

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

11800
BOSM

JUL 28 1987

From: Assistant Chief of Staff, Base Operational Support
Management Assistance
To: Ruth H. Norris, Base Maintenance Division
Via: (1) Assistant Chief of Staff, Facilities *BWE 7/30/87*
→ (2) Base Maintenance Officer

Subj: MODEL INSTALLATION PROGRAM PROPOSALS

Encl: (1) MIP #87-CLNC-129-FAC, Cross Train Planner and Estimator/Air Conditioning, on Air Conditioning/Space Heater Surveys
(2) MIP #87-CLNC-130-FAC, Prepare Standard Form for Air Conditioning/Space Heater Approvals in Lieu of Standard Naval Letter

1. This office is in receipt of your submissions to the Model Installation Program, and has assigned them the numbers identified in the enclosures (1) and (2). The proposal is currently being staffed and processed. You will be notified as soon as a decision has been made.

2. We appreciate your participation in the Model Installation Program and ask for your continued support. Good ideas will make the Camp Lejeune community a better place to work and live.

H. F. SMITH

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

JUL 28 1987

Mr. [Name]

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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

24 July 87

PROPOSAL NUMBER

87-CLnc-129-FAC

TITLE OR SUBJECT OF PROPOSAL Cross Train Planner and Estimator/
Air Conditioning, on Air Conditioning/Space Heater Surveys

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

(UtilitiesBr)

Ruth H. Norris, Secretary, GS-5, Base Maintenance Division

PHONE

CURRENT PROCEDURE

The UMACS Supervisor (General Engineer, GS-11), the Air Conditioning Planner and Estimator or the Electrical Planner and Estimator respond to requests for air conditioning and space heaters from all commands at Camp Lejeune. Before air conditioning or space heaters can be approved, it has to be determined if electrical outlets are correct, amount of space to be heated or air conditioned, and if building construction meets criteria of MCO P11000.9B. In 1986, approximately 109 requests were responded to. Since January 1987, approximately 92 have been responded to already.

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

The Planner and Estimators could be cross trained whereas only one person would be needed to survey on requested air conditioning and space heaters. The Air Conditioner Planner and Estimator has to respond to air conditioning requests routinely. The UMACS Engineer (Energy Conservation Engineer) could be consulted for unusual situations.

BENEFITS/ADVANTAGES

1. UMACS Engineer could be utilized for more managerial duties.
2. One Planner and Estimator would have more time to do other backlog duties.

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.

Ruth H. Norris 7/21/87
(SIGNATURE AND DATE)

(SIGNATURE AND DATE)

MODEL INSTALLATION PROPOSAL

MCBCL 11800

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10



MODEL INSTALLATION PROGRAM

PROPOSAL

MARINE CORPS BASE CAMP LEJEUNE



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DO NOT WRITE IN THIS SPACE

DATE RECEIVED

24 July 1987

TITLE OR SUBJECT OF PROPOSAL **Prepare Standard Form for Air Conditioning Space Heater Approvals in lieu of Standard Naval Letter**

PROPOSAL NUMBER

87-CLNC-130-FAC

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

(UtilitiesBr)

Ruth H. Norris, Secretary, GS-5, Base Maintenance Division

PHONE

451-5161/5024

CURRENT PROCEDURE

UMACS Engineer drafts letter for approval or disapproval for each air conditioner or space heater requested from all commands at Camp Lejeune. Letter is then typed to be signed by Base Maintenance Officer by direction of the Commanding General. Original and 10 copies are made on each letter. Since January 1987, approximately 92 letters have been processed (the majority since March). Each letter takes a lot of time for the drafter of the letter and the typist in handling all 11 copies for each letter.

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

Prepare a standard form with appropriate information to be checked or filled in. Information needed is same on all requests.

GP 3

BENEFITS/ADVANTAGES

1. Form would cut out all time originator spends drafting letters.
2. Eliminate handling so many copies.
3. Eliminate typing same information every time.
4. Make the approval/disapproval system faster and more efficient.
5. Save paper.

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Ruth H. Norris 7/21/87

(SIGNATURE AND DATE)

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