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85-332



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
11800
BOSM
MAR 7 1986

From: Assistant Chief of Staff, Base Operational Support
Management Assistance
To: Kathryn M. Dassau, Base Maintenance Division
Via: Assistant Chief of Staff, Facilities: *BU/Elston 2/10/86*
Subj: MODEL INSTALLATION PROGRAM PROPOSAL 85-CLNC-332-LOG,
OBTAIN ADDITIONAL COPYING MACHINE
Ref: (a) BO P4400.5D
Encl: (1) Subject Proposal

1. The proposal you have submitted through the Model Installation Program has been reviewed. Three disqualifying criteria have been established by the Commanding General for ideas received under the Model Installation Program. First, no business proposals are accepted as MIPs. Second, a proposal that can be accomplished through existing procedures will not be processed as a MIP. Thirdly, proposals that result in an increase in expenditures without an offsetting productivity gain or hadr dollar savings will not be processed as MIPs. Your proposal falls under the second criterion and is therefore returned. The reference cites procedure to follow for acquisition of duplicating equipment.

2. Your interest and participation in the Model Installation Program are appreciated. Any future ideas you may have which promote efficiency and cost effectiveness at our installation will be welcomed. I encourage your continued support in helping to make the Camp Lejeune community a better place to work and live.

HF Smith
H. F. SMITH

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MODEL INSTALLATION PROGRAM

PROPOSAL

MARINE CORPS BASE CAMP LEJEUNE



INSTRUCTIONS:

1. COMPLETE ALL INFORMATION REQUESTED.
2. PLEASE PRINT OR TYPE LEGIBLY.
3. USE ADDITIONAL SHEETS IF NECESSARY.
4. FORWARD COMPLETED PROPOSAL TO AC/S, BOSMAD, MCB

DO NOT WRITE IN THIS SPACE

DATE RECEIVED
MAY 21 1985

TITLE OR SUBJECT OF PROPOSAL

OBTAIN AN ADDITIONAL DUPLICATING MACHINE FOR BASE MAINTENANCE OR PURCHASE ONE THAT IS CAPABLE OF ACCOMODATING THE ENORMOUS WORKLOAD

PROPOSAL NUMBER

85-CLNC-332-LOG

NAME, TITLE, GRADE/RANK, UNIT OF SUBMITTER(S)

KATHRYN M. DASSAU, Secretary-Steno, Base Maintenance Division

PHONE

CURRENT PROCEDURE

We presently have one duplicating machine for the entire division that services 600+ employees. The present machine is continually out of service, "jamming" or in such critical need that you have to wait 10 minutes in line to use it. Employees spend up to 10 minutes un-jamming the machine to burn just a few copies. If the Maintenance Service Record is checked and an accurate account of the number of copies reproduced is acquired, you will find that the machine is "over-worked". The service technician from Xerox Corp. has said repeatedly that the machine was not made to withstand the wear and tear, abuse and production of so many copies. The equipment is always being occupied, you need to wait in line for it all the time. Once you do get to use it, it is always breaking down or you're continuously being interrupted by people with "urgents".

PROPOSED PROCEDURE (If a directive/order must be waived to implement proposal-Identify the specific reference.)

Either obtain a second duplicating machine to cut the workload down for the present one, or purchase a model that is capable of accomodating the tremendous paperload that is reproduced in the Division.

It should also be suggested that a "copy schedule" be initiated for each Branch in order to designated certain employees for copying time for their respective branch. This would alleviate some of the waiting time, congestion at the machine and frequent interruptions.

BENEFITS/ADVANTAGES

Numerous manhours would be saved as time is unnecessarily wasted by waiting to utilize the machine, by trying to get it to work properly, or when it is broken down completely for two and three days at a time, which happens quite frequently. In the long run, maintenance repairs would be substantially decreased.

I (WE) UNDERSTAND THAT THE ACCEPTANCE OF A CASH AWARD FOR THE USE OF THIS PROPOSAL BY THE UNITED STATES GOVERNMENT SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME (US), MY (OUR) HEIRS, OR ASSIGNS.

Kathryn M. Dassau 5-17-85
 (SIGNATURE AND DATE)

(SIGNATURE AND DATE)

MODEL INSTALLATION PROPOSAL

MCBCL 11800

Excellent Installations — The Foundation Of Defense

Handwritten notes at the top of the page, possibly including a name or title.

Main body of handwritten text, appearing to be a letter or a detailed report. The text is dense and covers most of the page.

Handwritten text at the bottom of the page, possibly a signature, date, or reference number.