Col Jones

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

IN REPLY REFER TO

15/EHJ/awk
P11010/1
24 Feb 1971

From: Commanding General
To: Commandant of the Marine Corps (Code COA)
Via: Commanding Officer, Naval Hospital, Camp Lejeune, North Carolina 28542

Subj: Consolidation of Support Services in Camp Lejeune Area; Final Report on (Naval Hospital, Camp Lejeune with Marine Corps Base, Camp Lejeune)

Ref: (a) CG MCB CLNC ltr 15/EHJ/mkc over P11010/1 of 16 Dec 1970 to CMC
(b) LANTDIV NAVFACENGCOM ltr 09BC:HDH:mt of 17 Dec 1970 to CG MCB CLNC
(c) CMC ltr COA-2-jmn of 13 Jul 1970 to CG MCB CLNC

Encl: (1) New pages 6 through 8 of basic Staff Study on subject consolidation (10)
(2) New page A-8 of Annex A (Maintenance) to Staff Study on subject consolidation (10)
(3) New Annex B (Laundry) to Staff Study on subject consolidation (10)
(4) New pages C-13 through C-15 of Annex C (Motor Transport) to Staff Study on subject consolidation (10)

1. Reference (a) transmitted an interim report on the subject consolidation, and stated that the final report would be submitted upon receipt/review of the detailed analysis of the subject consolidation, which was being conducted by the Atlantic Division, Naval Facilities Engineering Command (LANTDIV NAVFACENGCOM).

2. Reference (b) has been reviewed and enclosures (1) through (3) are forwarded as the final report to be submitted in accordance with the provisions of reference (c). A summary of the overall findings on whether or not to consolidate is as follows:

SERVICE/FUNCTION	NAVFAC REPORT	MCB, CLNC RECOMMENDATION
Maintenance	No Further Consolidation	Concur
Laundry	Consolidate	Do Not Concur
Motor Transport	No Further Consolidation	Concur

15/EHJ/awk
P11010/1

3. The consolidation of various support services/functions at Marine Corps Air Station (Helicopter), New River, with those of Marine Corps Base, Camp Lejeune, is the subject of separate correspondence.

R. McC. TOMPKINS

Copy to: (2 each)
BUMED
NAVFACENGCOM
NAVFACENGCOM LANTDIV

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R. McC. TOMPKINS

Copy to: (2 each)
BUMED
NAVFACENGCOM
NAVFACENGCOM LANTDIV

CONSOLIDATION STAFF STUDY

1. Remove present pages 6 and 7 of the basic Staff Study on subject consolidation and substitute the attached new pages 6 thru 8 therefor.

2. Delete the word "INTERIM" from the study title on page 1.

3. Substitute the word "practicable" for the word "possible" in paragraph 2a(1) (third line of page 3).

Enclosure (1)

workload of the Naval Hospital Laundry, provided that an extra work shift is utilized during the high peak of the four consecutive summer months, i.e., one-third of each year.

(2) The Naval Hospital requires non-disrupted laundry service, with a responsive emergency back-up, and positive control features to prevent the possibility of contamination/cross-infection. In a hospital, the availability of safe stock levels of linen, free from contamination, is equally as essential as uninterrupted utilities or availability of proper food supplies.

(3) For FY-70, the computed unit costs per pound for laundry process at the MCB Laundry and the Naval Hospital Laundry are $0.0848 and $0.0896, respectively.

d. Motor Transport

(1) Naval Hospital, CLNC operates approximately 25 items of motor transport equipment/vehicles in a self-supporting role; whereas, MCB, Camp Lejeune currently operates over 1400 vehicles/equipment in support of FMF tenant commands and organic MCB units.

(2) Naval Hospital, CLNC performs 1st through 3d and limited 4th echelon maintenance on their assigned vehicles/equipment. MCB, Camp Lejeune performs 1st through 4th echelon maintenance on organic vehicles/equipment; 2d through 4th echelon maintenance on commercial vehicles assigned to FMF tenant commands for in-garrison use; and occasional 4th echelon maintenance on Naval Hospital, CLNC vehicles/equipment on a reimbursable basis.

(3) From an administrative standpoint, many differences/variances exist in equipment management and cost accounting/reporting procedures

utilized by the Marine Corps and the Naval Facilities Engineering Command.

4. DISCUSSION

a. Maintenance. See Annex A and Annex C (i.e., maintenance-type Motor Transport equipment/vehicles).

b. Laundry. See Annex B.

c. Motor Transport. See Annex C.

5. CONCLUSIONS

a. Maintenance. That no significant savings can be achieved/realized through the consolidation of the facilities maintenance functions of the Maintenance Division, Naval Hospital, Camp Lejeune with those of the Maintenance Department, Marine Corps Base, Camp Lejeune. This conclusion is in consonance with those of the detailed analysis of the subject consolidation, which was conducted by the Atlantic Division, Naval Facilities Engineering Command (See LANTDIV NAVFACENGCOM ltr 09BC 09BC:HDH:mt of 17 Dec 70 to CG MCB CLNC).

b. Laundry. That the MCB Laundry, under certain conditions, can absorb the workload of the Naval Hospital Laundry. Some of these conditions, such as weaker contamination control, lack of unequivocal priority of work control at the MCB Laundry, and additional inventories of linens required, render a one-time saving in salvaged equipment both insignificant and inappropriate. By having complete control of the laundry function within the Naval Hospital, the Commanding Officer will be able to support more efficiently the functions of his command and the welfare of his patients. There are no significant annual savings to be expected. This conclusion is in agreement with the detailed analysis made by

LANTDIV NAVFACENGCOM in that consolidation would not result in any significant annual operational savings; it is not in agreement with the LANTDIV evaluation that the one-time savings is "significant" when it is viewed in light of the conditions under which such savings are to be achieved.

c. Motor Transport. That no significant savings can be achieved/realized through the consolidation of those motor transport functions of the Transportation Section (Maintenance Division), Naval Hospital, CLNC, which are common to those currently in being at the Motor Transport Department, MCB, Camp Lejeune. This conclusion is also in consonance with those of the detailed analysis of the subject consolidation, which was conducted by LANTDIV NAVFACENGCOM.

6. RECOMMENDATIONS

a. Maintenance. That the facilities maintenance functions of the Naval Hospital, Camp Lejeune not be consolidated further with those of the Marine Corps Base, Camp Lejeune at this time.

b. Laundry. That the laundry services/functions of the Naval Hospital, Camp Lejeune not be consolidated with those of the Marine Corps Base, Camp Lejeune.

c. Motor Transport. That the motor transport functions of the Naval Hospital, Camp Lejeune not be consolidated further with those of the Marine Corps Base, Camp Lejeune at this time.

ANNEXES:

A - Maintenance

B - Laundry

C - Motor Transport

MAINTENANCE CONSOLIDATION STUDY

Remove present page A-8 of Annex A (Maintenance) to the Staff Study on subject consolidation and substitute the attached new page A-8 therefor.

Enclosure (2)

sewage lift stations, deep well and water distribution pumps and all boiler appurtenances, fuel oil heaters, soot blowers, burners, valves and plant piping systems; as applicable to each branch.

2. Support services are received from the Maintenance and Repair Division. Nature of these services includes rebuilding boiler furnaces; building scaffolds for high work; building maintenance; fabricating replacement parts; balancing fans; replacing babbitt bearings; rewinding electric motors and replacing bearings in electric motors.

(2) Naval Hospital, CLNC. The Naval Hospital, CLNC receives utilities (electric power, steam, water, sewage and liquified petroleum gas) from MCB, Camp Lejeune on a reimbursable basis. The Naval Hospital, CLNC has three, 500 horsepower steam boilers and three alternating current generators to provide steam for the entire activity and electricity for critical areas, in case of an emergency.

5. CONCLUSIONS. No significant savings can be achieved through consolidation of Facilities Maintenance functions.

6. RECOMMENDATIONS. That the Facilities Maintenance functions not be consolidated.

E. H. Jones

E. H. JONES
Colonel, USMC
Base Maintenance Officer

APPENDIXES

1. Personnel
2. Functions
3. Facilities
4. Reports

LAUNDRY CONSOLIDATION STUDY

Remove present Annex B (Laundry) to the Staff Study on subject consolidation and substitute the attached new pages B-1 thru B-7 therefor.

Enclosure (3)

23 Feb 1971

LAUNDRY CONSOLIDATION STUDY

1. PROBLEM. To determine the feasibility of consolidating the laundry facilities at the Naval Hospital, Camp Lejeune, with the laundry facilities at the Marine Corps Base, Camp Lejeune.

2. ASSUMPTIONS

a. That upon consolidation of the two facilities, the Naval Hospital will continue to operate the Hospital linen room, to pre-sort all soiled linens, and to use linen carts.

b. See paragraph 2 of the Basic Study for other assumptions.

3. FACTS BEARING ON THE PROBLEM

a. Services, Volumes and Costs

(1) The Naval Hospital operates its own laundry and processes all its organic requirements. It is organized to handle any kind of laundry problem on either a routine or an emergency basis. Frequently, speed of delivery is crucial for maintaining the required quality of patient care. During FY-70, the Naval Hospital processed 880,256 pounds of laundry at a unit cost of $0.0896 per pound. The average 8-hour daily workload of 3,493 pounds represents about 29% of the capacity of this facility.

(2) The Marine Corps Base operates its own laundry and processes organizational work for all units located in the Camp Lejeune Complex except the Naval Hospital. In addition, this laundry processes personal work for military personnel and their dependents in the Camp Lejeune area. During FY-70, the MCB Laundry processed 7,590,000 pounds of laundry at a

unit cost of $0.0848 per pound. The average 8-hour daily workload of 29,000 pounds represents about 88% of the capacity of this facility.

b. Contamination Control. The Commanding Officer, Naval Hospital, through the Infection Control Committee, is responsible for the prevention of cross-infection from contaminated linen. This requires close control of the chain of activities from ward turn-in of dirty linen through ward issue of clean linen. Consolidation envisions transporting linens between the two establishments, thus lengthening the chain of activities and increasing the possibility of contamination and cross-infection.

c. Transportation. Since neither establishment now has the capability to provide uninterrupted transport service for laundry to and from the MCB Laundry for the Hospital, consolidation of these two facilities will require the procurement of equipment and manpower to provide this service.

d. Priorities at MCB Laundry. Due to the numbers of local commands served by the MCB Laundry, it is difficult to establish unequivocally that the Hospital laundry shall always have first priority among the patrons. Tactical requirements of Fleet Marine Force patrons must also be considered in establishing priorities, and the Commanding General, MCB, must support these requirements even though he has no role to play in the tactical considerations.

4. DISCUSSION

a. Capability of MCB Laundry to Perform Required Services for Naval Hospital

(1) The average 8-hour day workload of 29,000 pounds of laundry during FY-70 represented 88% of the capacity of the MCB Laundry. At 100%

capacity for a year, this facility should be able to process an average of 32,954 pounds per 8-hour day. The absorption of the average daily Naval Hospital requirement of 3,493 pounds by the MCB Laundry will bring its average daily production requirement (for the FY following consolidation) to 32,493, an ideal utilization of 98.6% of its annual capability. This could be achieved without the establishment of an extra shift by the addition of only six of the eleven employees of the Naval Hospital Laundry provided the workload were evenly distributed throughout the year.

(2) Experience has developed that the workload will not be evenly distributed, and it will be considerably higher during the four summer months than during the remainder of the year. The Marine Corps Base Laundry will exceed its 100% operating capacity during these four months and the excess workload will range from 1% to 13% above operating capacity during this period. During this period, a second shift of ten employees will be required to process the workload. These employees are available for this work and the cost for night differential pay for this shift is estimated to be $693.00 for the four-month period.

b. Contamination Control

(1) In a hospital, the proper care of patients requires that appropriate amounts of linen be available at all times to make changes as many times a day as the situation demands. The availability of sufficient stock levels of linen, free from contamination, to assure this is equally as essential as uninterrupted utilities or availability of dietary supplies.

(2) The current method of handling linen, with its own laundry facilities, is the most effective arrangement possible for the Commanding Officer, Naval Hospital, to control contamination. It can be adequately

controlled, with less satisfaction to the Medical Officers, by utilizing the MCB Laundry, but the Commanding Officer, Naval Hospital, would have considerably less influence on the overall handling of his linen.

(3) Several other Naval Hospitals were contacted to ascertain their evaluation of the quality of laundry when processed by an organic hospital laundry as compared to a base laundry. None of those contacted had experienced cross-infection problems, but some were not completely satisfied with the cleaning process, and pre-soaked or used an autoclave before sending certain soiled items of laundry to base laundries. Some used water soluble plastic bags and some did not.

c. Transportation. In order to accommodate the movement of laundry between the Naval Hospital and the MCB Laundry, it is estimated that a five-ton van and a driver must be assigned to the Naval Hospital as recommended by the study conducted by LANTDIV NAVFACENGCOM. The annual expense of this additional provision appears in the summary in paragraph 4f below.

d. Priorities at MCB Laundry. A large portion of the tactical elements of Fleet Marine Force, Atlantic, are tenants of the MCB, Camp Lejeune, and they are the major unit customers of the MCB Laundry. When these units receive orders to deploy on unexpected missions, they must have special handling at the MCB Laundry to meet tactical deadlines. These situations are infrequent, but are significant enough to make it necessary that the Commanding Officer, Naval Hospital, maintain on hand a back-up linen supply to assure continuity of service to patients if the two laundries were consolidated. Only experience with the system could establish a long-range level of stocks, but the LANTDIV NAVFACENGCOM

study estimated that one additional day of linen inventory (approximately $40,000) will need to be added for each day longer than one-day service the MCB Laundry experiences. It is prudent to believe that at least one or two additional days of linen inventory will be required.

e. Laundry Equipment. The present plant account value of the Naval Hospital laundry equipment is $105,000. During FY-67, FY-68, and FY-70, a modernization of the laundry was instituted at an expenditure of $73,000. The planned final phase of this modernization program is an equipment expenditure of $46,000 contained in the FY-72 budget. It is this $46,000 expenditure in FY-72, plus the estimated $40,000 salvage value of the current nearly-new plant account, that the LANTDIV NAVFACENGCOM study reports as being a significant one-time saving of $86,000 to be realized by consolidation of these two facilities. An increase in the linen inventory of only one day of supply would easily annul the planned savings of $46,000 by the cancellation of the final increment of equipment in FY-72. The only additional transaction remaining to accomplish the LANTDIV NAVFACENGCOM solution is to take a significant loss on the remaining plant account.

f. Annual Costs/Savings.

(1) The following computations are the expected economic results, on an annual basis, of consolidating the two laundry facilities:

(a) COSTS FOR ONE YEAR UNDER CONSOLIDATION

Transportation of laundry workload to and from MCB Laundry		
5-Ton Van	$2,510.00	
Truck Driver	4,869.00	
		$ 7,379.00
Night differential pay-ten employees for four months		693.00
Cost of 880,256 lbs @ $0.0848 for one year by MCB Laundry		74,646.00
GRAND TOTAL COST		$82,718.00

(b) COST FOR ONE YEAR UNDER CURRENT PLAN

Cost of 880,256 lbs @ $0.0896 for one year by NavHosp Laundry	$78,870.00

(c) ADDITIONAL ANNUAL EXPENSE TO GOVERNMENT $ 3,848.00

NOTE: As in the case of the LANTDIV NAVFACENGCOM Study, reduction in force of five persons and maintenance and utilities for both facilities are included in the above figures.

(2) It is believed that the estimated annual saving of $1,400 made by the LANTDIV NAVFACENGCOM Study as compared to the estimated additional annual cost of $3,848 noted above, reflects the different approaches to computing the problem. Neither present a significant enough amount to estimate that any annual change in expenses would be realized. On this point, both studies are in agreement.

5. CONCLUSION. That the MCB Laundry, under certain conditions, can absorb the workload of the Naval Hospital Laundry. Some of these conditions, such as contamination control, lack of control of priorities of work at the MCB Laundry, and additional inventories required, render a one-time saving in salvaged equipment both insignificant and inappropriate. By having complete control of the laundry function within the Naval Hospital, the

Commanding Officer will be able to support efficiently the functions of his Command and contribute to the welfare of his patients, the Marines of this area and their families.

6. RECOMMENDATION. That the laundry facility at the Naval Hospital, Camp Lejeune not be consolidated with the laundry facilities of the Marine Corps Base, Camp Lejeune.

H. L. WILKERSON
Colonel, U. S. Marine Corps

MOTOR TRANSPORT CONSOLIDATION STUDY

Remove present page C-13 of Annex C (Motor Transport) to the Staff Study on subject consolidation and substitute the attached new pages C-13 thru C-15 therefor.

Enclosure (4)

Lejeune.

(c) Naval Hospital, CLNC would continue to budget and account for maintenance in accordance with Naval Facilities Engineering Command directives. MCB Motor Transport Department would provide maintenance cost data to this activity.

(d) Since Naval Hospital, CLNC would still have to retain supervisory personnel to administer this program, the only savings in personnel would be in the maintenance area where overall reduction in personnel would be only one automotive mechanic.

(e) Since operational control of the vehicles/equipment and budgeting would remain with the Naval Hospital, CLNC, the amount of maintenance that could be performed would be governed by the funds allocated.

(f) It is not recommended that this program be adopted. However, Base Motor Transport Department can continue to provide maintenance services to the Naval Hospital, CLNC for overflow 4th echelon maintenance under the programs presently in being.

5. CONCLUSIONS. The motor transport service support at Naval Hospital, CLNC and MCB, Camp Lejeune could be consolidated by any one of the following methods:

a. Transfer common Navy vehicles/equipment to MCB Motor Transport Department, with Naval Hospital, CLNC reimbursing MCB, Camp Lejeune for support services on an hourly/mileage rental basis

(1) This method would provide the means for effecting marginal overall savings to the U. S. Government in funds, personnel and equipment, and would release some facilities for other uses; whereas, it is estimated

that the annual rental charge for this/similar equipment, by the Naval Hospital, CLNC, would increase slightly over the present cost.

(2) Operations and maintenance would be under one system for management.

(3) Collection of utilization data would have to be closely monitored in order to provide accurate rental charges.

b. Transfer common Navy vehicles/equipment to the MCB, Camp Lejeune with Headquarters, Marine Corps budgeting/programming for all costs

(1) This method has the same advantages as those that are outlined in sub-paragraphs 5.a.(1)(a) and (b), plus the requirement to compute rental reimbursement at the local level would be eliminated.

(2) Budgeting and a transfer of funds from the Navy to the Marine Corps would be required at the Headquarters, Marine Corps level.

(3) At the local level, this is the most desirable method.

c. Naval Facilities Engineering Command assign vehicles/equipment to MCB, Camp Lejeune and provides funds to Marine Corps for support of Naval Hospital, CLNC transportation requirements. This method would require that maintenance, budgeting, accounting, and reporting be established under two separate systems. Only the management of equipment would be consolidated, with little or no savings to the U. S. Government being realized; therefore, this method is not desirable.

d. Naval Hospital, CLNC retains Navy vehicles/equipment with MCB, Camp Lejeune providing all maintenance support

(1) Under this method, there would be no reduction in equipment and only a slight reduction in personnel.

(2) Indirect costs would have to absorbed by the Marine Corps unless a method of prorating these costs were devised.

(3) MCB Motor Transport Department would require authorization to perform all maintenance in accordance with Marine Corps directives.

(4) Naval Hospital, CLNC would require approximately the same staff for management of the vehicles/equipment.

(5) Only a slight, if any, savings of funds to the U. S. Government is anticipated under this method.

(6) This method is not desirable; however, Base Motor Transport Department can continue to provide maintenance services for the overflow maintenance of the Naval Hospital on a reimbursable basis.

6. RECOMMENDATION. That since no significant savings can be achieved through the consolidation of those motor transport functions of the Transportation Section (Maintenance Division), Naval Hospital, CLNC, which are common to those currently in being at the Motor Transport Department, MCB, Camp Lejeune; that the motor transport support services of Naval Hospital, CLNC not be consolidated further with those of MCB, Camp Lejeune at this time.

J. R. FOX
LtCol, USMC
Base Motor Transport Officer

Col - Mr. Flowden also received a copy

LAUNDRY CONSOLIDATION

Discussion

1. The Marine Corps Base Laundry has adequate capacity to process the laundry for the Naval Hospital. In order to handle the workload six of the eleven people presently employed at the Naval Hospital Laundry would be transfered to the MCB Laundry leaving five employees to be relocated in other positions. A night shift would be required at MCB during peak hours.

2. Sanitation requirements can be met by using plastic throwaway liners in the laundry hampers and water soluble contaminated laundry bags for any potentially contageous disease laundry. These water soluble bags are not opened after they leave the wards. They are placed in the washing machine and the bags disolve on contact with the hot water. Sterilization of the liners is accomplished by maintaining the wash water at a temperature of 210° for a minimum of 10 minutes and using chlorine bleach in the wash water.

3. Annual savings from consolidation:

a. Transportation of laundry workload to and from MCB

Bags and Hamper Liners	$2,000.00
Five-Ton Van	$2,510.00
Driver	$4,869.00

b. Night differential Pay

Ten employees, 4 months/year	$ 693.00

APPENDIX D

c. Hospital Workload

Flatwork, 528,154 lbs @ $.07/lb	$36,971.00
Tumblework, 334,498 lbs @ $.08/lb	$26,760.00
Presswork, 17,604 lbs @ $.21/lb	$ 3,697.00
Hospital total cost after consolidation	$77,500.00
Hospital total cost FY 70	$78,900.00
Annual Total Savings	$1,400.00

NOTE: Reduction in force of five people and cost of $20,000 is included in the above figures. Maintenance and utilities for both facilities are included in above figures.

4. One-time savings and salvage value:

a. Elimination of the Hospital Laundry would preclude the necessity for the scheduled replacement of the washing machines in FY 72 which amounts to a one-time cost avoidance of $46,000.

b. Discontinuance of the Hospital Laundry will make the equipment in the laundry available for salvage. The salvage value of the hospital laundry equipment will be about $40,000.

c. Closing the Hospital Laundry will not result in any annual operational savings but will provide one time savings in equipment replacement and in the salvage value of the existing equipment. The total savings will amount to about $86,000 providing the Base laundry can give one day service to the hospital. If longer service time is necessary the hospital linen inventory will

have to be increased by $40,000 for each additional day required for service. Any increase in the linen inventory will reduce the indicated savings by an equal amount.

Recommendations

It is recommended that:

1. The Camp Lejeune Hospital Laundry be consolidated with the Camp Lejeune Base Laundry.

2. Contaminated laundry be handled in water soluble air tight laundry bags such as Reynolon bags, made by the Reynolds Company, which become water softners in the washing machine.

3. The laundry building be closed as soon as distribution points can be set up in the hospital areas.

20 Jan 71

ASSISTANT CHIEF OF STAFF, FACILITIES
HEADQUARTERS, MARINE CORPS BASE

TO:

BASE COMPTROLLER	PUBLIC WORKS O
BASE STAFF JUDGE ADVOCATE	PMO
BASE MAINTENANCE O	FIRE MARSHAL
BASE MOTOR TRANS O	QTRS & HSG
CO BASE MAT BN	BOQ/BSQ

ATTN: _____

REMARKS:

1. Attached ltr is forwarded f/action

2. Please initial, or comment, and return all papers to this office.

3. (Your file copy.)

MRS

RECEIVED
BASE MAINTENANCE DIV.
MARINE CORPS BASE
CAMP LEJEUNE, N. C.

JAN 21 10 33 AM '71

OK

CONCLUSIONS

The enclosed report indicates that marginal capability does exist in the lead activity, and that savings would result from consolidation of utilities, maintenance, and housing. Further, the study indicates that savings would be maximized by consolidation based upon shifting the mission of maintaining MCAS New River to CG MCB.

Whether funded as a reimbursable or as a mission element, MCB production of goods and services consumed by MCAS implies that MCB must absorb the current New River problem ---the variance between resources required and funds available. MCAS budget ceilings of the past two years have not been adequate to support the mission. The shortfall has been rectified each year by the addition of unprogrammable, unpredictable end-of-year money. Inasmuch as New River can neither operate on its programmable funding nor promise to reimburse fully for minimum support required, MCB must reconcile the difference, either by subsidy or by de facto reduction of the MCAS mission.

Consolidation, therefore, ultimately implies MCB responsibility for MCAS mission capability. The concept of concomitant mission and means indicates that the benefits of consolidation are contingent upon the shift of mission and budget responsibilities for MCAS New River to CG MCB. If a shift of those responsibilities is not feasible, then consolidation beyond minor local agreements, to include change in relative capabilities, is not practical.

RECOMMENDATION: (1) That HQMC study the feasibility of assigning responsibility for MCAS New River to CG MCB.

(2) That no consolidation involving changes of capabilities be implemented without a shift in mission and budget responsibilities.

DRAFT COPY of Enclosure (1) to SM, Ad Hoc Committee ltr 4A/MDD/awk over P11010/1 of 16 Sep 70 (Proposed Interim Report on Plan for Consolidation of Support Services in CLNC Area; MCB, Camp Lejeune and MCAS (H), New River Functions)

MCB HEADING

15/EHJ/awk
P11010/1
(Date)

DRAFT

From: Commanding General
To: Commandant of the Marine Corps (Code COA)
Via: Commanding Officer, Marine Corps Air Station (Helicopter), New River, Jacksonville, North Carolina 28540

Subj: Consolidation of Support Services in Camp Lejeune Area (Marine Corps Base, Camp Lejeune and Marine Corps Air Station (Helicopter), New River functions)

Ref: (a) CMC ltr COA-2-jmm of 13 Jul 1970

Encl: (1) Interim Report on Plan for Consolidation of Support Services in CLNC Area

1. In accordance with paragraph 7 of reference (a), enclosure (1) is submitted as the progress report requested by 30 September 1970.

2. Consolidation of various support services/functions at Marine Corps Base, Camp Lejeune and Naval Hospital, Camp Lejeune is the subject of separate correspondence.

Copy to: (2 each)
COMCABEAST
NAVORDSYSCOM
FAVFACENGCOM
NAVFACENGCOM LANTDIV

(MCB HEADING)

4A/MDD/awk
P11010/1
(Date)

DRAFT

PRELIMINARY STAFF STUDY

Subj: Consolidation of Support Services at Marine Corps Base, Camp Lejeune (MCB, CLNC) and Marine Corps Air Station (Helicopter), New River (MCAS(H), New River)

Ref: (a) CMC ltr COA-2-jmm of 13 Jul 1970
(b) CG MCB CLNC ltr 9/WWS/jew of 23 Aug 1966 (Consolidation of Common Support Services in CLNC Area)
(c) CO MCAF New River ltr 201:TNJ:ct of 22 Jul 1966
(d) NAVCOMP INST 7100.43
(e) CMC ltr COA-2-dhw of 7 Aug 1970

INTRODUCTION

a. Background

(1) The continuing shortage of funds for operation and maintenance of facilities requires that every effort be made to realize savings through consolidation of functions at activities which are located in the same geographical area.

(2) Reference (a) directed that reference (b) be updated, giving full consideration to reference (c) in evaluating the economic and operational aspects of consolidating real property functions at Marine Corps Base, Camp Lejeune; Marine Corps Air Station (Helicopter), New River; and Naval Hospital, Camp Lejeune, with this command operating as a "lead activity" as outlined in reference (d). A final report of the study is required by 31 December 1970, and a progress report is requested by 30 September 1970.

(3) Reference (e) amplified the scope of real property operation

and maintenance functions, and expanded the study to include the feasibility of consolidating civilian personnel support services functions in the Camp Lejeune area.

b. Scope. Paragraph 3 of reference (e) stated in part that "This guidance is not intended to preclude the study of additional functions at the discretion of the activities concerned." Accordingly, and in consentience with the Commanding Officer, MCAS(H), New River, the following functions were selected for update/resubmission:

(2) ~~(1)~~ Civilian Personnel (As required by reference (e))

(1) ~~(2)~~ Maintenance (As required by reference (a))

(3) Motor Transport

(4) Quarters and Housing

1. PROBLEM. To evaluate the economic and operational aspects of consolidating various support services/functions at Marine Corps Base, Camp Lejeune and Marine Corps Air Station (Helicopter), New River.

2. ASSUMPTIONS

a. That the Department of the Navy's policy pertaining to consolidation of support services among shore activities remains:

(1) That wherever two or more naval shore activities are in close proximity to each other, common support services shall be consolidated to the maximum possible degree and furnished by the major/"lead" activity.

(2) That this policy is based upon an effort to effect economics in manpower, materials, and overhead without reducing operational effectiveness.

b. That the future support requirements will remain at approximately the same level as currently exists, and that the standard/quality of

support will be maintained at current levels or improved.

c. Facilities vacated as a result of the consolidation can be effectively utilized by the commands involved with relatively small cost for alterations or improvements, or can be deactivated at a reduced cost of operations and/or maintenance.

d. Consolidation will require necessary coordinating action by the various Department of the Navy Bureaus and Headquarters, Marine Corps (HQMC) to achieve a standardized and integrated effort. Specific areas requiring coordination are:

(1) Both military and civilian personnel ceilings and manning levels will require coordination/revision between respective commands based on assumption of additional support services/functions by MCB, Camp Lejeune.

(2) Allowance lists for all equipment used in conjunction with major support services/functions including construction and material-handling equipment, will also require coordination/revision.

(3) Funding

(a) Funding will be accomplished initially on a reimbursable basis at the station level until such time as it is determined feasible and desirable to arrange for a transfer of funds at HQMC/Bureau level.

(b) HQMC in coordination with Navy Comptroller will determine a method for MCAS(H) and NavHosp to pay normally nonrecoverable and other identifiable costs to MCB, Camp Lejeune during the period of reimbursable payments.

(c) Subsequent to the period of reimbursable payments, budgeting and funding procedures will be established to provide for a transfer of funds at the HQMC/Bureau level.

(4) Conflicts in existing directives issued by higher administrative/operational headquarters will result from this consolidation. Headquarters, Marine Corps and Navy Management Bureaus must revise these directives to permit final consolidation.

e. Specific assumptions are listed in the individual studies, Annexes A-D.

3. FACTS BEARING ON PROBLEM

a. General. (To be completed)

c. ~~b.~~ Civilian Personnel. See Annex ~~A.~~ B.

b. ~~c.~~ Maintenance. See Annex ~~D.~~ C.

d. Motor Transport. See Annex C.

e. Quarters and Housing. See Annex D.

4. DISCUSSION. (To be completed)

5. CONCLUSIONS. (To be completed)

6. RECOMMENDATIONS. (To be completed)

Signature Block

ANNEX ~~A~~ B: Civilian Personnel

ANNEX ~~B~~ A: Maintenance

ANNEX C: Motor Transport

ANNEX D: Quarters and Housing

~~ANNEX A~~

MAINTENANCE CONSOLIDATION REPORT

Marine Corps Base and Marine Corps Air Station

I. PROBLEM: To plan implementation of consolidating the functions of maintaining real property including family housing at the Marine Corps Base, Camp Lejeune, North Carolina and the Marine Corps Air Station, New River, North Carolina; and operating the utilities systems at the Marine Corps Base and Marine Corps Air Station.

II. ASSUMPTIONS:

A. That the staffing of the two activities is not balanced and is not directly proportionate to the existing workload.

B. That the standards of maintenance will be maintained at current levels.

C. That the workloads in maintenance of the two activities will increase as facilities are added and existing facilities become older, but as these maintenance functions evolve, staffing, equipment and facilities will be changed.

D. That the work accomplished by Marine Corps Base, Camp Lejeune, as the lead activity for the Marine Corps Air Station will be performed on a reimbursable basis to include travel time, materials, equipment charges, labor, but will not include overhead and indirect expenses, which will be financed by the "lead activity" without reimbursement. This may require some realignment of funds between activities.

E. That having accepted any function, the lead activity is responsible for it and the internal organization of consolidated maintenance is immaterial as long as the work is timely, properly performed and appropriately documented.

III. FACTS:

A. The two activities are contiguous, with the principal maintenance shops of Marine Corps Base located approximately 14 miles from the shop facilities of Marine Corps Air Facility.

B. Currently, the Marine Corps Base, Camp Lejeune, is authorized 810 civilian and 47 military billets in Base Maintenance as shown in Appendix 2 Tab A. Public Works Department, Marine Corps Air Station (H), New River, has 131 civilian and 36 military maintenance billets, of which _____ civilian would be transferred to the Maintenance Department.

C. Maintenance control systems of the two activities are different, and the Naval Facilities Engineering Command requires more detailed reporting from the Marine Corps Air Facility than the Commandant of the Marine Corps requires from Marine Corps Base.

D. Under an agreement of Common Support Services at Marine Corps Base, Camp Lejeune, and Marine Corps Air Station, New River, the Conservation Division of Base Maintenance is responsible for the overall improvement, restoration and preservation of the natural resources of the New River Air Station and Oak Grove (HOLF) Pollocksville.

E. Additional facilities subsequent to last report. Marine Corps Base. Pages A-3 thru A-5

F. Marine Corps Air Station Facilities listing with new facilities subsequent to last study annotated. Pages A-6 thru A-11

G. Management Assistance Office Project Report 39-032-9, "Organization and Resources Evaluation, Public Works Department MCAS (H), New River, N. C. December 1969," is made reference to, and Type A Annual Inspection Summary as of 30 June 1970, Marine Corps Base, Camp Lejeune, North Carolina is also made reference to.

ADDITIONAL FACILITIES

Marine Corps Base, Camp Lejeune, North Carolina

BUILDING NO.	BUILDING DESIGNATION	YEAR CONSTRUCTION
HP-934	Applied Instruction Bldg.	1969
935	Applied Instruction Bldg.	1969
1041	Correctional Facility	1969
1731	Flam Sthse, R/I	1965
1750	CMBt Veh. Maint. Fac.	1967
1755	CmBt Vehicle Maint. Fac.	1967
1757	Flam Sthse, R/I	1967
S-92	Base HQ, Sign	1966
S-162	Hand Ball Court	1967
S-163	HLCP Mockup	1968
S-164	Rope Climb	1968
S-455	Foot Bridge	1966
S-556	Observation Tower	1966
S-558	Hand Ball Court	1968
S-560	HLCP Mock Up	1968
S-877	Obs. Mound	1966
S-878	Base Entr. Sign	1966
S-885	O/vehicle Bridge	1968
S-933	Rope Climb	1968
S-1751	Wash Rack	1967
S-1756	Loading Ramp	1967
S-1758	Grease Rack	1967
S-1759	Wash Rack	1967
S-1761	Sewage pump station	1967
S-1762	Hist. Mark.	1968
S-1763	Aircraft mock up	1968
S-1764	Review Stand	1968
S-1850	Wash Apron	1968
S-1851	St Cov Org/oth	1968
S-1972	Stable	1966
S-1973	Stable	1966
S-1974	Stable	1966
S-1977	Rodeo Coral	1966
S-1978	Concession Stand	1967
S-1979	Patio scoreboard	1967
S-1980	Storage barn	1968
S-1981	Stable	1969
BA-152	Admin Bldg.	1966
BB-174	ACD/Gen lstBldg.	1966 (T)
BB-175	ACD/Gen lstBldg.	1966 (T)
BB-176	ACD/Gen lstBldg.	1966 (T)
BB-177	Service Station	1966
BB-189	St Cov Org/oth	1966
FC-300	Admin	1968
301	Storage	1968
302	Storage	1968
303	Mess Hall	1968
304	Bks. w/o Mess	1968
305	Bks. w/o Mess	--
306	Bks.w/o Mess	--

BUILDING NO.	BUILDING DESIGNATION	YEAR CONSTRUCTION
FC-309	Bks. w/o Mess	1968
FC-310	Bks. w/o Mess	1968
311	Bks. w/o Mess	1968
312	ACD/Gen Inst	1968
313	Disp.	1968
314	Water Tank	--
315	Sewage Pump Station	--
PT-30	St Cov org/oth	1967
PT-33	Animal Pound	1968
RR-247	Gen whse	1966
RR-248	Gen whse	1966
RR-249	Admin Bldg	1966
RR-252	S/mains Pmp/fac	1967
253	ACD/Gen Ins Bldg.	1968
254	Gen whse/ri	1968
255	Admin Bldg.	1968
SA-31	Rope Climb	1968
32	Class room	1968
SD-43	Softball fld	1966
SM-190	Peir	1966
191	Fuel tk	1966
193	Filling Station	1967
195	Filling Station	1967
196	Class Room	1969
263	Covered Patio	1967
264	Wash Apron	1968
TC-309	Gen whse/ri	1967
TT-60	Depnt sch/grade	1967
60A	Depnt Sch/grade	1967
60B	Depnt Sch/grade	1967
60C	Depnt Sch/grade	1967
60D	Depnt Sch/grade	1967
60E	Depnt Sch/grade	1967
VL-169	Gen whse/ri	1968
VL-176	Tele ex bldg.	1968
SBA-153	Grease Rack	1966
154	Filling Station	1966
155	Flag Pole	1966
156	Rope Climb	1966
157	Softball Fld	1966
158	Horizontal ladder	1967
159	Observation bank	1968
SBB-173	O/open stge/ri	1966
183	Trng bldg/other	1966
184	Bus Stop	1966
185	Bus Stop	1966
186	Bus Stop	1966
SCG- 27	Softball field	1966
SES-134	Trng Saw Mill	1966(T)
136	Obs. Twr.	1966
137	o/open stge/ri	1966
138	St Cov org/oth	1966

BUILDING NO.	BUILDING DESIGNATION	YEAR CONSTRUCTION
SFC-316	Rope Climb	1969
SFC-350	Stockade	1968
SGP- 17	Shed	1968
SPT- 32	Animal Pound	1968
34	HLCP mok up	1968
SRR- 91	Volley Ball Ct.	1967
SRR-243	Outdoor Class	1966
250	VC village	1966
251	Well/rsvr pot	1967
256	Classroom/covr	1968
STC-804A	Covered walkway	1966
1213	Outdoor classes	1966 (T)
1214	Outdoor classes	1966 (T)
1215	Outdoor classes	1966 (T)
1216	Outdoor classes	1966 (T)
1217	Outdoor classes	1966 (T)
1218	Outdoor classes	1966 (T)
1219	Firing lin shed	--
1221	Rope Climb	1967
1222	Rope Climb	1967
1223	Trng. Mock up	1967
1224	HLCP Mock up	1968
1225	HLCP Mock up	1968
SVL-14	Sm/Arm/PyRo MAG	1967
SVL-162	Mess Shelter	1966
163	Mess Shelter	1966
SVL-167	Classroom	1968
170	Classroom	1968
USO-2	Gen whse/ri	1968
RNGK-209	Ambush trng course	1969
302	Rnge battle sight	1967
307	Quick reaction course	1967

1	Master Antenna System	1970
1	Automotive Hobby Shop	1970
1	Special Services Whse	1970

2429	Tons A/C
25,650	L.F. Fence
20,765	S.Y. Side Walk
26,374	S.Y. Paving

MARINE CORPS AIR STATION FACILITIES LISTING
* Indicates New Buildings Since 1966

BLDG. NO.	JOB ORDER NO.	OCCUPANTS USE
103	VA291300	Transformer Pad
100	VA2L4300	Courtesy Pick-Up Station
101	VA2B1300	Transformer Pad
102	VA2A4300	Main Gate
105	VA2C3900	Transportation
105B	VA2B4100	Administrative Office
106	VA2A1900	Raw Water Pump House
107	VA2A1900	Water Storage Tank
108	VA2A1900	Water Storage Tank
109	VA2C3700	Refueler Maint. Bldg.
110	VA2A1900	Water Treatment
112	VA2A3600	Applied Instr. Bldg.
112B	VA2A3600	Acd/Gen. Instr. Bldg.
113	VA2C3900	Maintenance Storage
114	VA2C3700	Auto Veh. Maintenance
115	VA2A2200	Septic Tank/Drain Fld.
116	VA2C3700	Combat Veh. Maint. Fac.
117B	VA2A3700	Dispatcher's Office
118	VA2A3700	Station Transportation
119A	VA2A3700	Maintenance Shop
119B	VA2A3700	Maintenance Shop
120	VA2C3900	Paint Storage
121	VA2A3700	Pest Control Bldg.
122	VA2A3700	Public Works Bldg. Admin & Main
124B	VA2A3700	Carpenter Shop
128	VA2B3900	Paint Storage
130	VA2B3900	Supply Bldg.
131	VA2A1900	Raw Water Pump House
132	VA2B3900	Pyrotechnic Storage
135	VA2C3900	Storage Bldg.
137	VA2B2900	A/C Fuel Storage
138	VA2B2900	A/C Fuel Storage
140	VA2B2900	A/C Fuel Day Tank
141	VA2B2900	A/C Fuel Day Tank
142	VA2B2900	Ready Fuel Storage
143	VA2A2900	Filling Station
144	VA2E2900	Fuel Pumping Station
145	VA2A2900	Truck Loading Fac.
146	VA2A2900	Filter Separator Bldg.
147	VA2A2900	Tank Car Unloading Fac.
149	VA2A2200	Septic Tank/Drain Fld.
150	VA2B2900	Fuel Farm Complex
151	VA2B2900	Aircraft Fuel Storage
154	VA2B2900	A/C Ready Fuel Tank
182	VA2C3900	Flammable Storage
183	VA2C3900	Storage
202	VA2H4300	Gymnasium
203	VA2A1900	Raw Water Pump House
204	VA2E4300	Outdoor Training Pool
204A	VA2E4300	Library
* 205	VA2E4300	Bowling Alley
206	VA2A2300	Sewage Lift

BLDG. NO.	JOB ORDER NO.	OCCUPANTS USE
* 207	VA2A5300	Handball Court
208	VA214300	Service Club
210	VA2A1900	Raw Water Pump House
211	VA2A4200	Barracks
212	VA2A4200	Barracks
213	VA2A4200	Barracks
214	VA2A4200	Barracks
215	VA2A4200	Barracks
216	VA2A4200	Barracks
217	VA2A4200	Barracks
* 218	VA2K4300	Case Lot Sales
219	VA2A2500	Cooling Tower
221	VA2A1200	Generator Bldg.
222	VA2A3600	Applied Inst. Bldg.
223	VA2A1200	Motor Gen. Bldg.
224	VA2A4400	Telephone Bldg.
226	VA2C4200	General Mess
227	VA2B1300	Transformer Pad
230	VA2A2300	Sewage Lift Station
232	VA2F4300	MC Exchange
233	VA2K4300	Toyland
234	VA2E4300	Bank
236	VA2J4300	Chapel
240	VA2G4300	Theatre
245)		
246)	VA2A5300	Little League Field & Dugouts
247	VA2A5300	Baseball Dugout
248)		
249)	VA2A5300	Ball Diamond & Dugouts
250	VA2A5300	Volleyball Court
252	VA2A5300	Tennis Court
254	VA2A5300	Handball Court
297	VA2C4300	Baseball Dugout
298	VA2C4300	Baseball Dugout
299	VA2C4300	Post Office
302A	VA2A4000	Dispensary
302B	VA2A4000	Dental Clinic
310	VA2A1900	Water Tank
311	VA2B1300	Transformer Pad
312	VA2A3600	Applied Inst. Bldg.
313	VA2A3600	Cooling Tower
* 410	VA2C4300	Gas Station
413	VA2C4300	Laundry
414	VA2D4300	Commissary
416	VA2D4300	Commissary Warehouse
418	VA2D4300	Unloading Ramp
419	VA2D2900	Oil Storage Tank
420	VA2D2900	Oil Storage Tank
422	VA2A1500	Steam Plant
423	VA2C2900	POL Dispatcher Bldg.
424	VA2B3900	Group Supply
421	VA2D2900	Oil Storage Tank

BLDG. NO.	JOB ORDER NO.	OCCUPANTS USE
* 425	VA2A4100	Disbursing
426	VA2A2200	Sewage Lift Station
500	VA2A4600	Hose Drying Rack
502	VA2A4600	Crash Barn
504	VA2B3700	A/C Maintenance Hangar
* 505	VA2A6200	A/C Wash Rack
* 506	VA2A6200	Wash Rack Pump House
* 512	VA2A6200	A/C Deluge System
* 513	VA2A6200	Pump Bldg. Wash Rack
* 514	VA2A6200	Wash Rack
515	VA2B3700	Maintenance Hangar
* 518	VA2B3700	Maintenance Hangar
* 519	VA2A6300	Jet Engine Test Fac.
520	VA2B4400	Radio Facilities Bldg.
522	VA2A1200	Stand-By Gen. Plant
523	VA2C5600	Tower
524	VA2C5600	Antenna Tower
525	VA2C5600	Antenna Tower
565	VA2B1300	Transformer Pad
567	VA2B1300	Transformer Pad
569	VA2B4600	Line Shack
574	VA2C3700	Parachute Repair
575	VA2B4100	Group Guard
576	VA2C3700	Tech. Rep. Office
577	VA2C4400	Ground Sup/GMSP Office
578	VA2C4300	Special Services
579	VA2A3700	Support Equip Maint. Shop
580	VA2C3900	Storage
582	VA2C4300	Spec Serv/Education Office
583	VA2B4600	Laundry Issue/MT Sub-Pool
584	VA2C3900	Storage
585	VA2B4600	Crew Ready Room
586	VA2C3900	Storage Bldg.
587	VA2B4600	Line Shack
588	VA2B4600	Avionics Shop
589	VA2C3900	Carpenter Shop
590	VA2B4600	Ordnance Shop
591	VA2C3900	Storage
593	VA2B4100	Support Equip. Shop
594	VA2B3600	Comm Repair Shop
595	VA2B4100	Comm Office
604	VA203900	Storage Shed
606	VA2A2300	Sewage Lift Station
608	VA2C4300	Scout Lodge
609	VA2A2200	Septic Tank/Drain Field
* 615	VA2C4300	Dog Pound
619	VA2A2300	Sewage Lift Station
620	VA2A2200	Imhoff Tanks
* 621	VA2A2200	Primary Clarifer

BLDG. NO.	JOB ORDER NO.	OCCUPANTS USE
* 622	VA2A2200	Chlorine Contract Chamber
624	VA2A2200	Sludge Drying Beds
* 625	VA2A2200	Trickling Filter
* 626	VA2A2200	Secondary Clarifier
* 627	VA2A2200	Sludge Holding Tank
628	VA2A2200	Sewage Disposal Complex
* 630	VA2A2200	Secondary Clarifier
* 632	VA2A2200	Trickling Filter
701	VA2A5100	Oil Storage Bldg.
702	VA2B4200	SNCO Quarters
703	VA2A5100	Oil Storage
704	VA2B4200	SNCO Quarters
* 705	VA2B4200	BOQ
708	VA2E4300	Bath House
709	VA2E4300	Outdoor Swimming Pool
710	VA2B4300	Officer's Club
711	VA2B4400	Homer Baacon Fac.
714	VA2A3900	Pyrotechnics Magazine
715	VA2C5600	Antenna Pole
716	VA2C5600	Antenna Tower
804	VA2A3700	Radar Maint Bldg.
808	VA2C4400	Radio Shop
810	VA2C3900	Supply Office & Warehouse
812	VA2C3900	Gen. Warehouse R.I.
813	VA2C3900	Gen. Warehouse R.I.
814	VA2C3900	Storage Bldg.
815	VA2C3900	Storage Bldg.
816	VA2B4100	Thrift Shop
817	VA2C3900	Comm Shop/SNCO Club Storage
818	VA2B4100	Admin. Bldg.
819	VA2B1300	Transformer Vault
820	VA2A4100	Headquarters Bldg.
821	VA2B5600	Flagpole
822	VA2A4100	Provost Marshal
824	VA2N4300	SNCO Club
827	VA2C4300	Ceramics Hobby Shop
828	VA2C4300	Auto Woodwork Hobby Shop
829	VA2B5600	Flagpole
830	VA2C4300	Storage Bldg.
832	VA2C3900	Operation, Storage
833	VA2A1500	Steam Plant
840)		
841)	VA2C3700	Maintenance Hangar
* 843	VA2B4600	Operations Bldg.
849	VA2C3700	Ground Electronics
850	VA2A2300	Sewage Lift Station
852	VA2A2200	Septic Tank/Drain Fld
* 870	VA2A5300	Skeet Range
899	VA2C4400	Diesel Shop
1000	VRFR0100	Master TV Antenna Tower
1001	VRFR0400	Sewage Lift Station

BLDG. NO.	JOB ORDER NO.	OCCUPANTS USE
1002	VRFR0600	Raw Water Pump House
1003	VRFR0400	Sewage Lift Station
2000	VRFR0100	Master TV Antenna Tower
2001	VRFR0400	Sewage Lift Station
2002	VRFR0500	Water Storage Tank
2002	VRFR0600	Water Pumping Station
2005	VRFS0100	Flume
2800	VA2E4300	Rec. Bldg./Boat House
2801	VA2A2300	Septic Tank/Drain Fld
2802	VA2B4900	Bulkheads
2803	VA2A5300	Recreational Pier
2805	VA2A5300	Boat Ramp
2806	VA2A5300	Boat Rack
* 2860	VA2A2300	Public Toilet
* 2861	VA2A2200	Septic Tank/Drain Fld.
3000	VA2B4400	TACAN Ground Elect
3002	VA2A5600	TETRAHEDRON
3500	VA2B6000	Radar Pad
3501	VA2A2300	Septic Tank/Drain Fld.
3502	VA2A4100	Admin Bldg.
3503	VA2C5600	Antenna Tower
3504	VA2A3700	Motor Transport
3505	VA2A2900	Fuel Disp. Pump
3506	VA2A1900	Well House
3507	VA2B1300	Transformer
3508	VA2A2300	Septic Tank/Drain Fld.
* 3515	VA2A1200	Generator Bldg.
3602	VA2B4400	Transmitter-Proj.
3604	VA2B4400	Transmissometer-Rec.
3605	VA2B1300	Transformer Station
3606	VA2B4400	Coilometer Projector
3608	VA2B4400	Coilometer Detector
3616	VA2C3900	Storgae
3619	VA2B1300	Transformer Pad
3620	VA2B4400	Airfield Lighting Bldg.
3621	VA2B1300	Transformer Stati.n
* 4010	VA2A4200	Barracks
* 4011	VA2B2500	Cooling Tower
* 4012	VA2C4200	General Mass
* 4101	VA2A6200	A/C Wash Rack
* 4102	VA2A6200	Utility Shed
* 4104	VA2A6200	A/C Wash Rack
* 4105	VA2A6200	Utility Shed
* 4106	VA2B3700	IMA Hangar
* 4108	VA2B3700	Maintenance Hangar
* 4110	VA2B3900	Supply Warehouse
* 4112	VA2D5600	Jet Engine Test Fac
* 4113	VA2D5600	Jet Engine Test Stand
* 4114	VA2D5600	Jet Engine Test Shed
* 4115	VA2D5600	Jet Engine Test Shed
* 4120	VA2A3600	Training Bldg.

BLDG. NO.	JOB ORDER NO.	OCCUPANTS USE
* 4122	VA2A4100	Headquarters Bldg.
* 4123	VA2B5600	Flagpole
* 4125	VA2A2300	Sewage Lift Station
* 4130	VA2A1900	Water Tank
* 4140	VA2A1900	Well House Non/Potable
* 4150	VA2A1900	Well House Non/Potable
* 5001	VA2A1900	Raw Water Pump House
* 5009	VA2A1900	Raw Water Pump House
* 5010	VA2B3600	GMSP School
* 5011	VA2B3600	GMSP School

APPENDICES

1. FUNCTION

Tab A. Maintenance Functions of Marine Corps Base, Camp Lejeune.

2. PERSONNEL

Tab A. Table of Organization, Base Maintenance, Camp Lejeune.

Tab B. Table of Organization, Public Works Department, Marine Corps Air Facility, New River.

3. FACILITIES

Tab A. Classes I and II maintenance facilities of Base Maintenance, Marine Corps Base, Camp Lejeune.

Tab B. Classes I and II maintenance facilities of Public Works Department, Marine Corps Air Facility.

PRECIS OF DUTIES AND RESPONSIBILITIES

OF KEY OFFICERS, BASE MAINTENANCE

Base Maintenance Officer: Overall responsibility for functioning of the department and implementation of the Marine Corps program of controlled maintenance.

Assistant Maintenance Officer: Performs Executive Officer duties as outlined by the Maintenance Officer.

Maintenance Management Engineer: Provides staff assistance to the Maintenance Officer and his Division Directors in the administration and management of the Base Maintenance Department through the conduct of analytic studies, analysis of maintenance management reports and recommended remedial action based thereon, and by carrying out continuing management programs or special projects for the Department as assigned.

Director, Administrative Division: Responsible for the functioning of the three branches of the division. Cooperates with the MME and all Division Directors with respect to administrative, fiscal, accounting, personnel and supply requirements and procedures.

Personnel Branch: Maintain personnel records; awards, classification, discipline, promotion, retirement, separation, time keeping, training, TAD orders. Assists clerically in preparation of the departmental budget. Receives, sorts, and delivers pay checks, savings bonds and other official matter. Provides messenger service. Receives, sorts and delivers mail. Reproduces correspondence for the division. Provides transportation as directed by the Administrative Director.

Finance and Accounting Branch: Coordinates preparation of the departmental budget and prepares the budget. Prepares and presents financial studies. Collects, analyzes and disseminates cost and performance data. Prepares and promulgates the departmental Job Order Handbook. Assigns accounting data to all the maintenance divisions. Compiles and forwards financial and cost reports required by higher authority. Forwards cost data to the Comptroller for reimbursement in appropriate cases. Bills and collects base telephone accounts. Collects commissary and installation of private appliance accounts. Prepares annual reports on each utility system. Assembles and forwards to Cost Accounting {Base} vehicle and engineer equipment utilization reports. Audits weekly time and labor cards of employees.

Property Branch: Maintains records of plant account and minor property on charge to the department. Maintains supply orders, directives, manuals, catalogs and other necessary supply references. Administers service contracts and supply requisitions. Coordinates supply support for the department and trains personnel in supply procedures. Establishes and maintains programs for equipment repair and replacement within the department.

Director, Operations Division: Responsible for the functioning of the three branches of his division. Maintains close liaison with Administration to insure use of proper fiscal and accounting data in promulgating work authorizations. Furnishes necessary information and justification and assistance in preparation of the annual operating and maintenance budget. Maintains liaison with all division directors to insure suitability of the work authorizations he prepares.

Programming and Work Reception Branch: Receives, screens and processes emergency/service calls and work requests. Writes work authorization tickets. Prepares and promulgates the planned annual maintenance work program and the long range maintenance program. Regulates work input to the M&R Division. Maintains facility history files. Formulates, presents, executes and reprograms the Real Property Maintenance Budget. Coordinates with Assistant Chief of Staff, Facilities in processing "new work" requests and authorizations. Supervises Maintenance Duty NCO's and all "out of hours" work requests. Notifies proper personnel of emergencies.

Inspection Branch: Conducts continuous controlled inspection of all Base facilities and recommends needed repairs; forwards inspection reports to P&E for preparing work authorizations. Assists in conducting inspections of public quarters, quarters property and government housing upon occupancy change, when requested by Housing Officer. Coordinates damage inspections of buildings and facilities and writes reports. Conducts special inspections as directed. Generates and prepares the annual inspection summary report. Reviews plans and specifications of contract work, submitting recommendations to the Director, Operations. Maintains a library of technical inspection manuals and other authoritative reference material pertaining to inspection of facilities.

Planning and Estimating Branch: Plans jobs, prepares estimate of labor and material, and prepares job orders for authorized work. Prepares estimates for planning purposes, uses established EPS wherever applicable. Makes on site inspections of special work request for new work, alterations and modifications and prepares planning estimates. Maintains a backlog

of estimated new work, alterations and modifications and issues job orders upon approval of Assistant Chief of Staff, Facilities. Maintains direct liaison with Assistant Chief of Staff, Facilities in regards to changes in scope of work or need for changes in funding. Makes inspection of damage to facilities, makes estimates and writes reports. Makes other inspections and writes reports as directed. Furnishes technical assistance and prepares job orders for troop training projects and self-help. Represents Operations at M&R Schedulars Meetings. Sets up and monitors the PM and recurring maintenance programs. Compares actual cost reports against their estimates to evaluate performance and plan improvements in estimating. Maintains a library of technical manuals and EPS manuals appropriate to the estimating task.

Director, Maintenance and Repair Division: Responsible for the functions of the five (5) branches of the Maintenance and Repair Division. Provides the five (5) Branch Heads for the employees in their respective branches, guidance for motivation, morale, safety, training, disciplinary action and the beneficial suggestion program. Responsible for the management of the Maintenance and Repair Division using the guide lines set forth in MCO P11000.4A.

Work Management Branch: Receives and schedules specific work authorizations received from Operations. Orders materials for specific jobs. Maintains a weekly schedule for accomplishment of work by work centers. Issues work center schedules by the week for completion by the shops. Coordinates starting dates of work with customers, paying special attention to housing in order to hold vacancy rates down. Tabulates returned work center schedules to adjust the overall plan and provide information to the Administrative Division for preparation of the Work Status Report. Reviews material lists of authorized projects with Shop Stores, assigns priorities for materials. Conducts meetings with shop supervisors to coordinate schedules of work accomplishment. Maintains liaison between Operations Division, Housing Division and Shops. Reports changes in scope of work; obtains amendments to work authorizations; and reports completed job orders to Operations Division. Develops "critical path" schedules for jobs estimated at more than $5,000. Assigns Shop Planner as coordinator on certain specific work authorizations when deadlines for accomplishment are critical.

Building Trades Branch: Responsible for Carpenter Shop, Plaster Shop, Masonry Shop and Paint Shop. The shops perform woodworking and associated hardware maintenance and repair, floor covering installation, roofing, millwork, cabinet work,

saw filing and tool sharpening, key duplication, lock repair, safe combination changes and repairs, maintenance of their own shop equipment, venetian blind fabrication, concrete, brick, tile and stone; painting, glazing, fabrication and repair of signs; lettering and graining, marking of parking lots and highways. Maintains liaison with the Master Scheduler in Work Management Branch to insure work is done on valid authorization and in accordance with the schedule. Reports actual manhours of each work center {shop} on the weekly work center schedule sheet. Inspects ongoing work, checks time and labor cards of the supervised shops, takes necessary action in cases of discrepancy and keeps Work Management Branch informed of changes in scope or unexpected situations that impede the progress of scheduled work.

Mechanical Trades Branch: Responsible for Electric Shop, Electrical Distribution Shop, Refrigeration and Air Conditioning Shop, Plumbing and Pipe Shop, and Metal Working Shop. These shops perform maintenance and repair of electrical systems from the point of distribution, electrical fixtures, appliances and labor saving devices, television antenna systems, floodlight and streetlight systems, substation and electrical switch gear, transformers, poles, pole lines and associated hardware; refrigeration and air conditioning equipment, water cooling equipment, ice making and related equipment {except for central cold storage}; maintenance and repair of plumbing, water and sanitary sewage systems and associated hardware including distribution systems and related utilities plants systems, wells and pumping stations; fire protection lines and devices; washing and cleaning systems and devices; collection and disposal of grease from grease traps; cleaning septic tanks; maintenance and repair of steam heating, cooking, cleaning and distribution systems and associated hardware and fuel gasoline pumping equipment, including plant systems and systems to the point of end use; metal products and associated equipment, machining, welding, cutting, brazing, soldering fabricating from sheet metal; maintenance of and repair of oil, coal and gas heaters and associated equipment. Maintains liaison with the Work Management Branch to insure work is done on valid authorization and in accordance with the schedule. Reports actual man hours of each work center {shop} on the weekly work center schedule sheets. Inspects ongoing work, checks time and labor cards of the supervised shops, takes necessary action in cases of discrepancy and keeps Work Management Branch informed of changes in scope or unexpected situations that impede the progress of scheduled work.

General Services Branch: Responsible for Grounds Keeping Shop, Refuse and Garbage Collection Shop, Insect and Rodent Control Shop, Heavy Equipment Shop, and Nursery and Landscaping Shop. These shops perform horticultural management and operate the nursery; maintenance and repair of roads, streets, and all types of hardstand; storm sewers and ditches; maintenance of improved and unimproved lands; grass cutting, collection and disposal of refuse and garbage, police of assigned areas, and removing trash and refuse to the point of collection. Maintenance and operation of Intracoastal Waterway Bridge on a twenty-four {24} hour basis; maintenance of railroads; street sweeping; maintenance and operation of all heavy duty equipment such as cranes, tractors, front end loaders, hydraulic operated cranes, air compressors, sprayers, graders, coal loaders, welders, water pumps, gas and diesel engines, ditching machines, repair of grass cutting equipment and labor. Plans, directs and coordinates the insect and rodent control program including inspection, eradication and control of termites. Maintains liaison with the Work Management Branch to insure work is done on valid authorization and in accordance with the schedule. Reports actual manhours of each work center {shop} on the weekly work center schedule sheets. Inspects ongoing work, checks time and labor cards of the supervised shops, takes necessary action in cases of discrepancy and keeps Work Management Branch informed of changes in scope or unexpected situations that impede the progress of scheduled work.

Emergency/Service Branch: Controls the operations of Emergency Service Shops located throughout the base for the purpose of providing minor service and emergency work without excessive travel time. These shops work only on authorized E/S tickets and such minor or specific job orders as may be referred to them through channels. Maintains liaison with the Operations Division to report any generally unsatisfactory conditions or problem areas that may be uncovered through E/S work. Keeps the Master Scheduler in Work Management Branch informed of E/S demands versus E/S shops ability. Refers job which require minor or specific work orders back to Operations Division through the Work Management Branch. Maintains close liaison with shop stores to insure supplies of proper pre-expended materials are on hand and provided as needed. Maintains records of authorized pre-expended supplies and their usage as a basis for supply action. Reads utility meters monthly in designated areas and reports to Administrative Division for accounting purposes.

Director, Utilities Division: Responsible for the functioning of the four branches of this division. Maintains close liaison with the Directors of M&R and Operations Divisions for the maintenance of the utilities plants. Furnishes necessary information and justification and assistance in preparation of the annual budget, and conducts studies to determine future utility needs.

Steam Generation Branch: Responsible for operating all heating plants and miscellaneous assigned boilers; directs routine and emergency maintenance for all assigned units, continuing in-plant equipment inspections. Initiates replacement, maintenance and repair programs, responsible for plant safety, personnel training, coal sampling, boiler inspections and budget information.

Cold Storage Branch: Responsible for operation of Cold Storage Plant equipment and that portion of the Cold Storage Warehousing areas which have direct bearing on proper refrigeration and the manufacturing and storage of ice: directs routine and emergency maintenance for cold storage equipment, continuing in-plant inspection and initiation of planned replacement, maintenance and repair programs: responsible for plant safety, personnel training, and budget information.

SewagSewage Treatment and Disposal Branch: Responsible for operation of all sewage treatment and disposal plants and systems; directs routine and emergency maintenance for sewage disposal systems, continuing in-plant inspection and initiates planned replacement, maintenance and repair programs; responsible for plant safety and personnel training, and budget information.

Water Purification Branch: Responsible for operation of all water purification plants and systems; directs routine and emergency maintenance for water purification systems, continuing in-plant inspection and initiation of planned replacement, maintenance and repair programs; responsible for plant safety, personnel training, and budget information.

Director, Telephone Division: Responsible for the functioning of the three branches of his division. Maintains close liaison with Operations Division to insure work is done on valid authorizations and with the Administrative Division to coordinate billing for telephone service. Prepares and promulgates the Base Telephone Directory.

Telephone Operations Branch: Operates the Camp Lejeune switchboard 24 hours a day.

Outside Plant Branch: Performs all pole line construction and maintenance: installs required underground cable and performs necessary open wire maintenance. Installs cable terminals, installs and maintains pressure equipment, and keeps cable records/maps current. Conducts trouble shooting and preventive maintenance of cables. Handles all telephone installations: repairs, relocates cable pair changes and magneto drop installations. Maintains fire alarm system.

Inside Plant Branch: Maintains equipment of all telephone exchanges, switchboards, key systems and alarm systems. Also, carries out line testing and cross connecting assigned cable pairs.

Telephones - Marine Corps Base:

1. The Base Telephone System is composed of four Automatic dial telephone Central Offices, these Central Offices or exchanges are equipped with Automatic Electric Company automatic dial strowger stepping equipment. The Main exchange is located in Building 1 in the Hadnot Point area. Satallite or branch exchanges are located at Montford Point, Building M-167; Camp Geiger, Building TC-755; and Courthouse Bay, Building BB-69 and maintains the Naval Hospital on a reimbursable basis. All exchanges are equipped with float charged batteries which provide power for normal operation and emergencies. Approximately 158,400 calls are handled each day by the Central Office Switching equipment.

2. The exchanges have a capacity of 3,200 single p rty line terminal {lines} or a combination of 3,700 single and two party line terminals. At the present time, a total of 2,490 lines are assigned.

3. A ten position switchboard, one information and one AUTO-SEVOCOM position are located in the Hadnot Point Central Office to assist official and unofficial subscribers in obtaining long distance telephone service and local information service. Operators have access to all off Base trunking and to all telephones on the Base by dialing. The operators handle an average of 7,600 calls each day.

4. An automatic line testing unit is installed in the Hadnot Point Exchange. This unit tests all working numbers at least once a day, enabling correction of trouble before disruption of service is noted.

5. The Outside Plant consists of 259 miles of permanently installed cable and open wire lines.

a. The cable installed is a combination of underground and aerial-type construction. There is a total of 155 miles of cable installed, 69 miles of direct burial and cable in conduit, 84 miles of aerial cable and 1.3 miles of submarine cable. Trunking cables are underground except cables between the Montford Point and the Camp Geiger Exchanges. All cables in the trunking system and a large portion of the distribution system are under continuous air pressure. Nine pounds of dry air is maintained in the system to prevent entry of moisture in case of accidental sheath breaks. A cable pressure alarm system enables the detection and repair of many minor troubles before they become major failures. No cable under pressure has caused major trouble. The eventual goal is to have all the cable plant under pressure.

b. 104.4 miles of open wire are in use. The longest single run, 29 miles, is to Cherry Point, N. C. along the connecting railroad. Base open wire is used mainly for circuits demanding access at random points. Example - the local battery lines used by the Base Range Facilities and lines for Fleet Marine Force units undergoing field training.

6. Official and unofficial service is provided to 4,887 subscriber telephones of which 2,490 are main stations. Telephone instruments are of the latest design {Western Electric 500}, they are equipped with an automatic gain device built in to compensate for line loss on long lines.

7. A local battery switchboard is located in Building 11 for the Base Range Facilities Control section, this switchboard furnishes service to all firing ranges. Using units provide their own telephones and check in to the Control Office before firing.

8. There are two common battery switchboards located in the Verona Loop Training area, this system is operated by the First Infantry Training Regiment Communication section and provides telephone communication to all training and firing ranges. The Telephone Division is responsible for maintenance of the cable, the open wire lines and the maintenance of the switchboards when required.

9. The Telephone Division maintains the Base Fire Alarm System which is composed of 93 fire reporting telephones and 285 pull boxes which are connected by 38 miles of cable to a switchboard and fire control reporting equipment located in the Main Fire

Station, Building 18 in the Hadnot Point area. There are also 25 alarm devices that work in conjunction with fire sprinkler systems installed in 21 buildings, primarily warehouses.

10. The Telephone Division is authorized 37 Marines and 37 civilian workers. The civilians include 19 switchboard operators, one directory clerk and 16 maintenance men for the Inside and Outside Plant.

Telephone - Marine Corps Air Station:

a. The Air Station is owned and maintained by the local Telephone Company.

b. They have three switchboard positions, two in operation and one disconnected.

c. There are six full time operators and two part time operators.

d. There are four classes of telephone service at the Air Station:

{1} "A" - Direct dialing {CENTREX}.

{2} "B" - AUTOVON Direct dialing - but all long distance calls have to be placed through the switchboard.

{3} "C" - Inter station and Jacksonville area {Dial 9}.

{4} "I" - Inter station only.

e. The telephone exchange Carolina Telephone Company has at the Air Station can handle up to 1000 lines.

f. The Air Station pays $6,500.00 per month for the telephone service they get from the local telephone company.

g. The Air Station telephone service is listed below and the cost of each class of service:

{1} Class "A" - $9.50 per month.

{2} Class "B" - $9.50 per month.

{3} Class "C" - $9.50 per month.

{4} Class "I" - $3.50 per month.

h. The Air Station has 405 "A", "B" and "C" installations and 186 "I" installations.

Director, Conservation Division: Responsible for the functioning of the two branches of his division. Also responsible for the overall improvement, restoration and preservation of the natural resources of the Base and coordinates all programs of conservation of natural resources consistent with the military mission of the Base.

Forestry Branch: Responsible for the forestry management program of the Base which includes timber management, disease and insect control, fire control, recreation and other land uses.

Fish and Wildlife Branch: Responsible for the fish and wild life management program of the Base which includes propagation, preservation and manipulation, predator control and food plot management.

TABLE OF ORGANIZATION

BASE MAINTENANCE

CAMP LEJEUNE

This TAB contains the present organization of the Base Maintenance Department, Camp Lejeune.

TAB A
APPENDIX 2
ANNEX A

USMC T/O NO. 7512 Base Maintenance Department

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
530	BASE MAINTENANCE DEPARTMENT												
531	MAINTENANCE OFFICER CH	COL	9906		HV		1		P				
532	ASST MAINTENANCE OFF	GS13	0301			1							
533	MANAGEMENT ANALYST	GS11	0343			1							
534	SECRETARY (STENO)	GS 5	0318			1							
535	MAINT NCO	MSGT	8911		V			1	P				
536	UTIL CHIEF CONSERVATION	MSGT	1169		V			1	P				
537						3	1	2					
537A	CONSERVATION DIVISION												
537B	DIRECTOR	GS12	0460			1							
537C	FORESTRY BRANCH												
537D	FORESTER (ADMIN)	GS11	0460			1							
537E	FORESTRY TECH (TIMBER MGT)	GS 7	0462			1							
537F	FORESTRY TECH (TIMBER MGT)	GS 5	0462			1							
537G	FORESTRY AID	GS 4	0462			1							
537H	LOOKOUT	GS 3	0456			3							
537I	FISH AND WILDLIFE BRANCH												
537J	BIOLOGICAL TECH (WILDLIFE)	GS 9	0404			1							
537K						9							
538	ADMINISTRATIVE DIVISION												
539	DIRECTOR	GS11	0341			1							
540	PERSONNEL BRANCH												
541	LABORER/CLEANER	NS	0000			1							
542	PERSONNEL CLERK	GS 5	0203			1							
543	CLERK TYPIST	GS 3	0322			1							
544	TRUCK DRIVER	NS	0000			1							
545	FINANCE & ACCTNG BRANCH												
546	SUPERVISORY BUDGET ANALYST	GS 9	0560			1							
547	ACCOUNTS MAINT CLERK	GS 5	0520			1							
547A	UTILITIES APPRAISAL ASST	GS 7	0301			1							
548	CASH CLERK (TYPING)	GS 4	0530			1							
549													
550	PROPERTY CONTROL BR												
551	SUPVY SUPPLY TECHNICIAN	GS 7	2005			1							
552													
553	CLERK TYPIST	GS 3	0322			1							
554	STOCKMAN	NS	0000			1							
555	PROPERTY RECORD CLERK	GS 4	0301			1							
556						13							
557	OPERATIONS DIVISION												
558	DIRECTOR	GS 13	0805			1							
559	ASST DIRECTOR	CAPT	1302		V		1		P				
559A	SECRETARY (TYP)	GS 4	0318			1							
560	PLANNING & ESTIMATING BR												
561	SUPVY PLANNER & ESTIMATOR	S	0000			1							
562	PLANNER & ESTIMATOR PW SYS	NS	0000			5							
563	PLANNER & EST PW MECH SYS	NS	0000			1							
564	PLANNER & EST PW ELEC SYS	NS	0000			2							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
565	PROGRAMMING & WORK RECEP BR												
566	SUPVY MAINT ASST	GS 9	0301			1							
567													
568	CLERK-TYPIST	GS 3	0322			1							
569	CLERK (TYPING)	GS 3	0301			1							
570	PLUMB & WATER SUP DNCO	SGT	1121		V			2	M				
571	ELECTRICIAN DNCO	CPL	1141		V			2	M				
572	INSPECTION BRANCH												
573	SUPVY MAINT ENGINEER	GS11	0805			1							
574	INSPECTOR PWS	NS	0000			3							
575	INSPECTOR PW MECH SYS	NS	0000			1							
576	INSPECTOR PW ELECT SYS	NS	0000			1							
577						20	1	4					
578	UTILITIES DIVISION												
579	DIRECTOR	NS	0000			1							
580	GENFOREMAN II PW PLT CONTMN	S	0000			1							
581	PHYS SCIENCE TECH CHEM	GS 7	1311			1							
582	CLERK TYPIST	GS 4	0322			1							
583						4							
584	STEAM GENERATION BRANCH												
585	GENFOREMAN I PW PLT CONTMN	S	0000			1							
586	FOREMAN (LDGMN) PW PLT CONT	S	0000			2							
587	LEADER BOILERMAKER	S	0000			1							
588	LEADER PW PLT CONTMN	S	0000			4							
589	POWER PLANT CONTROLMAN	NS	0000			48							
590	BOILER TENDER	NS	0000			10							
591	BOILERMAKER	NS	0000			4							
592	COAL HANDLING EQUIP OPR	NS	0000			1							
593	HELPER (GENERAL)	NS	0000			6							
594	OILER	NS	0000			1							
595	LABORER	NS	0000			1							
596						79							
597	COLD STORAGE BRANCH												
598	FOREMAN (LDGMN) REFRIG MECH	S	0000			1							
599	REFRIG-A/C PLANT OPR	NS	0000			6							
600	REFRIG MECH	NS	0000			1							
601						8							
602	SEWAGE TREATMENT BRANCH												
603	GENFOREMAN I SEWAGE DISP	S	0000			1							
604	PLT OPER												
605	FOREMAN (LDGMN) SEWAGE DISP	S	0000			1							
606	PLT OPER												
607	SEWAGE DISPOSAL PLT OPR	NS	0000			19							
608	HLPR, SEWAGE DISP PLT OPR	NS	0000			8							
609	PUMPING EQUIPMENT MECH	NS	0000			1							
609A	WELDER	NS	0000			1							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
610						31							
611	WATER TREATMENT BRANCH												
612	GENFOREMAN I WATER PLT OPR	S	0000			1							
613	FOREMAN {LDGMN} WATER PLT	S	0000			1							
614	OPERATOR												
615	WATER PLANT OPERATOR	NS	0000			25							
616	PUMPING EQUIP MECH	NS	0000			1							
617	HELPER WATER PLANT OPERATOR	NS	0000			6							
618						34							
619	TELEPHONE DIVISION												
620	TELEPHONE OFFICER	CAPT	2810		V		1		P				
621	WIRE CHIEF	MGYS	2891		V			1	P				
622	PLANT RECORDS CLERK	SGT	2814		V			1	M				
623	CONSTRUCTION DRFTSMN	CPL	1411		V			1	M				
624	DI CLK/COLD TYPE COMP MACH	GS 4	0324			1							
625	OPERATOR												
626	SWITCHBOARD OPR BRANCH												
627	TELEPHONE SUPVR {TYPING}	GS 6	0382			1							
628	TELEPHONE SUPVR	GS 4	0382			2							
629	TELEPHONE OPERATOR	GS 3	0382			15							
630	INSIDE PLANT BRANCH												
631	INSIDE PLANT CHIEF	MSGT	2814		V			1	P				
632	CENTRAL OFF INSTAL-RPRMN	GSGT	2814		V			1	P				
633	CENTRAL OFF INSTAL-RPRMN	SSGT	2814		V			2	P				
634	CENTRAL OFF INSTAL-RPRMN	SGT	2814		V			2	M				
635	CENTRAL OFF INSTAL-RPRMN	CPL	2814		V			3	M				
636	CENTRAL OFF REPAIRMAN	NS	0000			5							
637	OUTSIDE PLANT BRANCH												
638	OUTSIDE PLANT CHIEF	MSGT	2813		V			1	P				
639	FOREMAN {LDGMN} CABLE	S	0000			1							
640	SPLICER {COMM}												
641	TELEPHONE INST REP	NS	0000			1							
642	INSTALLATION/REPAIR SECTION												
643	INSTALLER CHIEF	GSGT	2811		V			1	P				
644	TELEPHONE INSTALLER RPRMN	SSGT	2811		V			1	P				
645	TELEPHONE INSTALLER RPRMN	SGT	2811		V			2	M				
646	TELEPHONE INSTALLER RPRMN	CPL	2811		V			4	M				
647	TELEPHONE INSTALLER RPRMN	LCPL	2811		V			3	M				
648	ELECTRICIAN TELEPHONE	NS	0000			3							
649	CABLE SECTION												
650	CABLE CHIEF	GSGT	2813		V			1	P				
651	CABLE SYSTEMS TECHNICIAN	SSGT	2813		V			1	P				
652	CABLE SYSTEMS TECHNICIAN	CPL	2813		V			1	M				
653	CABLE SYSTEMS TECHNICIAN	LCPL	2813		V			1	M				
654	CABLE SPLICER COMMUN	NS	0000			3							
655	CONSTRUCTION SECTION												
656	CONSTRUCTION CHIEF	GSGT	2519		V			1					
657	CONSTRUCTION TEAM CHIEF	SGT	2511		V			1	M				

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
658	TELEPHONE LINEMAN	CPL	2511		V			2	M				
659	TELEPHONE LINEMAN	LCPL	2511		V			2	M				
660	TELEPHONE LINEMAN	PFC	2511		V			2	M				
661	ELECTRICIAN LINEMAN COMM	NS	0000			1							
662	FIRE ALARM MAINT SECTION												
663	FIRE ALARM MAINT CHIEF	SGT	2814		V			1	M				
664	ELECTRICIAN	NS	0000			1							
665						34	1	37					
666	MAINTENANCE & REPAIR DIVISION												
667	DIR, SUPT II, PW	S	0000			1							
668	ASST TO DIRECTOR	CAPT	1302		V		1		P				
669	SECRETARY STENO	GS 4	0318			1							
670	GEN FOREMAN II MAINTENANCE	S	0000			1							
671	GEN FOREMAN II MAINTENANCE	S	0000			1							
672	GEN FOREMAN II GROUND STRUCTS		0000			1							
673													
674	CLERK-TYPIST	GS 3	0322			1							
675	WORK MANAGEMENT BRANCH												
676	SENIOR SHOP PLANNER PW	S	0000			1							
677	MAINTENANCE SCHEDULER	NS	0000			2							
678	SHOP PLANNER	NS	0000			3							
679	CLERK TYPIST	GS 3	0322			1							
680						13	1						
681	EMERGENCY/SERVICE BRANCH												
682	GEN FOREMAN I MAINTENANCE	S	0000			1							
683	CLERK-TYPIST	GS 3	0322			1							
684	FOREMAN {LDGMN} MAINT	S	0000			6							
685	LEADER MAINTENANCE	S	0000			6							
686	ELECTRICIAN	NS	0000			16							
687	GAS HEATING EQUIP MECH	NS	0000			5							
688	HEATING EQUIP MECH	NS	0000			2							
689	PIPEFITTER	NS	0000			7							
690	PLUMBER	NS	0000			13							
691	CARPENTER	NS	0000			12							
692	MAINTENANCEMAN	NS	0000			25							
693	TRUCK DRIVER	NS	0000			1							
694													
695													
696	REFRIG & AIR COND MECHANIC	NS	0000			5							
697													
698													
698A	WELDER	NS	0000			1							
699						101							
700	CARPENTER SHOP UNIT												
701	GENFOREMAN I CARPENTER	S	0000			1							
702	FOREMAN {LDGMN} CARPENTER	S	0000			1							
703	LOCKSMITH	NS	0000			1							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
704	SAW FILER	NS	0000			1							
705	MILLMAN	NS	0000			1							
706	HELPER GENERAL	NS	0000			1							
707	LABORER	NS	0000			1							
708	CARPENTER	NS	0000			6							
709	HELPER/APPREN CARPENTER	NS	0000			2							
710	CARPENTER FIELD UNIT												
711	FOREMAN {LDGMN} CARPENTER	S	0000			3							
712	CARPENTER	NS	0000			35							
713	TRUCK DRIVER	NS	0000			3							
714	HLPR/APPREN CARPENTER	NS	0000			1							
715						57							
723	PAINT SECTION												
724	GEN FOREMAN I PAINTER	S	0000			1							
725	FOREMAN {LDGMN} PAINTER	S	0000			4							
726	LETTERER & GRAINER	NS	0000			2							
727	GLAZIER	NS	0000			2							
728	PAINTER	NS	0000			54							
729	TRUCK DRIVER	NS	0000			1							
730	HELPER/APPRENTICE PAINTER	NS	0000			2							
731						66							
732	PLASTERER UNIT												
733	FOREMAN {LDGMN} PLASTERER	S	0000			1							
734	PLASTERER	NS	0000			9							
735	TRUCK DRIVER	NS	0000			1							
736	HELPER/APPRENTICE PLASTERER	NS	0000			1							
737	MASONRY UNIT												
738	FOREMAN {LDGMN} MASON BorS	S	0000			1							
739	MASON B OR S	NS	0000			6							
740	CEMENT FINISHER	NS	0000			1							
741													
742	HLPR/APPREN MASON B OR S	NS	0000			1							
743						21							
744	ELECTRIC SECTION												
745	GEN FOREMAN I ELECTRICIAN	S	0000			1							
746	INSIDE ELECTRIC UNIT												
747	FOREMAN {LDGMN} ELECTRICIAN	S	0000			1							
748	ELECTRICIAN	NS	0000			16							
749	INSTRUMENT MECH {GENERAL}	NS	0000			1							
750	GALLEY EQUIP MECH	NS	0000			1							
751	HLPR/APPREN ELECTRICIAN	NS	0000			1							
752	ARMATURE WINDER	NS	0000			3							
753	ELECTRICAL EQUIP RPRMN	NS	0000			1							
754						25							
755	ELECTRICAL DIST UNIT												
756	FOREMAN {LDGMN} ELECT LNMN	S	0000			1							
757	ELECTRICIAN LINEMAN	NS	0000			7							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF ALO OFF NAV	FMF ALO OFF MC	FMF ALO ENL NAV	FMF ALO ENL MC
758	ELECTRONICS MECHANIC	NS	0000			1							
759	HLPR/APPREN ELEC LNMN	NS	0000			1							
760						10							
761	REFRIGERATION UNIT												
762	FRMN{LDGMN} REF & A/C MECH	S	0000			1							
763	REFRIG & A/C MECH	NS	0000			12							
764	HLPR/APPREN REF & A/C MECH	NS	0000			1							
765						14							
766	PLUMBING & HEATING SEC												
767	GEN FOREMAN PIPEFITTER I	S	0000			1							
768	PIPEFITTING UNIT												
769	FOREMAN {LDGMN} PIPEFITTER	S	0000			2							
770	PIPEFITTER	NS	0000			22							
771	INSTRUMENT MECH {GENERAL}	NS	0000			2							
772	WELDER	NS	0000			1							
773	PIPECOVERER & INSULATOR	NS	0000			3							
774	GAS HEATING EQUIP MECH	NS	0000			2							
775	HLPR/APPREN PIPEFITTER	NS	0000			2							
776	LABORER	NS	0000			2							
777	PLUMBING UNIT												
778	FOREMAN {LDGMN} PLUMBER	S	0000			2							
779	PLUMBER	NS	0000			18							
780	TRUCK DRIVER	NS	0000			1							
781	HLPR/APPREN PLUMBER	NS	0000			2							
782	LABORER {HEAVY}	NS	0000			3							
783						63							
784	METALWORKING SECTION												
785	GEN FRMN I METALWKING SHOPS	S	0000			1							
786	FRMN {LDGMN} SHEETMETAL WKR	S	0000			1							
787	MACHINIST	NS	0000			4							
788	WELDER	NS	0000			5							
789	SHEETMETAL WORKER	NS	0000			9							
790	HLPR/APPREN SHEETMTL WKR	NS	0000			1							
791	HLPR/APPREN HTG EQUIP MECH	NS	0000			2							
792	LABORER	NS	0000			1							
793						24							
794	ROADS & GROUNDS SECTION												
795	GEN FRMN I GRND STRUCTURES	S	0000			1							
796	FIELD MAINTENANCE UNIT												
797	FRMN{LDGMN} GRND STRUCTURES	S	0000			5							
798	FRMN {LDGMN} LABORER	S	0000			1							
799	TOOLROOM ATTENDANT	NS	0000			1							
800	SMALL ENGINE MECH	NS	0000			1							
801	PAVER	NS	0000			1							
802	ASPHALT/CEMENT WORKER	NS	0000			3							
803	TRUCK DRIVER {HEAVY}	NS	0000			13							
804	TRUCK DRIVER	NS	0000			3							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
805	LABORER	NS	0000			45							
806	FIELD TRACTOR OPERATOR	NS	0000			3							
807	POLICE NCO ASST	CPL											2
808						77							2
816	SANITATION UNIT												
817	FOREMAN {LDGMN} SANITATION	S	0000			1							
818	AUTO EQUIP OPR	NS	0000			1							
819	TRUCK DRIVER {HEAVY TRLR}	NS	0000			6							
820	TRUCK DRIVER {HEAVY}	NS	0000			8							
821	LABORER	NS	0000			6							
822	MOTOR SCOOTER OPERATOR	NS	0000			1							
823	LABORER {HEAVY}	NS	0000			4							
824						27							
825	INSECT VECTOR SECTION												
826	GEN FOREMAN I PESTCTLEQ OPR	S	0000			1							
827	FRMN {LDGMN} PEST CTL EQ	S	0000			1							
828	OPERATOR												
829	LEADER LABORER {HEAVY}	NS	0000			1							
830	CLERK	GS 3	0301			1							
831	PEST CONTROL EQUIP OPR	NS	0000			4							
832	EXTERMINATOR	NS	0000			5							
833	TOOLROOM MECHANIC	NS	0000			1							
834	HELPER {GENERAL}	NS	0000			2							
835	LABORER {HEAVY}	NS	0000			9							
836						25							
837	HEAVY EQUIP SECTION												
838	GEN FORMN I TRANSPORTATION	S	0000			1							
839	FRMN {LDGMN} HEAVY DTY EQMEC	S	0000			1							
840	EST HVY DUTY EQUIP RPRMAN	NS	0000			1							
841	INSPECT HVY DUTY EQUIP REP	NS	0000			1							
842	MOBILE EQUIP DISPATCHER	NS	0000			1							
843	BRIDGE OPERATOR	NS	0000			4							
844	HVY DUTY EQUIP SERVICEMAN	NS	0000			2							
845	AUTO MECHANIC	NS	0000			3							
846	OPERATING ENGR {HST EQUIP}	NS	0000			4							
847	HEAVY DUTY EQUIP MECH	NS	0000			5							
848	AUTO EQUIP OPERATOR	NS	0000			8							
849	WELDER	NS	0000			1							
850	TRUCK DRIVER {HVY TRLR}	NS	0000			1							
851	TRUCK DRIVER {HEAVY}	NS	0000			1							
852	AUTO EQUIPMENT SERVICEMAN	NS	0000			1							
853	LABORER	NS	0000			1							
854						36							
855	NURSERY AND LANDSCAPING												
856	LANDSCAPE ARCHITECT	GS11	0807			1							
857	FRMN {LDGMN} GROUNDS	S	0000			1							

TABLE OF ORGANIZATION

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
858	GARDENER	NS	0000			2							
859	FIELD TRACTOR OPR	NS	0000			1							
860	LABORER	NS	0000			6							
861	TRUCK DRIVER (HEAVY)	NS	0000			2							
862	TRUCK DRIVER	NS	0000			1							
863	TREE TRIMMER	NS	0000			2							
864						16							
						810	4	43					2
	DEPARTMENT					3							
	ADMINISTRATIVE DIVISION					13							
	CONSERVATION DIVISION					9							
	OPERATIONS DIVISION					20							
	UTILITIES DIVISION					156							
	TELEPHONE DIVISION					34							
	M & R DIVISION					575							
						810							

TABLE OF ORGANIZATION

PUBLIC WORKS DEPARTMENT

MARINE CORPS AIR STATION

This TAB contains the present organization of the Public Works Department, Marine Corps Air Station.

USMC T/O NO. PUBLIC WORKS DEPARTMENT MCAS (H) NEW RIVER

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
	PUBLIC WORKS DEPARTMENT												
	PUBLIC WORKS OFFICER						1						
	ASST PUBLIC WORKS OFFICER						1						
	SECRETARY	GS 5				1							
	ADMINISTRATIVE DIVISION												
	SUPVY ADMINISTRATIVE ASST	GS 7				1							
	ADMINISTRATIVE BRANCH												
	BUDGET CLERK	GS 5				1							
	SUPPLY CLERK	GS 5				1							
	CLERK TYPIST	GS 4				2							
	STATION PROPERTY BRANCH												
	PROPERTY RECORDS CLERK	GS 5				1							
	PROPERTY CLERK	GS 4				1							
	CLERK TYPIST	GS 3				1							
	ENGINEERING DIVISION												
	GENERAL ENGINEER	GS12				1							
	ENGINEERING TECH (DRAFTING)	GS 9				1							
	MAINTENANCE & UTILITIES DIV												
	GENERAL FOREMAN II PW					1							
	UTILITIES BRANCH												
	FOREMAN UTILITIES					1							
	HEATING SECTION												
	POWER PLANT CONTROLMAN					5							
	BOILER TENDER					5							
	WATER & SEWER SECTION												
	LEADER, WATER PLANT OPR					1							
	SEWAGE TREAT PLANT OPER					2							
	WATER TREAT PLANT OPER					3							
	HELPER WATER TREAT PLT OPR					3							
	MAINTENANCE BRANCH												
	GENERAL FOREMAN I PW					1							
	MAINTENANCE SCHEDULER					1							
	SHOP PLANNER					2							
	BUILDING TRADES SECTION												
	FOREMAN MAINTENANCE					1							
	CARPENTER					5							
	PLASTERER					1							
	PAINTER					8							

Tab B
Appendix 2
Annex A

TABLE OF ORGANIZATION

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
	MECHANICAL TRADES SECTION												
	FOREMAN MAINTENANCE					1							
	WELDER					1							
	SHEETMETAL WORKER					1							
	PLUMBER					2							
	ELECTRICIAN LINEMAN					1							
	ELECTRICIAN					2							
	REFRIGERATION & A/C MECH					2							
	GENERAL SERVICES SECTION												
	FOREMAN GROUNDS					1							
	PEST CONTROL EQUIP OPER					1							
	LABORER					2							
	LABORER HEAVY					3							
	EMERGENCY/SERVICE SECTION												
	FOREMAN MAINTENANCE					1							
	REFRIGERATION & A/C MECH					2							
	ELECTRICIAN					2							
	PLUMBER					2							
	CARPENTER					2							
	GLAZIER					1							
	ELECTRICIAN LINEMAN					1							
	LOCKSMITH					1							
	PIPEFITTER					3							
	HEATING EQUIP MECH					1							
	TRANSPORTATION DIVISION												
	TRANSPORTATION OFFICER	CAPT					1						
	TRANSPORTATION SPEC	GS-7				1							
	CLERK TYPIST	GS-4				1							
	SUPPLY CLERK	GS-4				1							
	MILITARY							1					
	MAINTENANCE BRANCH												
	FOREMAN AUTO. MECH.					1							
	AUTOMOTIVE MECHANIC					6							
	HEAVY DUTY EQUIP MECH					1							
	AUTO EQUIP OPER					2							
	MILITARY							1					
	OPERATIONS BRANCH												
	FOREMAN TRANSPORTATION					1							
	TRUCK DRIVER HEAVY TRAILER					5							
	TRUCK DRIVER HEAVY					16							
	MILITARY							2					

TABLE OF ORGANIZATION

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF ACG OFF NAV	FMF ACG OFF MC	FMF ACG ENL NAV	FMF ACG ENL MC
	MAINTENANCE CONTROL DIVISION												
	SUPVY ENGR TECH	GS11				1							
	CLERK TYPIST	GS 3				1							
	PLANNER & ESTIMATOR {PW}					4							
	HOUSING DIVISION												
	HOUSING MANAGER	GS 9				1							
	FAMILY HOUSING BRANCH												
	CLERK {TYPING}	GS 4				1							
	CLERK TYPIST	GS 3				1							
	MILITARY							2					
	BATCHELOR HOUSING BRANCH												
	BOQ MANAGER	GS 6				1							
	MILITARY							3					
	WAREHOUSE BRANCH												
	STOCKMAN					1							
	WAREHOUSEMAN					1							
	AUTHORIZED TOTAL					131	3	33					

CLASS I AND II MAINTENANCE FACILITIES

1. Tabs A and B list facilities now being utilized for maintenance purposes.

APPENDIX 3
ANNEX A

CLASS I AND II MAINTENANCE FACILITIES

BASE MAINTENANCE

Bldg No	Bldg Use	Area Sq Ft	Resp Div	Cost
42	Chemical Storage Whse	660	Util Div	1,877
45	PW/Maint Shop Heavy Equip Shop Admin Bldg Heavy Equip Shop	16,262	M&R	251,278
738	St. Cov. (whse) Admin	Note 2,520 1,480 Total 4,000	Util Div 4424 ft Tele Div 476 ft	Note: Gross sq ft does not reflect mezzanine deck 11,535
765	PW/Maint Shop	600	Util Div	17,794
780	Pers SOP Fac	1,980	M&R	16,160
803	LP Gas Office	500	Contractor	5,836
804	LP Gas Bldg	676	Contractor	7,706
1022	Ad Bldg	96	M&R	280
1021	Ad Bldg	140	M&R	420
1102	PW/Maint Shop	4,940	M&R	12,549
1103	Whse, property	4,684	Admin Div	11,428.96
1104	St. Cov.	4,396	M&R 1040 sq ft	11,702
1105	PW/Maint Shop	4,396	M&R	11,487
1114	Whse	4,000	M&R	5,656
1202	PW/Maint Shop Ad Bldg/other EM Bks w/o Mess	41,560 6,827 340 48,727	Admin Div 2283 sqft M&R Div 43040 sqft Opns Div 3404 sqft	363289

TAB A
APPENDIX 3
ANNEX A

Bldg No	Bldg Use	Area Sq Ft	Resp Div	Cost
1304	Whse - Carp Shop	2,240	M&R	7,112
1939	Whse (R&G)	629	M&R	2,500
D-25	Whse	208	M&R	1,042
D-40	Whse	184	M&R	1,800
M-103	PW/Maint Shop	924	M&R	3,653
M-136	Whse	500	Util	1,674
M-158	Whse	168	M&R	200
BA-150	Whse	312	M&R	1,000
BB-31	PW/Maint Shop (part of bldg)	700	M&R	4,109
CG-25	Whse	184	M&R	1,800
CG-26	Whse	184	M&R	1,800
TC-568	Whse	81	Util	340
TC-832	PW/Maint Shop	2,592	M&R	9,389
TT-41	PW/Maint Shop	2,600	M&R	1,046
TT-42	PW/Maint Shop (PA mult listing)	2,472	M&R	12,390
LCH 4000	PW/Maint Shop	6,207	M&R	28,964
LCH 4027	Whse	238	M&R	814
STT-50	Whse	1,920	M&R	2,000
STT-51	Whse	592	M&R	500
FC-301	Gen Warehouse/R.I.	6,000	M&R	46,080
RR-13	PW/Maint Shops	3,729	M&R	19,979
SBB-189	Storage	192	M&R	300
TC-834	Gen Warehouse/R.I.	2,592	M&R	6,051
1919	PW/Maint Shop	5,332	M&R	14,951
867	PW/Maint Storage	81	M&R	405

Bldg No	Bldg Use	Area Sq Ft	Resp Div	Cost
783	PW/Maint Storage	786	M&R	4,533
866	PW/Maint Storage	279	M&R	1,380
884	Elect Equipment Bldg	196	M&R	6,798
			TOTAL	$911,587.96

CLASS I AND II MAINTENANCE FACILITIES

MARINE CORPS AIR STATION

BUILDING 122	USE	SQ FT	
	Metal Shop	700	
	Sheet Metal	1000	
	Plumbing	900	
	Refrig. A/C	600	
	Elect.	850	
	Emerg. Serv.	500	
	P.W. Stor.	500	
	Supply Stor.	550	
	Shop Admin.	330	
		5930	(Excluding heads, hallways, etc.)
			Total Shops - 7000
	P.W. Fiscal	450	
	Tel. Bus. Off.	250	
	Housing	300	
	Maint. Cont.	400	
	Design	550	
	P.W. Admin.	1000	
		2950	Total Office - 3500
			Bldg Total - 10,500
BUILDING 124	**USE**	**SQ FT**	
	Carpentry	4000	
	Paint	2500	(Includes head)
		6500	Bldg Total
BUILDING 119	P.W. Labor Shop	1220	(Includes head)
	Auto. Veh. Maint.	980	
	Motor T. Stor.	720	
		2920	Bldg Total
BUILDING 118	Veh. Maint.	4000	
	Admin.	280	
	Tool Room	380	
		4660	Bldg Total - 5000
BUILDING 120	Paint Stor.	360	

TAB B
APPENDIX 3
ANNEX A

49/AIP/bjr
12250
14 Sep 1970

INTERIM CIVILIAN PERSONNEL SERVICES CONSOLIDATION REPORT

I. Problem. To determine the feasibility of providing civilian personnel services to Marine Corps Air Station (Helicopter) by the Marine Corps Base, Camp Lejeune, North Carolina.

II. Assumptions

A. That the quality of civilian personnel services resulting from consolidation must be better than that presently available within MCAS(H) in order to derive any positive benefits.

B. That consolidation, if effected, would be accomplished by an agreement similar to the one currently existing between MCB and Naval Hospital.

III. Facts Bearing on the Problem

A. The Department of the Navy Civilian Manpower Instruction 250, Appendix F, "Guidelines for Consolidation of Civilian Personnel Offices," states in pertinent part that "An activity having fewer than 300 employees should not ordinarily operate even a Class B CPO, nor otherwise process or maintain personnel records, if located proximately with another Department of Defense activity which operates a CPO."

B. The MCB and MCAS(H) are under the management control of the Commandant of the Marine Corps.

C. MCB and MCAS(H) are contiguous.

D. Personnel allowances for these activities are as shown below:

Activity	Graded	Ungraded	Total
MCB	832	1494	2326 *
MCAS(H)	77	124	201

* Includes 38 graded and 14 ungraded employees in the Naval Medical Field Research Laboratory.

E. Staff of the Civilian Personnel Offices

Activity	Military	Civilians	Total
MCB	0	27	27 *
MCAS(H)	0	2	2

*Includes 1 Nurse, 1 Truck Driver and 1 billet to compensate for providing services to the Naval Hospital.

49/AIP/bjr
12250
14 Sep 1970

Subj: Interim Civilian Personnel Services Consolidation Report

F. MCB anticipates a transfer of one billet from MCAS(H) to MCB to compensate for additional workload.

G. Official personnel folders would be maintained at MCB for employees of MCAS(H). Working files for its civilian employees would be maintained by MCAS(H). The approximate distance of the personnel office at MCB from the center location of employees at MCAS(H) is 15 miles.

H. MCB has a staff of personnel specialists that can immediately be made available to MCAS(H) either by telephone or personal visit.

A. I. Page
A. I. PAGE
Director of Civilian Personnel

35:JRF:aek
11000
16 Sep 1970

MOTOR TRANSPORT SUPPORT SERVICES CONSOLIDATION REPORT

* 1. PROBLEM. To develop a plan for the consolidation of common motor transport support services required at the Marine Corps Air Station (Helicopter), New River, North Carolina, and the Naval Hospital, Camp Lejeune, North Carolina, and the Marine Corps Base, Camp Lejeune, North Carolina.

2. ASSUMPTIONS

a. That motor transport common support services shall be consolidated to the maximum practicable degree.

b. That Marine Corps Base, Camp Lejeune, North Carolina, will provide motor transport common support services to the other activities.

c. That the motor transport support requirements in the immediate future will remain at approximately the same level as in the immediate past.

d. That maintenance of vehicles and equipment is current and does not require other than normal maintenance man hours and/or materials.

e. That the quality of motor transport maintenance will continue at the same level or at an improved level.

* 3. FACTS BEARING ON THE PROBLEM

a. Marine Corps Base Motor Transport operates administrative-use vehicles in support of tenant Fleet Marine Force Commands and Marine Corps Base organizations, including Camp Schools.

b. Marine Corps Air Station (Helicopter), New River, North Carolina, Transportation, operates administrative vehicles as necessary to carry out its assigned mission, including school bus transportation, and limited support for two Marine Air Groups. This support is inadequate at present. In addition, the present level of maintenance at the Air Station is not adequate at this time. The Air Station is not staffed to handle the operations of transportation. There is a need for additional vehicles, maintenance and personnel.

c. The Naval Hospital, Camp Lejeune, North Carolina, operates administrative vehicles as necessary to be self-supporting.

d. Marine Corps Base Motor Transport performs 1st through 4th echelon maintenance on self-operated vehicles; 2nd through 4th echelon maintenance on vehicles assigned for Fleet Marine Force in-garrison use; "U-Drive" pools; Mobile Construction Battalion, U. S. Atlantic Fleet vehicles; and occasional 4th echelon maintenance for the Naval Hospital. Maintenance performed for the Naval Hospital, the Public Works Department, and Construction Battalion, U. S. Atlantic Fleet, is on a reimbursable basis. Marine

Corps Base Motor Transport also performs 1st through 4th echelon maintenance on self-operated materials handling equipment and 2nd through 4th echelon maintenance on materials handling equipment assigned to FMF using units on a sub-custody basis.

e. Marine Corps Air Station (Helicopter), New River, Transportation, performs 1st through 4th echelon maintenance on assigned administrative vehicles, aircraft support vehicles, groundskeeping equipment, and engineering type equipment.

f. The Naval Hospital performs 1st through 3rd and limited 4th echelon maintenance on assigned administrative vehicles and groundskeeping equipment.

g. Marine Corps Base, Camp Lejeune, Base Maintenance Department performs maintenance on assigned groundskeeping and engineering type equipment.

h. Marine Corps Base Motor Transport preventive maintenance program is established under U. S. Marine Corps directives. Marine Corps Air Statinn (Helicopter), New River, and the Naval Hospital preventive maintenance programs operate under Naval Facilities Engineering Command directives.

i. Marine Corps Base Motor Transport collects cost and utilization data in accordance with U. S. Marine Corps directives. Marine Corps Air Station (Helicopter) and the Naval Hospital comply with Naval Facilities Engineering Command directives.

j. Marine Corps Base administrative vehicles and materials handling equipment replacement is programmed at Headquarters, Marine Corps, and is based on age, mileage, and maintenance costs expended. Marine Corps Air Station (Helicopter), and the Naval Hospital administrative vehicles and materials handling equipment replacement is based on a recommended three year program submitted by the using activities.

J.R. FOX
LtCol USMC
Base Motor Transport
Officer

4I/APO/1st
11010
14 Sep 1970

INTERIM PROGRESS REPORT

Qtrs & Hsg Division
Marine Corps Base
Camp Lejeune, N. C.
14 September 1970

PROBLEM

To determine whether or not Family Housing at Marine Corps Air Station (Helicopter), New River, should be administered by Marine Corps Base, Camp Lejeune, Quarters and Housing Division.

ASSUMPTIONS

1. Savings in dollars, personnel and administrative overload are the prime criteria for this study.

2. Overall morale of the Family Housing military occupant must also be considered.

FACTS BEARING ON THE PROBLEM

1. Financial Management Support Control

Both Marine Corps Base and Marine Corps Air Station (Helicopter), New River, are under the management control of and financially supported by Headquarters, Marine Corps, Code COA-3.

2. Mission

MCB and MCAS(H) family housing function to provide on-Base housing for married military personnel attached to the Command and its tenant organizations and off-Base community support housing through Housing Referral Offices when on-Base housing is not available.

3. Assets

a. Quarters

Type		MCB	MCAS(H)
Other Public Quarters	- officer	424	0
Capehart	- officer	123	110
Capehart	- enlisted	677	325
Wherry	- officer	346	0
Wherry	- enlisted	1505	0
Inadequate (Lanham)		700	0
Inadequate (Trailers)		733	0
Trailer Sites		225	0
Total Units		4733	435

~~Enclosure (1)~~
ANNEX D

b. Furniture

MCB: $2,376,900 Items: 55,159

MCAS(H): $ 400,140 Items: 11,000

c. Collateral Equipment

MCB: $1,084,210

MCAS(H): $ 113,497

d. Warehouses

MCB: Building 1501

MCAS(H): Buildings 812 and 813

4. Utilization

a. Housed

Rank	MCB	MCAS(H)
08/07	4	0
06	44	3
05	87	10
04	150	25
03	216	48
02	183	19
01	176	5
E9/E8	218	33
E7	428	81
E6	778	124
E5/E4+	843	81
E4-/E1	1428*	2
Civilian	38	0
Total	4593	431

*Includes 162 MCAS(H) personnel. MCAS(H) houses MCAS(H) only.

b. Assignments/Dispossessions

FY70	MCB	MCAS(H)
Assigned	4997 (19.2 per day)	304 (1.2 per day)
Dispossessed	5085 (19.6 per day)	307 (1.6 per day)
% Turnover	106%	70%

c. Waiting List (September 1970)

Rank	MCB	MCAS(H)
06	1	0
05/04	51	12
03	66	8
02/01	16	23
E9/E4+	252	82
E4-/E1	337*	0
Total	723	125

*Includes 22 MCAS(H) personnel

5. Community Support Housing

MCB and MCAS(H) both derive their community support housing from the Jacksonville-Onslow County area. Housing referral function is administered by MCB with a sub-office at MCAS(H).

6. Reports, Record Keeping and Family Housing Surveys

All recurring reports and management records required by higher authority are accomplished by MCB and by MCAS(H). Family housing surveys and special reports dealing with community support housing are prepared by MCB with MCAS(H) providing assistance.

7. Rules and Regulations

Regulations, printed occupant handbooks and related administrative matters pertaining to family housing are produced by both MCB and MCAS(H), and are closely similar in nature and content.

8. Housing Boards

Both MCB and MCAS(H) have established Housing Boards to recommend command action on special housing requests.

9. Supply and Operating Service Support

a. MCB family housing is supported by Base Materiel Battalion, 2d Force Service Regiment, with most direct organic supply coming through Shop Stores. MCAS(H) services are provided by MCAS(H) Public Works.

b. Service and maintenance contracts are shown below:

Contract	MCB	MCAS(H)
Refuse & Garbage	$1.98 per unit month	$3.50 per unit month
Oil	Delivered @ .012 per gal with fuel drawn from Stock Fund Acct @.12 per gal. Delivered and supplied at Knox @.146 per gal.	Delivered and supplied by contractor @ .13 per gal.

c. MCB contracts interior and exterior painting, street and sidewalk repair, porch replacement, replacement of heating units, termite treatment and floor refinishing. MCAS(H) does not contract unless station forces cannot accomplish the work. MCAS(H) schedules exterior painting in increments with contract for work station forces cannot accomplish. MCAS(H) does have a contract for termite treatment and replacement of heating units.

10. Logistics

Long and short-range planning for family housing maintenance and improvements for MCB is provided by Director, Quarters and Housing supported by Base Maintenance forces and the Public Works Department under the cognizance of the Assistant Chief of Staff, Facilities. At MCAS(H) these functions are performed by MCAS(H) Public Works Department.

11. Maintenance Support

MCB Maintenance Officer supplies maintenance support requested by the Director, Quarters and Housing who initiates work requests, standing job orders and specific job orders to cover essential required maintenance. Contract maintenance is provided as required by the Public Works Department, MCB. At MCAS(H) these functions are performed by MCAS(H) Public Works Department.

12. Fiscal Support

MCB Quarters and Housing operates as a credit holder for all family housing funds under the cognizance of the Base Comptroller who supplies accounting and budgetary support. At MCAS(H) this service is provided by their Public Works Center.

FY71: Budget	MCB	MCAS(H)
Project 11	1,720,425	204,140
Project 12	103,240	8,200
Project 21	1,729,000	337,451
TOTAL	3,552,665	549,791

13. Staffing

	MCB		MCAS(H)	
	Civ	Mil	Civ	Mil
Administrative Employees	12	0	2	0
Maintenance Inspectors	5	0	0	0
Check-In	2	1	0	1
M&R Maintenance	5	0	0	0
Referral Office	2	0	1	0
Furniture Section	14	2	1	0
Total	40	3	4	1

Ratio of administrative staff to number of units:

MCB: 1 - 394 units

MCAS(H): 1 - 217 units

14. Functional Organizational Charts

MCB and MCAS(H) organizational charts are attached. MCAS(H) has the additional duty of operating MCAS(H) BOQ.

15. Geographical Considerations

a. MCB maintains and operates 377 trailers in the Geiger Trailer Park area just outside the confines of MCAS(H).

b. MCB provides family housing support to organizations attached to Camp Geiger, which adjoins MCAS(H). Organizations include:

1st Infantry Training Regiment	Force Troops, FMFLant
H&S Company	2d Bridge Company
1st Battalion	2d Force Recon Company
2d Battalion	2d Counterintelligence Team
	NBC School
	2d Radio Battalion
	2d Topo Company

~~Enclosure (1)~~

c. The MCB family housing office is 10 miles from the Camp Geiger area and MCAS(H).

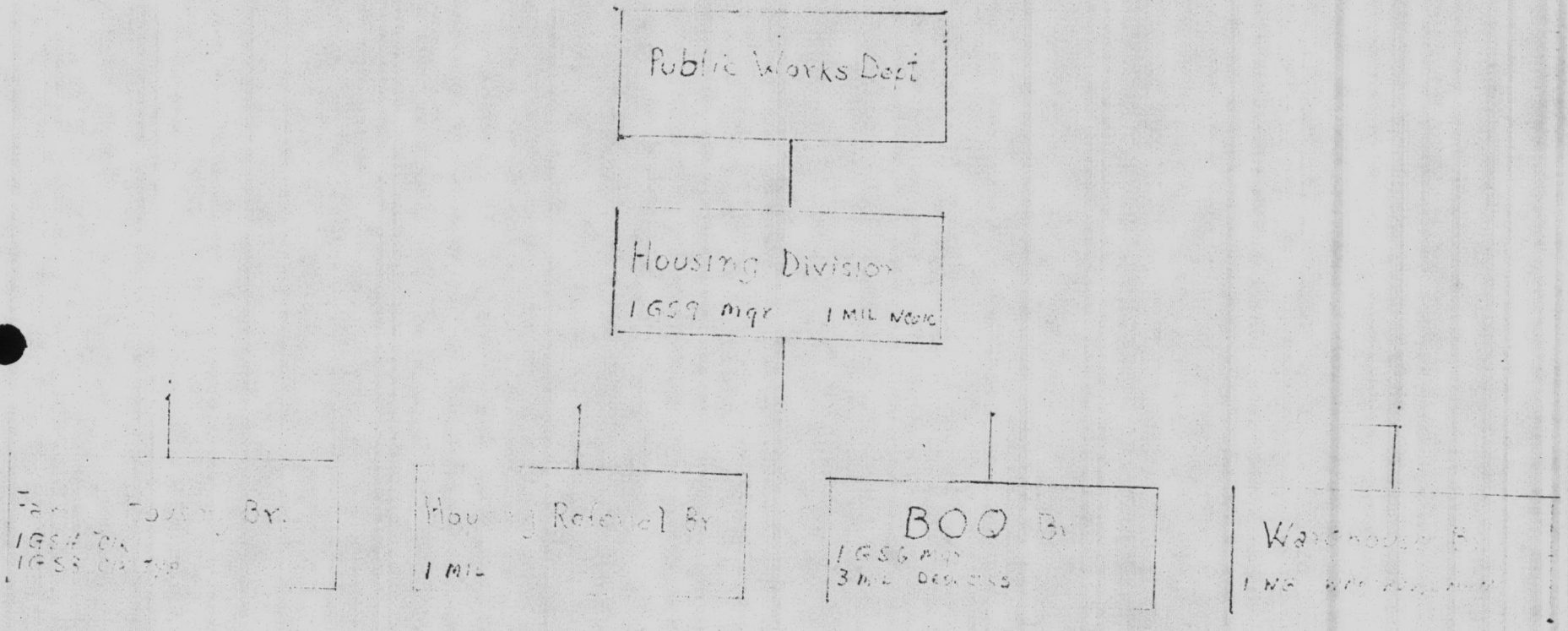
THE FOLLOWING

DOCUMENT IMAGE(S)

WERE POOR QUALITY IN THE

ORIGINAL PAPER FORMAT

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08



APPENDIX 2
TO ANNEX D

COMMANDING GENERAL

ASSISTANT CHIEF OF STAFF, FACILITIES

DIRECTOR, QUARTERS AND HOUSING
1 Hsg Project Mgr, GS-13

HOUSING MANAGEMENT
1 Hsg Project Mgr, GS-11

Assignments/Termination Section

Applications and Waiting Lists
Assignments
Terminations
Cash Collections
Quarters Accounting and Reports
1 Hsg Project Mgr, GS-7
1 Clerk-Typist, GS-4
3 Clerk-Typist, GS-3
1 Fiscal Accounting Clerk, GS-4

Operations/Tenant Relations Section

Tenant Maintenance
Quarters Inspections
Work Tickets
Neighborhood Disputes
Maintenance Liaison
1 Hsg Project Mgr, GS-9
1 Hsg Project Mgr, GS-7
1 Hsg Project Asst, GS-5
4 Inspectors (PWS)
3 Toolroom Attendants
2 Clerks, GS-3
1 Laborer (Cleaner)
1 SSgt 0141
Mil Pers as available

Fiscal Section

Budget
Fiscal Accounting
Contract Administration
1 Budget Analyst, GS-7

ADMINISTRATIVE SERVICES
1 Hsg Mgmt Asst, GS-8

Administrative Section

Quarters and Housing Board
Official Correspondence
Community Liaison
Employee Relations
Special Reports
1 Clerk-Steno, GS-4

Off-Base Housing Section

Off-Base Housing Referral
Equal Opportunity in Off-Base Housing
2 Hsg Referral Clerks, GS-5

Quarters Furniture Section

Control of Warehousing, Issue and Repair of Furniture Equipment
1 Supvy Hsg Project Asst, GS-7
1 Clerk, GS-4
1 Clerk-Typist, GS-3
1 Leader Stockman
6 Warehousemen
4 Laborers
1 SSgt 3051
1 Cpl 3051
Mil Pers as available

APPENDIX 1
TO ANNEX D

DRAFT COPY of Enclosure (2) to SM, Ad Hoc Committee ltr 4A/MDD/awk over P11010/1 of 16 Sep 70 (Proposed Interim Report on Plan for Consolidation of Support Services in CLNC Area; MCB, Camp Lejeune and Naval Hospital, Camp Lejeune Functions)

(MCB HEADING)

15/EHJ/awk
P11010/1
(Date)

DRAFT

From: Commanding General
To: Commandant of the Marine Corps (Code COA)
Via: Commanding Officer, Naval Hospital, Camp Lejeune, North Carolina 28542

Subj: Consolidation of Support Services in Camp Lejeune Area (Marine Corps Base, Camp Lejeune and Naval Hospital, Camp Lejeune functions)

Ref: (a) CMC ltr COA-2-jmm of 13 Jul 1970

Encl: (1) Interim Report on Plan for Consolidation of Support Services in CLNC Area

1. In accordance with paragraph 7 of reference (a), enclosure (1) is submitted as the progress report requested by 30 September 1970.

2. Consolidation of various support services/functions at Marine Corps Base, Camp Lejeune and Marine Corps Air Station (Helicopter), New River is the subject of separate correspondence.

Copy to: (2 each)

BUMED
NAVFACENGCOM
NAVFACENGCOM LANTDIV

(MCB HEADING)

4A/MDD/awk
P11010/1
(Date)

DRAFT

PRELIMINARY STAFF STUDY

Subj: Consolidation of Support Services at Marine Corps Base, Camp Lejeune (MCB, CLNC) and Naval Hospital, Camp Lejeune (NavHosp, CLNC)

Ref: (a) CMC ltr COA-2-jmm of 13 Jul 1970
(b) CG MCB CLNC ltr 9/WWS/jew of 23 Aug 1966 (Consolidation of Common Support Services in CLNC Area)
(c) CO MCAF New River ltr 201:TNJ:ct of 22 Jul 1966
(d) NAVCOMP INST 7100.43
(e) CMC ltr COA-2-dhw of 7 Aug 1970

INTRODUCTION

a. Background

(1) The continuing shortage of funds for operation and maintenance of facilities requires that every effort be made to realize savings through consolidation of functions at activities which are located in the same geographical area.

(2) Reference (a) directed that reference (b) be updated, giving full consideration to reference (c) in evaluating the economic and operational aspects of consolidating real property functions at Marine Corps Base, Camp Lejeune; Marine Corps Air Station (Helicopter), New River; and Naval Hospital, Camp Lejeune with this command operating as a "lead activity" as outlined in reference (d). A final report of the study is required by 31 December 1970, and a progress report is requested by 30 September 1970.

b. Scope. Paragraph 3 of reference (e) stated in part that "this guidance is not intended to preclude the study of additional functions at the discretion of the activities concerned." Accordingly, and in consentience with the Commanding Officer, Naval Hospital, Camp Lejeune, the following functions were selected for update/resubmission:

(1) Maintenance (As required by reference (a)).

(2) Supply Services (Laundry Facilities) (NOTE: Civilian Personnel, Motor Transport, and Quarters and Housing were not included due to previous consolidation.)

1. PROBLEM. To evaluate the economic and operational aspects of consolidating various support services/functions at Marine Corps Base, Camp Lejeune and Naval Hospital, Camp Lejeune.

2. ASSUMPTIONS

a. That the Department of the Navy's policy pertaining to consolidation of support services among shore activities remains:

(1) That wherever two or more naval shore activities are in close proximity to each other, common support services shall be consolidated to the maximum possible degree and furnished by the major/"lead" activity.

(2) That this policy is based upon an effort to effect economics in manpower, materials, and overhead without reducing operational effectiveness.

b. That future support requirements will remain at approximately the same level as currently exists, and that the standard/quality of support will be maintained at current levels or improved.

c. Facilities vacated as a result of the consolidation can be effectively utilized by the commands involved with relatively small cost

for alterations or improvements, or can be deactivated at a reduced cost of operations and/or maintenance.

d. Consolidation will require necessary coordinating by the various Department of the Navy Bureaus and Headquarters, Marine Corps (HQMC) to achieve a standardized and integrated effort. Specific areas requiring coordination are:

(1) Both military and civilian personnel ceilings and manning levels will require coordination/revision between respective commands based on assumption of additional support services/functions by Marine Corps Base, Camp Lejeune.

(2) Allowance lists for all equipment used in conjunction with major support services/functions, including construction and material-handling equipment, will also require coordination/revision.

(3) Funding

(a) Funding will be accomplished initially on a reimbursable basis at the station level until such time as it is determined feasible and desirable to arrange for a transfer of funds at HQMC/Bureau level.

(b) HQMC in coordination with Navy Comptroller will determine a method for MCAS(H) and NavHosp to pay normally nonrecoverable and other identifiable costs to MCB, Camp Lejeune during the period of reimbursable payments.

(c) Subsequent to the period of reimbursable payments, budgeting and funding procedures will be established to provide for a transfer of funds at the HQMC/Bureau level.

(4) Conflicts in existing directives issued by higher administrative/operational headquarters will result from this consoli-

dation. Headquarters, Marine Corps and Navy Management Bureaus must revise these directives to permit final consolidation.

e. Specific assumptions are listed in the individual studies, Annexes A and B.

3. FACTS BEARING ON PROBLEM

a. General. (To be completed)

b. ~~Civilian Personnel~~ Maintenance. See Annex A.

c. Supply Services. See Annex B.

4. DISCUSSION. (To be completed)

5. CONCLUSIONS. (To be completed)

6. RECOMMENDATIONS. (To be completed)

Signature Block

ANNEX A: Maintenance

ANNEX B: Supply Services (Laundry)

15B/HAP/ai
P11010/1
15 Sep 1970

~~ANNEX A~~

MAINTENANCE CONSOLIDATION REPORT

MARINE CORPS BASE AND U. S. NAVAL HOSPITAL

Distr

I. PROBLEM: To plan implementation of consolidating the functions of maintaining real property including family housing at the Marine Corps Base, Camp Lejeune, North Carolina and the U. S. Naval Hospital, Camp Lejeune, North Carolina.

II. ASSUMPTIONS:

A. That the staffing of the two activities is not balanced and is not directly proportionate to the existing workload.

B. That the standards of maintenance will be maintained at current levels.

C. That the workloads in maintenance of the two activities will increase as facilities are added and existing facilities become older, but as these maintenance functions evolve, staffing, equipment and facilities will be changed.

D. That the work accomplished by Marine Corps Base, Camp Lejeune, as the lead activity for the U. S. Naval Hospital will be performed on a reimbursable basis to include travel time, materials, equipment charges, labor, but will not include overhead and indirect expenses, which will be financed by the "lead activity" without reimbursement. This may require some realignment of funds between activities.

E. That having accepted any function, the lead activity is responsible for it and the internal organization of consolidated maintenance is immaterial as long as the work is timely, properly performed and appropriately documented.

III. FACTS:

A. The two activities are contiguous, with the principal maintenance shops of Marine Corps Base located approximately 3 miles from the shop facilities of the U. S. Naval Hospital.

B. Currently, the Marine Corps Base, Camp Lejeune, is authorized 810 civilian and 47 military billets in Base Maintenance as shown in Appendix 2 Tab A. The Maintenance Division of the U. S. Naval Hospital has 37 civilian and seven military maintenance billets, as shown in Appendix 2 Tab B.

C. Maintenance control systems of the two activities are different, and the Naval Facilities Engineering Command requires more detailed reporting from the U. S. Naval Hospital than the Commandant of the Marine Corps requires from Marine Corps Base.

ANNEX A

D. Additional facilities subsequent to last report. Marine Corps Base. Pages A-3 thru A-5

E. There are no additional facilities at the U. S. Naval Hospital subsequent to last report.

F. The Type A Annual Inspection Summary as of 30 June 1970, Marine Corps Base, Camp Lejeune, North Carolina is made reference to.

E.H. JONES
Colonel, USMC
Base Maintenance Officer

ADDITIONAL FACILITIES

Marine Corps Base, Camp Lejeune, North Carolina

BUILDING NO.	BUILDING DESIGNATION	YEAR CONSTRUCTION
HP-934	Applied Instruction Bldg.	1969
935	Applied Instruction Bldg.	1969
1041	Correctional Facility	1969
1731	Flam Sthse, R/I	1965
1750	CMBt Veh. Maint. Fac.	1967
1755	CmBt Vehicle Maint. Fac.	1967
1757	Flam Sthse, R/I	1967
S-92	Base HQ, Sign	1966
S-162	Hand Ball Court	1967
S-163	HLCP Mockup	1968
S-164	Rope Climb	1968
S-455	Foot Bridge	1966
S-556	Observation Tower	1966
S-558	Hand Ball Court	1968
S-560	HLCP Mock Up	1968
S-877	Obs. Mound	1966
S-878	Base Entr. Sign	1966
S-885	O/vehicle Bridge	1968
S-933	Rope Climb	1968
S-1751	Wash Rack	1967
S-1756	Loading Ramp	1967
S-1758	Grease Rack	1967
S-1759	Wash Rack	1967
S-1761	Sewage pump station	1967
S-1762	Hist. Mark.	1968
S-1763	Aircraft mock up	1968
S-1764	Review Stand	1968
S-1850	Wash Apron	1968
S-1851	St Cov Org/oth	1968
S-1972	Stable	1966
S-1973	Stable	1966
S-1974	Stable	1966
S-1977	Rodeo Coral	1966
S-1978	Concession Stand	1967
S-1979	Patio scoreboard	1967
S-1980	Storage barn	1968
S-1981	Stable	1969
BA-152	Admin Bldg.	1966
BB-174	ACD/Gen lstBldg.	1966 (T)
BB-175	ACD/Gen lstBldg.	1966 (T)
BB-176	ACD/Gen lstBldg.	1966 (T)
BB-177	Service Station	1966
BB-189	St Cov Org/oth	1966
FC-300	Admin	1968
301	Storage	1968
302	Storage	1968
303	Mess Hall	1968
304	Bks. w/o Mess	1966
305	Bks. w/o Mess	--
306	Bks.w/o Mess	--

BUILDING NO.	BUILDING DESIGNATION	YEAR CONSTRUCTION
FC-309	Bks. w/o Mess	1968
FC-310	Bks. w/o Mess	1968
311	Bks. w/o Mess	1968
312	ACD/Gen Inst	1968
313	Disp.	1968
314	Water Tank	--
315	Sewage Pump Station	--
PT-30	St Cov org/oth	1967
PT-33	Animal Pound	1968
RR-247	Gen whse	1966
RR-248	Gen whse	1966
RR-249	Admin Bldg	1966
RR-252	S/mains Pmp/fac	1967
253	ACD/Gen Ins Bldg.	1968
254	Gen whse/ri	1968
255	Admin Bldg.	1968
SA-31	Rope Climb	1968
32	Class room	1968
SD-43	Softball fld	1966
SM-190	Peir	1966
191	Fuel tk	1966
193	Filling Station	1967
195	Filling Station	1967
196	Class Room	1969
263	Covered Patio	1967
264	Wash Apron	1968
TC-309	Gen whse/ri	1967
TT-60	Depnt sch/grade	1967
60A	Depnt Sch/grade	1967
60B	Depnt Sch/grade	1967
60C	Depnt Sch/grade	1967
60D	Depnt Sch/grade	1967
60E	Depnt Sch/grade	1967
VL-169	Gen whse/ri	1968
VL-176	Tele ex bldg.	1968
SBA-153	Grease Rack	1966
154	Filling Station	1966
155	Flag Pole	1966
156	Rope Climb	1966
157	Softball Fld	1966
158	Horizontal ladder	1967
159	Observation bank	1968
SBB-173	O/open stge/ri	1966
183	Trng bldg/other	1966
184	Bus Stop	1966
185	Bus Stop	1966
186	Bus Stop	1966
SCG- 27	Softball field	1966
SES-134	Trng Saw Mill	1966(T)
136	Obs. Twr.	1966
137	o/open stge/ri	1966
138	St Cov org/oth	1966

BUILDING NO.	BUILDING DESIGNATION	YEAR CONSTRUCTION
SFC-316	Rope Climb	1969
SFC-350	Stockade	1968
SGP- 17	Shed	1968
SPT- 32	Animal Pound	1968
34	HLCP mok up	1968
SRR- 91	Volley Ball Ct.	1967
SRR-243	Outdoor Class	1966
250	VC village	1966
251	Well/rsvr pot	1967
256	Classroom/covr	1968
STC-804A	Covered walkway	1966
1213	Outdoor classes	1966 (T)
1214	Outdoor classes	1966 (T)
1215	Outdoor classes	1966 (T)
1216	Outdoor classes	1966 (T)
1217	Outdoor classes	1966 (T)
1218	Outdoor classes	1966 (T)
1219	Firing lin shed	--
1221	Rope Climb	1967
1222	Rope Climb	1967
1223	Trng. Mock up	1967
1224	HLCP Mock up	1968
1225	HLCP Mock up	1968
SVL-14	Sm/Arm/PyRo MAG	1967
SVL-162	Mess Shelter	1966
163	Mess Shelter	1966
SVL-167	Classroom	1968
170	Classroom	1968
USO-2	Gen whse/ri	1968
RNGK-209	Ambush trng course	1969
302	Rnge battle sight	1967
307	Quick reaction course	1967
1	Master Antenna System	1970
1	Automotive Hobby Shop	1970
1	Special Services Whse	1970

2429 Tons A/C
25,650 L.F. Fence
20,765 S.Y. Side Walk
26,374 S.Y. Paving

APPENDICES

1. FUNCTION

Tab A. Maintenance Functions of Marine Corps Base, Camp Lejeune.

2. PERSONNEL

Tab A. Table of Organization, Base Maintenance, Camp Lejeune.

Tab B. Table of Organization, Public Works Department, U. S. Naval Hospital, Camp Lejeune, North Carolina.

3. FACILITIES

Tab A. Classes I and II maintenance facilities of Base Maintenance, Marine Corps Base, Camp Lejeune.

Tab B. Classes I and II maintenance facilities of Public Works Department, U. S. Naval Hospital.

PRECIS OF DUTIES AND RESPONSIBILITIES

OF KEY OFFICERS, BASE MAINTENANCE

Base Maintenance Officer: Overall responsibility for functioning of the department and implementation of the Marine Corps program of controlled maintenance.

Assistant Maintenance Officer: Performs Executive Officer duties as outlined by the Maintenance Officer.

Maintenance Management Engineer: Provides staff assistance to the Maintenance Officer and his Division Directors in the administration and management of the Base Maintenance Department through the conduct of analytic studies, analysis of maintenance management reports and recommended remedial action based thereon, and by carrying out continuing management programs or special projects for the Department as assigned.

Director, Administrative Division: Responsible for the functioning of the three branches of the division. Cooperates with the MME and all Division Directors with respect to administrative, fiscal, accounting, personnel and supply requirements and procedures.

Personnel Branch: Maintain personnel records; awards, classification, discipline, promotion, retirement, separation, time keeping, training, TAD orders. Assists clerically in preparation of the departmental budget. Receives, sorts, and delivers pay checks, savings bonds and other official matter. Provides messenger service. Receives, sorts and delivers mail. Reproduces correspondence for the division. Provides transportation as directed by the Administrative Director.

Finance and Accounting Branch: Coordinates preparation of the departmental budget and prepares the budget. Prepares and presents financial studies. Collects, analyzes and disseminates cost and performance data. Prepares and promulgates the departmental Job Order Handbook. Assigns accounting data to all the maintenance divisions. Compiles and forwards financial and cost reports required by higher authority. Forwards cost data to the Comptroller for reimbursement in appropriate cases. Bills and collects base telephone accounts. Collects commissary and installation of private appliance accounts. Prepares annual reports on each utility system. Assembles and forwards to Cost Accounting {Base} vehicle and engineer equipment utilization reports. Audits weekly time and labor cards of employees.

Property Branch: Maintains records of plant account and minor property on charge to the department. Maintains supply orders, directives, manuals, catalogs and other necessary supply references. Administers service contracts and supply requisitions. Coordinates supply support for the department and trains personnel in supply procedures. Establishes and maintains programs for equipment repair and replacement within the department.

Director, Operations Division: Responsible for the functioning of the three branches of his division. Maintains close liaison with Administration to insure use of proper fiscal and accounting data in promulgating work authorizations. Furnishes necessary information and justification and assistance in preparation of the annual operating and maintenance budget. Maintains liaison with all division directors to insure suitability of the work authorizations he prepares.

Programming and Work Reception Branch: Receives, screens and processes emergency/service calls and work requests. Writes work authorization tickets. Prepares and promulgates the planned annual maintenance work program and the long range maintenance program. Regulates work input to the M&R Division. Maintains facility history files. Formulates, presents, executes and reprograms the Real Property Maintenance Budget. Coordinates with Assistant Chief of Staff, Facilities in processing "new work" requests and authorizations. Supervises Maintenance Duty NCO's and all "out of hours" work requests.. Notifies proper personnel of emergencies.

Inspection Branch: Conducts continuous controlled inspection of all Base facilities and recommends needed repairs; forwards inspection reports to P&E for preparing work authorizations. Assists in conducting inspections of public quarters, quarters property and government housing upon occupancy change, when requested by Housing Officer. Coordinates damage inspections of buildings and facilities and writes reports. Conducts special inspections as directed. Generates and prepares the annual inspection summary report. Reviews plans and specifications of contract work, submitting recommendations to the Director, Operations. Maintains a library of technical inspection manuals and other authoritative reference material pertaining to inspection of facilities.

Planning and Estimating Branch: Plans jobs, prepares estimate of labor and material, and prepares job orders for authorized work. Prepares estimates for planning purposes, uses established EPS wherever applicable. Makes on site inspections of special work request for new work, alterations and modifications and prepares planning estimates. Maintains a backlog

of estimated new work, alterations and modifications and issues job orders upon approval of Assistant Chief of Staff, Facilities. Maintains direct liaison with Assistant Chief of Staff, Facilities in regards to changes in scope of work or need for changes in funding. Makes inspection of damage to facilities, makes estimates and writes reports. Makes other inspections and writes reports as directed. Furnishes technical assistance and prepares job orders for troop training projects and self-help. Represents Operations at M&R Schedulars Meetings. Sets up and monitors the PM and recurring maintenance programs. Compares actual cost reports against their estimates to evaluate performance and plan improvements in estimating. Maintains a library of technical manuals and EPS manuals appropriate to the estimating task.

Director, Maintenance and Repair Division: Responsible for the functions of the five (5) branches of the Maintenance and Repair Division. Provides the five (5) Branch Heads for the employees in their respective branches, guidance for motivation, morale, safety, training, disciplinary action and the beneficial suggestion program. Responsible for the management of the Maintenance and Repair Division using the guide lines set forth in MCO P11000.4A.

Work Management Branch: Receives and schedules specific work authorizations received from Operations. Orders materials for specific jobs. Maintains a weekly schedule for accomplishment of work by work centers. Issues work center schedules by the week for completion by the shops. Coordinates starting dates of work with customers, paying special attention to housing in order to hold vacancy rates down. Tabulates returned work center schedules to adjust the overall plan and provide information to the Administrative Division for preparation of the Work Status Report. Reviews material lists of authorized projects with Shop Stores, assigns priorities for materials. Conducts meetings with shop supervisors to coordinate schedules of work accomplishment. Maintains liaison between Operations Division, Housing Division and Shops. Reports changes in scope of work; obtains amendments to work authorizations; and reports completed job orders to Operations Division. Develops "critical path" schedules for jobs estimated at more than $5,000. Assigns Shop Planner as coordinator on certain specific work authorizations when deadlines for accomplishment are critical.

Building Trades Branch: Responsible for Carpenter Shop, Plaster Shop, Masonry Shop and Paint Shop. The shops perform woodworking and associated hardware maintenance and repair, floor covering installation, roofing, millwork, cabinet work,

saw filing and tool sharpening, key duplication, lock repair, safe combination changes and repairs, maintenance of their own shop equipment, venetian blind fabrication, concrete, brick, tile and stone; painting, glazing, fabrication and repair of signs; lettering and graining, marking of parking lots and highways. Maintains liaison with the Master Scheduler in Work Management Branch to insure work is done on valid authorization and in accordance with the schedule. Reports actual manhours of each work center {shop} on the weekly work center schedule sheet. Inspects ongoing work, checks time and labor cards of the supervised shops, takes necessary action in cases of discrepancy and keeps Work Management Branch informed of changes in scope or unexpected situations that impede the progress of scheduled work.

Mechanical Trades Branch: Responsible for Electric Shop, Electrical Distribution Shop, Refrigeration and Air Conditioning Shop, Plumbing and Pipe Shop, and Metal Working Shop. These shops perform maintenance and repair of electrical systems from the point of distribution, electrical fixtures, appliances and labor saving devices, television antenna systems, floodlight and streetlight systems, substation and electrical switch gear, transformers, poles, pole lines and associated hardware; refrigeration and air conditioning equipment, water cooling equipment, ice making and related equipment {except for central cold storage}; maintenance and repair of plumbing, water and sanitary sewage systems and associated hardware including distribution systems and related utilities plants systems, wells and pumping stations; fire protection lines and devices; washing and cleaning systems and devices; collection and disposal of grease from grease traps; cleaning septic tanks; maintenance and repair of steam heating, cooking, cleaning and distribution systems and associated hardware and fuel gasoline pumping equipment, including plant systems and systems to the point of end use; metal products and associated equipment, machining, welding, cutting, brazing, soldering fabricating from sheet metal; maintenance of and repair of oil, coal and gas heaters and associated equipment. Maintains liaison with the Work Management Branch to insure work is done on valid authorization and in accordance with the schedule. Reports actual man hours of each work center {shop} on the weekly work center schedule sheets. Inspects ongoing work, checks time and labor cards of the supervised shops, takes necessary action in cases of discrepancy and keeps Work Management Branch informed of changes in scope or unexpected situations that impede the progress of scheduled work.

General Services Branch: Responsible for Grounds Keeping Shop, Refuse and Garbage Collection Shop, Insect and Rodent Control Shop, Heavy Equipment Shop, and Nursery and Landscaping Shop. These shops perform horticultural management and operate the nursery; maintenance and repair of roads, streets, and all types of hardstand; storm sewers and ditches; maintenance of improved and unimproved lands; grass cutting, collection and disposal of refuse and garbage, police of assigned areas, and removing trash and refuse to the point of collection. Maintenance and operation of Intracoastal Waterway Bridge on a twenty-four {24} hour basis; maintenance of railroads; street sweeping; maintenance and operation of all heavy duty equipment such as cranes, tractors, front end loaders, hydraulic operated cranes, air compressors, sprayers, graders, coal loaders, welders, water pumps, gas and diesel engines, ditching machines, repair of grass cutting equipment and labor. Plans, directs and coordinates the insect and rodent control program including inspection, eradication and control of termites. Maintains liaison with the Work Management Branch to insure work is done on valid authorization and in accordance with the schedule. Reports actual manhours of each work center {shop} on the weekly work center schedule sheets. Inspects ongoing work, checks time and labor cards of the supervised shops, takes necessary action in cases of discrepancy and keeps Work Management Branch informed of changes in scope or unexpected situations that impede the progress of scheduled work.

Emergency/Service Branch: Controls the operations of Emergency Service Shops located throughout the base for the purpose of providing minor service and emergency work without excessive travel time. These shops work only on authorized E/S tickets and such minor or specific job orders as may be referred to them through channels. Maintains liaison with the Operations Division to report any generally unsatisfactory conditions or problem areas that may be uncovered through E/S work. Keeps the Master Scheduler in Work Management Branch informed of E/S demands versus E/S shops ability. Refers job which require minor or specific work orders back to Operations Division through the Work Management Branch. Maintains close liaison with shop stores to insure supplies of proper pre-expended materials are on hand and provided as needed. Maintains records of authorized pre-expended supplies and their usage as a basis for supply action. Reads utility meters monthly in designated areas and reports to Administrative Division for accounting purposes.

Director, Utilities Division: Responsible for the functioning of the four branches of this division. Maintains close liaison with the Directors of M&R and Operations Divisions for the maintenance of the utilities plants. Furnishes necessary information and justification and assistance in preparation of the annual budget, and conducts studies to determine future utility needs.

Steam Generation Branch: Responsible for operating all heating plants and miscellaneous assigned boilers; directs routine and emergency maintenance for all assigned units, continuing in-plant equipment inspections. Initiates replacement, maintenance and repair programs, responsible for plant safety, personnel training, coal sampling, boiler inspections and budget information.

Cold Storage Branch: Responsible for operation of Cold Storage Plant equipment and that portion of the Cold Storage Warehousing areas which have direct bearing on proper refrigeration and the manufacturing and storage of ice: directs routine and emergency maintenance for cold storage equipment, continuing in-plant inspection and initiation of planned replacement, maintenance and repair programs: responsible for plant safety, personnel training, and budget information.

SewagSewage Treatment and Disposal Branch: Responsible for operation of all sewage treatment and disposal plants and systems; directs routine and emergency maintenance for sewage disposal systems, continuing in-plant inspection and initiates planned replacement, maintenance and repair programs; responsible for plant safety and personnel training, and budget information.

Water Purification Branch: Responsible for operation of all water purification plants and systems; directs routine and emergency maintenance for water purification systems, continuing in-plant inspection and initiation of planned replacement, maintenance and repair programs; responsible for plant safety, personnel training, and budget information.

Director, Telephone Division: Responsible for the functioning of the three branches of his division. Maintains close liaison with Operations Division to insure work is done on valid authorizations and with the Administrative Division to coordinate billing for telephone service. Prepares and promulgates the Base Telephone Directory.

Telephone Operations Branch: Operates the Camp Lejeune switchboard 24 hours a day.

Outside Plant Branch: Performs all pole line construction and maintenance: installs required underground cable and performs necessary open wire maintenance. Installs cable terminals, installs and maintains pressure equipment, and keeps cable records/maps current. Conducts trouble shooting and preventive maintenance of cables. Handles all telephone installations: repairs, relocates cable pair changes and magneto drop installations. Maintains fire alarm system.

Inside Plant Branch: Maintains equipment of all telephone exchanges, switchboards, key systems and alarm systems. Also, carries out line testing and cross connecting assigned cable pairs.

Telephones - Marine Corps Base:

1. The Base Telephone System is composed of four Automatic dial telephone Central Offices, these Central Offices or exchanges are equipped with Automatic Electric Company automatic dial strowger stepping equipment. The Main exchange is located in Building 1 in the Hadnot Point area. Satallite or branch exchanges are located at Montford Point, Building M-167; Camp Geiger, Building TC-755; and Courthouse Bay, Building BB-69 and maintains the Naval Hospital on a reimbursable basis. All exchanges are equipped with float charged batteries which provide power for normal operation and emergencies. Approximately 158,400 calls are handled each day by the Central Office Switching equipment.

2. The exchanges have a capacity of 3,200 single p rty line terminal {lines} or a combination of 3,700 single and two party line terminals. At the present time, a total of 2,490 lines are assigned.

3. A ten position switchboard, one information and one AUTO-SEVOCOM position are located in the Hadnot Point Central Office to assist official and unofficial subscribers in obtaining long distance telephone service and local information service. Operators have access to all off Base trunking and to all telephones on the Base by dialing. The operators handle an average of 7,600 calls each day.

4. An automatic line testing unit is installed in the Hadnot Point Exchange. This unit tests all working numbers at least once a day, enabling correction of trouble before disruption of service is noted.

5. The Outside Plant consists of 259 miles of permanently installed cable and open wire lines.

a. The cable installed is a combination of underground and aerial-type construction. There is a total of 155 miles of cable installed, 69 miles of direct burial and cable in conduit, 84 miles of aerial cable and 1.3 miles of submarine cable. Trunking cables are underground except cables between the Montford Point and the Camp Geiger Exchanges. All cables in the trunking system and a large portion of the distribution system are under continuous air pressure. Nine pounds of dry air is maintained in the system to prevent entry of moisture in case of accidental sheath breaks. A cable pressure alarm system enables the detection and repair of many minor troubles before they become major failures. No cable under pressure has caused major trouble. The eventual goal is to have all the cable plant under pressure.

b. 104.4 miles of open wire are in use. The longest single run, 29 miles, is to Cherry Point, N. C. along the connecting railroad. Base open wire is used mainly for circuits demanding access at random points. Example - the local battery lines used by the Base Range Facilities and lines for Fleet Marine Force units undergoing field training.

6. Official and unofficial service is provided to 4,887 subscriber telephones of which 2,490 are main stations. Telephone instruments are of the latest design {Western Electric 500}, they are equipped with an automatic gain device built in to compensate for line loss on long lines.

7. A local battery switchboard is located in Building 11 for the Base Range Facilities Control section, this switchboard furnishes service to all firing ranges. Using units provide their own telephones and check in to the Control Office before firing.

8. There are two common battery switchboards located in the Verona Loop Training area, this system is operated by the First Infantry Training Regiment Communication section and provides telephone communication to all training and firing ranges. The Telephone Division is responsible for maintenance of the cable, the open wire lines and the maintenance of the switchboards when required.

9. The Telephone Division maintains the Base Fire Alarm System which is composed of 93 fire reporting telephones and 285 pull boxes which are connected by 38 miles of cable to a switchboard and fire control reporting equipment located in the Main Fire

Station, Building 18 in the Hadnot Point area. There are also 25 alarm devices that work in conjunction with fire sprinkler systems installed in 21 buildings, primarily warehouses.

10. The Telephone Division is authorized 37 Marines and 37 civilian workers. The civilians include 19 switchboard operators, one directory clerk and 16 maintenance men for the Inside and Outside Plant.

Telephone - Marine Corps Air Station:

a. The Air Station is owned and maintained by the local Telephone Company.

b. They have three switchboard positions, two in operation and one disconnected.

c. There are six full time operators and two part time operators.

d. There are four classes of telephone service at the Air Station:

{1} "A" - Direct dialing {CENTREX}.

{2} "B" - AUTOVON Direct dialing - but all long distance calls have to be placed through the switchboard.

{3} "C" - Inter station and Jacksonville area {Dial 9}.

{4} "I" - Inter station only.

e. The telephone exchange Carolina Telephone Company has at the Air Station can handle up to 1000 lines.

f. The Air Station pays $6,500.00 per month for the telephone service they get from the local telephone company.

g. The Air Station telephone service is listed below and the cost of each class of service:

{1} Class "A" - $9.50 per month.

{2} Class "B" - $9.50 per month.

{3} Class "C" - $9.50 per month.

{4} Class "I" - $3.50 per month.

h. The Air Station has 405 "A", "B" and "C" installations and 186 "I" installations.

Director, Conservation Division: Responsible for the functioning of the two branches of his division. Also responsible for the overall improvement, restoration and preservation of the natural resources of the Base and coordinates all programs of conservation of natural resources consistent with the military mission of the Base.

Forestry Branch: Responsible for the forestry management program of the Base which includes timber management, disease and insect control, fire control, recreation and other land uses.

Fish and Wildlife Branch: Responsible for the fish and wild life management program of the Base which includes propagation, preservation and manipulation, predator control and food plot management.

TABLE OF ORGANIZATION

BASE MAINTENANCE

CAMP LEJEUNE

This TAB contains the present organization of the Base Maintenance Department, Camp Lejeune.

TAB A
APPENDIX 2
ANNEX A

USMC T/O NO. 7512 Base Maintenance Department

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
530	BASE MAINTENANCE DEPARTMENT												
531	MAINTENANCE OFFICER CH	COL	9906		HV		1		P				
532	ASST MAINTENANCE OFF	GS13	0301			1							
533	MANAGEMENT ANALYST	GS11	0343			1							
534	SECRETARY (STENO)	GS 5	0318			1							
535	MAINT NCO	MSGT	8911		V			1	P				
536	UTIL CHIEF CONSERVATION	MSGT	1169		V			1	P				
537						3	1	2					
537A	CONSERVATION DIVISION												
537B	DIRECTOR	GS12	0460			1							
537C	FORESTRY BRANCH												
537D	FORESTER (ADMIN)	GS11	0460			1							
537E	FORESTRY TECH (TIMBER MGT)	GS 7	0462			1							
537F	FORESTRY TECH (TIMBER MGT)	GS 5	0462			1							
537G	FORESTRY AID	GS 4	0462			1							
537H	LOOKOUT	GS 3	0456			3							
537I	FISH AND WILDLIFE BRANCH												
537J	BIOLOGICAL TECH (WILDLIFE)	GS 9	0404			1							
537K						9							
538	ADMINISTRATIVE DIVISION												
539	DIRECTOR	GS11	0341			1							
540	PERSONNEL BRANCH												
541	LABORER/CLEANER	NS	0000			1							
542	PERSONNEL CLERK	GS 5	0203			1							
543	CLERK TYPIST	GS 3	0322			1							
544	TRUCK DRIVER	NS	0000			1							
545	FINANCE & ACCTNG BRANCH												
546	SUPERVISORY BUDGET ANALYST	GS 9	0560			1							
547	ACCOUNTS MAINT CLERK	GS 5	0520			1							
547A	UTILITIES APPRAISAL ASST	GS 7	0301			1							
548	CASH CLERK (TYPING)	GS 4	0530			1							
549													
550	PROPERTY CONTROL BR												
551	SUPVY SUPPLY TECHNICIAN	GS 7	2005			1							
552													
553	CLERK TYPIST	GS 3	0322			1							
554	STOCKMAN	NS	0000			1							
555	PROPERTY RECORD CLERK	GS 4	0301			1							
556						13							
557	OPERATIONS DIVISION												
558	DIRECTOR	GS 13	0805			1							
559	ASST DIRECTOR	CAPT	1302		V		1		P				
559A	SECRETARY (TYP)	GS 4	0318			1							
560	PLANNING & ESTIMATING BR												
561	SUPVY PLANNER & ESTIMATOR	S	0000			1							
562	PLANNER & ESTIMATOR PW SYS	NS	0000			5							
563	PLANNER & EST PW MECH SYS	NS	0000			1							
564	PLANNER & EST PW ELEC SYS	NS	0000			2							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
565	PROGRAMMING & WORK RECEP BR												
566	SUPVY MAINT ASST	GS 9	0301			1							
567													
568	CLERK-TYPIST	GS 3	0322			1							
569	CLERK (TYPING)	GS 3	0301			1							
570	PLUMB & WATER SUP DNCO	SGT	1121		V			2	M				
571	ELECTRICIAN DNCO	CPL	1141		V			2	M				
572	INSPECTION BRANCH												
573	SUPVY MAINT ENGINEER	GS11	0805			1							
574	INSPECTOR PWS	NS	0000			3							
575	INSPECTOR PW MECH SYS	NS	0000			1							
576	INSPECTOR PW ELECT SYS	NS	0000			1							
577						20	1	4					
578	UTILITIES DIVISION												
579	DIRECTOR	NS	0000			1							
580	GENFOREMAN II PW PLT CONTMN	S	0000			1							
581	PHYS SCIENCE TECH CHEM	GS 7	1311			1							
582	CLERK TYPIST	GS 4	0322			1							
583						4							
584	STEAM GENERATION BRANCH												
585	GENFOREMAN I PW PLT CONTMN	S	0000			1							
586	FOREMAN (LDGMN) PW PLT CONT	S	0000			2							
587	LEADER BOILERMAKER	S	0000			1							
588	LEADER PW PLT CONTMN	S	0000			4							
589	POWER PLANT CONTROLMAN	NS	0000			48							
590	BOILER TENDER	NS	0000			10							
591	BOILERMAKER	NS	0000			4							
592	COAL HANDLING EQUIP OPR	NS	0000			1							
593	HELPER (GENERAL)	NS	0000			6							
594	OILER	NS	0000			1							
595	LABORER	NS	0000			1							
596						79							
597	COLD STORAGE BRANCH												
598	FOREMAN (LDGMN) REFRIG MECH	S	0000			1							
599	REFRIG-A/C PLANT OPR	NS	0000			6							
600	REFRIG MECH	NS	0000			1							
601						8							
602	SEWAGE TREATMENT BRANCH												
603	GENFOREMAN I SEWAGE DISP	S	0000			1							
604	PLT OPER												
605	FOREMAN (LDGMN) SEWAGE DISP	S	0000			1							
606	PLT OPER												
607	SEWAGE DISPOSAL PLT OPR	NS	0000			19							
608	HLPR, SEWAGE DISP PLT OPR	NS	0000			8							
609	PUMPING EQUIPMENT MECH	NS	0000			1							
609A	WELDER	NS	0000			1							

USMC T/O NO:

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
610						31							
611	WATER TREATMENT BRANCH												
612	GENFOREMAN I WATER PLT OPR	S	0000			1							
613	FOREMAN {LDGMN} WATER PLT	S	0000			1							
614	OPERATOR												
615	WATER PLANT OPERATOR	NS	0000			25							
616	PUMPING EQUIP MECH	NS	0000			1							
617	HELPER WATER PLANT OPERATOR	NS	0000			6							
618						34							
619	TELEPHONE DIVISION												
620	TELEPHONE OFFICER	CAPT	2810		V		1		P				
621	WIRE CHIEF	MGYS	2891		V			1	P				
622	PLANT RECORDS CLERK	SGT	2814		V			1	M				
623	CONSTRUCTION DRFTSMN	CPL	1411		V			1	M				
624	DIRCLK/COLD TYPE COMP MACH	GS 4	0324			1							
625	OPERATOR												
626	SWITCHBOARD OPR BRANCH												
627	TELEPHONE SUPVR {TYPING}	GS 6	0382			1							
628	TELEPHONE SUPVR	GS 4	0382			2							
629	TELEPHONE OPERATOR	GS 3	0382			15							
630	INSIDE PLANT BRANCH												
631	INSIDE PLANT CHIEF	MSGT	2814		V			1	P				
632	CENTRAL OFF INSTAL-RPRMN	GSGT	2814		V			1	P				
633	CENTRAL OFF INSTAL-RPRMN	SSGT	2814		V			2	P				
634	CENTRAL OFF INSTAL-RPRMN	SGT	2814		V			2	M				
635	CENTRAL OFF INSTAL-RPRMN	CPL	2814		V			3	M				
636	CENTRAL OFF REPAIRMAN	NS	0000			5							
637	OUTSIDE PLANT BRANCH												
638	OUTSIDE PLANT CHIEF	MSGT	2813		V			1	P				
639	FOREMAN {LDGMN} CABLE	S	0000			1							
640	SPLICER {COMM}												
641	TELEPHONE INST REP	NS	0000			1							
642	INSTALLATION/REPAIR SECTION												
643	INSTALLER CHIEF	GSGT	2811		V			1	P				
644	TELEPHONE INSTALLER RPRMN	SSGT	2811		V			1	P				
645	TELEPHONE INSTALLER RPRMN	SGT	2811		V			2	M				
646	TELEPHONE INSTALLER RPRMN	CPL	2811		V			4	M				
647	TELEPHONE INSTALLER RPRMN	LCPL	2811		V			3	M				
648	ELECTRICIAN TELEPHONE	NS	0000			3							
649	CABLE SECTION												
650	CABLE CHIEF	GSGT	2813		V			1	P				
[illegible]	CABLE SYSTEMS TECHNICIAN	SSGT	2813		V			1	P				
652	CABLE SYSTEMS TECHNICIAN	CPL	2813		V			1	M				
653	CABLE SYSTEMS TECHNICIAN	LCPL	2813		V			1	M				
654	CABLE SPLICER COMMUN	NS	0000			3							
655	CONSTRUCTION SECTION												
656	CONSTRUCTION CHIEF	GSGT	2519		V			1					
657	CONSTRUCTION TEAM CHIEF	SGT	2511		V			1	M				

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
658	TELEPHONE LINEMAN	CPL	2511		V			2	M				
659	TELEPHONE LINEMAN	LCPL	2511		V			2	M				
660	TELEPHONE LINEMAN	PFC	2511		V			2	M				
661	ELECTRICIAN LINEMAN COMM	NS	0000			1							
662	FIRE ALARM MAINT SECTION												
663	FIRE ALARM MAINT CHIEF	SGT	2814		V			1	M				
664	ELECTRICIAN	NS	0000			1							
665						34	1	37					
666	MAINTENANCE & REPAIR DIVISION												
667	DIR, SUPT II, PW	S	0000			1							
668	ASST TO DIRECTOR	CAPT	1302		V		1		P				
669	SECRETARY STENO	GS 4	0318			1							
670	GEN FOREMAN II MAINTENANCE	S	0000			1							
671	GEN FOREMAN II MAINTENANCE	S	0000			1							
672	GEN FOREMAN II GROUND STRUCTS		0000			1							
673													
674	CLERK-TYPIST	GS 3	0322			1							
675	WORK MANAGEMENT BRANCH												
676	SENIOR SHOP PLANNER PW	S	0000			1							
677	MAINTENANCE SCHEDULER	NS	0000			2							
678	SHOP PLANNER	NS	0000			3							
679	CLERK TYPIST	GS 3	0322			1							
680						13	1						
681	EMERGENCY/SERVICE BRANCH												
682	GEN FOREMAN I MAINTENANCE	S	0000			1							
683	CLERK-TYPIST	GS 3	0322			1							
684	FOREMAN {LDGMN} MAINT	S	0000			6							
685	LEADER MAINTENANCE	S	0000			6							
686	ELECTRICIAN	NS	0000			16							
687	GAS HEATING EQUIP MECH	NS	0000			5							
688	HEATING EQUIP MECH	NS	0000			2							
689	PIPEFITTER	NS	0000			7							
690	PLUMBER	NS	0000			13							
691	CARPENTER	NS	0000			12							
692	MAINTENANCEMAN	NS	0000			25							
693	TRUCK DRIVER	NS	0000			1							
694													
695													
696	REFRIG & AIR COND MECHANIC	NS	0000			5							
697													
698													
698A	WELDER	NS	0000			1							
699						101							
700	CARPENTER SHOP UNIT												
701	GENFOREMAN I CARPENTER	S	0000			1							
702	FOREMAN {LDGMN} CARPENTER	S	0000			1							
703	LOCKSMITH	NS	0000			1							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
704	SAW FILER	NS	0000			1							
705	MILLMAN	NS	0000			1							
706	HELPER GENERAL	NS	0000			1							
707	LABORER	NS	0000			1							
708	CARPENTER	NS	0000			6							
709	HELPER/APPREN CARPENTER	NS	0000			2							
710	CARPENTER FIELD UNIT												
711	FOREMAN {LDGMN} CARPENTER	S	0000			3							
712	CARPENTER	NS	0000			35							
713	TRUCK DRIVER	NS	0000			3							
714	HLPR/APPREN CARPENTER	NS	0000			1							
715						57							
723	PAINT SECTION												
724	GEN FOREMAN I PAINTER	S	0000			1							
725	FOREMAN {LDGMN} PAINTER	S	0000			4							
726	LETTERER & GRAINER	NS	0000			2							
727	GLAZIER	NS	0000			2							
728	PAINTER	NS	0000			54							
729	TRUCK DRIVER	NS	0000			1							
730	HELPER/APPRENTICE PAINTER	NS	0000			2							
731						66							
732	PLASTERER UNIT												
733	FOREMAN {LDGMN} PLASTERER	S	0000			1							
734	PLASTERER	NS	0000			9							
735	TRUCK DRIVER	NS	0000			1							
736	HELPER/APPRENTICE PLASTERER	NS	0000			1							
737	MASONRY UNIT												
738	FOREMAN {LDGMN} MASON BorS	S	0000			1							
739	MASON B OR S	NS	0000			6							
740	CEMENT FINISHER	NS	0000			1							
741													
742	HLPR/APPREN MASON B OR S	NS	0000			1							
743						21							
744	ELECTRIC SECTION												
745	GEN FOREMAN I ELECTRICIAN	S	0000			1							
746	INSIDE ELECTRIC UNIT												
747	FOREMAN {LDGMN} ELECTRICIAN	S	0000			1							
748	ELECTRICIAN	NS	0000			16							
749	INSTRUMENT MECH {GENERAL}	NS	0000			1							
750	GALLEY EQUIP MECH	NS	0000			1							
751	HLPR/APPREN ELECTRICIAN	NS	0000			1							
752	ARMATURE WINDER	NS	0000			3							
753	ELECTRICAL EQUIP RPRMN	NS	0000			1							
754						25							
755	ELECTRICAL DIST UNIT												
756	FOREMAN {LDGMN} ELECT LNMN	S	0000			1							
757	ELECTRICIAN LINEMAN	NS	0000			7							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF ADD OFF NAV	FMF ADD OFF MC	FMF ADD ENL NAV	FMF ADD ENL MC
758	ELECTRONICS MECHANIC	NS	0000			1							
759	HLPR/APPREN ELEC LNMN	NS	0000			1							
760						10							
761	REFRIGERATION UNIT												
762	FRMN{LDGMN} REF & A/C MECH	S	0000			1							
763	REFRIG & A/C MECH	NS	0000			12							
764	HLPR/APPREN REF & A/C MECH	NS	0000			1							
765						14							
766	PLUMBING & HEATING SEC												
767	GEN FOREMAN PIPEFITTER I	S	0000			1							
768	PIPEFITTING UNIT												
769	FOREMAN {LDGMN} PIPEFITTER	S	0000			2							
770	PIPEFITTER	NS	0000			22							
771	INSTRUMENT MECH {GENERAL}	NS	0000			2							
772	WELDER	NS	0000			1							
773	PIPECOVERER & INSULATOR	NS	0000			3							
774	GAS HEATING EQUIP MECH	NS	0000			2							
775	HLPR/APPREN PIPEFITTER	NS	0000			2							
776	LABORER	NS	0000			2							
777	PLUMBING UNIT												
778	FOREMAN {LDGMN} PLUMBER	S	0000			2							
779	PLUMBER	NS	0000			18							
780	TRUCK DRIVER	NS	0000			1							
781	HLPR/APPREN PLUMBER	NS	0000			2							
782	LABORER {HEAVY}	NS	0000			3							
783						63							
784	METALWORKING SECTION												
785	GEN FRMN I METALWKING SHOPS	S	0000			1							
786	FRMN {LDGMN} SHEETMETAL WKR	S	0000			1							
787	MACHINIST	NS	0000			4							
788	WELDER	NS	0000			5							
789	SHEETMETAL WORKER	NS	0000			9							
790	HLPR/APPREN SHEETMTL WKR	NS	0000			1							
791	HLPR/APPREN HTG EQUIP MECH	NS	0000			2							
792	LABORER	NS	0000			1							
793						24							
794	ROADS & GROUNDS SECTION												
795	GEN FRMN I GRND STRUCTURES	S	0000			1							
796	FIELD MAINTENANCE UNIT												
797	FRMN{LDGMN} GRND STRUCTURES	S	0000			5							
798	FRMN {LDGMN} LABORER	S	0000			1							
799	TOOLROOM ATTENDANT	NS	0000			1							
800	SMALL ENGINE MECH	NS	0000			1							
801	PAVER	NS	0000			1							
802	ASPHALT/CEMENT WORKER	NS	0000			3							
803	TRUCK DRIVER {HEAVY}	NS	0000			13							
804	TRUCK DRIVER	NS	0000			3							

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
805	LABORER	NS	0000			45							
806	FIELD TRACTOR OPERATOR	NS	0000			3							
807	POLICE NCO ASST	CPL											2
808						77							2
816	SANITATION UNIT												
817	FOREMAN {LDGMN} SANITATION	S	0000			1							
818	AUTO EQUIP OPR	NS	0000			1							
819	TRUCK DRIVER {HEAVY TRLR}	NS	0000			6							
820	TRUCK DRIVER {HEAVY}	NS	0000			8							
821	LABORER	NS	0000			6							
822	MOTOR SCOOTER OPERATOR	NS	0000			1							
823	LABORER {HEAVY}	NS	0000			4							
824						27							
825	INSECT VECTOR SECTION												
826	GEN FOREMAN I PESTCTLEQ OPR	S	0000			1							
827	FRMN {LDGMN} PEST CTL EQ	S	0000			1							
828	OPERATOR												
829	LEADER LABORER {HEAVY}	NS	0000			1							
830	CLERK	GS 3	0301			1							
831	PEST CONTROL EQUIP OPR	NS	0000			4							
832	EXTERMINATOR	NS	0000			5							
833	TOOLROOM MECHANIC	NS	0000			1							
834	HELPER {GENERAL}	NS	0000			2							
835	LABORER {HEAVY}	NS	0000			9							
836						25							
837	HEAVY EQUIP SECTION												
838	GEN FORMN I TRANSPORTATION	S	0000			1							
839	FRMN {LDGMN} HEAVY DTY EQMECS		0000			1							
840	EST HVY DUTY EQUIP RPRMAN	NS	0000			1							
841	INSPECT HVY DUTY EQUIP REP	NS	0000			1							
842	MOBILE EQUIP DISPATCHER	NS	0000			1							
843	BRIDGE OPERATOR	NS	0000			4							
844	HVY DUTY EQUIP SERVICEMAN	NS	0000			2							
845	AUTO MECHANIC	NS	0000			3							
846	OPERATING ENGR {HST EQUIP}	NS	0000			4							
847	HEAVY DUTY EQUIP MECH	NS	0000			5							
848	AUTO EQUIP OPERATOR	NS	0000			8							
849	WELDER	NS	0000			1							
850	TRUCK DRIVER {HVY TRLR}	NS	0000			1							
851	TRUCK DRIVER {HEAVY}	NS	0000			1							
852	AUTO EQUIPMENT SERVICEMAN	NS	0000			1							
853	LABORER	NS	0000			1							
854						36							
855	NURSERY AND LANDSCAPING												
856	LANDSCAPE ARCHITECT	GS11	0807			1							
857	FRMN {LDGMN} GROUNDS	S	0000			1							

TABLE OF ORGANIZATION

USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
858	GARDENER	NS	0000			2							
859	FIELD TRACTOR OPR	NS	0000			1							
860	LABORER	NS	0000			6							
861	TRUCK DRIVER (HEAVY)	NS	0000			2							
862	TRUCK DRIVER	NS	0000			1							
863	TREE TRIMMER	NS	0000			2							
864						16							
						810	4	43					2
	DEPARTMENT					3							
	ADMINISTRATIVE DIVISION					13							
	CONSERVATION DIVISION					9							
	OPERATIONS DIVISION					20							
	UTILITIES DIVISION					156							
	TELEPHONE DIVISION					34							
	M & R DIVISION					575							
						810							

TABLE OF ORGANIZATION

PUBLIC WORKS DEPARTMENT

U. S. NAVAL HOSPITAL

This TAB contains the present organization of the Public Works Department, U. S. Naval Hospital

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~~TAB B~~
APPENDIX 2
to ANNEX A

USMC T/O NO. PUBLIC WORKS DEPARTMENT, U.S. NAVAL HOSPITAL

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED NA/CIV	AUTHORIZED AG/OFF	AUTHORIZED ENL	WPN	FMF AUG OFF NAV	FMF AUG OFF MC	FMF AUG ENL NAV	FMF AUG ENL MC
	MAINTENANCE DIVISION												
	CHIEF, MAINTENANCE DIV	LTJG					1						
	MAINTENANCE CHIEF	HMCS						1					
	MAINTENANCE CHIEF	HMC						1					
	PLANNER & ESTIMATOR					1							
	CLERK TYPIST	GS 3				1							
	SHOPS BRANCH												
	FOREMAN MAINTENANCE					1							
	LEADER CARPENTER					1							
	CARPENTER					2							
	HELPER CARPENTER					2							
	LEADER PAINTER					1							
	PAINTER					5							
	HELPER PAINTER					2							
	LEADER PLUMBER					1							
	PLUMBER					4							
	HELPER PLUMBER					1							
	LEADER ELECTRICIAN					1							
	ELECTRICIAN					2							
	REFRIGERATION & A/C MECH					2							
	LABORER					1							
	GROUNDS BRANCH												
	LEADER GARDENER					1							
	LEADER LABORER					1							
	LABORER					2							
	TRUCK DRIVER					2							
	GARAGE BRANCH												
	AUTOMOTIVE MECHANIC					1							
	CHAUFFEUR					2							
	DISPATCHER	HM 2						1					
	DRIVER							3					
						37	1	6					

Tab B
Appendix 2
Annex A

CLASS I AND II MAINTENANCE FACILITIES

1. Tabs A and B list facilities now being utilized for maintenance purposes.

APPENDIX 3
ANNEX A

CLASS I AND II MAINTENANCE FACILITIES

BASE MAINTENANCE

Bldg No	Bldg Use	Area Sq Ft	Resp Div	Cost
42	Chemical Storage Whse	660	Util Div	1,877
45	PW/Maint Shop Heavy Equip Shop Admin Bldg Heavy Equip Shop	16,262	M&R	251,278
738	St. Cov. (whse) Admin	Note 2,520 1,480 Total 4,000	Util Div 4424 ft Tele Div 476 ft	Note: Gross sq ft does not reflect mezzanine deck 11,535
765	PW/Maint Shop	600	Util Div	17,794
780	Pers SOP Fac	1,980	M&R	16,160
803	LP Gas Office	500	Contractor	5,836
804	LP Gas Bldg	676	Contractor	7,706
1022	Ad Bldg	96	M&R	280
1021	Ad Bldg	140	M&R	420
1102	PW/Maint Shop	4,940	M&R	12,549
1103	Whse, property	4,684	Admin Div	11,428.96
1104	St. Cov.	4,396	M&R 1040 sq ft	11,702
1105	PW/Maint Shop	4,396	M&R	11,487
1114	Whse	4,000	M&R	5,656
1202	PW/Maint Shop Ad Bldg/other EM Bks w/o Mess	41,560 6,827 340 48,727	Admin Div 2283 sqft M&R Div 43040 sqft Opns Div 3404 sqft	363,289

TAB A
APPENDIX 3
ANNEX A

Bldg No	Bldg Use	Area Sq Ft	Resp Div	Cost
1304	Whse - Carp Shop	2,240	M&R	7,112
1939	Whse (R&G)	629	M&R	2,500
D-25	Whse	208	M&R	1,042
D-40	Whse	184	M&R	1,800
M-103	PW/Maint Shop	924	M&R	3,653
M-136	Whse	500	Util	1,674
M-158	Whse	168	M&R	200
BA-150	Whse	312	M&R	1,000
BB-31	PW/Maint Shop (part of bldg)	700	M&R	4,109
CG-25	Whse	184	M&R	1,800
CG-26	Whse	184	M&R	1,800
TC-568	Whse	81	Util	340
TC-832	PW/Maint Shop	2,592	M&R	9,389
TT-41	PW/Maint Shop	2,600	M&R	1,046
TT-42	PW/Maint Shop (PA mult listing)	2,472	M&R	12,390
LCH 4000	PW/Maint Shop	6,207	M&R	28,964
LCH 4027	Whse	238	M&R	814
STT-50	Whse	1,920	M&R	2,000
STT-51	Whse	592	M&R	500
FC-301	Gen Warehouse/R.I.	6,000	M&R	46,080
RR-13	PW/Maint Shops	3,729	M&R	19,979
SBB-189	Storage	192	M&R	300
TC-834	Gen Warehouse/R.I.	2,592	M&R	6,051
1919	PW/Maint Shop	5,332	M&R	14,951
867	PW/Maint Storage	81	M&R	405

Bldg No	Bldg Use	Area Sq Ft	Resp Div	Cost
783	PW/Maint Storage	786	M&R	4,533
866	PW/Maint Storage	279	M&R	1,380
884	Elect Equipment Bldg	196	M&R	6,798
			TOTAL	$911,587.96

CLASSES I AND II MAINTENANCE FACILITIES

U. S. NAVAL HOSPITAL

A-3-1

~~TAB B~~
APPENDIX 3
ANNEX A

CLASS I AND II MAINTENANCE FACILITIES

USNH

		Square Footage	Cost
Bldg H-18	Garage (Dis patcher & Ambulances)	5,088	$46,471
*Bldg H-19	Maintenance Shops (Elec.Carp.Plum & Paint)	6,604	54,558
Bldg H-22	Maintenance Storage - Maint. & Furniture	3,959	22,164
Bldg H-36	Auto Repair Garage & Equipment Storage	3,936	11,468
**Bldg H-39	Maint. Office, Locker Rooms, Labors	2,409	35,315

USE OF BUILDINGS

Bldg H-18 Retained for garage of automotive vehicles & dispatcher's office.

Bldg H-22 Retained for storage of miscellaneous hospital furniture & equipment.

Bldg H-36 Retained for storage of ground keeping equipment.

**Use of Bldg H-39 should be shared. Maintenance office with military office personnel; Locker rooms with retained ground keeping force.

21/BWK/nmc
4064(P11010/1)

REPORT OF LAUNDRY CONSOLIDATION COMMITTEE 15 Sep 1970

I. Problem:

1. To determine the feasibility of consolidating the laundry facility at the U. S. Naval Hospital, Camp Lejeune with the laundry facility of Marine Corps Base, Camp Lejeune, North Carolina.

II. Assumptions:

1. That the ceiling for personnel presently assigned to the laundries can be transferred to accommodate whatever decision is made concerning support in this area.

2. That if a decision is made to consolidate the U. S. Naval Hospital laundry with the Marine Corps Base Laundry, the U. S. Naval Hospital will:

(a) Provide transportation.
(b) Continue to operate a hospital linen room.
(c) Continue to pre-sort all soiled laundry before shipment is made to Marine Corps Base Laundry.
(d) Provide laundry crates for soiled and clean linen.
(e) Increase the inventory of linen, towels and garments used.

III. Facts bearing on the problem:

1. The U. S. Naval Hospital operates its own laundry and processes all of its organizational requirements. During fiscal year 1970 the U. S. Naval Hospital processed 880,257 pounds at a unit cost of .0875 per pound. This cost does not include:

(a) Annual depreciation of equipment.
(b) Administrative supplies.
(c) Pick up of trash.
(d) Telephone.
(e) Fuel.
(f) Military Labor.

2. Marine Corps Base operates its own laundry and processes organizational work for the Tri-Command at Camp Lejeune and the New River Air Station. Personal work is processed for all military personnel and their dependents in the Camp Lejeune area. During fiscal year 1970 Marine Corps Base Laundry processed 7,590,000 pounds at a unit cost of .0848 per pound. This cost includes:

ANNEX B

(a) Annual depreciation of equipment.
(b) Administrative supplies.
(c) Pick up of trash.
(d) Telephone.
(e) Fuel.
(f) Military Labor.

3. The U. S. Naval Hospital laundry does not maintain administrative records on classification of different volumes processed or individual production records. The laundry has no set production standards as to the number of pieces or pounds an employee is required to process in a given time frame.