



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

IN REPLY REFER TO

15/EHJ/mkc  
P11010/1

18 DEC 1970

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;  
Interim Report on

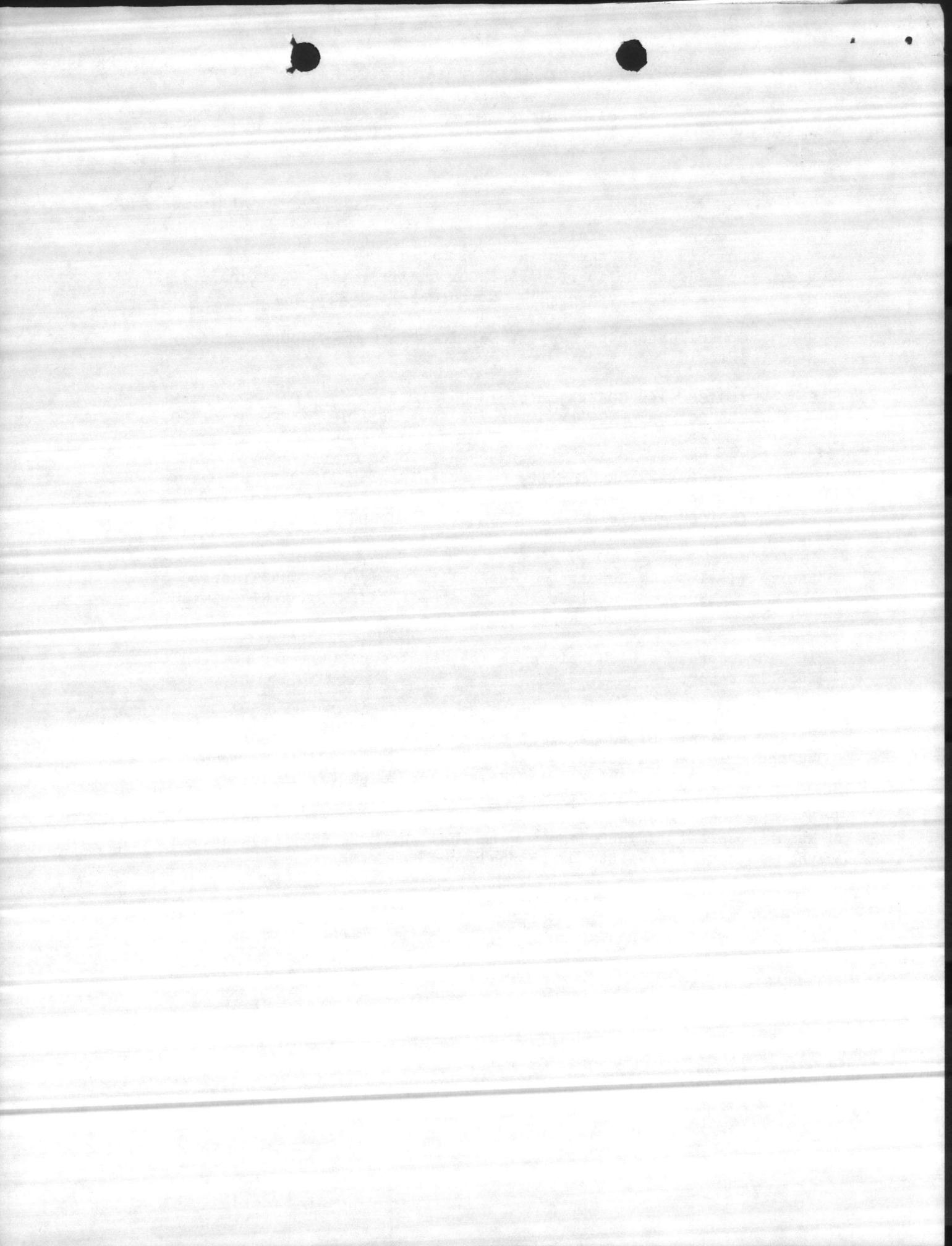
Ref: (a) CMC ltr COA-2-jmm of 13 Jul 1970  
(b) CG MCB CLNC ltr 4A/MDD/mkc over P11010/1 of 9 Sep 1970 to  
CMC  
(c) CMC ltr COA-2-mm of 23 Sep 1970 to COMNAVFACENGGOM  
(d) COMNAVFACENGGOM ltr FAC-1051H/HLH:bg 11000.27 of  
16 Oct 1970 to COMLANTDIV NAVFACENGGOM  
(e) COMLANTDIV NAVFACENGGOM ltr 09BC:HDH:mt 11000.27 of  
4 Nov 1970 to CG MCB CLNC

Encl: (1) Interim Report on Feasibility Study for Consolidation of  
Support Services in CLNC Area (MCAS(H), New River with  
MCB, Camp Lejeune) (10 copies).

1. In accordance with reference (a), enclosure (1) is submitted as an interim report.
2. The final report will be submitted upon receipt/review of the detailed analysis of the subject consolidation, which is being conducted by the Atlantic Division, Naval Facilities Engineering Command (LANTDIV NAVFACENGGOM). References (b) through (e) apply.
3. The consolidation of various support services/functions at the Naval Hospital, Camp Lejeune, with those of MCB, Camp Lejeune, is the subject of separate correspondence.

J. M. CALLENDER  
Chief of Staff

Copy to: (2 ea)  
COMCABEAST  
NAVAIRSYSCOM  
NAVFACENGGOM  
NAVFACENGGOM LANTDIV



HEADQUARTERS, MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

4A/MDD/awk  
P11010/1  
18 Dec 1970

INTERIM STAFF STUDY

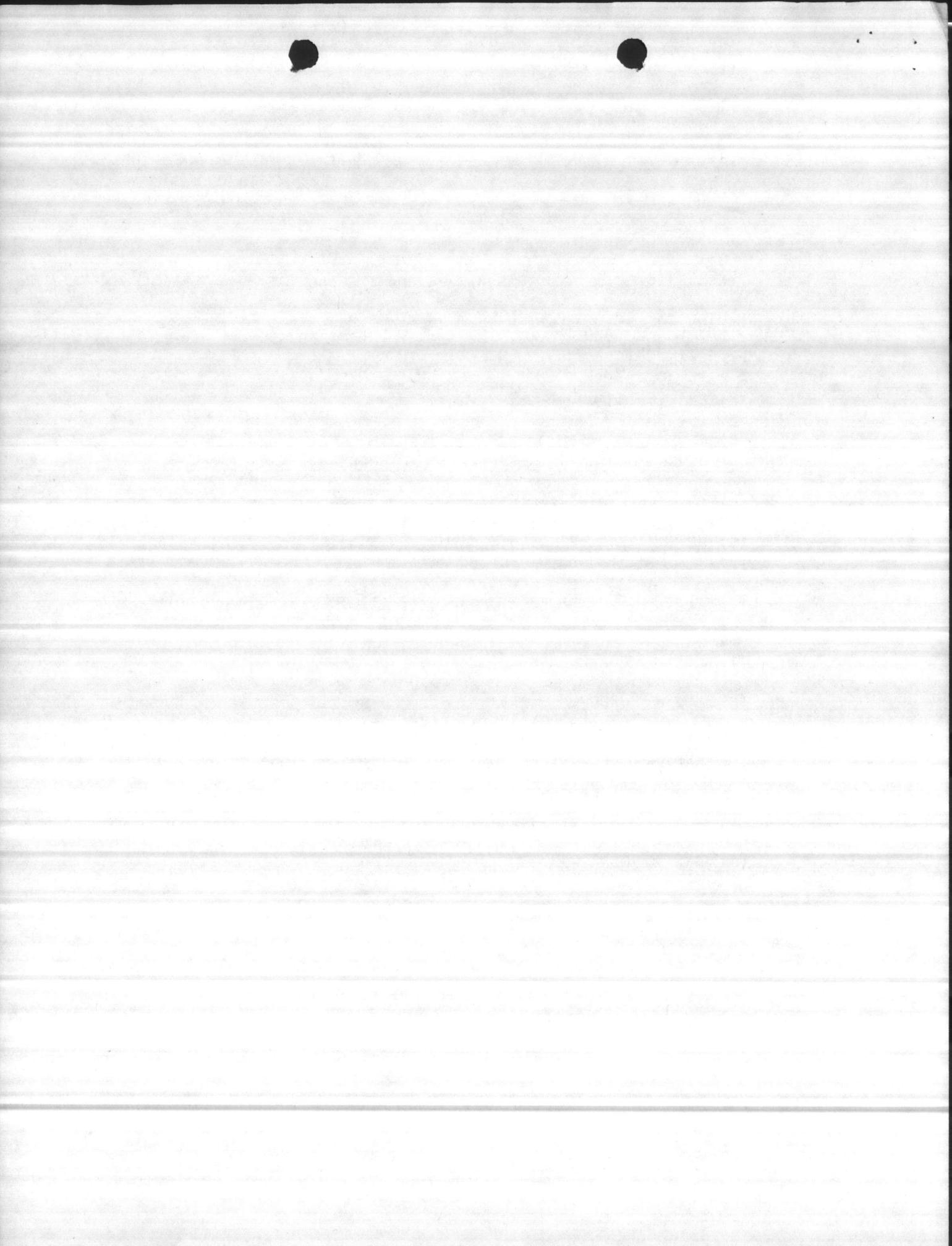
Subj: Feasibility Study for Consolidation of Support Services at  
Marine Corps Air Station (Helicopter), New River with those  
of Marine Corps Base, Camp Lejeune

- 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 (Budget and Funding for Public Works  
Maintenance and Operating Cost)
- (e) CG MCB CLNC ltr 4A/MDD/mkc over P11010/1 of 9 Sep 1970  
to CMC
- (f) CMC ltr COA-2-mn of 23 Sep 1970 to COMNAVFACENGCOM
- (g) COMNAVFACENGCOM ltr FAC-1051H/HLH:bg 11000.27 of  
16 Oct 1970 to COMLANTDIV NAVFACENGCOM
- (h) COMLANTDIV NAVFACENGCOM ltr 09BC:HDH:mt 11000.27 of  
4 Nov 1970 to CG MCB CLNC
- (i) CG MCB CLNC ltr 15/EHJ/awk over P11010/1 of 24 Sep 1970
- (j) CMC ltr COA-2-dhw of 7 Aug 1970

INTRODUCTION

a. Background

(1) 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 was requested by 30 September 1970.

(2) In accordance with paragraph 5 of reference (a), reference (e) requested the assistance of an Engineering Field Division of the Naval Facilities Engineering Command (NAVFACENGCOM) in conducting a detailed analysis of the subject consolidation. References (f), (g), and (h) implemented this request.

(3) Reference (i) constituted the requested progress report.

b. Scope. Paragraph 3 of reference (j) 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 consonance with the Commanding Officer, MCAS(H), New River, the following functions were selected for update/resubmission:

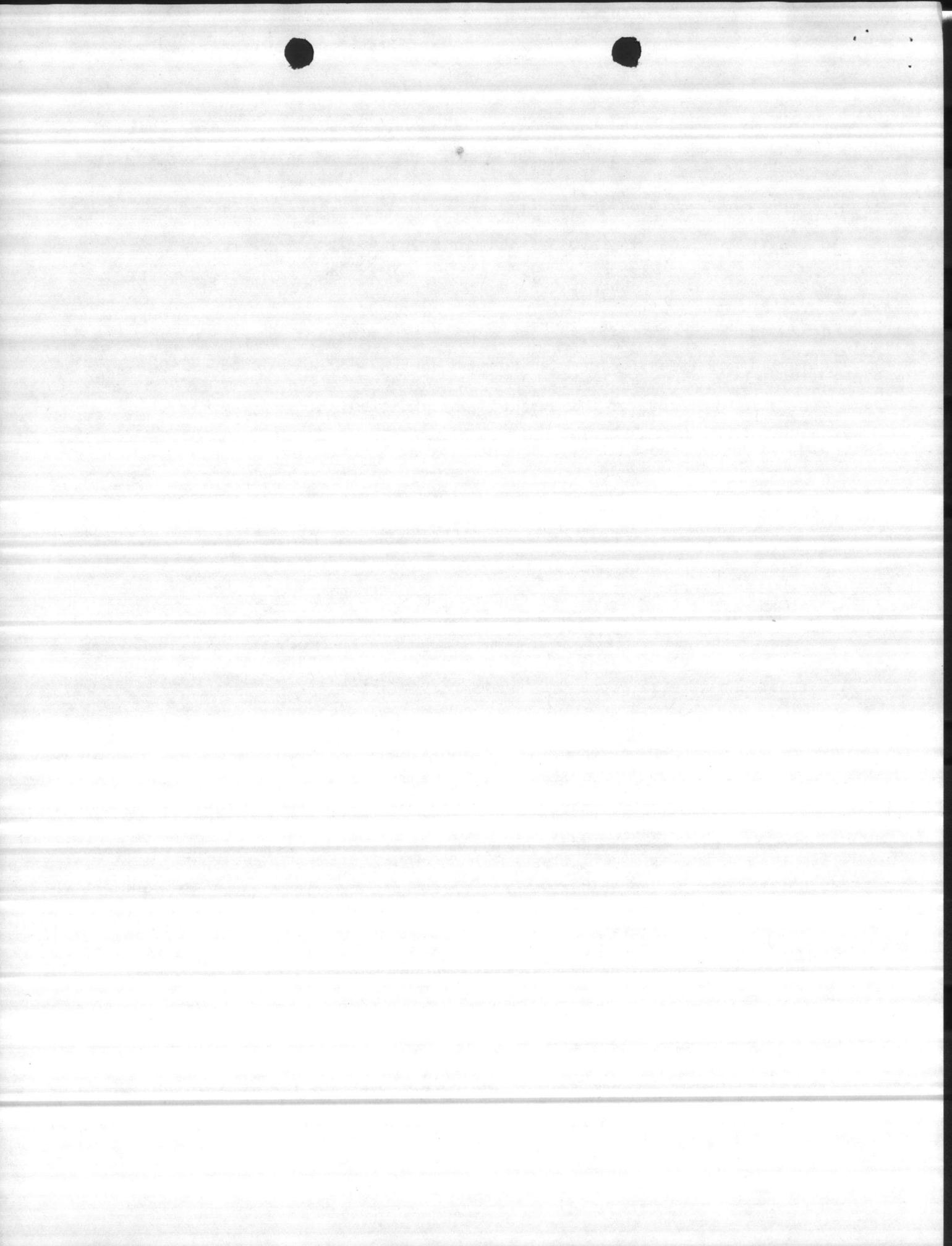
- (1) Maintenance (As directed by reference (a)).
- (2) Civilian Personnel (As directed by reference (j)).
- (3) Motor Transport.
- (4) Quarters and Housing.

NOTE: Laundry Operations was not included due to previous consolidation.

1. PROBLEM. To evaluate the economic and operational aspects of consolidating various support services/functions at the MCAS(H), New River with those of Marine Corps Base, 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 practicable degree and furnished by the major/"lead" activity.

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

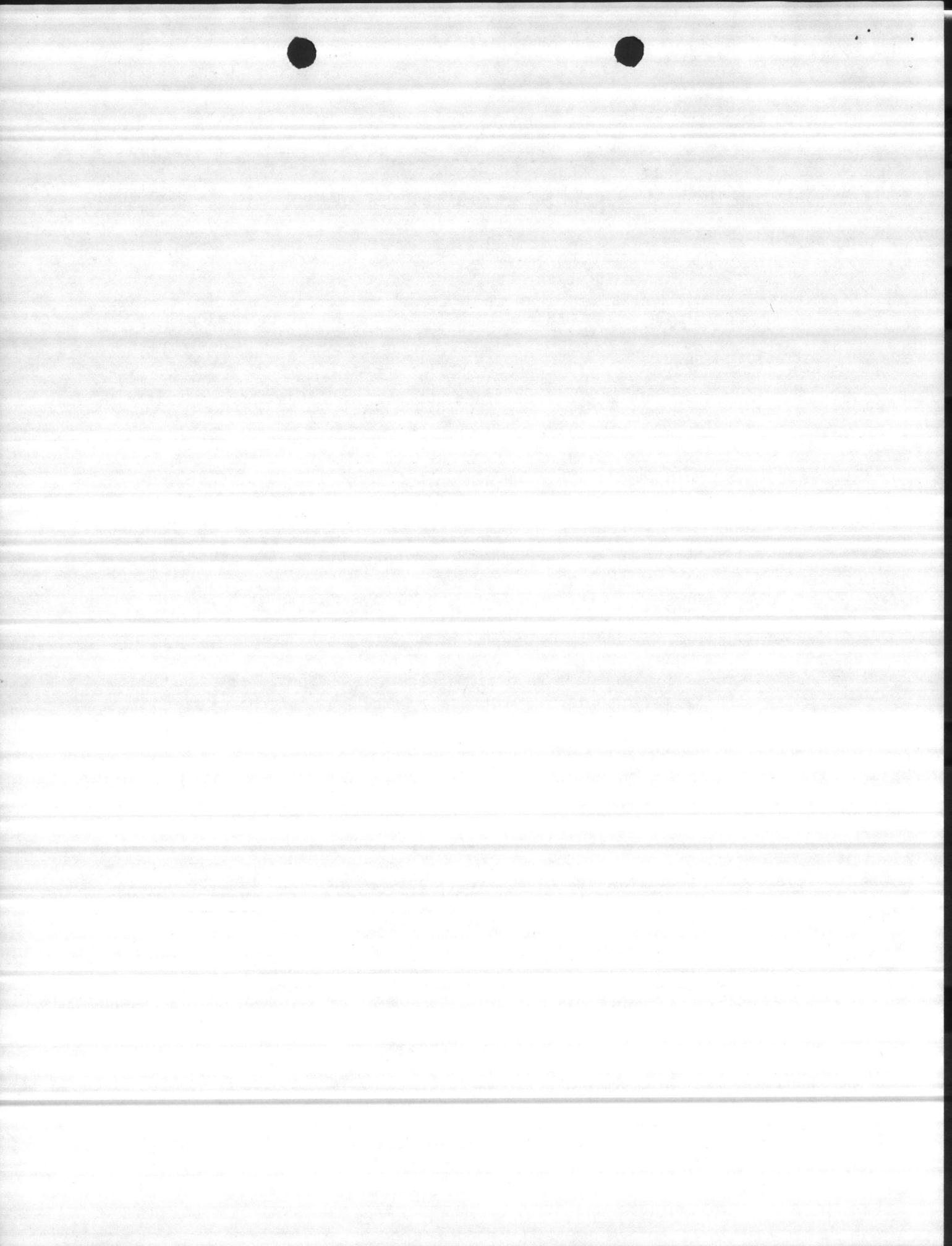
b. That future support requirements will remain at approximately the same level as that which currently exists, and that the standard/quality of support will be maintained at current levels or improved.

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 coordination by the various Department of the Navy Bureaus/Commands 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 materials 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 the HQMC/NAVAIR level.

(b) HQMC, in coordination with the Navy Comptroller, will determine a method for MCAS(H), New River 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/NAVAIR level.

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

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

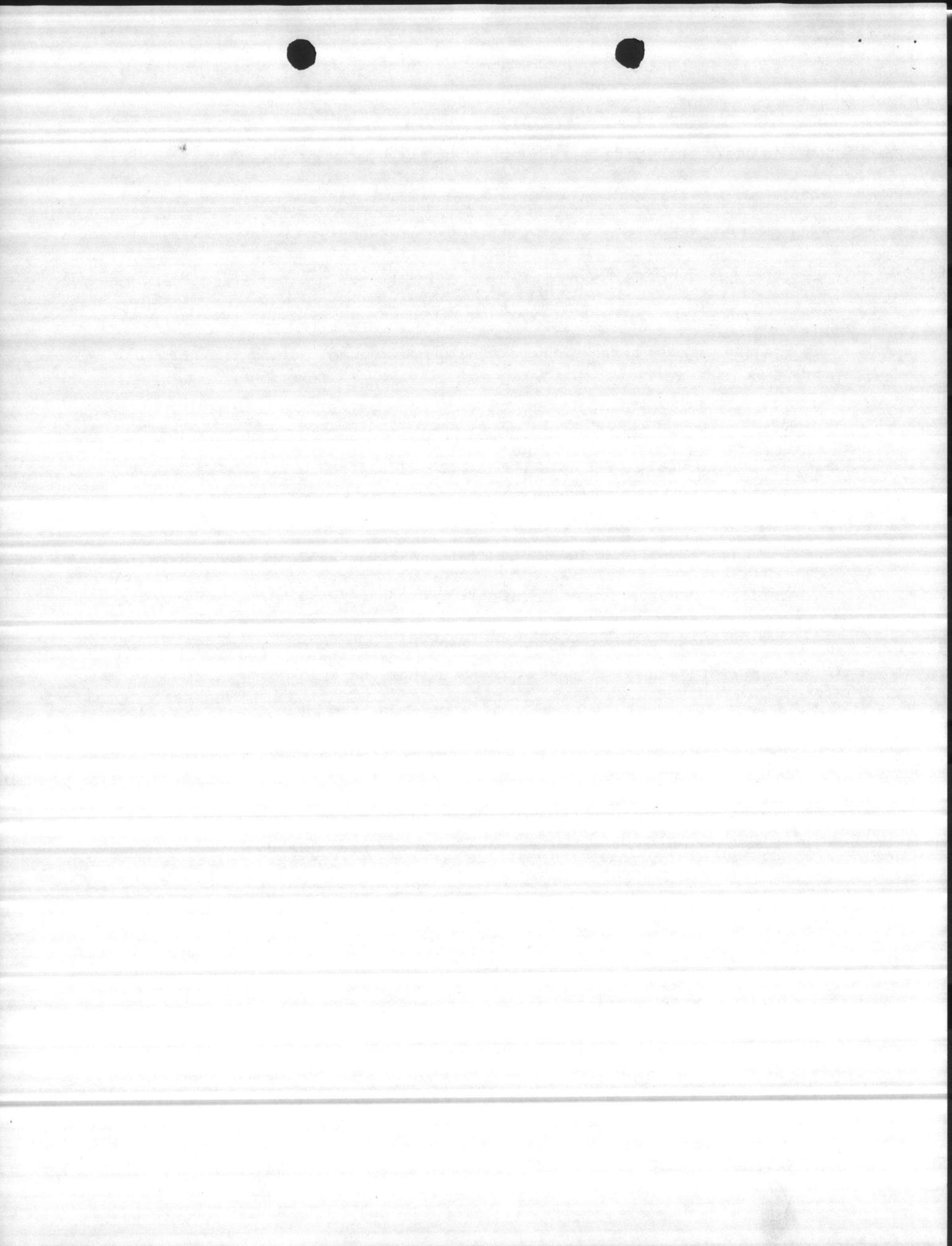
3. FACTS BEARING ON PROBLEM

a. General

(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) MCAS(H), New River is contiguous to MCB, Camp Lejeune.

(3) Current on-board military population (approximate) in the



Camp Lejeune Area is as follows:

(a) MCB, Camp Lejeune (Includes 2dMarDiv and ForTrps, FMFLant):	34,000	(89%)
(b) MCAS(H), New River:	4,000	(10%)
(c) Naval Hospital, CLNC:	400	(01%)
TOTAL:	<u>38,400</u>	

(4) Total FY-71 Operating Fund Authorization (approximate), including reimbursable, for the Camp Lejeune Area is as follows:

(a) MCB, Camp Lejeune:	\$55,500,000
(b) MCAS(H), New River:	6,500,000
(c) Naval Hospital, CLNC:	<u>2,300,000</u>
TOTAL:	<u>\$64,300,000</u>

b. Maintenance

(1) Maintenance and Utilities Division of the MCAS Public Works Department employs less than 100 civilian/military personnel to accomplish their maintenance functions; whereas, MCB Maintenance Department employs well over 800 civilian/military personnel in order to provide maintenance support to FMF tenant commands and organic MCB units.

(2) Maintenance control systems of the two activities are different in that the managerial systems utilized at MCAS(H), New River are responsive to Naval, vice Marine Corps Directives.

c. Civilian Personnel

(1) MCAS Civilian Personnel Office (CPO) provides support services for only 201 civilian personnel; whereas, MCB Civilian Personnel Office supports over 2,300 civilian personnel. (NOTE: Attention is invited to the fact that Navy Civilian Manpower Instruction No. 250 states, in effect, that activities with less than 300 employees should not operate a CPO, if located in close proximity with another DOD activity.)



(2) MCAS(H), New River currently receives civilian personnel support assistance from the MCAS, Cherry Point CPO, which is located at a distance of 50 miles (approximate); whereas, the MCB, Camp Lejeune CPO is located only 13 miles away.

d. Motor Transport

(1) MCAS Transportation Division operates approximately 250 pieces of motor transport equipment/vehicles in support of FMF aviation tenant commands and organic MCAS units; whereas, MCB Motor Transport Department currently operates over 1,400 vehicles/equipment in support of FMF tenant commands and organic MCB units.

(2) From an administrative standpoint, many differences/variances exist in equipment management and cost accounting/reporting procedures utilized by the Marine Corps and the Naval Material Command.

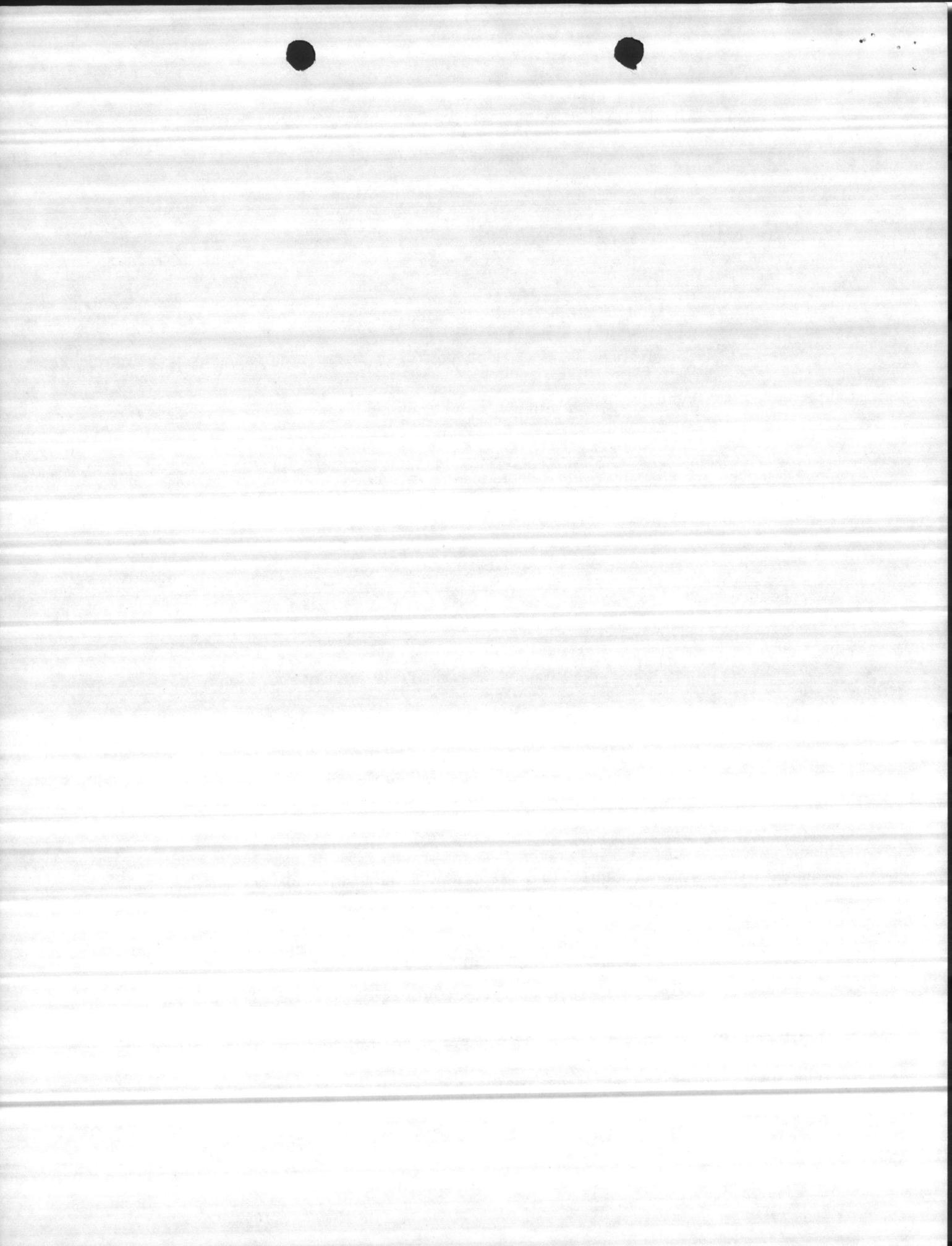
e. Quarters and Housing

(1) MCAS Quarters and Housing Office administers only 435 housing units; whereas, the MCB Quarters and Housing office administers over 4,700 housing units.

(2) Based on a percentage of the housing assets currently available for assignment (September 1970), the waiting list for MCAS quarters is almost double that of the MCB waiting list, i.e., 29% for MCAS(H), New River and 15% for MCB, Camp Lejeune.

4. DISCUSSION

a. Maintenance. See Annex A; Annex C (i.e., Maintenance-type equipment/vehicles); and Sections VI and VII of Annex E (Organization/Resources Evaluation of MCAS Maintenance Control Division and Maintenance/Utilities Division).



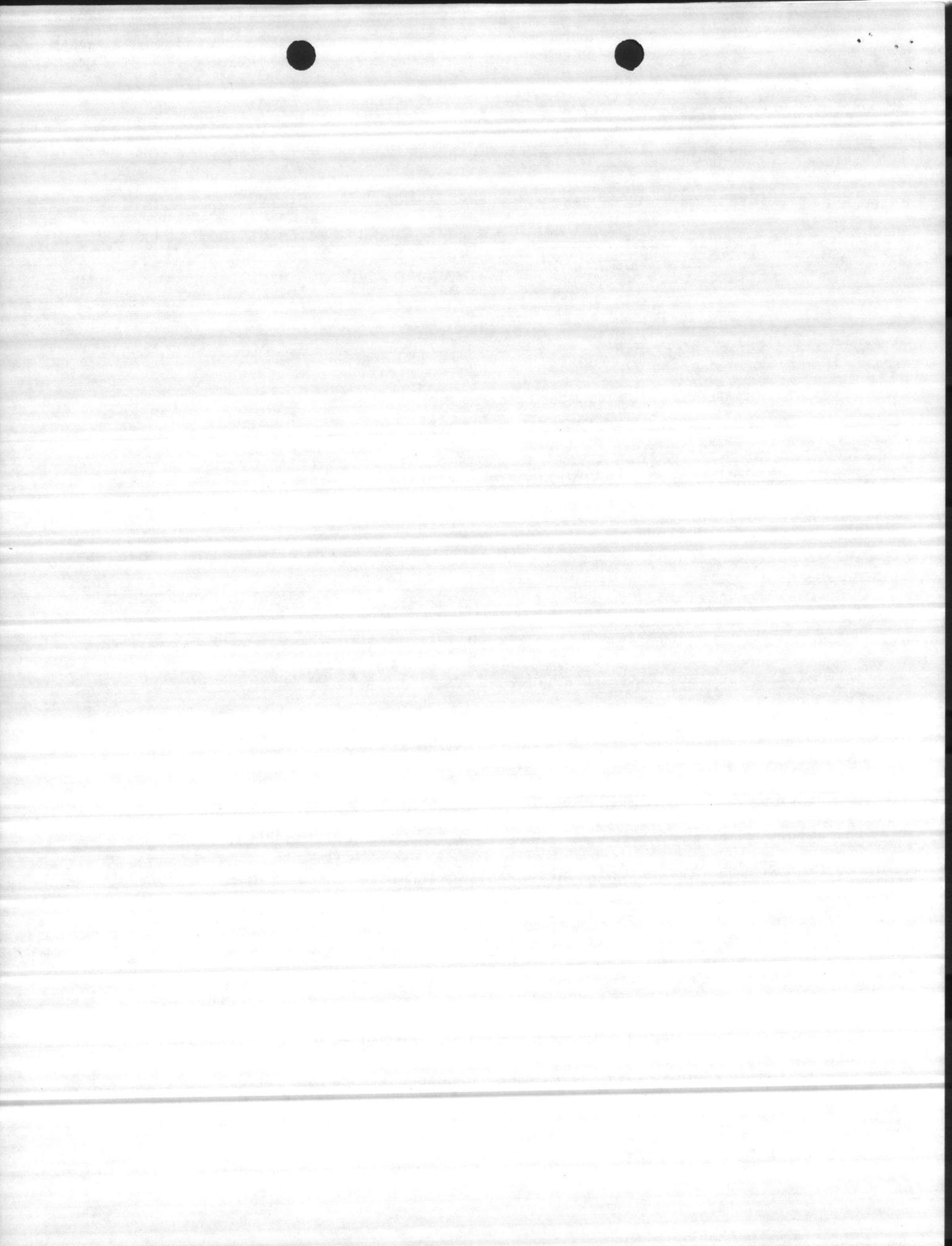
- b. Civilian Personnel. See Annex B.
- c. Motor Transport. See Annex C and Section IX of Annex E (Organization/Resources Evaluation of MCAS Transportation Division).
- d. Quarters and Housing. See Annex D and Section VIII of Annex E (Organization/Resources Evaluation of MCAS Housing Division).
- e. Funding

- (1) Expense Operating Budgets (EOB)

- (a) Consolidation implies lead activity financing of the assets, including manpower, necessary for performing the consolidated functions on a reimbursable basis. The lead activity would therefore have to incur relatively long term obligations, such as civilian labor force, and depend upon quarterly reimbursement of the host EOB. The functions being addressed in this study are of considerable magnitude.

- (b) An alternative to this severe hazard to the integrity of the lead activity EOB, would be total funding of the consolidated capability by that lead activity. This, of course, implies that the mission of MCAS support/maintenance would fall to MCB, Camp Lejeune and this latter is a problem properly the subject of an entirely separate study.

- (2) The concept of consolidation predicated on MCB, Camp Lejeune being lead activity also implies that economies will be realized out of MCB absorption of MCAS overhead by MCB standing capability -- or by the addition of less expense than would be incurred by MCAS(H), New River in performing the same function. Conversely, if there is no "marginal" capability with which to absorb additional load, there is no economic advantage to consolidation. Economies of consolidation are not



attendant unto mere elimination of duplication. They will be brought about only by the utilization of any marginal capability extent in the lead activity.

5. CONCLUSIONS. (Awaiting receipt/review of the detailed analysis of the subject consolidation, which is being conducted by the Atlantic Division, Naval Facilities Engineering Command (LANTDIV NAVFACENGCOM). References (e) through (h) apply.)

6. RECOMMENDATIONS. (Same as paragraph 5. above.)

ANNEXES:

A - Maintenance

B - Civilian Personnel

C - Motor Transport

D - Quarters and Housing

E - MCAS Organization/Resources Evaluation Report



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MAINTENANCE CONSOLIDATION STUDY

1. PROBLEM. To determine the feasibility of consolidating the functions of maintaining real property, including family housing, at the Marine Corps Air Station (Helicopter), New River with those of the Marine Corps Base, Camp Lejeune.

2. 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 in accordance with Marine Corps Order P11000.4\_\_.

c. That the workloads in maintenance of the two activities will increase as facilities are added and existing facilities become older.

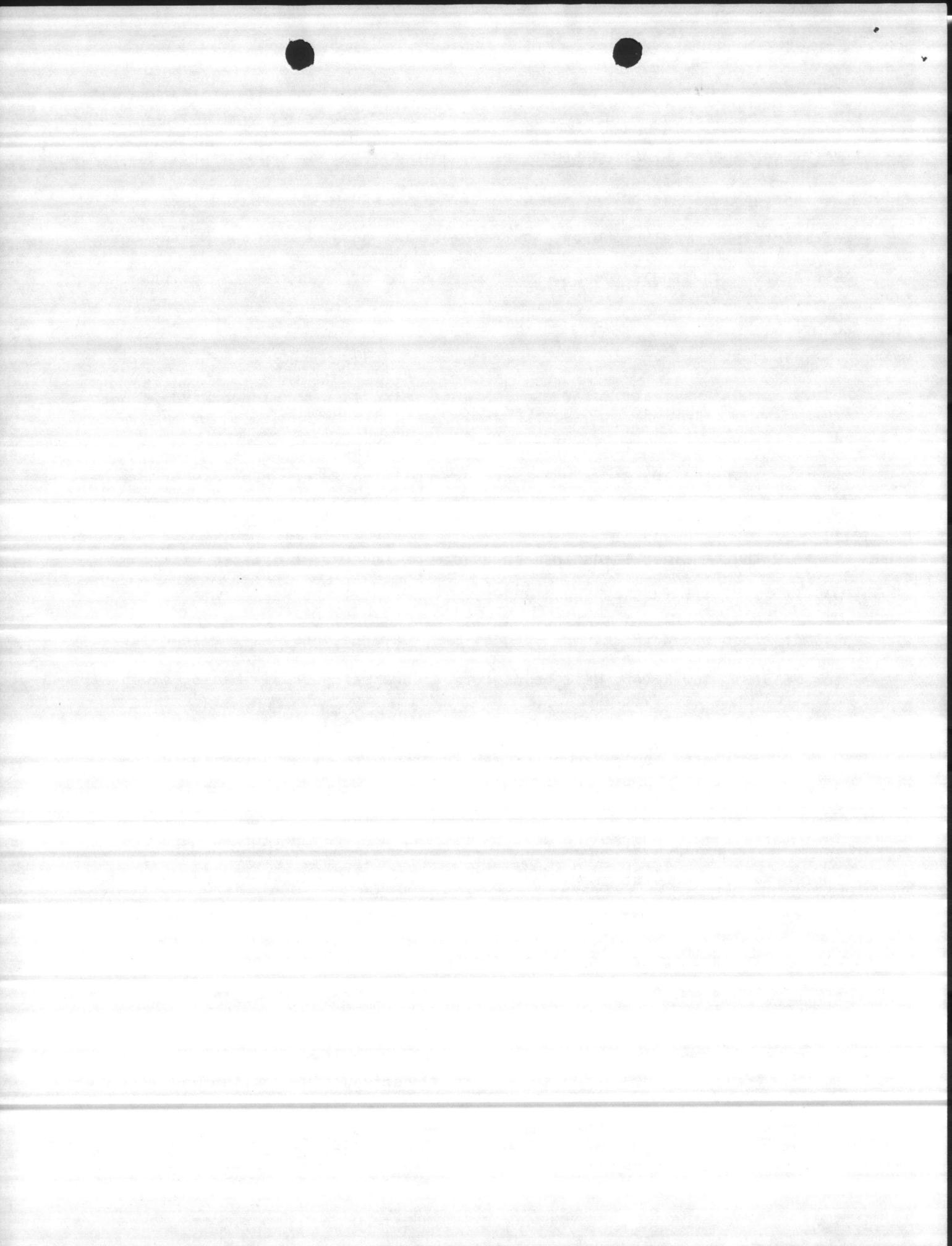
d. That the work accomplished by MCB, Camp Lejeune, as the lead activity for MCAS(H), New River, will be performed on a reimbursable basis, except for overhead and indirect expenses.

e. That once 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.

3. FACTS

a. The two activities are contiguous, with the principal maintenance shops of MCB, Camp Lejeune located approximately 14-miles from the shop facilities of the MCAS(H), New River.

b. Currently, MCB, Camp Lejeune is authorized 810-civilian and 47-military billets in the Base Maintenance Department, as shown in Appendix 1, Tab A. The Maintenance and Utilities Division of the MCAS Public Works



Department, MCAS(H), New River is authorized 73-civilian billets, as shown in Appendix 1, Tab B (Attention is invited to the fact that an Organization/Resources Evaluation of the MCAS Public Works Department conducted in December 1969 (See Annex E) identified a requirement for approximately 40 additional maintenance personnel).

c. Maintenance control systems of the two activities are different in that the managerial systems utilized at MCAS(H), New River are responsive to Naval, vice Marine Corps Directives.

d. Facilities at MCB, Camp Lejeune and MCAS(H), New River have been increased since the last consolidation study was made. See Enclosure (1) to Tab B to Appendix 3 for a listing of the new facilities at MCB, Camp Lejeune, and Enclosure (2) to Tab B to Appendix 3 for new facilities at MCAS(H), New River.

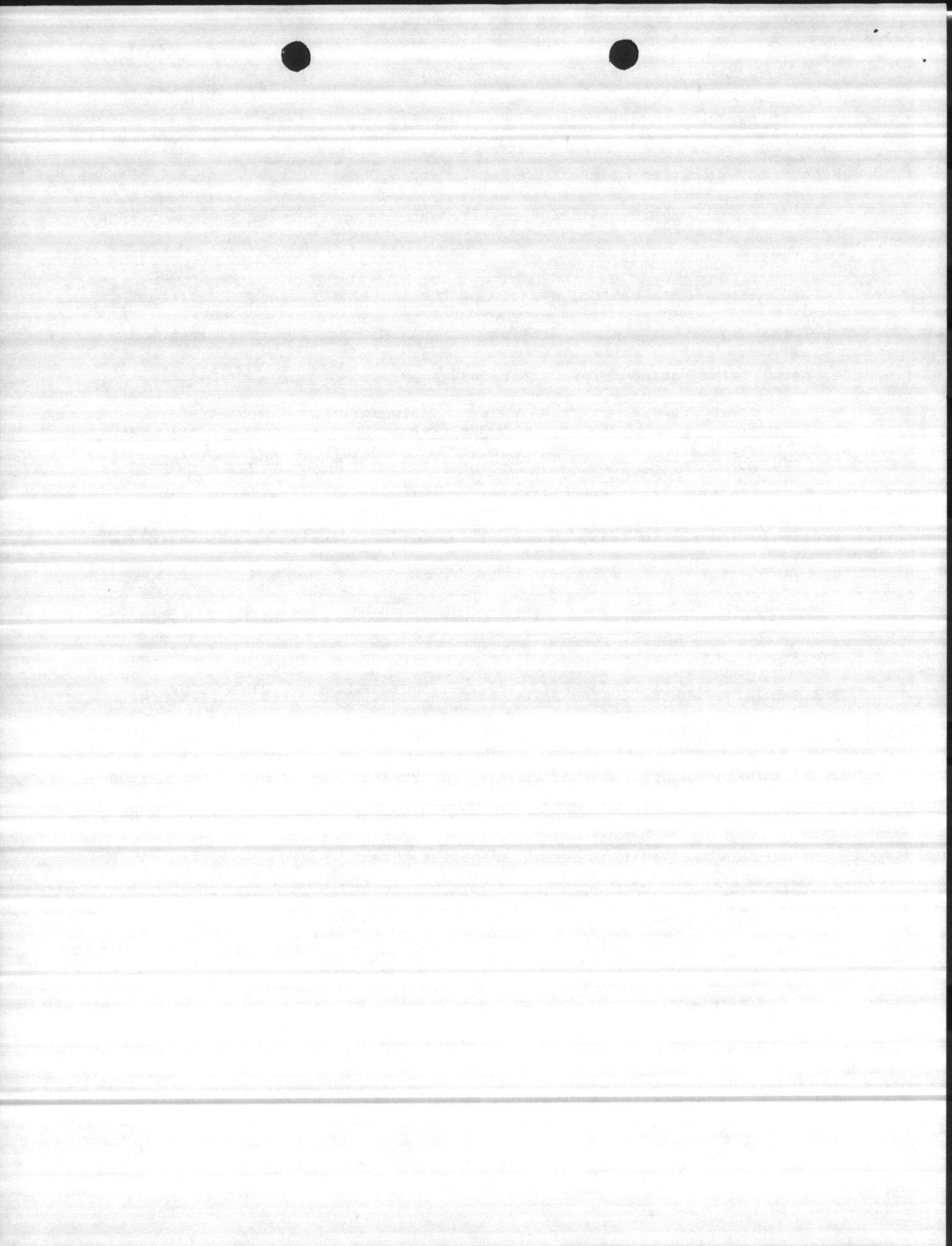
e. The Marine Corps Base telephone system, except for housing, is operated/maintained by MCB Maintenance Department. The Marine Corps Air Station(H) telephone system is owned/maintained by the local telephone company (Carolina Telephone Company).

f. Under an agreement of common support services at MCB, Camp Lejeune and MCAS(H), New River, the Conservation Division of Base Maintenance Department acts as a consulting agent, and gives technical aid and advice for the overall improvement, restoration and preservation of the natural resources of the New River Air Station and Oak Grove (HOLF) Pollocksville.

#### 4. DISCUSSION

##### a. General

(1) The Base Maintenance Department, MCB, Camp Lejeune and the Maintenance and Utilities Division. Public Works Department, MCAS(H), New River have similar functions (see Appendix 2) and accomplish work by similar controlled maintenance procedures.



(2) Certain responsibilities of the MCAS Maintenance and Utilities Division are not common to the Base Maintenance Department. These functions include management of the Facilities Projects Program; Military Construction Program; Bachelor/Family Housing Program; and Transportation Services.

(a) In addition, the MCAS Public Works Officer has the additional duty as Assistant Resident Officer in Charge of Construction for Atlantic Division, Naval Facilities Engineering Command (LANTDIV NAVFACENGCOM) construction contracts at the MCAS, New River.

(b) Consolidation of MCAS Transportation Division and Base Motor Transport Department is being studied concurrently with this study (See Annex C).

(3) The Commanding General, MCB, Camp Lejeune (via the Commandant of the Marine Corps) has requested that the Naval Facilities Engineering Command render assistance in the conduct of this study by conducting a detailed analysis of the subject consolidation.

b. Budgeting

(1) MCB, Camp Lejeune. Maintenance funds are provided by Headquarters, Marine Corps. Base Maintenance Department budgets for all areas of mission responsibility, including labor/material for general operational funding, and labor and material for the following specific areas:

(a) Maintenance and repair of buildings, structures and grounds, including family housing.

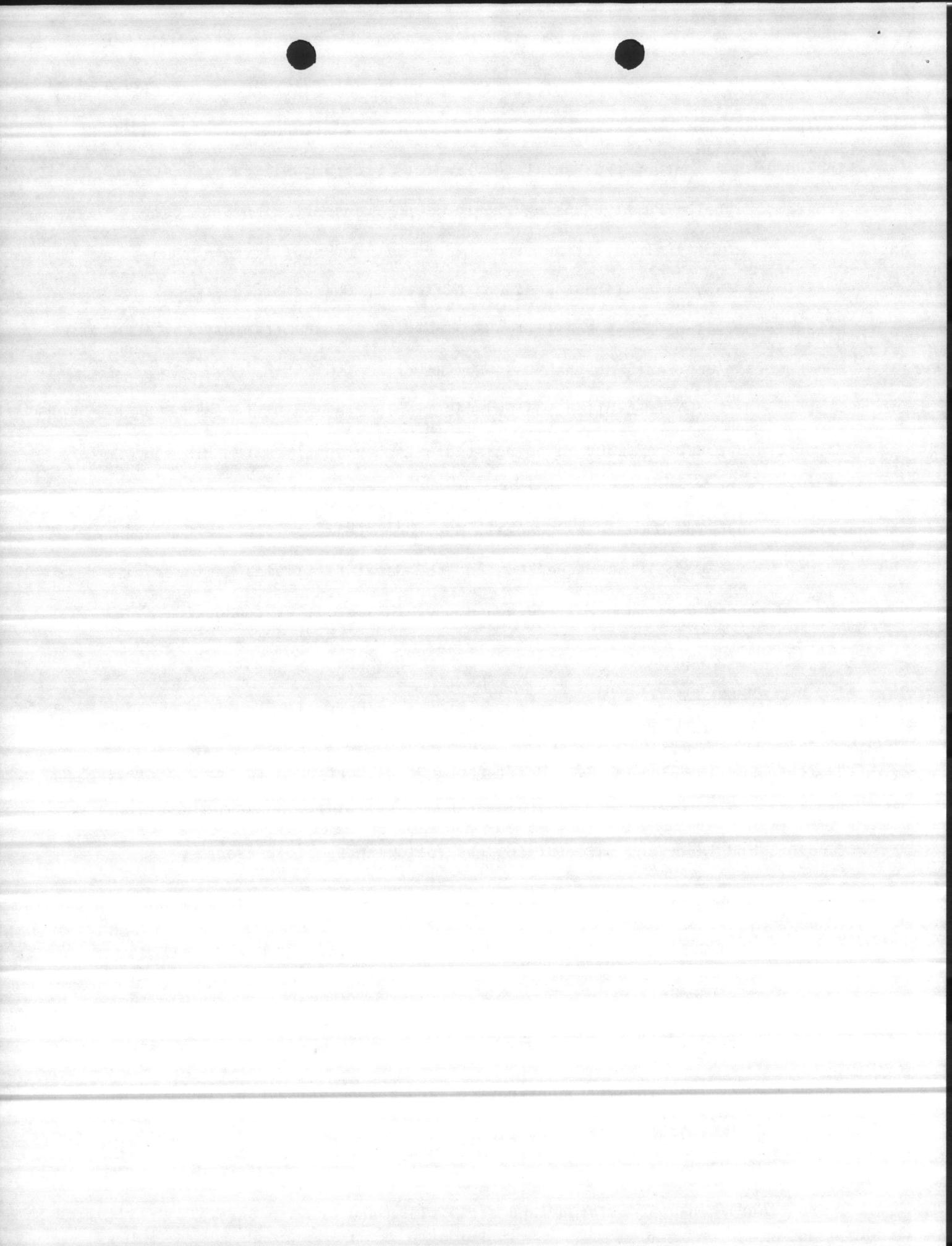
(b) Maintenance and repair of Utility Plants, distribution systems and their equipment.

(c) Purchased utilities.

(d) Insect/rodent control and refuse/garbage collection.

(e) Forestry management.

(f) Reimbursable work and services furnished tenants; appropriated/non-appropriated fund activities; and private parties, as required.



(2) MCAS, New River. Maintenance funds are provided by CMC.

MCAS Maintenance Division budgets for all areas of mission responsibilities including labor/material for all operations performed by the division and includes the following:

(a) Maintenance and repair of buildings, structures and grounds including family housing.

(b) Maintenance and repair of Utility Plants, distribution systems and their equipment.

(c) Purchased utilities.

(d) Insect/rodent control and refuse/garbage collection.

(e) Reimbursable work and services furnished tenants; appropriated/non-appropriated fund activities; and private parties, as required.

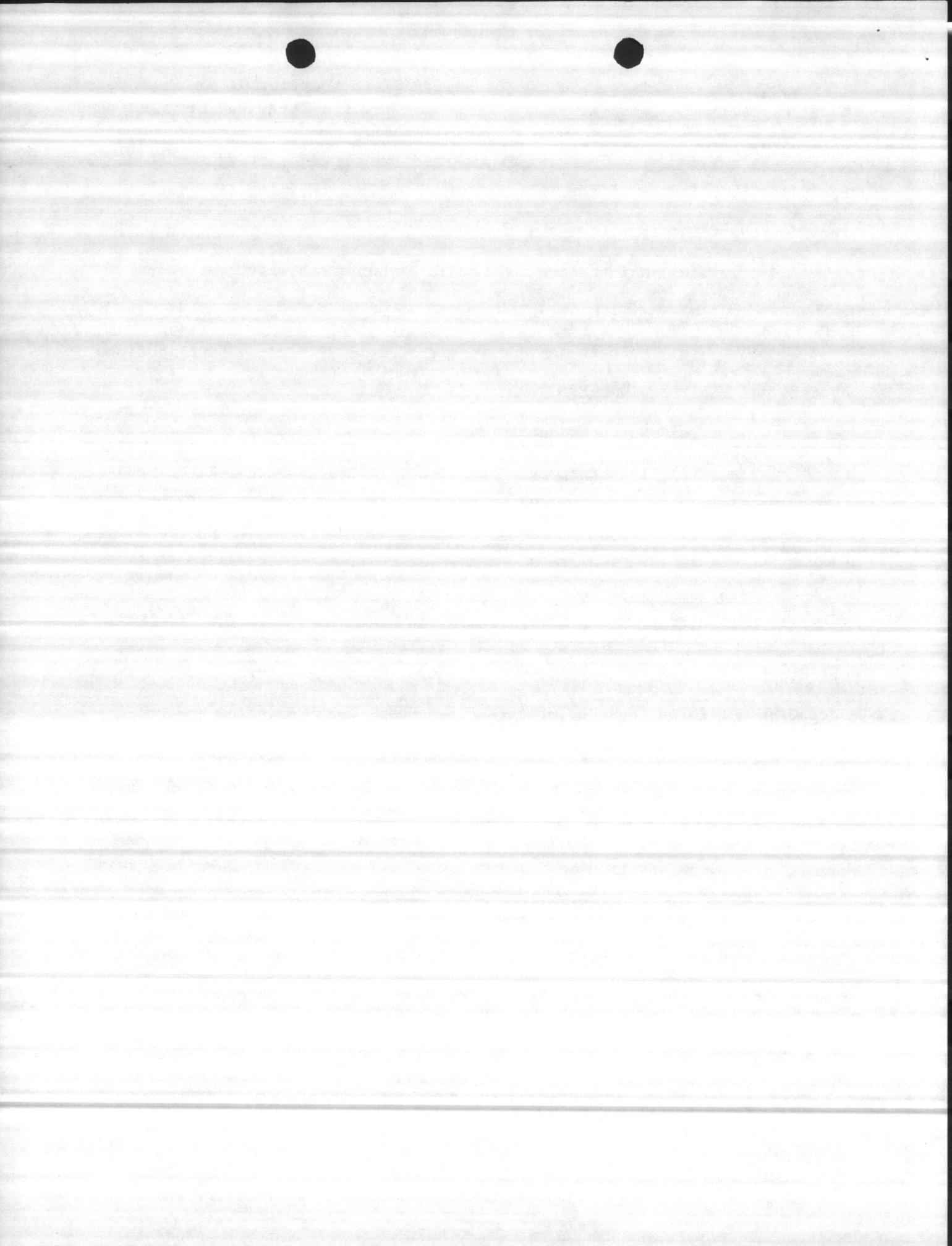
c. Maintenance Controls

(1) MCB, Camp Lejeune. Base Maintenance Department has an Operations Division to administer the Control Maintenance Program. The Operations Division consists of three Branches: Work Reception and Programming; Blanning and Estimating; and Inspection Branches. Scheduling of specific work is done in the Maintenance and Repair Division, and the Operations Division prepares the Type A Annual Inspection Summary for MCB, Camp Lejeune (Tab A to Appendix 4).

(2) MCAS(H), New River. The Maintenance Control Division of MCAS Public Works Department has four (4) Planners/Estimators, who do all inspections for Type A Annual Inspection Summary (Tab B to Appendix 4), as well as preparing job orders for the continual accomplishment of work. Maintenance Control also prepares the schedule of work to be done by the Maintenance and Utilities Division.

d. Emergency and Service Work

(1) MCB, Camp Lejeune. Maintenance/Repair Division of the Base Maintenance Department has an Emergency/Service Branch which responds to



emergency calls and routine service work. Emergency calls are received by telephone and emergency/service work authorizations are limited to 16-hours or less.

(2) MCAS(H), New River. The Maintenance and Utilities Division has an Emergency/Service Branch which responds to emergency calls and routine service work. Emergency calls are received by telephone and emergency/service work authorizations are limited to 16-hours or less.

e. Specific Work (MCB, Camp Lejeune and MCAS(H), New River). Both installations use Specific Work Authorizations which are planned, estimated, scheduled and accomplished with shop personnel.

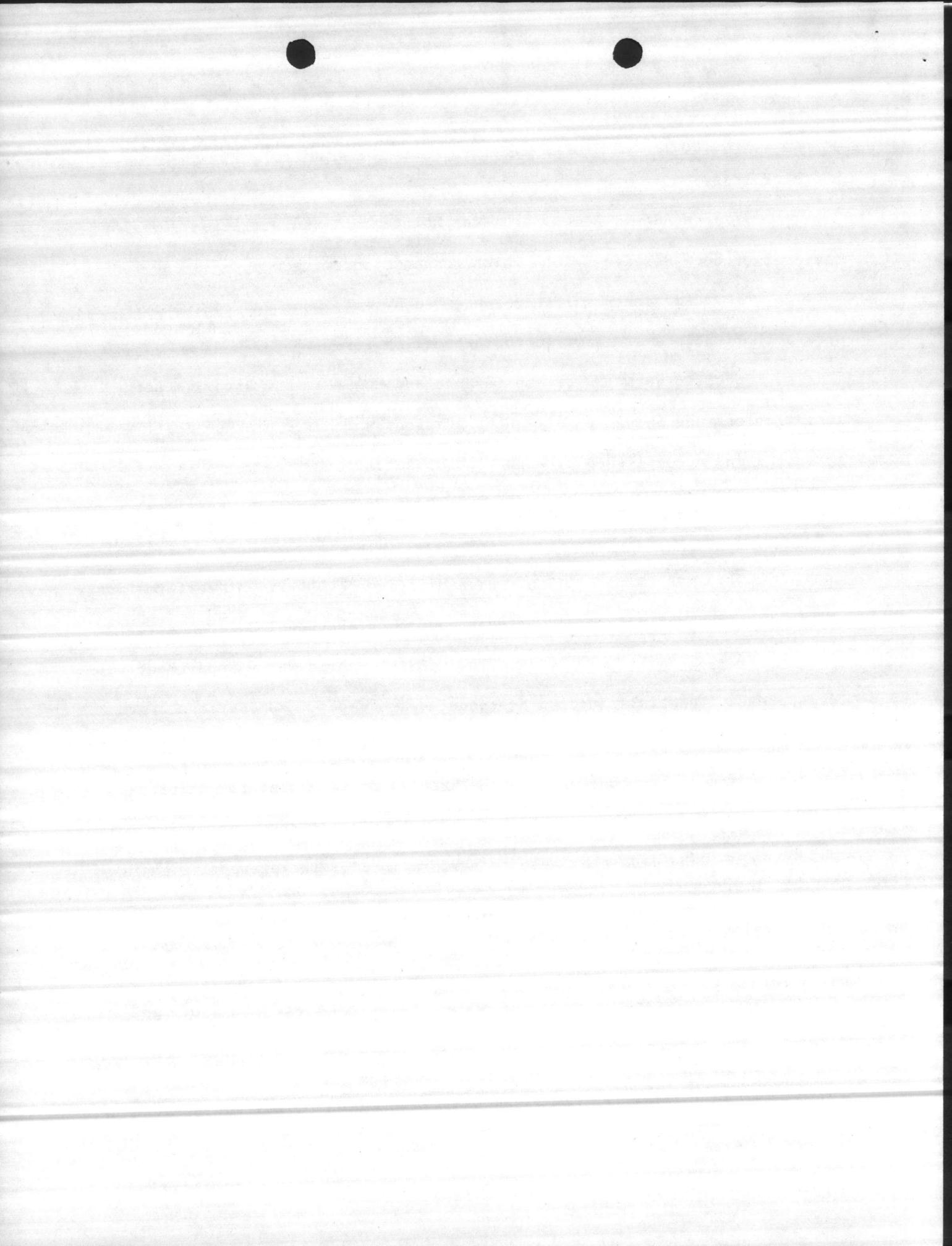
f. Preventive Maintenance (Dynamic Equipment Inspection/Services) Recurring Maintenance.

(1) MCB, Camp Lejeune. Base Maintenance Department performs preventive maintenance and recurring maintenance on a scheduled frequency.

(2) MCAS(H), New River. The MCAS(H) Public Works Department performs preventive maintenance on a scheduled frequency, when personnel are available to do it. The Atlantic Division, Naval Facilities Engineering Command personnel are currently in the process of examining the Maintenance Control Division and maintenance shops to determine if there are areas that personnel could be made available to perform more of the preventive maintenance than is now being done.

g. Grass Cutting (MCB, Camp Lejeune and MCAS(H), New River). Each installation cuts its own grass and maintains their grass cutting equipment with their own personnel.

h. Roads and Grounds (MCB, Camp Lejeune and MCAS(H), New River). Each installation maintains its own roads and grounds, with their own personnel/equipment.



i. Refuse and Garbage.

(1) MCB, Camp Lejeune. Base Maintenance Department collects refuse/garbage and hauls it to the base dump, using assigned vehicles. Refuse/garbage collection from Capehart, Paradise Point and Naval Hospital, CLNC quarters areas is picked up by civilian contractor.

(2) MCAS(H), New River. MCAS Maintenance and Utilities Division collects refuse/garbage and hauls it to a base dump using their own vehicles, and pays MCB, Camp Lejeune for dump privilege. Refuse/garbage collection from within family quarters are collected by civilian contractor (same contractor that collects refuse/ garbage from MCB family housing, but under separate contract).

j. Insect Vector

(1) MCB, Camp Lejeune. Base Maintenance Department has an Insect Vector Section which in addition to other duties; sprays Public Quarters at MCB, Camp Lejeune and the Naval Hospital, CLNC; provides and operates fogging machine for both installations; and provides mosquito control for both areas. The Insect Vector Section has personnel who are certified to buy and handle concentrates.

(2) MCAS(H), New River. MCAS Maintenance and Utilities Division is authorized one certified Pest Control Equipment Operator to provide insect control for the MCAS(H), New River area.

k. Backlog of Essential Maintenance

(1) MCB, Camp Lejeune (As of 30 June 1970; Tab A to Appendix 4)

Deficiency Code 1	\$ 580.3
Deficiency Code 2	1,230.7
Deficiency Code 3	<u>82.2</u>
Total	\$1,893.2



(2) MCAS(H), New River (As of 1 July 1970; Tab B to Appendix 4)

Deficiency Code 1 & 2	\$ 662.4
Deficiency Code 3	<u>118.7</u>
Total	\$ 781.1

These numbers indicate only the backlog that has been identified and documented. As a part of the present Atlantic Division, Naval Facilities Engineering Command study, it is hoped that their inspectors will identify the total backlog at MCAS(H); New River. The Management Assistance Office Project Report 39-032069 (Annex E) shows that additional personnel are required to support the normal workload of the Public Works Department, and also the personnel requirements to support the normal workload and to implement a five-year plan to reduce the present backlog of essential maintenance and repair.

1. Utilities

(1) MCB, Camp Lejeune. The Utility Division of Base Maintenance Department, MCB, Camp Lejeune consists of the following branches: Steam Generation; Water Treatment; Sewage Treatment; Cold Storage and Gas Plant.

(a) The Steam Generation Branch consists of ten high pressure steam plants with a total of twenty-four boilers. The ten plants are manned twenty-four hours a day, seven days a week. Steam Generation Branch personnel are responsible for maintenance and upkeep and efficient operation of the high pressure boilers, also maintenance and operation of all school and small heating boilers. Total number of boilers responsible for is seventy-five.

(b) The Water Treatment Branch consists of seven complete water treatment plants and seven water systems, located throughout the MCB, Camp Lejeune Complex. Water treated per day totals approximately 10,000,000 gallons. The water treatment plant personnel are also responsible for the maintenance and operation of seventy-eight deep wells and four swimming pools. All plants and pools are manned 24-hours per day, or are checked by a roving



patrol during each eight-hour shift, with the exception of S-2632 which is only used during the summer months.

(c) The Sewage Treatment Branch consists of seven complete sewage treatment plants, both primary and secondary treatment. These plants are located throughout the MCB, Camp Lejeune Complex with total sewage per day, approximately 8,000,000 gallons. The sewage plant personnel are also responsible for the maintenance and operation of forty-three sewage lift stations. All plants and lift stations are manned twenty-four hours per day or are checked by a roving patrol each eight-hour shift.

(d) The Cold Storage Branch operating personnel have a primary function of operating equipment such as compressors of the freon/ammonia type, also reading and recording temperatures in the refrigeration rooms. A secondary function is the production of ice that is consumed throughout MCB, Camp Lejeune. The major and minor repairs to equipment are performed by the plant personnel. The plant operates on a twenty-four hour, seven-day a week basis.

(e) The Utilities Division of Base Maintenance Department maintains a work force within each section to perform mechanical repairs and preventive maintenance.

1. The work consists chiefly of repairs to boilers; pulverizers; coal scales; conveyors; compressors; controls; forced/induced draft fans; pumps of all types, including feed water, oil, chemical, air, 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) MCAS(H), New River. The Utility Branch of the Maintenance and Utilities Division, Public Works Department, MCAS(H), New River consists of the operation/maintenance of a Water Plant; a Sewage Plant; and a Steam Generation Plant.

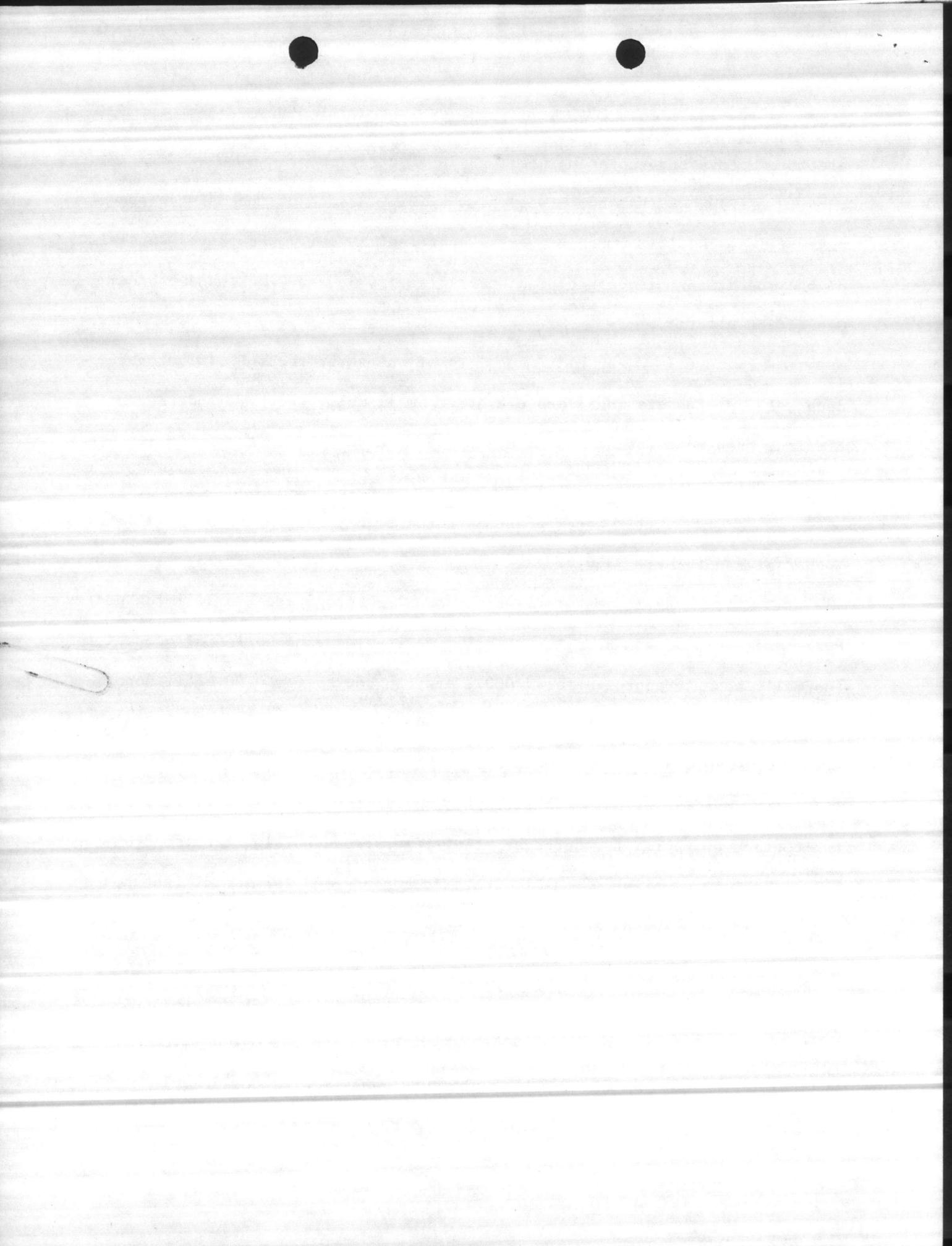
(a) Water Plant consists of one water treatment plant; nine deep well pumping stations; and one other small well, which is independent of plant treatment (using soda ash and chlorine as form of treatment supplying two buildings).

1. Water plant operates twenty-four hours a day and is manned sixteen hours a day.

2. Water Plant personnel also operate two swimming pools. Pools are checked each hour for chlorine residual during period of operation (normally noon to approximately 2000), and the hours from 0800 until noon are utilized for back washing filters and performing operational maintenance.

(b) The Sewage Treatment Plant consists of eleven sewage lift stations; one primary clarifiers; one digester; two trickling filters; two contact chambers; two secondary clarifiers; one holding tank; and drying beds. The sewage plant operates twenty-four hours and is manned eight hours a day. Sewage plant personnel operate and performs operational maintenance on above equipment.

(c) Steam Generation equipment consists of three high pressure boilers and six low-pressure/hot-water-heating boilers, located throughout MCAS(H), New River. The three high pressure boilers are contained in one manned plant, operating on a twenty-four hour, seven day a week basis.



Operating personnel perform operational maintenance and check smaller boilers in outlying areas once on each shift and more often, when malfunctioning equipment makes it necessary.

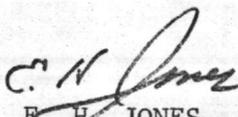
(d) The Utilities Branch of the Maintenance and Utilities Division, Public Works Department, utilize operational personnel to perform operational maintenance.

1. This consists of replacing pump/valve packing; adjusting leaking glands; replacing gauge glasses; and at times as additional personnel are available, replacing leaking valves; overhauling boiler blow down valves; and over-hauling pumps.

2. Support services are received from the Maintenance Branch of the Maintenance/Utilities Division, MCAS(H) Public Works Department. This support consists of mechanical repairs and equipment over-haul/replacement.

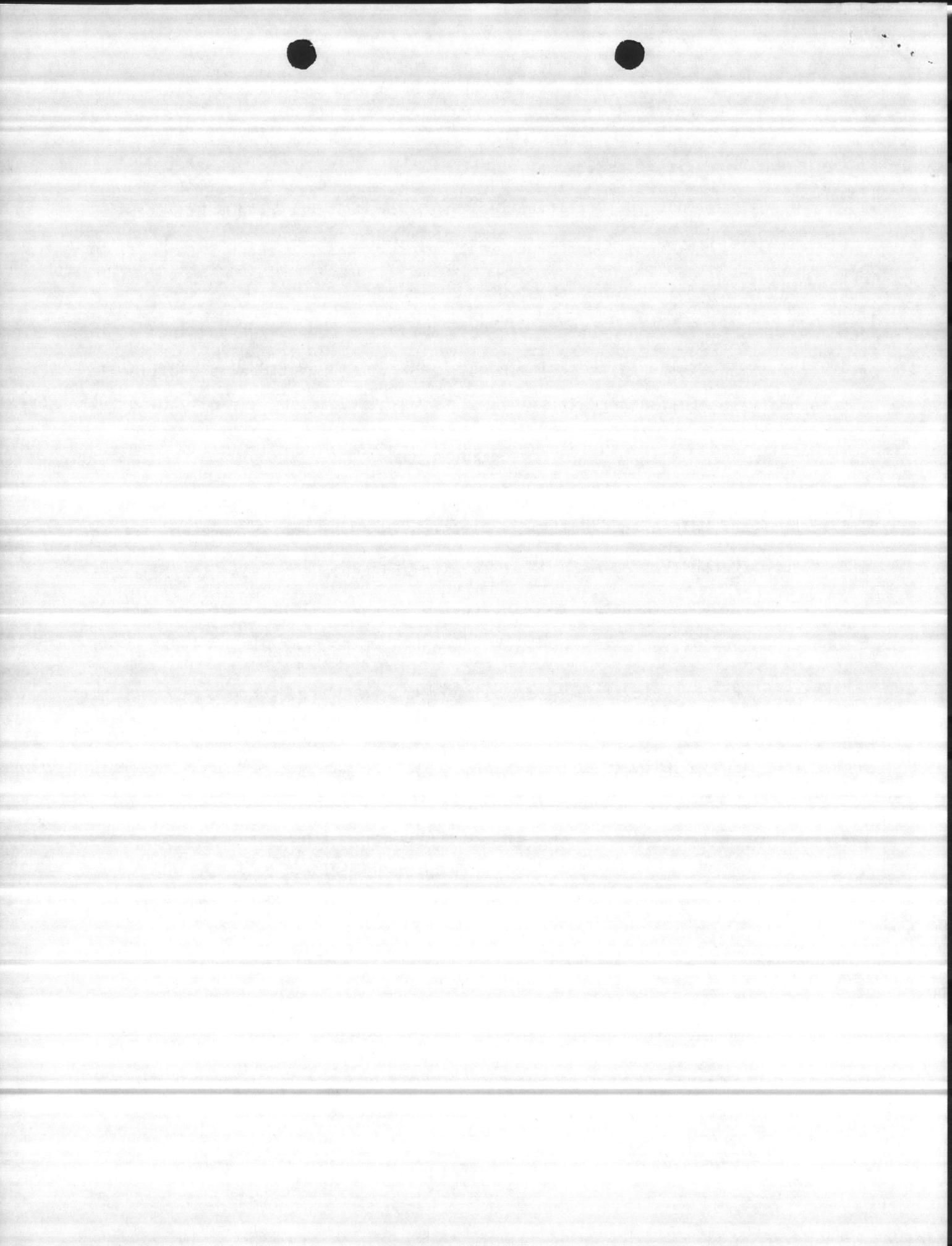
5. CONCLUSIONS. (Awaiting receipt/review of the detailed analysis of the subject consolidation which is being conducted by the Atlantic Division, Naval Facilities Engineering Command (LANTDIV NAVFACENGCOM); References (e) through (h) apply).

6. RECOMMENDATIONS. (Same as paragraph 5).

  
F. H. JONES  
Colonel, USMC  
Base Maintenance Officer

#### APPENDIXES

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



## PERSONNEL

This APPENDIX gives the Table of Organization of the Maintenance Department of MCB, Camp Lejeune and the Public Works Department, MCAS{H}, New River; with an organizational chart of each.

## TABS

- A. Table of Organization of Base Maintenance Department, Marine Corps Base, Camp Lejeune.
- B. Table of Organization for Public Works Department, Marine Corps Air Station{Helicopter}, New River.

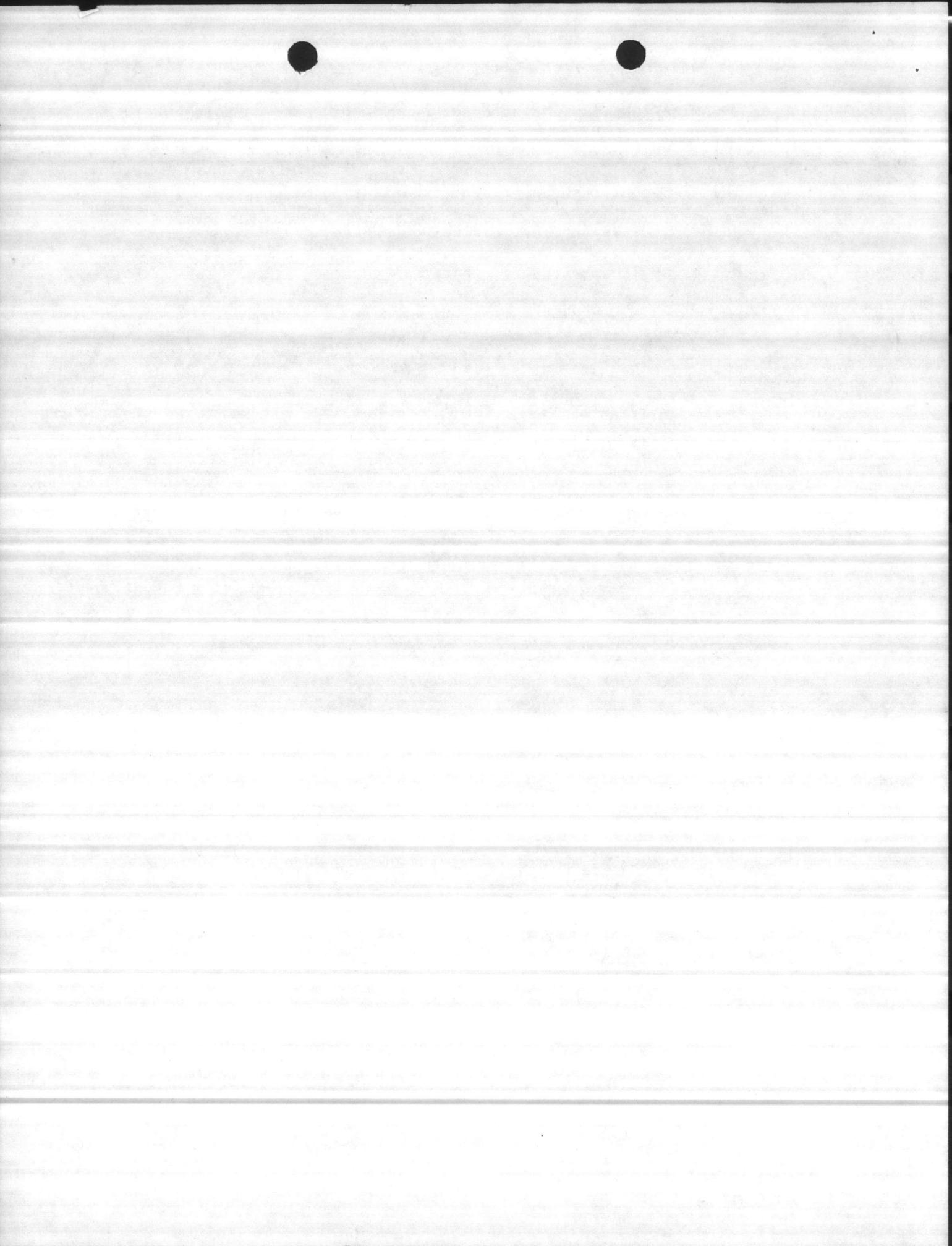
APPENDIX 1 to  
ANNEX A

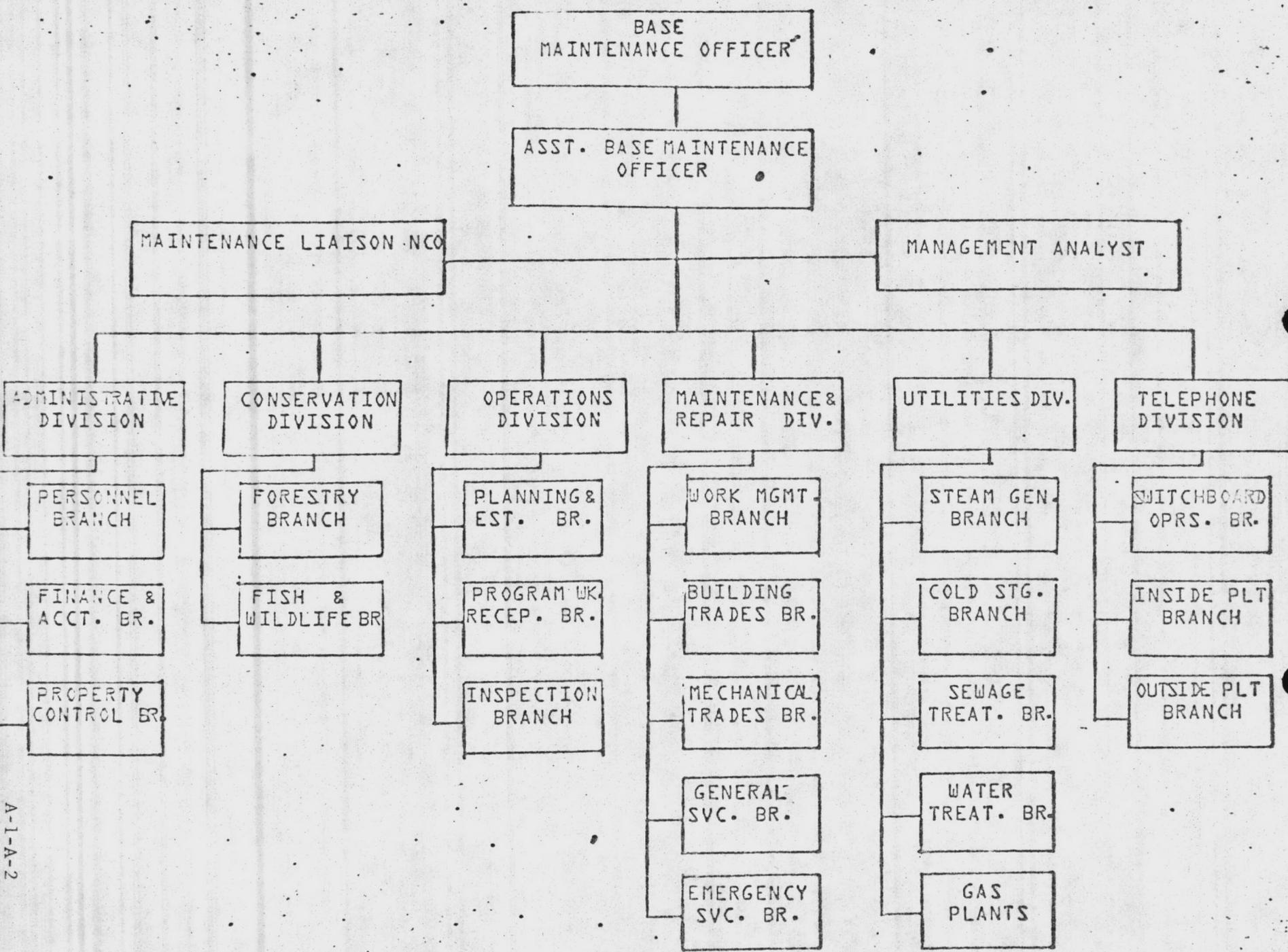


TABLE OF ORGANIZATION (Base Maintenance Department, MCB, Camp Lejeune)

This TAB contains the present organization of the Base Maintenance Department, Marine Corps Base, Camp Lejeune, North Carolina, with organizational chart.

TAB A to  
APPENDIX 1 to  
ANNEX A



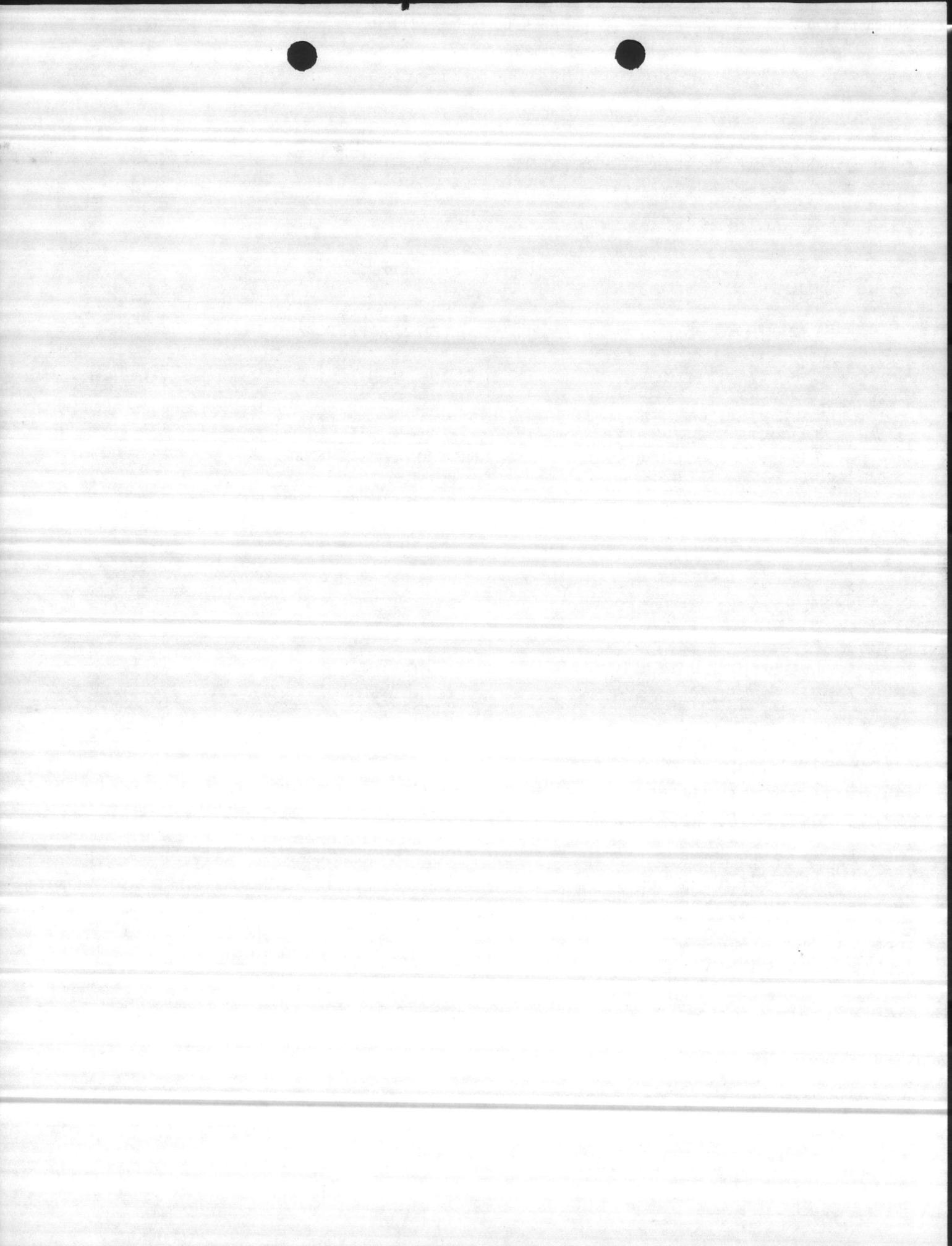


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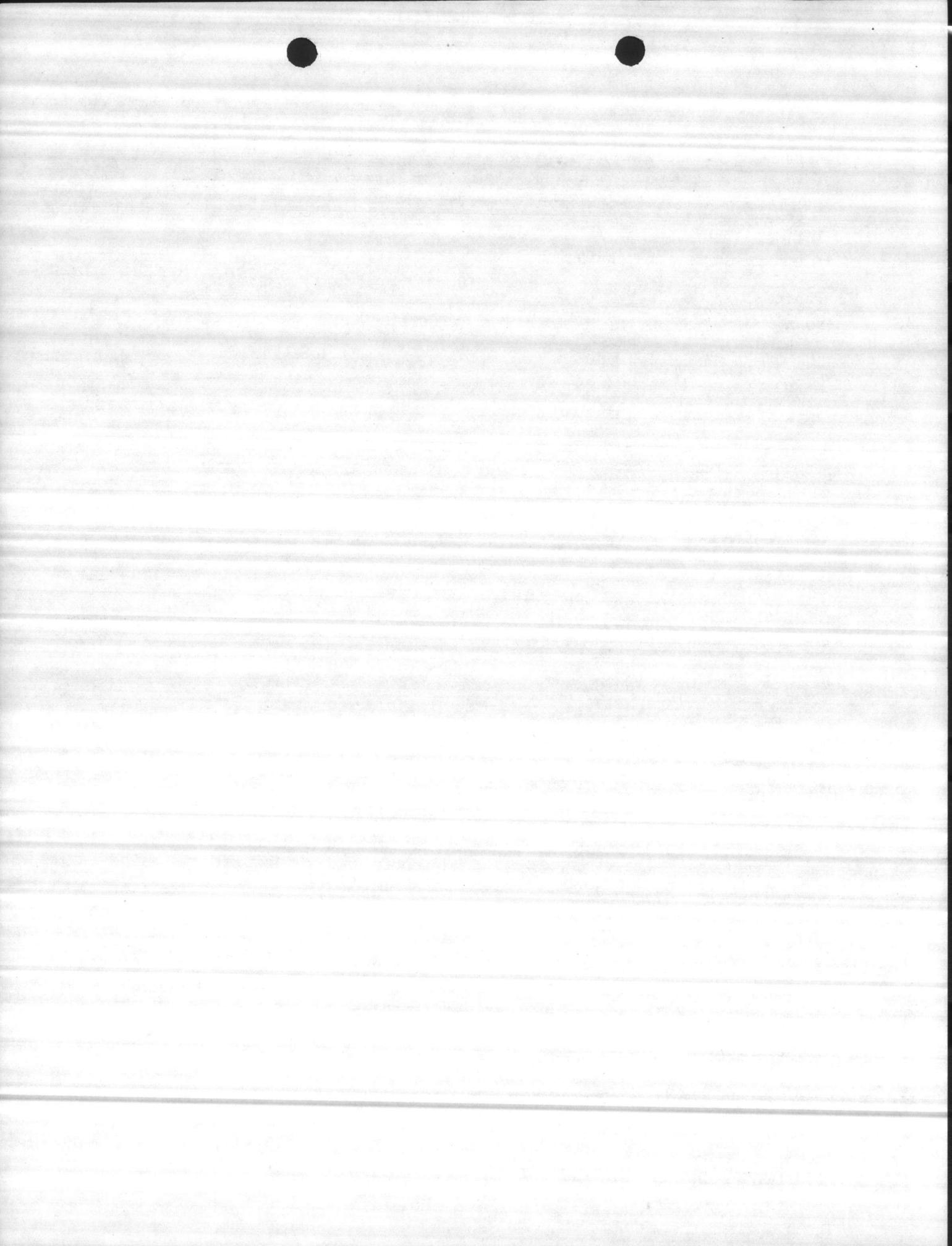
USMC T/O NO. 7512 Base Maintenance Department

LINE	SILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMF AUG	
						NA/CIV	AG/OFF	ENL		OFF	ENL
										NAV/NC	NAV/NC
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					



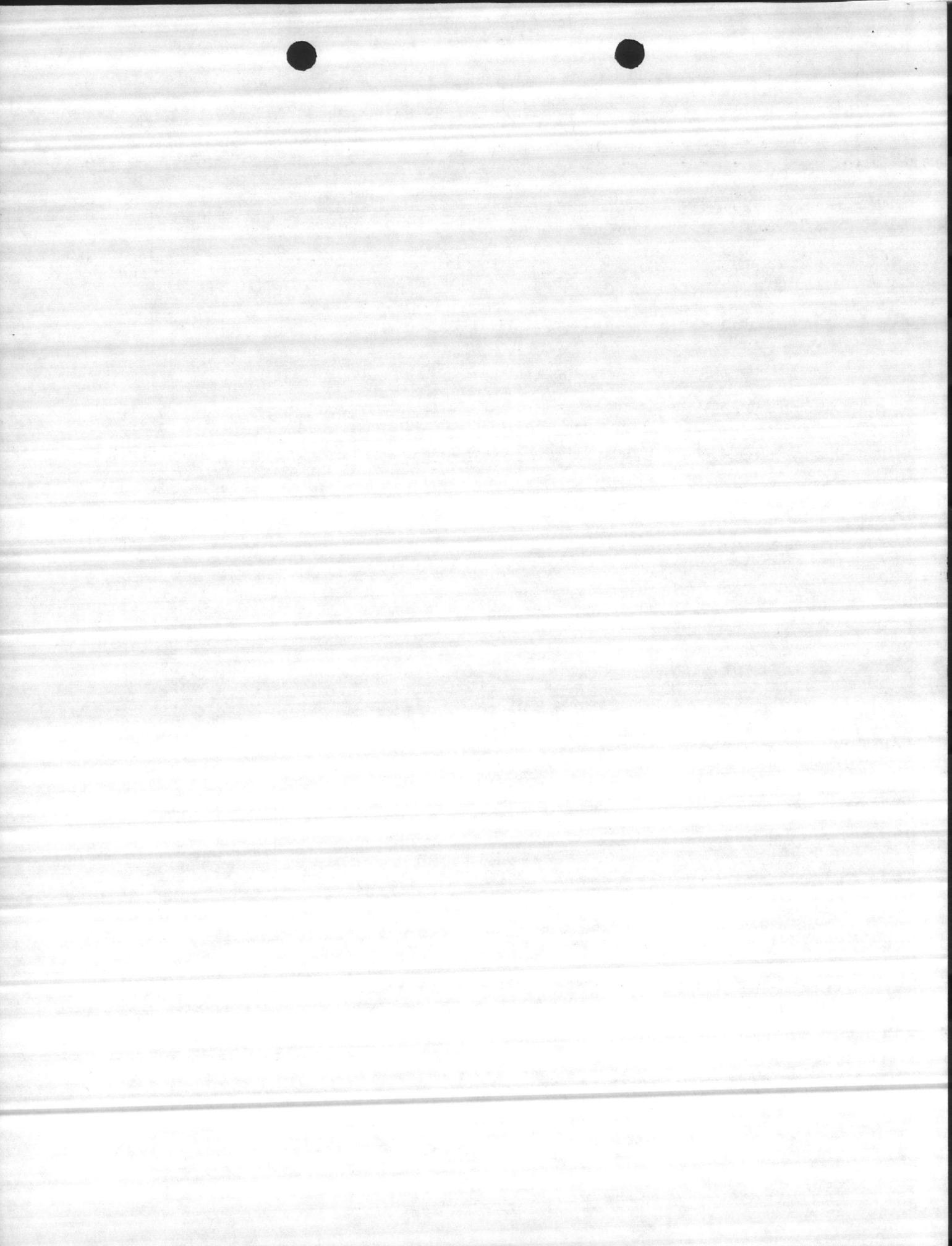
USMC T/O NO.

LINE	DILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMS AGG			
						NA/CIV	AG/OFF	ENL		OFF		ENL	
										NAV	MC	NAV	C
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 PUS	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			1							
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 OPR												
605	FOREMAN {LDGMN} SEWAGE DISP	S	0000			1							
606	PLT OPR												
607	SEWAGE DISPOSAL PLT OPR	NS	0000			1							
608	HLPR, SEWAGE DISP PLT OPR	NS	0000			8							
609	PUMPING EQUIPMENT MECH	NS	0000			1							
609A	WELDER	NS	0000			1							



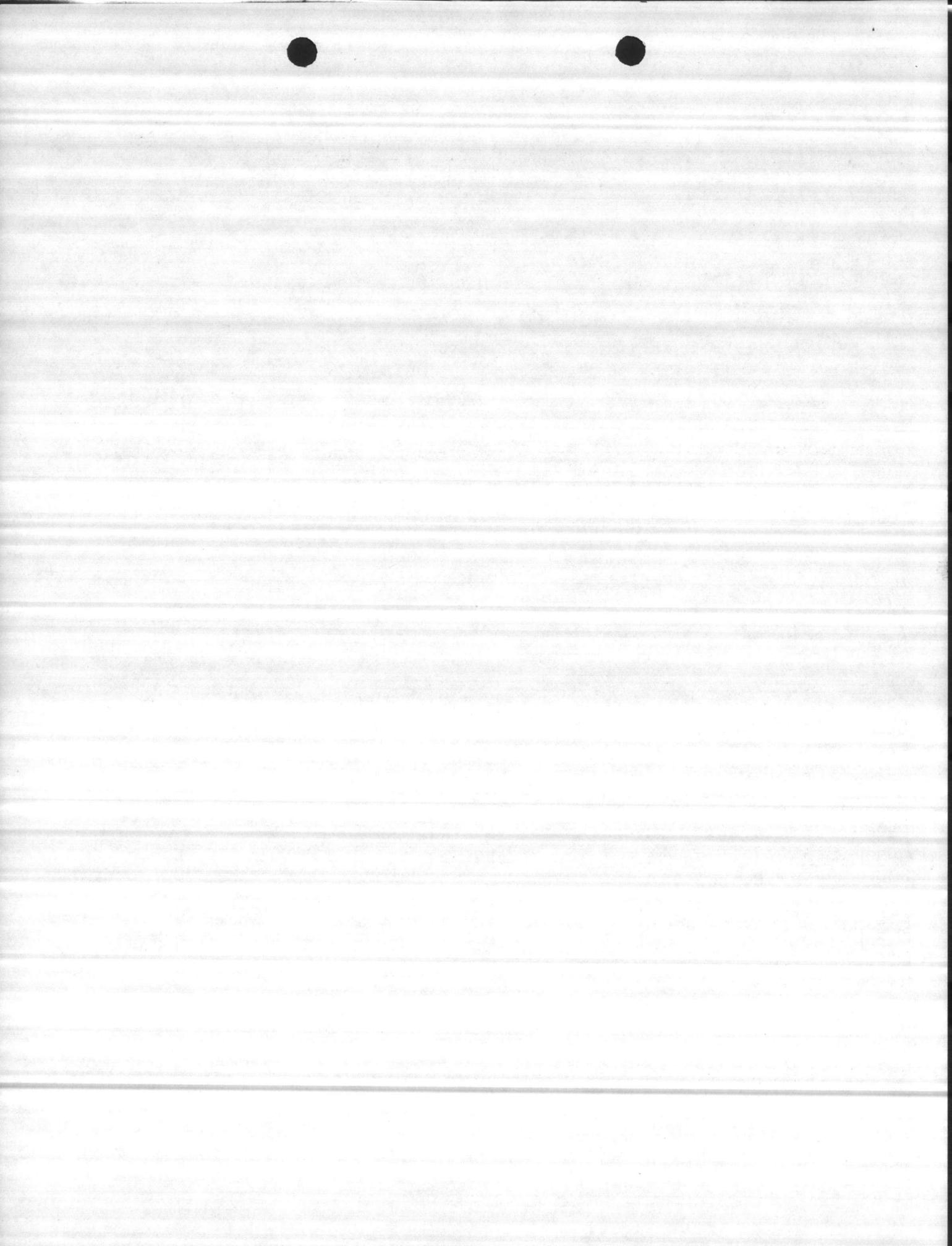
USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED			WPN	FMF AUG	
						NA/CIV	AG/OFF	ENL		OFF	ENL
										NAV MC	NAV MC
613						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	2514		V			1	P		
657	CONSTRUCTION TEAM CHIEF	SGT	2511		V			1	M		



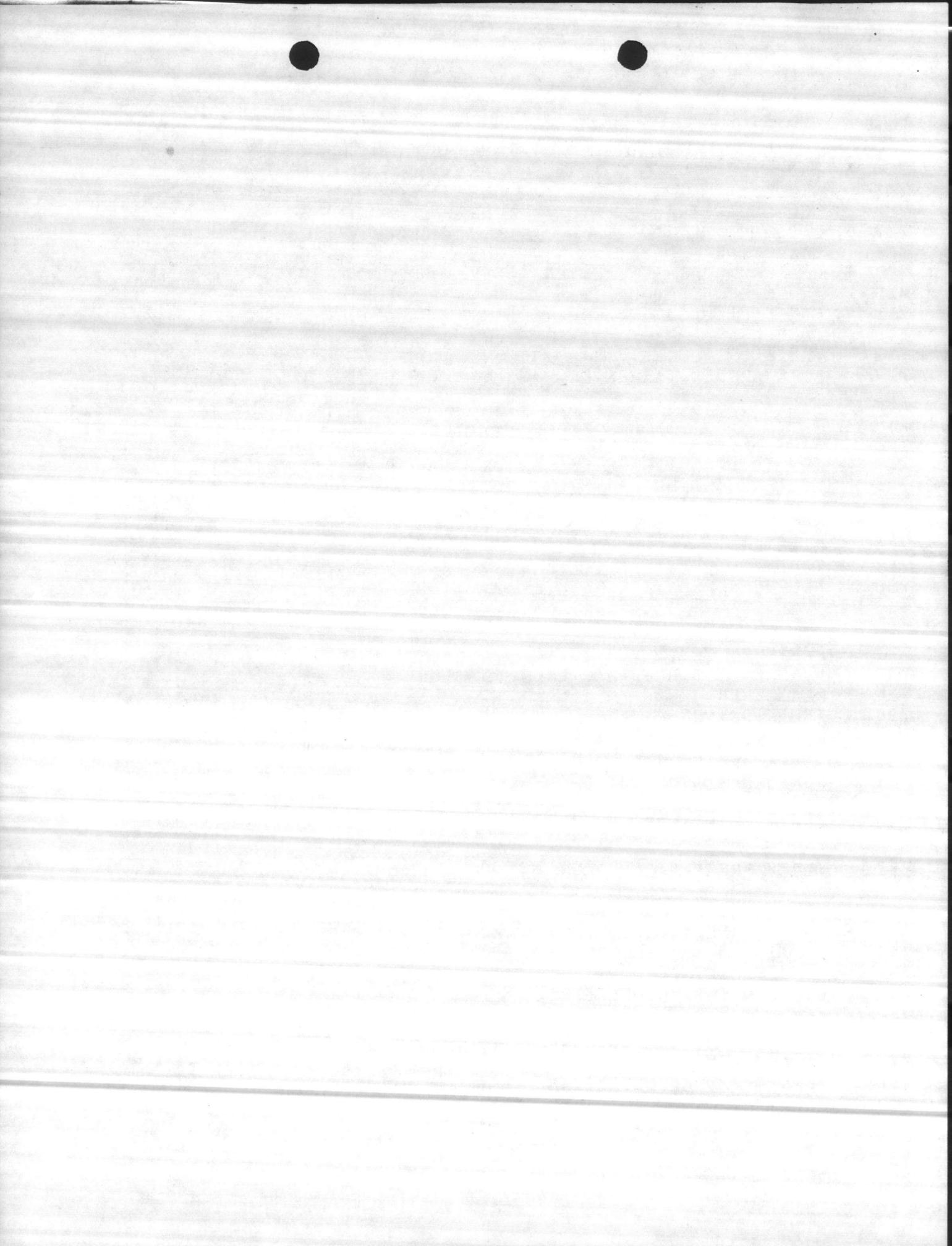
USMC T/O NO.

LINE	SILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMF AUG	
						NA/CIV	AG/OFF	ENL		OFF	ENL
										NAV/MC	NAV/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	GEN FOREMAN I CARPENTER	S	0000			1					
702	FOREMAN {LDGMN} CARPENTER	S	0000			1					
703	LOCKSMITH	NS	0000			1					



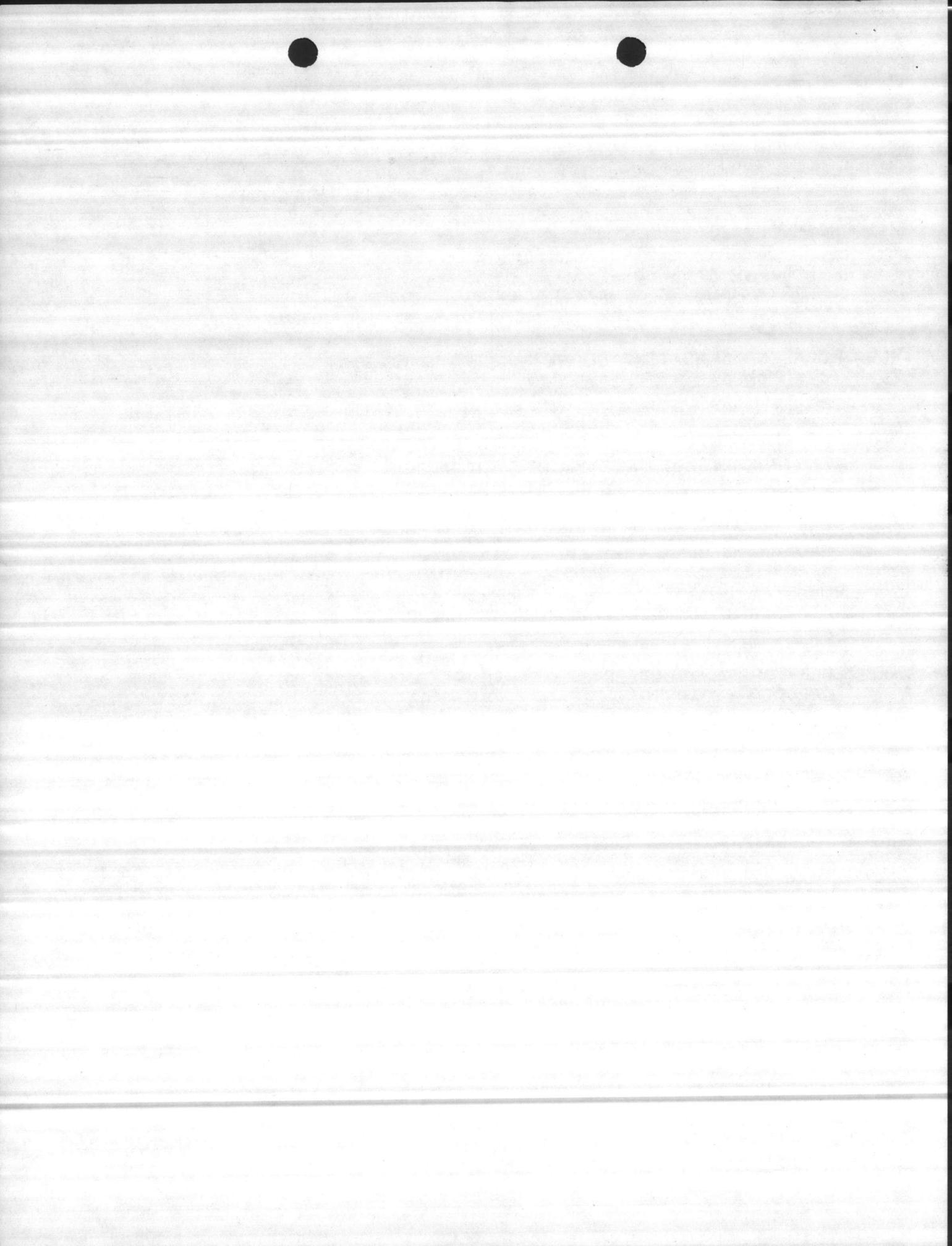
USMC I/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMF AUG	
						NA/CIV	AG/OFF	ENL		OFF	ENL
										NAV MC	NAV 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 B OR S	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} ELECTRICIANS		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 LNMMN	S	0000			1					
757	ELECTRICIAN LINEMAN	NS	0000			7					



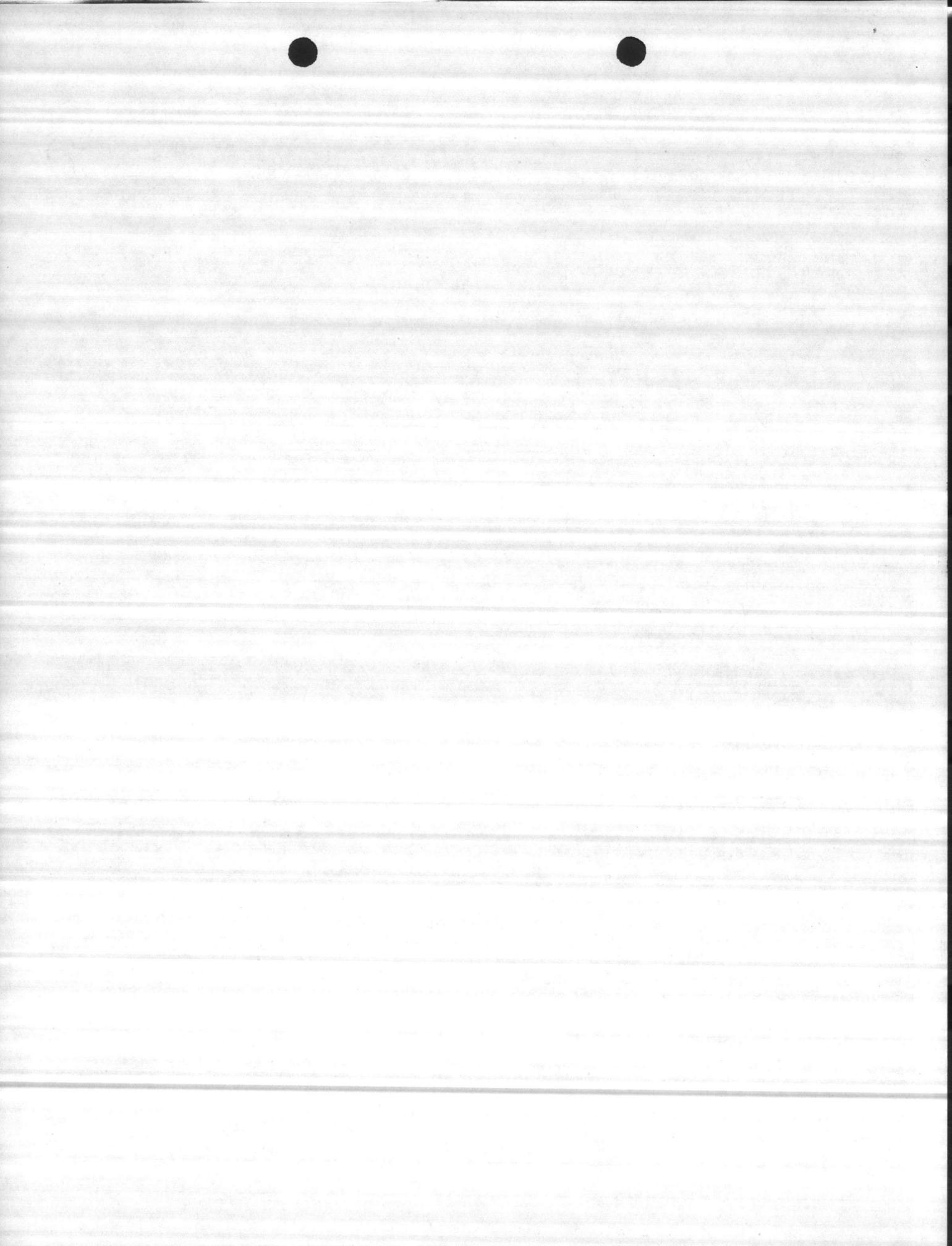
USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	PAP	AUTHORIZED			FMF A...	
						NA/CIV	AG/OFF	ENL	OFF	ENL
									NAV	MC
758	ELECTRONICS MECHANIC	NS	0000			1				
759	HLPR/APPREN ELEC LNMM	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 METALUKING 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			1				
804	TRUCK DRIVER	NS	0000			3				



USPC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMF AUG			
						NA/CIV	AG/OFF	ENL		OFF		ENL	
										NAV	MC	NAV	MC
805	LABORER	NS	0000			45							
806	FIELD TRACTOR OPERATOR	NS	0000			3							
807	POLICE NCO ASST	CPL											
808						77							
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						20							
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						35							
855	NURSERY AND LANDSCAPING												
856	LANDSCAPE ARCHITECT	GS11	0000			1							
857	FRMN {LDGMN} GROUNDS	S	0000			1							



USMC T/O NO.

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMF AUG	
						NA/CIV	AG/OFF	ENL		OFF	ENL
										NAV/MC	NAV/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					<del>34</del>					
	M & R DIVISION					575					
						810					
						<del>48</del>					
						<del>767</del>					

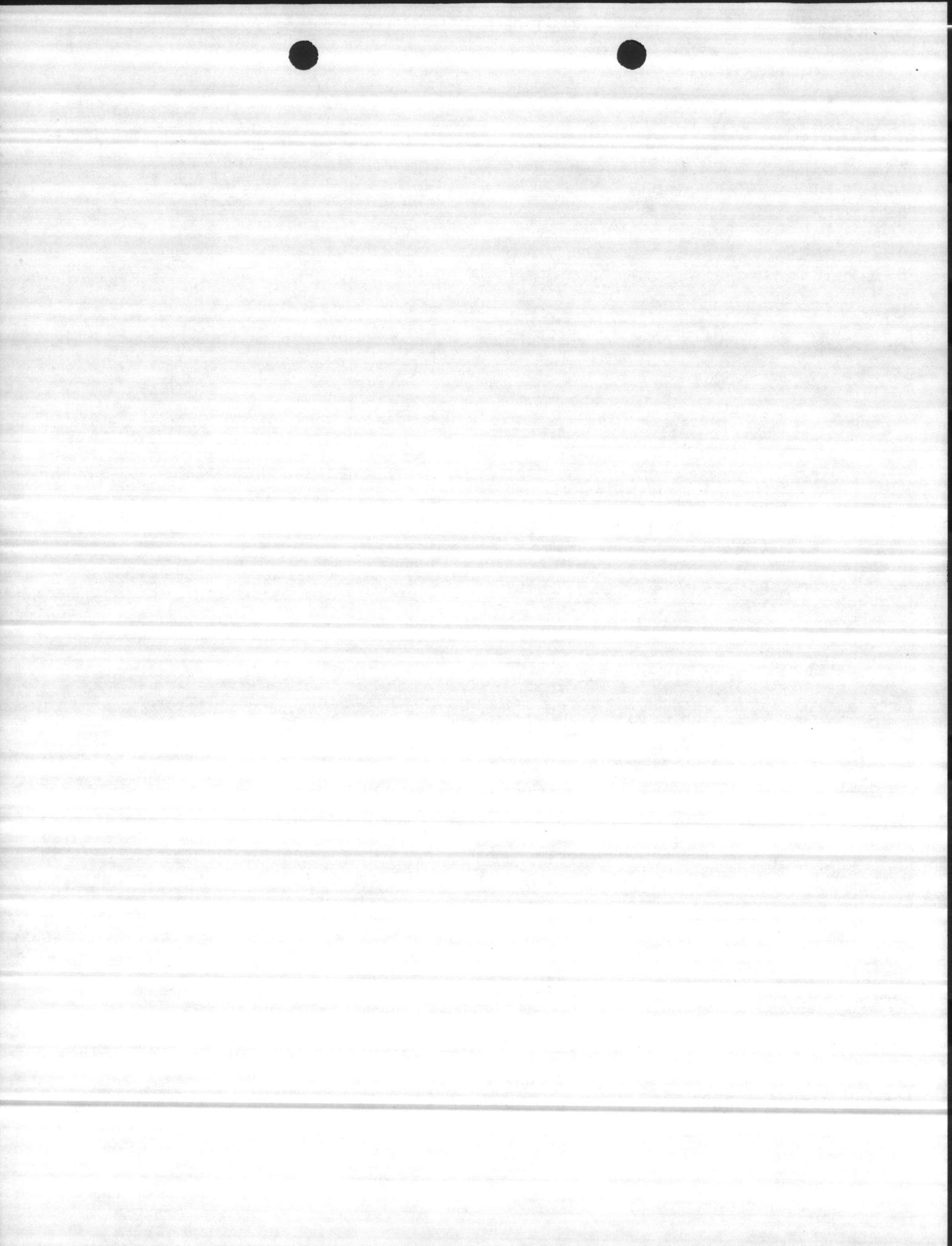
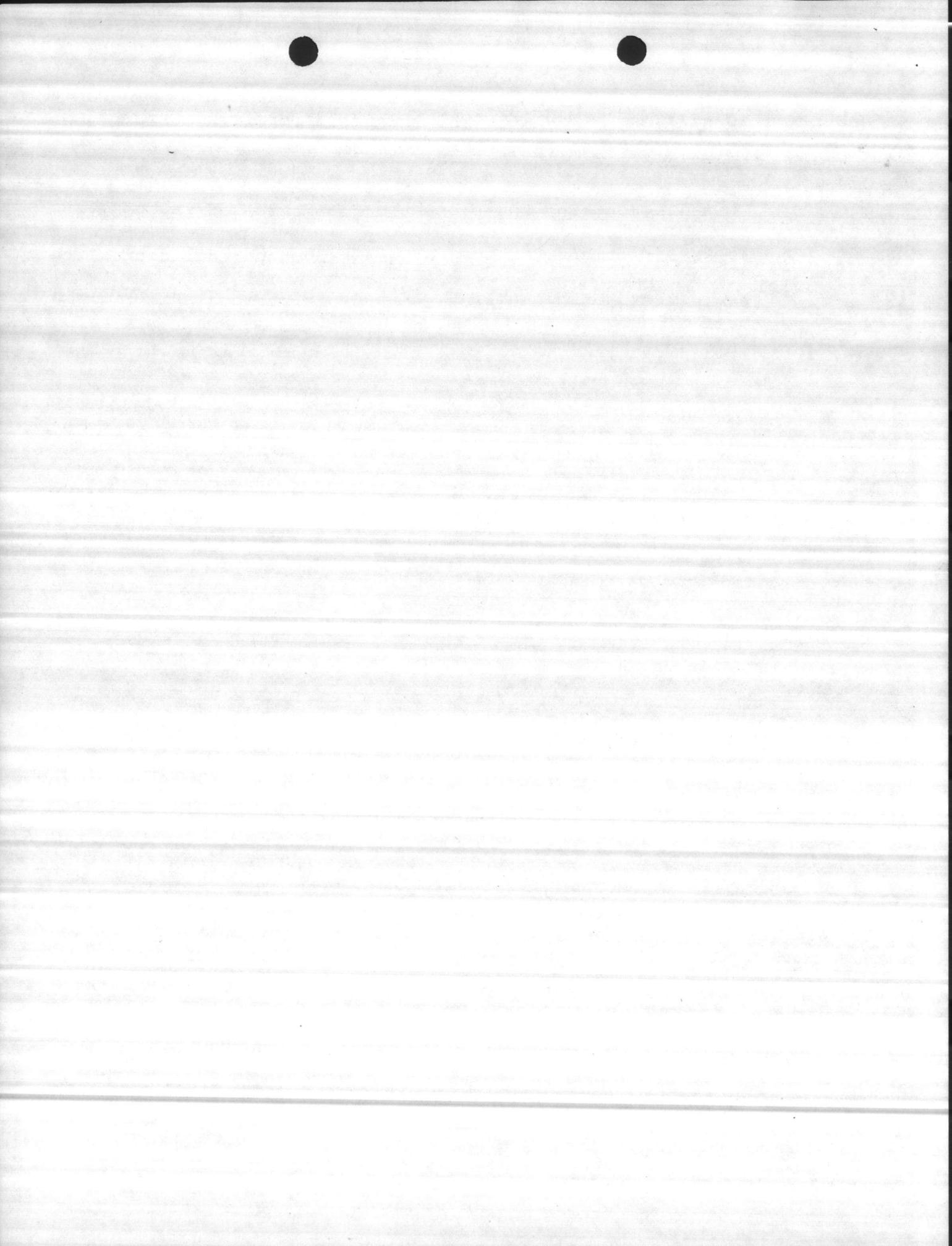


TABLE OF ORGANIZATION, {PUBLIC WORKS DEPARTMENT, MCAS{H}, NEW RIVER}

This TAB contains the present organization of the Public Works Department, Marine Corps Air Station {Helicopter}, New River, North Carolina, with Organizational Chart.

TAB B to  
APPENDIX 1 to  
ANNEX A

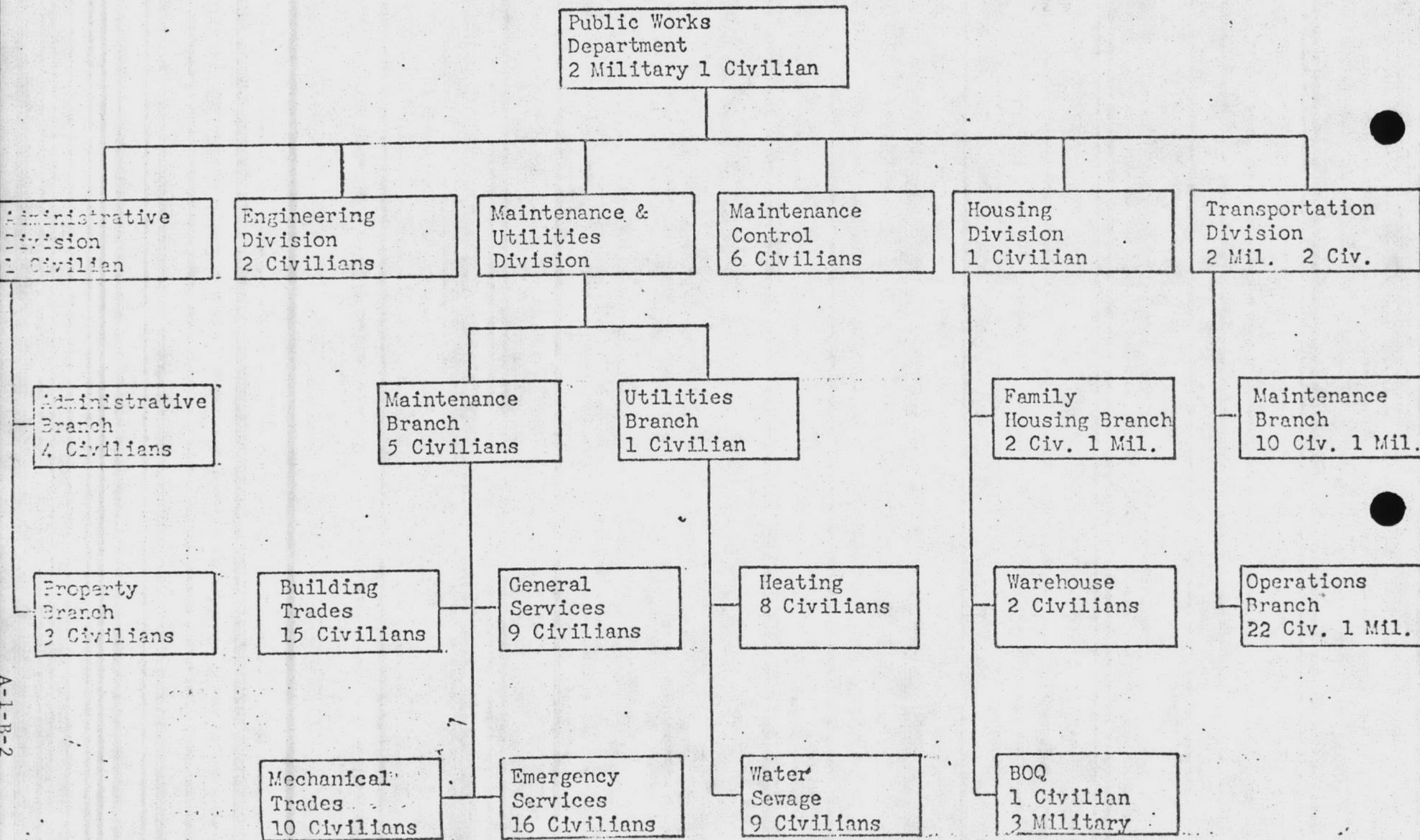
A-1-B-1



7 August 1970

130 Permanent Civilians  
6 Temporary Civilians  
2 Summer Hire Civilians  
33 Military

171 TOTAL





69 Full Time Permanent  
 3 Vacant  
 1 Temporary

73 Civilian Billets

Maintenance/Utilities Division  
 General Foreman II

Maintenance Branch  
 1 General Foreman I  
 1 Maintenance Scheduler  
 1 Shop Planner  
 1 Shop Planner (Vacant)

Utilities Branch  
 1 Foreman (Ldgmn)

Mechanical Trades  
 1 Foreman (Ldgmn)  
 1 Welder  
 2 Plumbers  
 2 Electricians  
 1 Sheetmetal Worker  
 1 Electrician (Linesman)  
 1 Refrig/AC Mechanic  
 1 Refrig/AC Mech. (Vacant)

Emergency Service  
 1 Foreman(Ldgmn)(Vacant)  
 2 Electricians  
 2 Plumbers  
 3 Pipefitters  
 1 Locksmith  
 1 Glazier  
 2 Carpenters  
 1 Heating Equip. Mech.  
 1 Pump Equip. Mech.  
 1 Electrician (Linesman)  
 1 Refrig/AC Mechanic

Building Trades  
 1 Foreman (Ldgmn)  
 5 Carpenters  
 1 Plasterer  
 2 Painters

General Service  
 1 Foreman (Ldgmn)  
 1 Pest Control Equip.Opr.  
 3 Laborer, Heavy  
 3 Laborers  
 1 Laborer (Temp)

Heating  
 8 Boiler Plant Operator

Water  
 1 Leader, Water Treat. Opr.  
 3 Water Treat. Plant Opr.  
 3 Helper, Water Treat. Plant Opr.

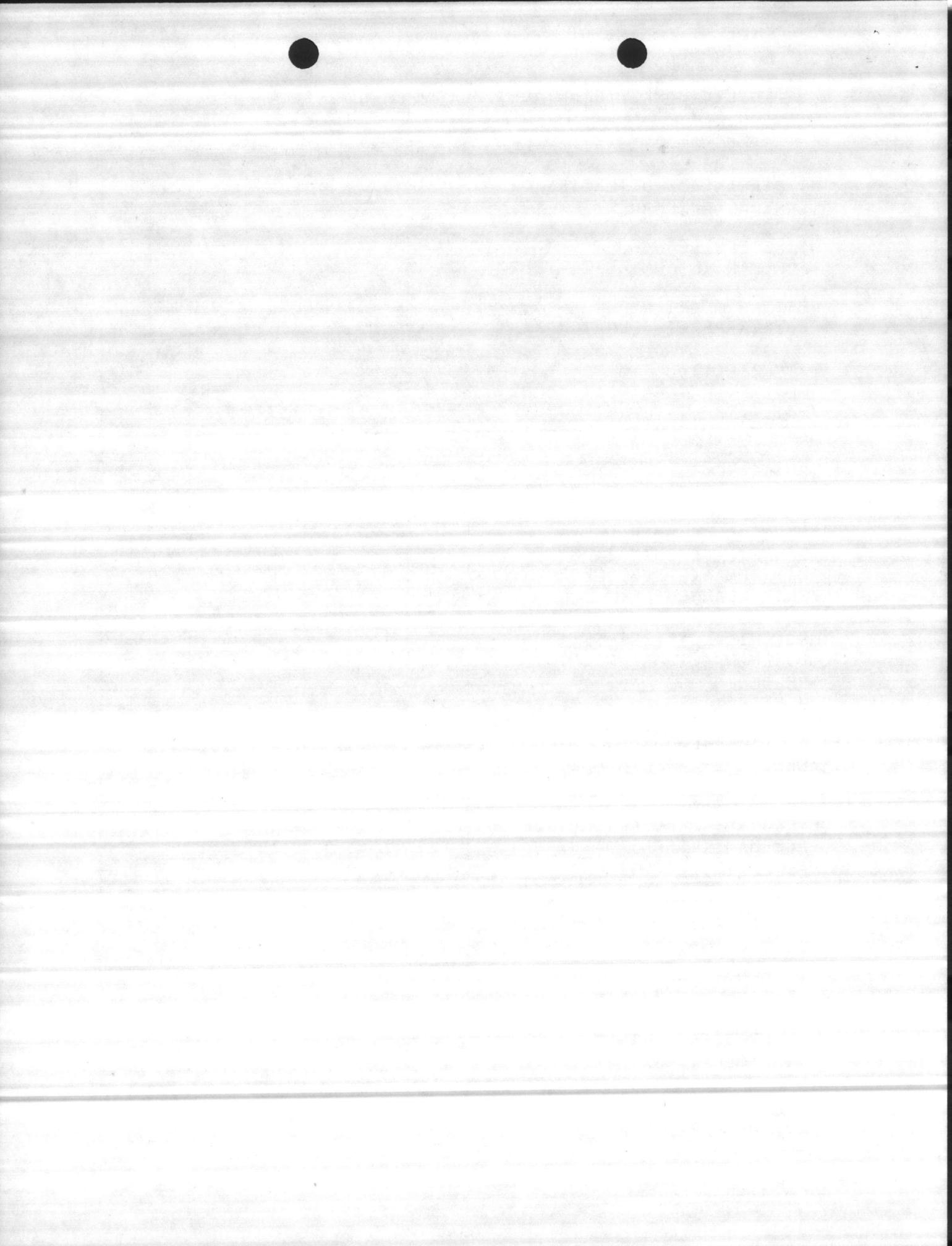
Sewage  
 2 Sewage Disposal Plant Operator

A-1-B-3



USMC T/O NO. PUBLIC WORKS DEPARTMENT MCAS {H} NEW RIVER

LINE	BILLET DESCRIPTION	RANK	MOS	NOTE	P A P	AUTHORIZED			W P N	FMF AUG	
						NA/CIV	AG/OFF	ENL		OFF	ENL
										NAV/MC	NAV/MC
	MAINTENANCE & UTILITIES DIV										
	GENERAL FOREMAN II PW					1					
	UTILITIES BRANCH										
	FOREMAN {LDGMN} UTILITIES					1					
	HEATING SECTION										
	BOILER PLANT OPERATOR					8					
	WATER SECTION										
	LEADER, WATER TREAT. OPR.					1					
	WATER TREAT. PLANT OPR.					3					
	HELPER, WATER TREAT. PLT OPR					3					
	SEWAGE SECTION										
	SEWAGE DISPOSAL PLANT OPR					2					
	MAINTENANCE BRANCH										
	GENERAL FOREMAN I PW					1					
	MAINTENANCE SCHEDULER					1					
	SHOP PLANNER					2					
	MECHANICAL TRADES SECTION										
	FOREMAN {LDGMN} MAINT					1					
	WELDER					1					
	PLUMBER					2					
	ELECTRICIAN					2					
	SHEETMETAL WORKER					1					
	ELECTRICIAN {LINEMAN}					1					
	REFRIGERATION & A/C MECH					2					
	EMERGENCY SERVICE SECTION										
	FOREMAN {LDGMN} MAINT					1					
	ELECTRICIAN					2					
	PLUMBER					2					
	PIPEFITTER					3					
	LOCKSMITH					1					
	GLAZIER					1					
	CARPENTER					2					
	HEATING EQUIP MECH					1					
	PUMP EQUIP MECH					1					
	ELECTRICIAN {LINEMAN}					1					
	REFRIGERATION & A/C MECH					1					
	BUILDING TRADES SECTION										
	FOREMAN {LDGMN} MAINT					1					
	CARPENTER					5					
	PLASTERER					1					
	PAINTER					8					



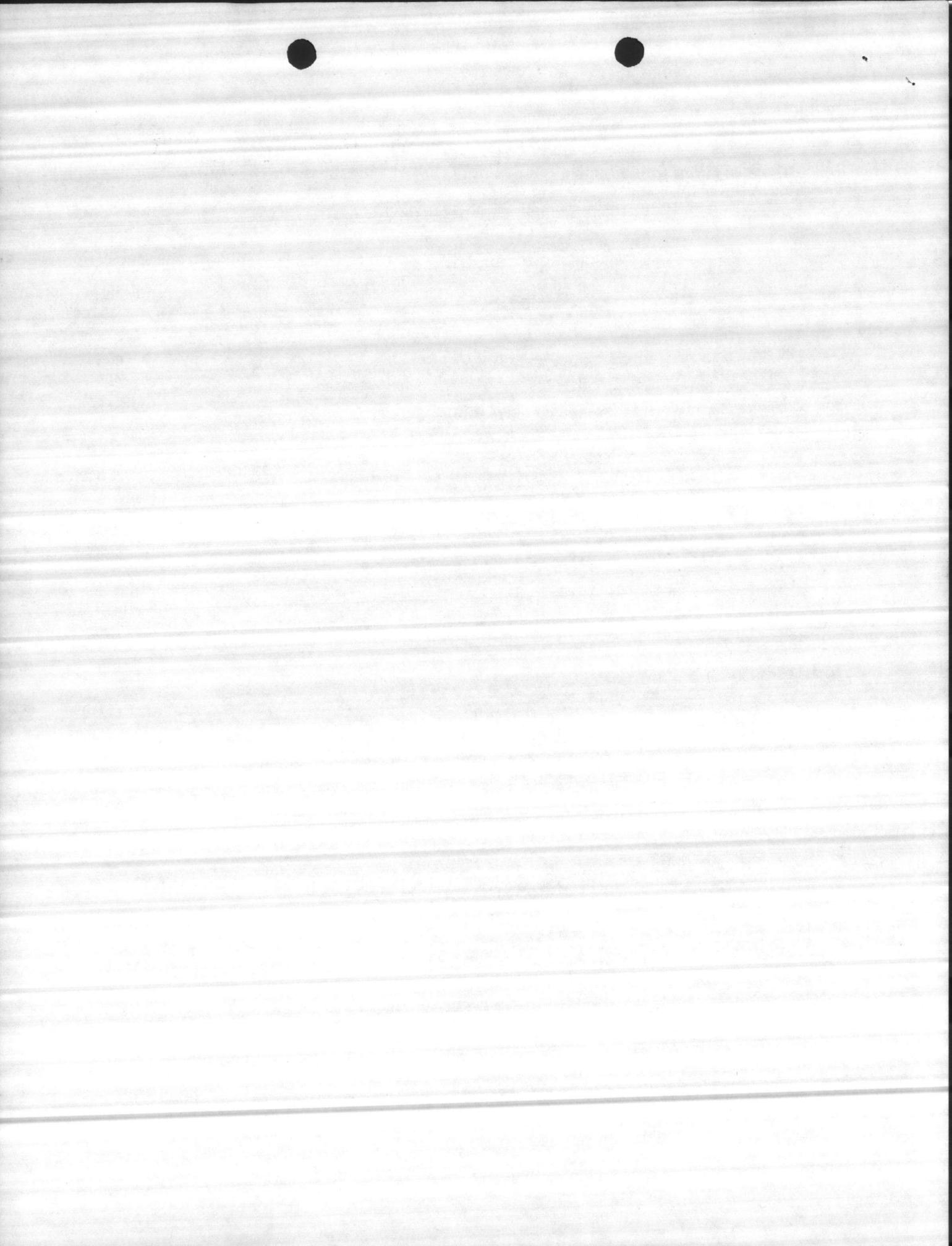




FUNCTIONS

This APPENDIX describes the functions of the Base Maintenance Department, MCB, Camp Lejeune, North Carolina.

APPENDIX 2 to  
ANNEX A



## BASE MAINTENANCE DEPARTMENT FUNCTIONS AND RESPONSIBILITIES

### BASE MAINTENANCE OFFICER

The Maintenance Officer is responsible to the Commanding General for maintenance management in accordance with Facilities Maintenance Manual MCO P11000.4A, Marine Corps Supply Manual, Volume V, MCO P4400.22, current Marine Corps directives and current Base Orders and established policies.

In order to accomplish the mission, Base Maintenance is organized into six Divisions and Special Staff, with functions as follows:

#### SPECIAL STAFF

##### Management Analyst

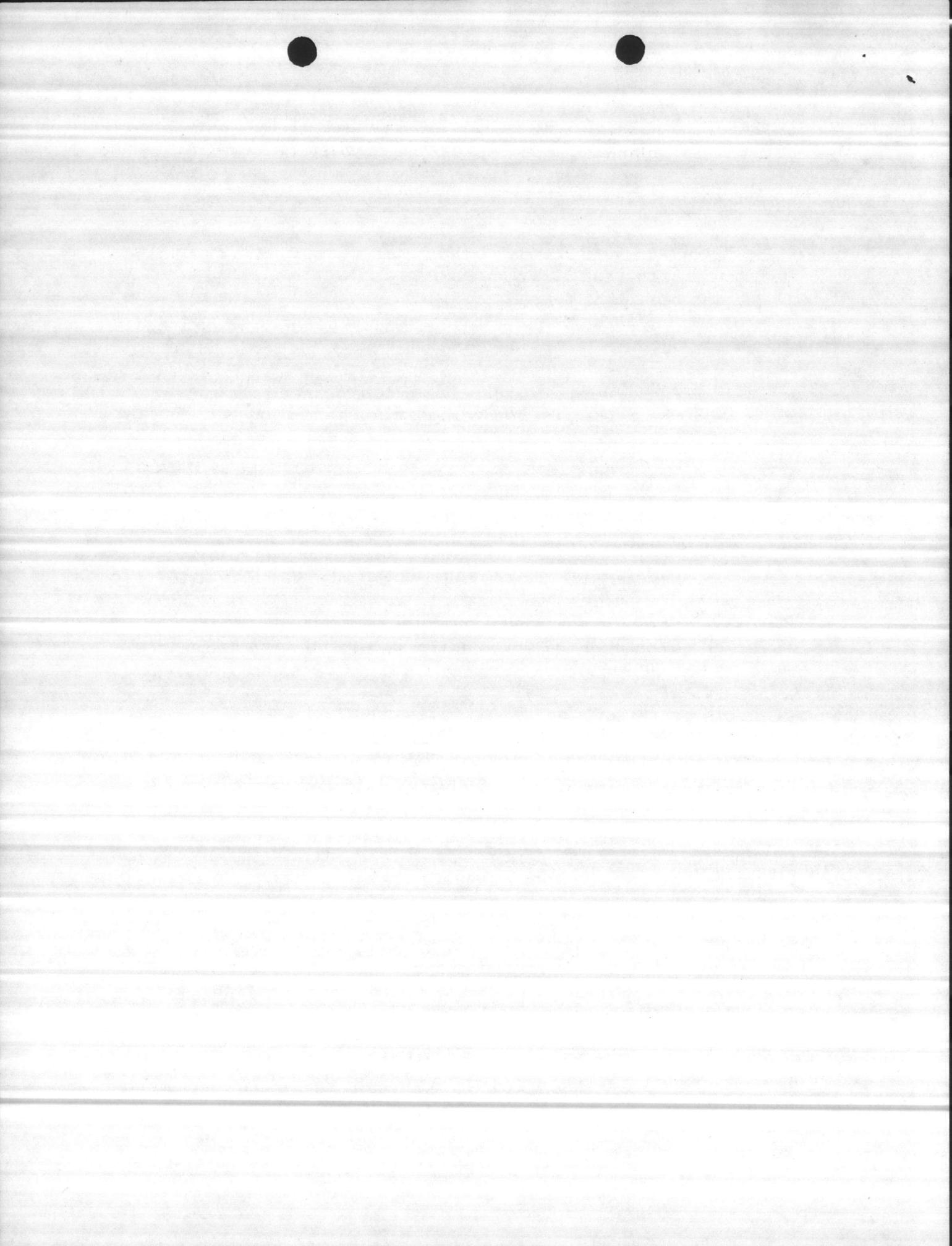
Provides staff assistance to the Maintenance Officer and his Division Directors in the administration and management of the Base Maintenance Department through the conduct of analytic studies, analysis of maintenance management reports and recommended remedial action based thereon, and by carrying out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

##### Maintenance NCO

Liaison between military and civilian work force in areas of maintenance and area police. Maintenance representative on inspections and conferences.

#### ADMINISTRATIVE DIVISION

Advise and furnish assistance to management and all levels of supervision on matters involving civilian employees such as disciplinary actions, appeals, grievances, complaints, attendance, leave, security clearances, incentive awards, hours of work, contributions, collections, employment and classification. Maintenance of authorized personnel records and records pertaining to position and job descriptions, incentive awards, personnel actions, time-keeping, security clearances, travel orders, fund drives and disciplinary action. Provide messenger service. Maintenance of records of Class III & IV plant property and minor property items on charge to this Department, coordinate and expedite supply support, review procedures and recommend improvements.



Preparation of annual budget which includes personnel budgets and complete outline of planned application of funds, collect, analyze and disseminate costs and performance data from current operations, prepare management reports, prepare feeder information for operating reports, maintain required fiscal records, job order accounting and assignment, prepare information for billings for services and utilities rendered on a reimbursable basis, bill and collect telephone accounts.

### CONSERVATION DIVISION

Responsible for the overall improvement, restoration and preservation of the natural resources of the Base, to the maximum extent possible, in the public and military interest; and coordinates all programs of conservation of natural resources to ensure consideration, development, supervision, and/or accomplishment within the parameters and criteria of current conservation practices, trends, concepts and instructions, consistent with the military mission of the Base.

a. Forestry Branch. Implement and carry out the Base Forestry Management Plan which involves preparation and supervision of timber harvest contracts; reforestation by planting or natural reproduction; timber stand improvement; prescribed burning and fire prevention and suppression.

b. Fish & Wildlife Branch. Conservation and wildlife management, to include propagation, preservation and manipulation, predator control, food plot preparation, and enforcement of all state, federal and base laws and/or regulations pertaining to recreational boating, hunting and fishing aboard the Base.

### OPERATIONS DIVISION

Administers the controlled maintenance program for this Department. This includes:

- a. Planning a maintenance program.
- b. Screening and classifying all work requests prior to submission to Maintenance & Repair Division for accomplishment.
- c. Continuous inspection of buildings, structures, utilities, roads and grounds to determine the need for maintenance and repair. Preparation of the Type A Annual Inspection Summary for submission to Headquarters Marine Corps.
- d. Preparation of manpower and material estimates for job orders.



- e. Determination of the need for engineering advice and assistance.
- f. Initiation of work requests to the Public Works Officer to perform work by contract. Represents Base Maintenance at final inspection of work done by contract.
- g. Responsible for recommendation and justification for special maintenance, alteration and repair projects when the need for such projects is indicated by recurring or costly maintenance experience.
- h. Receives inspection reports on quarters from Director, Quarters and Housing and processes work authorizations for accomplishment of work.

#### TELEPHONE DIVISION

Maintenance and operation of the Base Telephone System. This encompasses the day to day operation and maintenance and includes:

- a. Control of official and unofficial telephone service rendered through the system by investigating and taking appropriate action on all requests for new service and requests for removal, relocation and rearrangement of existing service.
- b. Operation and control of the Base switchboard, including supervision of telephone operators.
- c. Establishment and supervision of a continuous comprehensive maintenance program by scheduling the necessary inspections, testing and preventive maintenance work necessary for the accomplishing of detection and correction of deficiencies and to ensure that the system continues to give adequate service throughout the life of the equipment.
- d. Maintains a list of public pay stations by number and location. This list is used to audit the collection and commission statement submitted by the Carolina Telephone and Telegraph Company. Coordinate all pay station service on the Base and maintenance of cable pairs and station lines used to service these pay stations.
- e. Responsible for requesting the Public Works Officer to assist in planning for the necessary expansion and updating of equipment to ensure that the system will provide sufficient telephone service to conduct official Government business.
- f. Maintenance of the Base Fire Alarm System.
- g. Maintenance of the switchboard lines and station equipment of the Base Range Facilities Telephone System.
- h. Maintenance of the switchboards, cables and open wire lines of the First Infantry Training Regiment Telephone System.
- i. The training of telephone technicians in their military specialties by on the job training.
- j. Maintenance of the Naval Hospital Telephone System on a reimbursable basis.
- k. Preparation and publication of the Base Telephone Directory.



## UTILITIES DIVISION

Operations, maintenance and repair to the utilities plants throughout the Base. The major plants are:

a. Steam Generation. Ten central heating plants of both coal and oil types, requiring continuous watch, containing 24 boilers ranging in size from 125 HP to 3000 HP, also, 43 small individual heating plants that are automatic, but are checked daily. Perform inspections and schedules replacement programs.

b. Water Plants. Six water treatment plants and eight water treatment facilities, including 73 wells. All treatment plants require full or part time watch and those not requiring full time watch are checked by roving patrol. All wells are checked on each shift. Perform inspections and schedules replacement program.

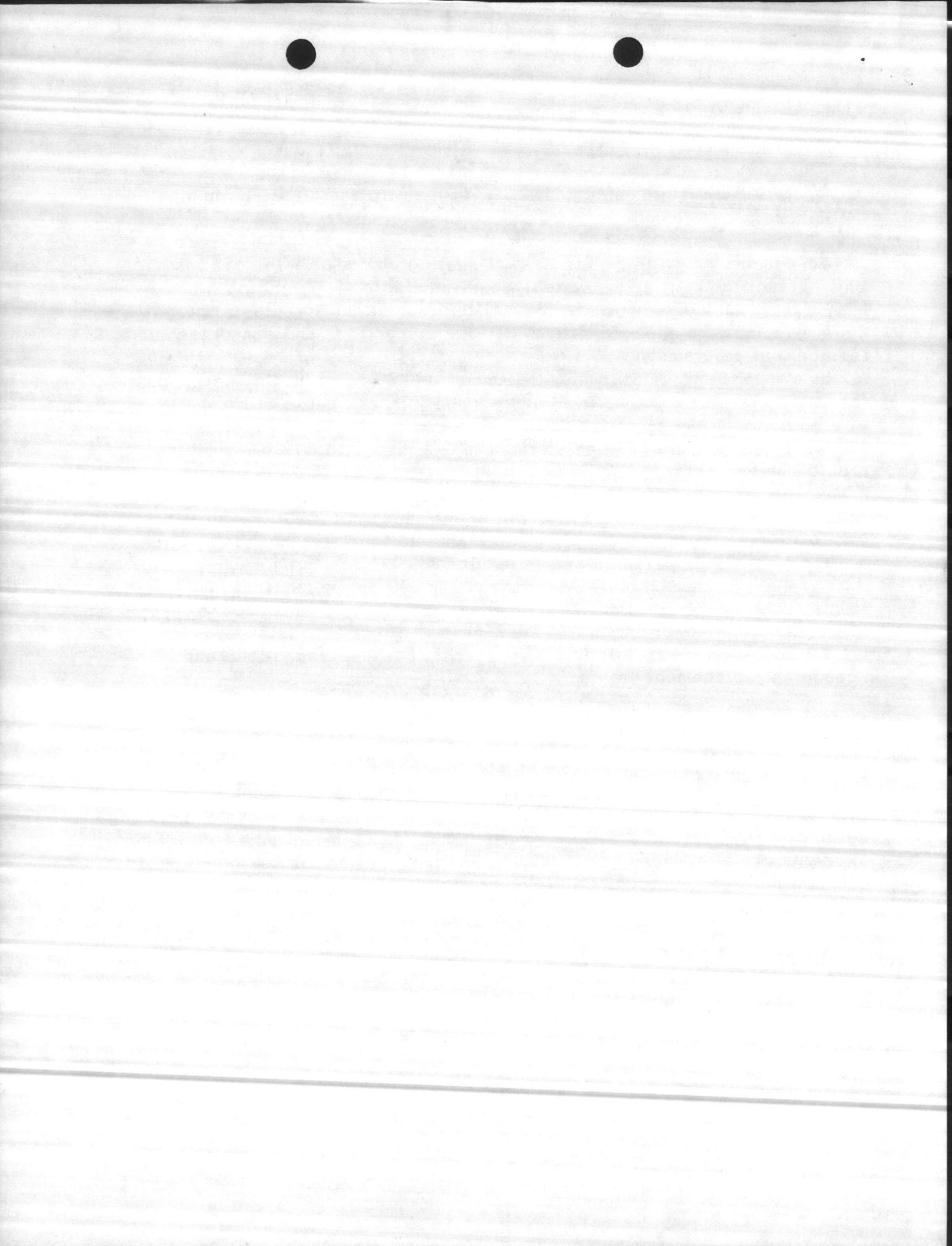
c. Sewage Treatment. Seven treatment plants with 24 lift stations. All plants require full or part time watch and those not requiring full time watch are checked by roving patrol. All lift stations are checked on each shift. Performs inspections and schedules replacement program.

d: Cold Storage Plant. Operation of the equipment required for refrigeration of the building (22 rooms) and manufacture of ice. The plant has eight compressors, with two systems, (1) direct expansion and (2) brine circulation. Requires full time watch. Perform inspections and schedules replacement program.

## MAINTENANCE & REPAIR DIVISION

Maintenance and repair of buildings, structures, roads, grounds, distribution systems, furniture, heating systems, galley and mess hall equipment, air conditioners, refrigerators, performs services such as insect control, garbage collection and disposal, performs horticultural management and work related to new work, alterations, modification and improvement as assigned. To accomplish these tasks, the division is divided into five branches, with duties as follows:

a. Work Management Branch. Receives and schedules minor and specific work authorizations. Orders materials for minor and 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.

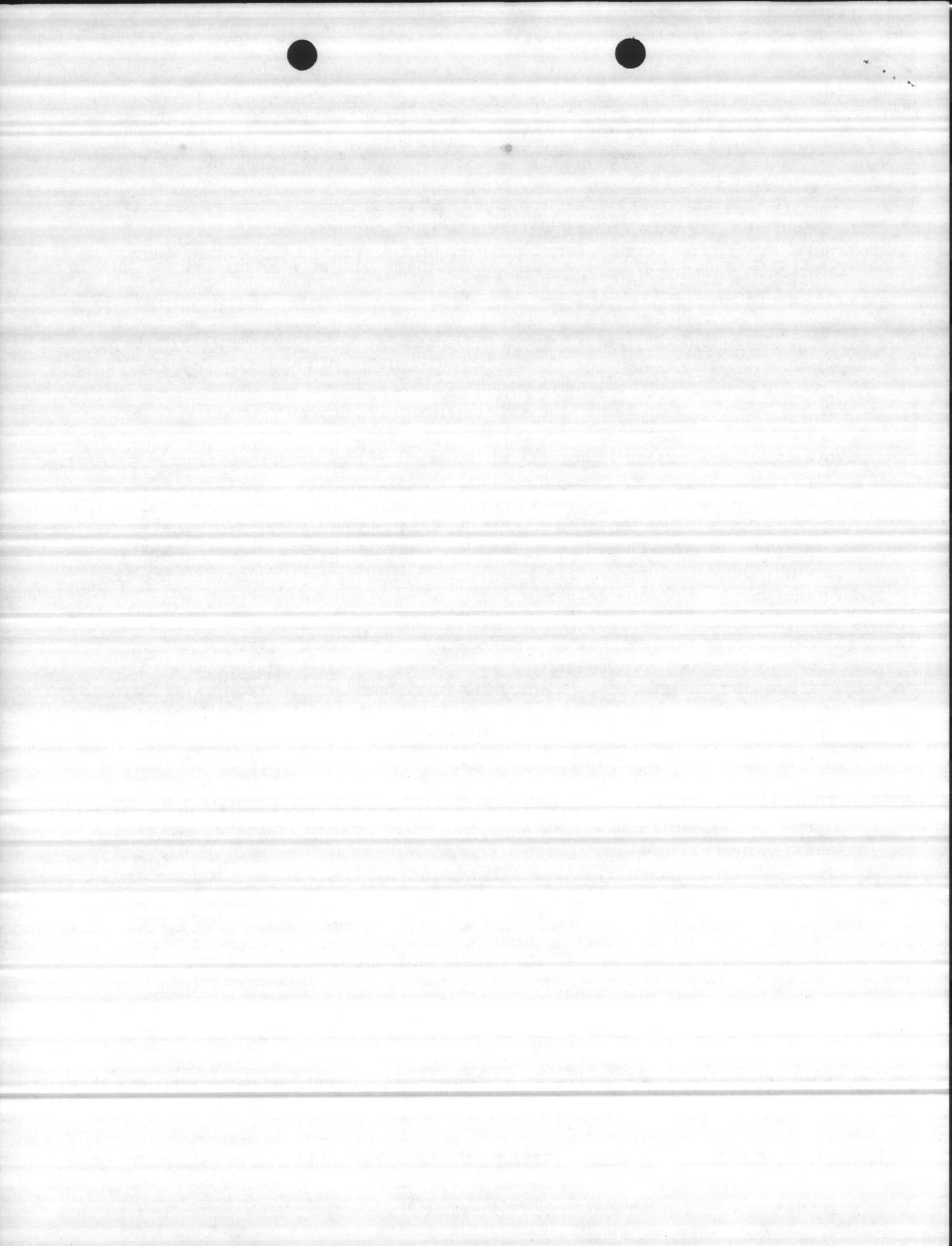


b. Building Trades Branch. Responsible for Carpenter Shop, Plaster Shop, Masonry Shop and Paint Shop. Perform woodworking and associated hardware maintenance and repair, floor covering installation, roofing, millwork, cabinet work, saw filing and tool sharpening, key duplication, lock repair, safe combination changes and repairs, maintenance of shop equipment, venetian blind fabrication, repair and installation, plaster work; masonry work including concrete, brick, tile and stone; painting, glazing, fabrication and repair of signs, sign painting, marking of parking lots and roads.

c. Mechanical Trades Branch. Responsible for Electric Shop, Electrical Distribution Shop, Refrigeration and Air Conditioning Shop, Plumbing and Pipe Shop and Metalworking 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, sub stations 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 traps; cleaning septic tanks; maintenance and repair of steam heating, cooking, cleaning and distribution systems and associated hardware including plant systems and systems to the point of end use; metal products and associated equipment, machining, welding, cutting, brazing, soldering, fabricating from sheetmetal; maintenance and repair of oil, coal and gas heaters and associated equipment.

d. General Services Branch. Responsible for grounds keeping, refuse and garbage collection, insect & rodent control, heavy equipment shops and nursery and landscaping. These shops perform horticultural management; 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, street sweeping and police of assigned areas; planning, directing and coordinating the insect and rodent control program including inspection, eradication and control of termites; operation and maintenance of construction equipment and Onslow Beach bridge.

e. Emergency/Service Branch. Performs emergency/service type work at Hadnot Point, Paradise Point, Midway Park, Tarawa Terrace, Knox Trailer Park, Montford Point, Camp Geiger, Geiger Trailer Park, Rifle Range, Courthouse Bay and Force Troops.



## FACILITIES

This APPENDIX contains listings of the facilities currently being used in connection with maintenance functions at MCB, Camp Lejeune and MCAS{H}, New River. It also contains listings of new facilities constructed subsequent to 1966 {Post-1966}.

## TABS

- A. Maintenance Facilities
- B. New {Post-1966} Facilities

APPENDIX 3 to  
ANNEX A



## MAINTENANCE FACILITIES

This TAB lists the facilities being used by Marine Corps Base, Camp Lejeune and the Marine Corps Air Station {Helicopter}, New River in connection with maintenance operations.

## ENCLOSURES

1. Maintenance Facilities, Marine Corps Base, Camp Lejeune, North Carolina.
2. Maintenance Facilities, Marine Corps Air Station {Helicopter}, New River, North Carolina.

TAB A to  
APPENDIX 3 to  
ANNEX A

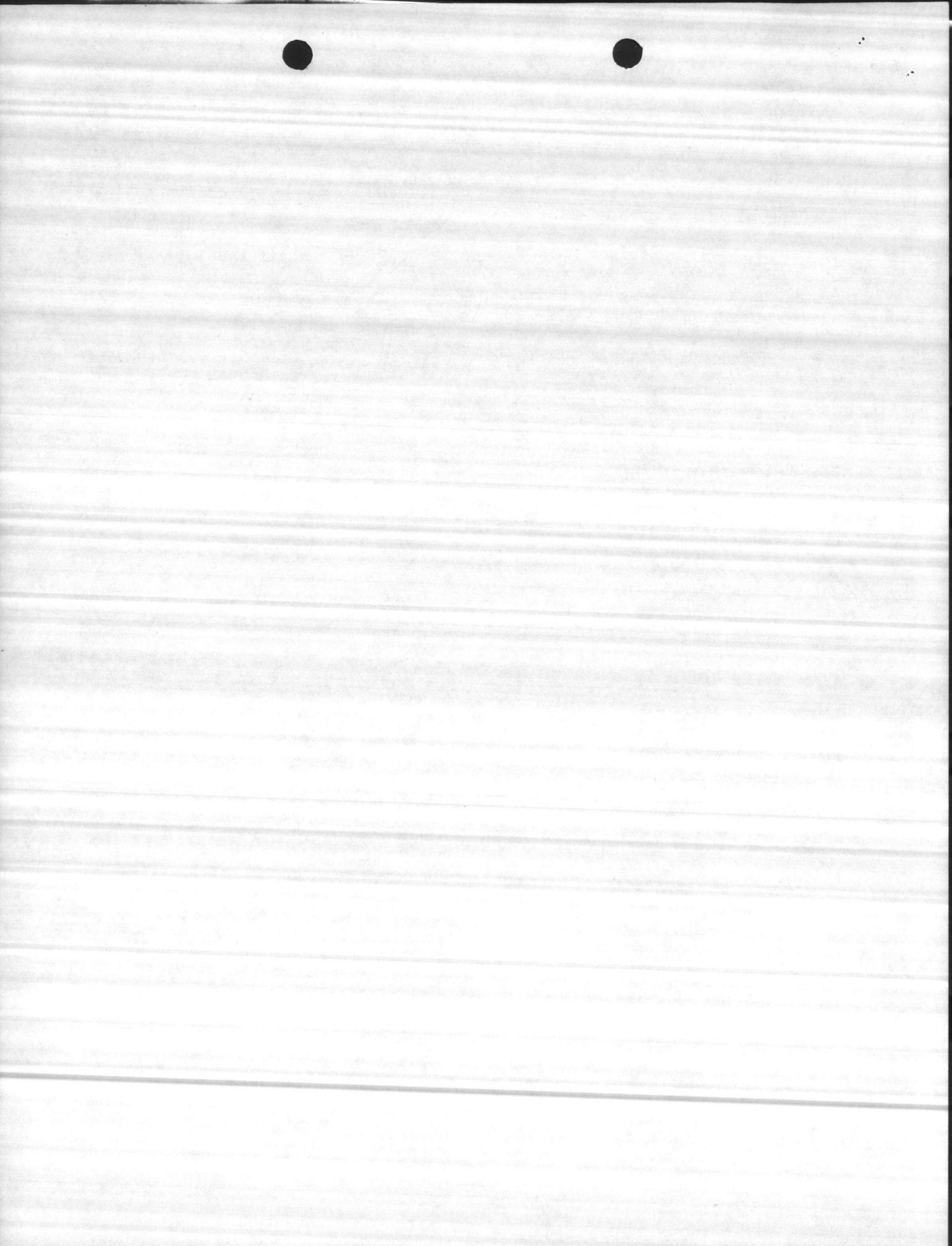


CLASS I AND II MAINTENANCE FACILITIES (MCB, Camp Lejeune)

BASE MAINTENANCE

<u>Bldg No</u>	<u>Bldg Use</u>	<u>Area Sq Ft</u>	<u>Resp Div</u>	<u>Cost</u>
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	Util Div 4424 ft	Note: Gross Tele Div 476 ft, sq ft does reflect mezzanin deck
		1,480		
	Total	4,000		
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	41,560	Adm Div 2283 sqft	363,289
	Ad Bldg/other	6,827	M&R Div 43040 sqft	
	EM Bks w/o Mess	340	Ops Div 3404 sqft	
	Total	48,727		

ENCLOSURE 1 to  
TAB A to  
APPENDIX 3 to  
ANNEX A



<u>Bldg No</u>	<u>Bldg Use</u>	<u>Area Sq Ft</u>	<u>Rep Div</u>	<u>Cost</u>
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



<u>Bldg No</u>	<u>Bldg Use</u>	<u>Area Sq Ft</u>	<u>Resp Div</u>	<u>Cost</u>
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	<u>6,798</u>
	TOTALS	<u>138,179</u>		\$911,587.96



CLASS I AND II MAINTENANCE FACILITIES {MCAS{H}, NEW RIVER}

Building	<u>USE</u>	<u>SQ FT</u>	
Building 122	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.	<u>330</u>	
		5930	{Excluding heads, hall-ways, etc.}
			Total Shops - 7000
	P. W. Fiscal	450	
	Tel. Bus. Off.	250	
	Housing	300	
	Maint. Cont.	400	
	Design	550	
	P. W. Admin.	<u>1000</u>	
	2950	Total Office - 3500	
		Bldg Total - 10,500	
Building 124	<u>USE</u>	<u>SQ FT</u>	
	Carpentry	4000	
	Paint	<u>2500</u>	{Includes head}
	6500	Bldg. Total	
Building 119	P. W. Labor Shop	1220	{Includes head}
	Auto. Veh. Maint.	980	
	Motor T. Stor.	<u>720</u>	
		2920	Bldg. Total
Building 118	Veh. Maint.	4000	
	Admin.	280	
	Tool Room	<u>380</u>	
		4660	Bldg. Total - 5000
Building 120	Paint Stor.	360	
	TOTAL	<u>23,320</u>	

ENCLOSURE 2 to  
 TAB A to  
 APPENDIX 3 to  
 ANNEX A



NEW {POST - 1966} FACILITIES

This TAB contains a listing of new facilities constructed at Marine Corps Base, Camp Lejeune and Marine Corps Air Station {Helicopter}, New River subsequent to 1966.

ENCLOSURES

1. New Facilities, Marine Corps Base, Camp Lejeune, North Carolina.
2. New Facilities, Marine Corps Air Station {Helicopter}, New River, North Carolina.

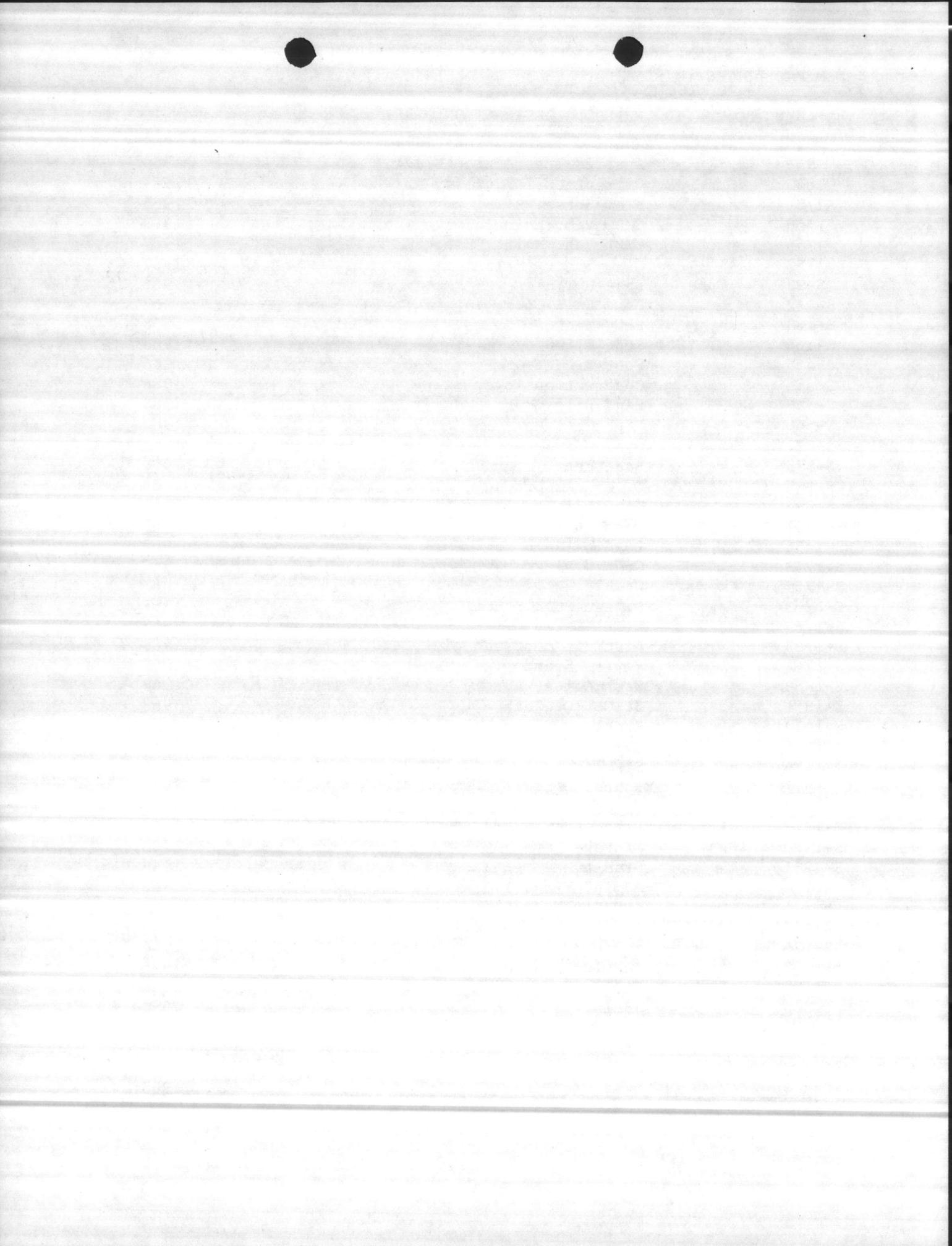
TAB B to  
APPENDIX 3 to  
ANNEX A



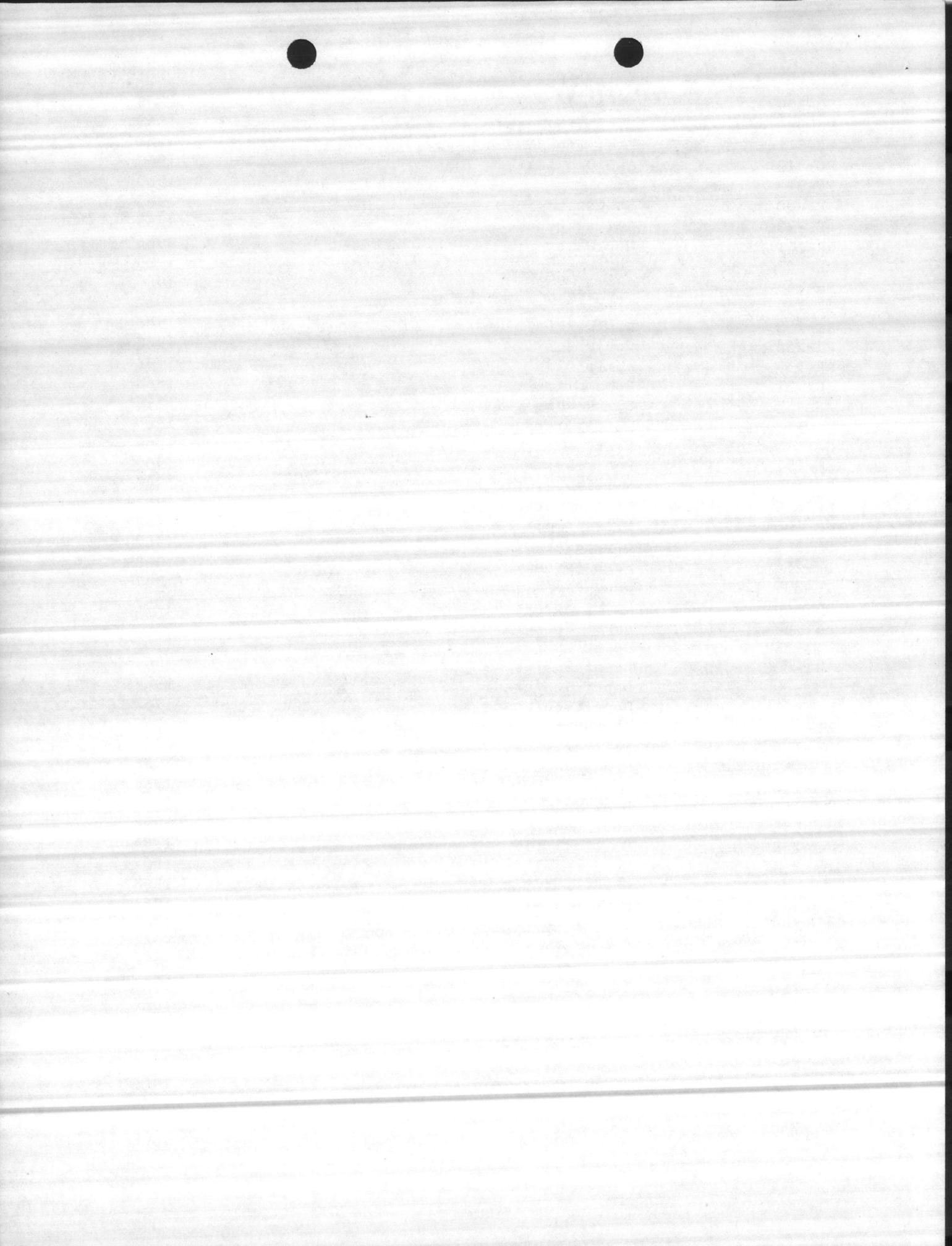
NEW FACILITIES (Marine Corps Base, Camp Lejeune)

<u>BUILDING NO.</u>	<u>BUILDING DESIGNATION</u>	<u>YEAR CONSTRUCTION</u>
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 Veh. 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 Inst Bldg.	1966 (T)
BB-175	ACD/Gen Inst Bldg.	1966 (T)
BB-176	ACD/Gen Instruction Bldg.	1966 (T)
BB-177	Service Station	1966
BB-189	St Cov Org/oth	1966
FC-300	Admin.	1968
FC-301	Storage	1968
FC-302	Storage	1968
FC-303	Mess Hall	1968
FC-304	Bks. w/o Mess	1968

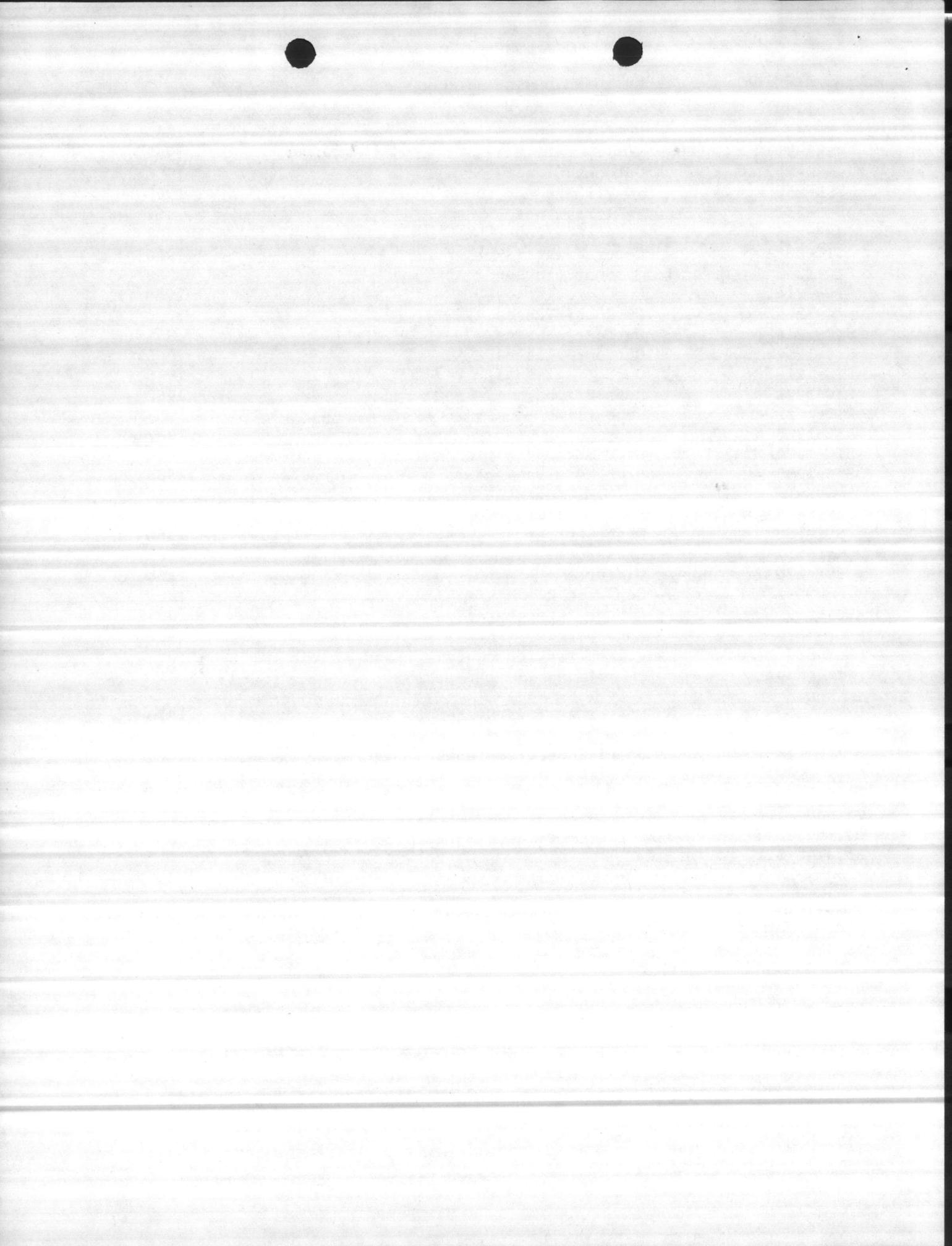
ENCLOSURE 1 to  
TAB B to  
APPENDIX 3 to  
ANNEX A



<u>BUILDING NO.</u>	<u>BUILDING DESIGNATION</u>	<u>YEAR CONSTRUCTION</u>
FC-309	Bks. w/o Mess	1968
FC-310	Bks. w/o Mess	1968
FC-311	Bks. w/o Mess	1968
FC-312	ACD/Gen Inst	1968
FC-313	Disp.	1968
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
RR-253	ACD/Gen Inst Bldg	1968
RR-254	Gen Whse/RI	1968
RR-255	Admin Bldg	1968
SA-31	Rope Climb	1968
SA-32	Class Room	1968
SD-43	Softball fld	1966
SM-190	Peir	1966
SM-191	Fuel tk	1966
SM-193	Filling Station	1967
SM-195	Filling Station	1967
SM-196	Class Room	1969
SM-263	Covered Patio	1967
SM-264	Wash Apron	1968
TC-309	Gen Whse/RI	1967
TT-60	Depnt Sch/grade	1967
TT-60A	Depnt Sch/grade	1967
TT-60B	Depnt Sch/grade	1967
TT-60C	Depnt Sch/grade	1967
TT-60D	Depnt Sch/grade	1967
TT-60E	Depnt Sch/grade	1967
VL-169	Gen Whse/RI	1968
VL-176	Tele Ex Bldg	1968
SBA-153	Grease Rack	1966
SBA-154	Filling Station	1966
SBA-155	Flag Pole	1966
SBA-156	Rope Climb	1966
SBA-157	Softball Fld	1966
SBA-158	Horizontal Ladder	1967
SBA-159	Observation Bank	1968
SBB-173	O/open stge/RI	1966
SBB-183	Trng bldg/other	1966
SBB-184	Bus Stop	1966
SBB-185	Bus Stop	1966
SBB-186	Bus Stop	1966
SCG-27	Softball field	1966
SES-134	Trng Saw Mill	1966 (T)
SES-136	Obs Tower	1966
SES-137	O/open stge/RI	1966
SES-138	St Cov Org/oth	1966
SFC-316	Rope Climb	1969
SFC-350	Stockade	1968
SGP- 17	Shed	1968



<u>BUILDING NO.</u>	<u>BUILDING DESIGNATION</u>	<u>YEAR CONSTRUCTION</u>
SPT-32	Animal Pound	1968
SPT-34	HLCP mok up	1968
SRR-91	Volley Ball Ct.	1967
SRR-243	Outdoor Class	1966
SRR-250	VC Village	1966
SRR-251	Well/rsvr pot	1967
SRR-256	Classroom/cover	1968
STC-804A	Covered walkway	1966
STC-1213	Outdoor classes	1966 (T)
STC-1214	Outdoor classes	1966 (T)
STC-1215	Outdoor classes	1966 (T)
STC-1216	Outdoor classes	1966 (T)
STC-1217	Outdoor classes	1966 (T)
STC-1218	Outdoor classes	1966 (T)
STC-1221	Rope Climb	1967
STC-1222	Rope Climb	1967
STC-1223	Trng Mock up	1967
STC-1224	HLCP Mock up	1968
STC-1225	HLCP Mock up	1968
SVL-14	Sm/Arm/PyRo MAG	1967
SVL-162	Mess Shelter	1966
SVL-163	Mess Shelter	1966
SVL-167	Classroom	1968
SVL-170	Classroom	1968
USO-2	Gen Whse/RI	1968
RNGK-209	Ambush trng course	1969
RNGK-302	Rnge battle sight	1967
RNGK-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	



NEW FACILITIES (M [H], NEW RIVER)

<u>BLDG. NO.</u>	<u>JOB ORDER NO.</u>	<u>OCCUPANTS USE</u>
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	Acid/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

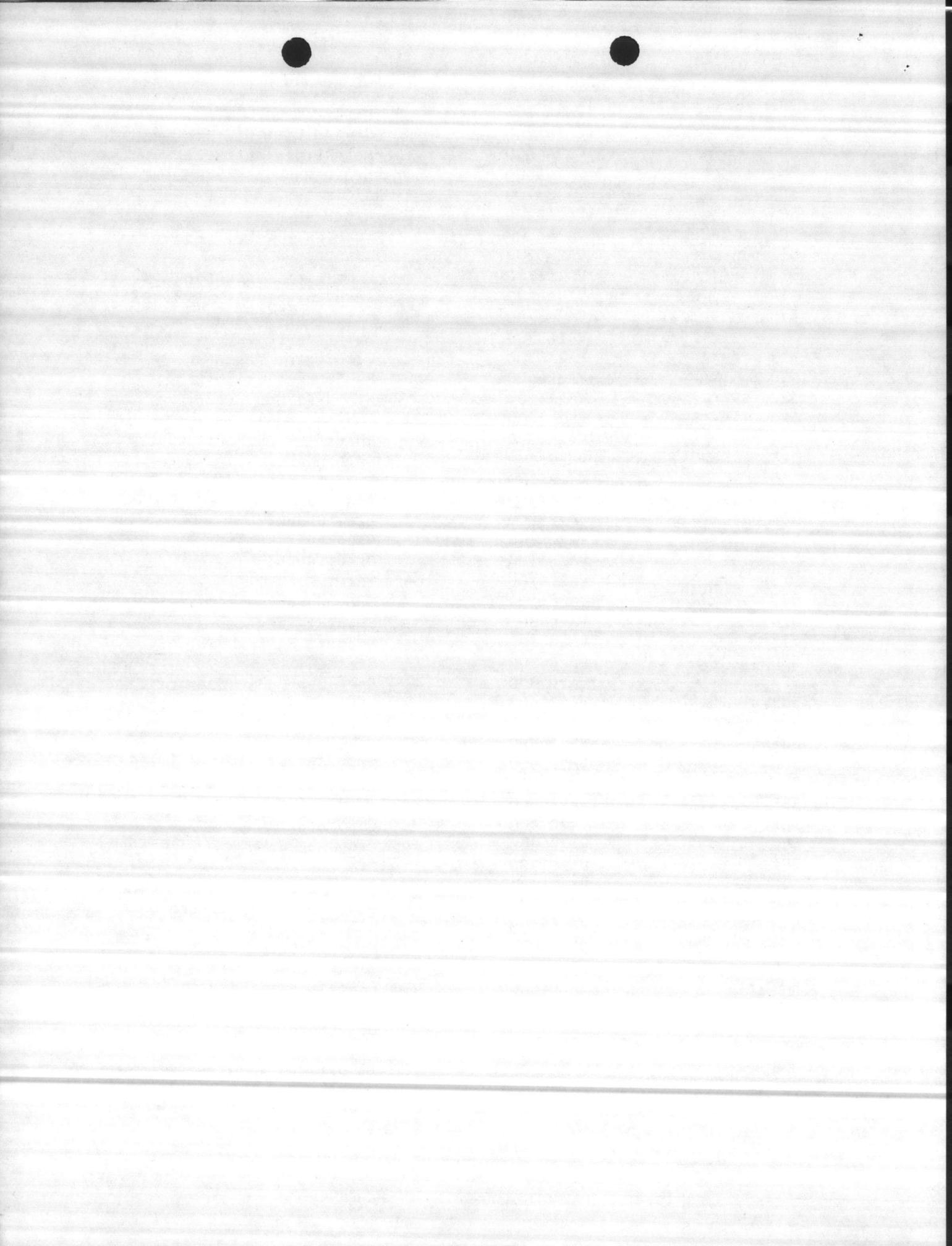
ENCLOSURE 2 to  
 TAB B to  
 APPENDIX 3 to  
 ANNEX A



<u>BLDG. NO.</u>	<u>JOB ORDER NO.</u>	<u>OCCUPANTS USE</u>
* 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



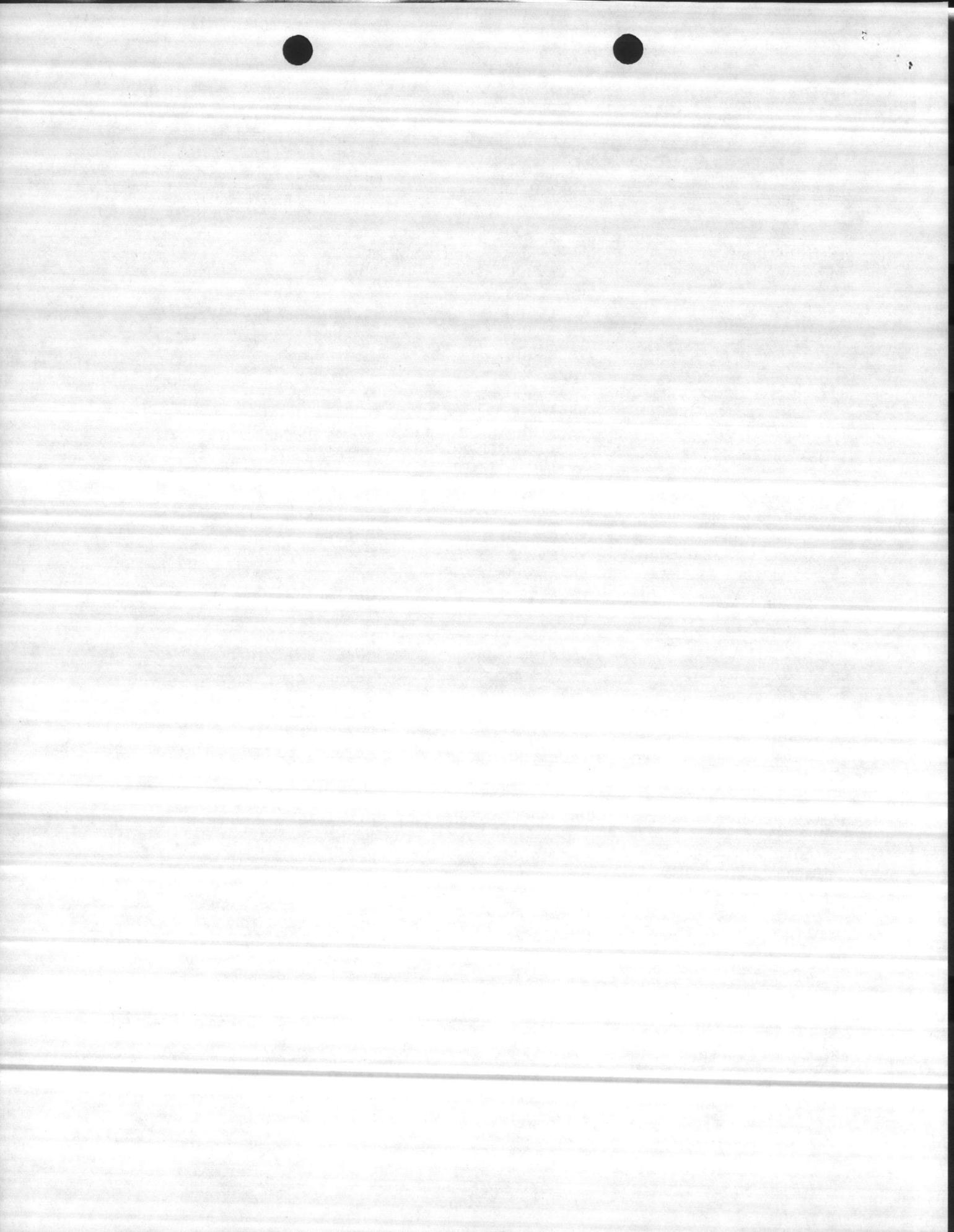
<u>BLDG. NO.</u>	<u>JOB ORDER NO.</u>	<u>OCCUPANTS USE</u>
* 425	VA2A4100	Disbursing
426	VA2A2200	Sewage Lift Station
500	VA2A4600	Hose Drying Rack
502	VA2A4600	Crash Barn
504	VA2B3700	A/C Maintenance Hangar
* 505	VA2A6200	A/C Wash Rack
* 506	VA2A6200	Wash Rack Pump House
* 512	VA2A6200	A/C Deluge System
* 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



<u>BLDG. NO.</u>	<u>JOB ORDER NO.</u>	<u>OCCUPANTS USE</u>
* 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



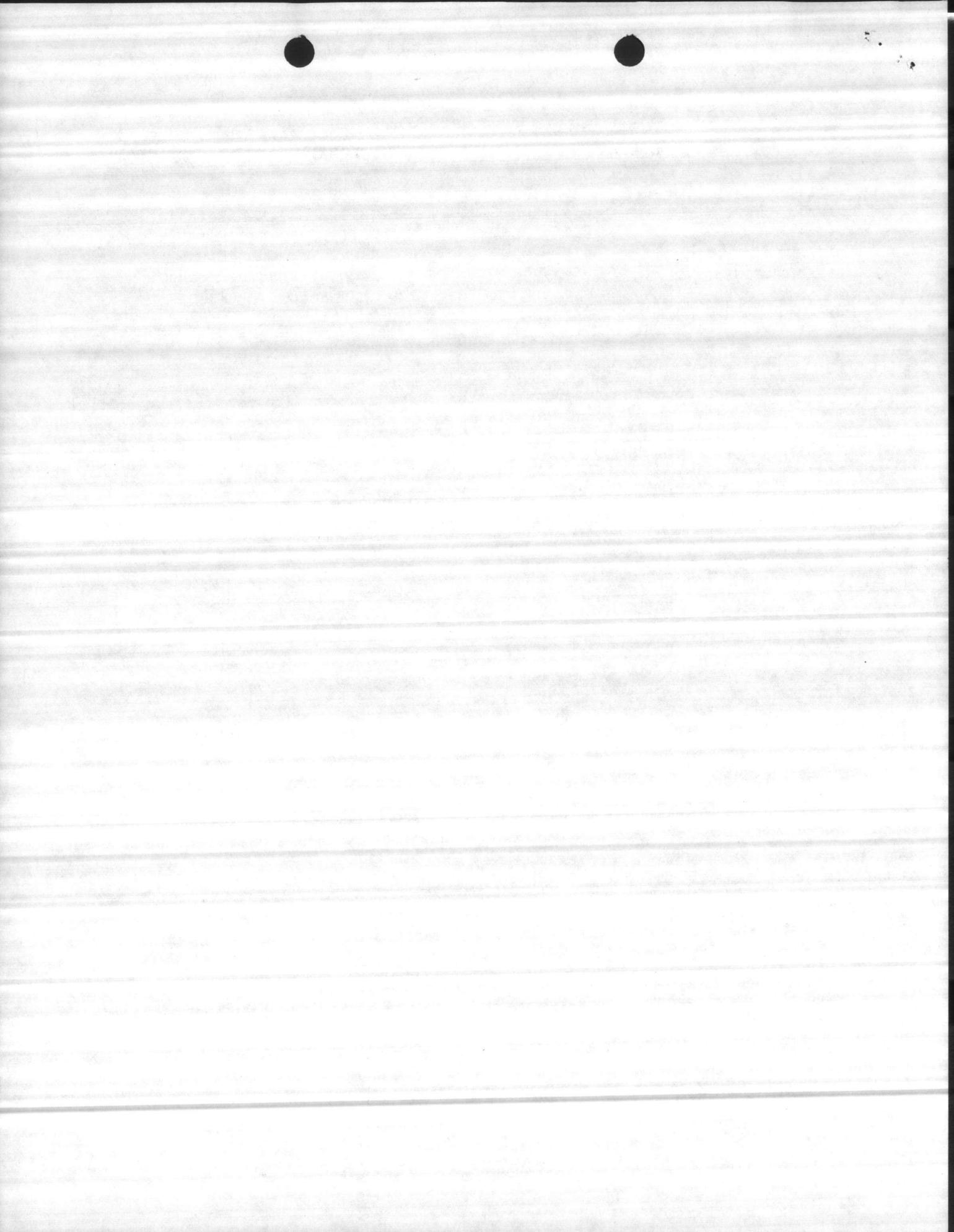
<u>BLDG. NO.</u>	<u>JOB ORDER NO.</u>	<u>OCCUPANTS USE</u>
1002	VRFR0600	Raw Water Pump House
1003	VRFR0400	Sewage Lift Station
2000	VRFR0100	Master TV Antenna Tower
2001	VRFR0400	Sewage Lift Station
2002	VRFR0500	Water Storage Tank
2002	VRFR0600	Water Pumping Station
2005	VRFS0100	Flume
2800	VA2E4300	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 Station
* 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

\* Indicates New Buildings Since 1966



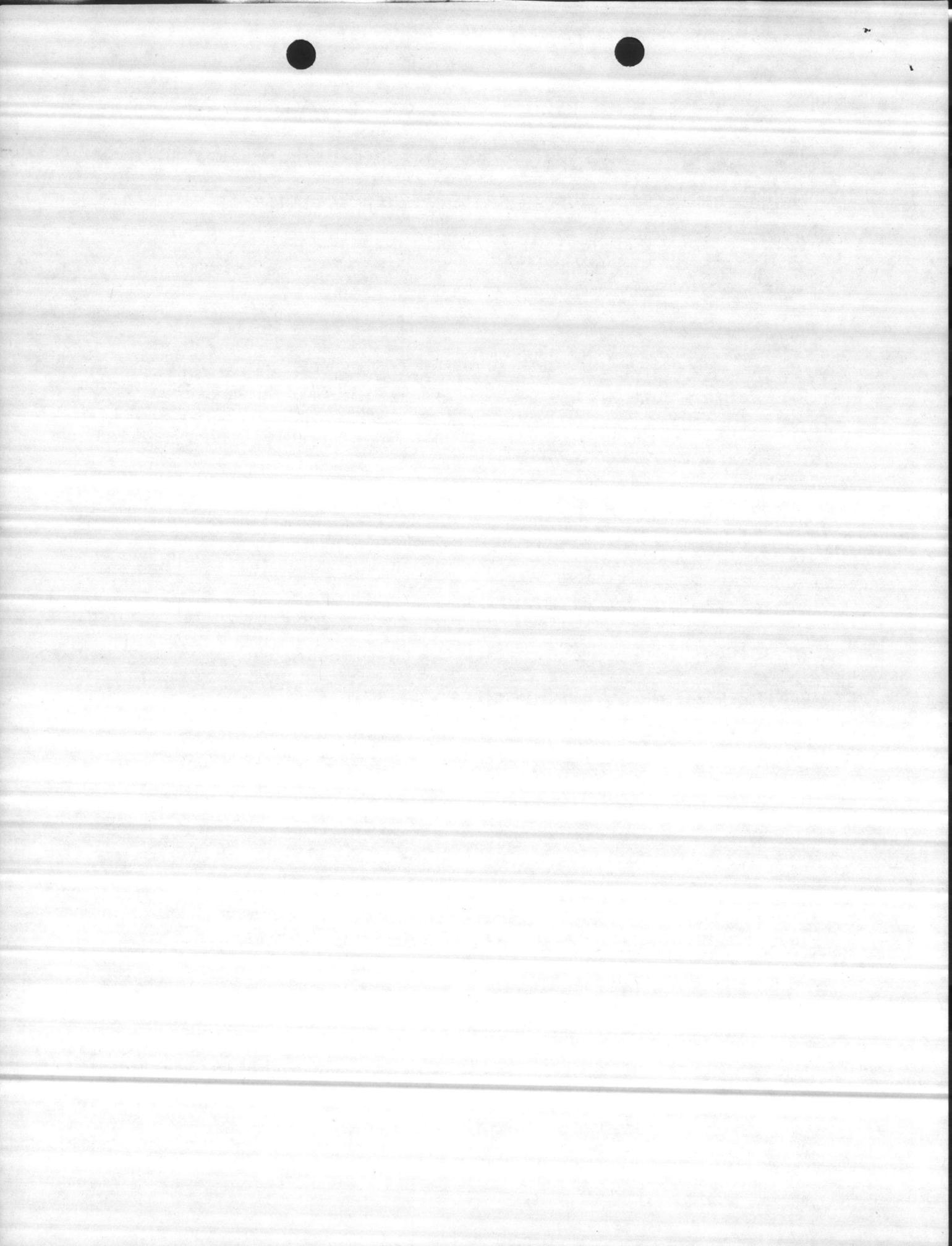
REPORTS

This APPENDIX contains copies of the most current TYPE A ANNUAL INSPECTION SUMMARY {REPORT NAVFAC 11014-1} for MCB, Camp Lejeune and MCAS{H}, New River.

TABS

- A. Type A Annual Inspection Summary as of 30 June 1970; Marine Corps Base, Camp Lejeune, North Carolina.
- B. Backlog of Essential Maintenance at Marine Corps Air Station{Helicopter}, New River, North Carolina

APPENDIX 4 to  
ANNEX A



TYPE A ANNUAL INSPECTION SUMMARY - TRANSMITTAL SHEET

REPORT NAVFAC 11014-1

NAVFAC 9-11014/62A (10-67)  
 Supercedes NAVDOCS 2729  
 S 11-0105-101-0220

Instructions for completing form are contained in NAVFAC P-322

1. FROM: <b>Marine Corps Base                  Camp Lejeune, North Carolina</b>  All facilities inspected are in satisfactory condition except those listed on Form NAVFAC 9-11014/62, having essential deficiencies which cannot be accomplished during the current fiscal year due to lack of resources.  <i>John B. K. Jernighan</i>  BY DIRECTION	2. E. F. D.  CODE	3. ACTIVITY CODE	4. ACTIVITY <b>Marine Corps Base                  Camp Lejeune, North Carolina 28542</b>	8. FOR PERIOD ENDING <b>30 June</b>	9. INSPECTED BY  <input type="checkbox"/> ACTIVITY <input type="checkbox"/> E. F. D. <input checked="" type="checkbox"/> CONTINUOUS <input type="checkbox"/> ONE-TIME COMPREHENSIVE
	5. TO <b>Commandant of the Marine Corps (Code COM)</b>		7. COPIES TO	FISCAL YEAR <b>1970</b>	<input type="checkbox"/> OTHER

10 FACILITIES NOT INSPECTED	11 REASON	12 DATE OF PREVIOUS INSPECTION	13 APPROXIMATE DATE OF NEXT INSPECTION
None			

14. FIRST ENDORSEMENT

FROM: **Base Maintenance Officer**

DATE: **10 DEC 1969**

Comments

The undersigned confirms that the items of deficiencies reported in attached form NAVFAC 9-11014/62 are essential in accordance with the criteria contained in MCO P11000.4A, and that the deficiencies cannot be accomplished during the current fiscal year.

TAB A to  
 APPENDIX 4 to  
 ANNEX A

**LEROY M. DUFFY**  
 BY DIRECTION



UNFUNDED FACILITIES DEFICIENCIES

Instructions for completing form are contained in NAVFAC P-322.  
 If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE	2. ACTIVITY	3. U.I.C.	4. FOR PERIOD ENDING	5. FISCAL YEAR	6. SHEET				
	Marine Corps Base Camp Lejeune, North Carolina	<input checked="" type="checkbox"/> A <input type="checkbox"/> B	LESS HOUSING HOUSING	30 June	1 OF 13				
				1970					
6. DESCRIPTION	7. PROJECT NUMBER	8. CATEGORY CODE	9. P-99 LINE ITEM	10. DEFICIENCY CODE	11. UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	12. FUNDED	13. RESPONSIBLE FUNDING SOURCE CODE	14. DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	15. LINE NO.
TRAINING FACILITIES OTHER THAN BUILDINGS		179		1	\$ 13.8		HQMC	24 JAN 70 WA BLATTER	1
Replace gasoline motor, repair third rail, repair switches, repair track and track bed and provide transformer and ballast - G-5 Range. This was considered to be minor construction by the validating officer for FY-69. Enclosure (3) to GMC letter COM-mmk dated 16 December 1969 to CG MCB CLNC advised that it is more properly fundable as repair, and should be included in the next Type "A" Annual Inspection Summary.									
(1) MAINTENANCE - TANK AUTOMOTIVE		214		1	12.0		HQMC	26 JAN 70 WA BLATTER	2
Structural repairs, glazing and painting of windows - 1601									
(1) STORAGE - COVERED - INSTALLATION AND ORGANIZATIONAL		442		1	13.0		HQMC	26 JAN 70 MECHANICAL DONE LOCALLY WA BLATTER	3
Roof repair and mechanical - 914									
ADMINISTRATIVE FACILITIES		610		1	11.6		HQMC	26 JAN 70 WA BLATTER	4
Replace main electric service cable, switches and transformers feeding Building No. 2, mechanical repairs Building No. 2. This was considered to be minor construction by the validating officer for FY-69. Enclosure (3) to GMC letter COM-mmk dated 16 December 1969 to CG MCB CLNC advised that the mechanical portion (\$11.6) is considered repair and should be funded as such and the electrical portion (\$10.2 including contingency) is construction and should be accomplished with funds available									



UNFUNDED FACILITIES DEFICIENCIES

Instructions for completing form are contained in NAVFAC P-322.  
 If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY TITLE	2. ACTIVITY	3. U.I.C.		4. FOR PERIOD ENDING		FISCAL YEAR		PAGE	
	Marine Corps Base Camp Lejeune, North Carolina	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	LESS HOUSING		30 June	1970		2	OF 13
6. DESCRIPTION	7. PROJECT NUMBER	8. CATEGORY CODE	9. P-99 LINE ITEM	10. DEFICIENCY CODE	11. UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	12. FUNDED	13. RESPONSIBLE FUNDING SOURCE CODE	14. DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	15. LINE NO
Locally. The construction portion is not included in the backlog.									
(3) TROOP HOUSING - DETACHED FACILITIES Structural repairs, interior painting, electrical and mechanical - 206, 107 and 411		723		1	\$ 150.0		HQMC	24 JAN 70 W A BLATTER	5
(1) COMMUNITY FACILITIES - MORALE, WELFARE AND RECREATIONAL Structural repair, exterior and interior painting, electrical and mechanical - TC-930		740		1	35.0		HQMC	26 JAN 70 W A BLATTER	6
ELECTRICITY - DISTRIBUTION AND TRANSMISSION LINES Replace power transmission poles across Northeast creek.  Electrical Conductors, 400 MCQ's, replace This item was listed as a backlog of essential maintenance in the Type A Annual Inspection Summary, other than housing, for FY-67 and submitted as a special project on 15 March 1967. The estimated cost to correct the deficiency is \$500.0. We have been advised that there is discussion in Headquarters Marine Corps as to whether this item should be Housing or Other Than Housing. We have not been advised of a decision. We are listing it as a requirement, but not including the estimated cost to correct the deficiency in the backlog.  Extensive work is required to correct the de-		812		1	11.0		HQMC	24 JAN 70 W A BLATTER	7



NAVFAC P-322 (11-67)  
 Subordinate Form 3  
 NAV-0105-001-0100

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE	2. ACTIVITY	A <input type="checkbox"/> LESS HOUSING B <input type="checkbox"/> HOUSING	3. U.F.C.	4. FOR PERIOD ENDING 30 June	FISCAL YEAR 1970	5. SHEET 3 OF 13
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6. DESCRIPTION	7. PROJECT NUMBER	8. CATEGORY CODE	9. P-99 LINE ITEM	10. DEFICIENCY CODE	11. UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	12. FUNDED	13. RESPONSIBLE FUNDING SOURCE CODE	14. DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	15. LINE NO.
deficiencies in the secondary electrical distribution system in the private side of Knox Trailer Park. Corrective action will require a construction project, but the deficiency is listed here to show that there is a requirement, but not including the estimated cost to correct the deficiency in the backlog (\$28.5).									
HEAT, STEAM - SOURCE Replace (4) fluid drive hydraulic couplings - 1700		821		1	\$ 30.0		HQMC	24 JAN 70 W A BLATTER	8
(4) WATER - SUPPLY, TREATMENT AND STORAGE Replace (4) wells - 695, 618, (M-141) and TT-55 23.7		841		1	98.7		HQMC	26 Jan 70 W A BLATTER	9
(2) WATER - SUPPLY, TREATMENT AND STORAGE Replace (2) wells - 630 and 631 This project has been submitted as a Milcon item. Preparation of plans and specifications has been approved by NAVFAC for wells 630 and 631 (\$104.0). We are listing it as a requirement, but not including the estimated cost to correct the deficiency in the backlog.		841		1			HQMC		10
ROADS Resurface Holcomb Blvd.		851		1	156.0		HQMC	Funded	11
SIDEWALKS AND OTHER PAVEMENT Replace broken sidewalks base wide.		852		1	49.2		HQMC	2	12
Sub Total					\$ 580.3				



TYPE ' ANNUAL INSPECTION SUMMARY

NAVFAC P-110 (4/62 (10-67)

Supersedes NAVFACAS 2730

5-1-60105-004-0700

UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC 113

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE		2. ACTIVITY		3. U.I.C.		4. FOR PERIOD ENDING		5. SHEET		
		Marine Corps Base Camp Lejeune, North Carolina		<input type="checkbox"/> A <input checked="" type="checkbox"/> B LESS HOUSING HOUSING		30 June		FISCAL YEAR 1970 4 OF 13		
6. DESCRIPTION		7. PROJECT NUMBER	8. CATEGORY CODE	9. P-99 LINE ITEM	10. DEFICIENCY CODE	11. UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	12. FUNDED	13. RESPONSIBLE FUNDING SOURCE CODE	14. DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	15. LINE NO.
(5) COMMUNICATIONS - BUILDINGS			131		2	\$ 12.8		Local	1-3	13
Structural repair, exterior and interior painting, replace ringing and tone equipment, Courthouse Bay, Telephone Exchange - BB-69										
Replacement of main battery, Courthouse Bay, Telephone Exchange - BB-69										
Replacement of main battery charging equipment, Courthouse Bay, Telephone Exchange - BB-69										
Replacement of manual telephone switchboard for the Base Training Facilities - HP-11										
BB-69, TP-450, 24, VL-127 and 11										
(79) TRAINING BUILDINGS			171		2	177.6		Local	1-4	14
Structural repairs, exterior and interior painting, electrical, mechanical and replace (9) roofs - 1303, M-102, M-104, M-124, M-126, M-214, M-307, M-321, M-402, M-406, M-409, M-413, M-418, M-501, M-522, M-603, BB-32, BB-48, BB-49, BB-68, BB-80, BB-83, BB-89, BB-90, BB-91, BB-92, BB-93, BB-95, BB-100, BB-138, BB-139, BB-174, BB-175, BB-176, RR-214, TC-341, 379, M-101, M-113, M-119, M-121, M-123, M-125, M-127, M-323, M-324, M-326, M-327, M-405, M-407, M-411, M-412, M-420, M-422, M-514, M-516, M-520, BB-24, BB-50, BB-71, BB-73, BB-82, BB-142, RR-53, 540, 743, 744, 814, 874, M-139, M-403, CR-106, VL-125, VL-135, VL-137, VL-138, VL-144, VL-145 and VL-149										



FORM A ANNUAL INSPECTION SUMMARY

UNFUNDED FACILITIES DEFICIENCIES

NAVFAC FORM 108-1

NAVY FORM 108-1 (10-67)  
 Replaces NAVFAC FORM 2730  
 10-108-101-0100

Instructions for completing form are contained in NAVFAC P-322.  
 If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE		2. ACTIVITY		3. U. I. C.		4. FOR PERIOD ENDING		5. SHEET		
		Marine Corps Base Camp Lejeune, North Carolina		<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> K <input type="checkbox"/> B <input type="checkbox"/> HOUSING		30 June		FISCAL YEAR 1970		
6		7	8	9	10	11	12	13	14	15
DESCRIPTION		PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	LINE NO.
(64) TRAINING FACILITIES OTHER THAN BUILDINGS Structural repair, exterior and interior painting, electrical, mechanical and replace (3) roofs - C-5, A-1, B-12, D-29, D-30, F-2, F-3, F-11, F-13, I-1, K-212, K-303, K-315, M-113, S-760, S-771, S-772, S-773, S-774, S-1763, SBB-181, STC-1200, STC-1201, STC-1202, STC-1203, STC-1204, STC-1205, STC-1206, STC-1223, S-246, K-406, S-154, S-155, S-156, S-157, S-158, S-159, S-247, S-249, S-351, S-352, S-359, S-877, SK-5A, SBB-161, SBB-183, SOC-4C, SOC-21C, SRR-65, SRR-66, SSH-10, STC-1219, SVL-123, SVL-167, F-10, K-305, K-319, K-321, L-6, L-7, L-8, L-3, SRR-244 and SRR-245			179		2	\$ 44.4		Local	1-3	15
(17) MAINTENANCE - TANK, AUTOMOTIVE Structural repair, exterior and interior painting and mechanical - 574, 703, 739, 775, 901, 103, A-1, A-11, BA-130, FC-100, GP-1, 1502, S-120, TC-773, S-921, S-821, and STC-620			214		2	28.6		Local	1-2	16
(3) MAINTENANCE - PUBLIC WORKS REPAIR AND OPERATIONS Structural repair, exterior and interior painting, mechanical and replace part of (2) roofs - 45, 730, 1202, 1404, 1410, 2627, M-103 and STC-346			219		2	26.6		Local	1-4	17



TYPE A ANNUAL INSPECTION SUMMARY

UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC 1101-1

FORM 1-1101/82 (10-67)  
Supersedes NAVFAC 2730  
S. 1101S-101-0200

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE		2. ACTIVITY		3. U.I.C.		4. FOR PERIOD ENDING		5. FISCAL YEAR		6. PAGE	
		Marine Corps Base Camp Lejeune, North Carolina		<input type="checkbox"/> A <input checked="" type="checkbox"/> B LESS HOUSING HOUSING		30 June		1970		6 OF 13	
6		7	8	9	10	11	12	13	14	15	
DESCRIPTION		PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EPD VALIDATION OR EPD ON-SITE REVIEW	LINE NO.	
(5) RESEARCH, DEVELOPMENT AND TEST BUILDINGS Structural repair, exterior and interior painting - 65, 66, PT-4, PT-6, PT-7 and PT-8			310		2	\$ 13.7		Local	1-2	18	
(6) STORAGE - COVERED - DEPOT Structural repair, interior painting and mechanical - 915, 1011, 1117, 1211, 1316 and 1317			441		2	28.6		Local	2	19	
(8) STORAGE - COVERED - INSTALLATION AND ORGANIZATIONAL Structural repair, exterior and interior painting, mechanical, electrical and replace (8) roofs - 132, 145, 229, 328, 334, 343, 405, 432, 434, 437, 440, 445, 512, 571, 747, 776, 779, 903, 904, 905, 916, 1012, 1101, 1108, 1116, 1118, 1212, 1301, 1606, 1944, A-8, A-9, A-10, A-12, A-14, M-112, M-122, M-133, M-151, M-303, M-314, M-330, M-403, M-512, M-601, M-619, M-620, BA-128, BB-30, BB-31, BB-36, CP-23, CP-2, CP-3, CP-4, CP-6, CP-7, CP-8, CP-9, CP-10, CP-11, CP-12, PT-9, RR-16, RR-48, RR-50, RR-200, RR-240, TC-342, TC-1020, TC-1023, TC-1025, TC-1030, TC-1032, TC-1034, TC-1035, TC-1053, TP-449, VL-166, TP-451, TP-452, 866, 1107, D-25, D-40, M-136, 332, M-301, M-319, M-506, M-606, M-613, S-752A, BB-192, TP-418, TT-52, SBB-140 and SBB-170			442		2	154.6		Local	1-3	20	



## TYPE A FACILITY INSPECTION SUMMARY

NAVFAC P-322 (10-67)

Supersedes NAVFAC P-322

S/N-0105-104-0200

## UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC 11014-1

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE	2. ACTIVITY	3. U.I.C.		4. FOR PERIOD ENDING		5. SHEET			
	Marine Corps Base Camp Lejeune, North Carolina	A X B	LESS HOUSING HOUSING	30 June		FISCAL YEAR 1970		7 OF 13	
6	7	8	9	10	11	12	13	14	15
DESCRIPTION	PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	LINE NO.
(54) ADMINISTRATIVE BUILDINGS Structural repair, exterior and interior painting, mechanical, electrical and replace (5) roofs - 1, 59, 117, 123, 233, 311, 317, 320, 336, 337, 339, 340, 342, 400, 423, 439, 518, 522, 536, 537, 538, 756, 900, 1100, 1115, 1403, 1407, M-105, M-131, M-132, M-144, M-200, M-201, M-401, M-414, M-416, M-521, M-621, M-612, BA-152, BB-5, BB-15, BB-23, BB-37, BB-38, BB-47, BB-36, GP-5, RR-11, RR-205, RR-249, SH-7, VL-100 and VL-105		610		2	\$ 105.2		Local	1-3	21
(54) TROOP HOUSING - BACHELOR ENLISTED QUARTERS W/O MESS Structural repair, exterior and interior painting, electrical, mechanical and replace (35) roofs - 53, 63, 67, 404, 406, 410, 422, 426, 506, 507, 515, 527, 1109, M-128, M-211, M-212, M-215, M-216, M-217, M-218, M-219, M-220, M-221, M-222, M-223, M-224, M-225, M-226, M-227, M-228, M-229, M-234, M-235, M-236, M-305, M-309, M-311, M-313, M-316, M-318, M-503, M-504, M-507, M-509, M-511, M-518, M-604, M-607, M-609, M-611, M-614, M-616, M-622, H-31, H-32, BA-102, BA-104, BA-105, BB-11, BB-12, BB-13, BB-14, RR-1, RR-2, RR-4, RR-5, RR-201, RR-202, RR-203, RR-204, RR-206, RR-207, RR-208, RR-209, RR-210, RR-218, RR-219, RR-220, RR-221, RR-223, RR-224, RR-225, TC-1064, and TC-1065		722		2	319.2		Local	1-3	22



## TYPE 7 - FACILITY INSPECTION SUMMARY

NAVFAC FORM 10-67  
 NAVFAC P-322 (10-67)  
 S 1-0109-011-0200

## UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC 110117

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE	2. ACTIVITY	3. U. I. C.	4. FUR PERIOD ENDING	5. FISCAL YEAR	6. REPORT				
	Marine Corps Base Camp Lejeune, North Carolina	<input type="checkbox"/> A <input checked="" type="checkbox"/> X <input type="checkbox"/> B <input type="checkbox"/>	LESS HOUSING HOUSING	20 June	1970 8 OF 13				
6	7	8	9	10	11	12	13	14	15
DESCRIPTION	PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	LINE NO.
(44) TROOP HOUSING - DETACHED FACILITIES Structural repair, exterior and interior painting, electrical, mechanical and replace (25) roofs - 106, 325, 503, M-202, 572, M-109, M-205, M-206, M-207, M-208, M-209, M-210, M-415, M-513, BB-72, BB-96, BB-98, BB-115, BB-116, BB-151, RR-211, RR-212, RR-213, RR-215, RR-216, RR-217, TC-950, TC-1010, TC-1013, TC-1015, TC-1016, TC-1042, TC-1044, TC-1045, TC-1050, TC-1051, TC-1052, TC-1054, TC-1140, TC-1141, M-315, VL-101, VL-104 and VL-156		723		2	\$ 55.1		Local	1-3	23
(3) TROOP HOUSING - BACHELOR OFFICERS QUARTERS Structural repair, exterior and interior painting, electrical, mechanical, replace (1) roof complete and part of (3) roofs - M-130, 2613, 2617, M-231, M-232, M-233, BB-45 and RR-9		724		2	31.7		Local	2-4	24
(32) TROOP HOUSING - EMERGENCY Structural repair, exterior and interior painting - BB-101, BB-102, BB-103, BB-104, BB-105, BB-106, BB-107, BB-108, BB-109, BB-110, BB-111, BB-112, BB-113, BB-114, BB-117, BB-118, BB-119, BB-120, BB-121, BB-122, BB-123, BB-124, BB-126, BB-127, BB-128, BB-129, BB-130, BB-131, BB-132, BB-133, BB-136 and BB-137		725		2	13.7		Local	1	25



UNFUNDED FACILITIES DEFICIENCIES

Instructions for completing form are contained in NAVAC P-322.  
 If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE		2. ACTIVITY		3. U.I.C.		4. FOR PERIOD ENDING		5. FISCAL YEAR		
		Marine Corps Base Camp Lejeune, North Carolina		<input type="checkbox"/> LESS HOUSING <input checked="" type="checkbox"/> HOUSING		30 June		1970		
6		7	8	9	10	11	12	13	14	15
DESCRIPTION		PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	LINE NO
(11) COMMUNITY FACILITIES - PERSONNEL SUPPORT AND SERVICE structural repair, exterior and interior painting, mechanical and replace (1) roof - 18, 1400, 2600, RR-6, TC-701, A-15, M-303, CR-115, SH-8A, TC-307 and 2624			730		2	\$ 19.3		Local	1-2	26
(55) COMMUNITY FACILITIES - MORALE, WELFARE AND RECREATIONAL - INTERIOR Structural repair, exterior and interior painting, electrical, mechanical and replace (9) roofs - M-100, M-116, BB-16, 4, 62, 403, 524, M-134, M-320, M-602, BA-101, BB-3, BB-54, TT-57, 2601, 1006, BB-177, 319, 1106, 1107, LCN-4002, 115, 300, M-129, 751, USO, BB-2, RR-3, TC-900, 2615, 425, M-240, BB-27, 2625, D-33, 1915, 2628, M-238, M-185, SA-28, 341, 1903, 1909, 1938, 2626, E-1, M-302, M-419, M-5, TC-330, TC-1024, TT-44, TT-2451, TT-2455 and LCN-4025			740		2	133.2		Local	1-3	27
(23) COMMUNITY - MORALE, WELFARE AND RECREATIONAL, EXTERIOR Structural repair, exterior painting and re-surfacing - S-73, S-140, S-141, S-142, S-346, S-347, S-544, S-1924, SM-245, SM-246, SM-248, SBB-60, SRR-58, S-2634, SD-9, SBB-186, SM-190, SRR-90, S-1732, S-1940, S-1976, S-1979 and TT-59			750		2	15.4		Local	1-4	23



TYPE A ANNUAL INSPECTION SUMMARY

NAVFAC P-322 (10-67)  
 Supersedes NAVFACAS 2730  
 S/N-0105-004-0200

UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC TIGIT 1

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE	2. ACTIVITY Marine Corps Base Camp Lejeune, North Carolina	<input checked="" type="checkbox"/> A <input type="checkbox"/> B	LESS HOUSING	3. U.I.C.	4. FOR PERIOD ENDING 30 June	FISCAL YEAR 1970	5. SHEET 10 OF 13
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6. DESCRIPTION	7. PROJECT NUMBER	8. CATEGORY CODE	9. P-99 LINE ITEM	10. DEFICIENCY CODE	11. UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	12. FUNDED	13. RESPONSIBLE FUNDING SOURCE CODE	14. DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	15. LINE NO.
(6) HEAT, STEAM - SOURCE Structural repair, exterior and interior painting - 1700, BA-106, D-24, M-625, BB-9 and BB-26		321		2	\$ 40.4		Local	1-3	29
(15) WATER - SUPPLY, TREATMENT AND STORAGE Structural repair, exterior and interior painting, electrical and replace (7) roofs - M-178, BA-138, RR-35, TC-503, TT-38, 601, 612, M-162, M-627, BA-109, BB-43, BB-44, RR-47, TT-45 and SBA-103		841		2	10.6		Local	1-4	30
Sub Total					\$1,230.7				



## TYPE I ANNUAL INSPECTION SUMMARY

NAVFAC P-1100/742 (10-67)

Supersedes NAVFAC 2730

S 4-0105-001-0200

## UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC 11011-1

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE		2. ACTIVITY		3. U. I. C.		4. FOR PERIOD ENDING		5. SHEET		
		Marine Corps Base Camp Lejeune, North Carolina		LESS HOUSING HOUSING		30 June		FISCAL YEAR 1970		
								11 OF 13		
6. DESCRIPTION		7. PROJECT NUMBER	8. CATEGORY CODE	9. P-99 LINE ITEM	10. DEFICIENCY CODE	11. UNFUNDED COST OF LINE ITEM DEFICIENCY	12. FUNDED	13. RESPONSIBLE FUNDING SOURCE CODE	14. DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	15. LINE NO
COMMUNICATION LINES - COMMUNICATION AND CONTROL Replacement of trunking cable across Northeast beak and replacement of cable, Hadnot Point area, behind Building 1			135		3	\$ 8.3		Local		31
(3) OPERATIONAL - BUILDINGS Structural repair, interior painting and mech- anical - 11, 27 and TC-1041			141		3	6.0		Local	1-2	32
(1) OTHER WATERFRONT OPERATIONAL Structural repair - 1918			159		3	2.5		Local	2	33
(2) MAINTENANCE - SHIPS, SPARES Structural repair, exterior painting and mech- anical - A-2 and A-3			213		3	4.3		Local	1-2	34
(5) MAINTENANCE - ELECTRONICS AND COMMUNICATION EQUIPMENT Structural repair, exterior and interior paint- ing - 442, 444, 11-166, GP-13 and TC-1022			217		3	2.7		Local	1	35
(3) MAINTENANCE - FACILITIES FOR MISCELLANEOUS PROCURED ITEMS AND EQUIPMENT Structural repair, exterior and interior paint- ing, electrical, mechanical and replace (1) roof - TC-910, BB-51 and A-13			218		3	9.5		Local	1-3	36
(16) AMMUNITION STORAGE - INSTALLATION AND ORGANIZATIONAL Structural repair, exterior and interior paint- ing - SVL-5, SVL-7, SVL-9, SVL-10, SVL-11, SVL-12, SVL-13, SVL-3, SVL-3, SRR-241, SRR-242,			422		3	9.0		Local	1-3	37







## TYPE A ANNUAL INSPECTION SUMMARY

NAVFAC 9-11014/62 (10-67)

Supersedes NAVDCAS 2730

S/N-0105-004-0200

## UNFUNDED FACILITIES DEFICIENCIES

REPORT NAVFAC 11014-1

Instructions for completing form are contained in NAVFAC P-322.

If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE	2. ACTIVITY	LESS HOUSING <input type="checkbox"/> A <input checked="" type="checkbox"/> X HOUSING <input type="checkbox"/> B <input type="checkbox"/>		3. U.I.C.	4. FOR PERIOD ENDING		FISCAL YEAR	5. SHEET	
	Marine Corps Base Camp Lejeune, North Carolina				30 June		1970	13 OF 13	
6	7	8	9	10	11	12	13	14	15
DESCRIPTION	PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	LINE NO.
(6) SEWAGE AND INDUSTRIAL WASTE - TREATMENT AND DISPOSAL Structural repair, exterior and interior painting - 32, M-137, S-721, S-737, RR-38 and TT-35		831		3	\$ 2.0		Local	1-4	43
(4) REFUSE AND GARBAGE Structural repair, exterior and interior painting and replace (1) roof - M-101A, TC-921, VL-106 and VL-107		833		3	3.2		Local	1-3	44
(3) ROADS Structural repair - S-858, S-859, S-860, S-861, S-863, SBA-148, SBA-149 and SVL-126		851		3	4.5		Local	1-3	45
(1) RAILROAD TRACKS Structural repair - S-802		860		3	1.5		Local	3	46
(2) GROUNDS, FENCING, GATES AND GUARD TOWERS Repair to fences - ST-7 and 1711		872		3	4.0		Local	1	47
FIRE AND OTHER ALARM SYSTEMS Replacement of twenty (20) fire alarm boxes, Hadnot Point Area - Circuit No. 2 and 3		880		3	5.5		Local		48
(2) MISCELLANEOUS UTILITIES Structural repair, exterior and interior painting and replace (1) cooling tower - S-2636 and M-237		890		3	1.5		Local		49
Sub Total					\$ 82.2				
GRAND TOTAL					\$1,893.2				



TYPE A ANNUAL INSPECTION SUMMARY

NAVFAC P-11014/62 (10-67)  
 Supersedes NAVFACAS 2730  
 S.M. 0105-004-0200

UNFUNDED FACILITIES DEFICIENCIES (PROJECTED)

REPORT NAVFAC P-11014-1

Instructions for completing form are contained in NAVFAC P-322.  
 If continuation sheets are required, use this Form - Fill out Blocks 2, 5, and 6 thru 15 only.

1. ACTIVITY CODE		2. ACTIVITY		3. U. I. C.		4. FOR PERIOD ENDING		5. FISCAL YEAR		6. OF	
		Marine Corps Base Camp Lejeune, North Carolina		<input type="checkbox"/> A <input checked="" type="checkbox"/> B LESS HOUSING HOUSING		30 June		1971		1 OF 1	
6	7	8	9	10	11	12	13	14	15		
DESCRIPTION	PROJECT NUMBER	CATEGORY CODE	P-99 LINE ITEM	DEFICIENCY CODE	UNFUNDED \$ COST OF LINE ITEM DEFICIENCY	FUNDED	RESPONSIBLE FUNDING SOURCE CODE	DATE OF EFD VALIDATION OR EFD ON-SITE REVIEW	LINE NO.		
COMMUNICATION LINES - COMMUNICATION AND CONTROL Replace trunking cable no. 7 across Wallace Creek at the bridge		135		1	\$ 12.5		HQMC		1		
COMMUNICATION LINES - COMMUNICATION AND CONTROL Replacement of cable no. 21 from Sneads Ferry Road to Building No. 4014		135		1	26.9		HQMC		2		
MAINTENANCE - TANK, AUTOMOTIVE Glaze and paint windows - 1502		214		1	11.0		HQMC		3		
ROADS Replace fender south side Onslow Beach Bridge - SBA-129		851		1	77.0		HQMC		4		
FIRE AND OTHER ALARM SYSTEMS Replace 72 fire alarm boxes on Circuit 3		880		1	26.7		HQMC		5		
GRAND TOTAL					\$154.1						

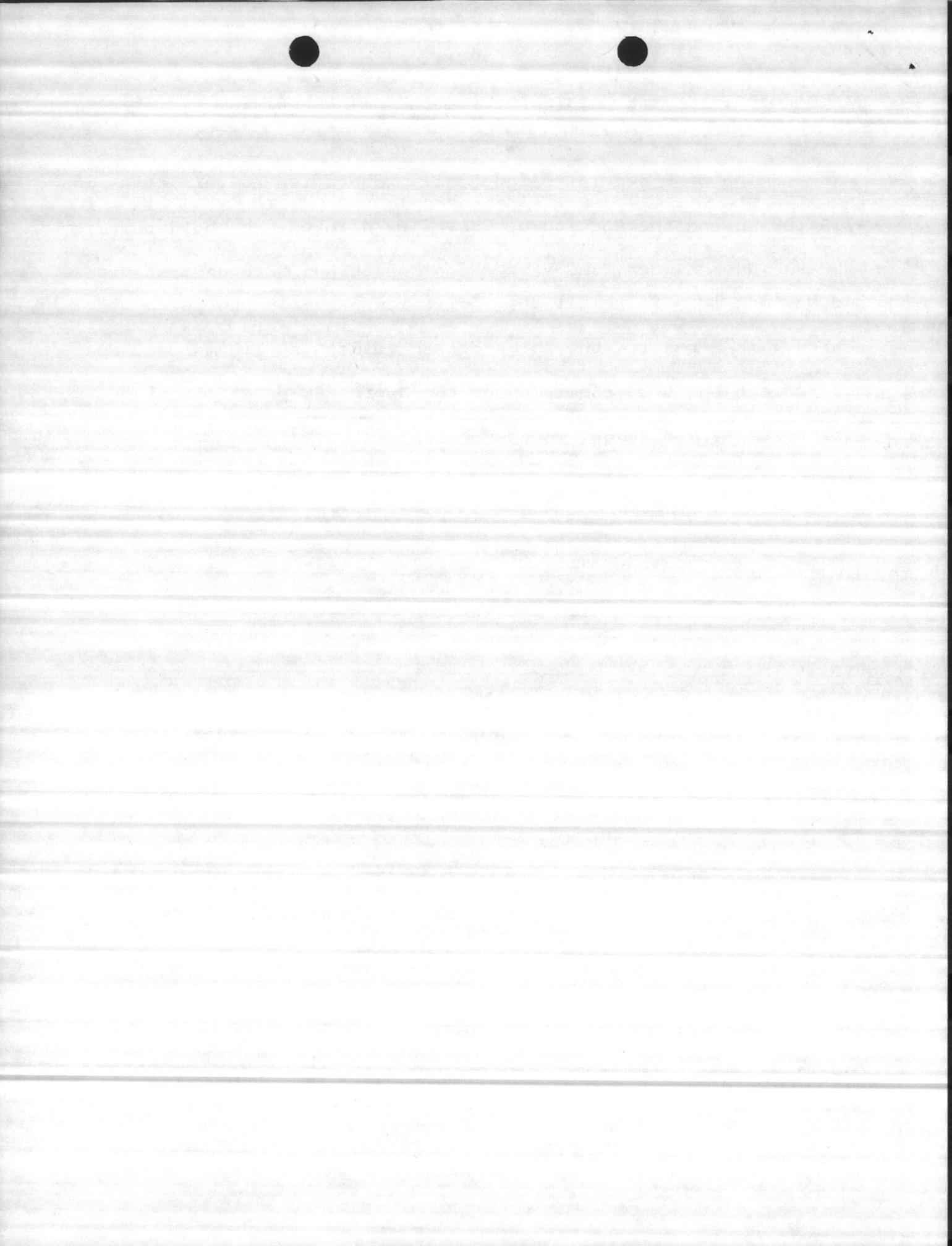
UNFUNDED FACILITIES DEFICIENCIES (PROJECTED)



BACKLOG OF ESSENTIAL MAINTENANCE, {MCAS{H}, NEW RIVER}

Backlog of Essential Maintenance, identified at this time, is \$118,860.00 and the Backlog of Essential Maintenance and Repair is \$662,400.00; however, the Inspection Branch has been understaffed and has not identified all the facilities requiring corrective action. As a result, the above dollar values are minimal and do not reflect the true condition of the Marine Corps Air Station {Helicopter}, New River, North Carolina.

TAB B to  
APPENDIX 4 to  
ANNEX A



CIVILIAN PERSONNEL SERVICES CONSOLIDATION STUDY

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

2. Assumptions

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

b. That consolidation, if effected, would be accomplished by a common servicing agreement similar to the one currently existing between MCB, Camp Lejeune and Naval Hospital, CLNC.

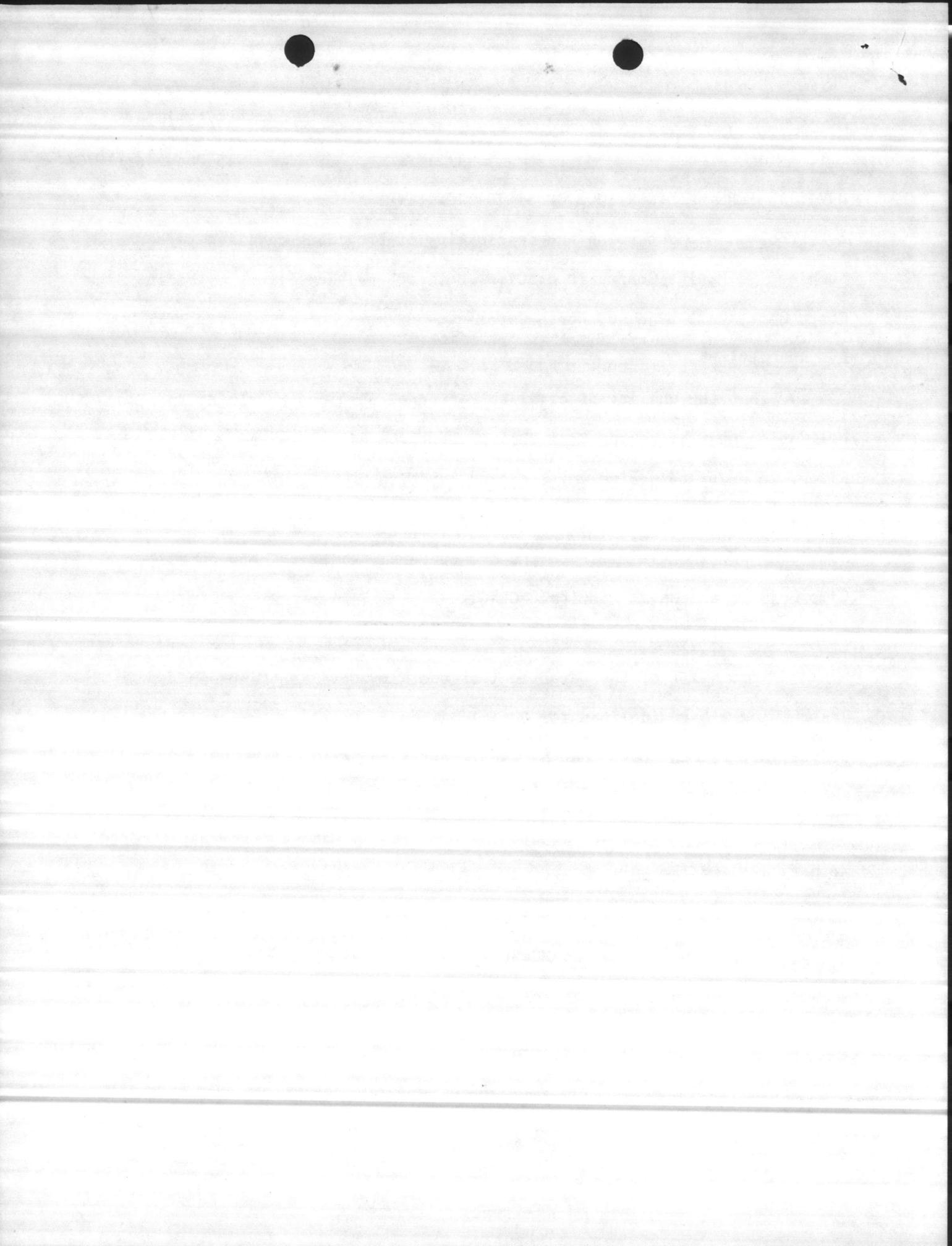
3. Facts Bearing on the Problem

a. Appendix F of the Department of the Navy Civilian Manpower Instruction 250 (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. MCB, Camp Lejeune and MCAS(H), New River are contiguous.

c. MCB, Camp Lejeune and MCAS(H), New River are both under the management control of the Commandant of the Marine Corps.

d. MCB, Camp Lejeune has a staff of personnel specialists that can immediately be made available to MCAS(H), New River, both by personal visit and telephone. The approximate distance of the MCB, Camp Lejeune Civilian



Personnel Office from the center location of employees at MCAS(H), New River is 13 miles.

e. MCAS(H), New River currently receives certain civilian personnel services from MCAS, Cherry Point, which is located at a distance of approximately 50 miles from the Camp Lejeune complex.

f. Official personnel folders would be maintained at the MCB, Camp Lejeune CPO for the MCAS(H), New River employees. Working files for its civilian employees would be maintained by MCAS(H), New River.

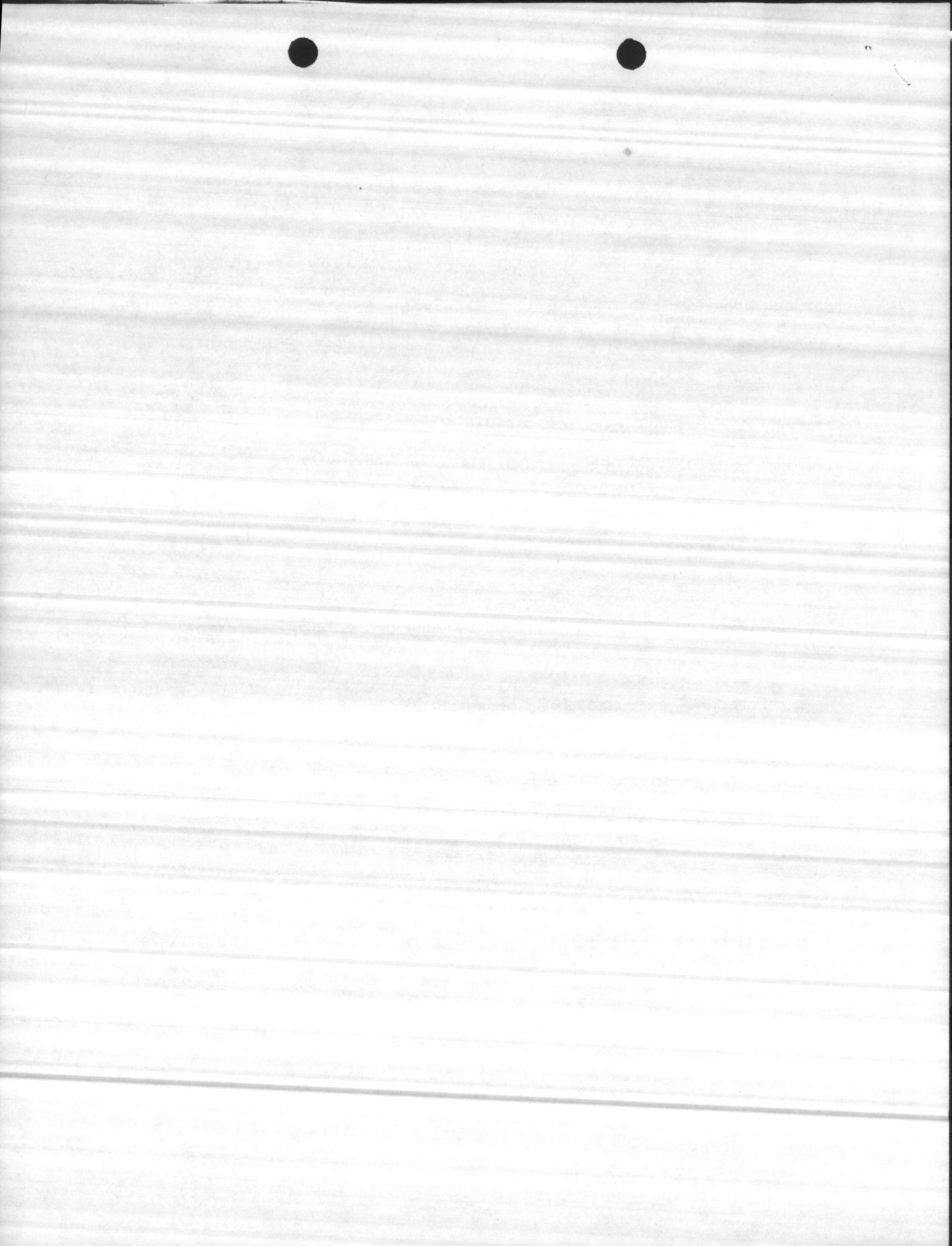
g. A civilian personnel assistant type billet will remain at MCAS(H), New River as a point of contact.

h. MCB, Camp Lejeune anticipates a transfer of one civilian billet from MCAS(H), New River to MCB, Camp Lejeune CPO to compensate for additional workload.

i. Personnel allowances for these activities are currently as shown below:

<u>Activity</u>	<u>Graded</u>	<u>Ungraded</u>	<u>Total</u>
MCB	832	1494	2326* (92%)
MCAS	<u>77</u>	<u>124</u>	<u>201</u> (08%)
TOTAL	909	1618	2527

\* Includes 38 graded and 14 ungraded employees in the Naval Medical Field Research Laboratory, but does not include teaching personnel in the Camp Lejeune Dependents' Schools who are paid on a school-year basis.



j. Staff of the Civilian Personnel Offices

<u>Activity</u>	<u>Military</u>	<u>Civilians</u>	<u>Total</u>
MCB	0	27	27*
MCAS	<u>0</u>	<u>2</u>	<u>2</u>
TOTAL	0	29	29

\* Includes 1 Nurse, 1 Truck Driver, and 1 billet to compensate for providing civilian personnel serviced to the Naval Hospital, CLNC

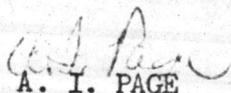
4. Discussion. It is understood that command relationships and responsibility will remain unchanged. It is further understood that responsibility for monitoring the personnel services at MCAS(H), New River will remain with COMCABEAST. The amount of monetary savings to be expected by consolidation is unknown. Provision of civilian personnel services is contingent upon transfer of one civilian billet from MCAS(H), New River to MCB, Camp Lejeune, with sufficient funds to support a GS-5 grade level, until such time as appropriate adjustments in ceiling and funds can be accomplished.

5. Conclusion. That MCB, Camp Lejeune can provide civilian personnel services to MCAS(H), New River, provided that one civilian billet with supporting funds, is transferred from MCAS to the MCB CPO.

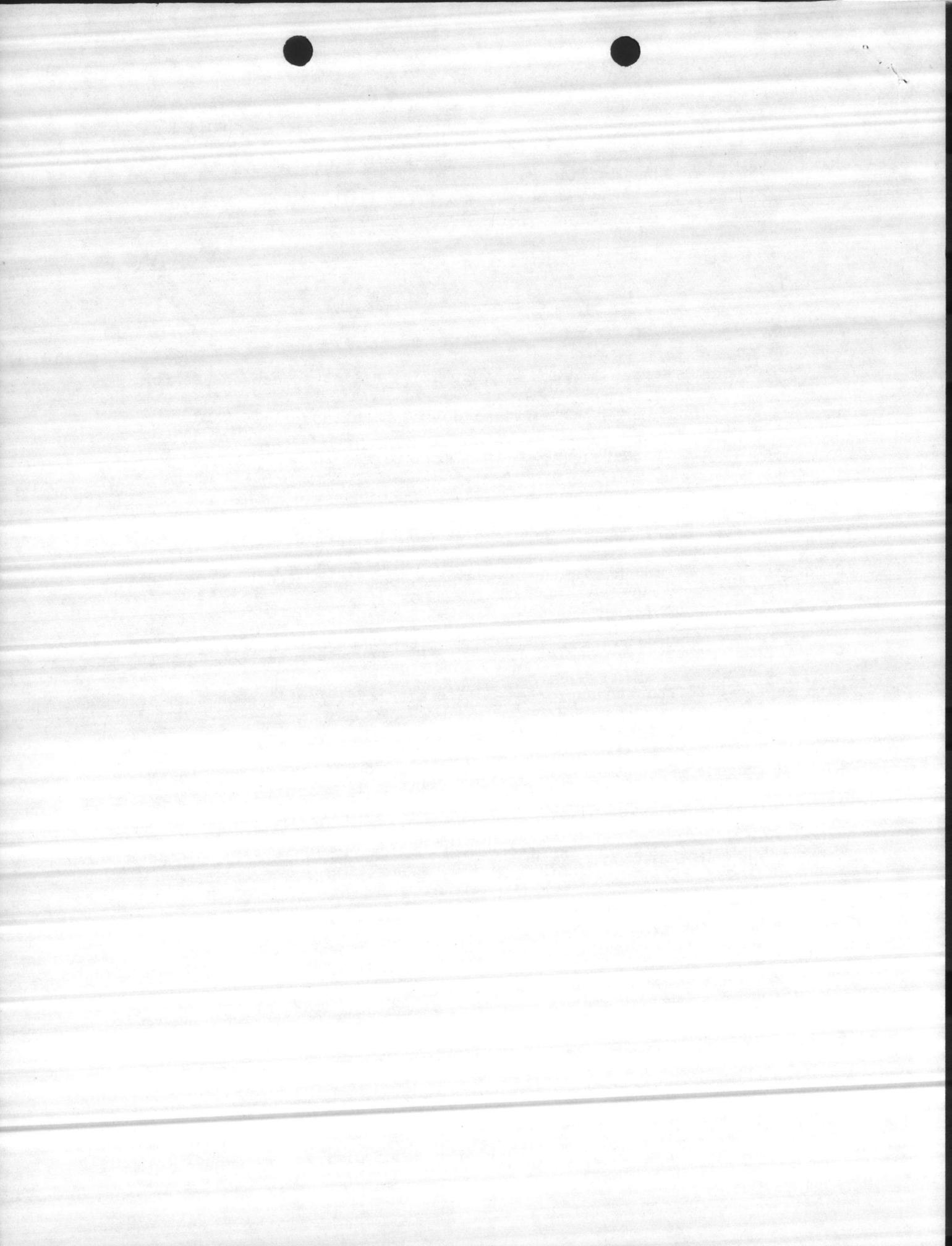
6. Recommendation.

a. That MCB, Camp Lejeune provide civilian personnel services to MCAS(H), New River.

b. That one civilian billet be transferred from MCAS(H), New River to MCB, Camp Lejeune to compensate for additional workload.

  
A. I. PAGE

Director of Civilian Personnel



MOTOR TRANSPORT SUPPORT SERVICES CONSOLIDATION STUDY

1. PROBLEM. To conduct a study to determine the feasibility of consolidating the common motor transport support services at the Marine Corps Air Station (Helicopter), New River with those of the Marine Corps Base, Camp Lejeune.

2. ASSUMPTIONS

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

b. That MCB, Camp Lejeune will provide motor transport common support services to other activities in the Camp Lejeune area; i.e., function as the "lead activity."

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

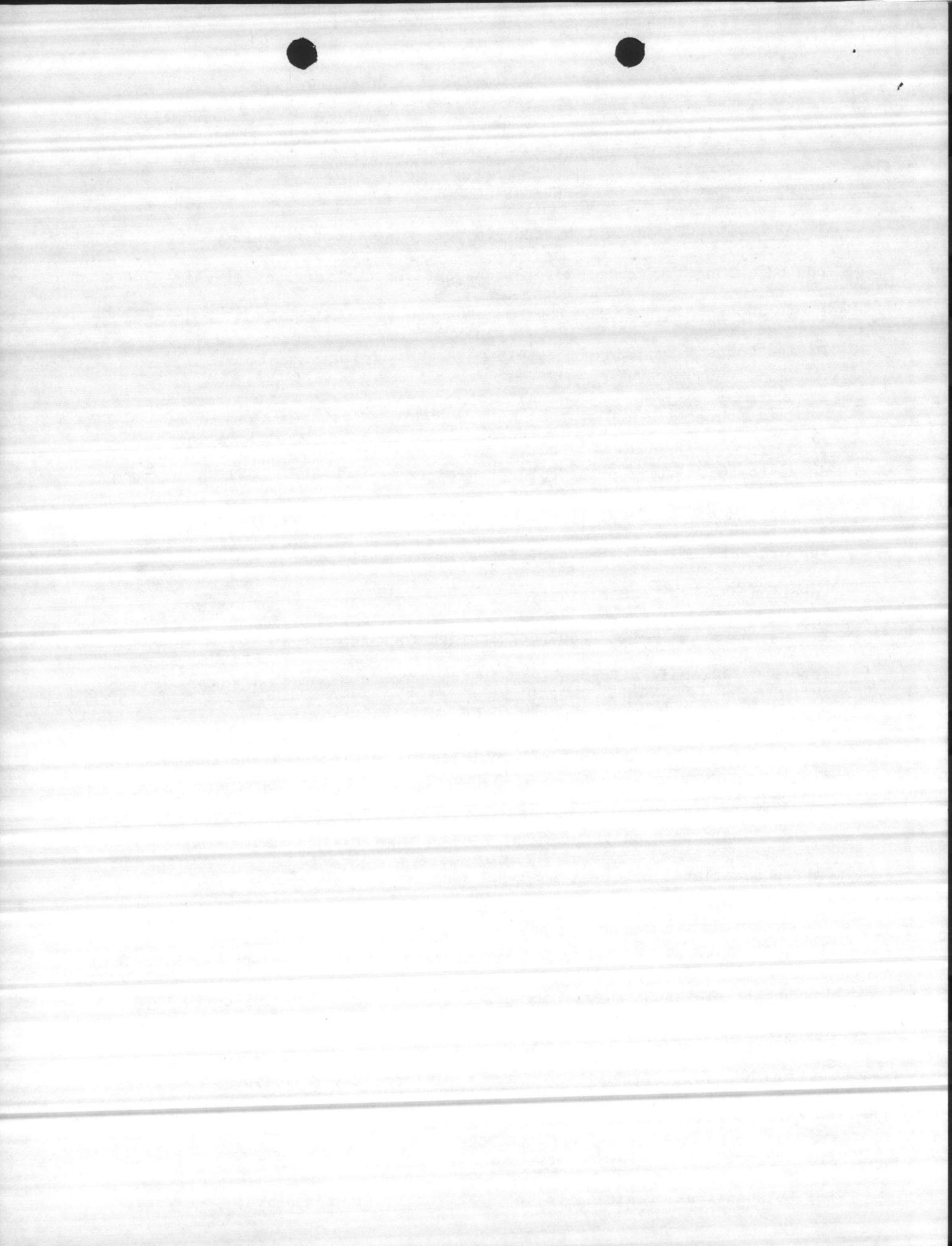
d. That maintenance of all vehicles and equipment is current and does not require other than normal maintenance manhours and/or materials.

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. MCB Motor Transport Department operates administrative-use vehicles in support of tenant Fleet Marine Force commands and Marine Corps Base organizations, including dependent schools.

b. MCAS(H), New River operates administrative vehicles as necessary to carry out its assigned mission, including school bus transportation, and support for two Marine Air Groups. MCAS currently has a requirement for 25 additional vehicles to increase the level of support; therefore,



there will be a need for at least 25 additional maintenance/operations personnel. The personnel available for maintenance are adequate for the equipment now on hand but an increase of equipment will add to the maintenance workload.

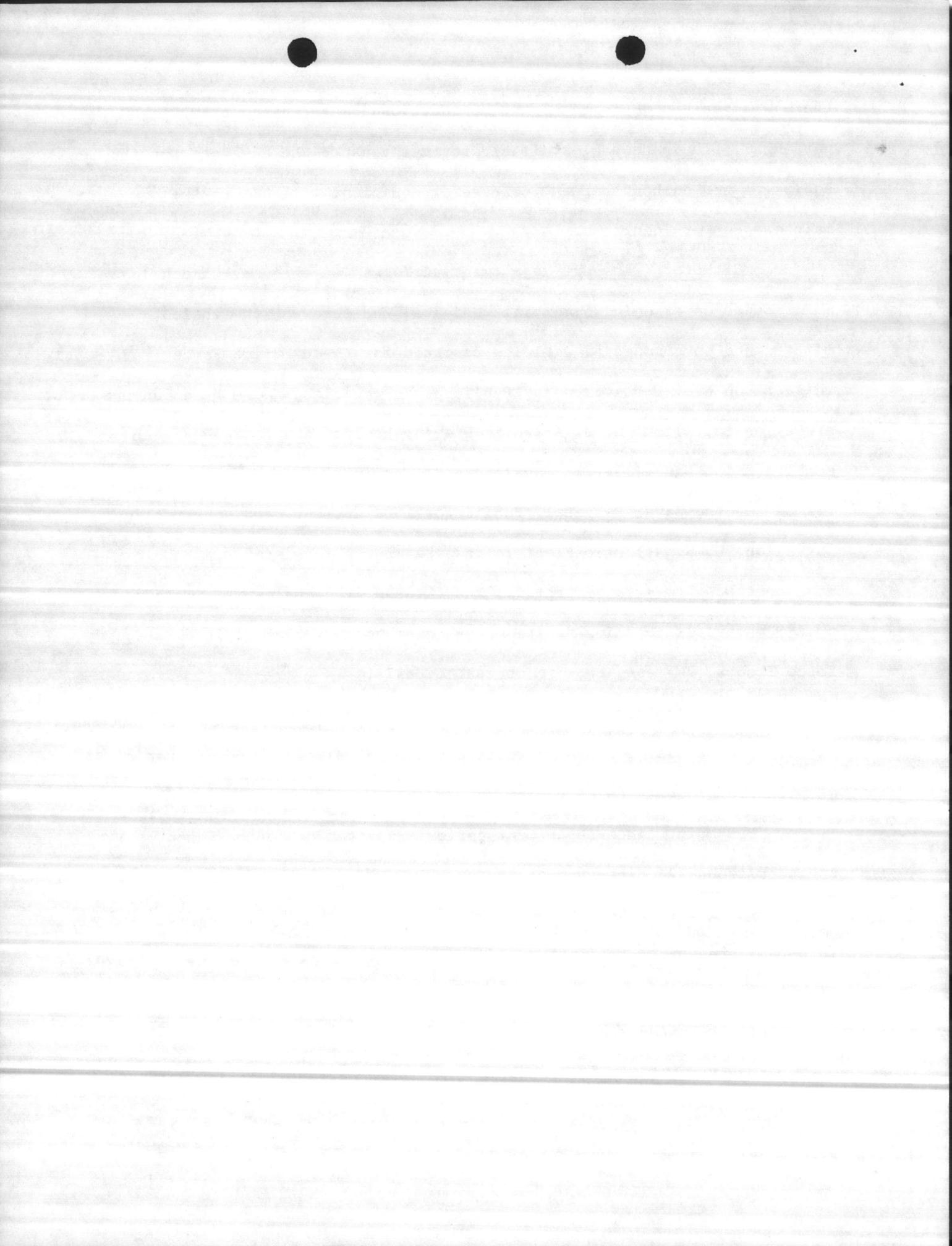
c. MCB Motor Transport Department performs 1st through 4th echelon maintenance on organic commercial vehicles; 2nd through 4th echelon maintenance on commercial vehicles assigned for Fleet Marine Force in-garrison use, U-Drive pools, Public Works vehicles, and Mobile Construction Battalion, U. S. Atlantic Fleet vehicles; and occasional 4th echelon maintenance for the Naval Hospital vehicles. (Maintenance performed for the Naval Hospital, Public Works Department, and Construction Battalion, U. S. Atlantic Fleet is on a reimbursable basis.) MCB Motor Transport Department also performs 2nd through 4th echelon maintenance on all materials handling equipment assigned to 2d Marine Division and Force Troops, FMFLant, on a reimbursable basis.

d. MCAS Transportation Division performs 1st through 4th echelon maintenance on assigned administrative vehicles, aircraft support vehicles, maintenance/groundskeeping equipment, and engineering type equipment.

e. MCB Maintenance Department performs maintenance on assigned engineer/groundskeeping-type equipment.

f. MCB Motor Transport Department's preventive maintenance program is established under Marine Corps directives; whereas, MCAS Transportation Division's preventive maintenance program operates under Naval Facilities Engineering Command directives.

g. MCB Motor Transport Department collects cost/utilization data in accordance with Marine Corps directives, while MCAS(H), New River complies with Naval Facilities Engineering Command directives.



h. 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. MCAS administrative vehicles and materials handling equipment replacement is based on a recommended three-year program submitted by the using activities.

4. DISCUSSION

a. General

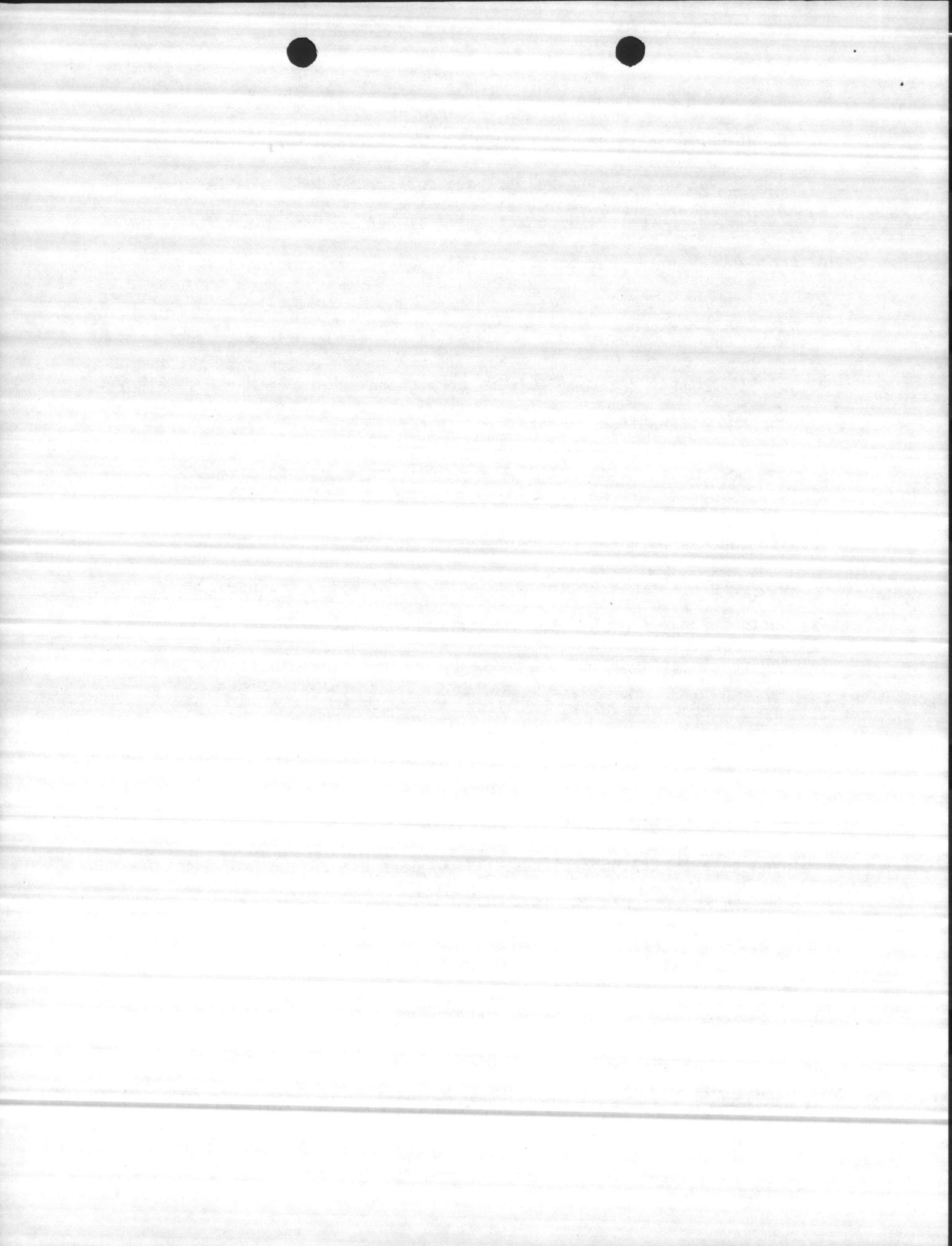
(1) Within the Camp Lejeune area there are three Motor Transport-type organizations that operate and maintain administrative support-type vehicles and equipment: MCB, Camp Lejeune; MCAS(H), New River; and Naval Hospital, CLNC. These organizations provide motor transport service support that is both common and uncommon to each other; however, some of the support that is uncommon to each of the motor transport units, such as construction/groundskeeping equipment which is provided by Base Maintenance Department, MCB, Camp Lejeune, could be consolidated within this department's support.

(2) Although there is an area of common motor transport service support among the three organizations, there are basic differences in the manner in which this support is managed and in maintenance procedures employed to support the programs. These differences and proposed changes to make the operation compatible under a single management are brought forth in the following discussion.

b. Personnel and Equipment Status

(1) Base Motor Transport Department

(a) The Table of Organization for Motor Transport Company, Headquarters and Service Battalion, MCB, Camp Lejeune authorizes the



following military and civilian personnel for the Base Motor Transport  
Department:

<u>1. Military</u>	304 (Total)
Officers	4
Enlisted (Permanent)	218
Enlisted (FMF Augmentation)	82
<u>2. Civilians</u>	148 (Total)
Graded	19
Ungraded	129

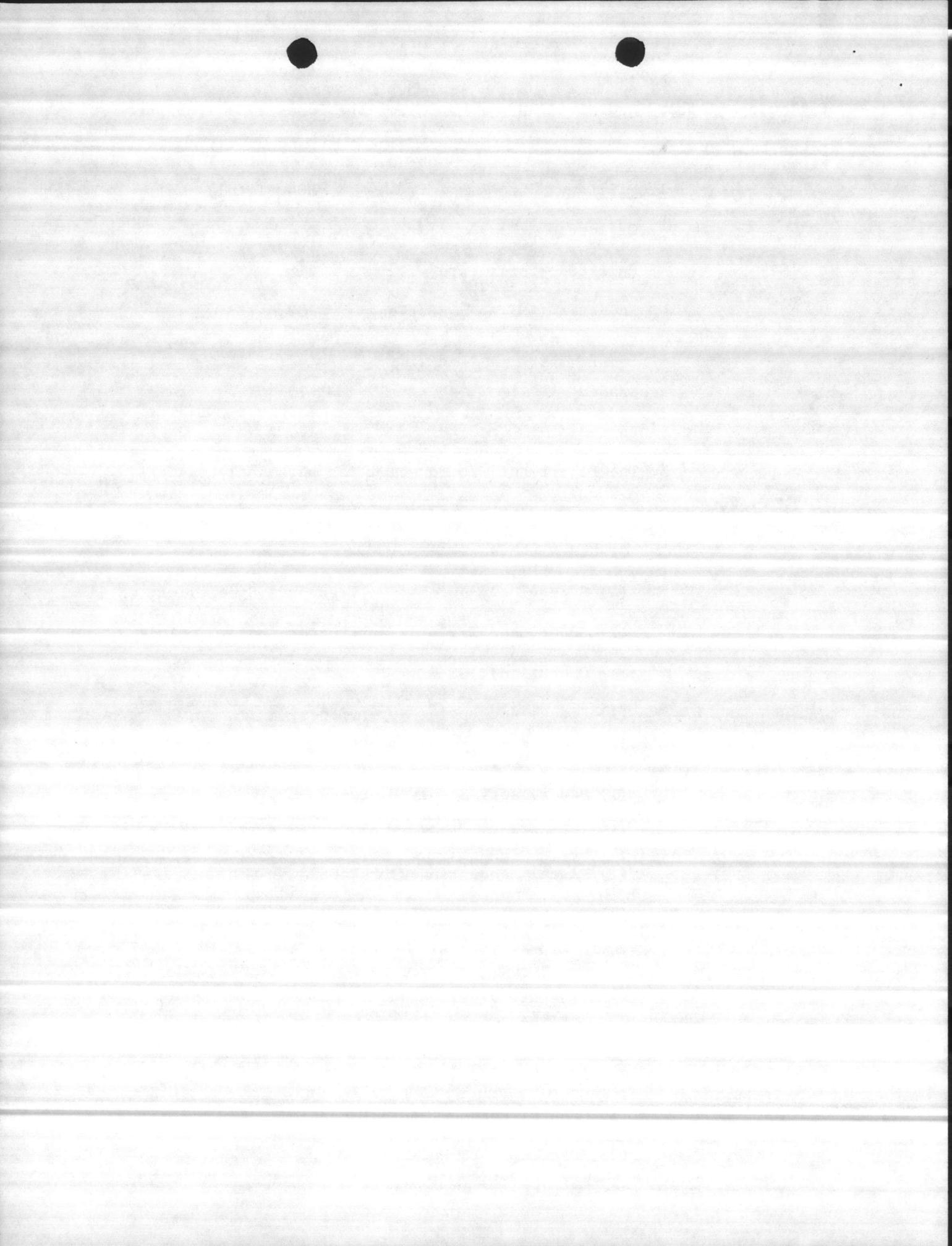
3. The Department T/O for civilian personnel consists  
of the following:

Graded Employees

- (1) Supervisory Automotive Transport Specialist, GS-11
- (1) Supervisor Training Instructor (Motor Vehicle  
Operation), GS-7
- (1) Fiscal Accounting Supervisor, GS-7
- (1) Secretary (Typing), GS-5
- (1) Supervisory Supply Clerk, GS-5
- (1) Accounts Maintenance Clerk, GS-4
- (1) Fiscal Accounting Clerk, GS-4
- (2) Clerk-Typist, GS-3
- (4) Motor Vehicle Dispatcher, GS-3
- (1) Clerk (Typing), GS-3
- (5) Clerk, GS-3

Ungraded Employees

- (1) General Foreman, Auto Mechanic
- (3) Foreman, Auto Mechanic



- (1) Foreman, Transportation
- (2) Leader, Auto Mechanic
- (65) Non-supervisory maintenance personnel
- (55) Truck driver
- (1) Foreman, Truck Driver (Heavy Trailer)
- (1) Stockman

(b) The authorized Table of Equipment consists of approximately 1405 vehicles/equipment.

(2) MCAS(H), New River

(a) The authorized Table of Organization for the MCAS Transportation Division contains the following military/civilian personnel, who are associated with the operation/maintenance of motor transport-type equipment/vehicles:

<u>1. Military</u>	27 (Total)
Officer	1 (Capt)
Enlisted	26
<u>2. Civilians</u>	33 (Total)
Graded	3
Ungraded	30

3. The Division T/O for civilian personnel consists of the following:

- (1) Automotive Transportation Specialist, GS-7
- (1) Foreman (Ldgm) Automotive Mechanic
- (6) Non-supervisory maintenance personnel
- (1) Clerk-typist, GS-4
- (1) Supply Clerk, GS-4



(21) Truck Driver

(2) Engineering Equipment Operator

4. Attention is invited to the fact that an organization/resources evaluation of the MCAS Transportation Division conducted in December 1969 (see Section IX of Annex E) identified a requirement for approximately 12 additional motor transport personnel.

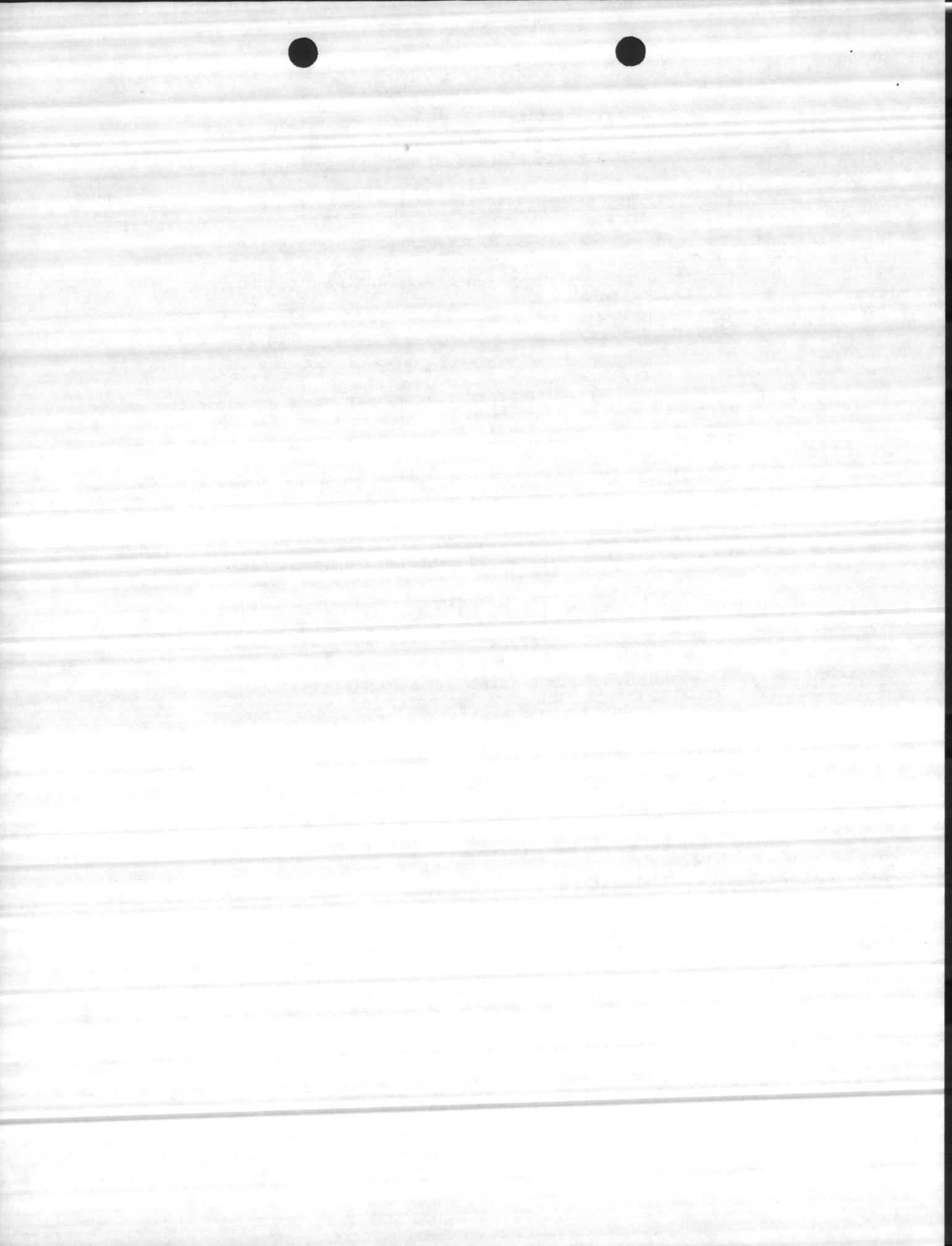
(b) The authorized Table of Equipment for the MCAS Transportation Division consists of approximately 237 items of motor transport-type equipment/vehicles, which are provided by the Naval Facilities Engineering Command; Naval Support Systems Command; and Naval Air Systems Command. A breakdown of the vehicles/equipment is as follows:

1. Approximately 149 vehicles/equipment are common to that operated/maintained by the MCB Motor Transport Department.

2. Approximately 49 vehicles/equipment are common to that operated/maintained by the MCB Maintenance Department.

3. Approximately 39 vehicles/equipment are peculiar to aircraft support.

(3) <u>Recapitulation</u>	<u>MCB</u>	<u>MCAS</u>
(a) Authorized Personnel		
<u>1.</u> Military	304	27
Officers	4	1
Enlisted (Permanent)	218	26
(Augmentation)	82	0
<u>2.</u> Civilians	148	33
Graded	19	3
Ungraded	<u>129</u>	<u>30</u>
<u>3.</u> Total Personnel	452	60



c. Motor Transport Operations

(1) MCB, Camp Lejeune: Base Motor Transport Department provides support to Base activities and Fleet Marine Force tenant organizations in the following areas:

(a) Permanent, semi-permanent, and continuing dispatch assignments of equipment with or without operators, as necessary.

(b) Equipment assignments on sub-custody to FMF tenants for "in-garrison" use.

(c) A military taxi fleet for use by all Camp Lejeune activities.

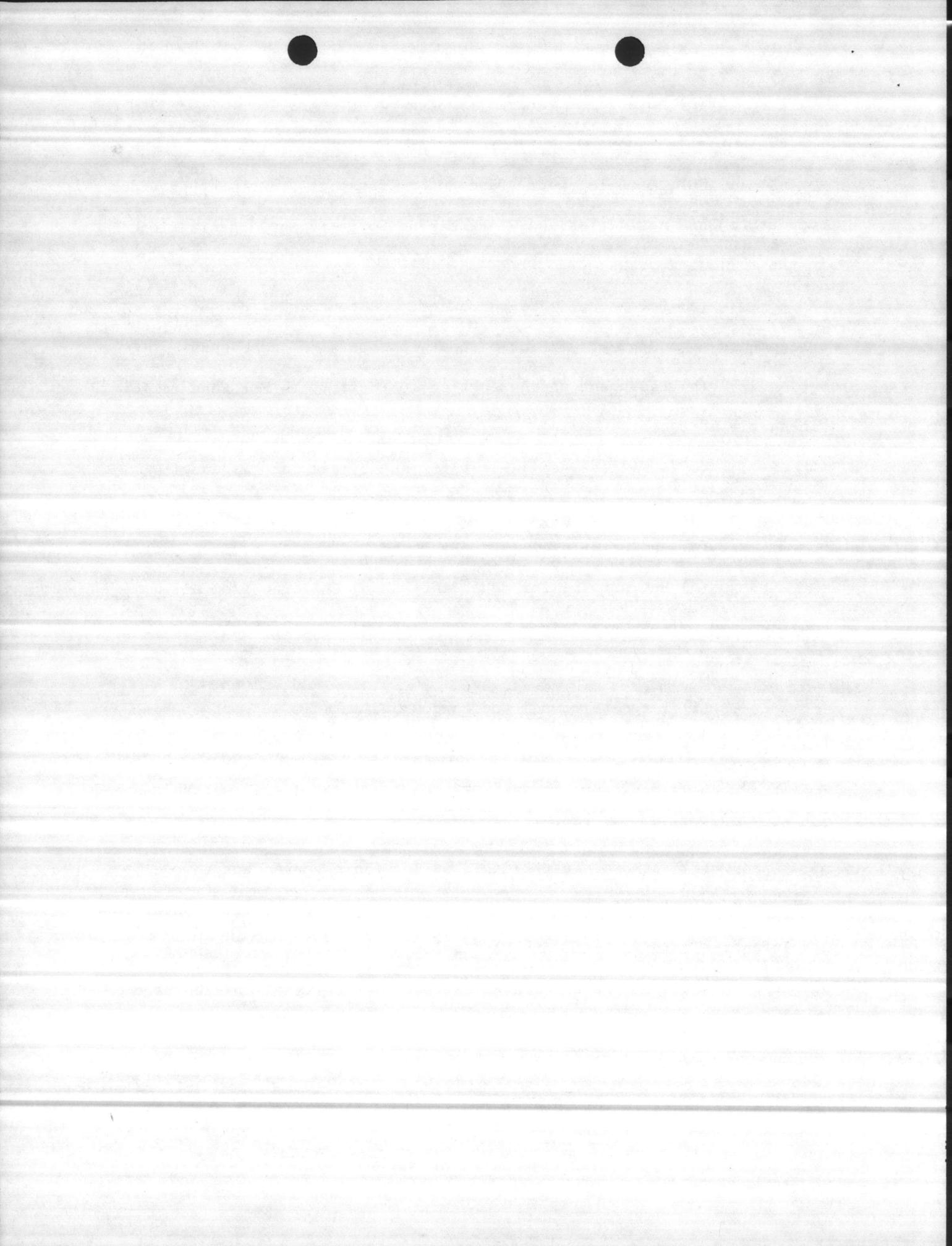
(d) An Intra-Base, Inter-Base and Housing Areas Bus System.

(e) Bus service for dependent school children from all housing areas, less Camp Geiger Trailer Park which MCAS, New River provides.

(f) Large personnel and cargo movements in support of both training and contingency missions to all Camp Lejeune activities, primarily 2d Marine Division; Force Troops FMFLant; and 1st Infantry Training Regiment.

(g) Sub-pools established in locations convenient to the activity supported, i.e., Marine Corps Engineer Schools; Rifle Range; 1st Infantry Training Regiment; Marine Corps Service Support Schools; and at such locations as are convenient for U-Drive type vehicles used by Base Maintenance Department.

(h) Motor vehicle operator testing/licensing for all military personnel assigned to MCB, Camp Lejeune and Naval Hospital, CLNC, and



all civilian personnel (appropriated and non-appropriated funds) employed at Camp Lejeune.

(2) MCAS(H), New River. MCAS Transportation Division provides support to the station activities and the tenant Fleet Marine Force organizations in the following areas:

(a) Taxi service for use by facility activities and the tenant FMF organization.

(b) Bus service for dependent school children from the MCAS and Camp Geiger Trailer Park to Base Schools.

(c) Limited personnel/cargo movement in support of training and contingency missions.

(d) Operator testing/licensing for station and tenant FMF organization personnel.

(e) Dispatcher service for aircraft refuelers in support of station aircraft operations.

(f) Dispatcher service for maintenance, g. undskeping, and engineering type equipment in support of station requirements.

d. Maintenance/Vehicles

(1) Maintenance Section of MCAS Transportation Division presently provides 1st through 4th echelon maintenance on approximately 237 pieces of equipment and vehicles. To maintain this equipment, one Foreman (1dgm) Automotive Mechanic and seven non-supervisory maintenance personnel are utilized. The maintenance shop is approximately 6900 square feet in size, which includes office space; a machine shop; a battery shop; a classroom; a lubrication stall; and three double bay repair repair stalls. A tire storage/repair shop is located in an adjacent



Butler building. This maintenance operation is located 15 miles from the MCB Motor Transport Department's maintenance shop, but only two miles from the MCB Motor Transport Department's branch maintenance shop at Camp Geiger.

(2) Approximately 149 pieces of motor transport-type equipment/vehicles in the MCAS inventory are common to those operated/maintained by MCB Motor Transport Department.

(3) Approximately 49 pieces of maintenance-type equipment/vehicles operated/maintained by MCAS Transportation Division are common to vehicles/equipment operated/maintained by MCB Maintenance Department.

(4) Approximately 39 pieces of aviation-type equipment/vehicles are peculiar to aviation support/maintenance responsibility of MCAS(H), New River. This equipment should remain under MCAS administrative/operational control.

e. Transportation Allowances, Inventory Control, and Cost Accounting/Reporting

(1) A study of the Navy and Marine Corps Equipment management, and cost accounting/reporting procedures indicates that differences exist in each area.

(2) Equipment coverage:

(a) Navy - Transportation equipment includes automotive, construction/allied equipment, fire-fighting, railway, weight handling, weight lifting, and materials handling equipment.

(b) Marine Corps - Motor Transport equipment includes automotive, fire-fighting and materials handling equipment.



(3) Allowance reviews, inventory control and reporting requirements:

(a) Navy - Allowance reviews are conducted annually in accordance with pertinent directives, by each shore activity. As a part of this annual allowance review, recommendations are forwarded as to vehicles/equipment requiring replacements, replacement types desired and activity replacement priorities.

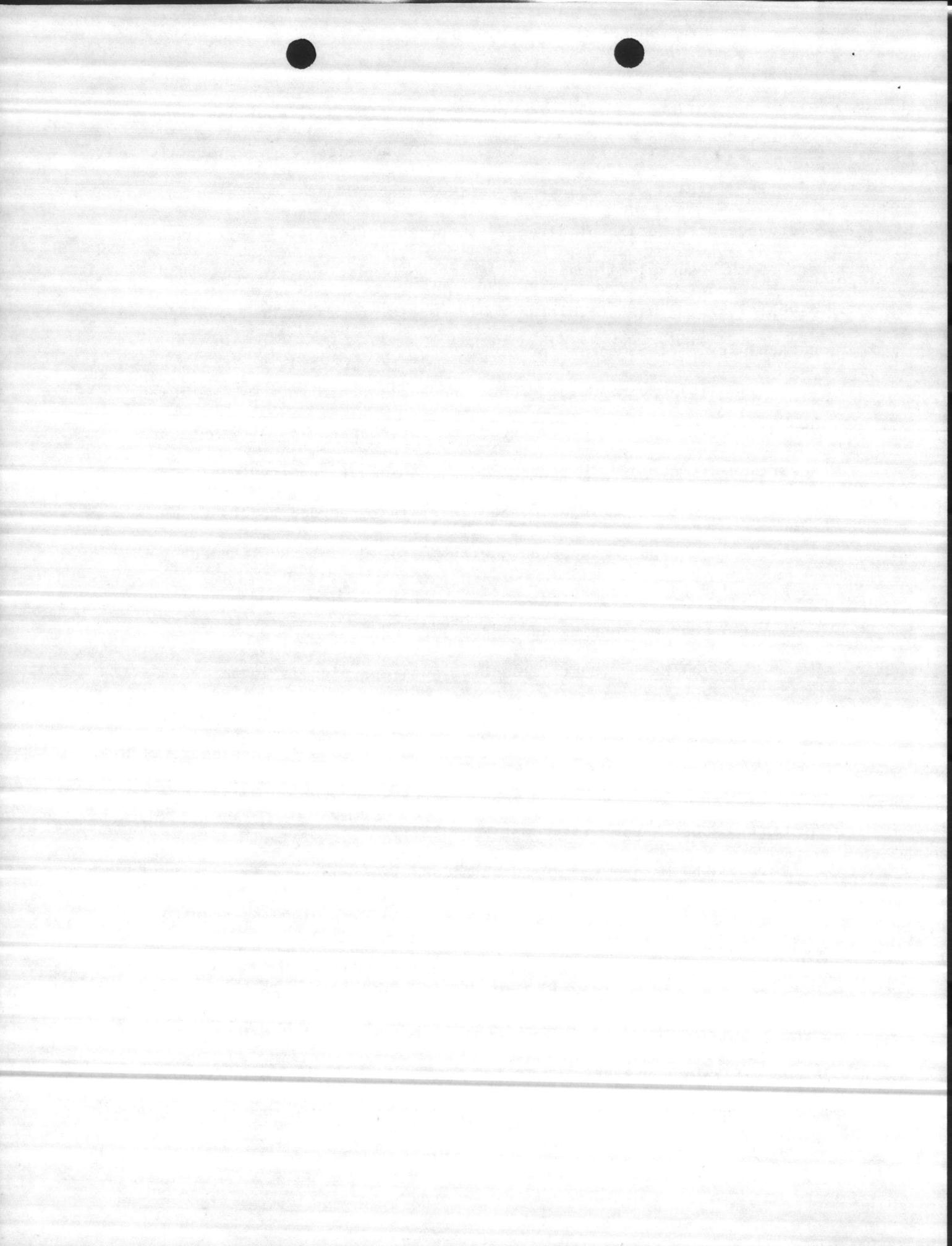
(b) Marine Corps - Continuous allowance reviews are conducted with appropriate recommendations for changes in allowance made as warranted. Quarterly Garrison Mobile Equipment Reports, giving detailed information on each vehicle in the fleet, is forwarded to the Commandant of the Marine Corps in accordance with MCO 4440.27\_. Replacement vehicles are scheduled by Headquarters, Marine Corps.

(4) Cost accounting and reporting requirements:

(a) Navy - Cost accounting and reporting is in accordance with the Transportation Equipment Cost Accounting Handbook 9 (NAVEXOS P-1502) as amended by Navy Comptroller Manual Volume 3, Chapter 7, with the following quarterly report required: Transportation Operations and Maintenance Cost Report (NavCompt Form 2122).

(b) Marine Corps - Cost accounting/reporting is in accordance with MCO 7310.10\_, and MCO 4440.27\_ with the following required reports:

1. Motor Vehicle Operation and Maintenance Cost Report (Report Symbol - MC 7310.01 ). Monthly to the Motor Transport Officer of the activity and quarterly to the Commandant of the Marine Corps.



2. Quarterly Terminal Vehicle Report (Report Symbol MC-11240-5). Monthly to the Motor Transport Officer of the activity and quarterly to the Commandant of the Marine Corps.

(5) The major difference in cost accounting or cost elements is as follows: Re-work - Under the Navy system, all labor and materials used in the correction of faulty work is treated as an indirect charge; whereas, under the Marine Corps system, correction of faulty work is treated as a direct charge.

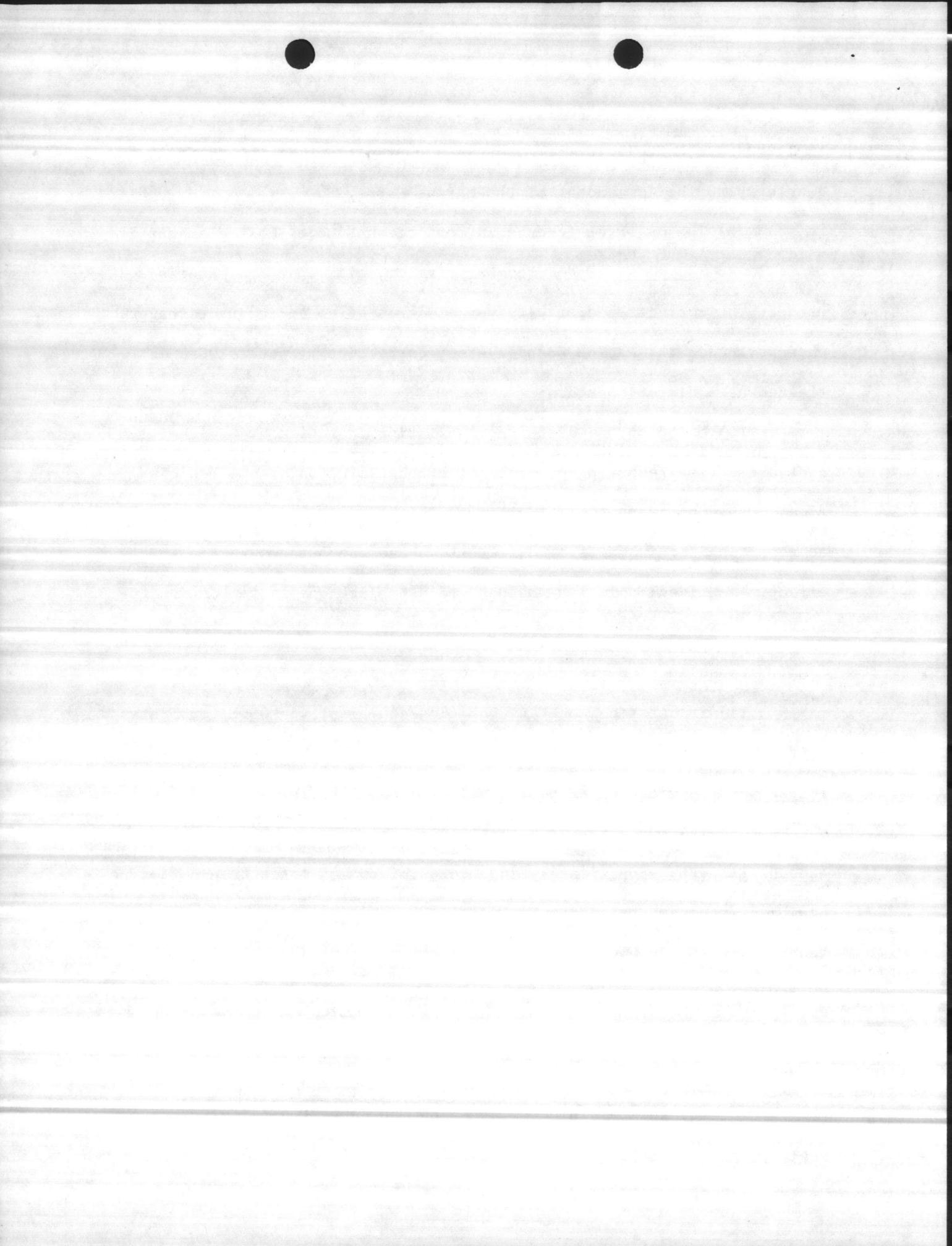
(6) Based on the differences existing in equipment management, cost accounting/reporting procedures, a consolidation of the vehicle fleets would be impractical from an administrative standpoint as long as reporting requirements of different management bureaus remain in effect. The ideal solution would be to establish one system of management.

f. Consolidation programs for consideration

(1) Transfer common Navy vehicles/equipment to MCB Motor Transport Department with MCAS(H), New River reimbursing MCB, Camp Lejeune for support services on an hourly/mileage rental basis

(a) MCB Motor Transport Department would pick up as plant account property approximately 149 pieces of common motor transport-type equipment/vehicles belonging to MCAS(H), New River, and the MCB Maintenance Department would receive 49 pieces of maintenance-type equipment. MCAS(H), New River would retain and operate the 39 pieces of Naval Air Systems Command equipment, which MCB Motor Transport Department could maintain on a reimbursable basis.

(b) The combining of other common support services, such as Public Works and Base Maintenance equipment may further reduce vehicle/



equipment requirements, but this can only be determined after a trial period of consolidation.

(c) Base Motor Transport Department would maintain a sub-pool at MCAS(H), New River to provide "U-Drive" vehicles for this activity. General support services, such as bus transportation, large cargo/troop movements and taxi service, would be provided by Base Motor Transport Department, as required/requested.

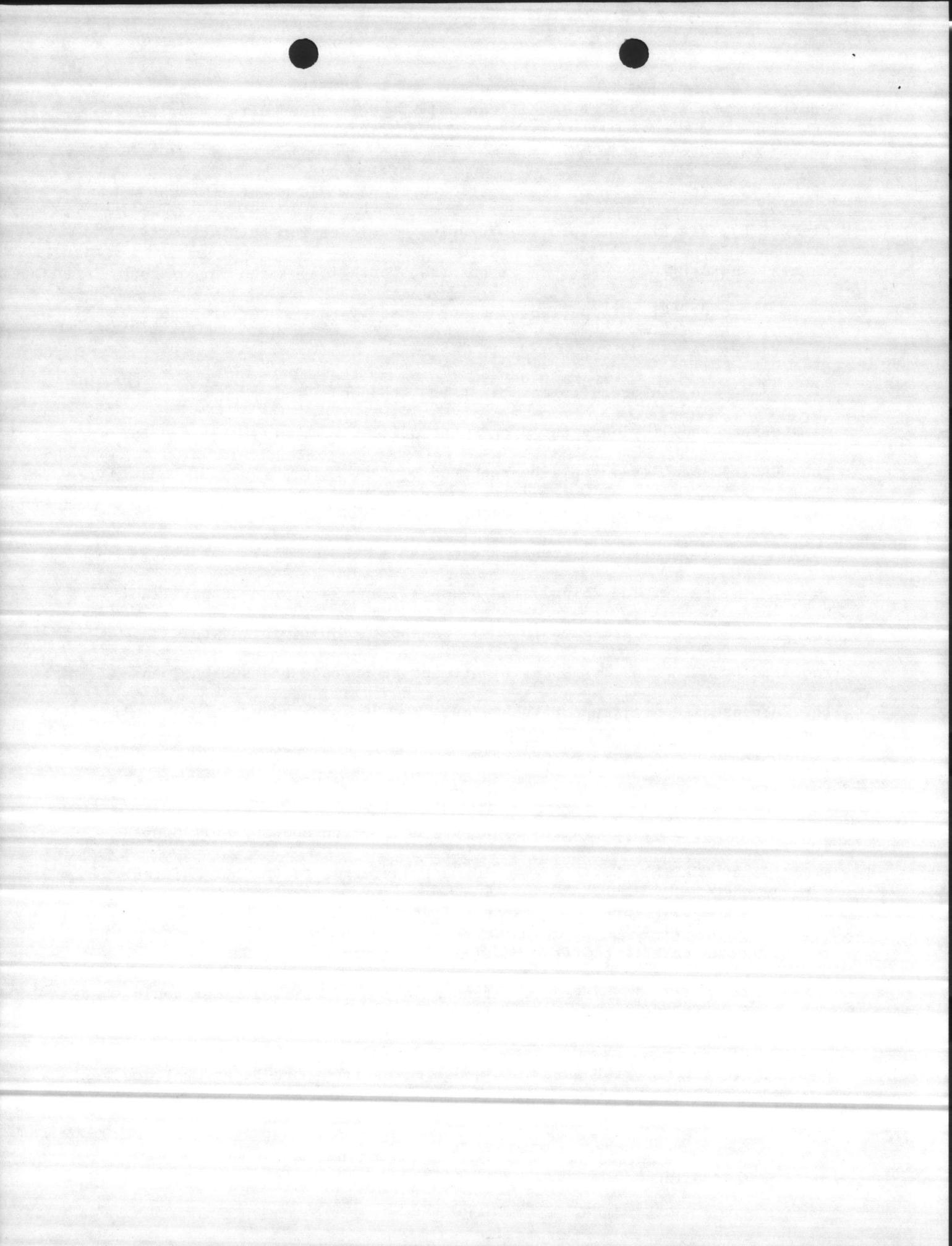
(d) In order to establish the sub-pool, the compound, maintenance facility, and the dispatcher offices presently operated by the MCAS(H), New River would be required by Base Motor Transport Department.

(e) Personnel transfers

1. The 26 enlisted personnel and 24 of the 33 civilian personnel presently assigned to MCAS Transportation Division would be required by MCB Motor Transport Department to operate the sub-pool and the increased general support vehicles. The 26 enlisted personnel could initially be assigned on a TAD basis.

2. The two engineer equipment operators and the four truck drivers, employed in trash/garbage collection and street/runway sweeping at MCAS(H), New River would be transferred to the MCB Maintenance Department, if/when the responsibility for the performance of these functions was transferred from MCAS(H), New River to MCB, Camp Lejeune.

3. To perform maintenance on the increased fleet would require that four of the six authorized automotive mechanics be assigned to MCB Motor Transport Department. Base Motor Transport Department would have no requirement for the remaining two non-supervisory maintenance billets presently authorized MCAS(H), New River; nor would they require



the services of the Motor Transport Officer and the Automotive Transportation Specialist.

(f) In view of the MCB Motor Transport Department's large fleet and greater flexibility of operation, it is anticipated that the FMF Tenant organizations at MCAS(H), New River would receive increased support in the area of large personnel/cargo movements. Such support is now routinely provided by MCB Motor Transport Department to aviation units only when these units are attached to or in support of a 2d Marine Division mission.

(g) Reimbursement for services and common equipment provided to MCAS(H), New River would be on an hourly/mileage rental rate.

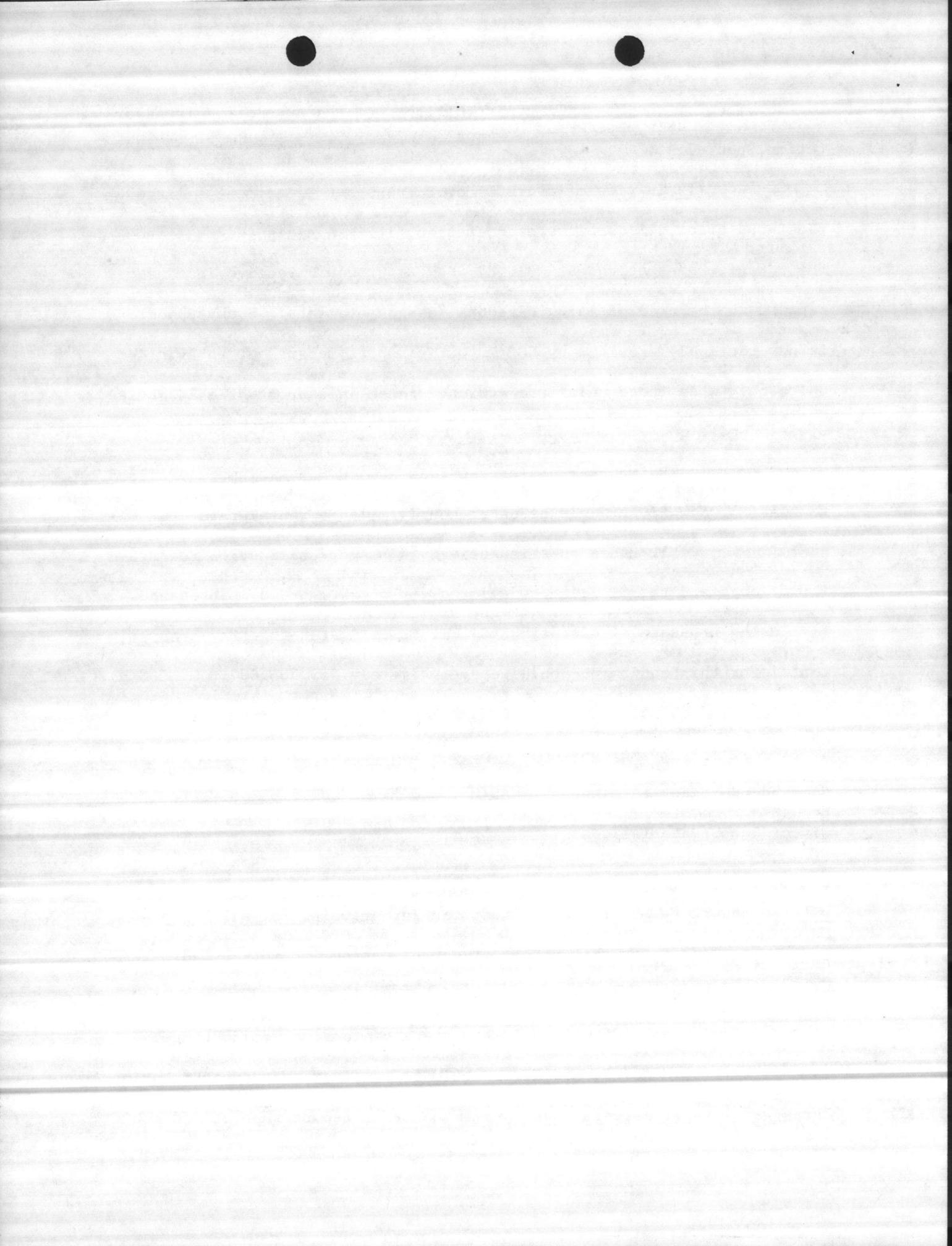
1. Based on this activity's budget/utilization reports for mileage and the \$177,118.00 allotted for operation and maintenance (including pro-rated indirect costs), it is estimated that the annual rental for this equipment would be approximately \$59,305.00 from MCAS(H), New River and \$21,611.00 from the Camp Lejeune Dependent Schools.

2. Reimbursement for maintenance of the Naval Air Systems Command equipment retained by MCAS(H), New River would be only for direct labor/material costs.

(2) Transfer common Navy vehicles/equipment to MCB, Camp Lejeune with Headquarters, Marine Corps budgeting/programming for all costs

(a) Under this method of consolidation, operation and maintenance requirements at the local level would be the same as are listed in paragraph 4.f.(1); only the means of funding would change.

(b) MCAS(H), New River would be considered as another Marine Corps Base supported unit in regard to motor transport support and would



be funded for accordingly. Headquarters, Marine Corps would make funds available for local operation/maintenance of common equipment and would program for replacement of vehicles at that level. This would require an initial transfer of funds at Navy/Marine Corps headquarters level to provide for this support.

1. The maintenance cost for Naval Air Systems Command equipment retained by MCAS(H), New River would be on a local reimbursable basis.

2. Reimbursement for civilian truck drivers would be based upon actual salary of driver, accelerated by 30%, and would cover only those hours driver is on dispatch in this area.

(c) This program would be the easiest to administer at the local level because reimbursement accounting would be eliminated.

(3) Naval Facilities Engineering Command assigns vehicles/equipment to MCB, Camp Lejeune and provides funds to Marine Corps for support of MCAS(H), New River transportation requirements

(a) There would be no change in the procedures presently established at MCAS(H), New River; only the management of the programs would be transferred.

(b) No reduction in equipment is envisioned because only Navy vehicles/equipment would be used to support this activity, and the flexibility of operation inherent in a large fleet would be lost.

(c) This system would require that separate accounting procedures be established by Base Motor Transport Department to meet the requirements of Navy directives, thus requiring an increase in administrative personnel at MCB, Camp Lejeune.



(d) The only savings anticipated would be in the area of supervisory and maintenance personnel, with only a slight savings being realized in these areas.

(4) MCAS(H), New River retain Navy vehicles/equipment with MCB, Camp Lejeune providing all maintenance support

(a) Under this program, MCAS(H), New River would retain operational control of all equipment and MCB Motor Transport Department would provide maintenance on a reimbursable basis. No reduction of equipment is anticipated.

(b) Since replacement of equipment would continue to be programmed by Naval Facilities Engineering Command, reimbursement for maintenance would be on a direct cost basis, consisting of labor/materials relating to the particular equipment. Indirect costs, consisting of administrative labor and materials bought in bulk which cannot be related to a specific item of equipment, would have to be absorbed by MCB, Camp Lejeune.

(c) MCAS(H), New River would continue to budget and account for maintenance in accordance with Naval Facilities Engineering Command directives. MCB Motor Transport Department would provide maintenance costs data to this activity.

(d) Since MCAS(H), New River 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 minimal.

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

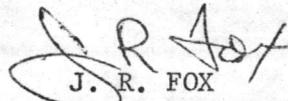


(f) It is not recommended that this program be adopted.

However, the Base Motor Transport Department can provide maintenance services to MCAS(H), New River for overflow 4th echelon maintenance under the program presently in being. This service would require an increase in personnel at MCB Motor Transport Department.

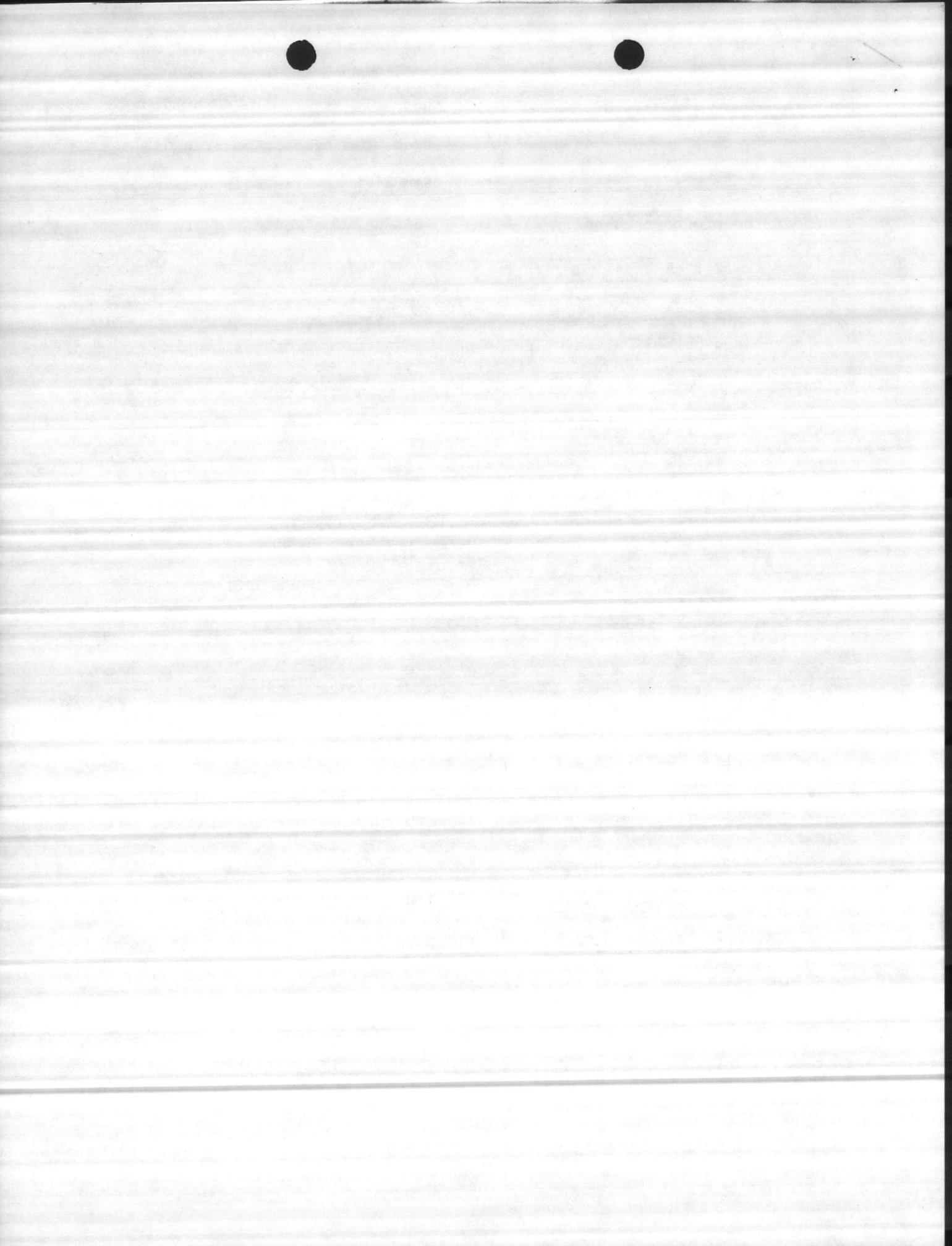
5. CONCLUSIONS. (Awaiting receipt/review of the detailed analysis of the subject consolidation which is being conducted by the Atlantic Division, Naval Facilities Engineering Command (LANTDIV NAVFACENGCOM); references (e) through (h) apply.)

6. RECOMMENDATIONS. (Same as paragraph 5.)



J. R. FOX  
LtCol, USMC

Base Motor Transport Officer



4I/APO/1st  
11010  
14 Dec 1970

QUARTERS AND HOUSING CONSOLIDATION STUDY

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

2. ASSUMPTIONS

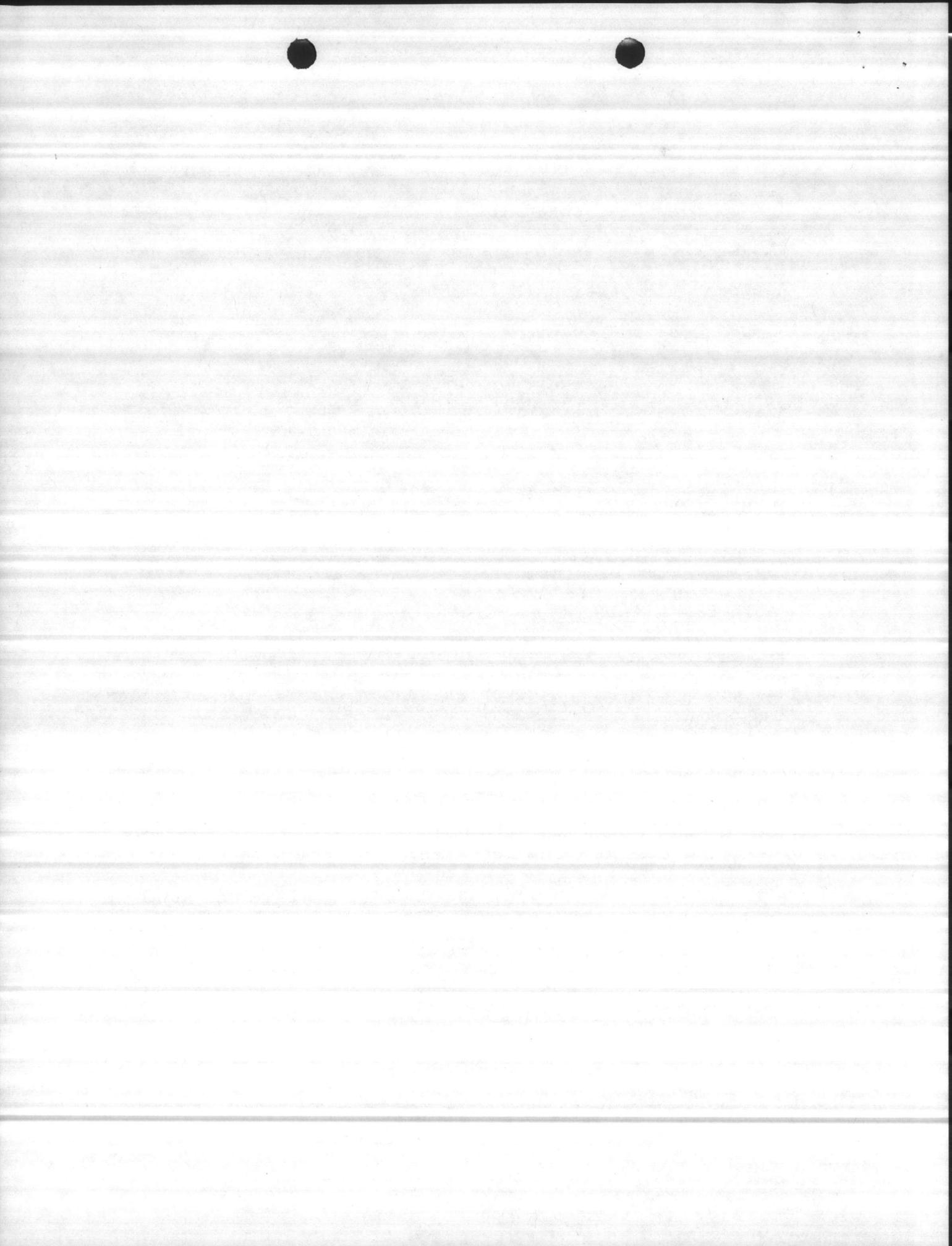
a. Savings in dollars, personnel and administrative workload are the prime criteria for this study.

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

3. FACTS BEARING ON THE PROBLEM

a. Financial Management Support Control. Both MCB, Camp Lejeune and MCAS(H), New River are under the management control of and financially supported by Headquarters, Marine Corps (Code COA-3).

b. Mission. MCB and MCAS Family Housing Offices function to provide on-Base housing for married military personnel attached to this command and its tenant organizations, and off-Base community support housing through Housing Referral Offices.



c. Assets

(1) Quarters

<u>Type</u>	<u>MCB</u>	<u>MCAS</u>	<u>Total</u>
Public Quarters - (officer)	424	0	424
Capehart - (officer)	123	110	233
Capehart - (enlisted)	677	325	1002
Wherry - (officer)	346	0	346
Wherry - (enlisted)	1505	0	1505
Lanham (Inadequate)	700	0	700
Trailers (Inadequate)	733	0	733
Trailer Sites	<u>225</u>	<u>0</u>	<u>225</u>
Total Units	4733 (92%)	435 (8%)	5168

(2) Furniture

MCB: \$2,376,900 (86%)	Items: 55,159 (83%)
MCAS: <u>400,140</u> (14%)	Items: <u>11,000</u> (17%)
\$2,777,040	66,159

(3) Collateral Equipment

MCB: \$1,084,210 (91%)
MCAS: <u>113,497</u> ( 9%)
Total: \$1,197,707

(4) Warehouses

MCB: Building 1501
MCAS: Buildings 812 and 813



d. Utilization (September 1970)

(1) Housed

<u>Rank</u>	<u>MCB</u>	<u>MCAS</u>	<u>Total</u>
08/07	4	0	4
06	44	3	47
05	87	10	97
04	150	25	175
03	216	48	264
02	183	19	202
01	176	5	181
E9/E8	218	33	251
E7	428	81	509
E6	778	124	902
E5/E4+	843	81	924
E4-/E1	1428*	2	1430
Civilian	38	0	38
Total	4593 (97%)	431 (99%)	5024 (97%)

\*Includes 162 MCAS personnel. MCAS(H), New River houses MCAS personnel only.

(2) Assignments/Dispossession

<u>FY70</u>	<u>MCB</u>	<u>MCAS</u>
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%

(3) Waiting List (September 1970)

<u>Rank</u>	<u>MCB</u>	<u>MCAS</u>	<u>Total</u>
06	1	0	1
05/04	51	12	63
03	66	8	74
02/01	16	23	39
E9/E4+	252	82	334
E4-/E1	337*	0	337
Total	723 (15%)	125 (29%)	848 (16%)

\*Includes 22 MCAS personnel



e. Community Support Housing. MCB, Camp Lejeune and MCAS(H), New River both derive their community support housing from the Jacksonville-Onslow County area. Housing referral function is administered by MCB, in coordination with MCAS.

f. Reports, Record Keeping and Family Housing Surveys. All recurring reports and management records required by higher authority are accomplished by MCB, Camp Lejeune and MCAS(H), New River. Family Housing surveys and special reports dealing with community support housing are prepared by MCB, with MCAS providing assistance.

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

h. Housing Boards. Both MCB, Camp Lejeune and MCAS(H), New River have established Housing Boards to recommend command action on special housing requests.

i. Supply and Operating Service Support

(1) MCB family housing is supported by Base Materiel Battalion, with most direct organic supply coming through Shop Stores. MCAS services are provided by MCAS Supply Department.

(2) Service and maintenance contracts are shown below:

<u>Contract</u>	<u>MCB</u>	<u>MCAS</u>
Refuse & Garbage	\$1.98 per unit per month	\$3.50 per unit per month



Contract

MCB

MCAS

Oil

Fuel supplied by Stock  
Fund Account @ \$0.12  
per gal and delivered  
by contractor @ \$0.012  
per gal (\$0.132 - total)

Delivered/supplied  
by contractor  
@ \$0.13 per gal

Delivered/supplied by  
contractor at Knox  
@ \$0.146 per gal

(3) MCB, Camp Lejeune contracts: interior and exterior painting; street and sidewalk repair; porch replacement; replacement of heating units; termite treatment; and floor refinishing. MCAS(H), New River does not contract unless the Public Works Department cannot accomplish the work. MCAS schedules exterior painting in increments, with contract for work station forces cannot accomplish. MCAS does have a contract for termite treatment and replacement of heating units.

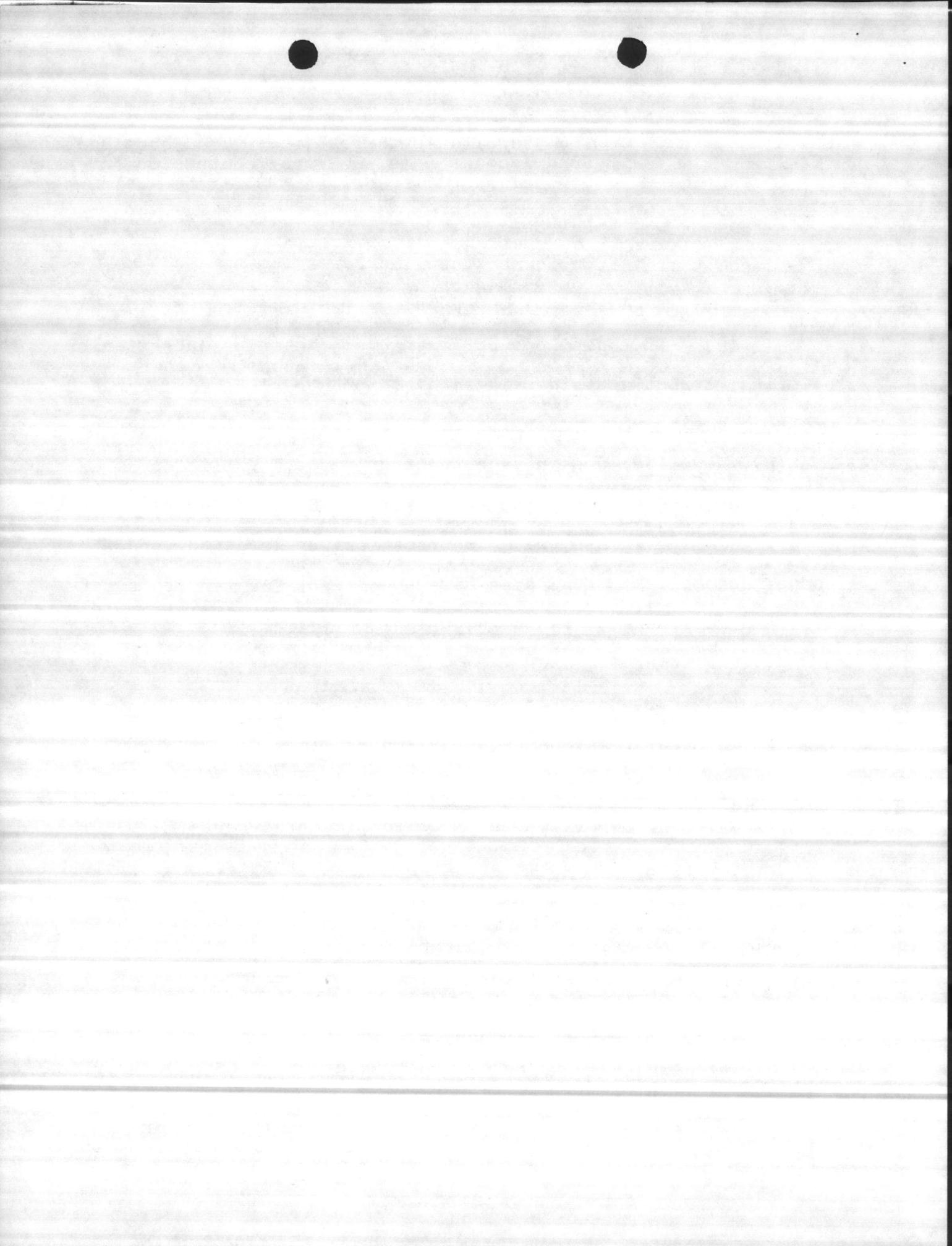
j. Logistics

(1) MCB, Camp Lejeune. Long and short-range planning for family housing maintenance and improvements for MCB is provided by the Director, Quarters and Housing, supported by Base Maintenance Department and the Public Works Department, under the cognizance of the Assistant Chief of Staff, Facilities.

(2) MCAS(H), New River. At MCAS these functions are performed by the Maintenance Control Division of the MCAS Public Works Department.

k. Maintenance Support

(1) MCB, Camp Lejeune. Base Maintenance Officer provides maintenance support as 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 MCB Public Works Department.

(2) MCAS(H), New River. At MCAS these functions are performed by the Maintenance/Utilities Division of the MCAS Public Works Department, or by the Engineering Division of the same department, as appropriate.

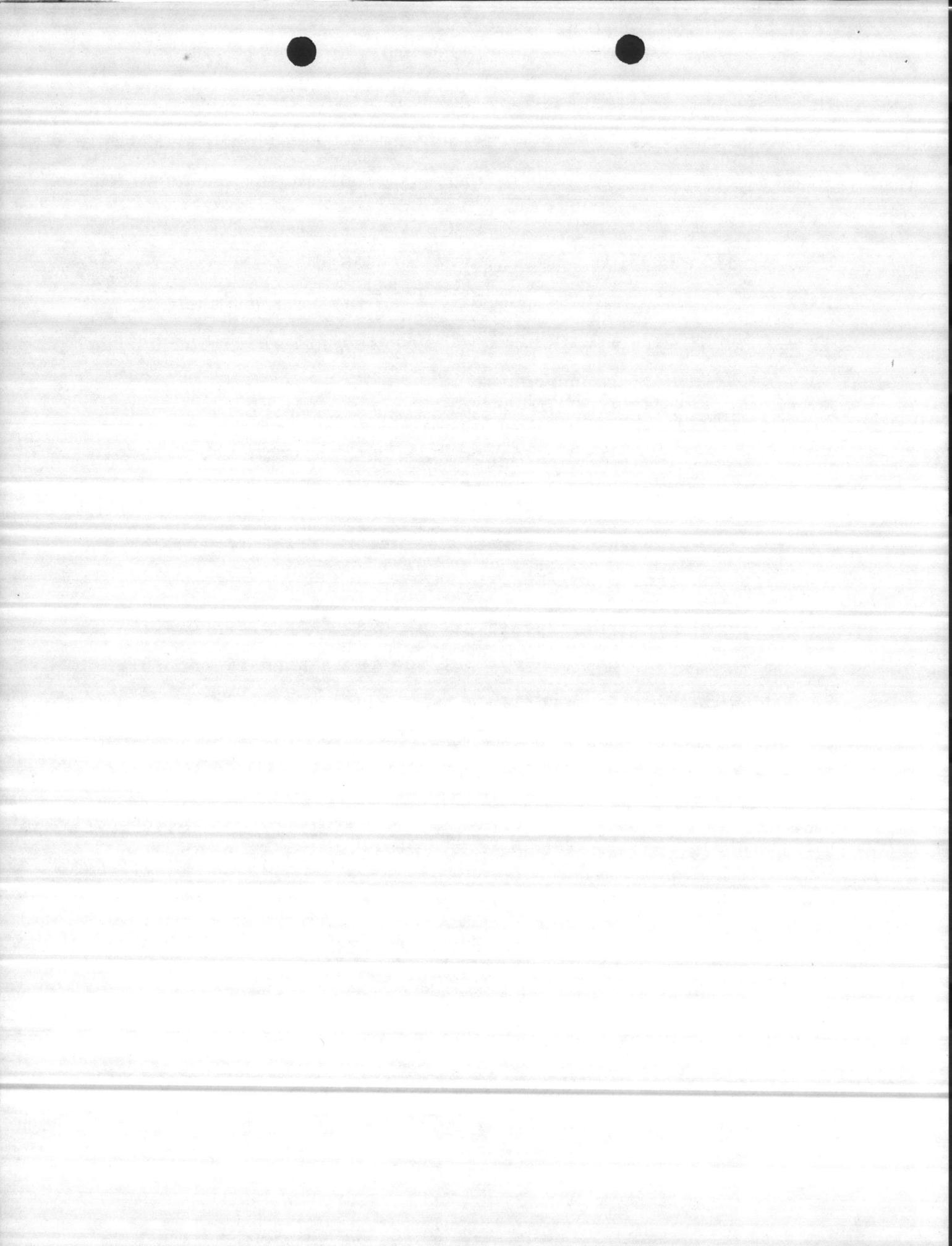
1. Fiscal Support

(1) MCB, Camp Lejeune. MCB Quarters and Housing Division operates as a planning estimate holder for all family housing funds, under the cognizance of the Base Comptroller who supplies accounting and budgetary support.

(2) MCAS(H), New River. At MCAS fiscal support is provided by the MCAS Comptroller, who is in turn responsible to the COMCABEAST Comptroller.

(3) FY71 Budget:

<u>Budget</u>	<u>MCB</u>	<u>MCAS</u>	<u>Total</u>
Project 11	\$1,720,425	\$204,140	\$1,924,565
Project 12	130,240	8,200	111,440
Project 21	<u>1,729,000</u>	<u>337,451</u>	<u>2,066,451</u>
Total	\$3,552,665 (87%)	\$549,791 (13%)	\$4,102,456



m. Staffing

	<u>MCB</u>		<u>MCAS</u>		<u>Total</u>	
	<u>Civ</u>	<u>Mil</u>	<u>*Civ</u>	<u>*Mil</u>	<u>Civ</u>	<u>Mil</u>
Administrative Employees	12	0	3	1	15	1
Maintenance Inspectors	6	0	0	0	6	0
Check-In Inspectors	2	1	0	0	2	1
M & R Maintenance	5	0	0	0	5	0
Referral Office	2	0	0	1	2	1
Furniture Section	<u>13</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>14</u>	<u>2</u>
Total	40	3	4	2	44	5
	(88%)		(12%)			

NOTE: \*Does not include BOQ personnel shown on Appendix 2.

Ratio of administrative staff to number of units:

MCB: 1 - 394 units

MCAS: 1 - 109 units

Attention is also invited to the fact that an organizational/resources evaluation of the MCAS Housing Division conducted in December 1969 (See Section VIII of Annex E) identified a requirement for additional family housing management personnel.

n. Functional Organizational Charts. MCB, Camp Lejeune and MCAS(H), New River organizational charts are attached. MCAS Housing Division has the additional duty of operating MCAS BOQ.

o. Geographical Considerations

(1) MCB, Camp Lejeune maintains and operates 377 trailers in the Geiger Trailer Park area, just outside the confines of MCAS(H), New River.



(2) MCB provides family housing support to organizations located at Camp Geiger, which adjoins MCAS. These organizations include:

Organic MCB Units

Headquarters, 1st ITR  
H&S Company, 1st ITR  
1st Battalion, 1st ITR  
2d Battalion, 1st ITR

Tenant FMF Units

2d Bridge Company  
2d Force Recon Company  
2d Counterintelligence Team  
NBC School  
2d Radio Battalion  
2d Topo Company

(3) The MCB Quarters and Housing Office is approximately 10 miles from the Camp Geiger and MCAS areas.

4. DISCUSSION

a. Consolidation of Quarters and Housing functions depends on two definitive factors:

(1) It must be determined whether MCAS quarters are to be pooled with MCB quarters for assignment purposes, or whether MCAS personnel alone will be eligible for assignment thereto, since MCAS quarters were programmed/built for MCAS personnel. In this connection, it is noted that pooling of quarters would result in many lower pay grade MCAS personnel receiving quarters in Tarawa Terrace housing and conversely, upper pay grade MCB personnel attached to organizations in the Camp Geiger area would without doubt desire to be housed in the MCAS Capeharts. The fact that MCAS quarters were programmed and built to serve that activity appears to warrant their continued use by MCAS personnel only.



(2) Since MCB family housing operations are closely correlated with the MCB maintenance organization and the MCB fiscal office, the ease of consolidation of the family housing function will depend to a major degree on whether maintenance/fiscal functions are consolidated, as related to family housing. In the event maintenance/fiscal functions are not consolidated, the consolidation of the family housing function would definitely be more difficult to achieve.

b. Based on factual information concerning waiting lists and volume of assignments/dispossessions, it appears that these functions could be consolidated with no additional personnel required by MCB, Camp Lejeune. The same is true in the area of record keeping, reports and general administrative overhead, such as housing boards, housing surveys, occupant regulations and informational bulletins. In all instances, reporting for MCAS quarters could be consolidated with MCB Capehart housing reports.

c. In the areas of community support housing and housing referral, the housing referral function could be performed entirely at MCB housing office, in the event applications/assignments/dispossessions for MCAS personnel were handled at this same office. In this case, an additional employee from MCAS(H), New River would be required to enable MCB housing referral to adequately administer the program and this would result in a general increase in the quality of service provided



both commands, since the extra person could be assigned to field work, which currently is not being done at MCB due to lack of personnel.

d. In the areas of logistics (supply and operating service) support and fiscal support, no additional personnel would be required for MCB to perform these functions, provided fiscal responsibility is channelled through the MCB Comptroller rather than the COMCABEAST Comptroller. Since family housing funding at Headquarters, Marine Corps level evolves from the same office (i.e., Code COA), this change in responsibility would be feasible.

e. Consolidation of family housing furniture and moveable equipment functions appears to present no serious difficulties, although there would be advantages in retaining at least one person from the MCAS organization, and the warehousing facilities currently utilized for this function.

f. Dollar savings emanating from consolidation would appear to be approximately \$16,000.00 (the salaries of two civilians, GS-9 and GS-3); and approximately \$20,424.00 (the estimated saving for two military personnel, pay grade E7 and E8).

(1) These savings would be offset in part by an estimated three to five thousand dollars additional overhead resulting from the distance between MCAS quarters and MCB furniture warehouses and administrative offices, which would



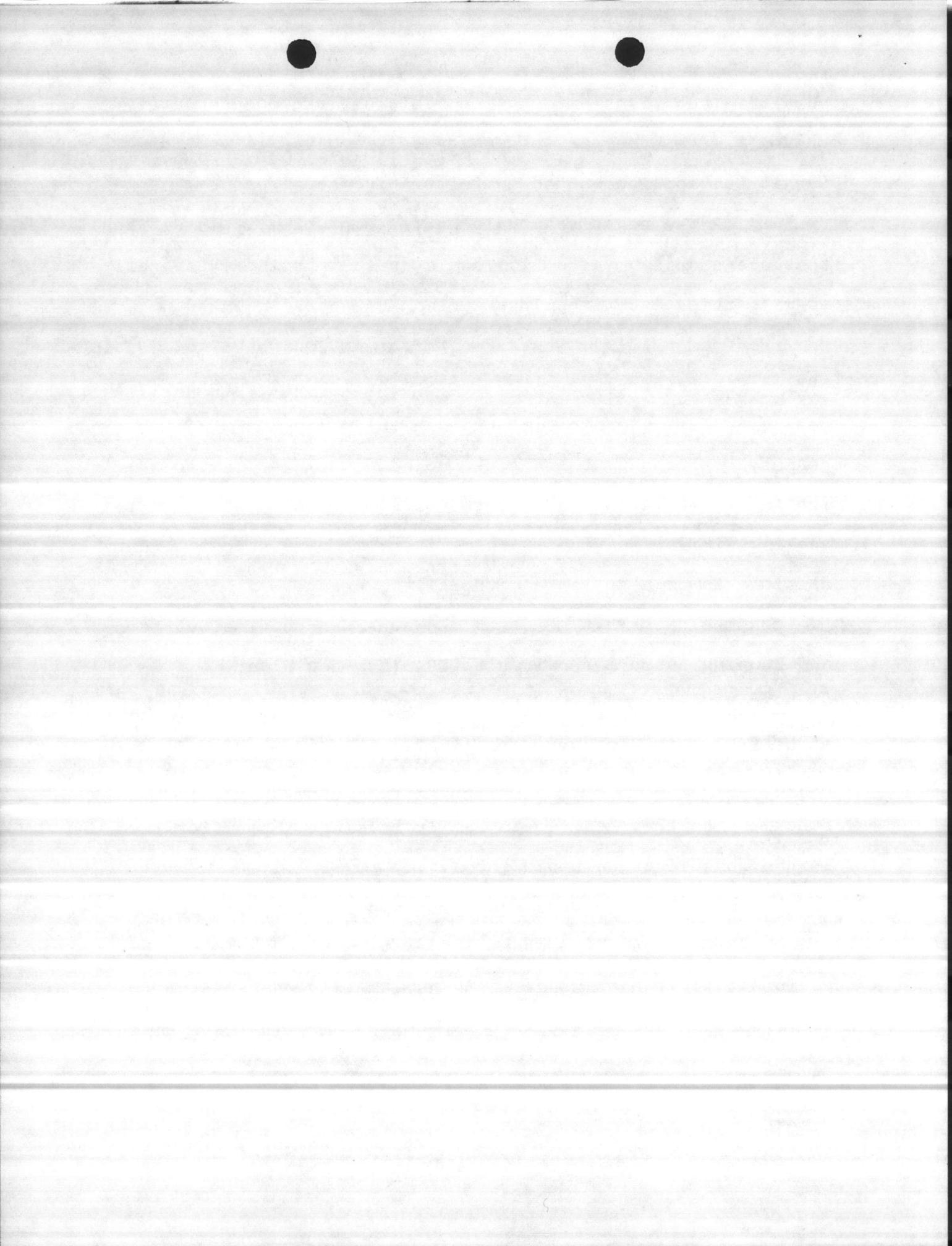
result in additional mileage on vehicles, and nonproductive travel time on the part of employees, involved in providing furniture, appliances and administrative services.

(2) A negative morale factor, on which it is difficult to place a dollar value, would also result from the several 10-mile trips each incoming married MCAS personnel would have to make from MCAS(H), New River to the MCB Quarters and Housing Office for referral, application and assignment purposes. The cost of these trips in time and vehicular expense would, of course, be borne by these personnel and would appear to be insignificant in contrast to the difficulties encountered in seeking similar services when military members report to duty stations in or near large metropolitan areas.

5. CONCLUSION. That MCB, Camp Lejeune can provide Quarters and Housing support services to MCAS(H), New River.

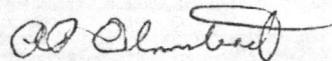
6. RECOMMENDATION. That the Quarters and Housing functions at MCAS(H), New River be consolidated with those of MCB, Camp Lejeune contingent upon consolidation of maintenance/fiscal functions as they related to family housing. Specifics involved in the consolidation would involve:

- a. Closing MCAS Housing Office and Housing Referral Office.
- b. Provision of occupant information and providing services/equipment for tenant usage, such as lawn mowers, grass seed, etc., through the maintenance sub-unit at MCAS(H), New River.



c. Inclusion of representative(s) from MCAS organic/tenant command elements on the MCB Quarters and Housing Board.

d. Revision of rules, regulations, information and policies concerning application, assignment and occupancy of MCB/MCAS public quarters, to the end that one policy is applicable throughout the MCB/MCAS quarters and housing complex.



A. P. OLMSTEAD  
Director, Quarters & Housing



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

ADMINISTRATIVE SERVICES  
1 Supvy Hsg Mgmt Asst, GS-8

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 Mgr, GS-5  
1 Asso. Supvy Inspector (PWS)  
5 Inspector (PWS)  
3 Toolroom Attendant  
2 Clerks, GS-3  
1 SSgt 0141  
Mil Pers as available

Fiscal Section

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

Administrative Section

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

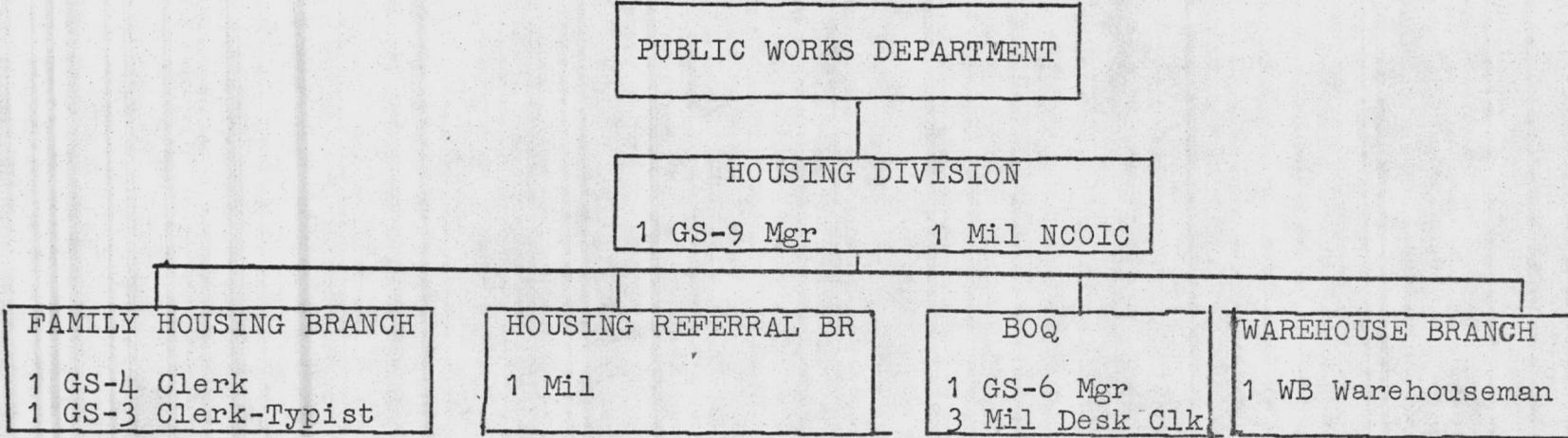
Off-Base Housing Section

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

Quarters Furniture Section

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







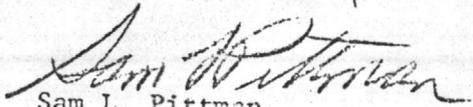
MANAGEMENT ASSISTANCE OFFICE  
PROJECT REPORT  
39-032-69

ORGANIZATION AND RESOURCES EVALUATION  
PUBLIC WORKS DEPARTMENT  
MCAS (H), NEW RIVER, N. C.

DECEMBER 1969

Study Team: J. K. Duncan (MAO), Team Leader  
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Approved:   
Sam L. Pittman  
Management Assistance Officer

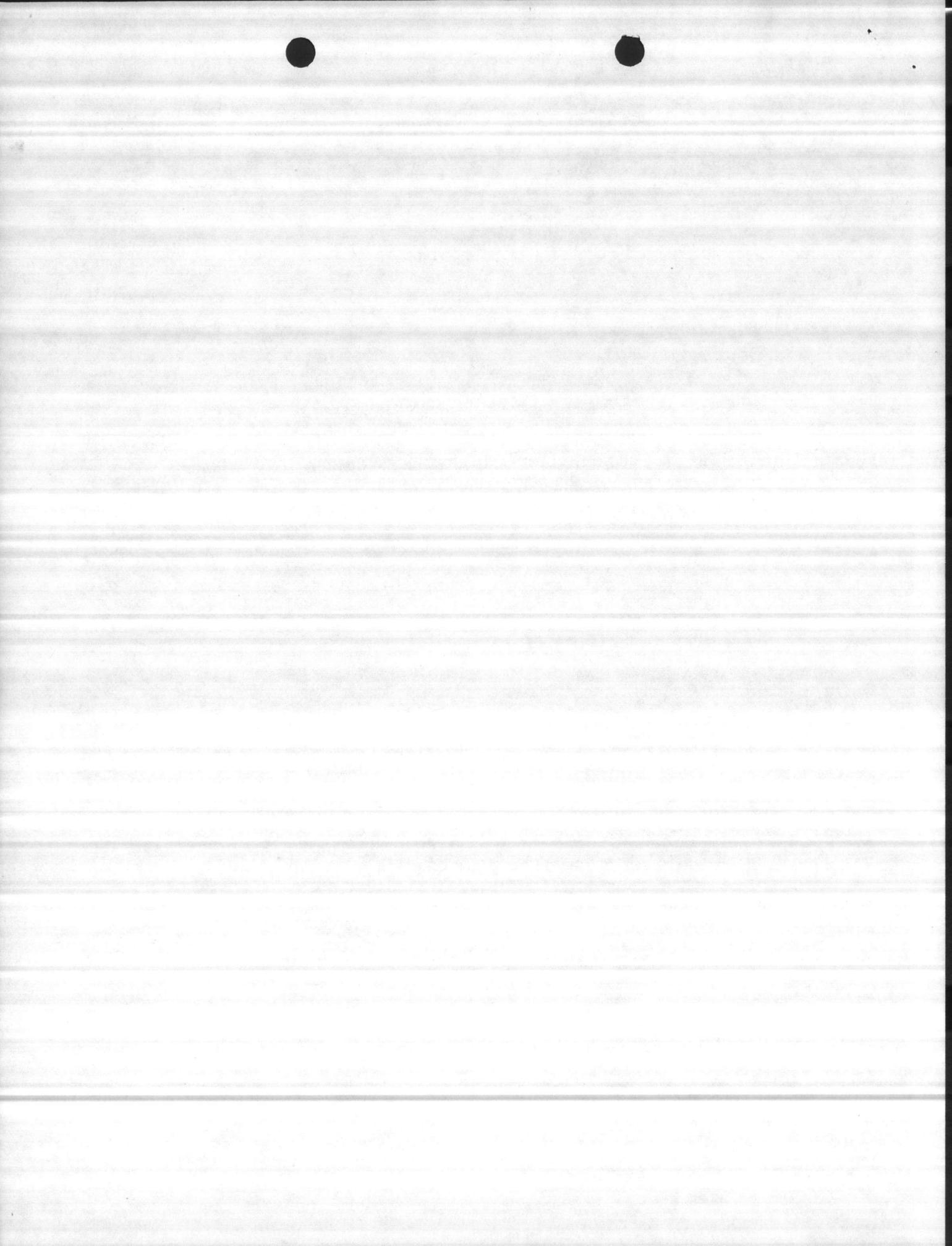
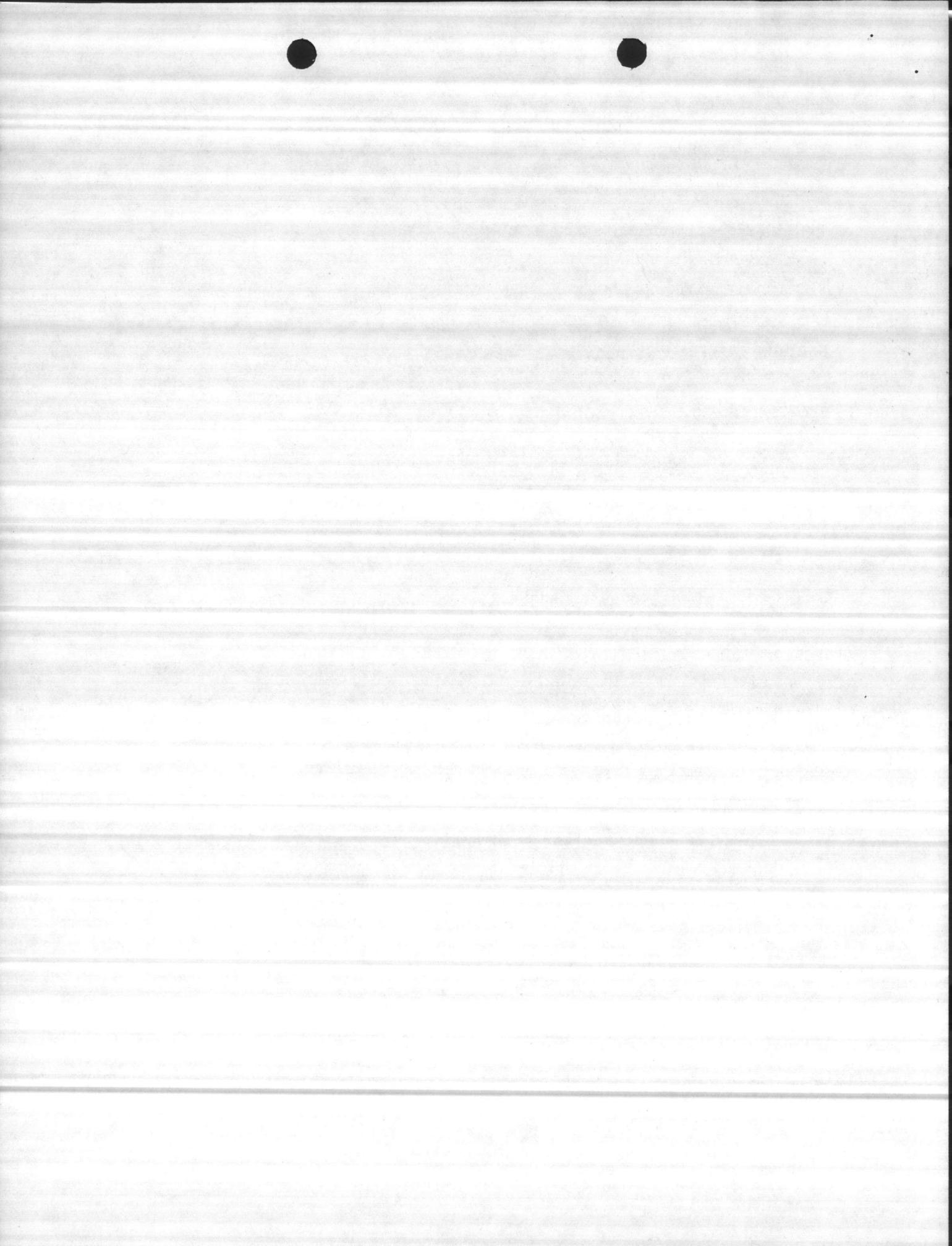


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SECTION I

SUMMARY OF RECOMMENDATIONS

	<u>Page #</u>
<u>RECOMMENDATION #1.</u> THAT THE BASIC ORGANIZATION CHART AND FUNCTIONAL STATEMENTS INCLUDED AS EXHIBIT <u>A</u> BE APPROVED AND BE MADE A PART OF THE NEXT REVISION OF ASO P5451.1.	10
<u>RECOMMENDATION #2.</u> THAT THE NUMBER OF TELEPHONE OPERATORS BE REDUCED BY 2 ON OR ABOUT 21 JANUARY 1970 AND CEILING POINTS BE REDISTRIBUTED TO MORE CRITICAL AREAS AS PROPOSED BY EXHIBIT <u>E</u> .	13
<u>RECOMMENDATION #3.</u> THAT ALL SUPERVISORY PERSONNEL, PARTICULARLY THE SUPERVISORS OF THE MAINTENANCE CONTROL DIVISION AND THE MAINTENANCE AND UTILITIES DIVISION, BECOME INTIMATELY FAMILIAR WITH NAVFAC MO-321, NAVDOCKS P-322 AND NAVDOCKS P-318.	26
<u>RECOMMENDATION #4.</u> THAT ALL THE CONTROLS REQUIRED TO OPERATE A MEDIUM SIZE PUBLIC WORKS DEPARTMENT BE PROGRAMMED AND IMPLEMENTED TO COMPLY WITH THE ABOVE DIRECTIVES, TO EFFICIENTLY AND ECONOMICALLY OPERATE THE PUBLIC WORKS DEPARTMENT.	26
<u>RECOMMENDATION #5.</u> THAT SAVINGS RESULTING FROM A REDUCTION IN EMERGENCY/SERVICE WORK BE DOCUMENTED, AND REPORTED AS A COST REDUCTION TO THE AIR STATION COST REDUCTION COORDINATOR.	26
<u>RECOMMENDATION #6.</u> THAT AN AIR STATION ORDER BE WRITTEN TO IMPLEMENT A UTILITIES CONSERVATION PROGRAM TO ESTABLISH A POSITIVE AND EFFECTIVE TOOL IN ELIMINATING WASTE OF UTILITIES SERVICES.	28



RECOMMENDATION # 7. THAT THE ABOVE MENTIONED ORDER ESTABLISH UTILITIES 29  
COST REDUCTION GOALS AND ASSIGN RESPONSIBILITY TO THE PUBLIC WORKS  
OFFICER IN THE UTILITIES CONSERVATION AREA TO MAKE INSPECTIONS THROUGH-  
OUT THE STATION FOR THE PURPOSE OF DETECTING INSTANCES OF WASTE AND  
VIOLATIONS OF THE UTILITIES CONSERVATION PROGRAM.

RECOMMENDATION # 8. THAT ONE ADDITIONAL SHOP PLANNER BILLET BE 30  
ESTABLISHED, WITHIN PRESENT RESOURCES AS DEPICTED BY EXHIBIT E, TO  
PROVIDE IMPROVED SUPPORT TO THE SECTIONS OF THE MAINTENANCE BRANCH.

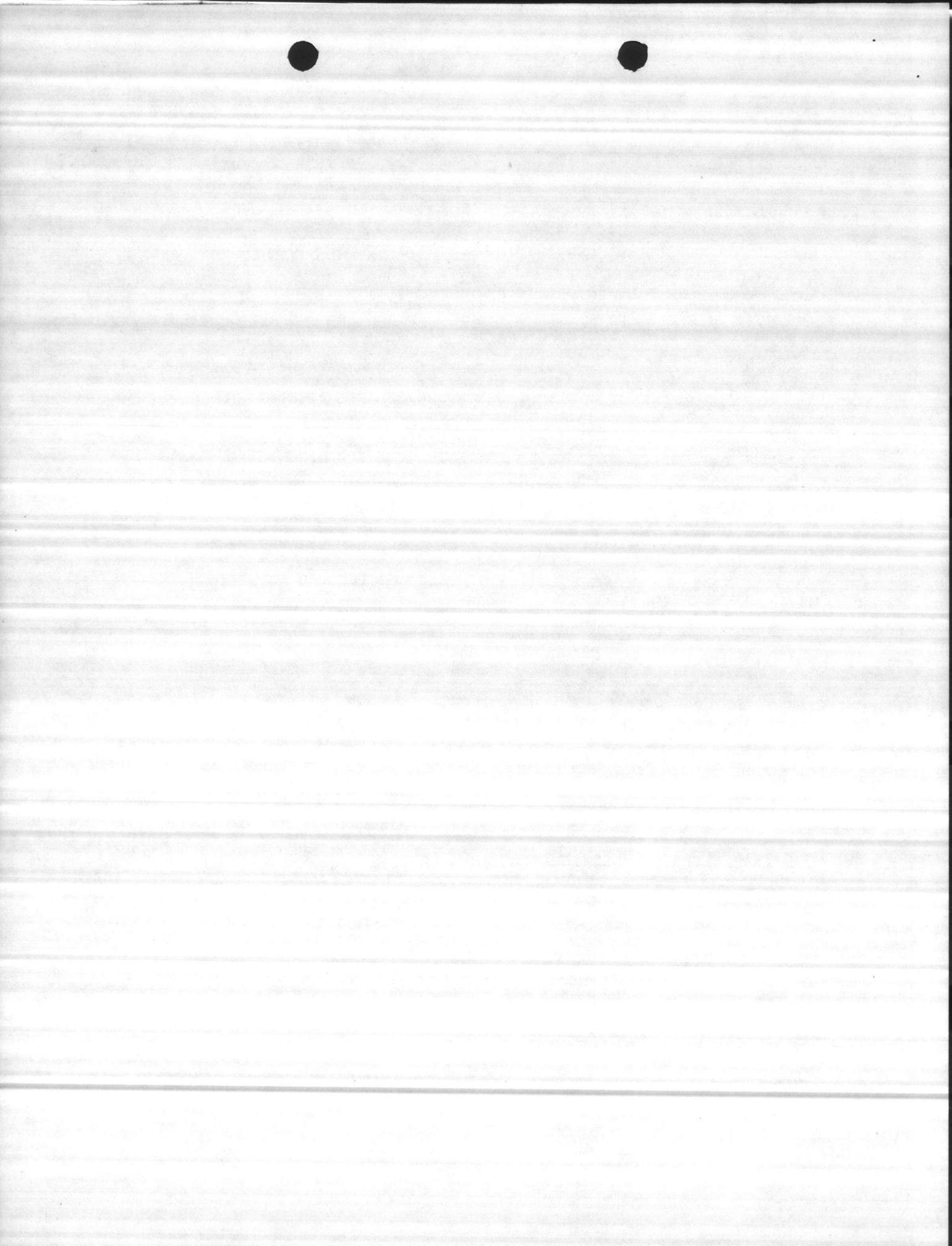
RECOMMENDATION # 9. THAT LABORER AND HELPER LEVEL POSITIONS BE 30  
ESTABLISHED, WITHIN CEILING POINTS AVAILABLE AND THROUGH ATTRITION,  
TO MORE EVENLY BALANCE THE WORK FORCE TO WORKLOAD REQUIREMENTS.  
(SEE EXHIBIT C).

RECOMMENDATION #10. THAT THE GENERAL SERVICES SECTION BE CONSOLIDATED 32  
WITH THE BUILDING TRADES SECTION.

RECOMMENDATION #11. THAT THE PROPOSED FUNCTIONAL STATEMENT FOR THE 32  
BUILDING TRADES/GENERAL SERVICES SECTION, DEPICTED IN EXHIBIT A BE  
APPROVED AND APPROPRIATE CHANGES MADE TO ASO P5451.1.

RECOMMENDATION #12. THAT ONE LABORER PRESENTLY ASSIGNED TO THE 32  
GENERAL SERVICES SECTION BE TRANSFERRED TO THE OPERATIONS BRANCH OF  
THE TRANSPORTATION DIVISION. (SEE EXHIBIT E).

RECOMMENDATION #13. THAT THE MECHANICAL TRADES SECTION AND THE 35  
EMERGENCY SERVICES SECTION BE CONSOLIDATED.



RECOMMENDATION #14. THAT THE PROPOSED FUNCTIONAL STATEMENT FOR THE 35  
MECHANICAL TRADES/EMERGENCY SERVICES SECTION, DEPICTED IN EXHIBIT A,  
BE APPROVED, AND APPROPRIATE CHANGES MADE TO ASO P5451.1.

RECOMMENDATION #15. THAT THE GLAZIER AND CARPENTER POSITIONS 35  
CURRENTLY ASSIGNED TO THE EMERGENCY SERVICES SECTION BE REASSIGNED  
TO THE BUILDING TRADES/GENERAL SERVICES SECTION AS DEPICTED BY  
EXHIBIT E.

RECOMMENDATION #16. THAT ONE BILLET BE TRANSFERRED FROM THE WAREHOUSE 38  
BRANCH OF THE HOUSING DIVISION TO THE MAINTENANCE BRANCH OF THE  
MAINTENANCE AND UTILITIES DIVISION AS OUTLINED IN EXHIBIT E.

RECOMMENDATION #17. THAT ASO P5451.1, STATION ORGANIZATION MANUAL, 38  
BE REVISED AS DEPICTED BY EXHIBIT A, TO REFLECT PRESENT HOUSING  
DIVISION ORGANIZATION AND FUNCTIONAL ASSIGNMENTS.

RECOMMENDATION #18. THAT THE UTILIZATION OF MOTOR TRANSPORTATION 43  
EQUIPMENT BE CONTINUOUSLY REVIEWED TO DETERMINE THE OPTIMUM INVENTORY  
OF EQUIPMENT.

RECOMMENDATION #19. THAT THE TRANSPORTATION OFFICER IDENTIFY ALL 43  
WORKLOAD NOT DIRECTLY RELATED TO MISSION ACCOMPLISHMENT OR REQUIRED  
BY HIGHER AUTHORITY.



RECOMMENDATION #20. THAT THE COMMANDING OFFICER APPROVE CURTAILMENT 43  
OF ALL POSSIBLE OPERATIONS BRANCH WORKLOAD RECOMMENDED BY THE TRANS-  
PORTATION OFFICER, NOT DIRECTLY RELATED TO MISSION ACCOMPLISHMENT OR  
REQUIRED BY HIGHER AUTHORITY, UNTIL SUCH TIME AS ADEQUATE STAFFING  
IS AVAILABLE.

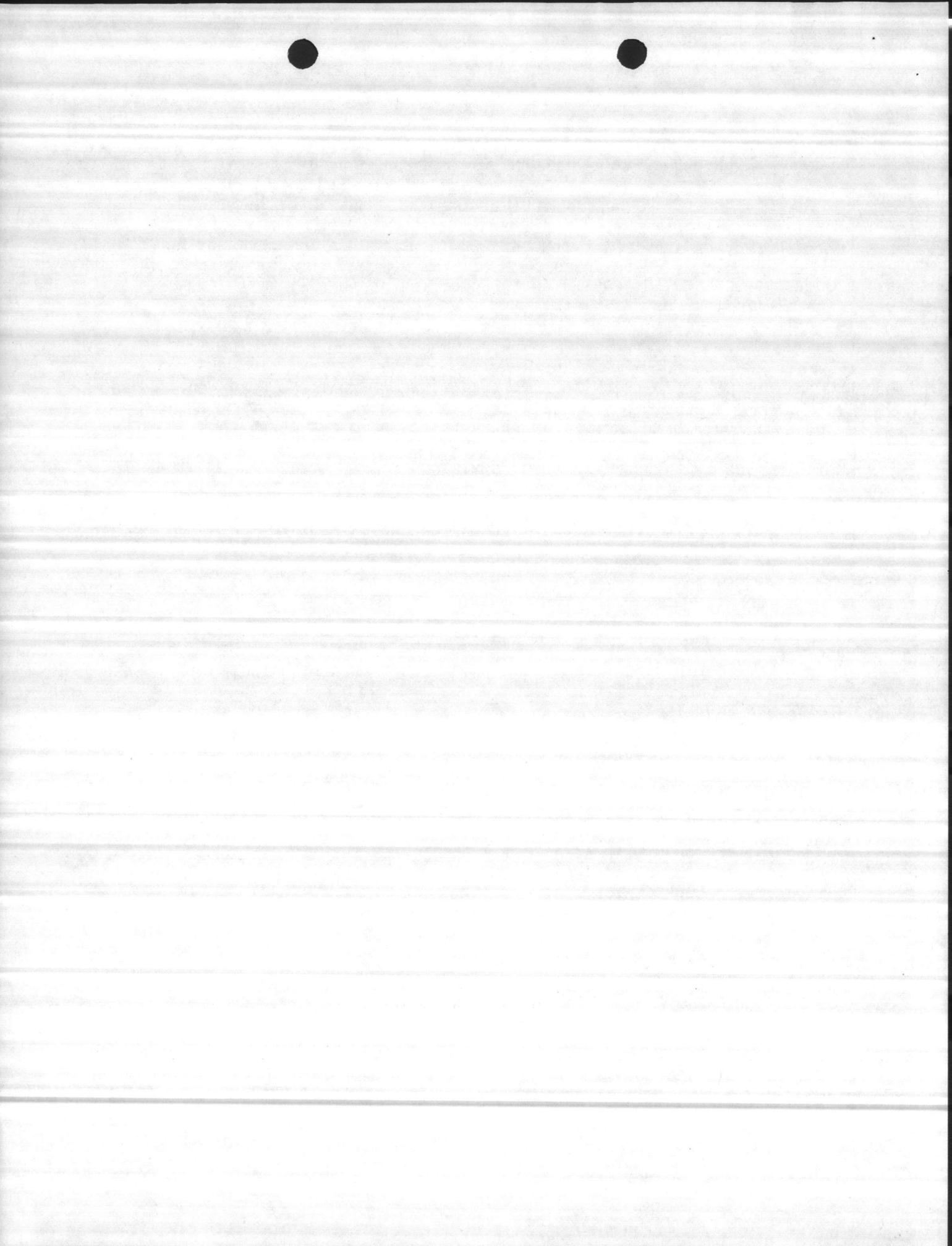
RECOMMENDATION #21. AS AN ALTERNATIVE TO RECOMMENDATIONS # 19 AND 43  
# 20, THAT ADDITIONAL FAP PERSONNEL BE ASSIGNED TO THE OPERATIONS  
BRANCH OF THE MOTOR TRANSPORTATION DIVISION.

RECOMMENDATION #22. THAT A CONCENTRATED EFFORT BE MADE TO MORE 48  
EVENLY BALANCE THE PRESENT UNGRADED WORKFORCE, USING EXHIBIT C AS  
AN OPTIMUM GOAL.

RECOMMENDATION #23. THAT THE PRESENT WORKFORCE BE REDISTRIBUTED AS 48  
OUTLINED IN EXHIBIT E.

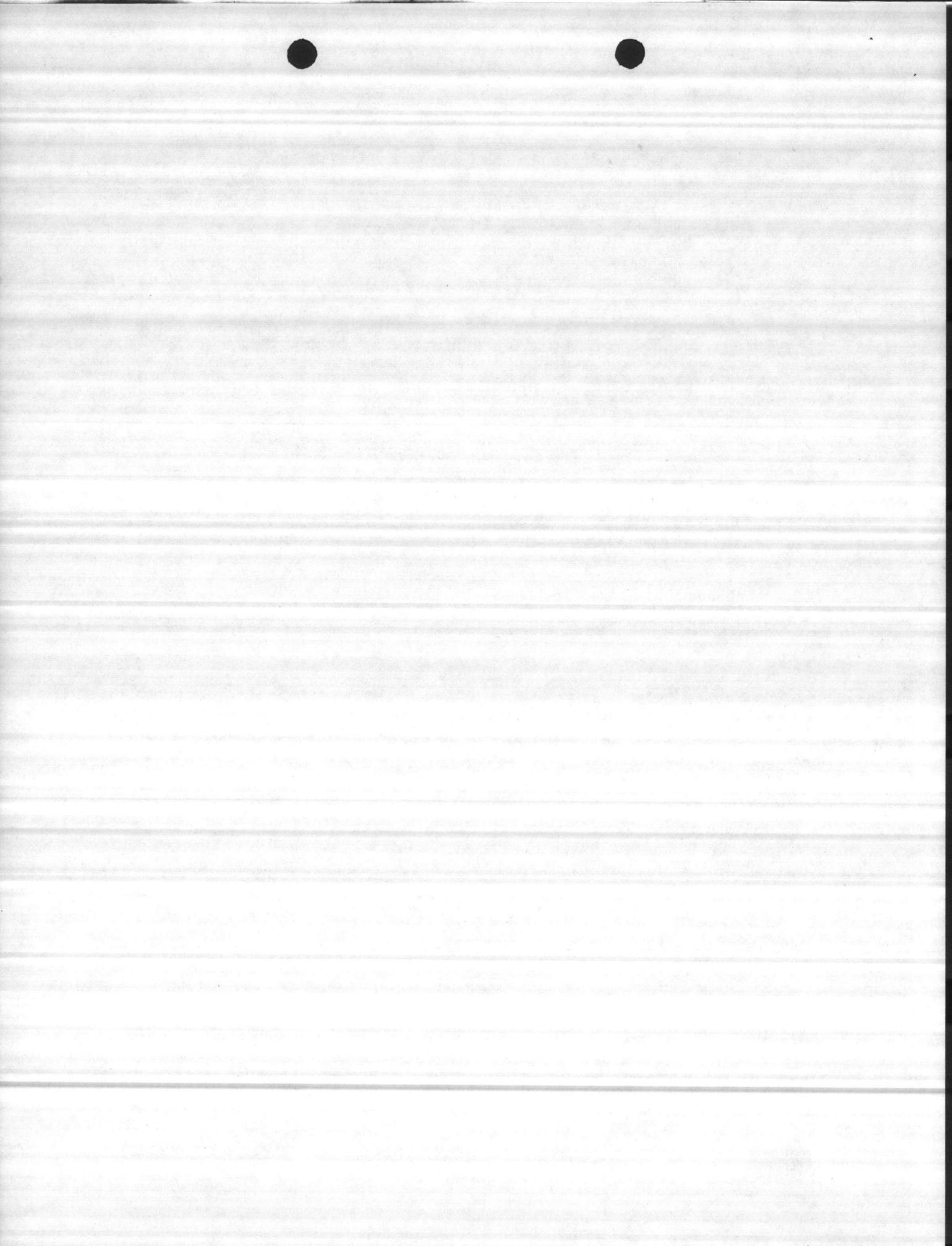
RECOMMENDATION #24. THAT THE SAVINGS RESULTING FROM THE REORGAN- 48  
IZATION AND MANPOWER REDISTRIBUTIONS RECOMMENDED IN THIS REPORT, BE  
DOCUMENTED, AND SUBMITTED AS A COST REDUCTION TO THE AIR STATION  
COST REDUCTION COORDINATOR.

RECOMMENDATION #25. THAT A SELECTION BOARD BE ESTABLISHED WITHIN 68  
THE PUBLIC WORKS DEPARTMENT CONSISTING OF THE PUBLIC WORKS OFFICER  
OR ASSISTANT PUBLIC WORKS OFFICER, APPLICABLE DIVISION HEAD, AND  
IMMEDIATE SUPERVISOR OF THE VACANCY BEING CONSIDERED.



RECOMMENDATION #26. THAT APPLICANTS BE CONSIDERED ON MERIT OR 68  
FITNESS AND NOT BY GEOGRAPHIC LOCATION OR BY EMPLOYEE GROUP DESIRES,  
OR BY INTERFERENCE FROM THE DIRECTOR OF CIVILIAN PERSONNEL.

RECOMMENDATION #27. THAT ONCE A SELECTION OF AN APPLICANT IS MADE 68  
FROM AN OFFICIAL REGISTER, THAT THIS SELECTION BE FINAL, UNLESS IT  
CAN BE SHOWN THAT IT WAS NOT MADE IN ACCORDANCE WITH THE CIVIL  
SERVICE MERIT PROMOTION REGULATIONS.



## SECTION II

### INTRODUCTION

#### 1. Authority

This project was requested by the Commanding Officer, MCAS (H), New River ltr 203:jeh 5300 of 16 October 1969 and authorized by the Commander, Marine Corps Air Bases Eastern Area ltr 110/032/021 5300 of 22 October 1969.

#### 2. Purpose

The purpose of this survey was to examine and evaluate the management procedures, practices and methods of the Public Works Department; determine maximum utilization of present resources; determine optimum resources; identify problem areas; and to make appropriate recommendations for improvements.

#### 3. Objective

The objective of this survey is to make recommendations for effective and efficient operation of the Public Works Department within the bounds of presently available resources.

#### 4. Study Procedures

An on-site review was conducted at MCAS (H), New River, N. C. To assure an overall view, the assigned study team consisted of Management Analysts from the Management Assistance Office; the Director, Maintenance Control Division, Public Works Department, MCAS, Cherry Point; and the Public Works Officer, MCAS (H), New River. Study procedures utilized included conferences with key personnel, interviews of operating personnel, organization analysis, procedures analysis, and review of administrative policies and practices.



## Section III

### Public Works Department

#### Organization

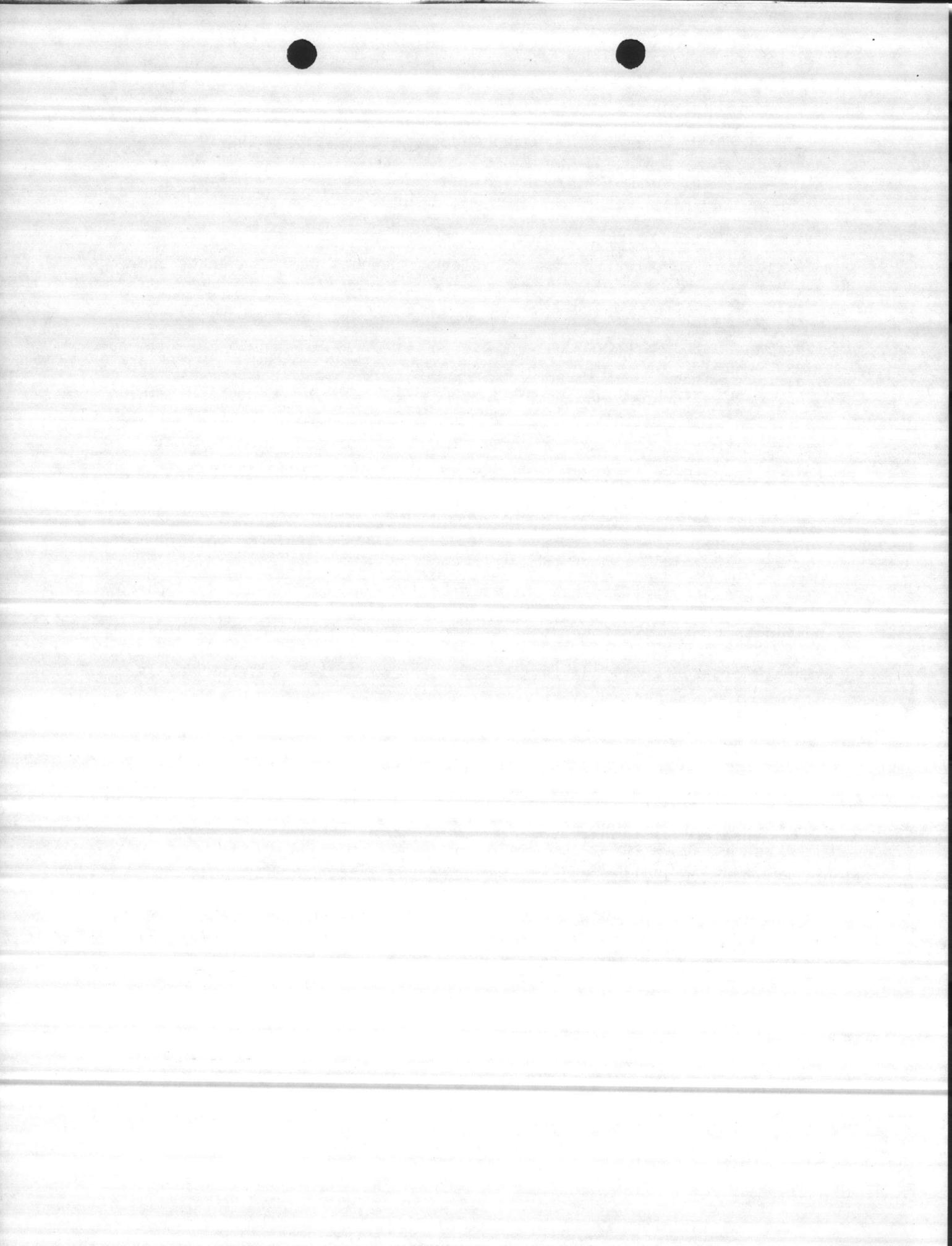
##### A. General

1. The Public Works Department is organized basically in accordance with Applicable NAVFAC instructions.

2. The Public Works Department has an assigned mission to be responsible for the design, maintenance and repair of all public works and public utilities aboard the station, with the exception of those specifically assigned to other departments. The department performs its duties in accordance with the technical standards promulgated by the Naval Facilities Engineering Command and the Atlantic Division, Naval Facilities Engineering Command. Mission performance is accomplished through a subdivision of the mission into programs and functions assigned to individuals or groups of individuals under the supervision of the Public Works Officer.

3. Mission Performance by the Public Works Department is of vital importance to the overall successful accomplishment of the Command's mission. Unsafe operations; production down time; the loss of heat, light, and other utilities which occur when the maintenance job is not done, makes other components of the Command directly dependent upon the successful performance of the Public Works Department.

4. The Public Works Department, in the performance of its function, is responsible to the Commanding Officer, Marine Corps Air Station (Helicopter), New River, North Carolina. The Naval Facilities Engineering Command provides technical support and guidance pertaining to shore development, workload planning, internal organization and procedures,



budgeting, accounting, staffing and the utilization of personnel, funds, materials and facilities. Although the success of Public Works Management programs depend largely upon the support and guidance received, the final responsibility for economical and efficient accomplishment of the departments' mission rests with the Public Works Officer.

B. Findings

1. The overall organizational structure of the Public Works Department is considered sound, i.e. an adequate divisional alignment with division supervisors comprising the staff for the Public Works Officer.

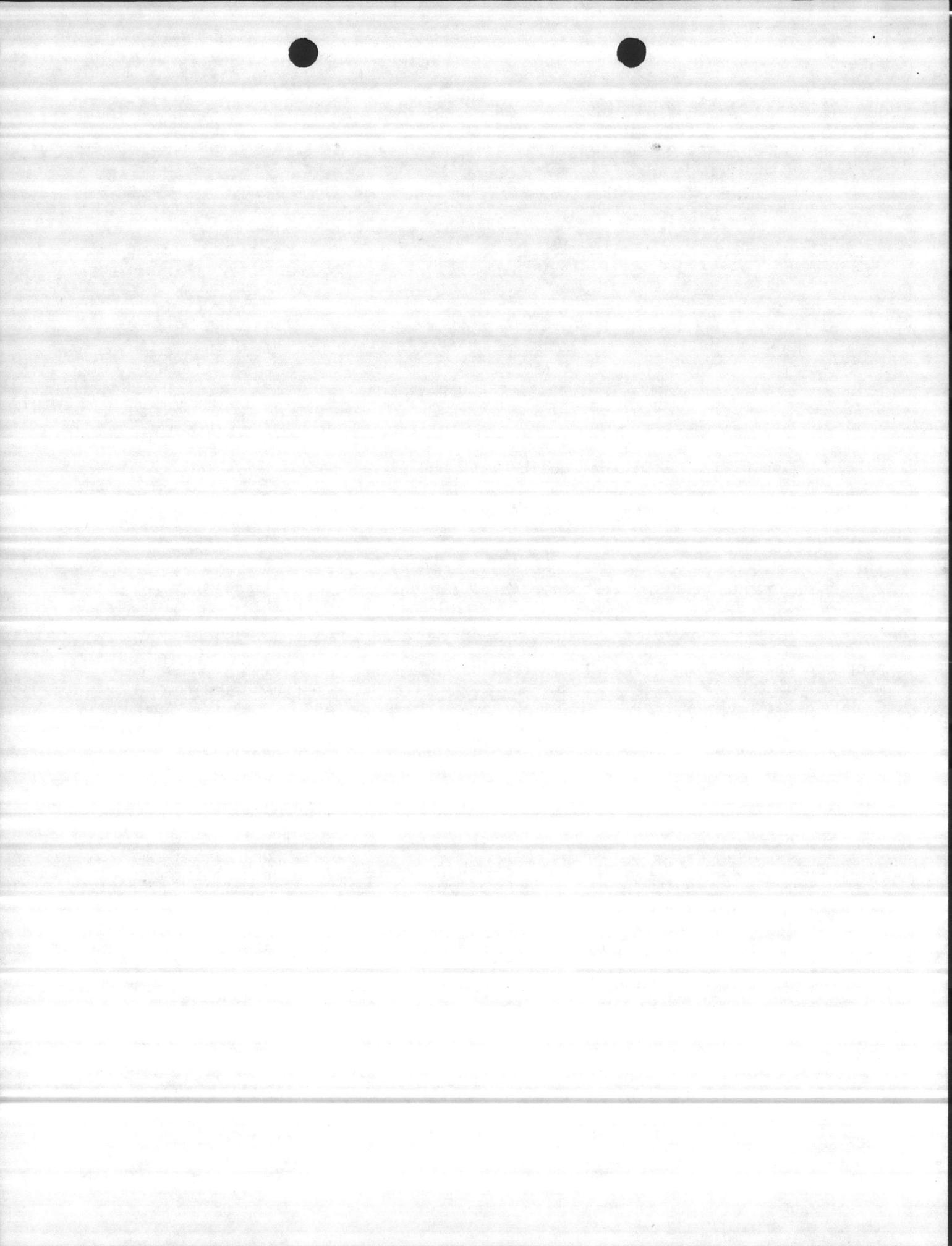
2. The divisions of the Public Works Department were evaluated individually, and discrepancies in organization are discussed in the applicable sections of this report.

3. Various functional statements of elements of the P. W. Department were found to be out-dated. These have been revised and included as a proposed change to ASO P5451.1, Station Organization Manual.

C. Conclusions

1. The outdated functional statements presently reflected in ASO P5451.1 should be revised.

RECOMMENDATION # 1. THAT THE BASIC ORGANIZATION CHART AND FUNCTIONAL STATEMENTS INCLUDED AS EXHIBIT A BE APPROVED AND BE MADE A PART OF THE NEXT REVISION OF ASO P5451.1.



Section IV

Administrative Division

A. General. The organization structure of the Administrative Division consists of a Division Level Office under the direct line authority of the Public Works Officer. This division office is staffed with a Supervisory Administrative Services Assistant, GS-7. There are currently three branches established under the Administrative Division to provide specialized and centralized staff support for the Public Works Department's operation. In addition secondary support or advisory service is provided to other elements of the Marine Corps Air Station (H). This Division is presently staffed with 16 personnel. The optimum manpower requirement as depicted by Section XI of this report is for 20 personnel.

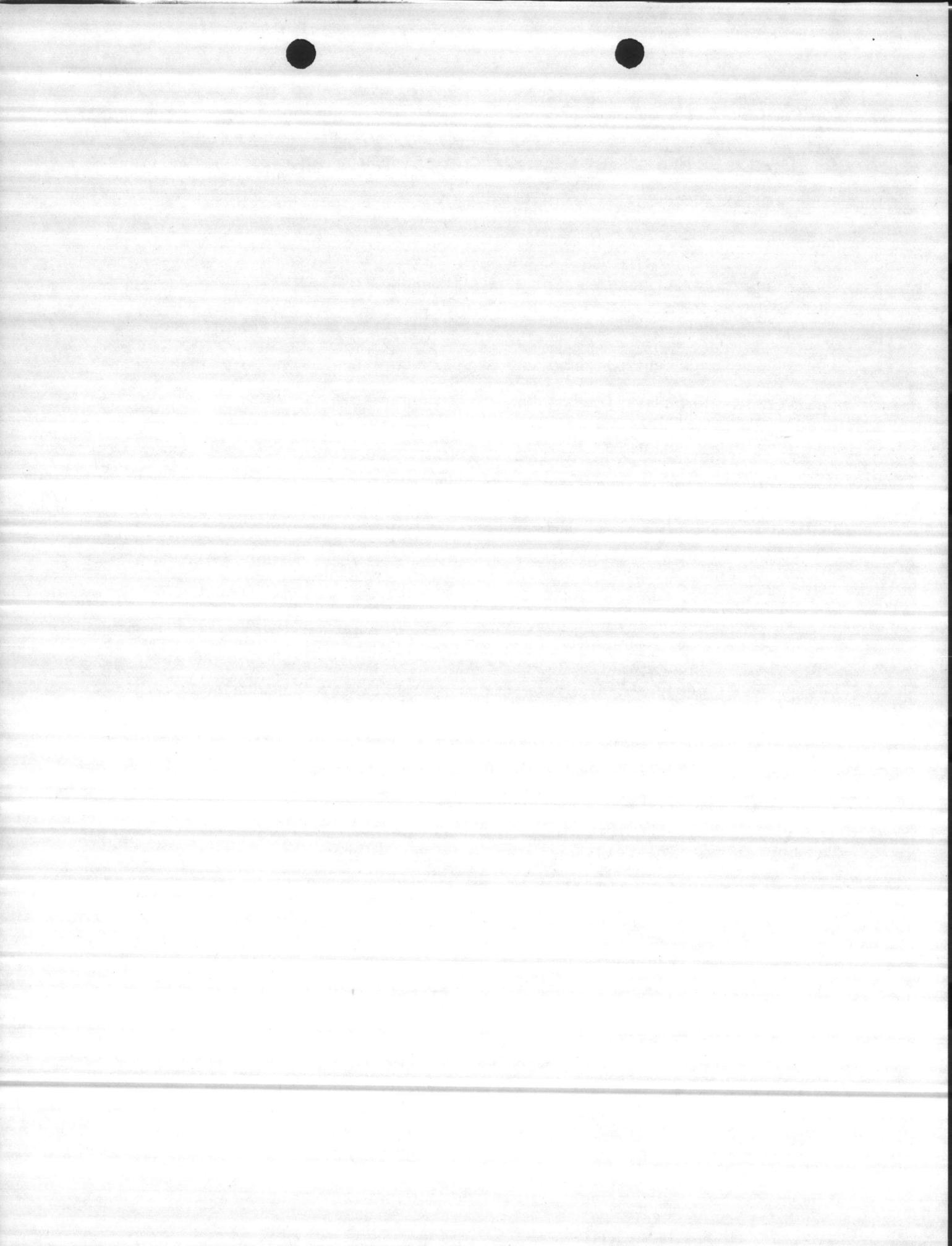
B. Telephone Branch.

1. Findings

(a) The Telephone Branch currently provides functions for operation of equipment for official and unofficial telephone service aboard the station on a three shift seven day/week basis.

(b) The staffing structure for the Telephone Branch is subject to realignment with the implementation of the "CENTREX" System on 21 December 1969. The Telephone Branch currently operates three switchboards which are set up and manned on a series operator response basis. The number of operators assigned is dependent upon the volume of calls per shift. The following is a break down of the manning structure for current switchboard operators:

<u>Shift</u>	<u>Monday-Friday</u>	<u>No. Operators</u>
1st	(0800-1600)	3
2nd	(1600-2400)	2
3rd	(2400-0800)	1



<u>Shift</u>	<u>Saturday-Sunday</u>	<u>No. Operators</u>
1st	(0800-1600)	1
2nd	(1600-2400)	1
3rd	(2400-0800)	1

(c) The current operator workforce consist of 6 full time employees and two intermittent employees. The manning of shifts is centered around the full time workforce and is further supplemented by use of two intermittent employees to cover weekend and leave periods. In addition to the two intermittent's one military enlisted operator is currently assigned as further back up.

(d) It is anticipated the "CENTREX" System will require a thirty day transition period for orientation of operator personnel. After this transition period it is anticipated that the number of switchboards in operation will be reduced to 2.

(e) The number of civilian operators should be reduced by 2 approximately 21 January 1970. Based upon workload statistics after conversion to the "CENTREX" System the operator workforce should consist of 5 full time, 1 intermittent (civilian), and 1 enlisted. These 2 billets should be redistributed as proposed in Section XI of this report.

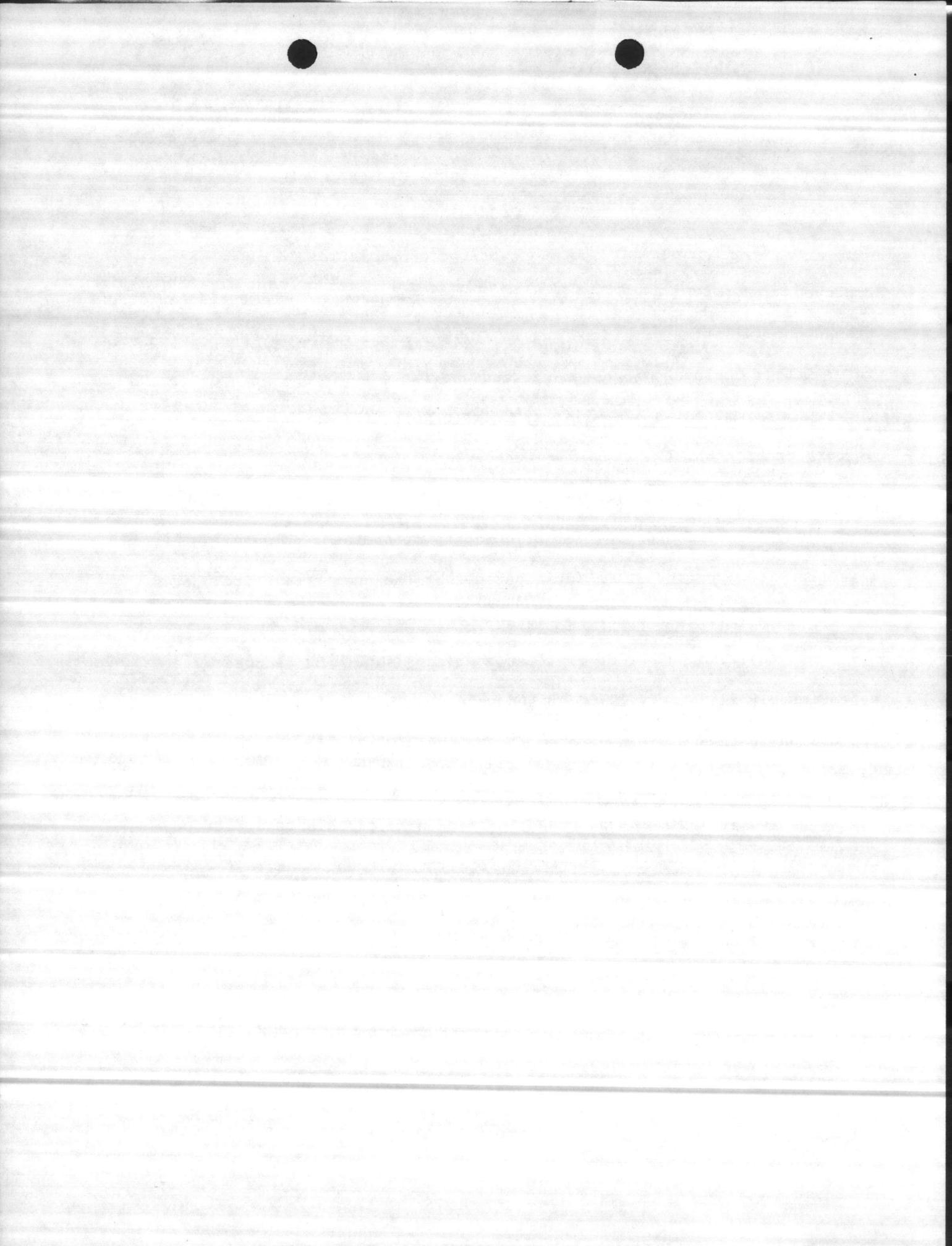
C. Administrative Branch. The operation of this Branch was reviewed and considered satisfactory.

D. Station Property Branch.

1. Findings

(a) The current staffing consists of three personnel, a Supervisory Supply Clerk, a Stock Clerk, and a Clerk Typist.

(b) The current workload and utilization of manual techniques justifies the three positions established.



(c) The current workload should be reviewed with the assistance of the MCABE DPO for possible application of mechanized procedures.

(d) If mechanized procedures are adaptable and implemented the Branch should be reviewed for reduction of personnel and consolidation with the Administrative Branch.

RECOMMENDATION # 2. THAT THE NUMBER OF TELEPHONE OPERATORS BE REDUCED BY 2 ON OR ABOUT 21 JANUARY 1970 AND CEILING POINTS BE REDISTRIBUTED TO MORE CRITICAL AREAS AS PROPOSED BY EXHIBIT E.



Section V

Engineering Division

A. General. The Engineering Division is responsible for all matters pertaining to engineering studies and reports as required; developing plans and specifications; engineering design; maintenance of technical plan files and records, and the preparation of Shore Facilities Development reports.

B. Findings.

1. The Engineering Staff is comprised of two civilian employees; a General Engineer and an Engineering Technician/Draftsman.

2. The optimum manpower requirement for this Division as depicted by Section XI of this report, is six personnel.

3. The workload for this Division, by categories and type of work, is as follows:

a. An annual minor repair and maintenance projects list is assembled from annual inspection projects received from the Maintenance Control Division. This list includes items noted by inspectors which require project preparation such as drawings and estimates prior to submission to higher authority for funding or other action.

b. Regular work requests for minor improvements and alterations, submitted by station departments, requiring engineering services are reviewed by the Public Works Officer and the Engineering Division for priority action.

c. Major planning and coordination in the preparation of the annual military construction projects (over \$25,000) and 5 year plan updated for submission to higher authority includes the following:



- (1) Prepare preliminary drawings showing building layout and pertinent data.
- (2) Estimate costs and quantities.
- (3) Assign local project priorities.
- (4) Submit for review and priority assignment by MCABE, Air Bases Development Officer.

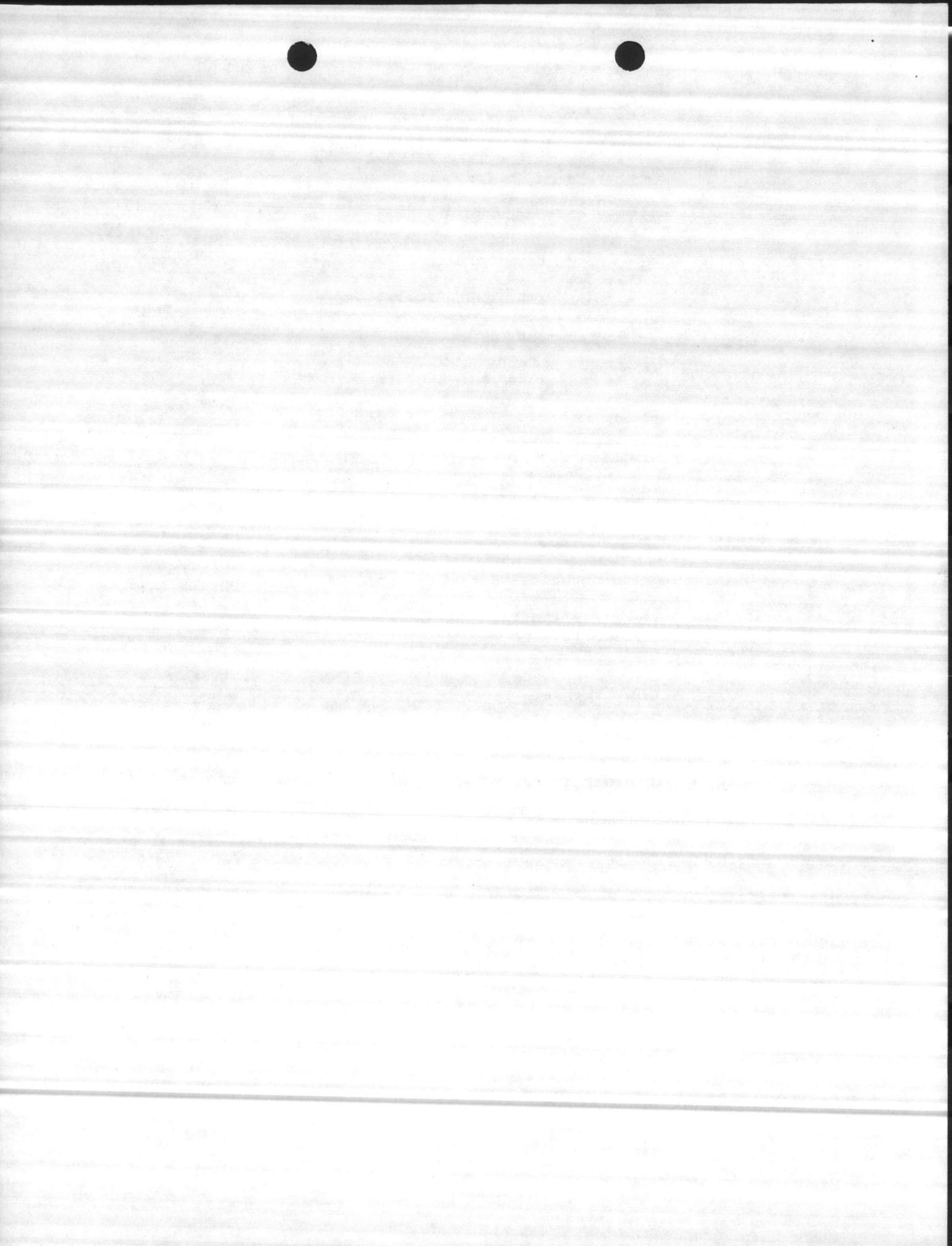
d. Reviews, inspects, and provides technical assistance for contracted non-appropriated fund projects.

e. Other Division work consists of the following:

- (1) Preparation of drawings or the furnishing of engineering information.
- (2) Provide technical data for class II plant property records.
- (3) Conduct engineering surveys as directed, by CMC, LANTDIV or other higher authority.
- (4) Provide required engineering support and advice to the local LANTDIV contracts office.
- (5) Maintain required records and files of shore station development maps and utility maps.
- (6) Plan division activities to best serve priority work.

4. Assistance is obtained from LANTDIV to support work requests and projects beyond the capabilities of the Division.

5. The engineering division work back-log is not documented. The most critical back-log is in the as-built drawing area in keeping such records current and up to date as additions, deletions and modifications of facilities occur. This problem is caused by inadequate staffing of the engineering division.



C. Conclusions

1. Because of the deficiency of staffing in this Division, the personnel are only able to accomplish the most urgent projects in this area. The rest of the work must wait its turn, or remain dormant.

2. It is impractical to identify specific engineering workload to be curtailed, because a requirement exists to accomplish all categories of work identified above. It is considered that an attempt should be made to build an adequate engineering staff, within present resources, in spite of austere conditions.

3. It is considered that the Engineering Division is functioning as well as could be expected with the present staffing.



## Section VI

### Maintenance Control Division

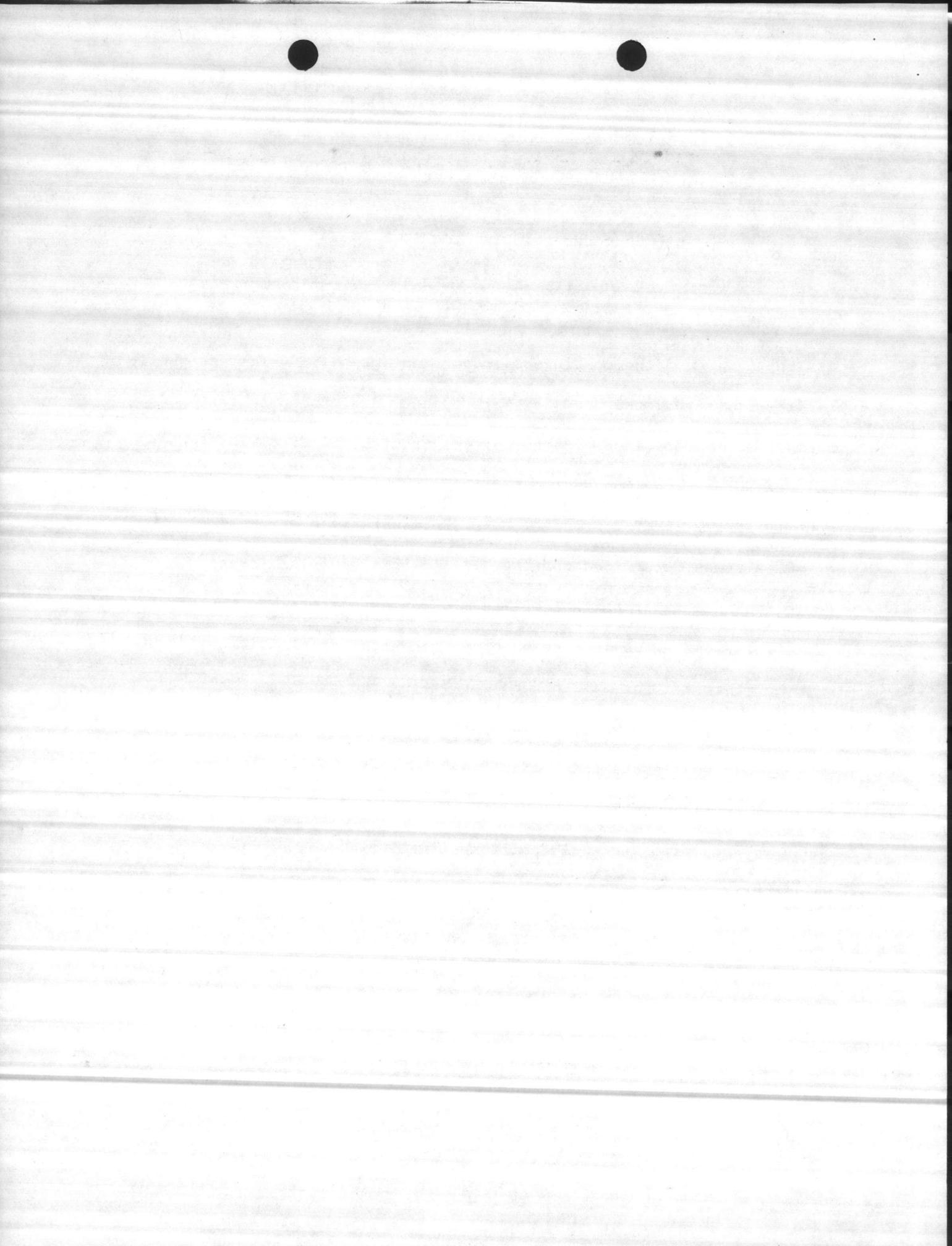
#### A. General

1. The Maintenance Control Division is responsible for the integration of a maintenance workload program, screening and classifying work requests, including emergency service type work prior to submission to shops: the continuous inspection of public works and public utilities to reveal the need for maintenance work; the preparation of manpower and materials estimates for job orders; the determination of the need for engineering advice and assistance; and the initiation of requests to the PWO for approval to perform work by contract.

2. It was determined that at present this Division is not accomplishing a major portion of its mission, specifically, the responsibility for "Continuous inspection of Public Works and Public Utilities to reveal the need for maintenance work"; for the purpose of clarity, the programs presently not being accomplished are defined below.

#### a. Continuous Inspection Program

(1) Continuous inspection is defined as planned and scheduled inspections of all facilities, utilities and equipment by qualified inspectors and operators at regular intervals to locate sub-standard conditions and to initiate the corrective action required to keep these facilities at established levels of maintenance. It applies only to existing facilities and is not concerned with requirements for new construction or facility improvements.



(2) The purpose of continuous inspection is to detect deficiencies in the early stages of the repairs, provide for constant flow of work to the shops and to permit better planning for utilization of labor and materials through predetermination of workload. It is generally expected that a minimum of 65 percent of all maintenance and repair will be generated by continuous inspection. In addition, continuous inspection is to provide a source of information to prepare the Annual Inspection Summary which includes the Backlog of Essential Maintenance; consisting of those items which cannot be corrected within 12 months from the time detected because of lack of funds or authority.

(3) The Continuous Inspection Program consists of three basic types of inspections, performed under separate procedures, which are: (1) Operator inspection, (2) Dynamic equipment inspection and service, and (3) Control inspection.

(a) Operator Inspection: This type of inspection is normally an inherent part of standard plant operating procedures and serves primarily as a deterrent to equipment breakdown. Operator Inspections consist of regular examination, lubrication and minor adjustments of equipment and systems by assigned operators. Deficiencies noted by the operator beyond his authority or capacity to correct are to be reported through the standard emergency work order procedure. Under the operator inspection procedure, no written inspection reports are required.

(b) Dynamic Equipment Inspection & Service (DEIS): DEIS consists of examination, lubrication, minor adjustments, and minor



repair of equipment and systems for which a specific operator is not assigned. This type of inspection is concerned primarily with items that if disabled would (1) interfere with an essential operation, (2) endanger life or property, and (3) involve high cost for replacement. Generally, they consist mostly of electrical and mechanical inspections.

1. The Maintenance Control Division is basically responsible for determining what is to be inspected under this procedure and how often. Shop personnel are responsible for performing the inspections, reporting deficiencies noted and providing advice and assistance to the Maintenance Control Division in determination of inspection cycles and items to be inspected. The Maintenance Control Division reviews submitted deficiency reports and initiates necessary action. Breakdowns are processed under the emergency work order procedure, and other deficiencies are normally evaluated at the time of regular control inspection. By preventing equipment breakdowns, effective DEIS inspections greatly reduce requirements for emergency work; therefore, the effectiveness of the procedure is generally reflected in the amount of emergency work required.

(c) Control Inspection Procedure:

1. Control Inspections provide for examination of all items of public works and public utilities not covered by operator or DEIS inspections. It is defined as a scheduled examination and/or test of public works and public utilities to determine the physical condition with respect to maintenance standard.

2. Control inspections are performed by personnel assigned to the Maintenance Control Division of the Public Works Department.



or by others at the request of the Maintenance Control Division. Inspections which require engineering background not available in the Maintenance Control Division is normally obtained through assistance from the Engineering Division of the Public Works Department. Inspections requiring other specialized qualifications involving safety, proper maintenance or operating conditions of certain types of equipment for which qualified inspectors are available are performed by District Inspectors at the request of the Public Works Officer or by contract. Control Inspectors do not make adjustments or repairs on equipment as do operators and preventive maintenance inspection personnel, but instead report all deficiencies noted to the supervisor of the Maintenance Control Division. Types of inspections include electrical, mechanical and structural; and, along with reporting deficiencies, the procedure assures the adequacy of operator and preventive maintenance inspections and is supposed to detect and reduce over maintenance.

b. Work Input Control

(1) Work Input Control is a system designed by the Department of the Navy as a formalized means of managing the backlog of work within Public Works Departments of Naval Shore Activities. It also serves to provide information on the status of all major or specific work within the Department. In general, the system consists of various charts designed to show (1) work entering the system, (2) Manpower Availability and (3) Work Plan Summaries for Maintenance and Utilities Division.

(2) Shop Loading Procedures are a principal part of the Work Input System. It consists of short range planning and long range



planning, both of which are intended to acquaint management in advance with jobs that should be accomplished. Manpower Availability Charts and Shop Load Plans are the focal points of this procedure.

(3) These charts and plans should be prepared monthly by the Maintenance Control Division of the Public Works Department and forwarded to the Maintenance and Utilities Division each month by the 25th day of the month. The Manpower Availability Summary Chart contains a current month head count and average available manhours per work center with both the planned productive labor by type of work, minor specific, emergency/service, etc., and overhead requirements for each work center. The Monthly Shop Load Plan includes only those jobs of specific nature which are to be accomplished during a given month. It is from this plan and the projected overhead requirements contained on the Manpower Availability Summary that the Maintenance and Utilities Division prepares a weekly schedule. The Work Input System is designed to operate within a normal five percent tolerance between overhead and productive planning figures for each trade branch. Trade Branches normally consist of several work centers. Higher authority guidance for management of the Work Input System emphasizes that caution should be exercised so as not to overload any work center to exceed that specified on the Manpower Availability Summary and Work Plan Summary.

3. This Division is presently staffed with 6 personnel; one Supervisory Maintenance Engineering Technician; one clerk typist; and four planners and Estimators. Based on the findings presented in Section XI of this report, a requirement exists for 8 personnel in this Division.

8-Req'd  
6-Auth  
2-Increase  
✓



### 3. Findings

1. NAVFAC MO-321, Maintenance Management of Public Works and Public Utilities; classifies activities with less than 75 personnel in the Maintenance and Utilities Division combined as small activities. Those activities with 75 to 250 personnel are classified as medium and those with more than 250 personnel are large activities. This directive requires medium and large activities to always be under complete Maintenance Control.

2. The P. W. Department at New River has 75 personnel in the Maintenance and Utilities Division, and is therefore classified as a medium activity which should always be under complete Maintenance Control.

It is noted, that although the present number of personnel in the Maintenance and Utilities Division is the minimum for a medium activity, the redistribution of personnel proposed in Section X of this report provides for an additional three personnel, and the requirement identified in Section XI is for 111 personnel in this Division.

3. The study team was advised that a continuous inspection program had been established some time ago, however, no effective program is presently in effect. Personnel of the Maintenance Control Division were not performing the continuous inspection programs on schedule and the work that was not being accomplished because the majority of the resources available were being used to perform service/emergency work.

4. There was not a Dynamic Equipment Inspection and Service Program (DEIS) in operation to conform with the requirements established by NAVFAC MO-321 and 322.



5. It was determined that presently, some work orders are being forwarded to the shops without sufficient resources available to pay for both labor and material required by that work order.

6. The Maintenance Control Division is not presently preparing a monthly shop load plan, nor is it providing a Manpower Availability Summary to accompany the Work Plan Summary as described by figure 9.

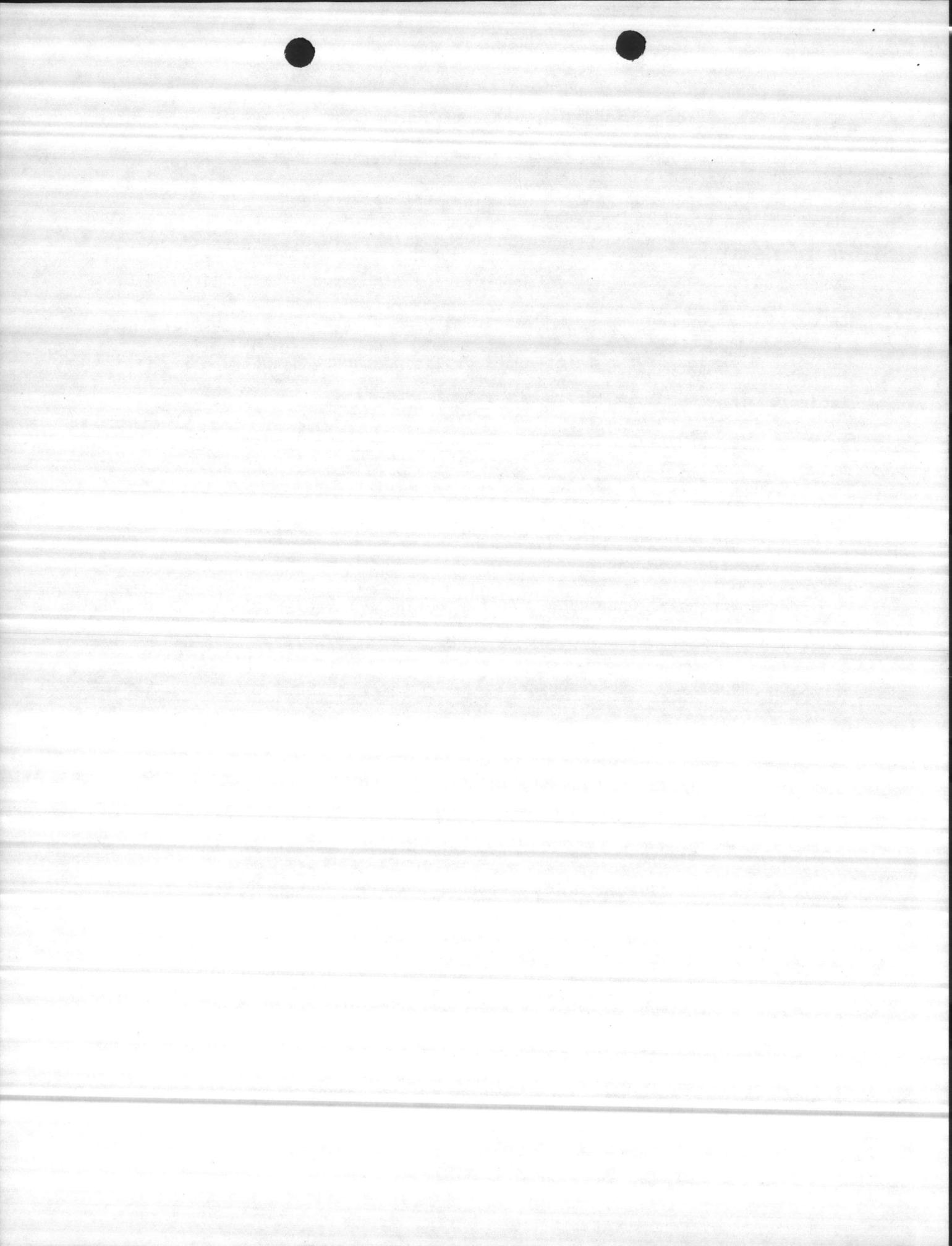
7. A review of the Maintenance Utilities Labor Control Reports indicated that an excessive amount of productive manpower is being used in emergency/service work. The maximum high for emergency/service work is 11.5%. During FY 1969 29.2% of the productive manpower was expended for emergency/service work, and for FY 1970, 26.4% is emergency/service.

8. A financial Operating Plan had not been established by functional, sub-functional category codes. This plan is imperative in order to properly manage resources.

### C. Conclusions

1. The Public Works Department is not under complete Maintenance Control in accordance with the requirements established by the Department of Defense, so far as service/emergency work, Work Input Control, DEIS Inspections, continuous inspections, and the day to day operations are concerned.

2. NAVFAC MO-321 and NAVDOCKS P-318 defines the functions and operations of a Maintenance Control Division. This Division should not forward work orders for work accomplishment to the Maintenance and Utilities Division without having sufficient resources available to



pay for both labor and materials. A Financial Operating Plan must be established to ensure this.

3. At the present time, the P. W. Department is devoting the majority of its resources to break down maintenance. When work is not properly planned to accomplish the day to day operations, it is necessary to take the prime resources and devote it to service/emergency work. The cost of this work is excessive, for example, it has been determined that emergency/service work at Cherry Point will cost a minimum of 50% more than scheduled work. If the emergency/service work was reduced to the maximum acceptable range, 11.5%, a substantial savings would result.

RECOMMENDATION # 3. THAT ALL SUPERVISORY PERSONNEL, PARTICULARLY THE SUPERVISORS OF THE MAINTENANCE CONTROL DIVISION AND THE MAINTENANCE AND UTILITIES DIVISION, BECOME INTIMATELY FAMILIAR WITH NAVFAC MO-321, NAVDOCKS P-322 AND NAVDOCKS P-318.

RECOMMENDATION # 4. THAT ALL THE CONTROLS REQUIRED TO OPERATE A MEDIUM SIZE PUBLIC WORKS DEPARTMENT BE PROGRAMMED AND IMPLEMENTED TO COMPLY WITH THE ABOVE DIRECTIVES, TO EFFICIENTLY AND ECONOMICALLY OPERATE THE PUBLIC WORKS DEPARTMENT.

RECOMMENDATION # 5. THAT SAVINGS RESULTING FROM A REDUCTION IN EMERGENCY/SERVICE WORK BE DOCUMENTED, AND REPORTED AS A COST REDUCTION TO THE AIR STATION COST REDUCTION COORDINATOR.



SECTION VII

Maintenance and Utilities Division

A. General

1. The Maintenance and Utilities Division is responsible for the operation of all utility systems including steam, water, sewage, and electricity and for the maintenance of all public works, including electric, water, steam, fuel oil and sanitary systems, refrigeration units, government-owned fire alarm system; roads and railroad trackage, the collection of garbage, trash, and refuse; and the accomplishment of insect and rodent control.

2. This Division is presently staffed with 75 personnel as compared with an identified requirement, in Section XI of this report, for 111 personnel.

111-Req'd  
74-Auth  
+37-Increa  
H

3. The Maintenance and Utilities Division is divided into two branches: the Utilities Branch and the Maintenance Branch.

B. Utilities Branch

1. Findings

a. The Utilities Branch is divided into two sections: the Heating Section and the Water and Sewage Section.

b. Generally speaking, the personnel and facilities assigned to this Branch are adequate to perform the assigned mission.

c. The operations of this Branch were reviewed and are considered satisfactory. Since detailed information gathered for this Branch would serve no useful purpose, it is omitted from this report.



d. It was determined that there is presently no positive program in effect for the conservation of utilities. Since the essential usage of utilities is increasing annually due to the addition of new facilities and requirements and since funding allocations are based on an effective and strictly enforced utilities conservation program, establishment of such a program is imperative if adequate utilities are to be available for mission supporting functions. Any conservation program should be applicable to both housing and industrial areas and should include water, electricity, steam, and fuels which are used to produce heat. Savings should be documented for Cost Reduction.

2. Conclusions: Severe budgetary limitations which are in effect this year and are forecast for next year make utilities conservation a subject of growing importance. The conservation of utilities is a Command responsibility. All personnel occupying facilities at MCAS(H), New River, should be enjoined to exercise utmost economy in the use of all utilities including electricity, heat, and water. It is estimated that a reduction of only five per cent in the consumption of electricity, heating, and water would result in a savings of approximately \$26,000 per year. It is believed that this could easily be exceeded if every person aboard the Station, military and civilian, participates actively in the program.

RECOMMENDATION #6: THAT AN AIR STATION ORDER BE WRITTEN TO IMPLEMENT A UTILITIES CONSERVATION PROGRAM TO ESTABLISH A POSITIVE AND EFFECTIVE TOOL IN ELIMINATING WASTE OF UTILITIES SERVICES.



RECOMMENDATION #7. THAT THE ABOVE MENTIONED ORDER ESTABLISH UTILITIES COST REDUCTION GOALS AND ASSIGN RESPONSIBILITY TO THE PUBLIC WORKS OFFICER IN THE UTILITIES CONSERVATION AREA TO MAKE INSPECTIONS THROUGHOUT THE STATION FOR THE PURPOSE OF DETECTING INSTANCES OF WASTE AND VIOLATIONS OF THE UTILITIES CONSERVATION PROGRAM.

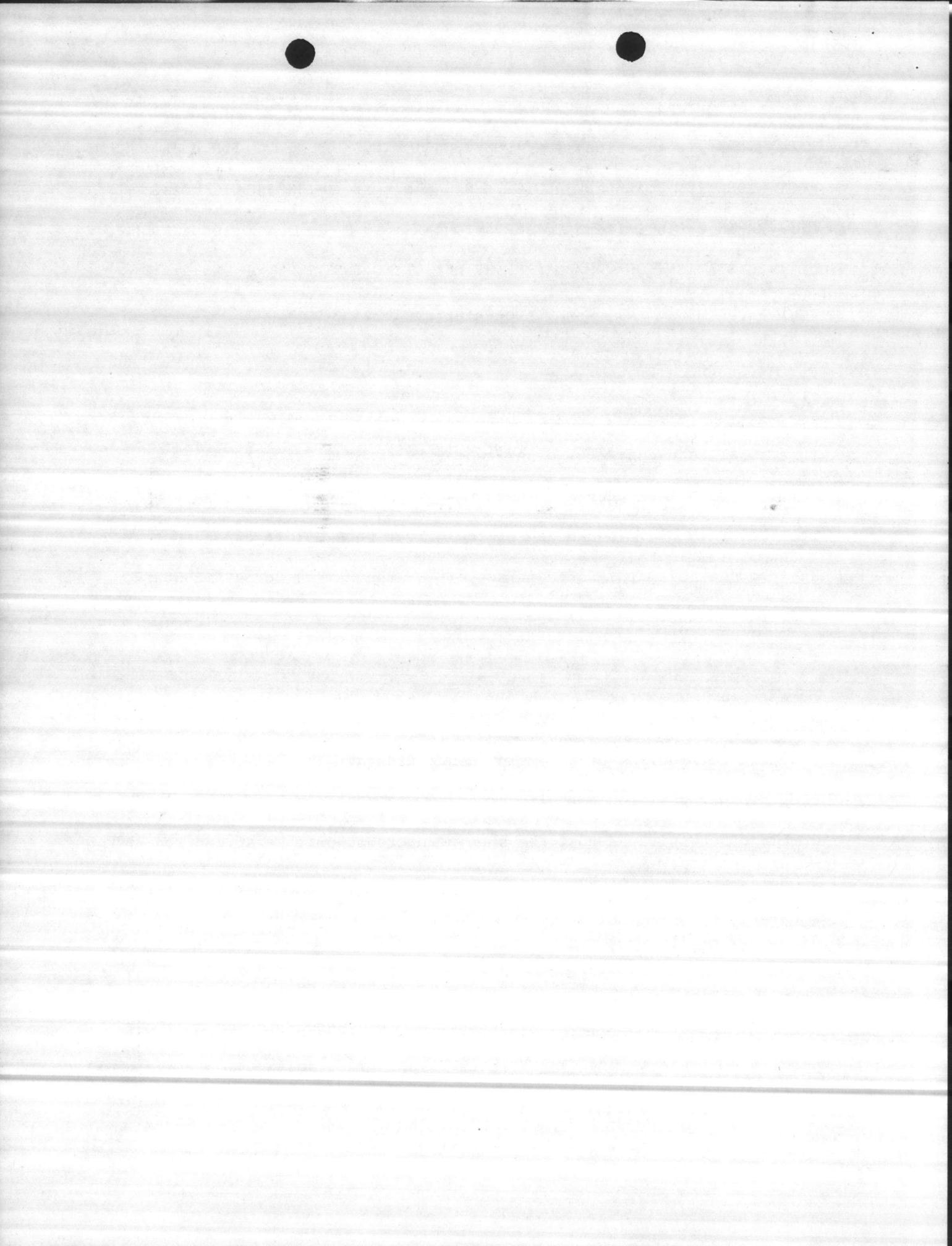
C. Maintenance Branch

1. General. The Maintenance Branch currently consists of four functional sections: Building Trades, Mechanical Trades, General Services, and Emergency Services. The work functions of these sections are the proverbial "backbone" of the direct work effort expended toward basic essential maintenance in support of the Marine Corps Air Station and its tenants.

2. Findings

a. There are problems associated with the shop planner support provided to sections of the Maintenance Branch. There is currently one shop planner position established at the Maintenance Branch level. The workload necessitates that the shop planners support be spread too thin to adequately monitor and follow up on continuing projects for all four sections.

b. The organizational arrangement and establishment of sections under the Maintenance Branch is questionable and contributes to other problems concerning staffing structures and trade designation assignments.



c. The current staffing structure does not provide for utilization of "laborer" and "helper" level positions to perform "laborer" and "helper" level work. This necessitates the utilization of an artisan to assist another artisan, thereby increasing cost and providing for poor utilization of manpower resources.

### 3. Conclusions

a. The one Shop Planner presently assigned at Branch level cannot adequately provide services to monitor, document, control, and support work in progress. A requirement exists for an additional Shop Planner. This position can be filled from present manpower as depicted in Section X of this report.

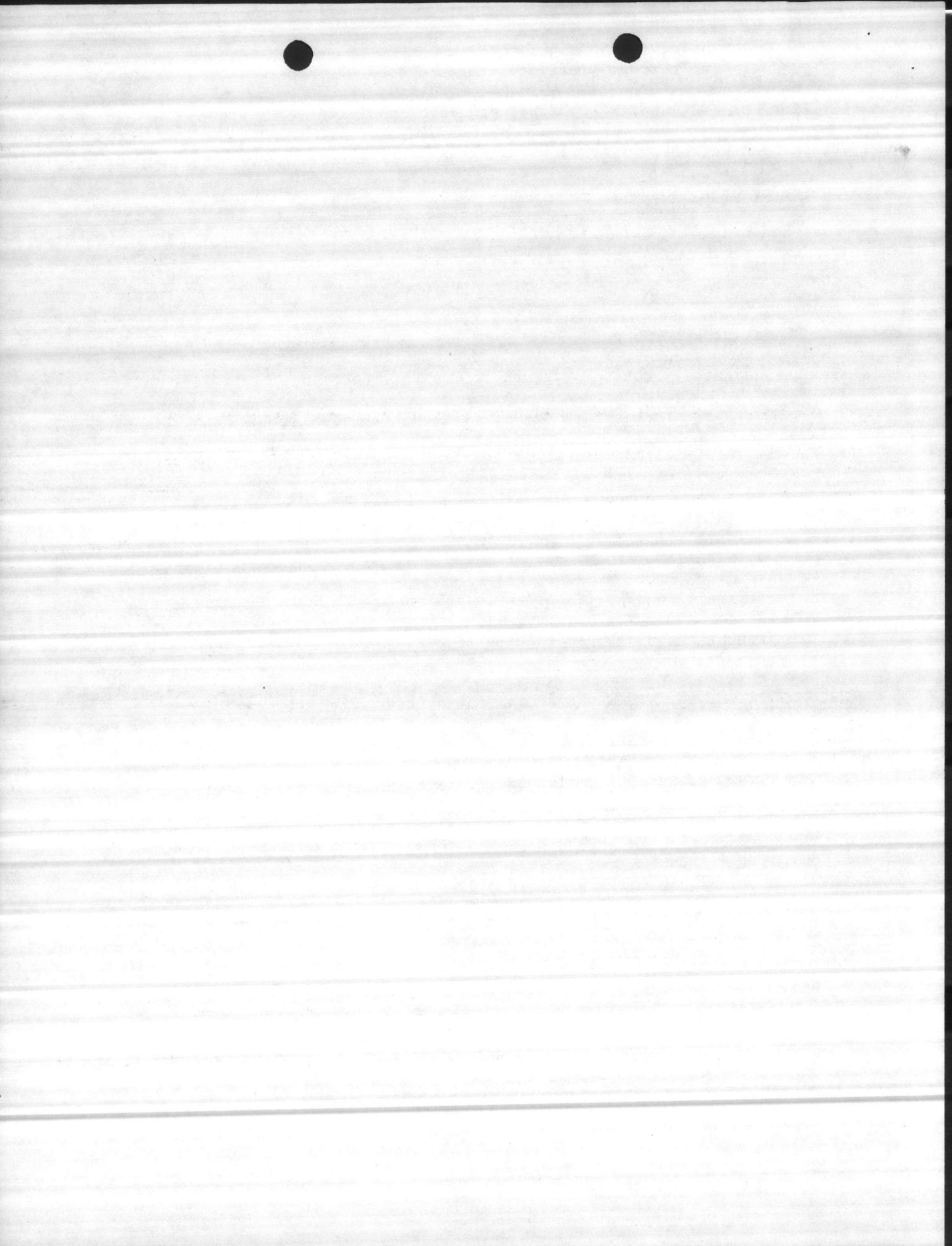
b. The laborer and helper force must be rebuilt to provide maximum utilization of artisans in this Branch. This can be done within present resources as depicted in Section X of this report.

RECOMMENDATION #8. THAT ONE ADDITIONAL SHOP PLANNER BILLET BE ESTABLISHED, WITHIN PRESENT RESOURCES AS DEPICTED BY EXHIBIT E, TO PROVIDE IMPROVED SUPPORT TO THE SECTIONS OF THE MAINTENANCE BRANCH.

RECOMMENDATION #9. THAT LABORER AND HELPER LEVEL POSITIONS BE ESTABLISHED, WITHIN CEILING POINTS AVAILABLE AND THROUGH ATTRITION, TO MORE EVENLY BALANCE THE WORK FORCE TO WORKLOAD REQUIREMENTS.

(SEE EXHIBIT C)

D. Building Trades and General Services Sections. For the purpose of brevity, these Sections will be discussed together.



1. Building Trades Section. This section is responsible for the accomplishment of maintenance, repairs, new construction, and alterations, when authorized, by providing carpentering, plastering, masonry, painting, refinishing, and lettering and graining services for the Maintenance Branch.

2. General Services Section. This section is responsible for providing janitorial services; the upkeep of all common use grounds and the selected areas on the activity; the collection of garbage, trash, and refuse; the accomplishment of insect and rodent control; and the supervising of an assigned labor pool.

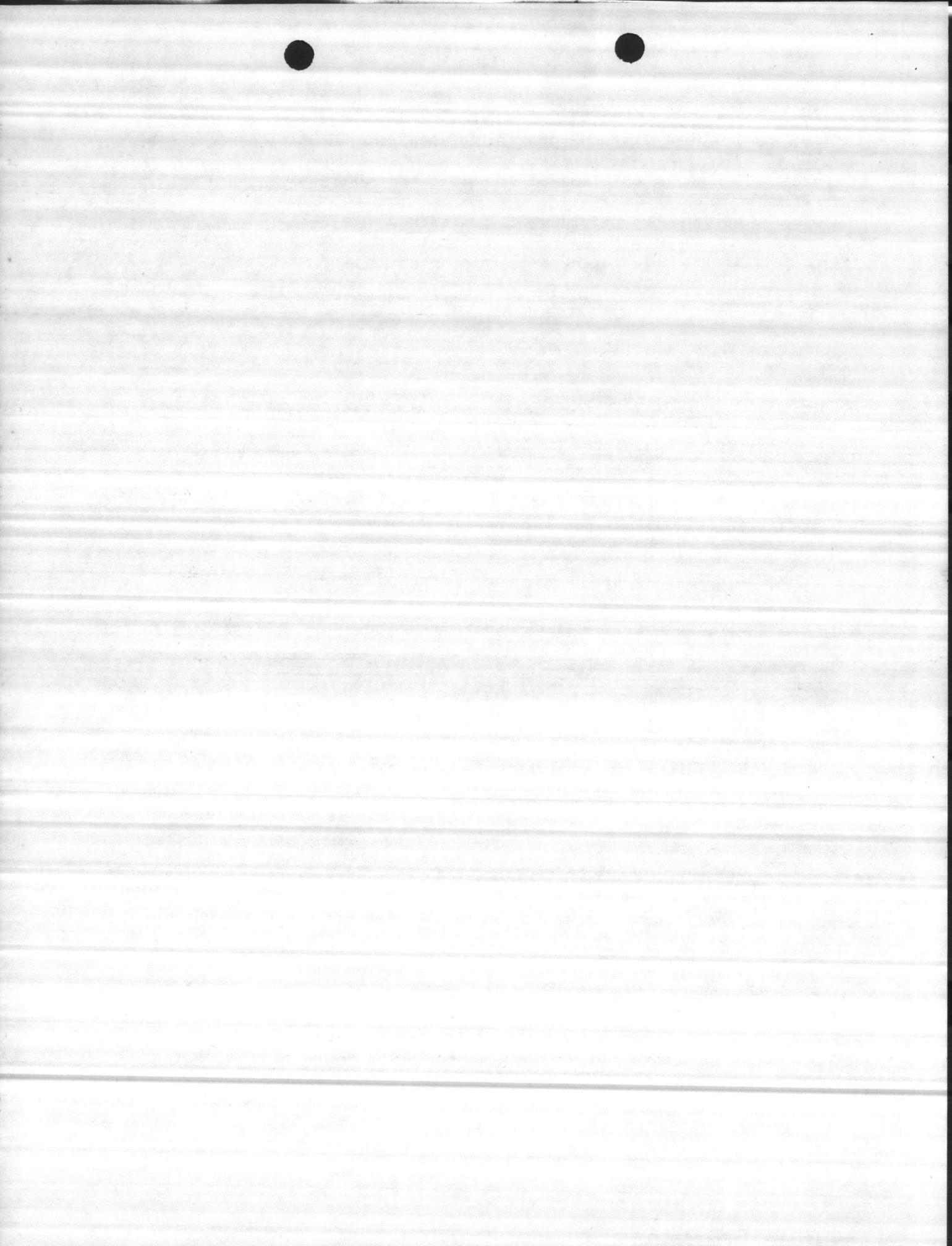
3. Findings

a. The Building Trades Section is presently staffed with 16 personnel: one Foreman (Leadingman) Maintenance, six Carpenters, one Plasterer, and eight Painters.

b. This Section has no helpers or laborers to assist artisans. Helper or laborer duties must, therefore, be performed by artisans.

c. The General Services Section is presently staffed with seven personnel: one Foreman (Leadingman) Grounds, one Pest Control Equipment Operator, two Laborers (Heavy), and three Laborers (one permanent and two temporary, scheduled for release in December).

d. The labor used to physically cut grass is furnished by the Motor Transportation Division; the responsibility for inspecting completed work is vested in the General Services Section Foreman (Leadingman).



e. One of the assigned laborers performs janitorial services in the Public Works Administration Building.

f. One of the assigned laborers is assigned to assist in trash collection, by riding with the driver of a dumpster.

#### 4. Conclusions

a. In December the General Services Section will have only four workers, with two of these working outside the section.

b. Because of the limited number of personnel involved, the General Services Section should be consolidated with the Building Trades Section. This consolidation will eliminate one Foreman (Leadingman) billet, thus making an extra billet available for redistribution as recommended in Section X of this report.

c. The laborer presently assigned to the General Services Section, whose duties involve dumpster operations, could be better utilized and more properly supervised if assigned to the Transportation Division.

RECOMMENDATION #10. THAT THE GENERAL SERVICES SECTION BE CONSOLIDATED WITH THE BUILDING TRADES SECTION.

RECOMMENDATION #11. THAT THE PROPOSED FUNCTIONAL STATEMENT FOR THE BUILDING TRADES/GENERAL SERVICES SECTION, DEPICTED IN EXHIBIT A BE APPROVED AND APPROPRIATE CHANGES MADE TO ASO P5451.1.

RECOMMENDATION #12. THAT ONE LABORER PRESENTLY ASSIGNED TO THE GENERAL SERVICES SECTION BE TRANSFERRED TO THE OPERATIONS BRANCH OF THE TRANSPORTATION DIVISION. (SEE EXHIBIT E)



E. Mechanical Trades and Emergency Services Section. For the purpose of brevity, these sections will be discussed together.

1. Mechanical Trades Section. This Section is responsible for the maintenance, upkeep, and repair of all electrical, water, sewer, steam lines, and related fixtures and equipment involved in the production and distribution of these utilities. It is responsible for the mechanical repair of all items of equipment, machinery, plumbing fixtures and their components; provides for plumbing, pipefitting, steamfitting, welding, sheet metal, and mechanical machine work services as required.

2. Emergency/Services Section. This Section is responsible to accomplish maintenance of an emergency/service nature on buildings and ground structures, equipment, appliances, fixtures, furniture, structures, and on utility production and distribution systems.

3. Findings

a. The current workload volume indicates an average of approximately 33 per cent of the Emergency Services Section workload is being accomplished by the Mechanical Trades Section. Since the Mechanical Trades Section is supposed to support work of a routine nature only, the percentage factor far exceeds the normal of 1.5 per cent to 2.5 per cent established by Naval Facilities Engineering Command.

b. There are similar trade billets within both sections; i.e., plumbers, electricians, pipefitters, etc., assigned.



c. Individual supervisors must continually account for "support" or "supported" labor expenditure between sections.

d. The staffing for these two sections does not provide for an equitable ratio of Helpers and Laborers to Artisans.

#### 4. Conclusions

a. The organizational separation of the Mechanical Trades and Emergency Services Sections exists only on paper. The actual utilization of personnel between sections infers that labor resources are drawn from a central pool. The only actual separation is identified by labor charges to job order numbers, etc.

b. The amount of emergency work accomplished by the routine work force is excessive.

c. Artisans are currently performing intermediate and helper level duties.

d. Supervisory personnel are continually accounting for cross utilization of personnel between sections.

e. Vehicles are not being utilized in an advantageous manner due to separation of the work force into two sections.

f. It is considered that by combining the Mechanical Trades Section and the Emergency Services Section, better utilization of personnel and equipment will result. In addition, one Foreman (Leadingman) billet will be eliminated, thus making an extra billet available for redistribution as recommended in Section X of this report.



RECOMMENDATION #13. THAT THE MECHANICAL TRADES SECTION AND THE EMERGENCY SERVICES SECTION BE CONSOLIDATED.

RECOMMENDATION #14. THAT THE PROPOSED FUNCTIONAL STATEMENT FOR THE MECHANICAL TRADES/EMERGENCY SERVICES SECTION, DEPICTED IN EXHIBIT A, BE APPROVED, AND APPROPRIATE CHANGES MADE TO ASO P5451.1.

RECOMMENDATION #15. THAT THE GLAZIER AND CARPENTER POSITIONS CURRENTLY ASSIGNED TO THE EMERGENCY SERVICES SECTION BE REASSIGNED TO THE BUILDING TRADES/GENERAL SERVICES SECTION AS DEPICTED BY EXHIBIT E.



Section VIII

Housing Division

A. General The Housing Division is responsible for Family Housing Management for the Air Station. Responsibilities include: assignment and disposition of government quarters, off station housing referral services to military personnel when government housing is not available, pre-occupancy and post-occupancy inspections, storage, inventory, rehabilitation of furniture and equipment for family housing, Bachelor Officers Quarters, enlisted barracks and other related actions necessary to accomplish functional assignments.

B. Findings

1. This Division is comprised of three Branches; the Family Housing Branch; The Warehouse Branch; and The Bachelor Housing Branch.

2. The staffing for this Division is presently 11 personnel as compared with a requirement identified in Section XI of 18 personnel.

18-Req'd

11-Auth

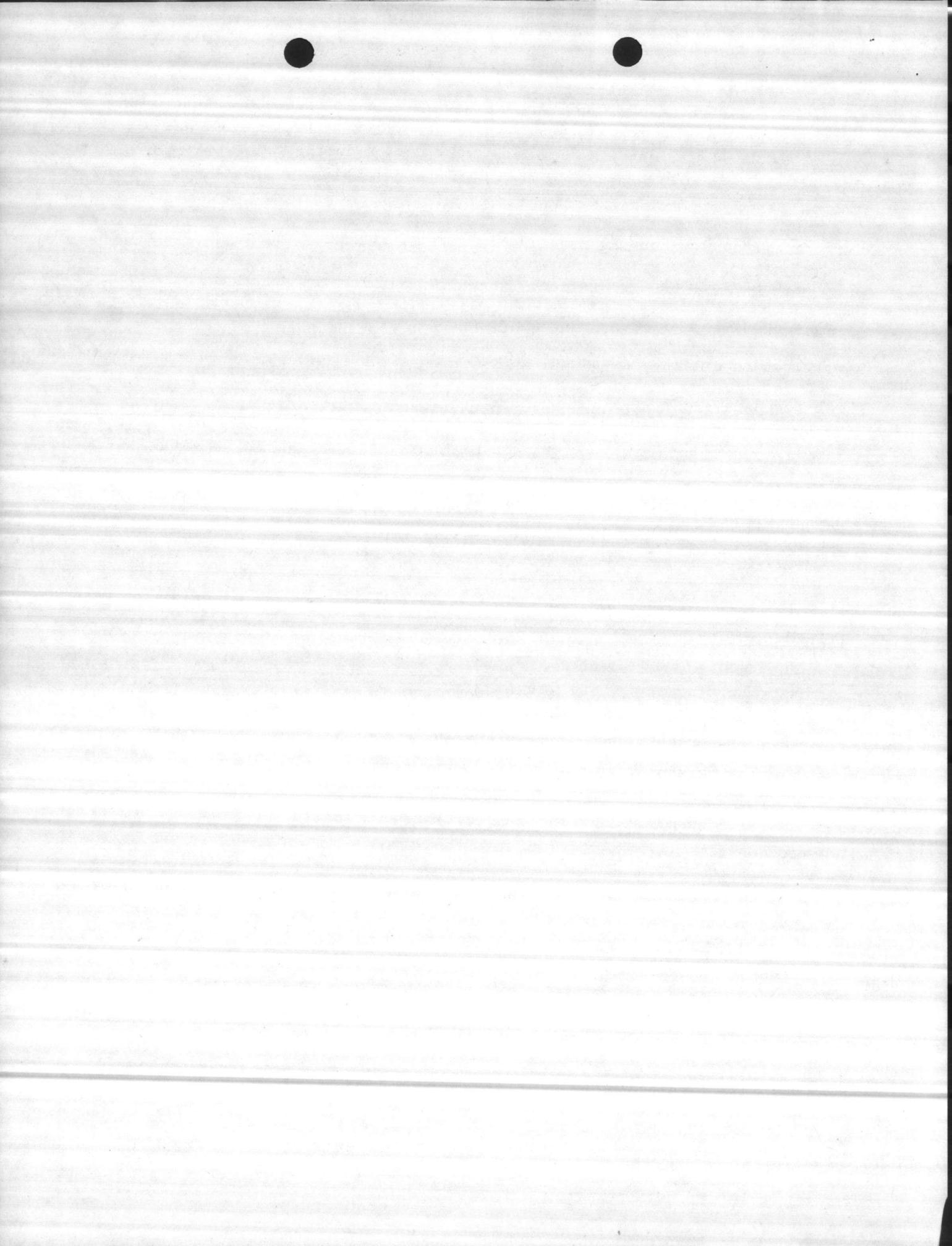
3. The warehouse branch is allocated 3 civilian billets, one Warehouseman, one Stockman, and One Laborer. Currently there are two vacancies in this Branch.

+7-Increase  
CH

4. The organization chart and functional statements depicted in ASO P5451.1, Station Organization Manual, does not reflect the present organization and functions of this Branch.

C. Conclusions

1. The present staffing for the Family Housing Branch and the Bachelor Housing Branch is adequate to perform the assigned mission, during present austere resources.



2. The Warehouse Branch can operate with two personnel vice the three assigned billets, with laborer assistance during peak workload. This additional billet can be assigned to the Maintenance Branch of the Maintenance and Utilities Division where the most critical manpower shortage exists. (See EXHIBIT E)

3. ASO P5451.1 should be modified to reflect the current organization of the Housing Division.

RECOMMENDATION # 16. THAT ONE BILLET BE TRANSFERRED FROM THE WAREHOUSE BRANCH OF THE HOUSING DIVISION TO THE MAINTENANCE BRANCH OF THE MAINTENANCE AND UTILITIES DIVISION AS OUTLINED IN EXHIBIT E.

RECOMMENDATION # 17. THAT ASO P5451.1, STATION ORGANIZATION MANUAL, BE REVISED AS DEPICTED BY EXHIBIT A, TO REFLECT PRESENT HOUSING DIVISION ORGANIZATION AND FUNCTIONAL ASSIGNMENTS.



## Section IX

### Transportation Division

A. General The Transportation Division is responsible for providing transportation and equipment services to all components of the activity and its tenants. These include: operating vehicles and equipment pools; operating scheduled and unscheduled passenger systems; and maintaining automotive, construction, mobile fire fighting, and weight handling equipment where applicable. The transportation division consists of two branches, The Maintenance Branch and The Operations Branch. The Division is headed by a transportation officer (Captain USMC).

B. Maintenance Branch

1. Findings

a. The Maintenance Branch provides services in connection with the Maintenance and repair of automotive and associated equipment utilized by the Command.

b. The preventive Maintenance Program currently in use is in accordance with current instructions.

c. Preventive Maintenance and emergency repairs are required for approximately 230 items of automotive equipment.

d. In the past year, the equipment inventory has increased by approximately 28% (from 180 in 1968 to 230 at present).

e. Present staffing for this branch includes one foreman, five automotive mechanics and one heavy duty equipment mechanic. In addition there is a vacancy for one military billet for changing tires and batteries. Presently, these duties are being performed by personnel from the Operations Branch, when available.



f. Although the workload has increased by 28% over the past year, there has been no comparable increase in staffing.

g. The manpower requirement depicted by Section XI of this report identifies a deficit of one mechanic based on percent of workload.

+1 - mechanic  
H

## 2. Conclusions

a. Although the workload for this branch has increased by 28% in the last year without a comparable increase in staffing, the proficiency exhibited by the personnel has compensated for it.

b. Because of the nature of duties required by this branch, it is not practical to identify workload that can be curtailed. All vehicles assigned must have preventive maintenance and emergency repair.

c. The major problem experienced in this branch is the vacancy of the military billet to change tires and batteries. This is an unskilled position, and could be filled by almost any type labor.

d. Since this branch is performing its mission, although understaffed, no recommendations are included.

## C. Operations Branch

### 1. Findings

a. The Operations Branch is responsible for the operation of the Station Vehicle Pool, providing vehicles and drivers in connection with bus and taxi service for carrying passengers, and providing vehicles and drivers for freight transportation.

b. This branch is presently staffed with 35 drivers (20 civilian and 15 marines), and 8 marines in supervisory and dispatcher jobs.



This is compared to a requirement identified in Section XI for 44 drivers and 11 supervisory and dispatcher billets.

55-Req'd  
44-Auth  
+11-Increase  
11

c. The Military personnel of the Operations Branch were found to be working in excess of 40 hours per week. In addition to a 10 hour work day, Marines stand the duty section every other day, and are on duty every other weekend. In terms of hours per week, the transportation officer estimated that military personnel are on duty an average of 80 hours per week.

d. These same Marines are required to drive school buses transporting some 768 children to and from school.

e. The morale of the Marines assigned to this branch is reflected by the fact that over the past two years, only 2 enlisted personnel have reenlisted.

## 2. Conclusions

a. The military personnel of this branch are performing their duties in a commendable manner.

b. The hours per week that Marines are required to work is not only detrimental to morale and career retention, but more important, the safety of dependent school children, and other passengers.

c. The preferred solution to this problem would be increased staffing, however, since this is an unlikely possibility at this time, the alternative is to reduce the workload.

d. It is felt that the most significant time to reduce workload would be on the weekends, to at least allow personnel two consecutive free weekends in lieu of the present one on one off.



e. Since the Transportation Officer is well aware of this problem, and has initiated various pieces of correspondence concerning personnel, it is considered that he could best identify workload that could be curtailed. Examples of weekend runs that are important but should be considered strongly for curtailment are:

(1) The liberty run that carries troops to and from Jacksonville. The study team was advised of the reason for this run, i.e. no regular bus service to and from Jacksonville, however, it does not seem appropriate to over work some Marines and deprive them of their liberty, just as a convenience to other Marines already on liberty.

(2) The off-duty education run that carries Marines to and from Camp Lejeune. Again the reasons for this run is apparent, but Marines in the Transportation Division are working overtime to provide this convenience.

(3) The Sunday School run. Again a convenient run, however, during this period of austere manpower, it appears that parents could carry their children to Sunday School and Church to allow fellow Marines some time with their families.

f. An alternative to curtailment of present workload would be to increase the number of military personnel by utilization of more FAP personnel from the various groups aboard the station.

g. Due to the understaffing of this Branch, the utilization of assigned equipment may be impaired. Motor Transportation equipment utilization should be continuously appraised to ensure that the station has no excess equipment.

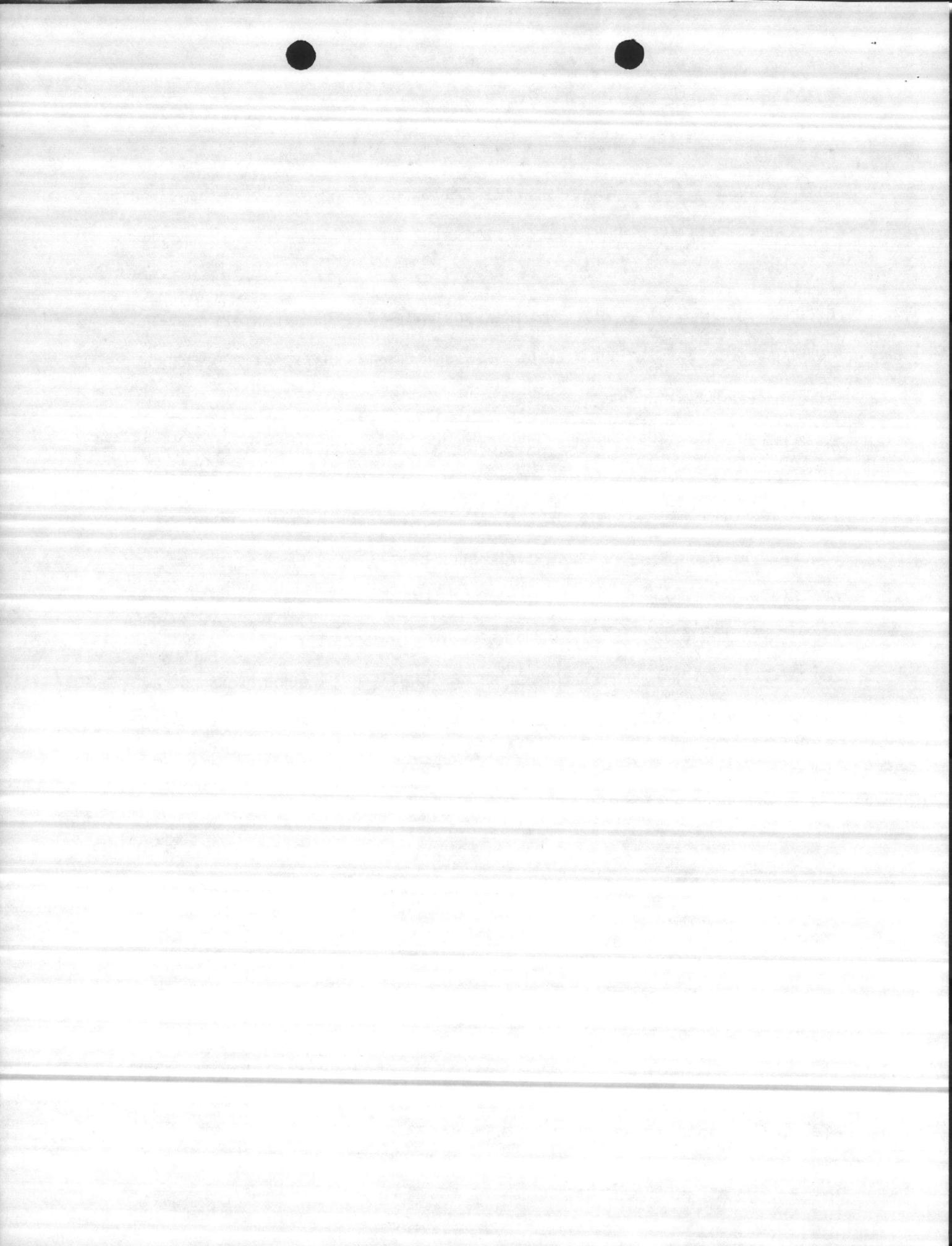


RECOMMENDATION # 18. THAT THE UTILIZATION OF MOTOR TRANSPORTATION EQUIPMENT BE CONTINUOUSLY REVIEWED TO DETERMINE THE OPTIMUM INVENTORY OF EQUIPMENT.

RECOMMENDATION # 19. THAT THE TRANSPORTATION OFFICER IDENTIFY ALL WORKLOAD NOT DIRECTLY RELATED TO MISSION ACCOMPLISHMENT OR REQUIRED BY HIGHER AUTHORITY.

RECOMMENDATION # 20. THAT THE COMMANDING OFFICER APPROVE CURTAILMENT OF ALL POSSIBLE OPERATIONS BRANCH WORKLOAD RECOMMENDED BY THE TRANSPORTATION OFFICER, NOT DIRECTLY RELATED TO MISSION ACCOMPLISHMENT OR REQUIRED BY HIGHER AUTHORITY, UNTIL SUCH TIME AS ADEQUATE STAFFING IS AVAILABLE.

RECOMMENDATION # 21. AS AN ALTERNATIVE TO RECOMMENDATION # 19 AND 20, THAT ADDITIONAL FAP PERSONNEL BE ASSIGNED TO THE OPERATIONS BRANCH OF THE MOTOR TRANSPORTATION DIVISION.



## Section X

### Manpower Redistribution

#### A. General

1. Throughout this report, manpower, and distribution of manpower, has been a major topic. The purpose of this section is to present a summary of present manpower, recommended redistribution of personnel, based on the reorganizations recommended in this report, and to provide an optimum ratio of supervisors to service group to artisans to helper and laborer categories, to be considered as vacancies occur through attrition or increase in ceiling.

2. Included as Exhibit C to this report is a proposed staffing structure for ungraded employees. The purpose of the proposed staffing structure is to require that controls are established to assure that organizations are structured economically and to prevent unwarranted grade increases in the Wage Board pay systems as required by SECNAVINST 12000.14.

3. The Specific objective of the proposed staffing structure is to strive for a balanced workforce. Unbalanced workforces results when higher level positions are not eliminated proportionately to lower levels. Eliminating only lower level positions usually results in these duties being spread among other positions, resulting in poor skills utilization, and unjustified costs. As discussed in Section VII of this report, it was determined that the P. W. Department presently is not structured economically. Exhibit D depicts this balance.

4. In order to balance the ungraded workforce, the P. W. Officer should strive to utilize more lower grade positions with particular emphasis on recruiting more helpers and laborers in filling vacancies



in the ungraded work areas. Exhibit C depicts the optimum structure of an ungraded workforce, regardless of ceiling restrictions, that should be used as guidance in filling future vacancies.

5. One of the most profitable lower grade positions in the ungraded area is maintenancemen. A maintenanceman is an intermediate level employee. He does not work at the journeyman trade level in any one trade field, rather he performs simpler work in many trade fields such as minor painting, carpentry, electrical, plumbing, mechanical, and masonry repair. Examples of types of work performed by a maintenanceman are: replaces window panes; adjusts doors; replaces faucets or washers; repairs toilet flushing devices; replaces electric lights, fuses, and minor fixtures; lays linoleum; replaces broken tile, installs screens; performs simple painting; and repairs broken woodwork. This type employee, sometimes referred to as a "general handyman", provides great flexibility to the shops because of his general trade knowledge. Employment of maintenancemen at the P. W. Department would greatly improve manpower utilization.

6. Additional benefits that will be derived from balancing the total workforce, is a substantial cost reduction. As an example, if the P. W. Department's ungraded workforce was distributed by the optimum labor categories proposed by Exhibit C, an identified annual savings of approximately \$25,000 would result. See Exhibit C.

#### B. Findings

1. The ungraded workforce in the P. W. Department is unevenly distributed, especially in the Mechanical Trades and the Emergency Trades Sections where 77.6% of the work force is at the artisan level.



2. No controls are presently being exercised to alleviate this unbalance in the total workforce.

C. Conclusions

1. A substantial savings in money and manpower would result from a concentrated effort to restructure the ungraded workforce.

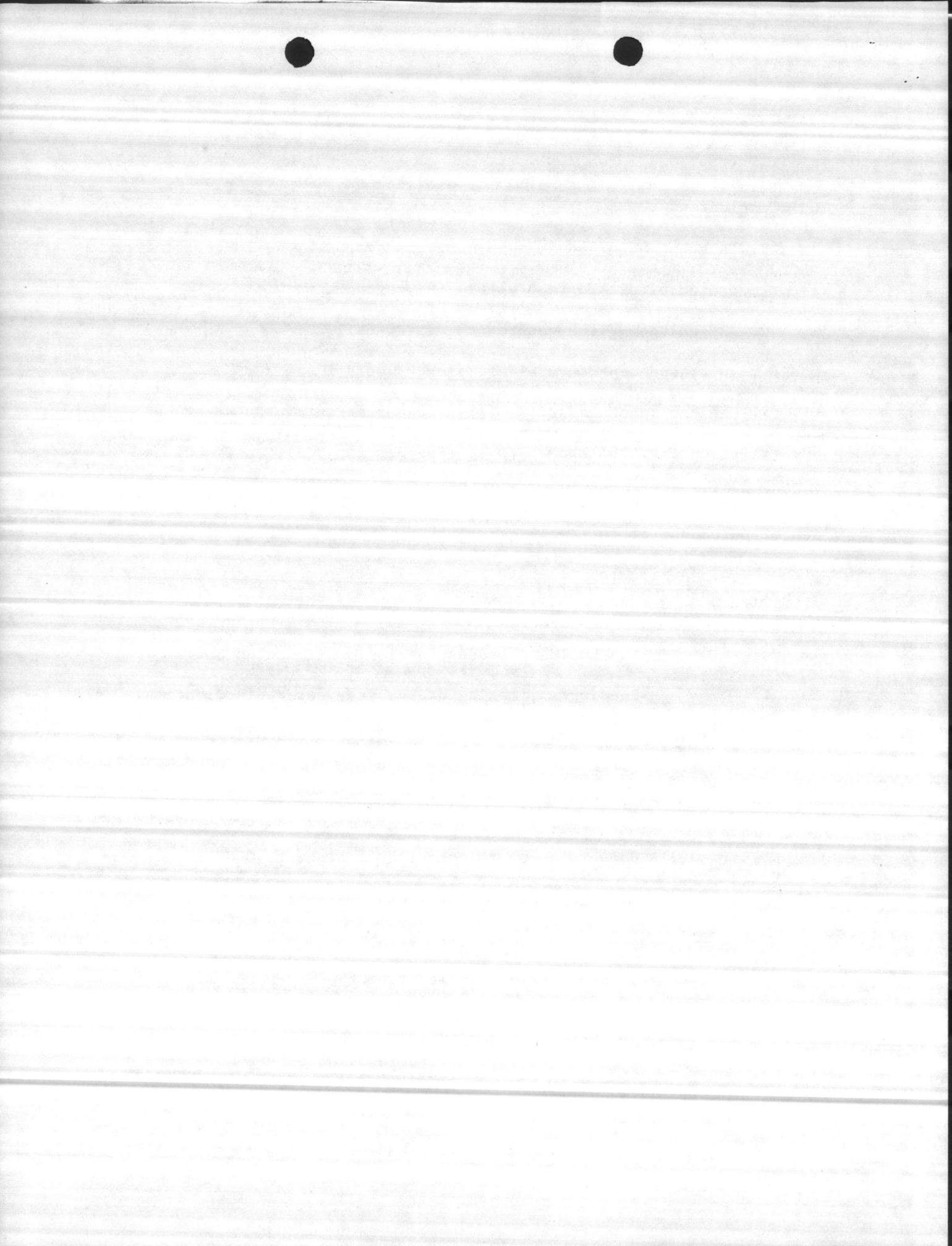
2. By balancing the workforce, better utilization of personnel would result, and departmental efficiency would increase.

3. If the recommendations for reorganization of the Maintenance and Utilities Division are approved (See Section VII), an immediate improvement in the structure of the workforce could result by redistribution of personnel as follows:

a. Available Billets

- |                                                                                                                                                       |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| (1) Combination of the General Services Section and the Building Trades Section. Eliminates one leadingman, making one vacancy for redistribution.    | = 1 |
| (2) Combination of the Mechanical Trades Section and the Emergency Service Section. Eliminates one leadingman, making one vacancy for redistribution. | = 1 |
| (3) Conversion of telephone operations to CENTREX, making 2 operators billets available for redistribution.                                           | = 2 |
| (4) Transfer of one billet from the Warehouse Branch of the Housing Division.                                                                         | = 1 |
| (5) Two laborer billets made available by combination of General Services Section.                                                                    | = 2 |

TOTAL = 7



b. Redistribution of Available Billets (7)

- (1) One billet as Shop Planner in the Maintenance Branch of the Maintenance and Utilities Division.
- (2) One billet to the Transportation Division as a laborer, to assist in dumpster trash collection.
- (3) Five billets as helpers. Two to proposed Building Trades/General Services Section-three to proposed Mechanical Trades/Emergency Services Section.

c. The above proposed redistribution of personnel will provide a start toward a more economically distributed workforce. See Exhibits C, D, E, F, H, and I for additional details.

RECOMMENDATION # 22. THAT A CONCENTRATED EFFORT BE MADE TO MORE EVENLY BALANCE THE PRESENT UNGRADED WORKFORCE, USING EXHIBIT C AS AN OPTIMUM GOAL.

RECOMMENDATION # 23. THAT THE PRESENT WORKFORCE BE REDISTRIBUTED AS OUTLINED IN EXHIBIT E.

RECOMMENDATION # 24. THAT THE SAVINGS RESULTING FROM THE REORGANIZATION AND MANPOWER REDISTRIBUTIONS RECOMMENDED IN THIS REPORT, BE DOCUMENTED, AND SUBMITTED AS A COST REDUCTION TO THE AIR STATION COST REDUCTION COORDINATOR.



SECTION XI

MANPOWER AND WORKLOAD ANALYSIS

A. GENERAL

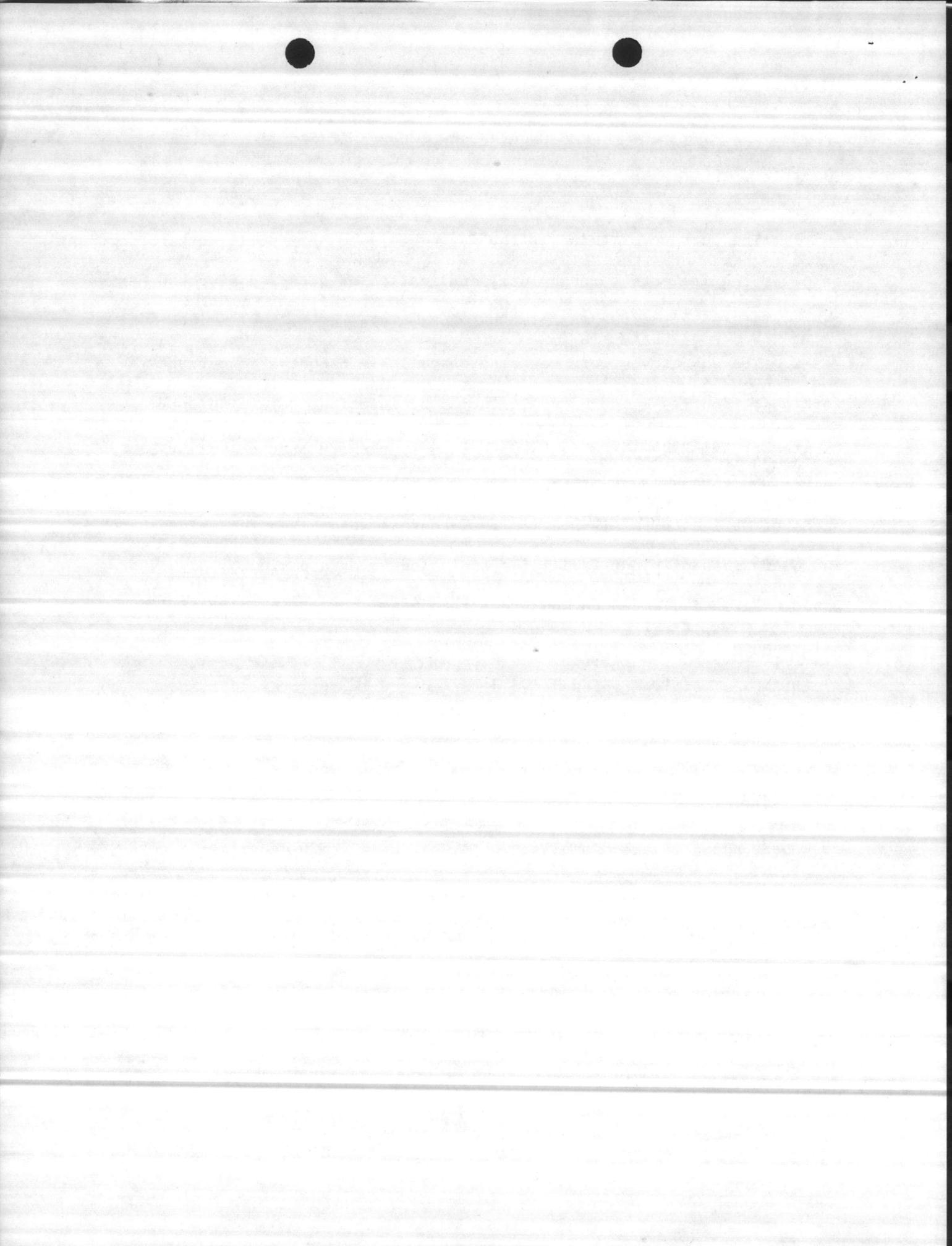
1. The purpose of this section is to evaluate the Public Works Department's manpower requirements through local application of accepted Navy and Marine Corps staffing standards for Air Station activities.

2. The objectives were to compare available manpower to current workload; identify manpower deficiencies by function; determine optimum staffing required to support total workload based on identifiable work units; and to develop a staffing plan which would realistically meet the needs of Marine Corps Air Station (Helicopter), New River for maintenance and operations of plant facilities and which, over a period of five years, would progressively reduce the present \$846,441 backlog of essential maintenance.

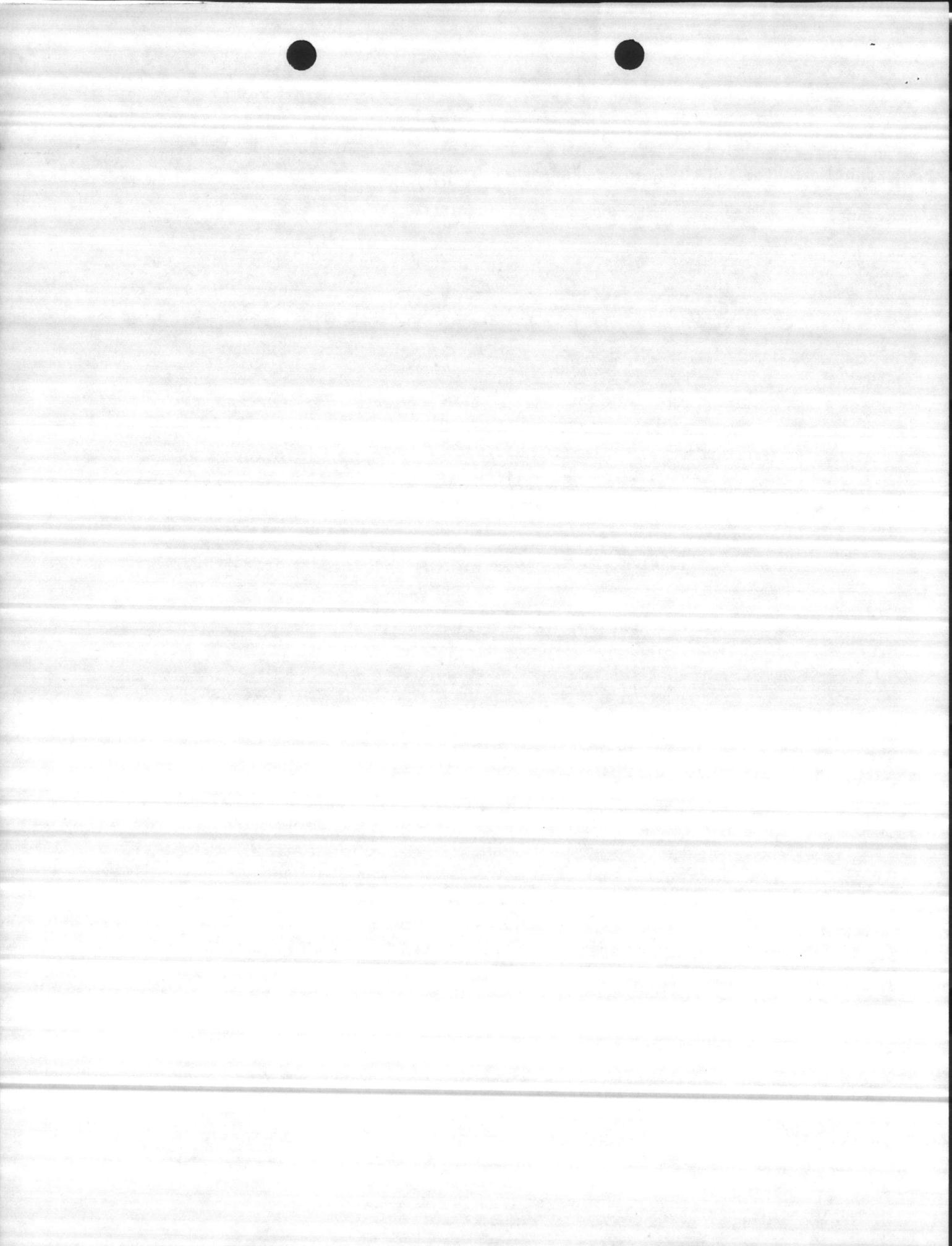
\$846-K  
Backlog  
CH

3. This section represents a detailed review of workload trends and manpower resources for the total Public Works Department by function. It involved collaboration with responsible Public Works officials to identify, document and measure appropriate work units within the Department's workload, and a detailed application of selected staffing criteria to evaluate manpower requirements by functional area. For the purpose of this report, all manpower figures, on-board and required, are depicted by function and do not necessarily reflect organization.

4. Workload data used for computation of staffing requirements in the preparation of this report were furnished by members of the Public Works Department. Formulas, workload unit identifications, staffing procedures, equation factors and other staffing criteria used in this report were



taken from OPNAVINST 5310.5A, MCO P5320.5A, and NAVFAC Staffing Guides  
published for Public Works Departments.

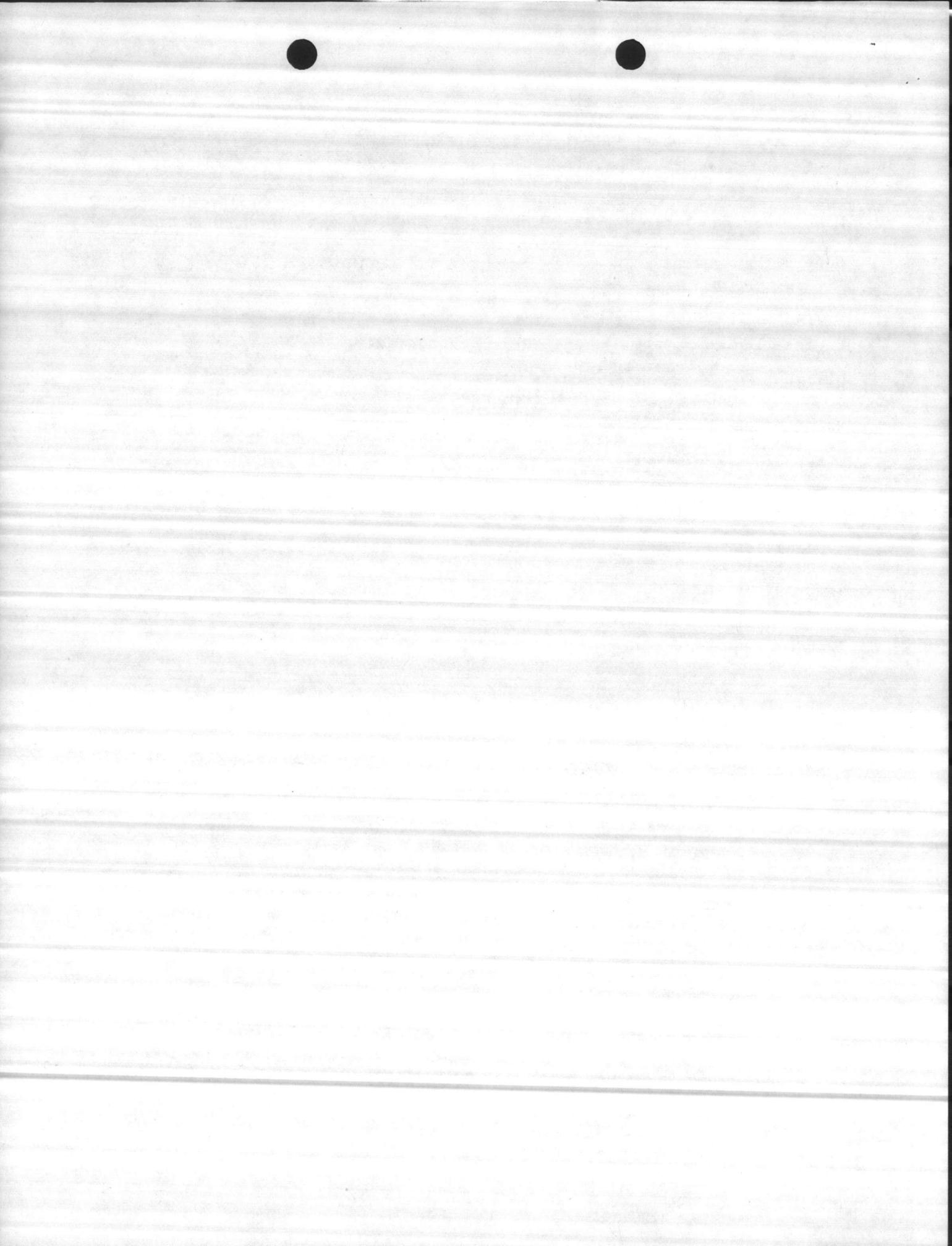


SUMMARY OF PUBLIC WORKS DEPARTMENT STAFFING REQUIREMENTS (Military & Civilian).

<u>Major Function Title</u>	<u>*(1)Present</u>	<u>*(2)Requirement</u>	<u>*(3)Requirement (+ BEMM &amp; BEMAR)</u>
General Management	3	4	4
Administrative	16	20	20
Engineering	2	6	6
Housing	11	18	18
Maintenance Control	6	8	8
Maintenance & Utilities			
Maintenance	54	86	91
Utilities	21	25	25
Transportation	<u>55</u>	<u>70</u>	<u>70</u>
Totals:	168(2 vacant)	237	242

*NOTE: For purpose of comparison, Public Works Staffing figures contained in this summary are shown in three columns:*

- \* (1) Column one includes the number of military and civilian personnel currently performing duties chargeable to the requirements of major public works functions.*
- \* (2) Column two includes the number of personnel required to support the normal workload of the Public Works Department by major function based on Navy and Marine Corps staffing standards.*
- \* (3) Column three includes personnel requirements to support the normal workload plus manpower requirements to support a five-year plan to reduce the present backlog of essential maintenance and repair. With realistic staffing and dollar resources, the requirements to reduce BEMM and BEMAR can be deducted at the end of five years. During the five years, it will be necessary to adjust column three when increases or decreases in BEMM and BEMAR are experienced.*



STANDARDS APPLICATION

PART - 1: General Management: Performs general managerial and coordinative tasks directed toward accomplishing the Public Works function as a whole.

Formula: Staffing for this function is determined by the following factors as applicable to total Public Works responsibility:

<u>Index Table</u>	<u>Factor</u>
a. Total Department Personnel - 168	= 5
b. Funds expended annually by Public Works Department - \$1,499,884	= 1
c. Class II property replacement value - \$38,159,774	= 5
d. Contract authority - AG	= <u>4</u>
Management Assessment Index	= 15
Manpower requirements based on Assessment Index (15)	= 3 Officers (+ PWO Secretary)

The above formula does not provide for a Housing Management Officer or a BOQ Officer as required by the Public Works Department organization. These billets are included in the totals for Housing and BOQ functions.

PART - 2: Administrative: Performs the tasks for all matters pertaining to organization, methods, procedures, office services, reproducing reports and statistics, budget and finance, equipment, and minor property accountability.

Formula: Staffing for this function is determined by the total number of personnel in the Public Works Department.



PART - 2:(cont)

Department staffing total - 168

Range Increment of  
workload indicator  
101 to 200

Range of total  
staffing (mil + civ)  
6 to 10

*Administrative Staffing:	=	8
Plus Telephone Administration	=	1
Plus Telephone Operations	=	<u>11</u>
Total Staffing	=	20

*\*Note: Available criteria does not provide for administration of Telephone Business matters. See Exhibit K for detailed formula of Telephone Operations.*

PART - 3: Engineering: Performs the tasks for all matters pertaining to engineering studies and reports, engineering design, including development of plans and specifications, including hydrographic and subsurface surveys.

Formula: Staffing for Engineering is determined by total number of points in the Engineering Assessment Index as follows:

		<u>Index Points</u>
a. Contracts per year including; maintenance, repair, alteration and improvement (\$250,000)	=	3\
b. Number of personnel (mil and civ) in Public Works Department (168)	=	3
c. Total funds expended by Public Works Department annually (\$1,499,884)	=	2
d. Replacement value of Class II property (\$38,159,774)	=	<u>2</u>
Total Assessment Index Points	=	10



PART - 3:(cont)

Range increment of workload indicator  
9 to 10

Range of total staffing (mil + civ)  
6 to 8

Staffing by total Index Points	= 8
*Adjustment for local conditions (-25% x 8)	= -2
Total Staffing	= <u>6</u>

*\*Note: Takes in consideration engineering services and contract support furnished by LANTDIV.*

PART - 4: Housing Management

- A. Housing Management: Performs the tasks for all matters that pertain to the on-site management of Family Housing including surrounding grounds and communal facilities.

Formula: Staffing for this function is dependent upon total number of housing units.

Total number of housing units = 435

Ratio of employees to units:

up to 800 units - 1 employee per 150 units or = 2.9

Total staffing = 2.9 or 3

- B. Housing Referral. Performs the tasks pertaining to the off-station Housing Referral Program.

Formula: Available Navy Staffing Guides and/or criteria do not provide for this relatively new function.

Estimated staffing = 1

- C. Bachelor Officers Quarters: Performs tasks pertaining to operations and management of bachelor officer quarters.



PART - 4:(cont)

Formula: Staffing for this function is determined by number of units (room or suite) occupied.

$$A + B = N$$

N = Total staffing

A = Administrative Unit

B = Room Cleaners.

Equation Factors:

A - Staffing requirements for seven day, twenty four hour operations (less room cleaners); includes (1) OinC) (1) Assistant NCOIC, (1) Administrative Clerk and (4.8) billets for one-man front desk position. = 8

B - Room cleaners based on 144 units: Three (3) plus one (1) for each twelve (12) work units and fraction thereof  $(3 + \frac{144}{12})$  = 15

N - (A + B) = \*23

\*Less contract for Room cleaners -15

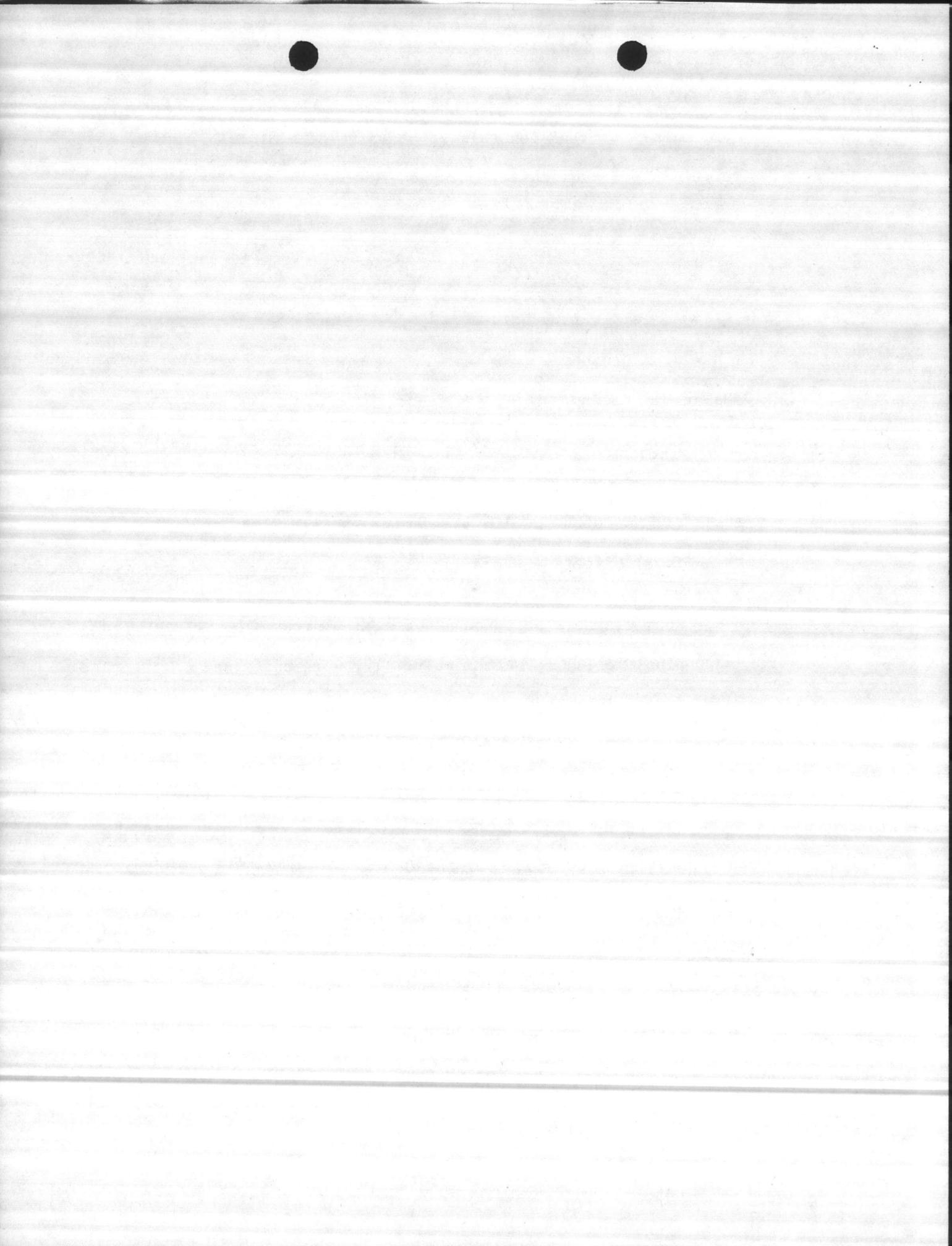
Total = 8

*\*Note: Janitorial services for the BOQ is presently under contract.*

D. BEQ Equipment Management: Manages barracks collateral equipment to include inspection, preventive maintenance and replacement.

Formula: Available Navy Staffing Guides and/or criteria do not provide for this function.

Estimated staffing = 3(mil)



PART - 4:(Cont)

E. Furniture Warehouse. Provides storage, inventory, and distribution of furniture and equipment for family housing, Bachelor Officers Quarters, and Enlisted Barracks.

Formula: Available Navy Staffing Guides and/or criteria do not provide for this function.

Estimated staffing = 3

Recap of Housing Management Staffing:

A - Housing Management	=	3
B - Housing Referral	=	1
C - Bachelor Officers Quarters	=	8
D - BEQ Equipment Management	=	3
E - Furniture Warehouse	=	<u>3</u>
Total Staffing	=	18

PART - 5: Maintenance Control: Performs the tasks required for integrating a maintenance workload program, i.e., screens, classifies, and determines urgency of all work requests; including emergency service type work; and continuously inspects public works and public utilities to determine the need for maintenance work.

Formula: Staffing for this function is based on average weekly manhours of minor work authorizations and specific job orders processed.



PART - 5(Cont)

Average Weekly Manhours = 2997

Range of increments  
of workload indicator  
2900 to 4200

Range of total staffing  
military and civilian  
6 to 9

Staffing = 7

Additional Staffing for functions not included in criteria:

Work Input Control Charts = 1

Total staffing (7 + 1) = 8

PART - 6: Maintenance: Performs maintenance of all public works and public utilities. Also repairs, alterations and new construction incident to maintenance. Provides caretaking services, grounds upkeep, trash and garbage collection and insect and rodent control.

Formula "A":  $Y = X1 + X2 + X3 + \sqrt{X4 + C} + (X4 + C) - C$

Y = Total Craftsmen

X1 = Plant replacement value for Class II property

X2 = Family Housing replacement value, Class II

X3 = Annual maintenance cost (contract & shops)

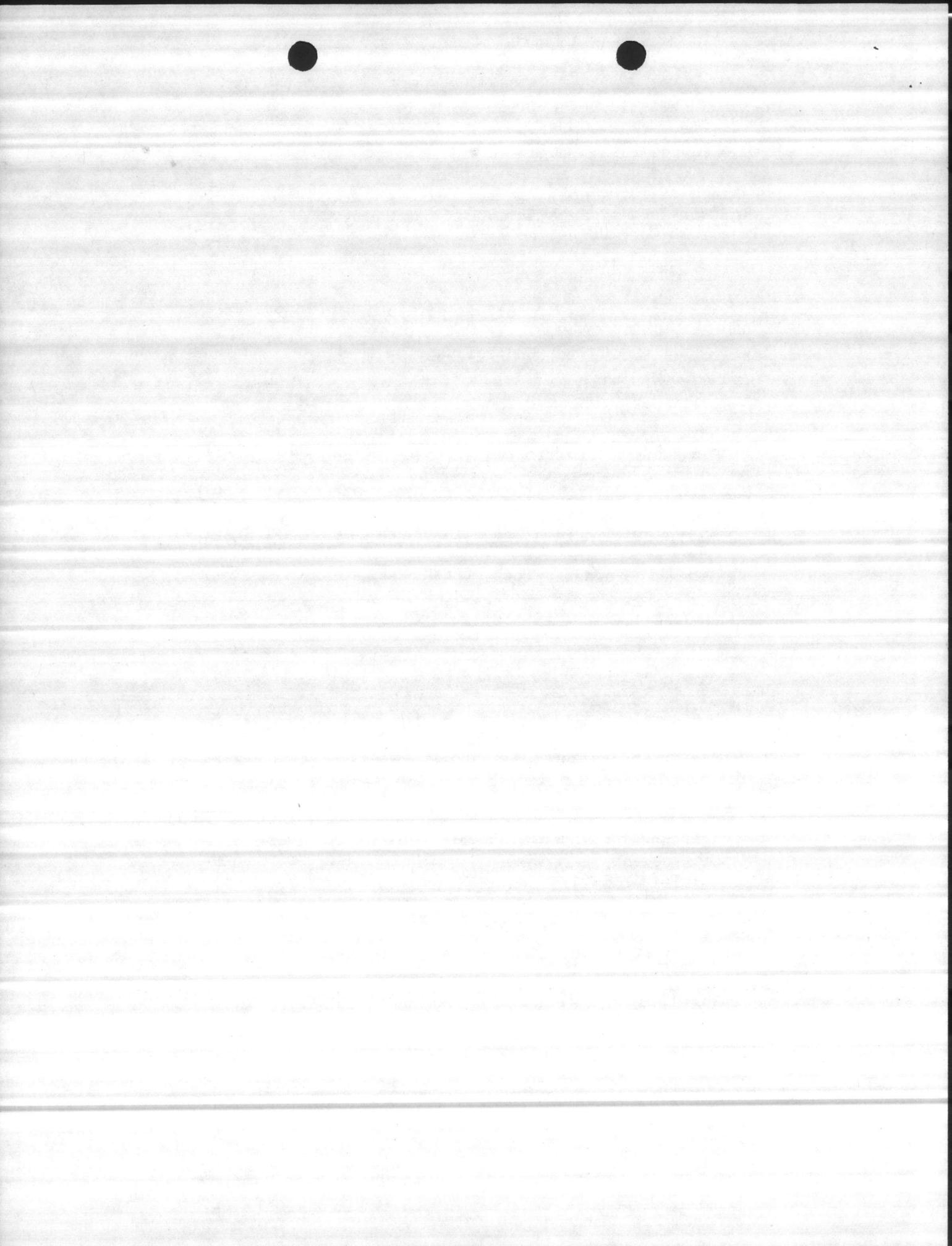
X4 = Total military and civilians employed

C = Contract work in X3 (in units of \$10,000)

Summary of computed data:

$Y = 12.81 + 2.27 + 27.99 + 36.1 + 26.04 - 32.2 = 73.01$  craftsmen

*Note: For detail application of Formula "A", see Exhibit L.*



PART - 6: (Cont)

Formula "B": Supervisory and clerical staffing for Maintenance based on number of craftsmen required.

Total craftsmen required = 73

Range of Increments  
of workload indicator  
30 to 100

Range of total staffing  
military plus civilian  
5 to 14 + 2

Total supervision and clerical = 13

Maintenance Sub-total (craftsmen plus supervision and clerical)

(73 + 13) = 86

Formula "C": Five year reduction plan for control of BEMM and BEMAR workload which is increasing at an annual rate of approximately 52 %.

$$N = \frac{\left[ \frac{(A + B) - C(A + B)}{D} - E \frac{(A + B) - C(A + B)}{D} \right]}{F} \quad G$$

N = Craftsmen required.

A = BEMM & BEMAR (Plant).

B = BEMM & BEMAR (Housing)

C = Planned Reduction by Contract.

D = Number of years included.

E = Material cost within planned reduction by station forces.

F = Average hourly accelerated cost for station forces.

G = Annual productive manhours per craftsman.

Summary of computed data: N = 4 craftsmen

*Note: For detail application of Formula "C", see Exhibit M.*



PART - 6:(Cont)

Formula "D": Additional Supervisory and Clerical staffing for Maintenance to support five year reduction plan based on number of craftsmen required by Formula "C".

Total craftsmen required by Formula "C" = 4

<u>Range of increments of workload indicator</u>	<u>Range of total staffing military plus civilian</u>
4 - 12	1
Total additional supervisory and clerical staffing =	1
Maintenance Sub-total (Additional craftsmen, Supervision, and clerical required for reduction of BEMM & BEMAR):	5

Maintenance Total Staffing:

Formula "A" = 73

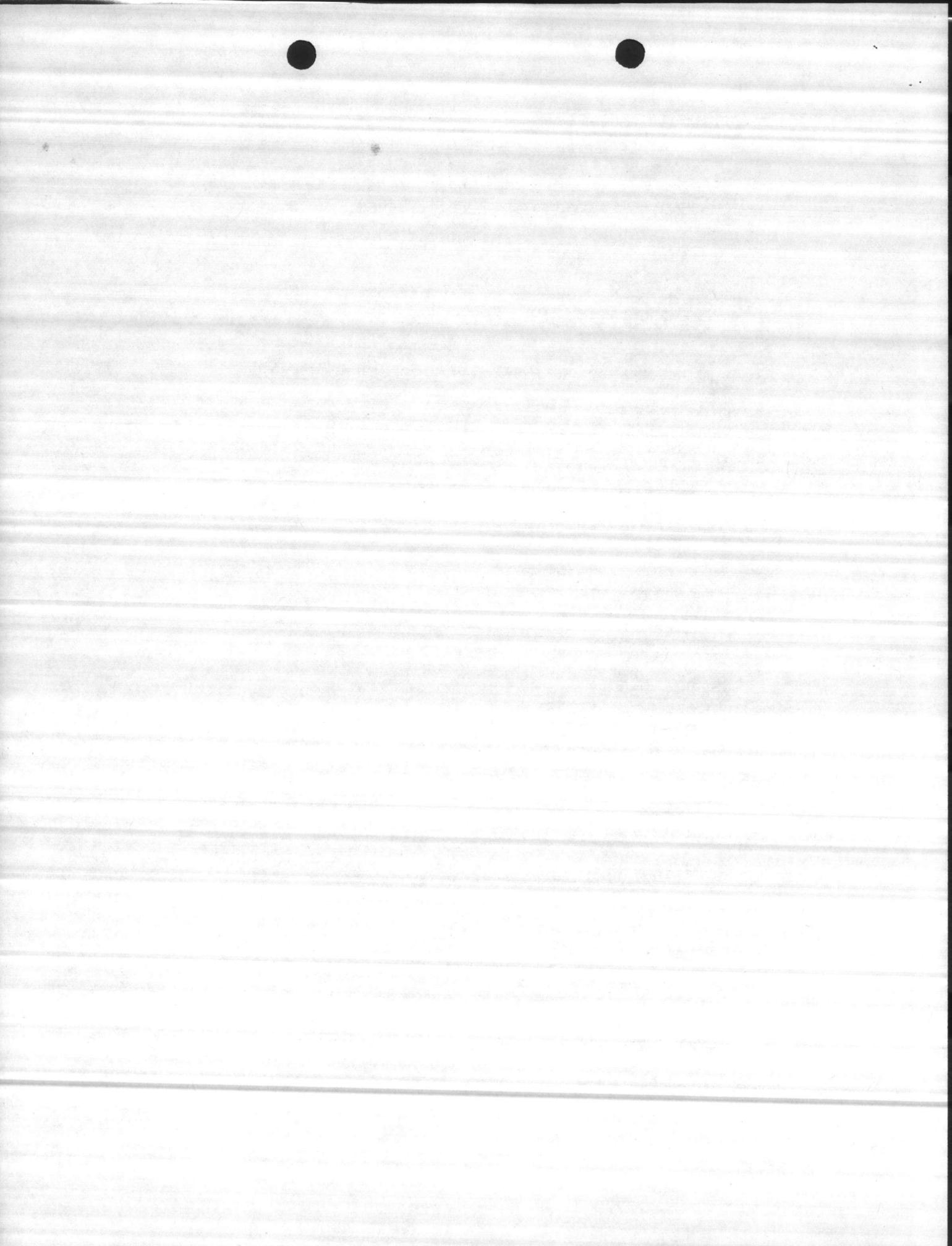
Formula "B" = 13

Formula "C" = 4

Formula "D" = 1

Total = 91

PART - 7: Utilities: Performs the tasks pertaining to operation of utility plants and distribution systems, including; operation, operator inspection, preventive maintenance inspection, and service work in accordance with maintenance control procedures for power, heating, refrigeration, compressed air, water, and sewage treatment plants.



PART - 7:(Cont)

Formula: Staffing for this function is based upon work-load as determined by number, type and size of utility facilities and level of operations using historical data and current projected utilities requirements as follows:

a. Heating/steam generation	=	13
b. Water and Sewage	=	10
c. Plant clean-up	=	2
d. Clerical	=	<u>0</u>
Total staffing	=	25

*Note: See exhibit J for detail application of Formula.*

PART - 8: Transportation: Performs tasks pertaining to the Transportation Program. Provides transportation and equipment services to all New River components. Includes operating vehicle and equipment pools, operating scheduled and unscheduled passenger and freight transport systems, maintaining automotive, construction, mobile firefighting, weight-handling equipment and material handling equipment. Performs planning, scheduling and inspection of maintenance and overhaul work.

Formula: Staffing for this function depends upon inventory of equipment (types and quantity) multiplied by standard labor factors. Driver and chaffeur requirements are determined by dividing available manhours into total productive time.



Formula "A": Maintenance (Direct labor)

Total equipment inventory = 220 items.

Total direct labor man-years required to maintain  
inventory of equipment based on computations of  
standard labor times inventory by equipment code. = 6.706 man/yrs

Allowance for maintenance of miscellaneous  
equipment items (3% of 6.706) = .201 man/yrs

Total direct maintenance 7 man/yrs.

*Note: For detailed application of Formula "A", see Exhibit N*

Formula "B": Maintenance (Supervisory, clerical, and  
Indirect labor)

Range of Increments  
of workload indicator  
6 to 10

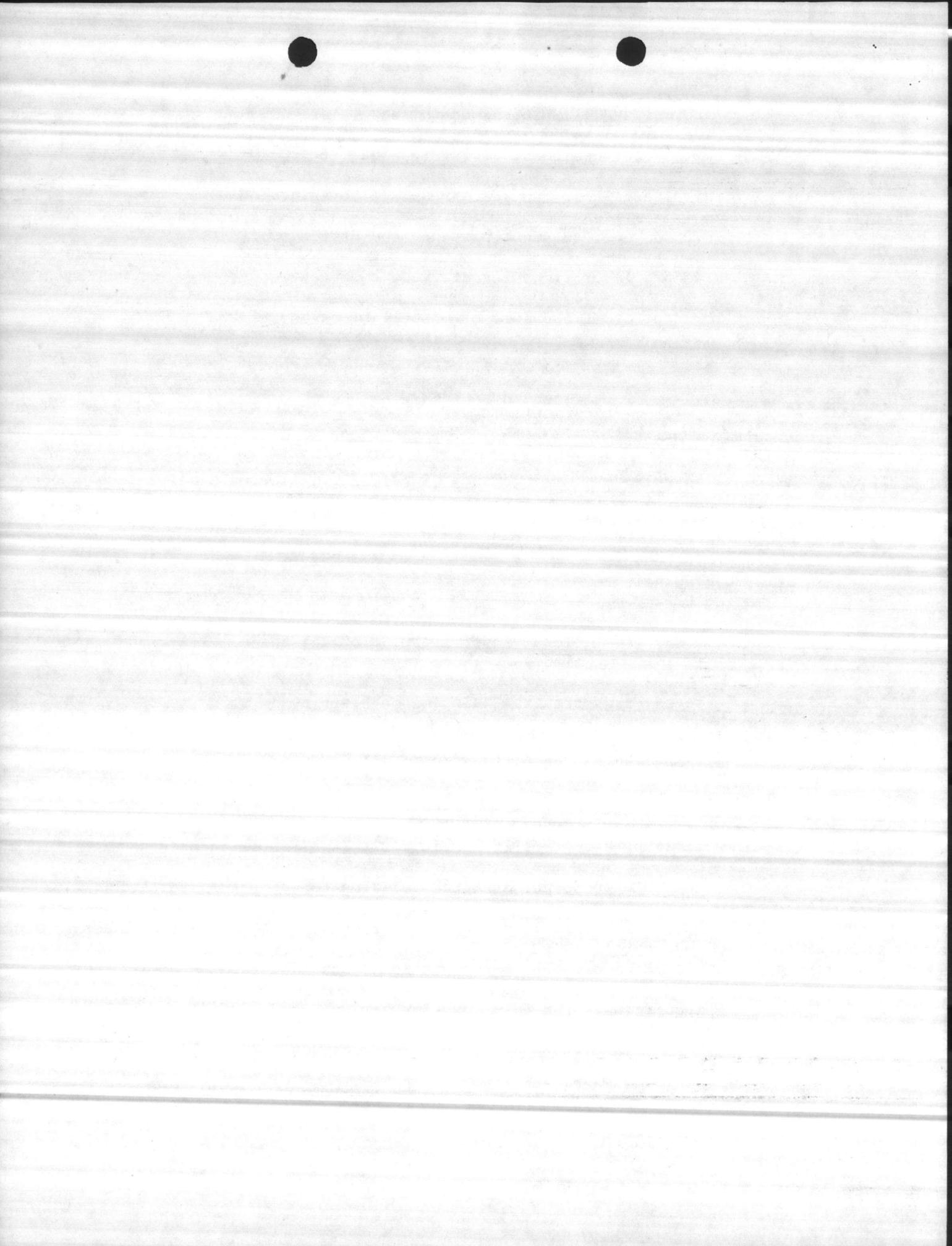
Range of total staffing  
military and civilian  
2 to 3

Total supervisory, clerical and  
indirect labor = 3 man-yrs

Total Transportation Maintenance Staffing  
(A + B) = 10

Formula "C": Operations (Drivers and chauffers)

Based upon direct labor manhours reported for military and  
civilian operators in Public Works Transportation and assuming  
that all personnel assigned fulltime to other transportation  
operations functions are being fully utilized and are performing  
within acceptable transportation standards, total staffing  
requirements for this function are computed as follows:



Military - 15 x 59 hrs/wk x 52 wks = 46,020 manhours

Civilian - 22 x 40 hrs/wk x 52 wks = 45,760 manhours

Total yearly manhours = 91,780

Total staffing (91,680 ÷ 2080) = 44.13

Formula "D": Operations (Supervisory, clerical, and indirect labor)

Range of Increments  
of workload indicator  
41 to 50

Range of total staffing  
staffing (mil & civ)  
15 to 17

Operations (Supervisory, clerical, and indirect labor) = 16

Transportation Operations Staffing: (C + D) = 60

Total Transportation Staffing (A + B + C + D)

A = 7

B = 3

C = 44

D = 16

70 = Total Transportation Staffing.



Section XII

Personnel

A. Findings

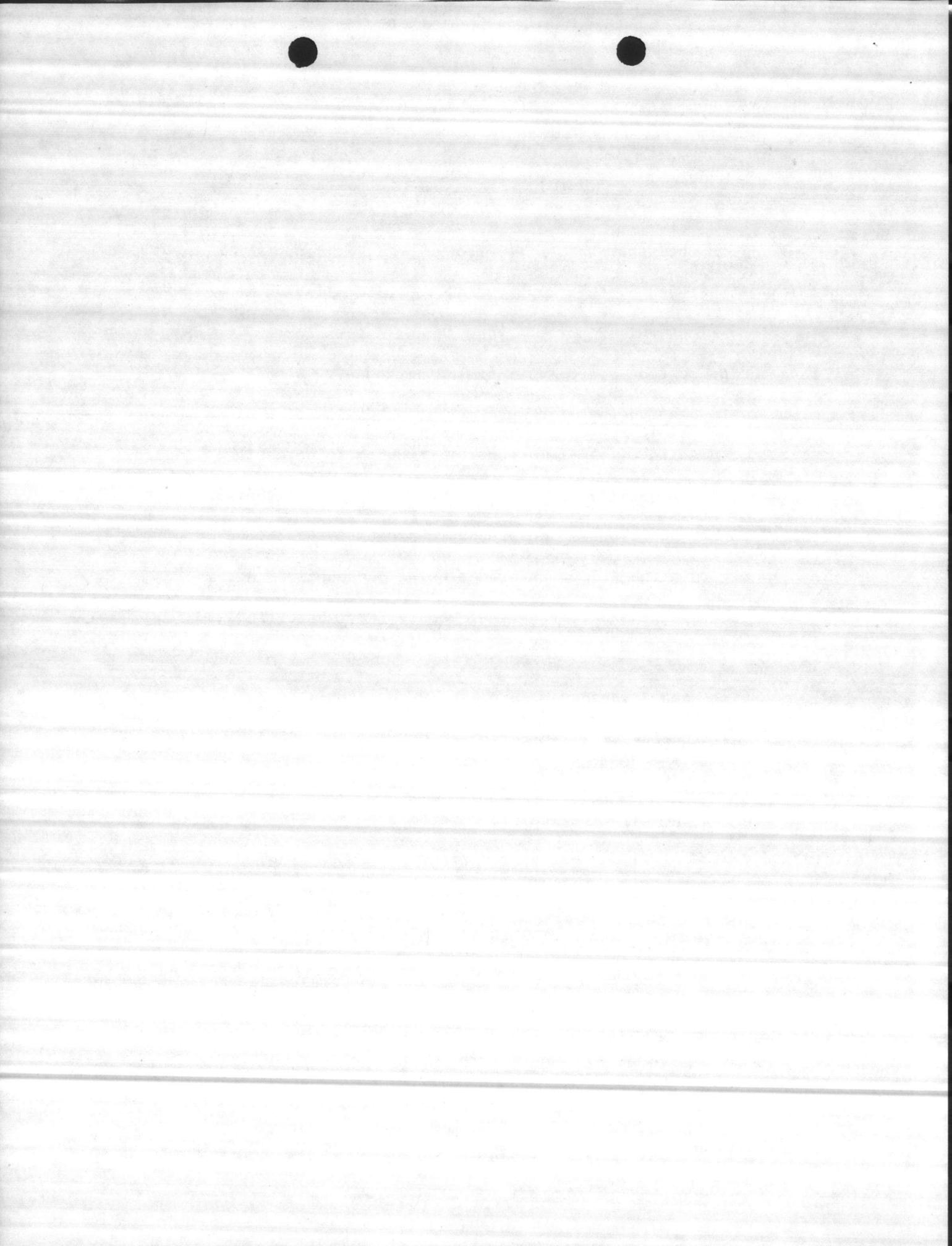
1. Personnel shortages and personnel utilizations is a major problem encountered by this department. Specifically, as identified by section XII of this report, a requirement exists for 237 personnel versus the present on board total of 168 personnel. With this shortage, it is imperative that the most effective utilization of personnel possible be practiced. In this regard, it becomes increasingly important that the most qualified personnel available be selected and or promoted to key positions. The procedure presently practiced at MCAS (H), New River in the selection/promotion of personnel is adversely effecting the operations of the P. W. Department. Specific examples are:

237-Req'd  
170-Auth  
+ 67

(a) When a vacancy occurs, the P. W. Officer requests a register of eligibles from the Civilian Personnel Office. From this register, the applicants are interviewed, and the most qualified applicant, in the opinion of the P. W. Officer is selected. The register is then returned to the Civilian Personnel Officer for processing. However, at this point, problems seem to arise. The P. W. Officers selection is often reversed and he is forced to hire a person, who in his own opinion, is less desirable for the position. The following are examples of selection reversals:

Example 1

The Public Works Officer conducted an interview to fill a vacancy



for a position of General Foreman II (Public Works), Head of the Public Works Department Maintenance and Utilities Division. As a result the Public Works Officer made a recommendation for selection of a candidate employed at MCB, Camp Lejeune, N. C. The Public Works Officer made his recommendation based upon his belief that this was the best qualified candidate provided for consideration. The AFGE Organization at MCAS (H), New River apparently was informed of the recommended action prior to final selection action. The fact that this organized group was even informed or involved in selection for this particular job is questionable. Naturally the Union Organization presented strong opposition for promotion of an "outsider". The end result involved a meeting between the Commanding Officer, Civilian Personnel Director, Union Representative, and Public Works Officer and the recommendation of the Public Works Officer was reversed.

#### Example 2

The Administrative Division of the Public Works Department had a vacancy for a Budget Clerk GS-5 position. The Civilian Personnel Department provided a register consisting of one promotional eligible from MCB, Camp Lejeune, N. C. and three eligibles for reassignment. All candidates were equally ranked. The fact that three of the candidates were laterals (reassignment) eligibles appears to have restricted the Public Works Officer's range of consideration for promotion eligibles. Paragraph 8.b, of AS(H)O 123345.1, Merit Promotion Program, states the following policy concerning location of candidates.

"8.b. The minimum area of consideration for promotions under this plan will be Marine Corps Air Station (Helicopter), New River,



Jacksonville, North Carolina... However, this area must be extended to allow for consideration of at least three (3) highly qualified eligibles. When and how far to extend the area of consideration depends on such factors as:

(1) Nature of the job: As a general rule, if at least three highly qualified candidates are not identified in the minimum area, the area of consideration is to be extended until three such candidates are located. For positions in grade GS-6 and below, or the equivalent, and for most trades and labor positions, however, geographic extension may be limited to the commuting or wage area.

(2) Likelihood of identifying highly qualified candidates in other areas who would be available."

The area of consideration for this particular promotion announcement was extended to the MCB and Naval Hospital, Camp Lejeune, N. C. as well as personnel for the MCAS (H), New River. Since only one qualified promotion eligible was attained it appears other action should have been taken to provide the Public Works Officer with at least three promotion eligibles in accordance with the Station Merit Promotion Policy. The Public Works Officer should have been entitled to consider any number of lateral (reassignment) eligibles anyway.

The Public Works Officer's recommendation in this case was in favor of the promotion eligible from MCB, Camp Lejeune. This recommendation was reversed and one of the lateral eligibles was selected. This individual was reassigned to the vacant position and subsequently requested reassignment back to her former position within a period of approximately one week. Again the Public Works Officer recommended the Promotion eligible



on the register. Again the Public Works Officer's recommendation was reversed and another lateral (reassignment) eligible selected for the vacancy.

Example 3

A Vacancy occurred in the Public Works Transportation Division for a Truck Driver (heavy) position. The Public Works Officer made recommendation for selection of a highly qualified eligible from MCB, Camp Lejeune N. C. In this case the Public Works Officer again expressed his interest for promotion of personnel from MCAS (H), New River, but felt the candidate from Camp Lejeune was superior based upon consideration for all Factors. This particular case was under question during the MCABEAST Study Teams visit to the Public Works Department. The Civilian Personnel Director was arranging for a meeting with employees and union representatives concerning the Public Works Officer's recommendation. The Civilian Personnel Director was questioned concerning his involvement at this particular point of the recommendation/selection process. Again the unions voice in opposing the Public Works Officer's recommendation is questionable. A subsequent meeting was held, concerning this matter, between the Executive Officer, Civilian Personnel Director, Transportation Officer, and the Public Works Officer. The Public Works Officer's recommendation was approved after providing justification for his action.

2. Paragraph 3 of AS(H)O P12335.1 states "It is the policy of this command to select employees for promotion solely on the basis of merit and fitness under systematic and equitable procedures as described herein."



3. The P. W. Department does not presently employ the use of selection panel to recommend a selection of a vacancy.

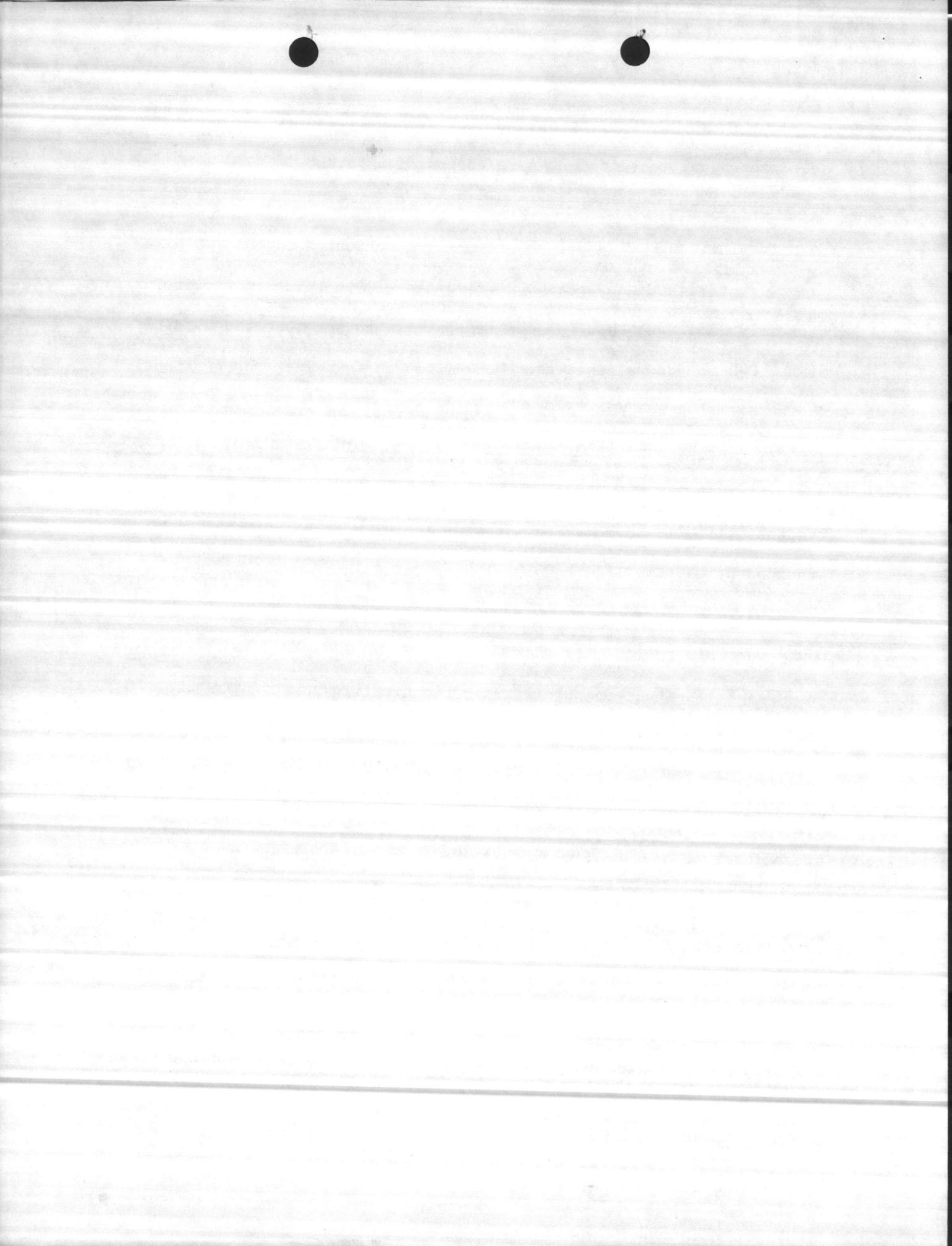
B. Conclusions

1. The manpower shortage presently experienced in the PWD makes manpower utilization of paramount importance. In this regard, it is extremely important that the man responsible to see that the mission of the PWD is accomplished-the PWO-be allowed to select the personnel who he believes can best accomplish the job.

2. The Commanding Officer is unquestionably responsible for administration of the Merit Promotion Program at his command. This responsibility is supported by special assistance and technical advice provided by the Civilian Personnel Director. The Commanding Officer certainly has the prerogative to question recommendations by any department under his command, if there appears to be a valid point of consideration.

3. It is the responsibility of the Civilian Personnel Director to advise and assist the Department Head concerning technical aspects for utilization of registers or consideration for other highly qualified personnel in conjunction with promotion eligibles. It is not the intent of the Merit Promotion System that the Civilian Personnel Director question the recommendations of any department. Such action tends to infringe upon managements right to recommend personnel for employment or promotion. The Department manager has responsibility for the attainment of his assigned mission and should likewise have authority for selection of personnel.

4. It is considered advisable that the P. W. Department utilize a selection board, consisting of the PWO or APWO, the applicable Division



Head, and the immediate supervisor of the vacancy being considered. This would tend to reduce the possibility of bias, and would be in the best interest of all concerned.

5. It is not considered appropriate that any employee group should have a voice in the selection of individuals. This is managements progrative, and selection from an officially established register is not subject to appeal or question by employees. This management prerogative must be firmly established and enforced to prohibit employees from selecting their supervisors.

RECOMMENDATION # 25. THAT A SELECTION BOARD, BE ESTABLISHED WITHIN THE PWD CONSISTING OF THE PWO OR APWO, APPLICABLE DIVISION HEAD, AND IMMEDIATE SUPERVISOR OF THE VACANCY BEING CONSIDERED.

RECOMMENDATION # 26. THAT APPLICANTS BE CONSIDERED ON MERIT OR FITNESS AND NOT BY GEOGRAPHIC LOCATION OR BY EMPLOYEE GROUP DESIRES, OR BY INTER-FERENCE FROM THE DIRECTOR OF CIVILIAN PERSONNEL.

RECOMMENDATION # 27. THAT ONCE A SELECTION OF AN APPLICANT IS MADE FROM AN OFFICIAL REGISTER, THAT THIS SELECTION BE FINAL, UNLESS IT CAN BE SHOWN THAT IT WAS NOT MADE IN ACCORDANCE WITH THE CIVIL SERVICE MERIT PROMOTION REGULATIONS.



SECTION XIII

EXHIBITS

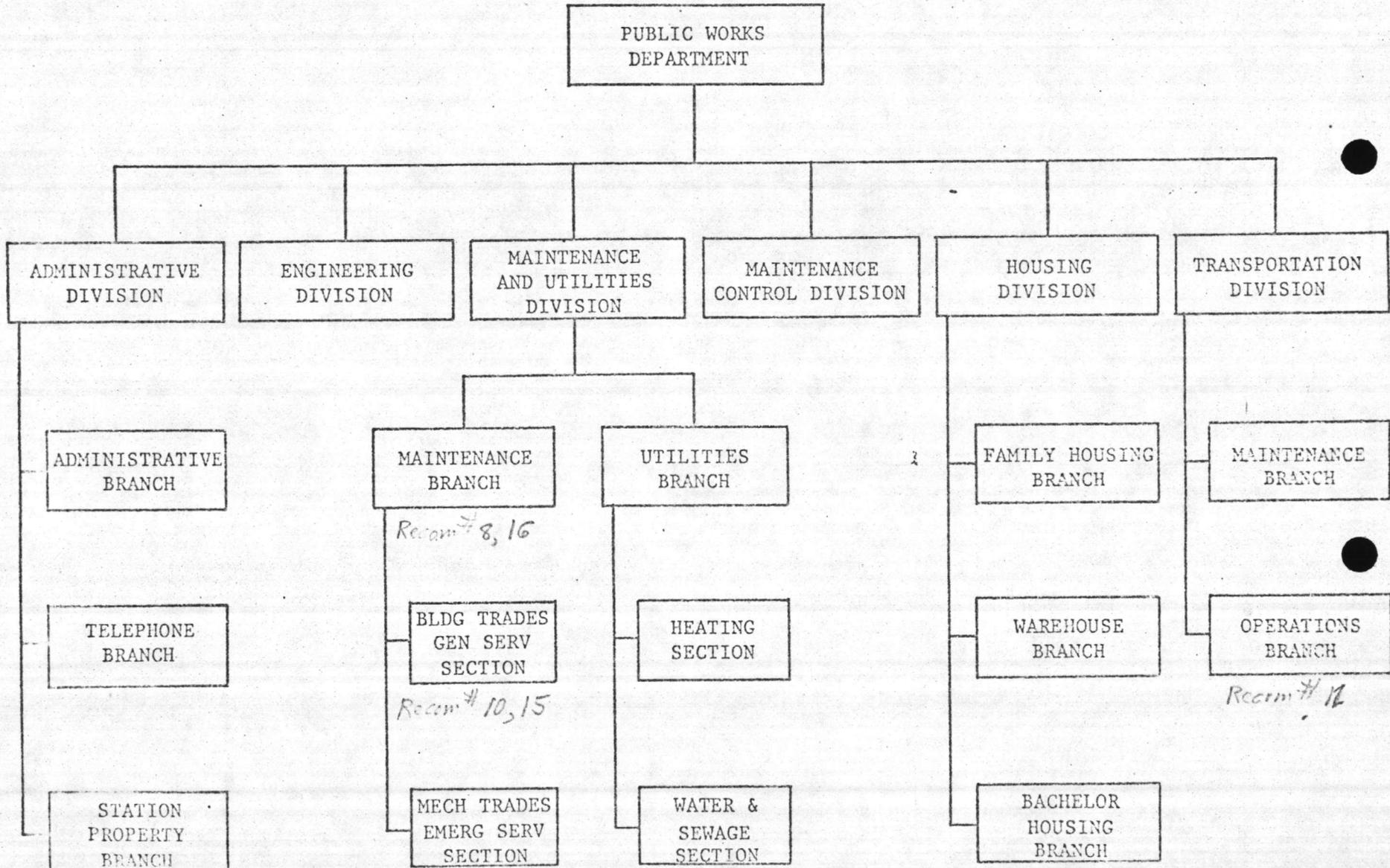
1. Listing of Exhibits:

- ✓ EXHIBIT A - Proposed Organization Chart and Functional Statement.
- EXHIBIT B - Labor Category Definitions.
- ✓ EXHIBIT C - Workforce Distribution Analysis.
- ✓ EXHIBIT D - Ungraded Staffing Analysis.
- ✓ EXHIBIT E - Proposed Total Ungraded Workforce Redistribution.
- ✓ EXHIBIT F - Proposed Maintenance Branch Ungraded Workforce Redistribution.
- EXHIBIT G - Cost Analysis.
- ✓ EXHIBIT H - Present Position Structure Chart.
- ✓ EXHIBIT I - Proposed Position Structure Chart.
- EXHIBIT J - Computation Summary of Total Utilities Staffing.
- EXHIBIT K - Computation Summary of Telephone Operations Staffing.
- EXHIBIT L - Computation Summary of Maintenance Staffing for Craftsmen.
- EXHIBIT M - Computation Summary of Maintenance Additional Staffing for Craftsmen.
- EXHIBIT N - Computation Summary of Staffing for Transportation.



EXHIBIT A

PROPOSED ORGANIZATIONAL CHART



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## EXHIBIT A

### FUNCTIONAL STATEMENT

#### PUBLIC WORKS DEPARTMENT

The Public Works Department is headed by the Public Works Officer who is a Civil Engineer Corps Officer, responsible to the Commanding Officer for the organization, administration and supervision of the Public Works Department, including shops, facilities and personnel assigned. The Public Works Department is responsible for the design, maintenance and repair of all public works and public utilities aboard the station, with the exception of those specifically assigned to other departments. The department performs its duties in accordance with the technical standards promulgated by the Naval Facilities Engineering Command and the Atlantic Division, Naval Facilities Engineering Command. The Assistant Public Works Officer is a Civil Engineer Corps Officer, responsible to the Public Works Officer for the day-to-day operations and overall coordination of the six divisional components of the department which are: Administrative Division, Engineering Division, Maintenance Control Division, Maintenance and Utilities Division, Housing Division and Transportation Division.

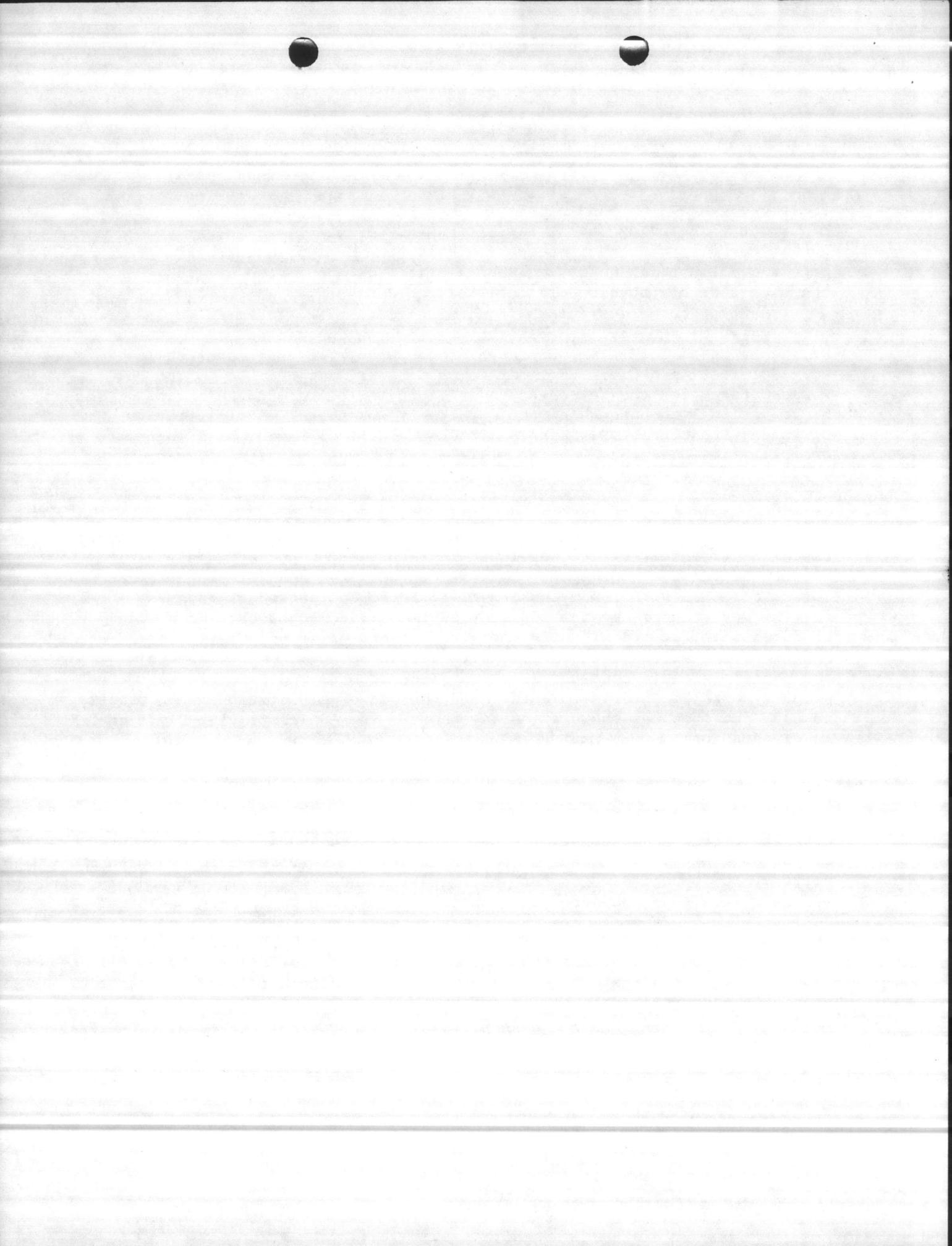
#### ADMINISTRATIVE DIVISION

The Administrative Division is responsible for all matters pertaining to civilian personnel, office services, reproduction, reports and statistics, budget and finance management, material purchasing, and telephone administration. The Division maintains time, leave and personnel records for the department; obtains and distributes office supplies, and office equipment; performs duplicating services; coordinates preparation of budget estimates; collects and reports cost data; bills and collects for unofficial telephone service; compiles, records and reports real property data; maintains inventory and records of Air Station minor property in use; and operates the station telephone. The Administrative Division is divided into three branches: Administrative, Telephone, and Station Property.

#### Administrative Branch

The Administrative Branch is responsible for all matters pertaining to work flow, work measurement, reproduction, reports and statistics, utilities analysis and other miscellaneous typing services. It is further responsible for the development, coordination and presentation of budgets; financial auditing and accounting matters, compiling, recording and reporting real property data, and the purchasing of public works material. The Branch will maintain accounting controls on allotments made to the Public Works Department and shall control from a financial standpoint all job orders written against such allotments. The Branch is responsible for providing accounting data on all job orders. It will assure that accounting data is not only technically accurate but that the work described is properly

Public Works Department  
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Chargeable to the allotment and appropriation cited and that sufficient funds are available.

#### Telephone Branch

The Telephone Branch is responsible for the operation of official and unofficial telephone service aboard the activity. The Branch will verify all telephone bills and certify their accuracy; maintain accounts, bill and collect for unofficial telephone service; and issue communication service authorizations to the local commercial telephone business office for all work to be performed in accordance with current directives.

#### Station Property Branch

The Station Property Branch is responsible for administration of the Station Property Control Program for classes I through IV property and minor plant property. Performs procurement, receipt, distribution, and disposal action for station real and minor property; Reviews Custodian inventories for accuracy and compliance with established property accounting procedures; Establishes and maintains a property identification and numbering system for station property; maintains inventory records for station properties as directed by higher authority; Compiles, records, and reports property utilization and accountability data.

#### ENGINEERING DIVISION

The Engineering Division is responsible with regard to Public Works and public utilities, for all matters pertaining to engineering studies and reports; including preliminary designs and estimates for special Repair and Improvement Projects; engineering design, including development of plans and specification, with due recognition of the support available from the District Public Works Office; field engineering, including hydrographic and subsurface surveys; photographic services; and the maintenance of technical plan files and records. This division is responsible for preparation of Shore Facilities Development reports and for the submission of basic data required by the District Public Works Officer, for preliminary engineering studies.

#### MAINTENANCE CONTROL DIVISION

The Maintenance Control Division is responsible for the integration of a maintenance workload program, screening and classifying all work requests, including emergency/service type work prior to submission to shops for accomplishment; the continuous inspection of public works and public utilities to reveal the need for maintenance work; the preparation of manpower and materials estimates for job orders; the determination of the need for engineering advice and assistance; and the initiation of requests to the Public Works Officer for approval to perform work by contract. The Division is also responsible for review, recommendation, and justification to the Public Works Officer for funding of special maintenance, alteration, and repair projects when indicated by recurring or costly maintenance experiences. For the usual types of maintenance work, authority to approve job orders has been delegated to the Director of the Maintenance Control Division by the Public Works Officer.

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## MAINTENANCE AND UTILITIES DIVISION

The Maintenance and Utilities Division is responsible for the operation of all utility systems including steam, water, sewage, and electricity and for the maintenance of all public works, including buildings, grounds, and ground structures; public utilities, including electric, water, steam, fuel oil and sanitary systems, refrigeration units; government owned fire alarm system; roads; and railroad trackage. This includes, when authorized, repair, alteration and new construction incident to maintenance, except work that may be done by private contract. The Division is responsible for operating and maintaining all utility plants and systems, for providing caretaking services, and for the upkeep of all grounds of the station (with the exception of that required by housing tenants), the collection of garbage, trash, and refuse; and the accomplishment of insect and rodent control. The Maintenance and utilities Division is divided into two branches: The Maintenance Branch and the Utilities Branch.

### Maintenance Branch

The Maintenance Branch is responsible for the maintenance of all public works including buildings, roads, grounds, ground structures, and public utilities, including electric, water, steam, gas, fuel oil and sanitary systems, refrigeration units, government owned communications and fire alarm systems. Repair, alteration and new construction incident to maintenance, except work which may be done by contract, is accomplished when authorized. Performs all maintenance work for utility plants and systems beyond the capabilities of the utilities division. Provides for grounds keeping, refuse removal, pest control and related services. The Maintenance Branch is divided into two sections: Building Trades/General Services Section and Mechanical Trades/Emergency Services Section.

### Building Trades/General Services Section

The Building Trades/General Services Section is responsible for maintenance, repairs, new construction, and alterations, when authorized, including carpentry, plastering, masonry, painting, roofing, and the manufacturing and painting of signs; provides for janitorial services, the upkeep of all common use and selected grounds on the activity, the collection of garbage, trash and refuse, Insect and rodent control and the supervision of grass cutting and laborer assignments.

### Mechanical Trades/Emergency Service Section

The Mechanical Trades/Emergency Service Section is responsible for the upkeep and repair of all electrical, water, gas, fuel oil, sewer, steam lines, and related fixtures such as traps, valves, pumps, hydrants and the equipment involved in the production and distribution of these utilities. It is responsible for the mechanical repair of all items of equipment, appliances, machinery, fixtures and their components, systems for fuel dispensing, compressed air, fuel and drain lines. The section provides for

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electrical, plumbing, pipefitting, steamfitting, welding, sheetmetal, anical machine, work services. Work is performed on routine/priority requests and emergency/service call basis.

#### Utilities Branch

The Utilities Branch is responsible for the operation of utility plants and distribution systems. It is responsible for the operation, operator inspection and maintenance of steam, water and sewage plants; fixed pumping stations; substations; sewage lift stations; and associated distribution systems. It is also responsible for determining the requirement for maintenance, reporting the requirement, scheduling the shut-down time of the equipment and systems, and final inspection of the maintenance work when completed.

#### Heating Section

The Heating Section is responsible for the operation and operator maintenance of high pressure steam systems, low pressure systems and outlying auxiliary steam and hot water boilers; for the operator inspection and maintenance of all auxiliaries, and for operator inspection of the main steam distribution and condensate return systems.

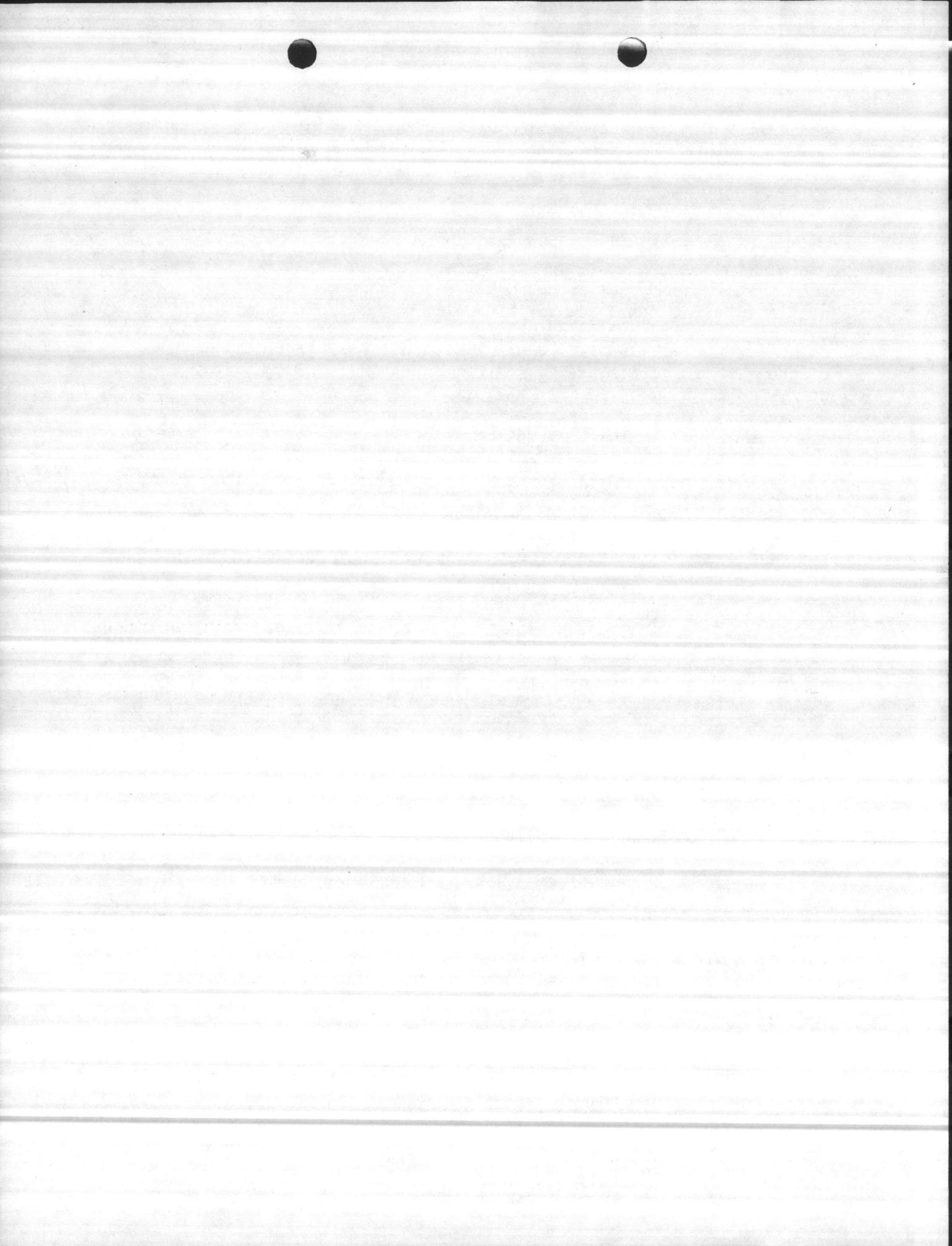
#### Water and Sewage Section

The Water and Sewage Section is responsible for the operation and operator maintenance of the water and sewage treatment plants; and for the operator inspection and maintenance of all water pumping stations, tanks, sewage lift stations, water distribution and sanitary sewage collection systems.

#### Housing Division

Manages housing for officers with or without dependents (MOQ's and BOQ's), for enlisted men with dependents (MEMQ's), provides housing referral services for off-station housing of military personnel when government housing is not available. Conducts continuing review of housing eligibility, priority, assignment and utilization policies. Recommends housing management policy/ Assist in the preparation of budget requirements. Assigns tenants to quarters and terminates assignments. Conducts pre-occupancy and post-occupancy inspections of family quarters with tenant. Through liaison with other divisions of the Public Works Department, arranges for inspection, planning, estimating and performance of recurring housing maintenance and related utility operations. Assists in the determination of housing special project priorities. Initiates procurement, issues and controls all housing and barrack furniture and furnishings. Monitors expenditures against housing funds and promotes tenant maintenance programs. Handles tenant relations and prepares tenant handbooks and other publications providing guidance for tenant activities program. Prepares required reports and maintains records. Provides

Public Works Department  
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essential billeting services to Commissioned and Warrant Officers and other authorized personnel, attached to, or in a transient status, at this command.

#### Family Housing Branch

Assigns tenants to quarters and terminates assignments; conducts pre-occupancy and post-occupancy inspections of family quarters with tenant, maintains cost controls and records; prepares agreements; furniture warehouse; initiates procurement, issues and controls all housing furniture and furnishings; inventories furniture, furnishings and equipment; prepares and issues occupant handbooks and other housing publications providing guidance for tenants; promotes tenants maintenance programs; and handles tenant relations when circumstances warrant special attention. Through liaison with other divisions of the Public Works Department, arranges for inspection, planning, estimating and performance of housing maintenance and related utility operations. Administers the Station Housing Referral Program; prepares and maintains listings of available housing in the surrounding areas; assists military personnel in obtaining suitable off-station housing when government housing is not available; keeps other housing offices in the area informed as to housing status at MCAS (H), New River.

#### Warehouse Branch

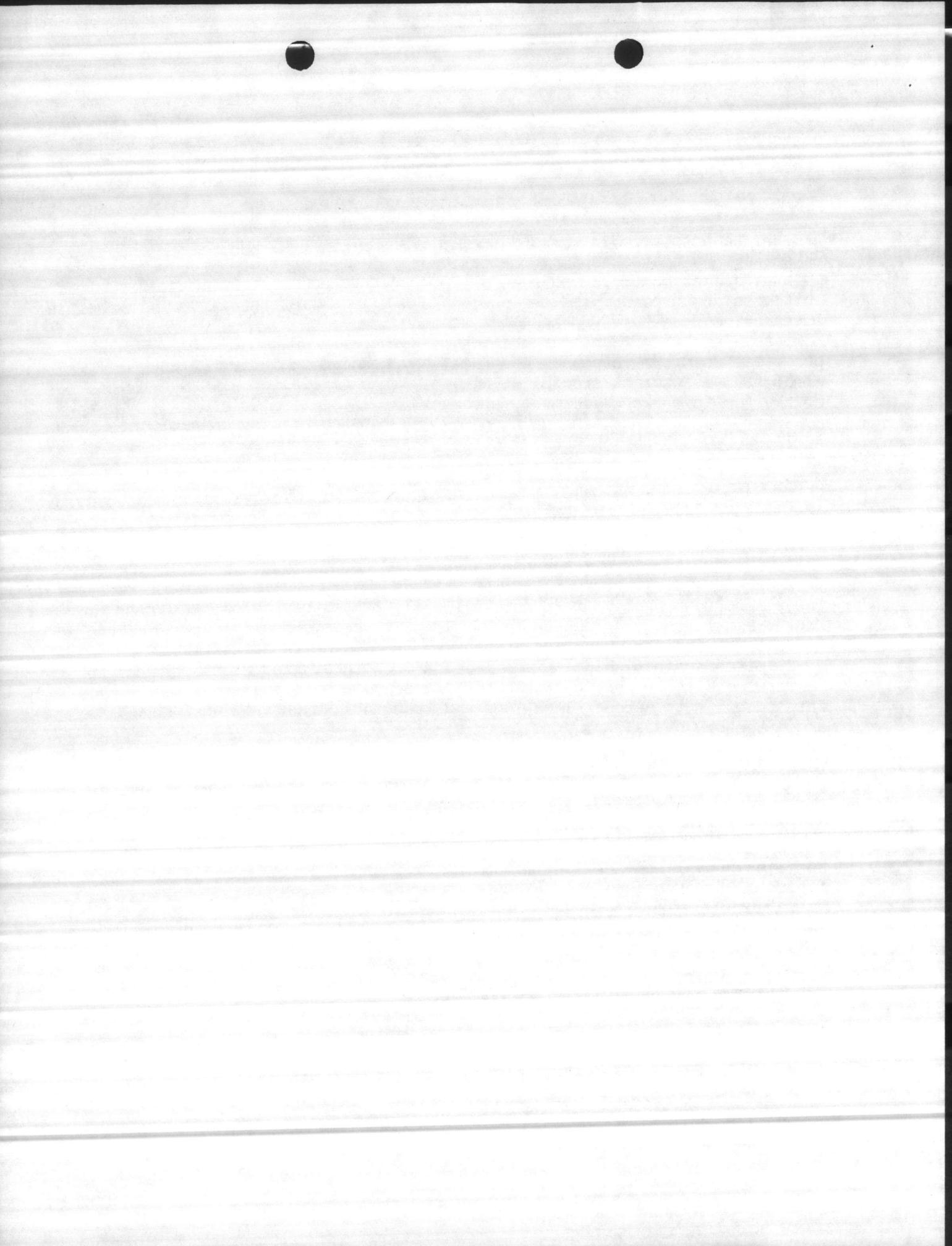
The warehouse branch is responsible for all phases of Public Works Department warehousing and storage. It will receive and deliver, load and unload, items of supplies and equipment, and check quantities and description against shipping and receipt documents. The Branch will be responsible for proper storage of items and assure that they are warehoused in the proper locations and transactions entered on locator and inventory cards.

#### Bachelor Housing Branch

Operates and manages facilities to provide essential lodging for bachelor officers and other authorized personnel on active duty, attached to, or in a transient status at this command. Clears lodging quarters; supplies room linen service; maintains records and keeps books of financial transactions.

Has the responsibility for issue, maintenance, and replacement of all collateral equipment, furniture and furnishings of the enlisted barracks. Maintains necessary records, and inventory of all collateral equipment furniture and furnishings.

Public Works Department  
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## TRANSPORTATION DIVISION

The Transportation Division is responsible for providing transportation and equipment services to all components of the activity. These include: operating vehicles and equipment pools; operating scheduled and unscheduled passenger systems; and maintaining automotive, construction, mobile firefighting, and weight handling equipment where applicable. The Transportation Division consists of two branches: Maintenance Branch and Operations Branch.

### Maintenance Branch

The Maintenance Branch is responsible for inspecting, estimating, and applying standard (flat rate) estimates for accomplishment of work delineated in Shop Repair Orders; for authorizing maintenance work on assigned equipment to be charged against approved estimated standard job orders; for inspecting, testing and maintaining weight handling equipment; for all assigned equipment in determining the maintenance and repair required, scheduling of the work, accomplishment of the maintenance and repair, inspection of the work in progress, and final inspection of the work when completed.

### Operations Branch

The Operations Branch is responsible for determining the number and types of vehicles and equipment to effectively and efficiently meet station requirements; and for operating intra-station transportation systems for the movement of personnel. The Branch will authorize transportation work requests and provide equipment and operators to other organizations for specific work assignments; will assign vehicles and equipment on a semi-permanent basis; will examine and license motor vehicle and equipment operators; will develop budget estimates for operations funding requirements; and will prepare vehicle and equipment allowances and requirement requests.

Public Works Department  
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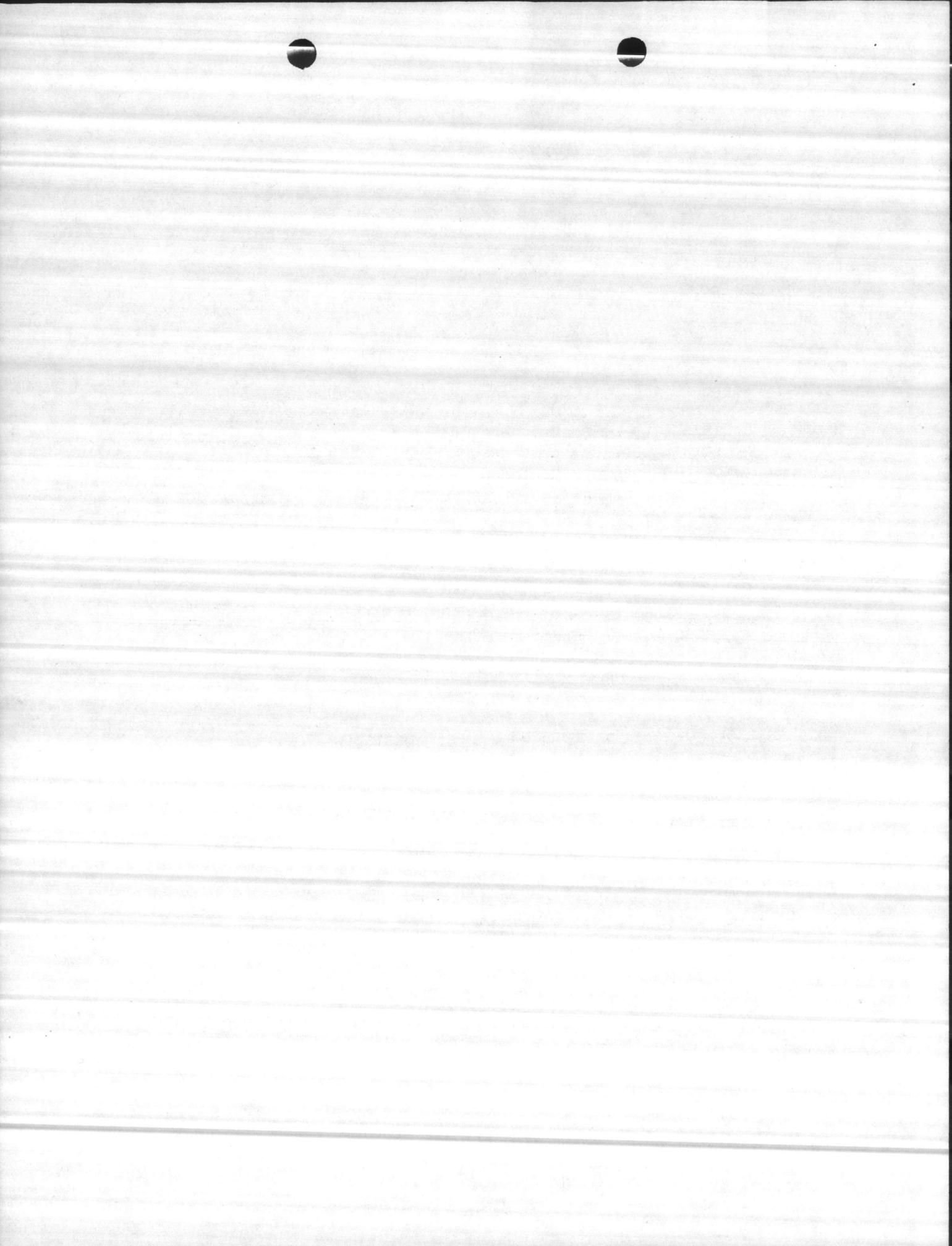
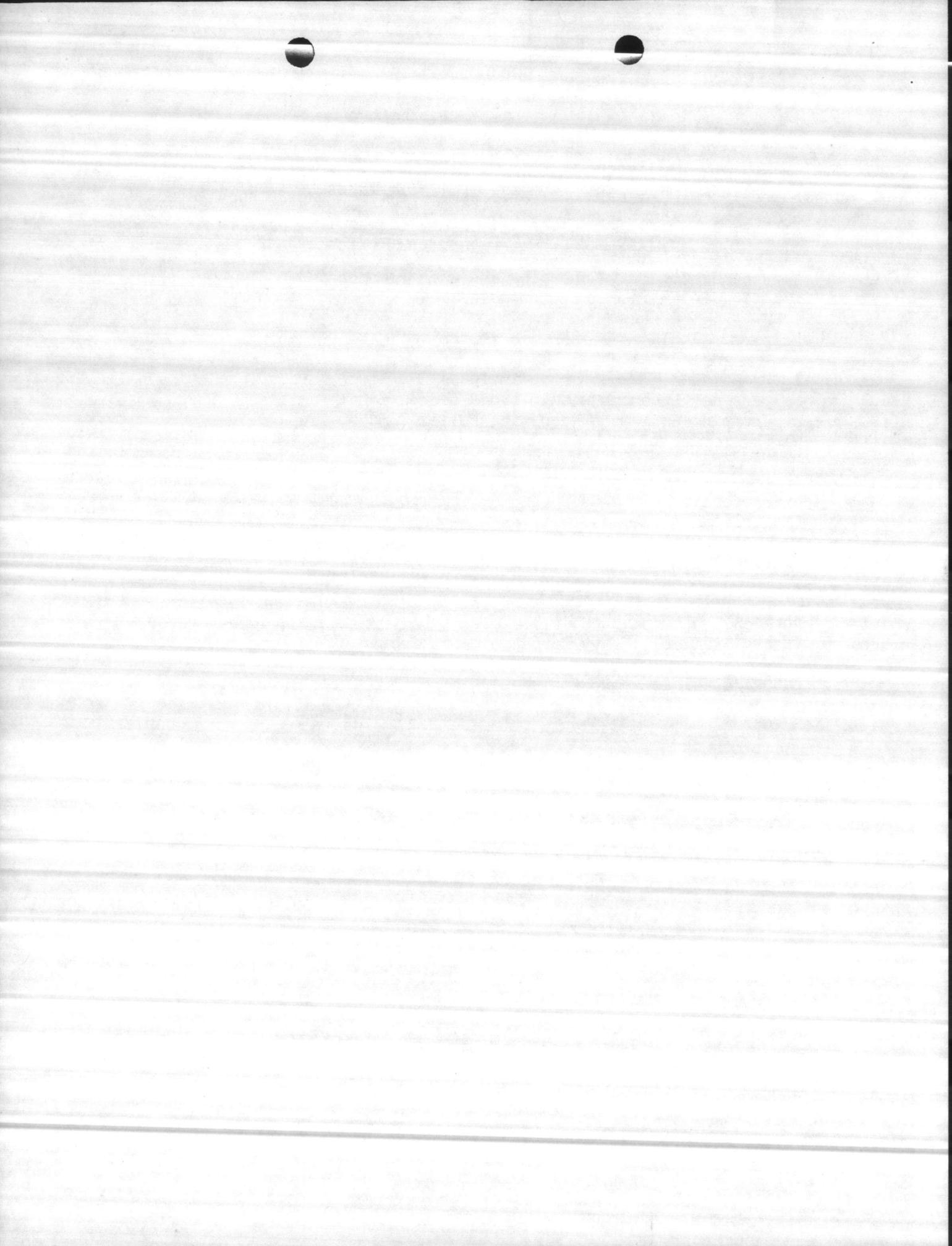


EXHIBIT B

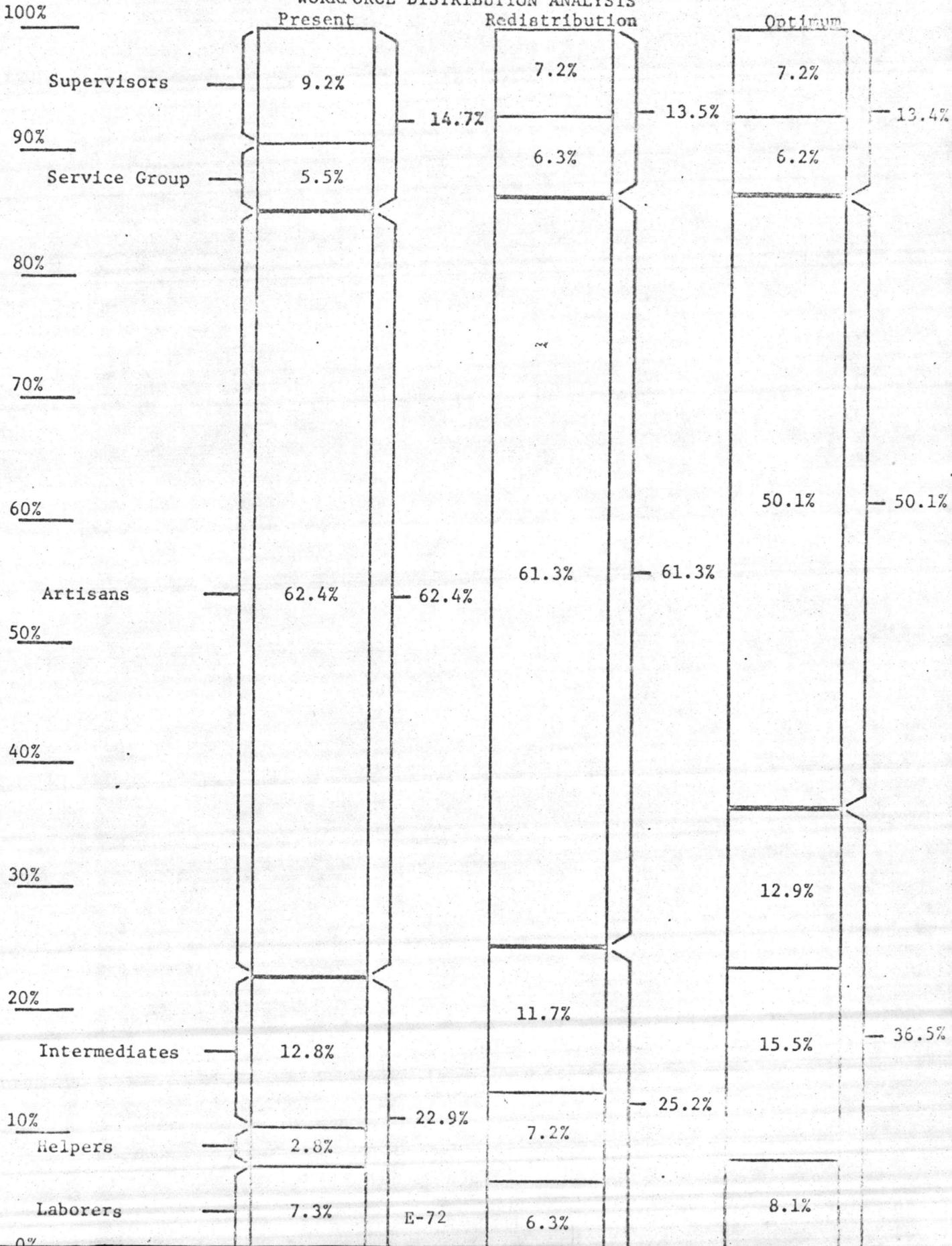
Public Works Department

Labor Categories

1. Supervisors. Includes all applicable ungraded supervisory levels under the General Wage Service. These are General Foreman I, General Foreman II, and Foreman (Leadingman).
2. Service Group. This grouping includes Planner and Estimator, shop Planner, and Maintenance Scheduler.
3. Helpers. Includes Helpers in all appropriate trades.
4. Intermediates. This group includes the lower levels (excluding Helpers and Laborers) within broad occupational families. These are Pumping Equipment Mechanic, Boiler Tender, Truck Driver, Warehouseman, and Maintenance men.
5. Artisans. Included within this group are job titles in the upper pay levels of broad occupational families. These are Electrician, Electrician (lineman), Glazier, Plasterer, Welder, Automotive Mechanic, Sheetmetal Worker, Painter, Pipefitter, Plumber, Carpenter, Heating Equipment Mechanic, Locksmith, Refrigeration and Air Conditioning Mechanic, Power Plant Controlman, Sewage Treatment Plant Operator, Water Plant Operator, Pest Control Equipment Operator, Automotive Equipment Operator, Truck Driver (Heavy), Truck Driver (Heavy Trailer), Heavy Duty Equipment Mechanic and Stockman.
6. Laborers. This group includes, Laborer and Laborer Heavy.



WORKFORCE DISTRIBUTION ANALYSIS



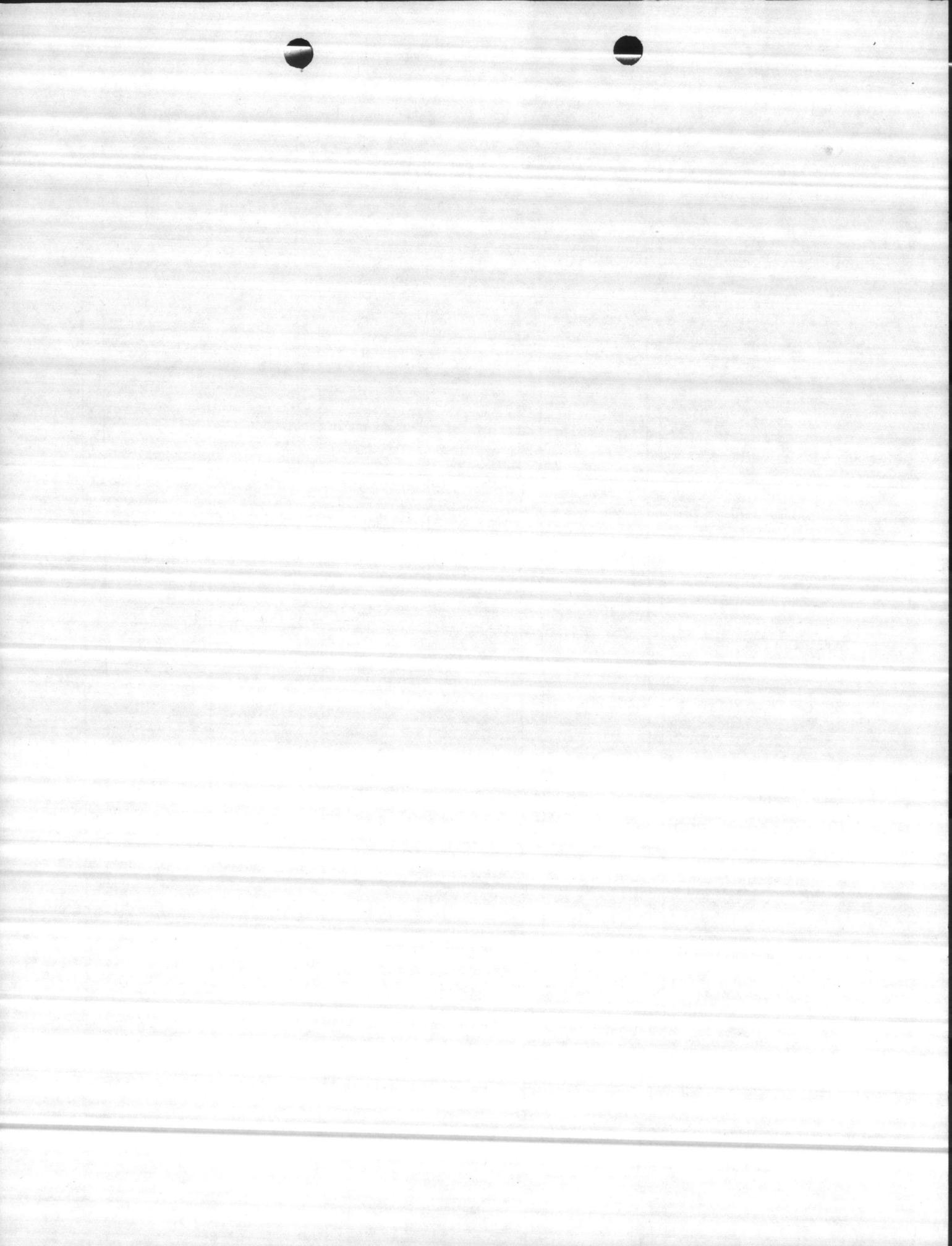


EXHIBIT D

Ungraded Staffing Analysis

Labor Category

Category Percent

Number of Personnel

Labor Cost

Labor Category	Category Percent			Number of Personnel			Labor Cost		
	Present	Redistri- bution	Optimum	Present	Redistri- bution	Opti- mum	Present	Redistri- bution	Optimum
Supervisors	9.2%	7.2	7.2	10	8	8	\$102,544.00	\$ 82,035.20	\$ 82,035.20
Service Group	5.5	6.3	6.2	6	7	7	57,033.60	66,539.20	66,539.20
Artisans	62.4	61.3	50.1	68	68	56	492,211.20	492,211.20	405,350.40
Intermediates	12.8	11.7	12.9	14	13	14	86,195.20	80,038.40	86,195.20
Helpers	2.8	7.2	15.5	3	8	17	16,910.40	45,094.40	95,325.60
Laborers	7.3	6.3	8.1	8	7	9	35,609.60	31,158.70	40,060.80
Totals	100%	100%	100%	109	111	111	\$790,504.00	\$ 797,077.10	\$776,006.40

NOTE: Redistribution and Optimum Labor Cost figures include two additional Helper billets transferred from Telephone Branch graded billets, put in excess by installation of Centrex System. The graded salaries equate to \$10,818.00 and have not been deducted from total labor costs.



### EXHIBIT E

#### PROPOSED UNGRADED WORKFORCE REDISTRIBUTION

BILLET CATEGORY	Utility Branch	Heating Section	Water/Sewage Section	MAINTENANCE & UTILITIES					Division	Maintenance Control Division	Warehouse Branch	TRANSPORTATION			P. W. Department	
				Maintenance Branch	Bldg Trade Section	Gen Serv Section	Mech Trades Section	Emerg Serv Section				Division	Maintenance Branch	Operations Branch		
Electricians Present Recommended	1 1	0 0	0 0	1 1	1 1 ←	1 1	1 1 ←	1 1	1 1	0 0	0 0	1 1	1 1	1 1	10 8	9.27 7.22
Service Group Present Recommended	0 0	0 0	0 0	2 3	0 0 ←	0 0	0 0 ←	0 0	0 0	4 4	0 0	0 0	0 0	0 0	6 7	5.57 6.32
Plumbers Present Recommended	0 0	5 3	6 6	0 0	15 18 ←	1 1	12 21 ←	11 11	0 0	0 0	1 1	0 0	6 6	11 11	63 62	62.42 61.32
Painters Present Recommended	0 0	5 5	0 0	0 0	0 0 ←	0 0	1 1 ←	0 0	0 0	0 0	1 0	0 0	0 0	7 7	14 13	12.81 11.72
Millwrights Present Recommended	0 0	0 0	3 3	0 0	0 2 ←	0 0	3 3 ←	0 0	0 0	0 0	0 0	0 0	0 0	0 0	3 3	2.67 7.22
Ironworkers Present Recommended	0 0	0 0	1 1	0 0	0 3 ←	5 5	1 1 ←	0 0	0 0	0 0	1 1	0 0	0 0	0 0	8 7	7.17 6.32
Tele. Room Present Recommended	1 1	10 10	10 10	3 4	16 24 ←	7 7	15 27 ←	12 12	1 1	4 4	3 2	1 1	7 7	19 20	109 111*	100.00 100.00

\* 111 ungraded billets added were transferred from graded telephone operator billets.

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EXHIBIT F

PROPOSED MAINTENANCE BRANCH UNGRADED WORKFORCE REDISTRIBUTION

LABOR CATEGORY	BLDG TRADES AND GEN SERV SECTION				MECH TRADES AND EMERG/SERV SECTION				COMPOSITES			
	Present		Proposed		Present		Proposed		Present		Proposed	
Supervisors	2	8.7%	1	4.2%	2	7.4%	1	3.7%	4	8.0%	2	3.9%
Service Group	0		0		0		0		0		0	
Artisans	16	69.6%	18	75.0%	23	85.2%	21	77.8%	39	78.0%	39	76.5%
Intermediates	0		0		1	3.7%	1	3.7%	1	2.0%	1	2.0%
Helpers	0		2	8.3%	0		3	11.1%	0		5	9.8%
Laborers	5	21.7%	3	12.5%	1	3.7%	1	3.7%	6	12.0%	4	7.8%
TOTALS	<u>23</u>		<u>24</u>		<u>27</u>		<u>27</u>		<u>50</u>		<u>51</u>	

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EXHIBIT G

Cost Analysis

Manpower Distribution

Present Cost:

109 ungraded	\$ 790,504.00
2 graded Operator (GS-3)	10,818.00
Total	<u>\$ 801,322.00</u>

Proposed Redistribution Cost:

111 ungraded	\$ 797,077.10
--------------	---------------

Proposed Optimum Workforce Redistribution  
Cost

111 ungraded	\$776,006.40
--------------	--------------

Saving by Redistribution = \$ 4,244.90

Saving by Optimum Workforce Redistribution = \$25,315.60

Utilities

FY 1969 Utilities Cost

Station:

Heat	\$ 229,176.93
Water	6,829.00
Electricity	177,190.00

Housing:

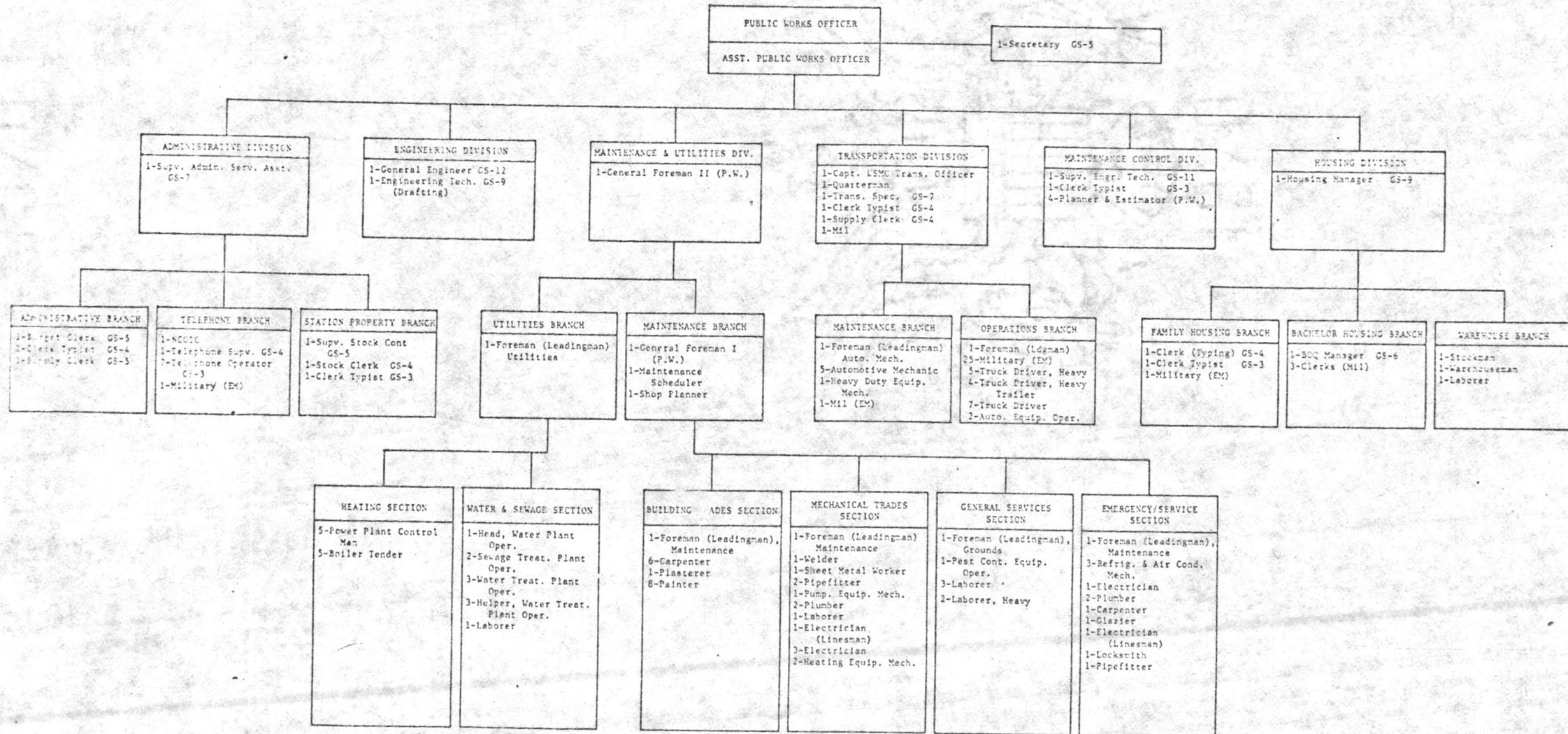
Heat	25,960.00
Water	17,541.00
Electricity	61,796.00
	<u>\$ 518,492.93</u>

\$518,492.93 x 5% = 25,925.69

Total Savings = \$ 51,241.24

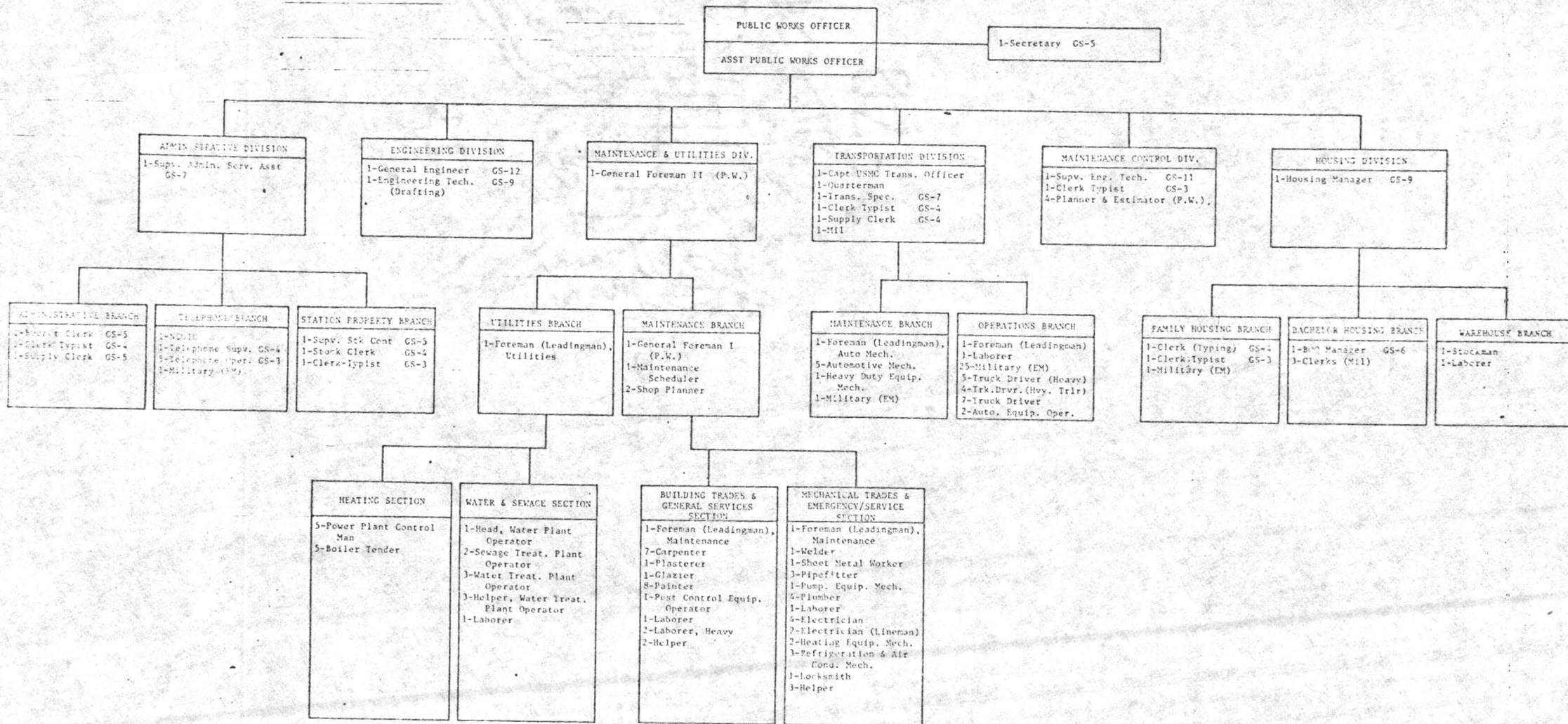


EXHIBIT H  
PRESENT  
M.C.A.S. NEW RIVER  
PUBLIC WORKS DEPARTMENT





**EXHIBIT I**  
**PROPOSED**  
**M.C.A.S. NEW RIVER**  
**PUBLIC WORKS DEPARTMENT**



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EXHIBIT J

COMPUTATION SUMMARY OF TOTAL

UTILITIES STAFFING

1. Steam Generation: Staffing based on projected workload to operate Central Heating Plant and field boilers and to provide seasonal back-up with boilers in the Electric Power Plant.

a. Continuous Watch Plants:

Computation of Staffing:

Formula:  $A \times B = N$

Equation Factors:

N- Number of Plant Personnel.

A- .00050 man-years (includes allowance for leave) per unit of consolidated workload.

B- Consolidated workload (steaming boiler hours, plus .009 times the millions of B.T.U. input.)

Projected Workload for Continuous Watch:

<u>No. of Boilers</u>	<u>Total Capacity lbs/hr</u>	<u>Average hrs oprn/yr</u>	<u>Annual BTU input in millions</u>
3	690,500	17,472	305,760

Consolidated workload (B):

$[17,472 + (.009 \times 305,760)]$

$17,472 + 2751.8 = 20,223.8 (B)$

Computation of Formula:

$A \times B = N$

$.00050 \times 20,223.8 = 10.119$

$N = 10.119$  (Number of Plant Personnel required to support continuous watch requirements)



b. Field Boiler ( Non-continuous watch):

Computation of Staffing:

Formula: Estimate based on workload.

Projected Workload for non-continuous watch:

<u>No. of Boilers</u>	<u>Total Capacity BTU/hr</u>	<u>Total Average hrs. operation/ yr</u>
6	12,241,000	52,416 hrs

Staffing to operate (Automatic) field Boilers and steam distribution systems = 3 (estimated)

c. Recap of Steam Generation Staffing:

Continuous Watch Plants	-	10
Non-Continuous Watch Plants	-	<u>3</u>
Total Staffing	-	13

2. Water and Sewage Operations: Staffing for these functions are based on workshift requirements to operate water and sewage treatment plants located on Station.

Computation of Staffing:

Formula

$$N = A + B$$

Equation Factors:

N = Number of Plant Operators

A = Water treatment Plant

1st Shift	4
2nd Shift	3
3rd Shift	<u>0</u>

Sub Total = 7



B = Sewage Treatment Plants

1st Shift 3  
2nd Shift 0  
3rd Shift 0

Sub-Total = 3

Total Staffing = 10

3. Plant Clean-ups:

Formula: Staffing estimated at 2 laborers per plant for 3 continuous watch plants.

Estimated Requirement = 2

4. Clerical Allowance:

Range of Increments

Range of total

of workload indicator

Staffing

up to 160

0

Total Staffing - 0

5. Recap of Utilities Staffing:

a. Steam Generation = 13  
b. Water and Sewage = 10  
c. Plant Clean-up = 2  
d. Clerical = 0

Total Utilities Staffing \*25

\*Note: Supervision included in total staffing.



EXHIBIT K

COMPUTATION SUMMARY OF

TELEPHONE OPERATIONS STAFFING

1. Staffing based on number of switchboard positions manned.

Formula.  $A + B + C = N$

Equation Factors:

N = total staffing for telephone operations.

A = operators required for first shift.

B = operators required for second shift.

C = operators required for third shift.

<u>No. of switchboard positions (manned)</u>	<u>No. of Operators</u>	<u>1st</u>	<u>Shift 2nd</u>	<u>3rd</u>
1	2	2		
2	3			3
3	4		4	
4	6			
5	7			

Computation of Formula:

A = (2 operators) = 2

B = (4 operators + 1 supervisor) = 5

C = (3 operators + 1 supervisor) = 4

N = total staffing = 11



EXHIBIT L

COMPUTATION SUMMARY OF MAINTENANCE

STAFFING FOR CRAFTSMEN

FORMULA:

$$Y = 0.00042145 (X1) + 0.00005957 (X2) + 0.00004083 (X3) \\ + 0.5852 \sqrt{X4 + C} + 0.006839 (X4 + C) - C$$

EQUATION FACTORS:

- Y = Total personnel in the Maintenance Division.
- X1 = Plant Replacement Value (Class 2) in \$ thousands.
- X2 = Computed Index Cost in dollars adjusted to include Family Housing.
- X3 = Total annual Maintenance Cost in dollars applicable to Work performed by the Maintenance Division, and by contract on maintenance type work.
- X4 = Total personnel employed at the activity, military and civilian.
- C = Contract work included in X3 in units of \$10,000. This is to adjust for maintenance work performed by contract.

DETERMINATION OF VALUES OF EQUATION FACTORS:

X1 = 30,396

MCAS, New River	-	\$38,159,774	
-(Less Family Housing)		-7,764,000	
Total	-	\$30,395,774	
Total in \$ Thousands	- =		<u>\$ 30,396</u>

X2 = 38,160

MCAS, New River	-	\$38,159,774	
Total in \$ Thousands	- =		<u>38,160</u>



$$X3 = 685,701$$

Total annual maintenance cost in dollars applicable to work performed by the maintenance division, and by contract on maintenance type work. - Total - \$685,701

$$X4 = 3,775$$

Total personnel (Military & Civilian)- 3,775

$$C = 32.2$$

Total contract work - \$ 32,200

Total in units of \$10,000 - 32.2

RECAP OF VALUES OF EQUATION FACTORS:

$$X1 - 30,396$$

$$X2 - 38,160$$

$$X3 - 685,701$$

$$X4 - 3,775$$

$$C - 32.2$$

COMPUTATION OF FORMULA:

$$Y = 0.00042145 (X1) + 0.00005957 (X2) + 0.00004083 (X3)$$

$$+ 0.5852 \sqrt{X4 + C} + 0.006839 (X4 + C) - C$$

$$Y = 0.00042145 (30,396) + 0.00005957 (38,160)$$

$$+ 0.00004083 (685701) + 0.5852 \sqrt{3,775 + 32.2}$$

$$+ 0.006839 (3,775 + 32.2) - 32.2$$

$$Y = 12.81 + 2.27 + 27.99 + 36.1 + 26.04 - 32.2$$

$$Y = 105.21 - 32.2$$

$$Y = 73.01 \text{ or } \underline{73} \text{ Craftsmen}$$

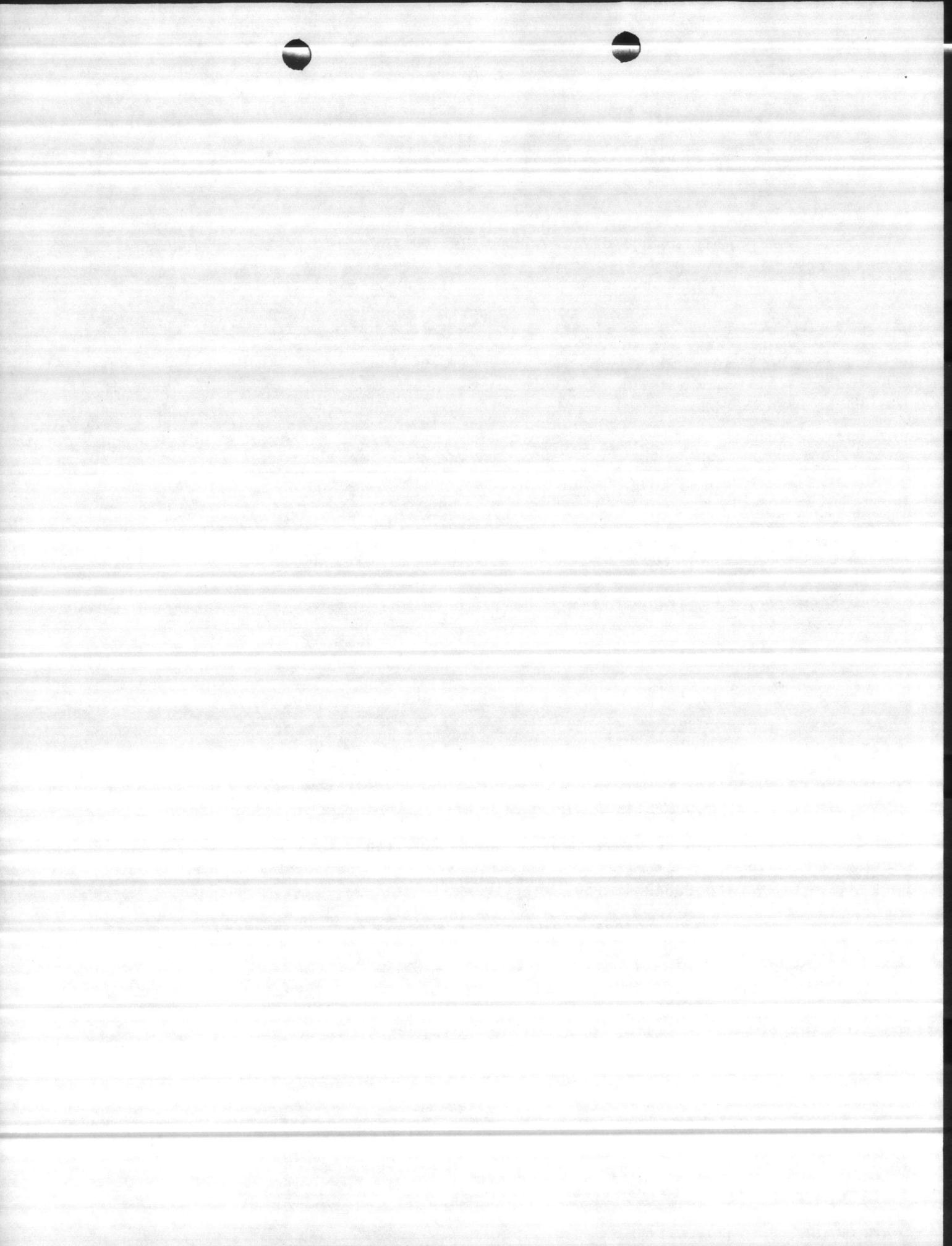


EXHIBIT M

COMPUTATION SUMMARY OF MAINTENANCE

ADDITIONAL STAFFING FOR CRAFTSMEN

(BEMM & BEMAR)

FORMULA:

$$N = \frac{\left[ \frac{(A + B) - C(A + B)}{D} - E \frac{(A + B) - C(A + B)}{D} \right]}{F} \div G$$

EQUATION FACTORS:

N = Craftsmen required

A = BEMM & BEMAR (Plant) (\$777,708)

B = BEMM & BEMAR (Housing) (\$68,733)

C = Planned Reduction by Contract (50% or .50)

D = Number of years included (Five (5))

E = Material cost for Planned reduction by station forces  
(40% or .40)

F = Average hourly accelerated labor cost for station forces  
(\$6.36)

G = Productive manhours per year (2016 (252 days x 8 hrs))



COMPUTATION OF FORMULA:

$$N = \frac{\left[ \left( \frac{(A+B) - C(A+B)}{D} \right) - E \left( \frac{(A+B) - C(A+B)}{D} \right) \right]}{F}$$

$$N = \frac{\left[ \left( \frac{(777,708 + 68,733) - .50(777,708 + 68,733)}{5} \right) - .40 \left( \frac{(777,708 + 68,733) - .50(777,708 + 68,733)}{5} \right) \right]}{6.36}$$

$$N = \frac{\left[ \left( \frac{(846,441) - (423,220)}{5} \right) - .40 \left( \frac{(846,441) - (423,220)}{5} \right) \right]}{6.36}$$

$$N = \frac{\left( \frac{(84,644) - (33,858)}{6.36} \right)}{2016}$$

$$N = \frac{7,985}{2016} = 3.96 \text{ or } 4 \text{ Craftsmen}$$

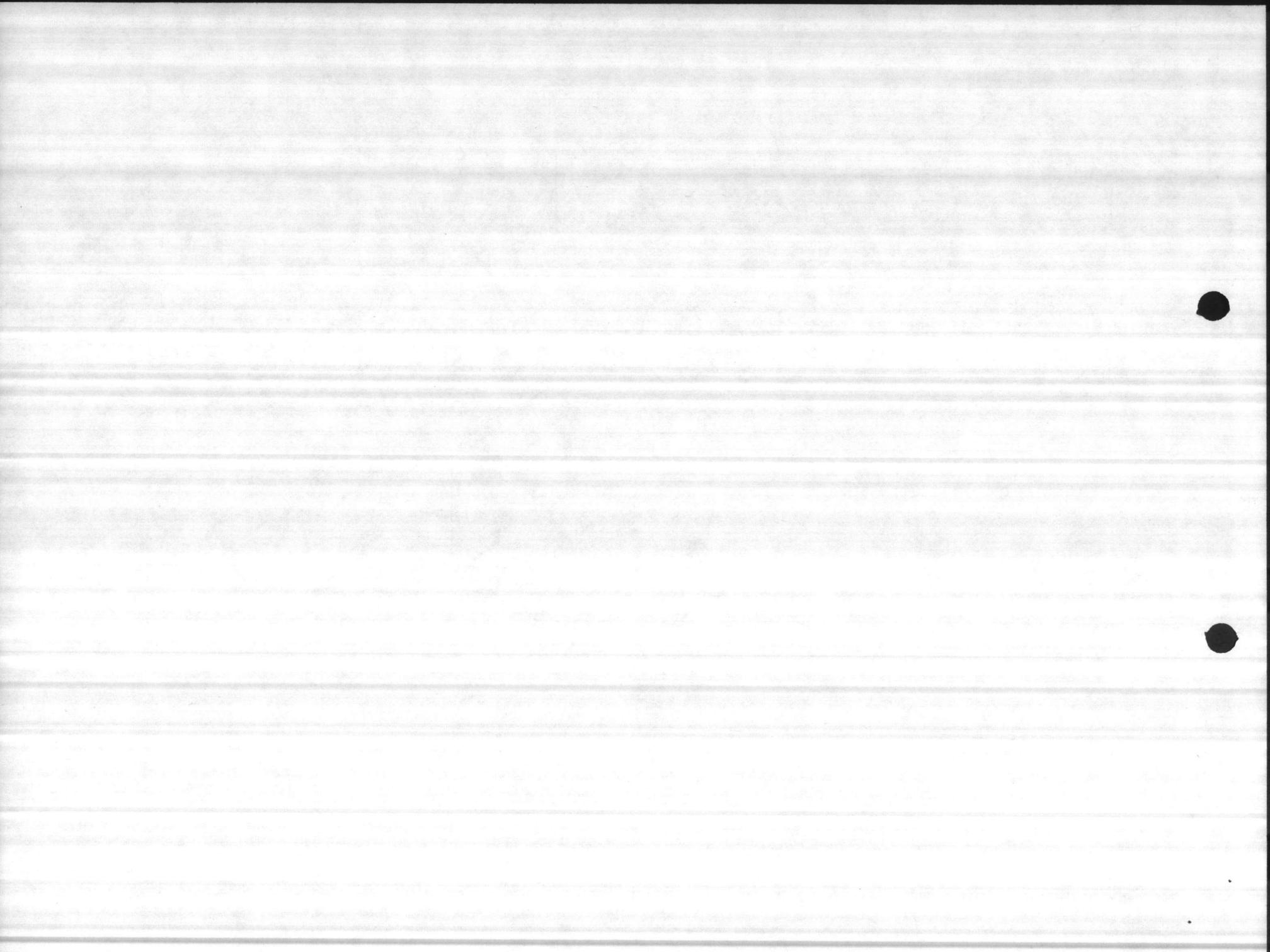


EXHIBIT N

COMPUTATION SUMMARY OF TRANSPORTATION

STAFFING FOR DIRECT MAINTENANCE LABOR REQUIREMENT

(Formula "A")

Formula:  $A \times B = N$

Equation Factors:

A = Number of items in inventory by equipment Code.

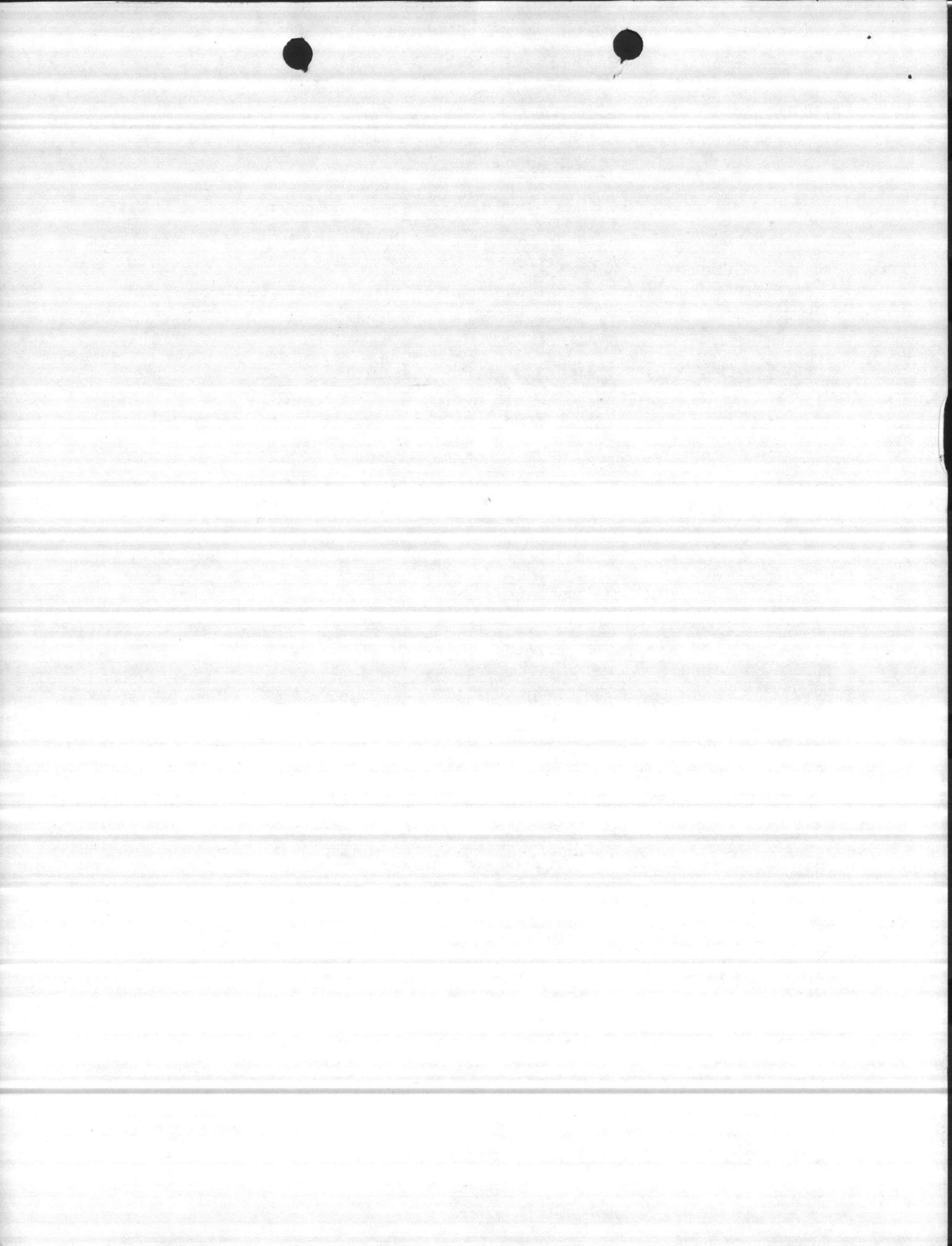
B = Labor factor for annual direct labor to maintain on item of equipment.

N = Total direct labor man-years required.

Computation of Formula:

<u>Equipment Code</u>	<u>A</u> <u>Inventory on-hand</u>	<u>x</u>	<u>B</u> <u>Annual labor per item</u>	<u>=</u>	<u>N</u> <u>Man-years of Direct labor</u>
A 0105	4		.019		.076
B 0063	13		.058		.754
E 0200	2		.021		.042
F 0299	2		.023		.046
0332	1		.025		.025
G 0313	17		.022		.374
0319	1		.020		.020
H 0311	1		.023		.023
0312	2		.024		.048
0327	19		.026		.494
I 0345	7		.028		.196
J 0445	13		.020		.260
0449	1		.016		.016
M 0602	2		.043		.086
0604	2		.045		.090
0614	2		.049		.098
O 0320	6		.023		.138
0707	3		.030		.090
0722	10		.023		.230
0723	1		.026		.026
0725	1		.061		.061
0730	1		.036		.036
0743	1		.026		.026
0751	4		.024(est)		.096

-(cont)-



<u>Equipment Code</u>	<u>Inventory on-hand</u>	<u>Annual labor per item</u>	<u>Man-years of Direct labor</u>
0756	5	.035(est)	.175
P 0801	2	.002	.004
0812	2	.008	.016
0816	1	.014	.014
0822	2	.012	.024
0878	1	.015	.015
0881	4	.015(est)	.060
Q 4930	1	.040	.040
5408	2	.045(est)	.090
3240	1	.031	.031
8242	1	.053(est)	.053
R 1100	2	.024	.048
1200	1	.042	.042
1300	5	.038	.190
1320	9	.032	.288
S 3110	1	.031	.031
4420	1	.058	.058
4531	1	.058	.058
4630	1	.028	.028
4840	1	.086	.086
5170	1	.014	.014
5412	1	.008	.008
5720	2	.071	.142
5830	1	.078	.078
5835	1	.070(est)	.070
T 2740	1	.003	.003
5210	1	.010	.010
5220	2	.008	.016
5621	6	.023	.138
5630	15	.019	.285
5643	1	.002	.002
U 4874	8	.031	.248
4875	1	.030	.030
X 7102	2	.029	.058
7160	1	.198	.198
7175	3	.138	.414
7321	3	.025	.075
Y 8210	1	.095	.095
5410	1	.016	.016
5421	2	.016	.032
0905	6	.012	.072

Sub-total - 6.706

Allowed for miscellaneous unnumbered, uncoded items(3%) = .201

Total direct labor required = 6.907

Total direct labor staffing = 7

