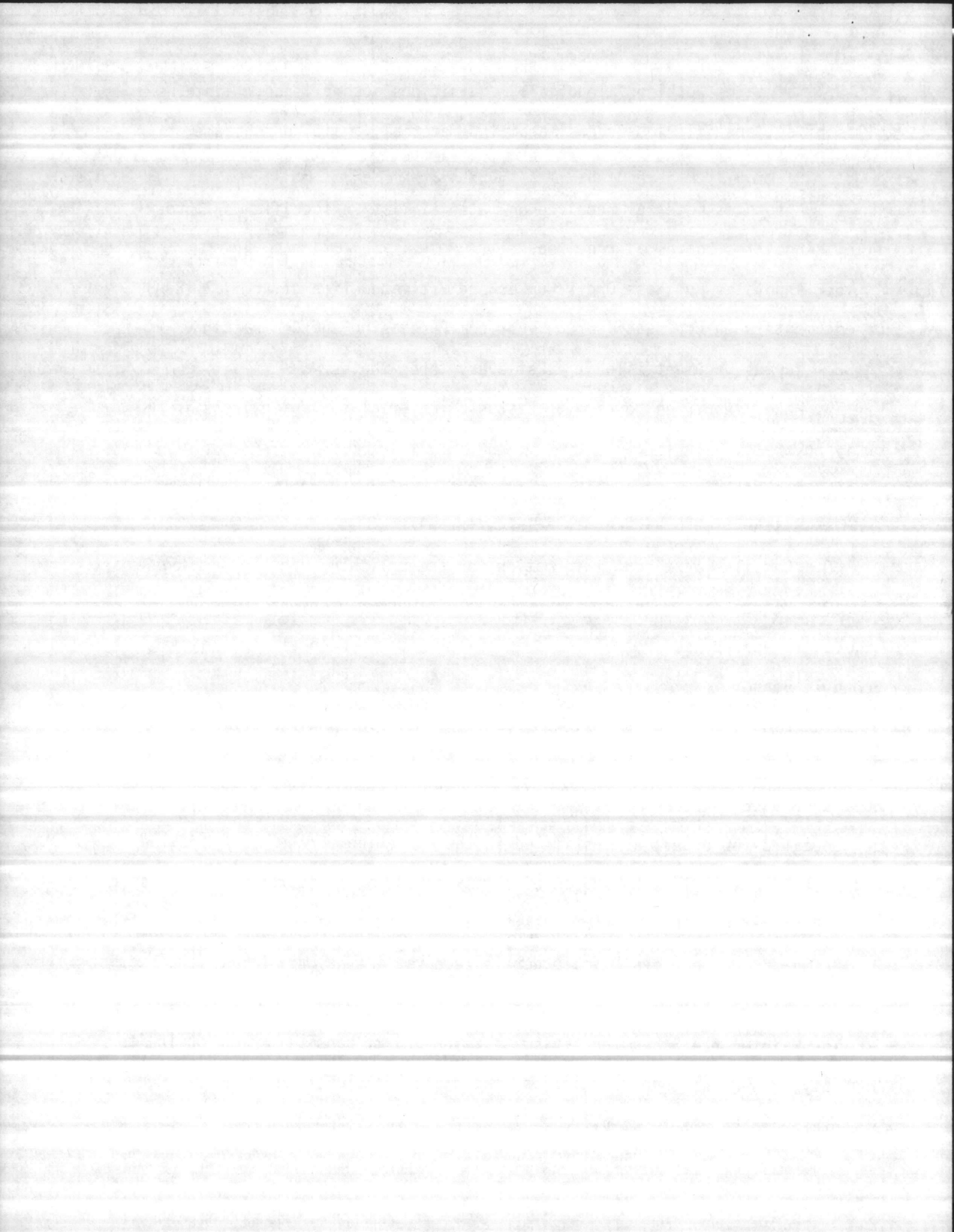
12. Maintains copies of all contracts for material whether BPA'd or Purchase Ordered.

809. JOB ORDERS

1. Specific job orders are estimated in the Operations Branch. A detailed estimate of materials with source of supply for item or stock number if listed as such is prepared on a material list.

2. "After proper approval" job order is received in the Work Management Section for accomplishment.

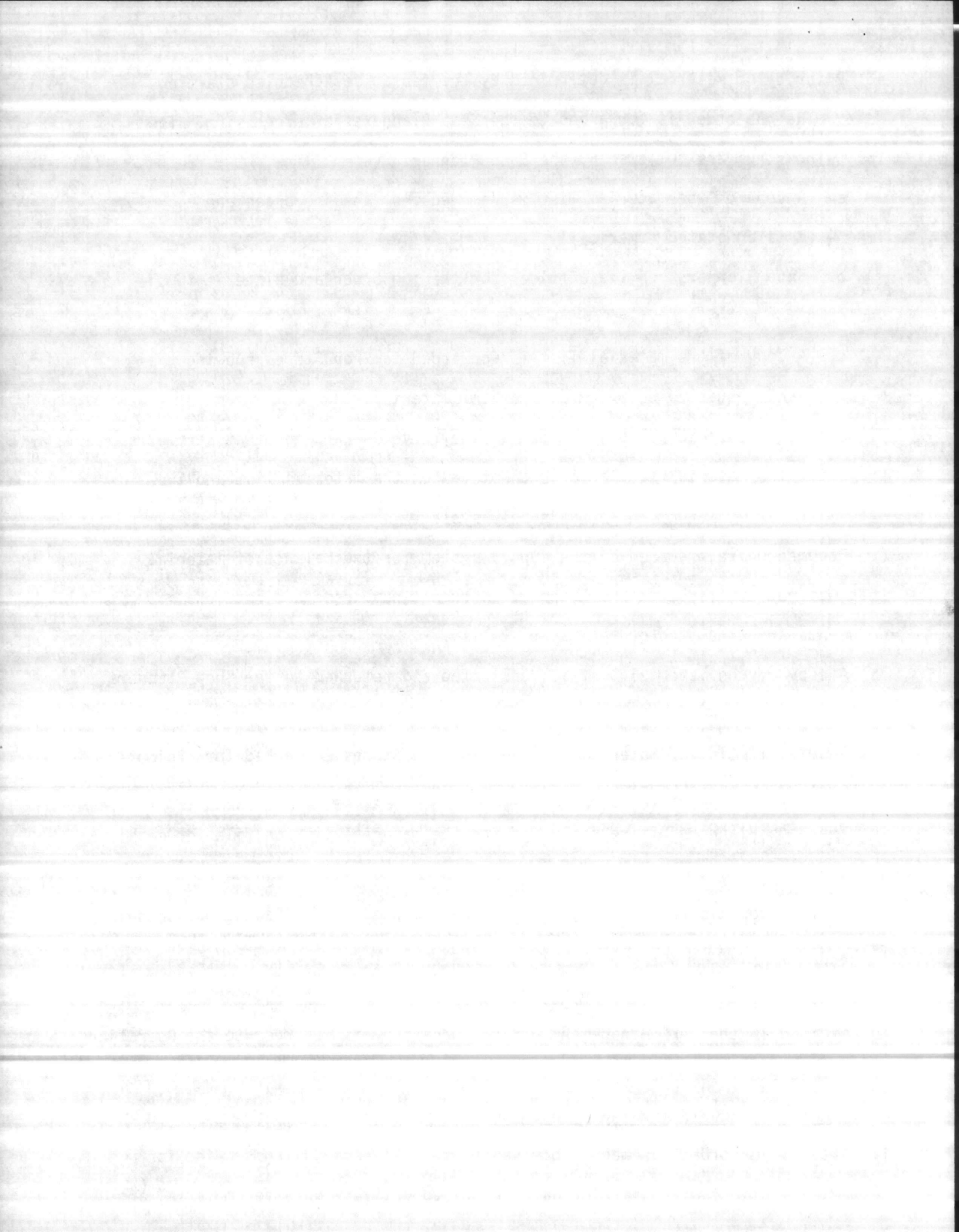
3. The Maintenance Scheduler reviews the job order, considers the job in its entirety, man-hours involved, trades, material, location, and urgency. Provides a tentative schedule to start.



4. Priority of material is determined by the tentative scheduled starting date. The job order is forwarded to the Shop Planners for processing. The following steps are followed by the Shop Planner.
 - a. A copy of the material list is removed from the job order and each line item is annotated numerically.
 - b. Shop Planners provide a folder for the job order and place it in the "holding for material" file.
 - c. A copy of the material list is forwarded to Shop Stores showing the priority and requested delivery date of the material.
5. Shop Stores stock piles all material they have on hand for that particular project. The material available is annotated on the material list and the material list is forwarded to the supply system.
6. Documents are prepared by the supply system for the balance of material that was not available in Shop Stores. Document numbers and directions of documents are annotated on the material list.
7. A copy of the material list is duplicated and returned to the Shop Planners Office to be placed in the job order folder.
8. A daily listing of material received in Shop Stores earmarked for projects is received by the Shop Planners Office from Shop Stores.
9. The Shop Planners Office daily updates the material list on file for each job order.
10. After materials are on hand, the folder is placed in the "awaiting schedule" file.
11. After work is scheduled and accomplished, the job order is closed out, one copy is retained in the Work Management Office and a copy is returned to the Operations Branch Secretary for routing and final close out.

810. MATERIAL REQUISITIONING (JOB ORDERS)

1. After a job order has been processed through the scheduling section for review, assignment of a starting date, required delivery date for material and



and priority, it is turned over to the Shop Planners for processing to obtain the material needed to accomplish the job.

2. The Shop Planner reviews the material list, starts project folder and stamps the four copies as appropriate.

3. The items are checked against the Shop Stores micro-fiche to insure that the stock number, description, price and unit of issue are correct.

4. The Shop Planner in the cage reviews the material list and insures that any available excess material is pulled and tagged for the project and this information noted on the material list.

5. The material list then goes to Technical and Research for review and to determine the best method to fill the material order.

6. As the material list items are ordered and obtained, the Shop Planners receive status list and copies of material purchase contracts which they use to update the project folders.

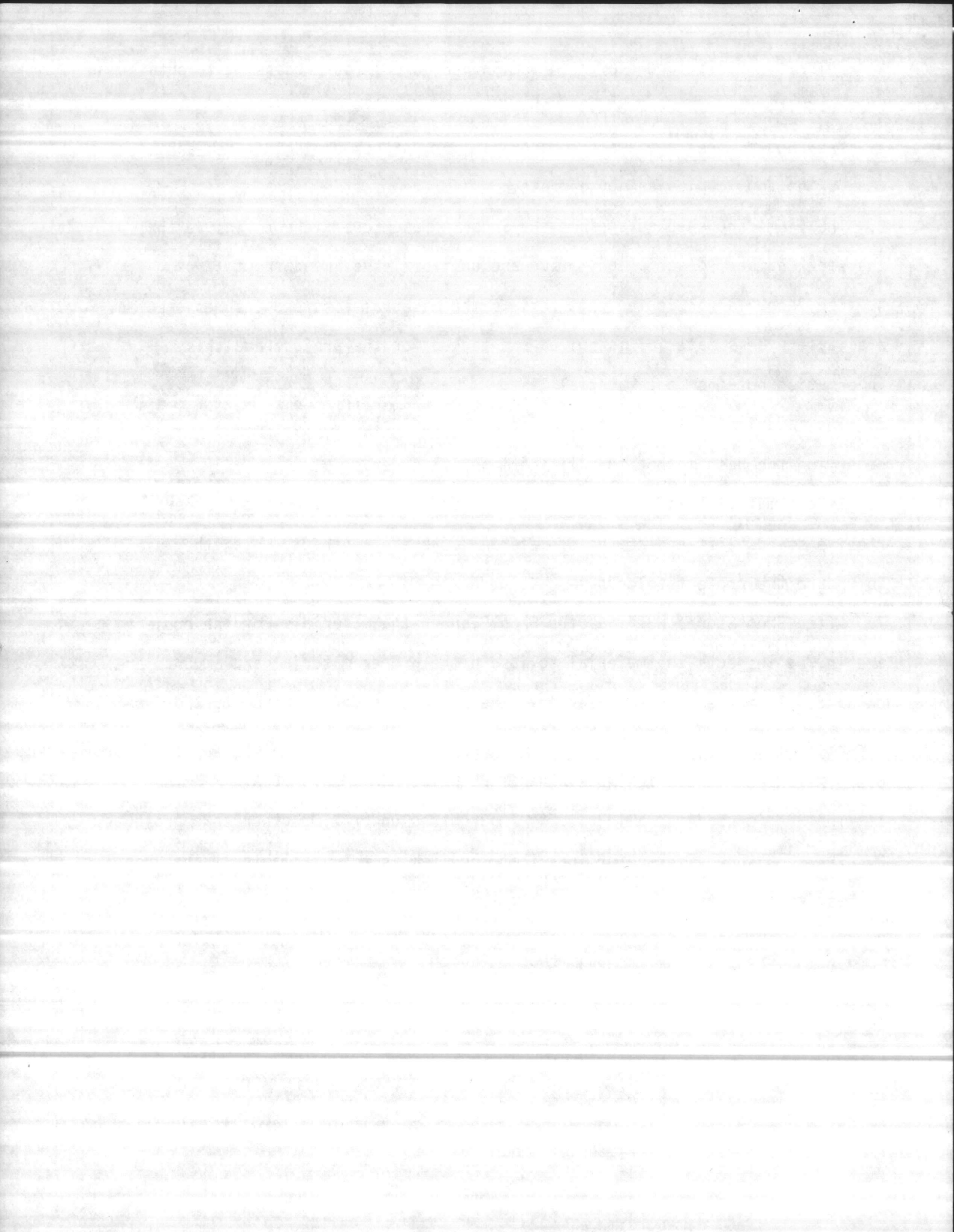
7. After Shop Stores notifies the Shop Planner the materials for the project are in, he inspects the material to insure the proper material and amounts are on hand. If project is satisfactory, the project folder is moved to the "awaiting schedule" file.

811. MATERIAL REQUISITIONING - BLANKET PURCHASE AGREEMENTS (BPA)

1. The BPA is used for all Priority 7 purchases under \$500 other than projects.

2. The shop supervisor determines that the item is not available at the Shop Stores issue points.

3. He then prepares a Form 1149 in ink, stating the item name, stock or part number, source of supply, estimated cost, unit of issue, number required and justification for the Priority 7.



4. If the item is not available from the Shop Planner, he notes it on the request and forwards it to the Supervisory Shop Planner for approval and delivery to Shop Stores BPA buyer, after entry in the Shop Planner's BPA log.

5. After the buy is made Shop Stores notifies the Shop Planner that the material is available for pick up. The requesting supervisor is then notified to pick up and sign for material.

812. MAINTENANCE MATERIAL MANAGEMENT (Excess Material)

1. All project materials will be issued out on the Shop Planners materials list by item and any turn-in materials will be received back by item and the reason for not using the item noted on the page. Note: Material will need to be turned in before job order is closed out.

2. The Shop Planner will review the material and make disposition in the following priority:

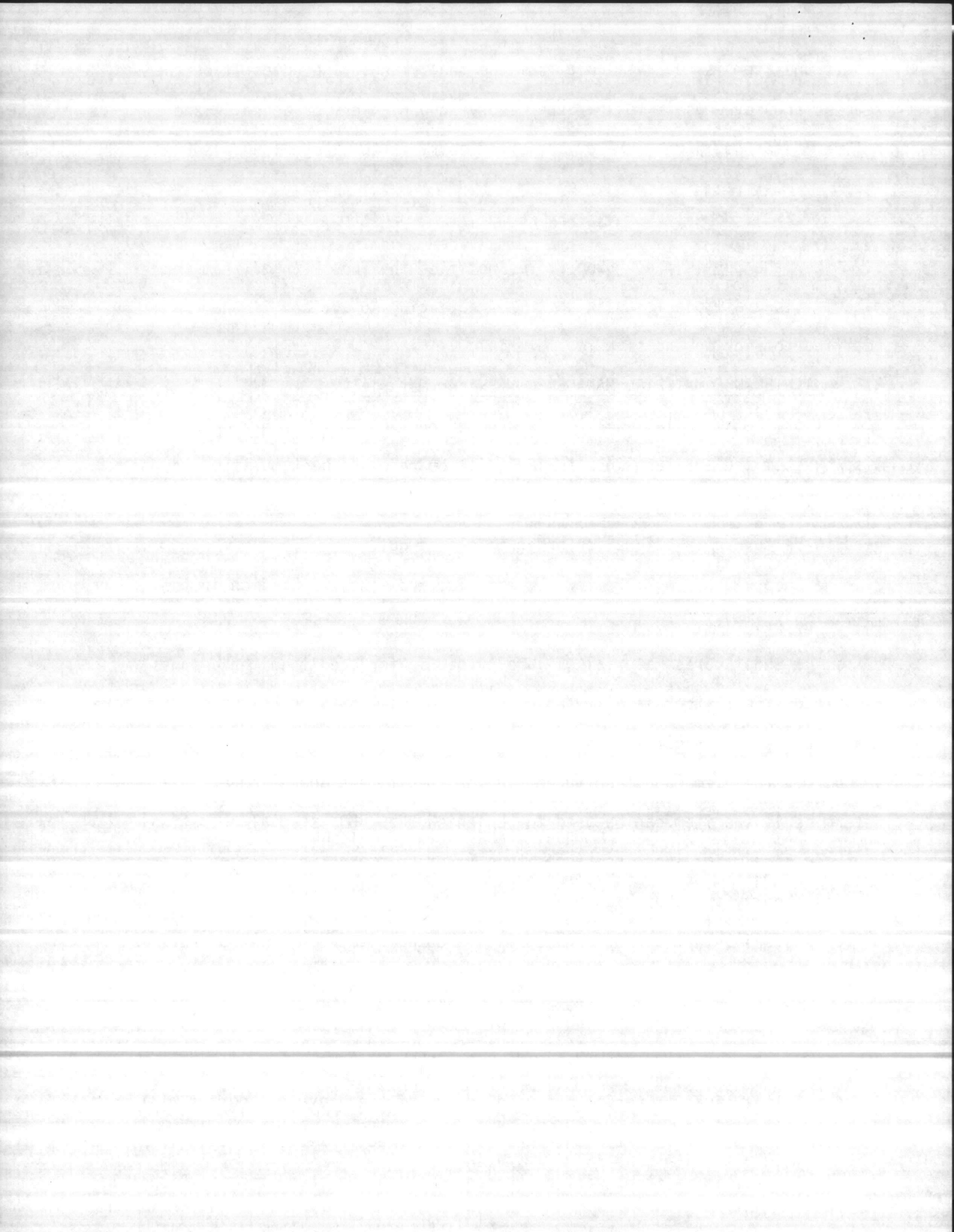
a. Shop Stores material will be turned in for credit in the amounts allowed by their stock levels. Note: Material will need to be turned in before job order is closed out.

b. If the item cannot be turned in for credit, the Shop Planner will determine if the item can be used to replenish Shop PEB, special operating stock or shop maintained insurance items (whether stored in the shop or stored for the shop by the Shop Planner).

c. Material that cannot be used in the categories above will be reviewed by the Inspectors, Planner and Estimators and Shop Planners to determine if the item can be used on a future project. Material identified for this purpose will be documented, tagged and stored by the Shop Planner.

d. A list of any material not used in any of the above categories will be given to Shop Stores to determine what can be turned in without credit if possible.

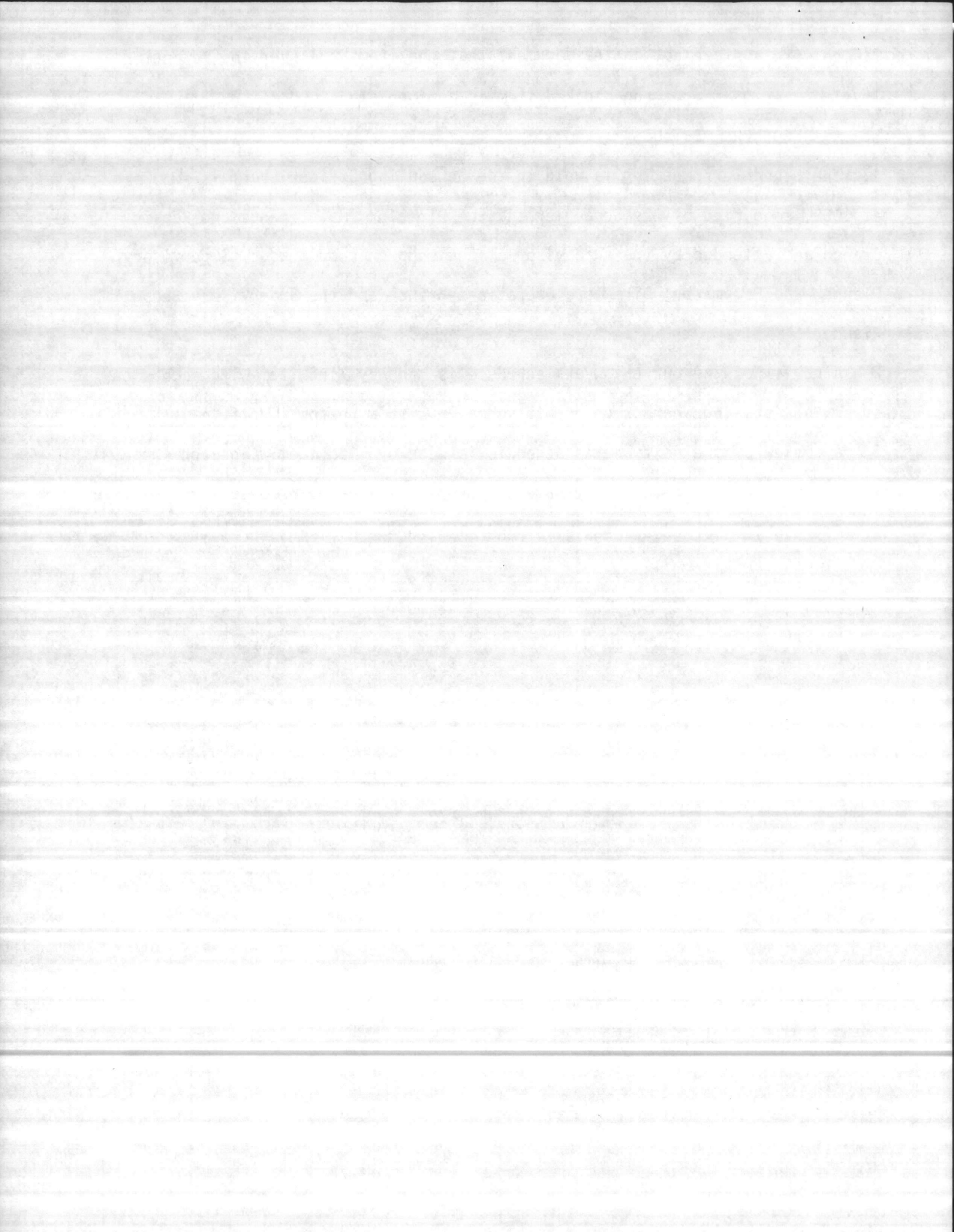
e. Any remaining items will be turned in to the Defense Property Disposal



Office with a statement on the document that the items are over the retention level as per DSSC or a non-stocked item as appropriate.

813. SCHEDULERS MEETINGS

1. The Schedulers Meeting is held in the Scheduling Officer every Friday at 1000, conducted by the Scheduler and the Director, Maintenance and Repair Branch and attended by the supervisor of the shop or shop trades, Supervisory Planner and Estimator, Director, Operations Branch and the Supervisory Shop Planner.
2. A review of the current weeks schedule is made by line item with each shop supervisor stating whether on or off schedule with a reason if off.
3. A review of the next week's schedule is made by line item with each shop supervisor stating whether they have any problems with the proposed schedule.
4. Any problems or good ideas of a general nature are discussed at this time, also.



SECTION IX
MILITARY OPERATIONS

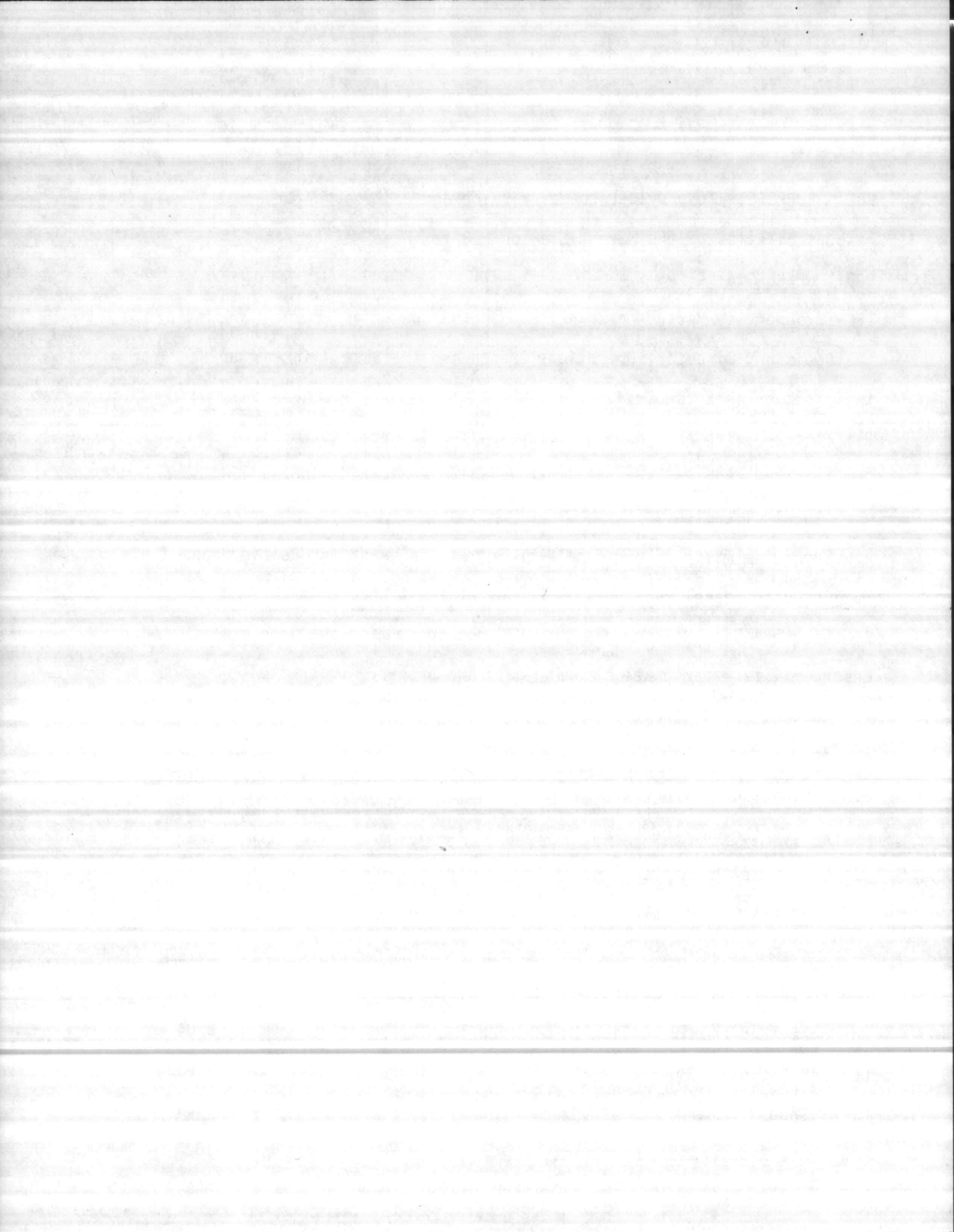
901. PURPOSE. To provide job description and work scope for areas of responsibilities of the Marine Liaison NCO for Base Maintenance.

902. RESPONSIBILITIES

1. To supervise Marine personnel within the Operations Branch; assisting the Assistant Director, Operations Branch and the Base Maintenance NCO in their duties when required.
2. To coordinate and inspect/approve Self-Help Projects for paint.
3. To coordinate and inspect Troop Training Projects insuring work complies with local directives.
4. Supervise military personnel working at the Lawnmower Repair Shop.
5. Conduct the Police Sergeants School at least once a month.
6. Ensure a Base Maintenance Duty NCO roster is made out once a month and ensure military personnel standing duty are properly supervised.
7. Conduct a self-service shopping list for Operations Branch at least once a month.
8. Coordinate military functions and staffing of the Base Maintenance Disaster Control Center when required in Building 1202.
9. Supervise the Apprenticeship Program for Marines working in the MOS.

903. POINTS OF CONTACT

	<u>Phone</u>
8th Engineer Support Battalion	5175
2d Combat Engineer Battalion	3704
DET "A" Engineer, MCAS(H), NR	00536
Paint Shop	3489
Lawnmower Repair Shop	1823
MCAS Maintenance	00818



MCES Maintenance	7410
Range Maintenance NCOIC	5211
Assistant Chief of Staff, Facilities	3034
Work Management Section (scheduling work projects)	3109

904. REPORTS REQUIRED

<u>Title</u>	<u>Due</u>
Troop Training Status Report	12th of each month
Base Maintenance Duty NCO	
Roster	25th of each month
Self-Help/Troop Training Fiscal Account	Monthly

905. REFERENCES

- BO P11014.1G, Base Maintenance Order
- BO 4400.16, Lawnmowers
- MO 3141.1, Base Maintenance Destructive Weather Plan
- MO 1601.1, Base Maintenance Duty NCO Orders

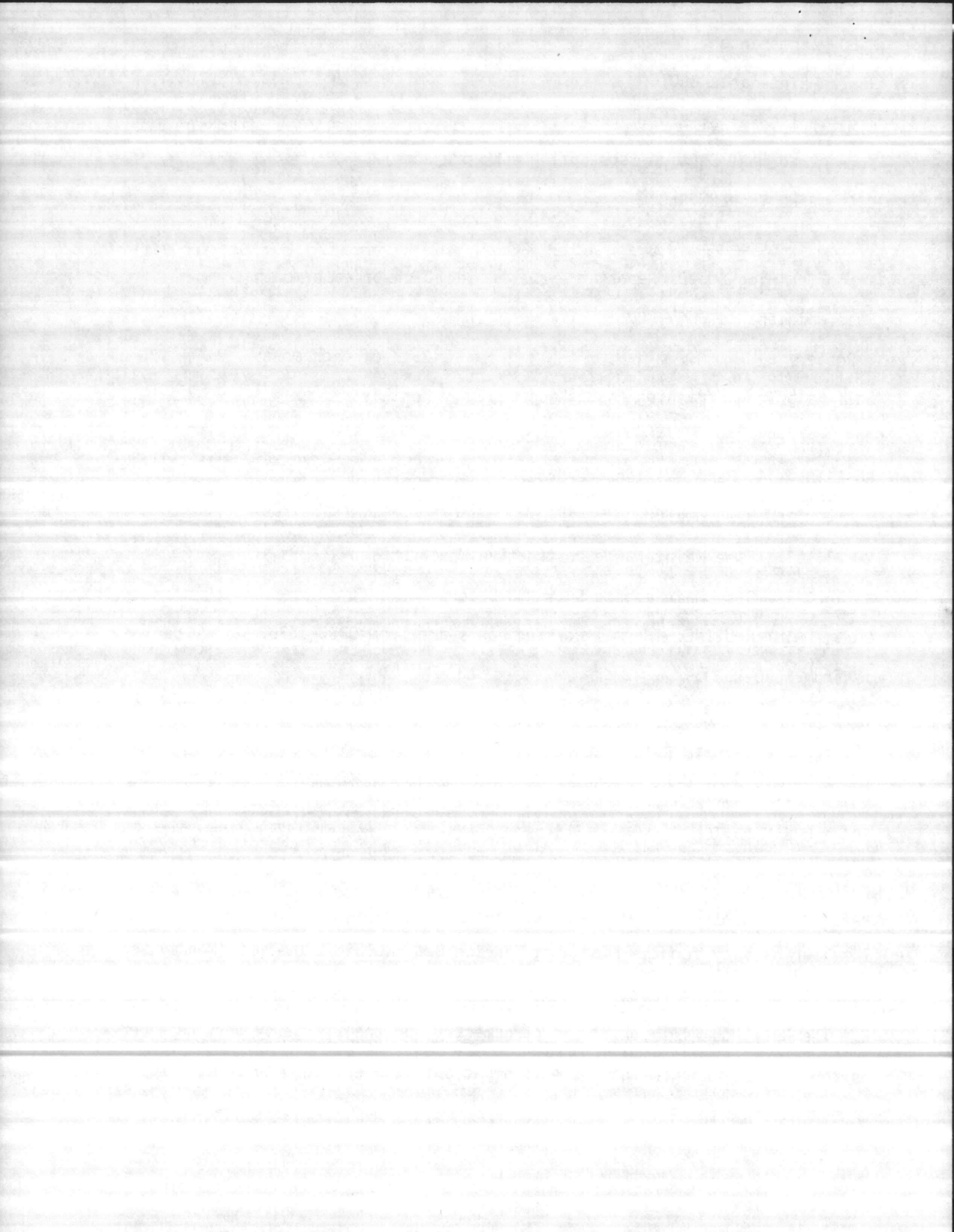
906. DAILY ROUTINE. Normal working hours are from 0800-1630. Lunch period is from 1130-1300.

1. Screen work requests.
2. Issue self-help paint
3. Inspection of Self-Help/Troop Training Projects

907. ORGANIZATION. Marine Liaison NCO (Master Sergeant 1371). See para 902, RESPONSIBILITIES.

908. BASE MAINTENANCE/EMERGENCY SERVICE DUTY NCO

1. Tour of duty for the Emergency Service Duty NCO is 2400-0800 (Monday through Sunday) in Building 1202.
2. The Duty NCO will serve as supernumerary for the Emergency Service supervisor on the same day he has the assigned night duty, except on Saturdays, Sundays and



holidays when he will be assigned supernumerary from 0730-1630. Details of his duties are covered in MO 1601. These duties will be rotated with the Work Reception Desk duties.

909. RECEPTION DESK

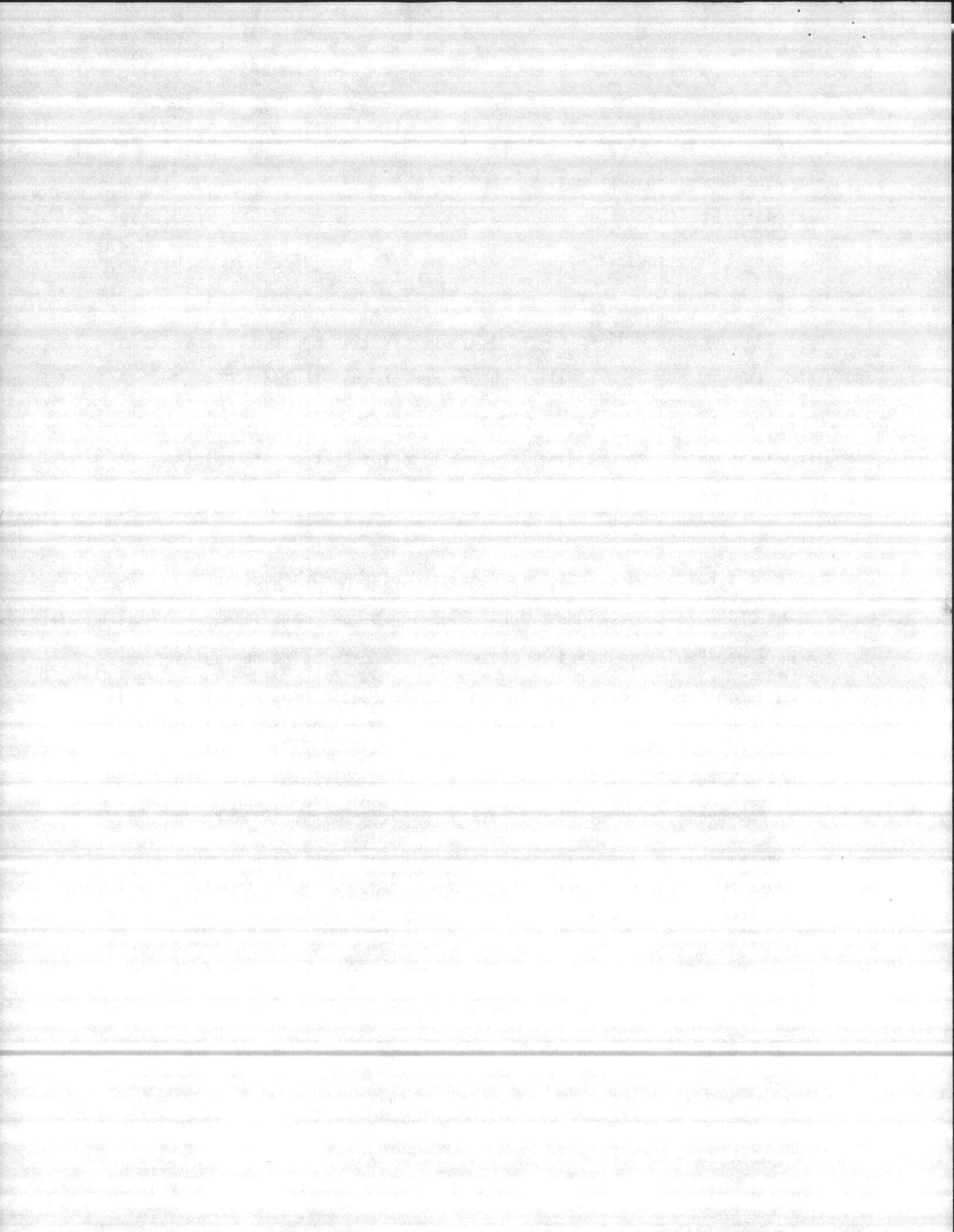
1. The tour of duty for the Work Reception desk is from 0730-1630 daily (Monday through Friday).
2. The reception desk will be operated by one civilian and two Marines daily and will be under the civilian supervisor of that Section.
3. The primary mission of the Work Reception desk is to receive all emergency calls and write out a repair ticket to the appropriate maintenance shop.

910. SELF-HELP PROJECTS

1. When a Self-Help Project has been requested, the Marine Liaison NCO will perform the below listed actions prior to issuing of any materials.
 - a. Research Facilities History Files for last date painting was performed.
 - b. Check in the files or with the Inspection Section supervisor to see if the building is pending major work, refurbishing or contract painting.
 - c. Check the Self-Help Paint Log for any other paint that has been issued.
 - d. If approved, issue paint. If disapproved, notify unit of reason why.
 - e. Inspect the job site for preparation and follow-up of paperwork to ensure compliance with current regulations, Base Maintenance Order, P11014.1G, paragraphs 105.26, 205 and 405.

911. TROOP TRAINING PROJECTS

1. When a Troop Training Project has been signed by the Director, Operations Branch, the Marine Liaison NCO will perform the below listed actions.

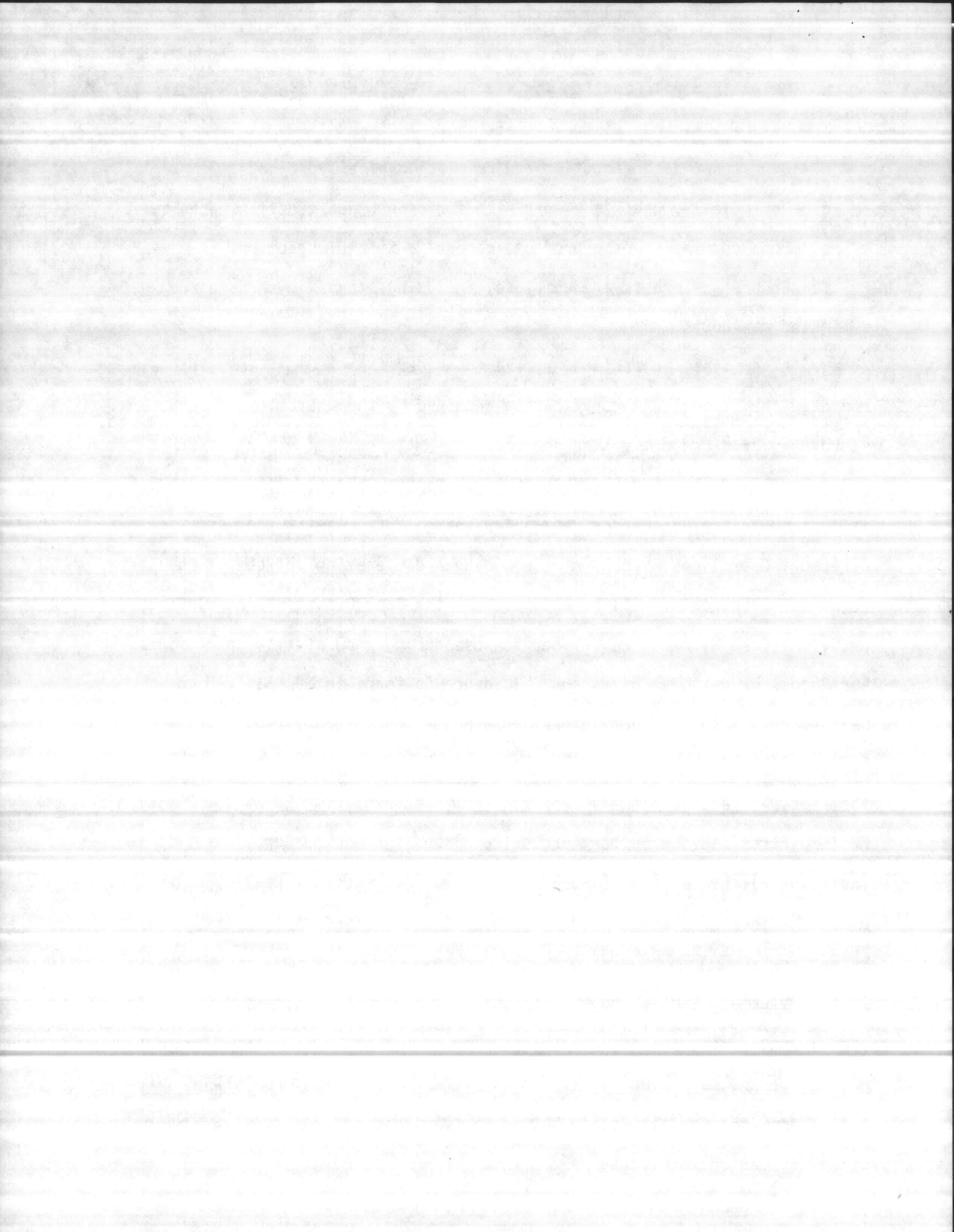


- a. Maintain a file and log for all Troop Training Project job orders.
- b. Ensure the proper issue of materials.
- c. Oversees the construction and completion of all projects.
- d. Periodically check the work site for proper construction techniques.
- e. Upon completion of a project, conduct a final inspection.
- f. Ensure job orders are complete, including start/finish date and estimated man-hours.
- g. After final inspection, remove job order from NCOIC files, initial and date the Scheduler's copy that is received by the Operations Branch secretary for close out of the job order.

912. DAMAGE CONTROL AND RECOVERY CENTER. Damage Control and Recovery Center is located in the Conference Room in Building 1202. Assist the Assistant Director, Operations Branch in maintaining and operating the center when required. The center will be activated by the Base Disaster Control-Center or by the Base Maintenance Officer for use during snow storms, large fires, hurricanes or national disasters. Guidance is found in MO P3141.1H and Marine Corps Base Destructive Weather Plan 1-81.

913. LAWNMOWER REPAIR SHOP. The Lawnmower Repair Shop is responsible for the repair of all lawnmowers received from Base Property; 2d Marine Division, FMF; 2d Force Service Support Group (Rein) and the Marine Corps Air Station (Helicopter), New River. (See BO 4400.16). Oversees the health and welfare of the Marines of that section. The work is supervised by the Heavy Equipment Supervisor.

914. POLICE SERGEANTS SCHOOL. Conduct a Police Sergeants School at least once a month. The subjects taught are the proper procedures for submitting work requests, key security, self-help paint and proper groundskeeping. A hand-out is provided for all Police NCO's. Specially scheduled schools will be given for ten or more personnel.

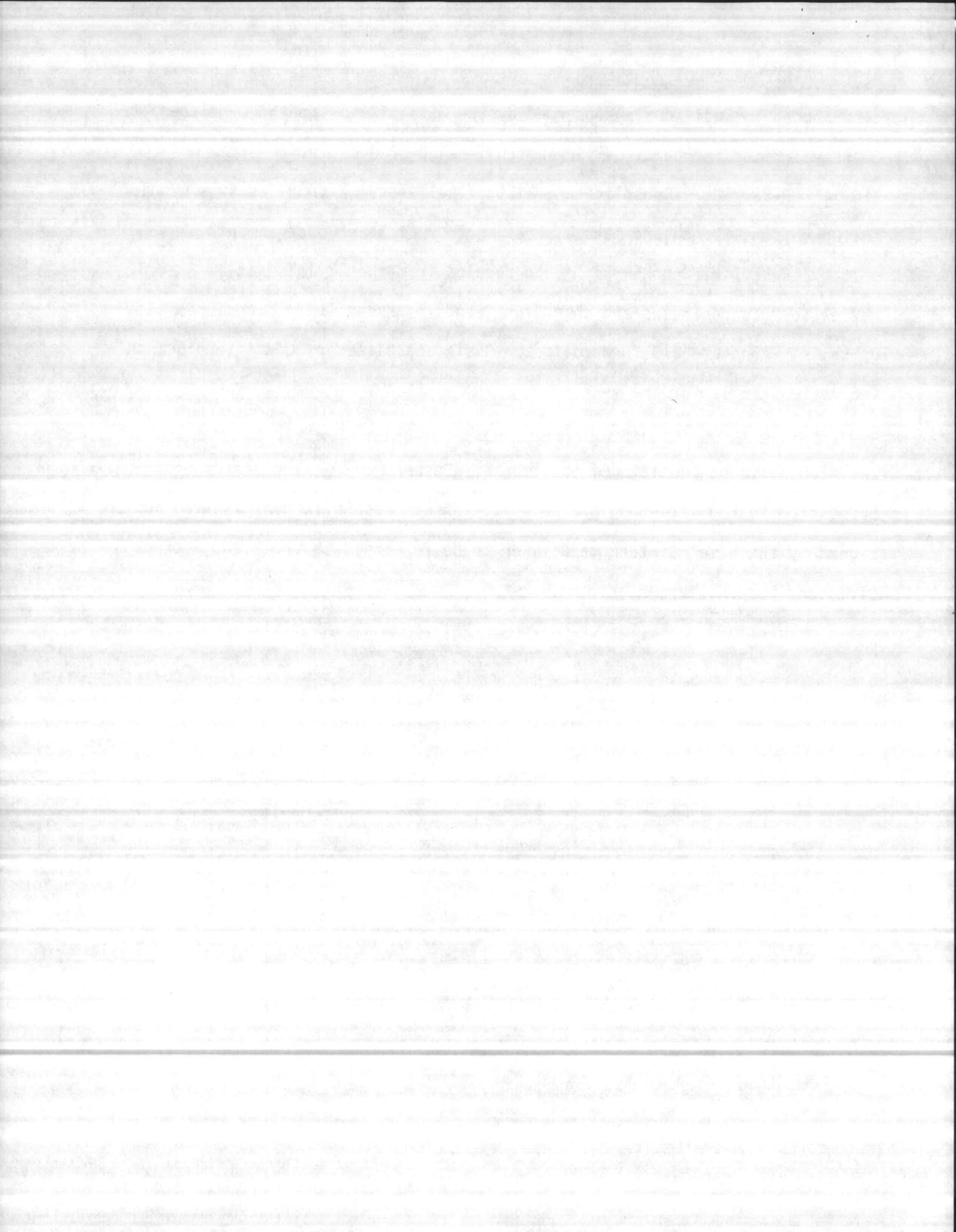


915. MAINTENANCE DUTY ROSTER. The duty roster will be made out and distributed to individuals concerned by the 25th of each month. The tour of duty for the Emergency Service watch is 2400-0800 daily.

916. SELF-SERVICE. Consolidate a list of self-service supplies from within the Operations Branch and make a shopping tour at least once a month.

917. SELF-HELP FISCAL REPORT. Upon receipt from the Administrative Branch, review for discrepancies and check for trends of excessive expenditures by units. Annotate and forward to the Assistant Director, Operations Branch for review. File for one year.

918. REVIEW TROOP TRAINING STATUS REPORTS. Status reports are due from engineer units on the 12th of each month. Correct any discrepancies and bring them to the attention of the unit. Ensure report is consolidated and signed by the Base Maintenance Officer to be forwarded to the Plant Account Division, Comptroller Department.



SECTION X

SECRETARY (TYPING), OPERATIONS BRANCH

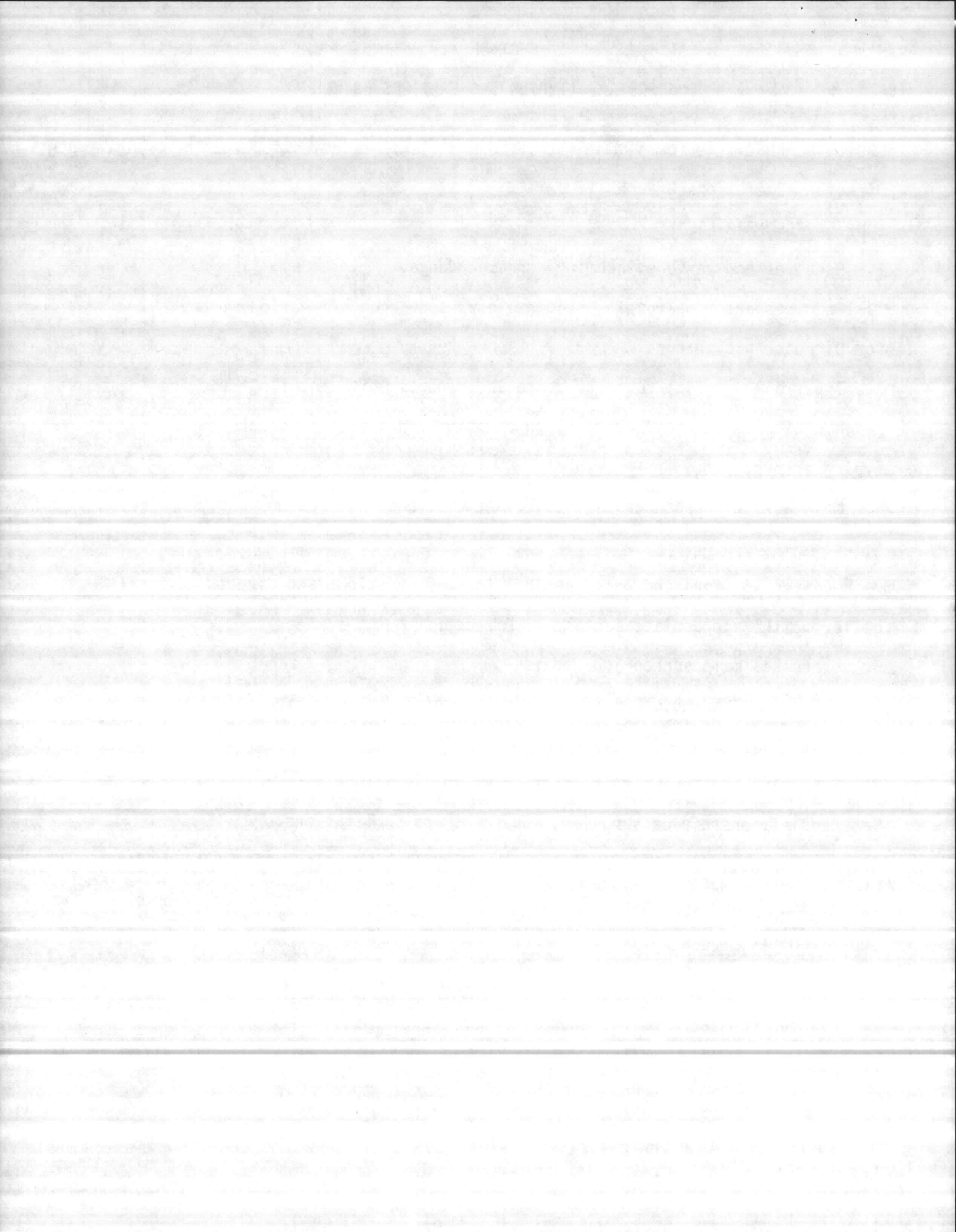
1001. PURPOSE. Performs administrative and clerical duties for the Director, Operations Branch.

1002. RESPONSIBILITIES

1. Receives and reviews incoming correspondence.
2. Composes and type routine original correspondence of various types for Director's signature.
3. Types all outgoing correspondence and reports which entails reviewing rough drafts for format, clarity, punctuation and spelling, checks for typing errors.
4. Maintains correspondence files, directives and instructions and technical files.
5. Receives visitors and phone calls. Answers questions and directs visitor/caller to the appropriate section or Director.
6. Processes maintenance job orders.
7. Maintains labor distribution cards. Receives and distributes cards and paychecks.
8. Schedules and arranges meetings, time and locations.
9. Requisitions office supplies, equipment and publications.
10. Serves as personal assistant to the Director in implementing instructions concerning office procedures for collecting and submitting data for reports.

1003. POINTS OF CONTACT

1. Secretary (Stenographer) GS-6, Base Maintenance Officer, ext. 2511.
2. Maintenance and Repair Branch Secretary, ext. 5855
3. Administrative Branch personnel, ext. 3722
4. Finance and Accounting Section personnel, ext. 5122
5. Utilities Branch secretary, ext. 5161



6. Assistant Chief of Staff, Facilities secretary, ext: 3034
7. S-4 Office, Marine Corps Air Station (Helicopter), New River

1004. REPORTS REQUIRED

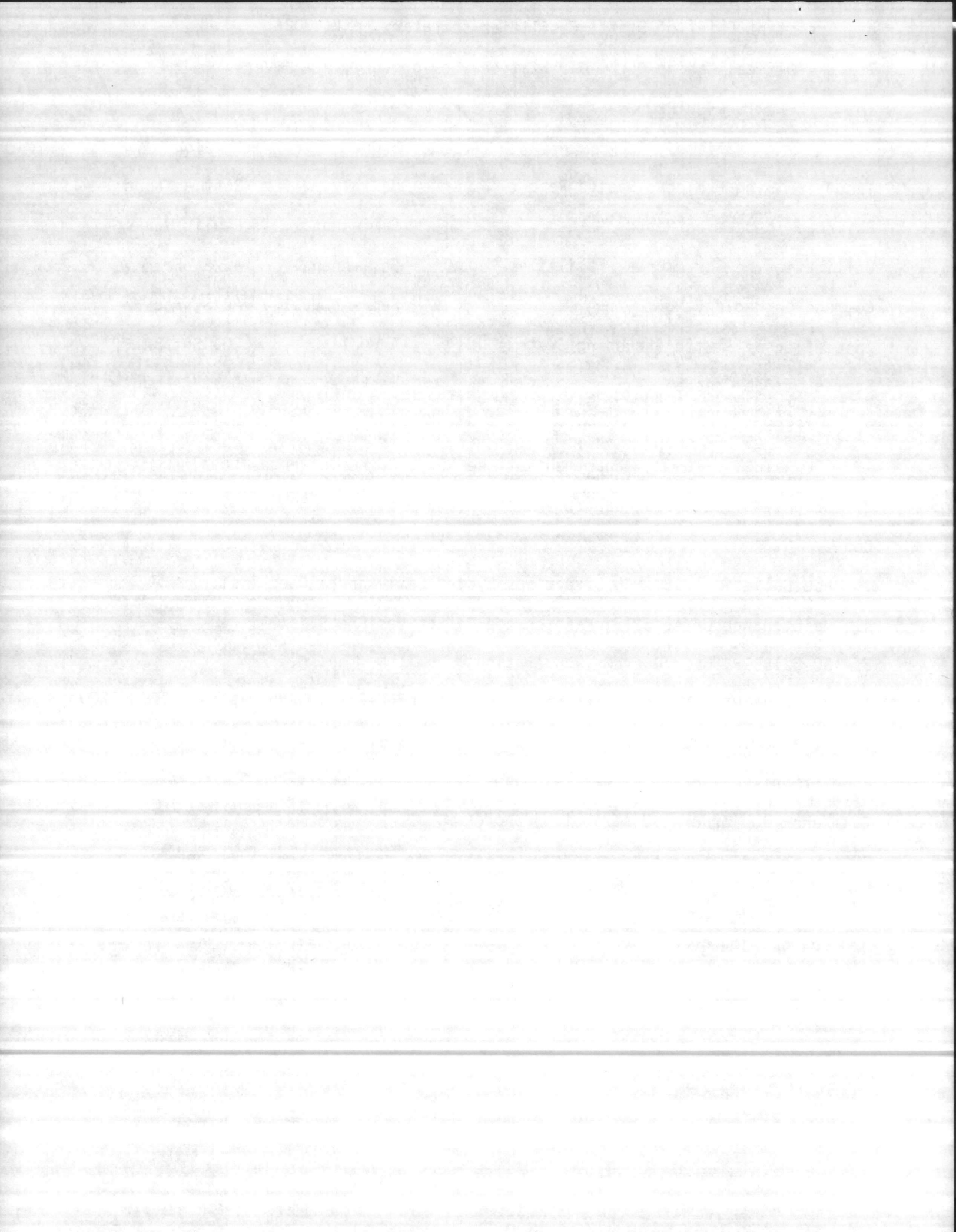
<u>Title</u>	<u>Due</u>	<u>To</u>
Troop Training Projects Status Report	Monthly	Cost Account
Railroad Inspection Report	Semi-Annual	Public Works
Utilization of Structures, Facilities Report	Semi-Annual	AC/S, Fac
Command Chronology	Semi-Annual	AC/S, Fac
Inspection of Static Grounding Systems	Annual	CO, Spt Bn
Status of Job Orders	Weekly	Cost Account

1005. REFERENCES

1. SECNAVINST 5216.5B, Department of the Navy, Correspondence Manual
2. SECNAVINST 5210.11B, Department of the Navy Standard Subject Identification Codes
3. Base Bulletin 5215, MCB Directives System Semi-Annual Checklist
4. Maintenance Order 5215, Maintenance Directives Checklist
5. BO 5210.1P, Base GuardMail Operations

1006. DAILY ROUTINE. Working hours are from 0800-1630. Lunch period 1200-1230.

1. Time cards, vehicle report, empty outgoing correspondence boxes, check appointments calendar, answer telephone.
2. Xerox job orders, distribute job orders.
3. Check mail, type correspondence, distribute mail, answer telephone.
4. Empty outgoing correspondence boxes, check mail, proofread correspondence.
5. Log out job orders, update appointments calendar, file directives, publications.



1007. PAPERWORK FLOW

See paragraph 1002.

1008. ORGANIZATION. Secretary (Typing), GS-318-5, Operations Branch, Base Maintenance Division, Marine Corps Base, Camp Lejeune, North Carolina.

1009. DESCRIPTION OF DUTIES

1. Receives incoming correspondence and reviews to determine required reference or backup material needed to answer the correspondence, obtains it from files and routes it with the correspondence to the Director or appropriate Branch supervisor. See Desk Top Procedures Book.

2. Reviews incoming correspondence for suspense dates, maintains suspense files on correspondence requiring reports or action and notifies responsible personnel of due dates. Correspondence is forwarded to the appropriate personnel.

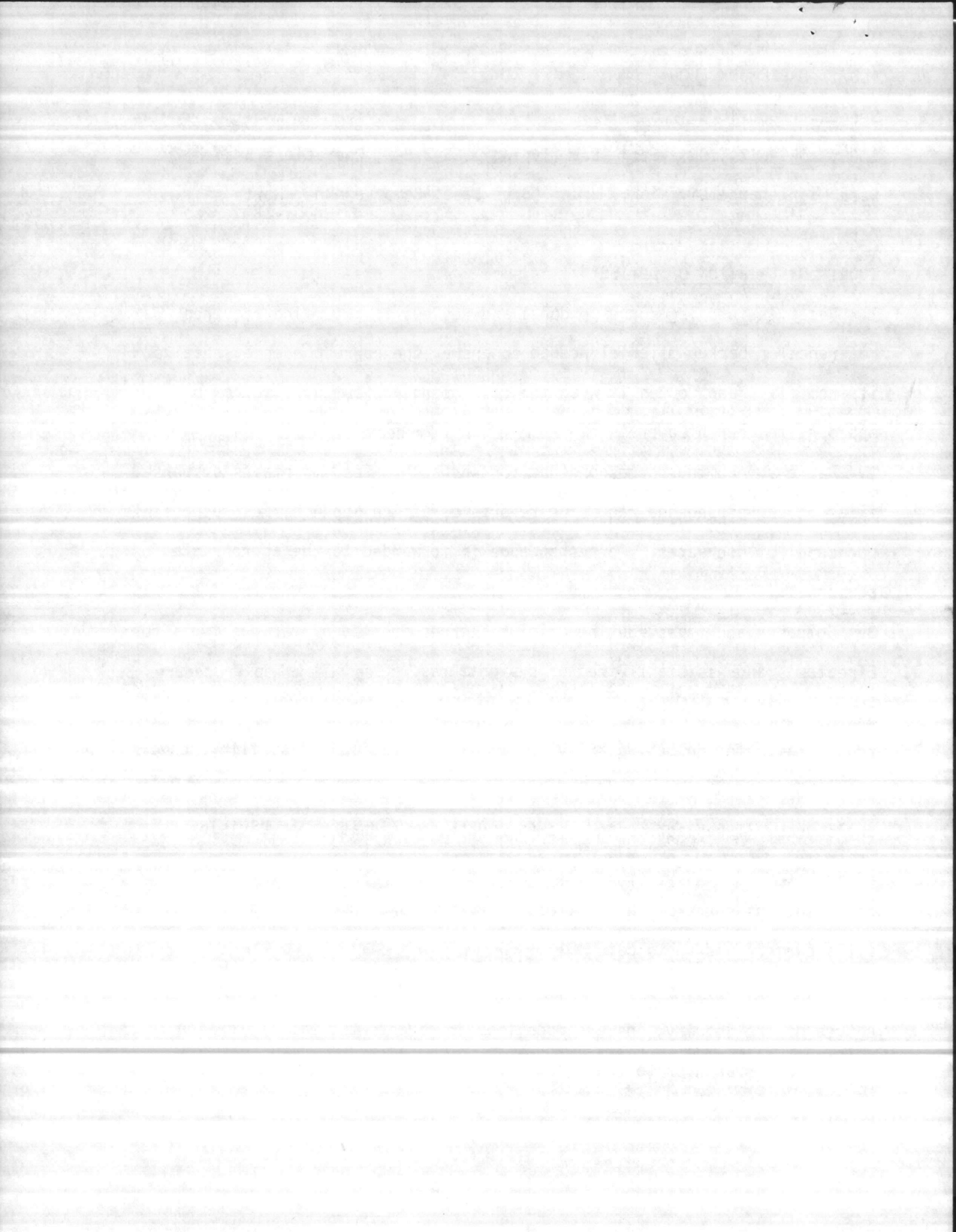
3. Composes and types routine original correspondence of various types for Director's and Assistant Director's signatures. See Desk Top Procedures Book.

4. Types all outgoing correspondence and reports which entails reviewing rough drafts for format, clarity, grammar, punctuation and spelling, checks for typographical errors and completeness with regard to references and enclosures. Types correspondence in smooth for signature of Division

Director, Base Maintenance Officer and Commanding General. See Desk Top Procedures Book

5. Maintains correspondence files, directives and instructions and technical files current and up to date. in accordance with SECNAVINST 5216.5B and 5210.11B.

6. Receives visitors and phone calls to the Division and depending on the nature of the inquiry, answers questions or directs the visitor/caller to appropriate Branch or to the Director.



7. Process maintenance job orders after approval by the Director. Obtains accounting data from the Finance and Accounting Section, reproduces the required number of copies based on the nature of the work and shops involved. assembles in proper order and forwards to the Maintenance and Repair Branch. Receives completed job orders and prepares notice of completion to the Accounting Division of the Comptroller Department. See Desk Top Procedures Book.
8. Maintains labor distribution cards for the Branch. Receives and distributes cards and paychecks, maintains various records pertaining to civilian employees, performs duties relating to collections and fund drives and monitors beneficial suggestions. See Desk Top Procedures Book.
9. Schedules and makes arrangements for time, participants and location of meetings as directed by supervisor. Maintains appointments schedule for Director and Section Heads.
10. Requisitions office supplies, equipment and publications. Acts as key operator for the office copier and coordinates service and trouble calls with the maintenance contractor.
11. Serves as the personal assistant to the Director in implementing instructions concerning office procedures and in the collection and submission of data for reports. Serves as liaison between the supervisor and subordinates. Keeps informed at all times of the whereabouts of the Director, Assistant Director, and Section supervisors.

