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Cops to NREA

J-7100

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

7100
COMP-B
4 Mar 86

From: Commanding General, Marine Corps Base, Camp Lejeune, N.C.
To: Base Maintenance Officer, Marine Corps Base, Camp Lejeune
Via: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

6 MAR 1986

Subj: BUDGET GUIDANCE FOR FISCAL YEARS 1986/1987/1988

Ref: (a) MCO P7100.8J

- Encl:
- (1) Format/Sample for Environmental Assessment/Statement of Estimated Cost Requirement (Fig. 5-12 of ref (a))
 - (2) Format for Energy and Utilities Consumption and Costs Exhibit (Fig. 5-10 of ref (a))
 - (3) Real Property Maintenance Instructions (Section 7, Chapter 5, para. 5701 of ref (a))

1. The reference requires submission of the exhibits described in the enclosures as part of the total Marine Corps Base budget.
2. Enclosures (1) through (3) provide instructions for exhibits, which will be prepared and submitted to this Headquarters (Attn: Assistant Chief of Staff, Comptroller) by 21 March 1986.

A. K. MAREADY
A. K. MAREADY
By direction



ENVIRONMENTAL ASSESSMENT/STATEMENT OF
ESTIMATED COST REQUIREMENTS (\$000)

S-A-M-P-L-E

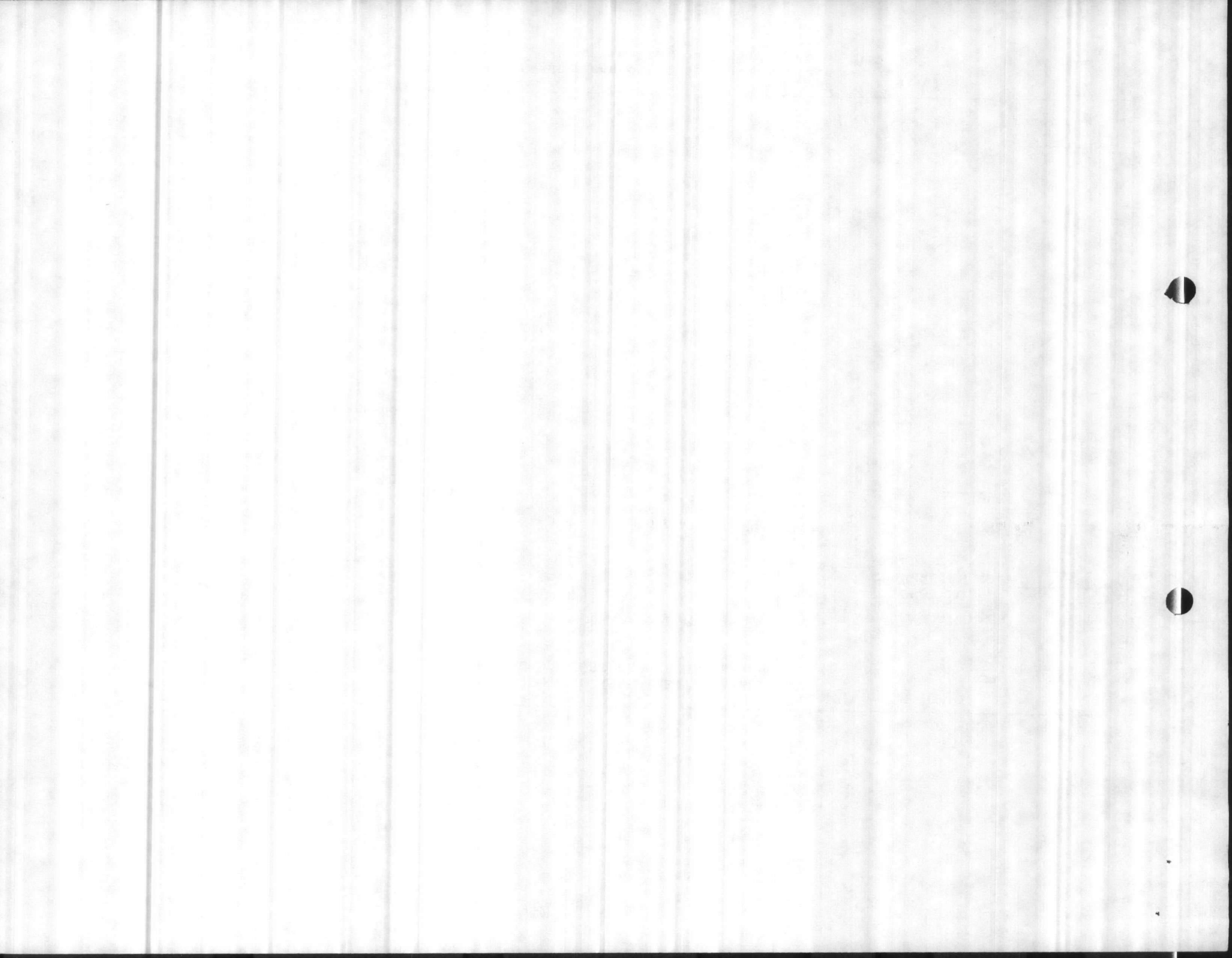
ACTIVITY: _____
POC: _____

AUTOVON NO.: _____
COMMERCIAL NO.: _____

Functional Area	EIS Action	FY	Estimated Amount	Where Included in Budget, if Applicable		Method of Accomplishment	
				PEN	CAC	In-House	Contract
Base Operations	Construct Access Road	CY 77	\$ 50	26496M	9120	\$ 20	\$ 30
FMFPac	JCS Exercise	BY 78	60	28011M	-		60
FMFPac	Relocate X Division	FY+1 79	100	26211M	-	100	

Par. 5705.8 refers

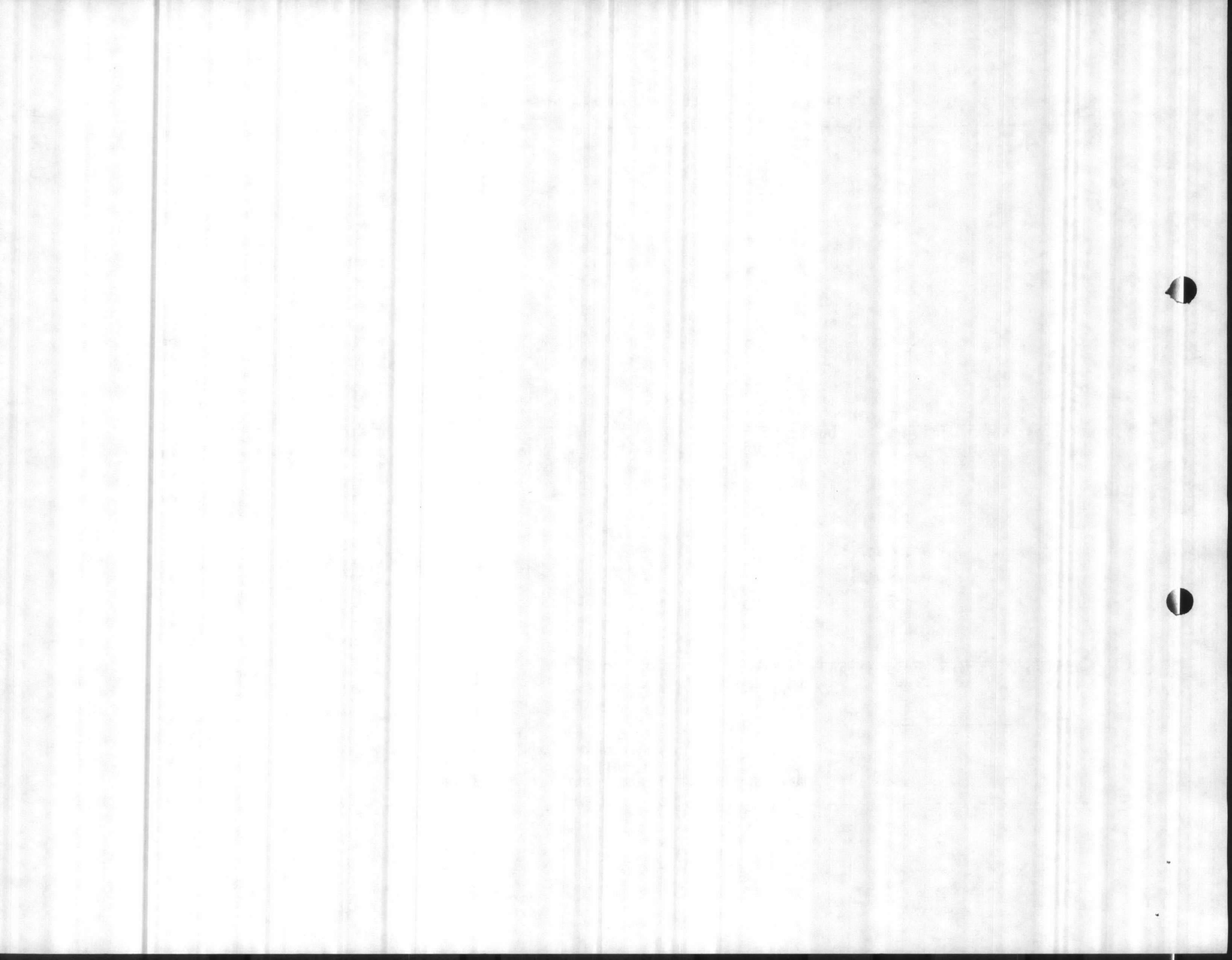
Figure 5-12.--Environmental Assessment/Statement of Estimated Cost Requirements.



ENERGY AND UTILITIES CONSUMPTION AND COSTS										
(\$000)										
(DO NOT INCLUDE REIMBURSABLES)										
ACTIVITY: _____		POC: _____								
AUTOVON NO.: _____										
Utility/Energy Type 1/	Unit of Measure	FYCY Units	New Plant	Conser- vation	Other 1/	FYBY Units	New Plant	Conser- vation	Other 1/	FYBY+1 Units
Electricity	MWH									
Coal	MBtu <u>2/</u>									
Steam/Hot Water	MBtu									
Natural Gas	MBtu									
Propane/LPG	MBtu									
Potable Water	Kgal									
Sewage	Kgal									
Air-Conditioning and Refrigeration	tons									
Heating Oil <u>3/</u>	bbl(000) <u>4/</u>									
Utility/Energy Type 1/	Unit of Measure	FYCY Unit Units Cost \$000			FYBY Unit Units Cost \$000			FYBY+1 Unit Units Cost \$000		
Electricity	MWH									
Coal	MBtu <u>2/</u>									
Steam/Hot Water	MBtu									
Natural Gas	MBtu									
Propane/LPG	MBtu									
Potable Water	Kgal									
Sewage	Kgal									
Air-Conditioning and Refrigera- tion	tons									
TOTAL <u>5/</u>										
Heating Oil <u>3/</u>	bbl (000) <u>4/</u>									

Par. 5705.5
refers

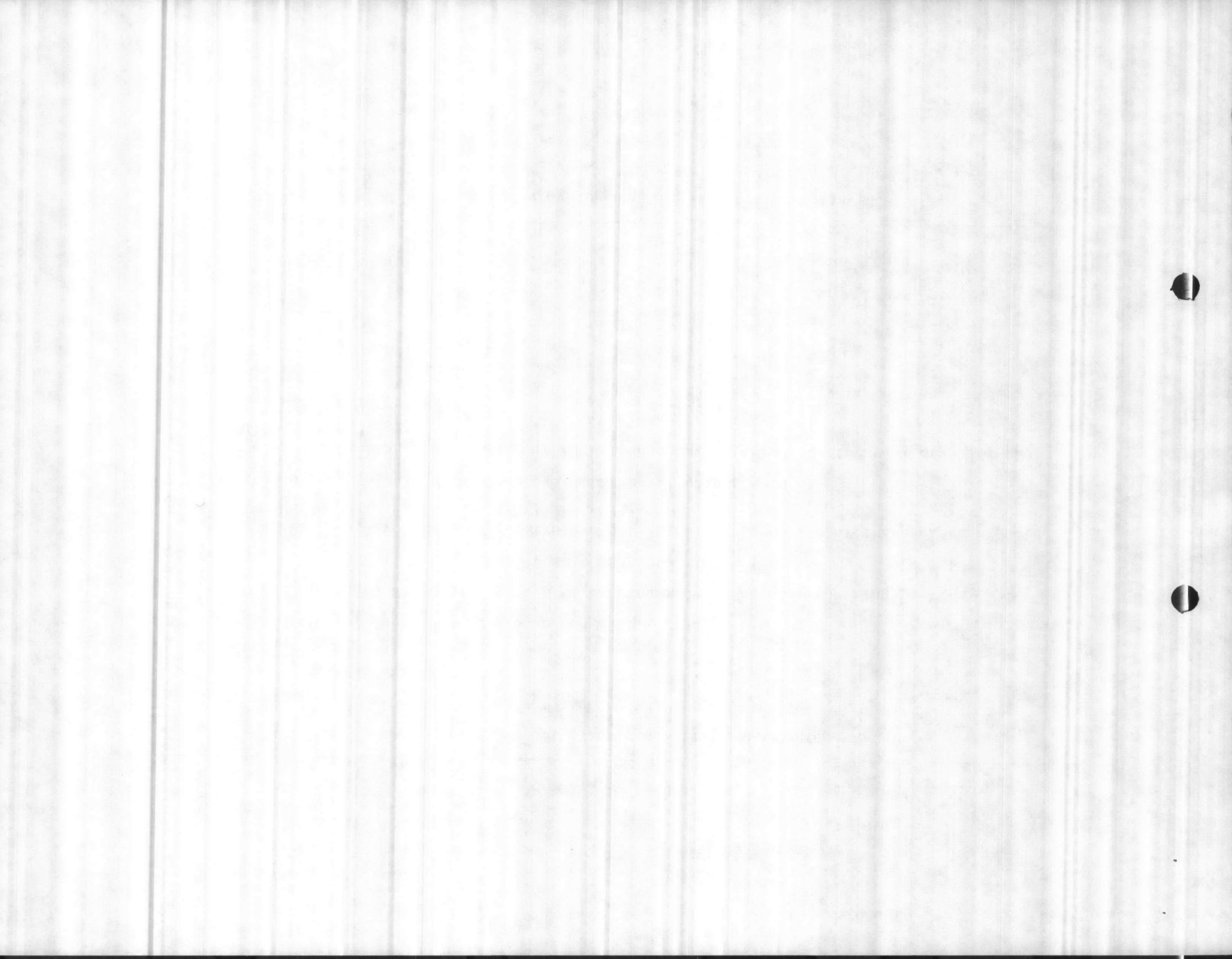
Figure 5-10.--Energy Consumption and Costs.



ENERGY AND UTILITIES CONSUMPTION AND COSTS
(\$000)
(DO NOT INCLUDE REIMBURSABLES)

- 1/ Explain in full
 - a. Electricity, includes CAC's 8350 and 8360.
 - b. Coal, includes all coal expected to be consumed during the reporting year.
 - c. Steam/hot water, includes CAC's 8250 and 8260.
 - d. Natural gas, propane/liquid petroleum gas (LPG), includes all of these gases expected to be consumed during the reporting year.
- 2/ One ton of coal equals 25 million British thermal units (MBtu's).
- 3/ Includes all heating oil expected to be consumed during the reporting year only for the program elements listed in paragraph 5705.7.
- 4/ One barrel equals 42 gallons.
- 5/ Refers to dollar amounts only.

Figure 5-10.--Energy Consumption and Costs--Continued.



**REAL PROPERTY MAINTENANCE ACTIVITIES
OPERATION AND MAINTENANCE COSTS
FY 1985 BUDGET**

S-A-M-P-L-E

UIC: 67428
APPROPRIATION: G&MMC

**Functional Category
of Work Functions at
Active Installations**

	<u>U/M</u>	<u>Workload Data</u>	<u>Civilian Personnel</u>	<u>Contracts</u>	<u>Other</u>	<u>Total</u>	<u>Military Cost</u>	<u>BMAR</u>
1. Maintenance and Repair			4210000	12011716	174977	16396693	384200	11038142
a. Utilities	xxx		65784	822835	143226	1031845	100631	4343007
b. Other Real Property	xxx		4144216	11188881	31751	15364848	283569	6695135
(1) Buildings	Kft ²	6092	3219134	5894804	6950	9120888	131120	5163962
(2) Other Facilities	xxx		323385	4085011	2534	4410930	33270	821385
(3) Pavements	Kyd ²	17712	304479	915404	10605	1230488	1940	527620
(4) Land	ac	6466	156399	152114	10746	319259	2440	182168
(5) Railroad Trackage	Klin ft		140619	141548	916	283283	114799	
(6) Overhead			38600	2011798	68479	2118877		
2. Minor Construction			420000	7958512	63113	8441625	21125	
3. Operation of Utilities								
a. Electricity-Purchased	KWH	74964		5976871		5976871	2562	
b. Electricity-In House	KWH	218	50571		6000	56571		
c. Heat-Purchased, Steam/Water	MBtu	30728		1233022		1233022	4105	

Par. 5705.6
refers

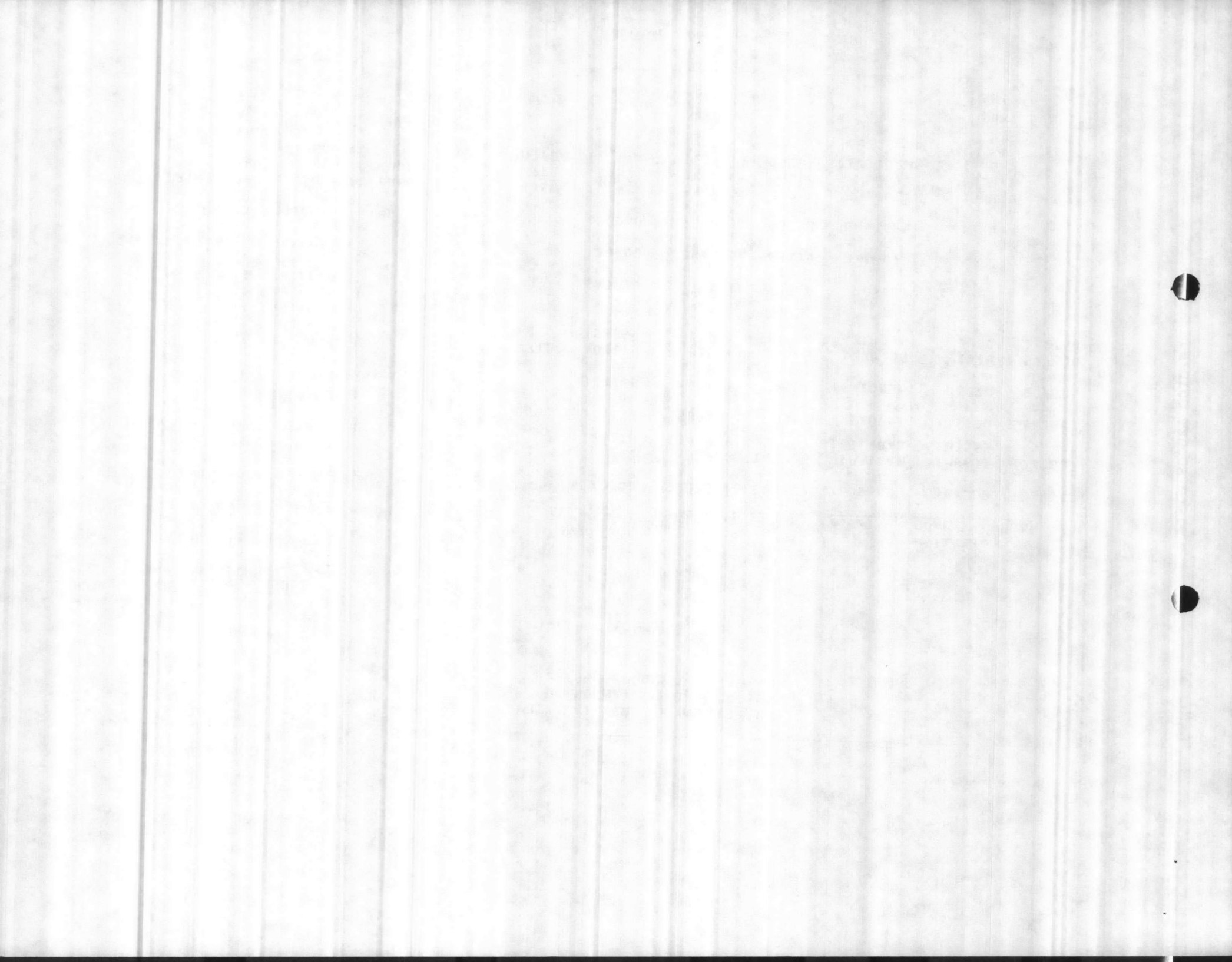
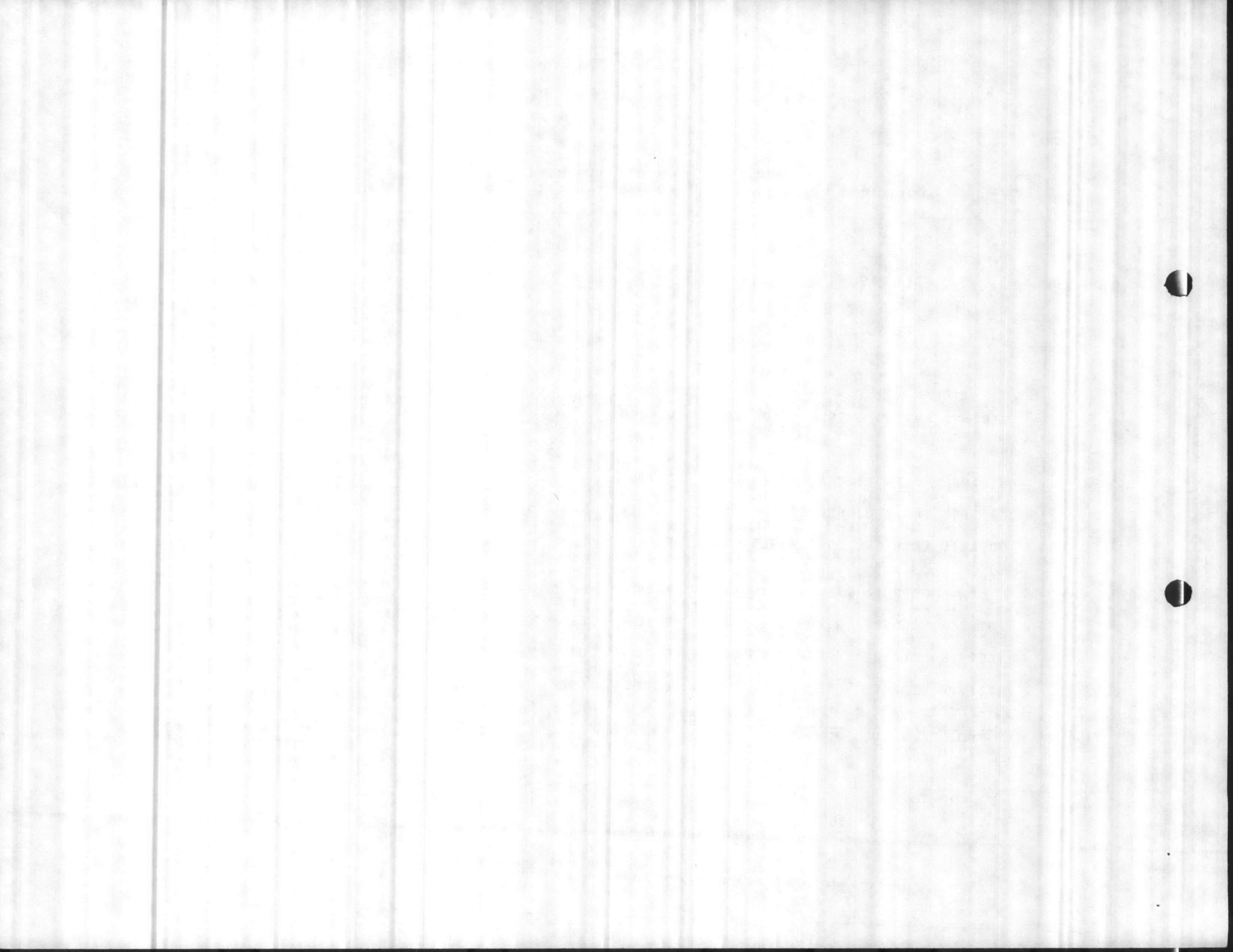


Figure 5-11.--Real Property Maintenance Activities Operation
and Maintenance Costs.

Functional Category of Work Functions at Active Installations	U/M	Workload Data	Civilian Personnel	Contracts	Other	Total	Military Cost	BMAR
d. Heat-In House Gen Steam/Water	MBtu	32263	129776		1045	130821	4238	
e. Water Plants & Systems	Kgal	769210	73405	204937	25879	304221	4221	
f. Sewage Plants & Systems	Kgal	448957	124106	271431	10416	405953	5104	
g. Air Conditioning & Refrigeration	tons	7309	42142	184520	14171	240833		
h. Other	xxx			87731	5602	93333	895	
4. Other Engineering Support			3870536	1435875	632962	5939373	3187500	
a. Services	xxx		3229330	1400080	202990	4832400	2333042	
b. Administration & Overhead	xxx		64120	35696	429972	1106874	854458	
c. Rentals, Leases, & Easements	xxx				99		99	
Total Costs			8539136	23417901	939531	32896568	3592825	

Figure 5-11.--Real Property Maintenance Activities Operation
and Maintenance Costs--Continued.



CHAPTER 5

ADDITIONAL GUIDANCE AND INSTRUCTIONS

SECTION 7: OPERATION AND MAINTENANCE OF REAL PROPERTY FACILITIES

5700. FACILITY UTILIZATION. A minimum of facilities will be used which will sustain operations and provide unit integrity. Partially used facilities will be inactivated to the maximum extent practicable and vacated facilities will be completely inactivated. Minimum maintenance, utilities, and other services will be accomplished or provided for inactive facilities.

5701. REAL PROPERTY MAINTENANCE FLOOR. The real property maintenance target is that part of the obligation authority which must be used for real property maintenance (functional category M) or minor construction (functional category R). The amount shown in the February financial ceilings as "maintenance, minor construction/real property" is the amount which must be planned for obligation in the BY financial plan. Obligations for the sum of subfunctional categories M-1 and R-1 for the execution year must equal or exceed the maintenance floor as revised during the FY. It may exceed this amount when real property maintenance requirements exceed the maintenance floor and funds can be diverted from other sources within the overall financial ceiling. In the event obligations are less than the maintenance floor, the difference must be returned to HQMC.

5702. PLANNING

1. Maintenance and Repair. Personnel and funding requirements for subfunctional categories M-1 and M-2 must be supported by long range maintenance plans. Long range plans developed for a period of 3 to 5 years must be based on sound maintenance standards and must be supported with a comprehensive inspection program to identify specific major tasks which are to be accomplished during respective years of the budget cycle. Minor tasks and emergencies are accomplished as emergency/service work. The volume and number of units are estimated from historical data modified to reflect inactivation, demolition, or new facilities. The volume of work associated with recurring tasks, such as grounds care, preventive maintenance, and cyclic maintenance, can be planned and programmed. Subfunctional category M-2 funds will be requested by facility project in accordance with the provisions of MCO P11000.5 and will not be incorporated in the annual budget submission for the CY, BY, and BY+1.

2. Utilities. Functional category N personnel and fund requirements must be supported with actual quantities purchased or produced for the CY and estimated quantities to be purchased or produced for the BY and BY+1. The CY data should be obtained from operating and cost records. Future requirements should be determined by engineering estimates and should reflect changes due to inactivation, demolition, or new facilities. Unit costs will be an increasingly important item in the budget review and will be heavily weighted in the evaluation of realistic requirements for personnel and funds. Total costs and quantities must be identified and reduced by estimated quantities which will be reimbursable from resources other than the operation appropriation. Utility costs should include and highlight utility rate and fuel price increases which have occurred during the CY. The BY and BY+1 costs may not include estimated rate and price increases, unless a firm price increase schedule has been received. Such documentation should be attached to the budget and identified.

3. Service. Functional category P personnel and fund requirements must be supported by quantities of service made available. The quantities should be obtained from actual performance for the CY and sound engineering estimates for future years. Total units furnished should be separated to identify the quantity and cost which will be reimbursable from other resources.



4. Construction. Subfunctional categories R-1 and R-2 personnel and fund requirements to support these functions should be based on realistic requirements for or expanded real property facilities. Resources for subfunctional category R-1 be included in the annual budget submission. Resources for subfunctional category R-2 will be requested in accordance with the provisions of MCO P11000.5 and will be incorporated in the BY and BY+1 submission. The amount for subfunctional category R-1 shall not exceed six percent of the sum of the amounts included in subfunctional categories M-1 and R-1.

5. Economic Studies. Comparative cost analyses, in accordance with the current edition of MCO 4860.3, will be conducted to determine the most economical method, i.e., in-house or contract, for accomplishing maintenance and repair work for which additional funds are requested in the unfunded requirements portion of the BY section or in the BY+1 section of the submission. When additional personnel are requested to perform maintenance and repair work, the justification will include a statement that it has been determined by comparative cost analyses that it is more cost effective to perform this work in-house.

5703. LEVELS OF SUPPORT

1. Levels of support are predesignated determinations of the magnitude and/or frequency of work or service which is to be performed. The manner of arriving at these determinations will vary for the different functional categories and within functional categories. The following are some of the more common methods for arriving at these determinations:

a. Engineering evaluations are used to forecast utilities requirements. Engineering evaluations supported by inspections are used to forecast major repairs for structures, pavements, and utility systems. Manufacturers' specifications and experience criteria is normally used to determine the magnitude or scope of preventive maintenance. The frequently used terms of these determinations are "utility targets" or "maintenance standards."

b. Engineering evaluations and command determinations are used to forecast certain maintenance and service support, such as painting, grounds care, exterior cleanup, and pest control. The term "maintenance standard" is frequently used for these determinations.

c. Experience factors have been used extensively for justifying future requirements. The use of statistical data is the least acceptable method of requirement justification because it does not provide adequate means for evaluation of over-support, undersupport, or normal support.

2. These examples are not intended to be a complete guide for developing requirements. Each task to be accomplished must be supported by the best information available and continuing efforts must be directed toward improving the supporting data.

5704. JUSTIFICATION. An explanation is required to justify requests for increased units or increased funding. The justification shall be developed by functional category to facilitate review. The explanation must be specific. For example, "Category code 8350 (purchased electricity) required \$150,000 additional funds for increased electrical consumption in the amount of 15,000 kilowatt hours imposed by completion of military construction line item P-012 (enlisted men's barracks)."

5705. SPECIAL GUIDANCE

1. Engineering Field Division (EFD) Administrative Costs. Budget for EFD administrative costs as specified in MCO P11000.5.



2. Unconstrained Annual Work Plan. The first year of the long range maintenance plan reflecting work for the BY should be expanded to include all minor construction and other engineering requirements and is to be submitted in the format depicted in figure 5-9. Separate exhibits are required for direct funds work and reimbursable work.

3. Constrained Annual Work Program. A separate copy of figure 5-9 should be annotated to identify work included in the Constrained Annual Work Program. If any line item varies from the Unconstrained Annual Work Plan, a footnote should be added to explain the variance. The Unconstrained Annual Work Plan, less the Constrained Annual Work Program, will be used in planning the allocation of funds for reduction of backlog of maintenance and repair (BMAK) and other unfunded requirements.

4. Contract Plans and Specifications. Funds for the preparation of plans and specifications for all maintenance, repair, and construction work to be accomplished by contract within local approval authority shall be budgeted for on an annual basis. HQMC will budget and fund for the preparations of plans and specifications for HQMC approved projects.

Energy Consumption and Costs. Provide data in the format shown in figure 5-10. Exhibits are required for the O&MMC appropriation from all activities; for the MCFIF appropriation from the MCLB's; and for the O&MMCR appropriation from the 4th MarDiv and 4th MAW. Do not include reimbursables of any kind.

6. Real Property Maintenance Activities. For each CAC having reportable work units as defined in the NavCompt Manual, paragraph 024640 (to include the additional work units required by paragraph 5705.2, preceding), under subfunctional categories M-1, N-1, P-1, and R-1, costs for civilian personnel, contracts, and materials shall be calculated and provided as shown in figure 5-11. Provide a separate exhibit for the CY, BY, and BY+1. Care should be taken to ensure units of measure are based on actual plant size as adjusted for inactivation, demolition, or new plant. The work units listed in the NavCompt Manual will be used for the report with the following exceptions:

CAC	Recommended Listing Work Unit	CAC	Recommended Listing Work Unit	CAC	Recommended Listing Work Unit
7250	Kft ²	7630	MBtu/H	8320	KWH
7310	Kyd ²	7640	MBtu/H	9210	Kft ²
7320	Kyd ²	7710	Klinft	9230	Kyd ³
7330	Kyd ²	7720	Klinft	9231	Kyd ³
7340	Kyd ²	7740	Klinft	9380	NFF
7350	Kyd ²	7760	Klinft	9390	NFF
7510	Klinft	7770	Klinft		
7620	MBtu	7780	Klinft		

7. Program Element Usage for Real Property Maintenance Activities (RPMA). All RPMA funds (functional categories M, N, P, and R) are to be budgeted and accounted for under the RPMA program elements 26494M, 72894M, 85794M, and 91294M for the O&MMC account and 55794M for the O&MMCR account. These data are more specifically detailed in table 6-5, parts A and B. The RPMA costs shall not be included in the "base communications" program element. Maintenance and repair of all communications cables/wires must be accomplished under subfunctional category LA.



8. EA/ES. Budget responsibility for EA's/ES's is the responsibility of the functional area whose actions or programs generate the requirement for the EA/ES (see the current edition of MCO P11000.8, Marine Corps bulletins and orders in the 6280 series for a full statement of requirements for an EA/ES). For example, the EA/ES for all operational or JCS training exercises should be included in the training budget of the affected forces; or the EA/ES for unit relocations should be included in the budget of the relocating unit. To ensure full knowledge of EA/ES requirements, figure 5-12 is required for the CY, BY, and BY+1.

5706. MANAGEMENT OF NATURAL RESOURCES, ENVIRONMENTAL QUALITY, AND PEST CONTROL.

Work undertaken in conservation, pollution abatement, fish and wildlife management, erosion control, forestry, or similar action constitutes an operation, maintenance, and service function in the real property area. Full instructions concerning the requirements of these programs are detailed in MCO P11000.8. Funds to support these programs should be identified within the provisions of this chapter in compliance with monetary, statutory, and administrative limitations. Adequate resources for the successful accomplishment of the forestry, conservation, pollution abatement, and pest control programs should be provided for in the station budget. Any added requirements relating to the implementation of these programs should be specifically and clearly noted in the appropriate exhibits of the budget submission. Forestry operations should be budgeted under subfunctional category H-1, CAC's in the 3B00 series. Pest control should be budgeted under subfunctional category P-1, CAC 9220. Pollution abatement administrative direction should be budgeted under subfunctional category P-1, CAC 9110. Pollution abatement technical direction and studies should be budgeted under subfunctional category P-1, CAC 9100. Individual pollution abatement actions should be budgeted under the appropriate end use CAC's in functional categories M, N, P, or R. Conservation of natural resources and environmental affairs shall be budgeted under subfunctional category P-1, CAC 9171. This CAC includes the pay of personnel and cost of supplies and contractual services involved in developing, administering, and implementing long range, multiple use natural resources plans; inventorying natural resources and environmental assets; developing cooperative programs with Federal authorities and private parties; etc. It excludes: day to day forestry management covered under CAC's in the 3B00 series; fish and wildlife conservation activities covered under appropriation 17X5095X; and CAC 9170, which is used exclusively to report expenses for which direct HQMC obligational authority is granted to support fish and wildlife efforts in accordance with paragraph 2300.2c(7) of MCO P11000.8B.

5707. REIMBURSEMENT FOR GENERAL SERVICES ADMINISTRATION SPACES, SERVICES, AND FACILITIES

1. Public Law No. 92-313 requires all Federal agencies to budget for space, services, and facilities provided by GSA. Rates or "standard level user charges" (SLUC), will be approximately equivalent to commercial rates for comparable space and services. Services beyond those included in the SLUC will be furnished by GSA on a reimbursable basis and will be billed directly to the ordering activity. Examples of the latter type of services are extra guards and services such as heating, air-conditioning, cleaning, etc., provided outside normal working hours.
2. All funding requirements for space occupied by elements of the Marine Corps, both within and outside the national capital region, will be budgeted and centrally managed by the Office of the Navy Comptroller (NCB-6).
3. All reimbursable services not included in the SLUC will be budgeted by each command/activity for direct reimbursement to GSA. The costs for these reimbursable services should be included in CAC 9320 (rentals, leases, and easements of real property) and should also be shown as a separate entry under "workload description" in the budget program highlights section of the annual budget.



4. To ensure adequate planning for the BY+1, each command/activity (except as noted in the following) shall submit to the CMC (LFF), for review and approval by 1 January of each year, all projected changes in GSA space planned for BY+1. This data shall include the old and new square footages, rates, and total cost for all office, storage, special, joint use, and parking (inside and outside) space with full justification for the changes. Assistance of the local NAVFAC EFD/GSA regional office should be solicited in the development of these requirements. Any increased requirements for reimbursable services above the SLUC should also be submitted at this time. Commands/activities not currently occupying GSA space shall submit a report only upon determination that GSA space will be required during the BY+1 and/or thereafter.

5. Budget guidance for GSA space used in recruiting operations is contained in the current edition of MCO P1100.71.

