



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

BO 11000.3  
MAIN/rsm  
4 Feb 1986

BASE ORDER 11000.3

From: Commanding General  
To: Distribution List

Subj: Cyclic Maintenance Program

Ref: (a) MCO P11000.7B

Encl: (1) Guidelines for Scope of Cyclic Maintenance  
(2) Cyclic Maintenance Building Discrepancy Checklist

1. Purpose. To define the scope of the Cyclic Maintenance Program and to provide instructions concerning the administration and implementation of the program.

2. Background. The goal of the Cyclic Maintenance Program is to reduce the number of service ticket orders to a point where buildings and structures are being maintained by scheduled work as much as possible. Cyclic maintenance as defined in the reference is recurring minor structural, electrical or mechanical repairs to high-use structures such as barracks, administrative and messhall facilities. This work is authorized by standing job orders which specify work center tasks by type of facilities and optimum time variables within a 60 minute per task maximum range. A guideline for the general scope of work included in cyclic maintenance is provided in enclosure (1). The work is limited to that which can be accomplished by simple handtools. The scope of the type of work is also limited to the availability of repair materials. The varying ages of the facilities aboard Camp Lejeune and the availability of repair materials plays an important role in the effectiveness of the Cyclic Maintenance Program.

3. Information

a. The Cyclic Maintenance Program established under this Order will include facilities with the functional use categories of barracks, administrative facilities/headquarters and messhalls. Cyclic maintenance teams will be assigned to specific areas of responsibility and will be staffed to accomplish the repairs on a frequency cycle of approximately 90 to 120 days.

b. The cyclic maintenance teams will utilize a Cyclic Maintenance Building Discrepancy Checklist (enclosure (2)) and this checklist will be completed by both the designated occupant's representative and the Cyclic Maintenance Team Leader prior to the actual scheduled visit by the team. The Cyclic Maintenance Building Discrepancy Checklist is not all inclusive of deficiencies but includes those most common items that are within the scope of the Cyclic Maintenance Program. The Cyclic Maintenance Team Leader will jointly review the list with the occupant's designated representative and those items that are not within the scope or materials are not available will be annotated and referred to Base Maintenance for further action.

c. The Cyclic Maintenance Team Leader and the occupant's designated representative will conduct an inspection of the completed work.

d. The Area Commander/Sub-area Commander will be provided a quarterly schedule for his cognizant area and the Cyclic Maintenance Team Leader will coordinate with the designated occupant's representative at least seven (7) working days before the scheduled visit. Cyclic maintenance schedules will vary slightly due to amount of work identified in a facility.

e. Service calls and work requests for routine work of a cyclic maintenance nature will be referred by the Base Maintenance Division's Work Reception to the cyclic maintenance team if scheduled to visit the particular facility within 30 days. Emergency or urgent work will be processed immediately.

4. Action

a. Area/Station Commanders

(1) Will ensure that the contents of this Order are disseminated to all facility occupants within their respective area/station.

(2) Ensure the quarterly cyclic maintenance schedules provided by Base Maintenance are disseminated.

(3) Ten days prior to the beginning of each quarter, provide a listing to the Base Maintenance Officer of any changes to the list of buildings scheduled for cyclic maintenance.

(4) Designate a point of contact for the Cyclic Maintenance Program.

b. Facility Occupants

(1) Conduct an inspection of the facility at least five (5) working days prior to the scheduled cyclic maintenance team's visit and complete a Cyclic Maintenance Building Discrepancy List.

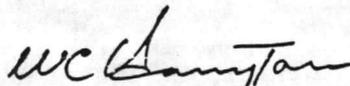
(2) Designate an individual representative of the facility to jointly conduct with the Cyclic Maintenance Team Leader a pre- and post-visit inspection.

(3) Ensure a command representative is available to unlock secured areas.

(4) Ensure that furniture, materials and supplies are moved away from the work areas.

c. Base Maintenance Officer. Establish a Cyclic Maintenance Program in accordance with this Order.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and the Naval Dental Clinic.

  
M. C. HARRINGTON  
Chief of Staff

DISTRIBUTION: A plus  
MCAS (117)  
MCES (6)  
MCSSS (6)

## GUIDELINES FOR SCOPE OF CYCLIC MAINTENANCE

The work listed below is a generalization of work accomplished by the Cyclic Maintenance teams. It should be understood that a certain degree of flexibility should be maintained as to the extent of accomplishment and discretion exercised by the foreman at the job site, based on the emergency and extent of the work to be done. Items mentioned, when representing a major work problem, will be reported as deficiencies by the foreman to the tenant unit representatives.

### Structural

1. Adjust or repair doors, window, screens and hardware, e.g., locks, panic hardware, closers, blinds and hinges. This includes maintenance of rollup doors and crank type windows, window arms and ninge shoes.
2. Lubricate friction parts of all door and window hardware.
3. Repair or replace panels, boxes and comm boxes, insect screening, splines and window glass, screen clips and putty. This item is accomplished with limitations to individual problems. When multiple breakage occurs, a deficiency report will be submitted.
4. Repair or replace broken masonry items, e.g., gouged concrete decks, broken window sills, thresholds and block surfaces, where the deficiency is of a minor nature.
5. Stop leaks in buildings of a minor nature.
6. Replacement and painting of deteriorated wood on an individual basis.
7. Painting of newly installed wood or metal portions of windows, doors, jambs and partitions.
8. Replace missing hardware, mirrors and toilet accessories.
9. Replace broken or missing ceramic tile and asphalt floor tile where condition involves a small number of pieces.
10. Replace and paint broken or missing wall board or ceiling acoustical tile where one or two pieces are involved.
11. Prime and paint ferrous metal items on an individual basis where advanced rust or corrosion may cause excessive loss to the government.
12. Replace or repair (including priming and painting) hot air registers and grille parts.
13. Block off openings, caused by wear and tear, in temporary buildings for rodent-proofing purposes.
14. Maintain hurricane cables, tie downs and shutters.
15. Secure loose steps, approaches, wind walls, metal door and window frames.
16. Secure loose metal siding and flashings on quonset and Butler buildings; make minor replacements\*only.
17. Apply caulking or mastic to ward off moisture and rust on metal buildings around eyebrows, doorways, window glass, stacks and jacks. Individual items only; major deficiencies of this nature will be reported.
18. Replace missing safety fuse links.

ENCLOSURE (1)

BO 11000.3  
4 Feb 1986

Plumbing

1. Unplug drains, toilets, urinals and sinks.
2. Stop leaks, replace washers, diaphragms. Repair, adjust or replace drain covers, trap strainers, plumbing fixtures, e.g., faucets, showerheads, valves, tank parts, pipes and accessories.
3. Adjust valves, toilets, lavatory supports, commode and urinal anchors.
4. Replace pipe insulation, minor.

Electrical

1. Adjust or replace fixtures, boxes, switches, breakers, receptacles, bulbs, globes, tubes, starters, ballasts and fuses.
2. Check and maintain exhaust fans.
3. Check secondary connections and report deficiencies.
4. Check and maintain equipment connections (except boiler rooms).
5. Remove unsafe extension cords, plugs and unauthorized connections.
6. Fire Alarms: Replace switches, covers, bells and glass for fire alarms.

ENCLOSURE (1)

CYCLIC MAINTENANCE BUILDING DISCREPANCY CHECKLIST

BLDG# \_\_\_\_\_ Date \_\_\_\_\_

Carpentry

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Doors, Wood	EA		
Hinges	EA		
Lock	EA		
Door Closer	EA		
Push Bars	EA		
Pull Handles	EA		
Screen Door Springs	EA		
Thresnoid Strips	EA		
Door Stop	EA		
Door Casing	LF		
Screen Doors	EA		
Shoe Molding	LF		
Base Board	LF		
Access Covers	EA		
Window Locks	EA		
Window & Door Lights	EA		
Cabinet Catchnes	EA		
Cabinet Door	EA		
Sheetrock walls & Ceiling	SF		
4x8 wall Paneling	SH		
Door Bumper	EA		
Head Bolt	EA		

BO 11000.3  
4 Feb 1986

Carpentry Cont.

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Foot Bolt	EA		
Panic Bar	EA		
Door Stop, Hook Type	EA		
Hand Rail	EA		
Floor Tile	SF		
Spirex Window Balancer	EA		
Ceiling, Acoustical Tile	EA		
Ceiling Tiles, Suspended	EA		
Mirrors	EA		
Lavatory Shelf	EA		
Vent Covers	EA		
Caulk	LF		
Toothbrush Holder	EA		
Soap Dish	EA		
Commode Partitions	EA		
Weather Strip	EA		

Electrical

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Ballast	EA		
Flo Tubes	EA		
Flo Fixture	EA		
Incandescent Bulbs	EA		
Receptacles	EA		
Receptacle Covers	EA		
Switches	EA		
Switch Covers	EA		
Blank Covers	EA		
Lens Covers	EA		
Globes	EA		
Fan Motor (BATH)	EA		

Plumbing

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Lavatory	EA		
Stems	EA		
Supply Lines	EA		
Replace "O" Rings	EA		
Replace "P" Traps	EA		
Sink Stoppers	EA		
Sid Washers	EA		
Service Sink Faucet	EA		
Urinal Flush Valve	EA		
Spud	EA		
Urinal	EA		
Unstop Urinal	EA		
Vacuum Breaker	EA		
Commode Seats	EA		
Commode	EA		
Flush Valve, Commode	EA		
Toilet Tissue Holders	EA		
Unstop Drains	EA		
Drain Covers	EA		
Snowe Head	EA		
Seal, Commode/Urinal	EA		

Masonry

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Tile, Floor	SF		
Ceramic Tiles, Wall	SF		
Patch Plaster	SF		
Patch Concrete	SF		
Patch Cracks	LF		
Quarry Tile	SF		
Holes	EA		

Painting

Items Repaired	Unit	Quantity Repaired	Quantity Replaced
Spot Paint	SF		
Spot Paint	LF		
Prime & Paint New Mat.	SF		
Prime & Paint New Mat.	LF		

BO 11000.3  
4 Feb 1986

FOLLOW-UP WORK 05

LIST OTHER DISCREPANCIES THAT DO NOT FALL UNDER CYCLIC MAINTENANCE CRITERIA;  
LISTING THE ITEM, SIZE AND LOCATION.

CARPENTRY/PAINT:

MASONRY/PLASTER:

ELECTRICAL/PLUMBING:

METAL WORK:

CREW LEADER \_\_\_\_\_ BLDG. \_\_\_\_\_

USER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ENCLOSURE (2)



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

BO 4400.18A  
LOG/jdb  
21 Aug 1985

BASE ORDER 4400.18A

From: Commanding General  
To: Distribution List

Subj: Field Supply and Maintenance Analysis Office (FSMAO) Utilization and Reporting

Ref: (a) MCO P4400.160  
(b) SECNAVINST 7510.7A  
(c) BO 7540.1B

Encl: (1) Endorsement Format

1. Purpose. To promulgate Command policy concerning FSMAO analyses and to provide internal Command procedures and time frames for processing FSMAO reports.
2. Cancellation. BO 4400.18.
3. Background. The Field Supply and Maintenance Analysis Offices (FSMAO's) are established by references (a) and (b) to provide the Commandant of the Marine Corps with direct field representation. There are three separate FSMAO's, each attached to specific Marine Corps Commands for administrative purposes only. The FSMAO's are not intergral parts of these commands, but are directly responsible to the Commandant of the Marine Corps. FSMAO-1 is located at Marine Corps Base, Camp Lejeune and conducts analyses primarily in the Eastern United States and specified overseas areas.
4. Analysis Objective. The objective of FSMAO Analysis is to promote efficiency in supply and maintenance management operations by:
  - a. Providing clarification of Marine Corps Supply and Maintenance directives and publications.
  - b. Isolating problems related to supply and maintenance procedures, providing instructions in proper procedures as necessary and appropriate.
  - c. Apprising commanders in the chain of command of significant discrepancies and problem trends.
  - d. Providing the Commandant of the Marine Corps (LMM-1) information on the effectiveness of Marine Corps Supply and Maintenance directives and procedures to include recommendations for changes, when appropriate.
5. Relationship with Command. The FSMAO functions as a representative of the Commandant of the Marine Corps. Commanders are directed to provide all possible cooperation and assistance to FSMAO in matters pertaining to analyses of supply and maintenance activities.
6. Access to Management Information. FSMAO representatives are authorized to analyze all correspondence, vouchers, accounts, and records of supply and maintenance activities. They are further authorized to require physical inventories and to trace the receipt, maintenance and disposition of supplies and equipment through any records deemed necessary. It is the responsibility of Commanding Officers and their respective Supply and Maintenance Officers to provide requested records and to make available all necessary personnel. When required, clerical assistance will be provided by the unit being analyzed.

7. Responsibilities

a. Assistant Chief of Staff, Logistics. The Assistant Chief of Staff, Logistics is the FSMAO liaison officer and is the initial point of contact for all FSMAO matters. He is responsible for coordinating and monitoring compliance with this Order and references (a) and (b).

b. General Staff Officers, Commanding Officers (Functional Area Managers) having cognizance over the areas or organizations to be analyzed:

(1) Furnish, to FSMAO-1 and the Assistant Chief of Staff, Logistics, the name and telephone number of the overall point of contact for the analysis.

(2) Host and otherwise facilitate the work of the FSMAO team.

(3) Arrange for and be present for "In" and "Out" briefs conducted by the FSMAO team.

(4) Keep the Assistant Chief of Staff, Logistics informed on the progress of the analysis and provide notification of the scheduling of "In" and "Out" briefs and any other special meetings required during the course of the analysis.

(5) Respond to FSMAO findings in the format shown in the enclosure to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Logistics).

(6) Take appropriate measures to ensure timely action on FSMAO recommendations as outlined in paragraph 11.a of this Order.

c. Assistant Chief of Staff, Comptroller. Within 60 days, conduct any follow-up reviews deemed necessary in accordance with the provisions of reference (c).

8. Pre-analysis Brief. The analysis team conducts a pre-analysis brief (in-brief) with the Commanding Officer prior to commencing the analysis. The following areas should normally be addressed during the in-brief:

a. FSMAO Analysis Team

(1) The expected duration of the analysis.

(2) Any clerical or administrative assistance required by the analysis team.

(3) General procedures to be used during the analysis.

b. Organization being analyzed

(1) Requests for special attention in particular areas.

(2) Known problem areas and action being taken or planned.

(3) Any areas or procedures unique to the organization.

9. Critiques

a. Upon the conclusion of the analysis and prior to the out-brief with the Commanding Officer, the analysis team will normally critique the working level first, where knowledge and experience have their greatest effects. The critique will cover all discrepancies noted, to include those corrected during the analysis and those requiring further action.

b. The analysis team will critique the Commanding Officer on areas considered to be most significant and requiring command attention. During this critique the Commanding Officer will have the opportunity to request clarification of any findings or recommendations.

10. Analysis Checklist. The checklist used during the analysis provides the analysis team with the basis for preparing the formal analysis report. Copies of this checklist will normally be provided to the Commanding Officer after the outbrief, and will serve as an "informal report" of the analysis. The checklist may contain findings and recommendations which will not be addressed in the Formal Analysis Report. Immediate action should be initiated to correct noted discrepancies but no forwarding action or written response is required at this time. The checklist should be retained for reference and as a valuable tool for use in conducting internal inspections.

11. Formal Analysis Reports. The Formal Analysis Report, when completed, will normally be sent by the Officer in Charge, FSMAO-1 to the Commanding General, Marine Corps Base via the Commanding Officer of the unit analyzed. Upon receipt of the Formal Analysis Report, the following action will be taken:

a. The Commanding Officer of the analyzed unit will:

(1) Prepare comments indicating concurrence or nonconcurrence in each formal finding/recommendation. Comments must explain the corrective action taken or initiated, including estimated completion dates when appropriate. Comments indicating nonconcurrence must contain adequate substantiation and justification.

(2) Forward the original and three copies of the Formal Analysis Report within thirty days to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Logistics). The analyzed unit endorsement to the FSMAO Analysis will be in the format shown in the enclosure. In instances where the ultimate addressee on the Formal Analysis Report is other than the Commanding General, Marine Corps Base, forwarding instructions will be provided by the Assistant Chief of Staff, Logistics. Ensure a copy of the endorsement is sent to the Officer in Charge, FSMAO-1.

b. The Assistant Chief of Staff, Logistics will:

(1) Upon receipt, review all Formal Analysis Reports, and comments from the Commanding Officer of the analyzed unit.

(2) Provide copies of all Formal Analysis reports to the Base Inspector and the Assistant Chief of Staff, Comptroller.

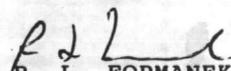
(3) Within thirty days, review with the Officer in Charge, FSMAO and the Commanding Officer of the analyzed unit, any comments indicating nonconcurrence. Subsequently prepare an appropriate forwarding endorsement to the Commandant of the Marine Corps (LMM-1) explaining the Command position, or a return endorsement to the Commanding Officer of the analyzed unit recommending reevaluation of the nonconcurrence.

(4) Prepare an appropriate forwarding endorsement for any Formal Analysis Report addressed by the Officer in Charge, FSMAO to the Commandant of the Marine Corps.

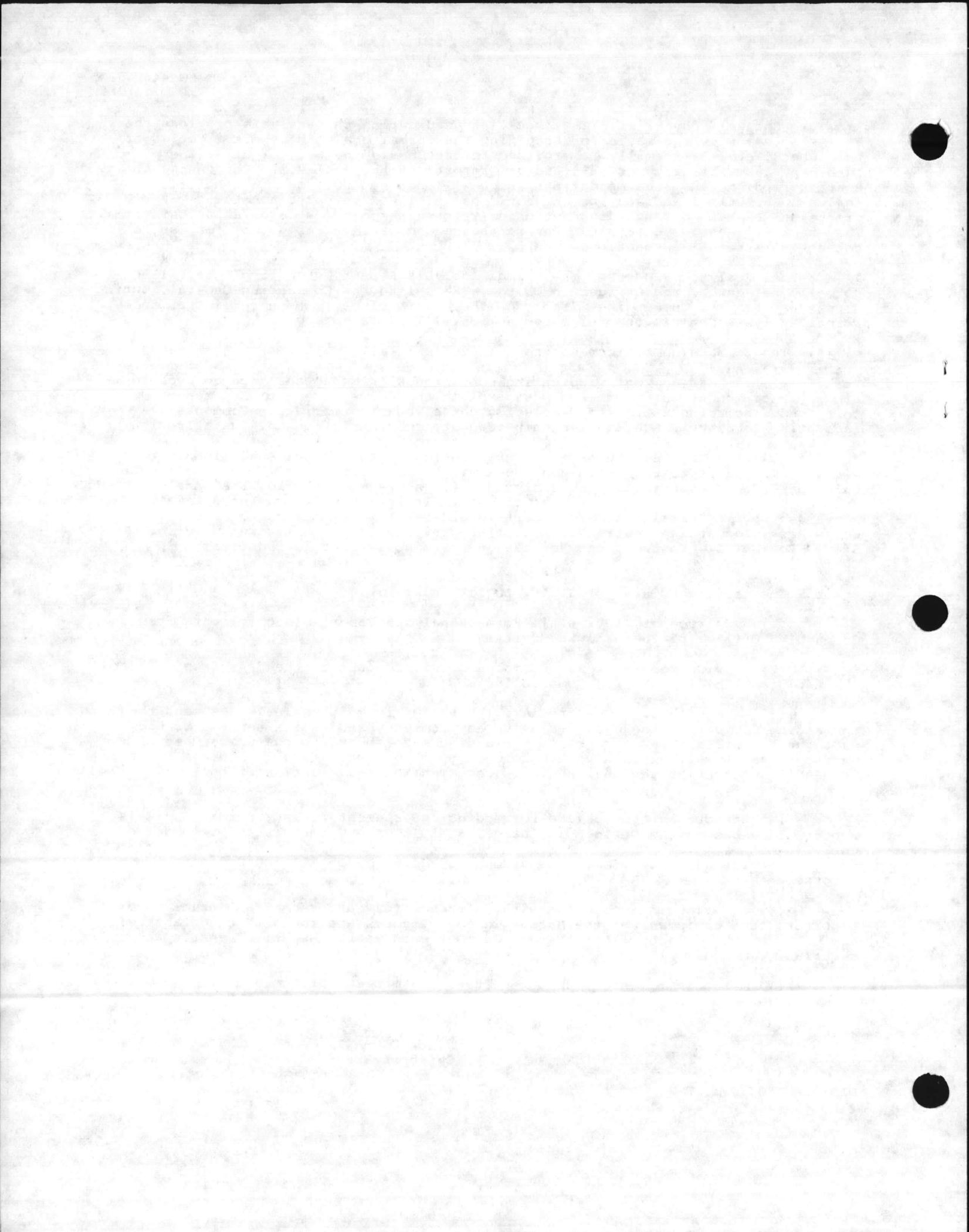
(5) Include OIC, FSMAO-1 as a copy to addressee on all FSMAO report endorsements.

(6) Prepare, in accordance with reference (a), and submit an Annual Summary Report to the Commandant of the Marine Corps. Reports are to reach Headquarters Marine Corps (LMM-1) not later than 31 October each year. Negative reports are required.

(7) Maintain files of FSMAO reports for a minimum of two years.

  
R. L. FORMANEK  
Chief of Staff

DISTRIBUTION: A



ENDORSEMENT FORMAT

FIRST ENDORSEMENT on FSMAO-1 ltr \_\_\_\_\_

From: Commanding Officer

To: Commanding General, Marine Corps Base, Camp Lejeune (Attn: AC/S, Logistics)

Subj: FSMAO ANALYSIS REPORT NUMBER \_\_\_\_\_

Ref: (a) BO 4400.18A

1. The subject report has been reviewed and the following information is submitted in accordance with the reference:

a. RECOMMENDATION # \_\_\_\_\_ : (Repeat recommendation)

RESPONSE: (Concur or Non-concur statement and comments)

b. RECOMMENDATION # \_\_\_\_\_ : (Repeat recommendation)

RESPONSE: (Concur or Non-concur statement and comments)

Copy to:  
OIC, FSMAO-1

ENCLOSURE (1)

