

Memorandum

86 DD3
DATE: 22 Jan-85
FROM: Supervisory Ecologist
TO: Director, Natural Resources and Environmental Affairs Division
SUBJ: STAFFING REQUIREMENTS IN THE SOIL, WATER AND ENVIRONMENTAL BRANCH
Ref: (a) CG MCB CLNC ltr 5320 MANP of 10 Jul 1985
(b) Dir, NREAD memo 12000 NREAD of 24 Apr 1985 w/enclosures
(c) Clean Water Act

1. The purpose of this letter is to formalize information provided to you orally regarding the inadequacies of the subject staffing. Reference (a) clearly documents that as early as 10 July 1985, Base Manpower officials were aware that serious manpower deficiencies existed in the subject branch. Additionally subsequent manpower survey by HQMC Manpower Team validated not only a second chemist billet, but also an additional clerk typist, much of whose time would be allocated to the subject branch (work which was being done by a full time temporary, clerk typist, Ms. Annie Blackstock).

2. Although not a total listing, the following new program requirements were assigned to the subject branch (reference (b) pertains) during calendar year 1985:

a. Overall responsibility for hazardous waste management program (formerly a major responsibility/duty of the GS-12 Environmental Engineer).

b. Overall management of the Base Resource Recovery and Recycling Program (formerly a responsibility of the Base Maintenance Officer).

c. Groundwater and drinking water monitoring for toxic chemical contamination (a new initiative of great concern to both Base Commanding General and HQMC).

d. New mandated monitoring requirements were identified as a result of the state taking primacy on the enforcement of reference (c).

3. Subsequent to 10 July 1985, the following personnel changes took place which have seriously aggravated the problems documented in references (a) and (b):

a. Mr. [REDACTED] [REDACTED] [REDACTED] Physical Science Technician, transferred from the branch to Naval Hospital for a promotion (2 August 1985).

ENCLOSURE (1)

OFFICE OF THE SECRETARY

Washington, D.C.

BRANCH

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b. [REDACTED], GS-6, Physical Science Technician, transferred from the Branch to Base Maintenance Division for a promotion (26 October 1985).

c. The temporary clerk typist, [REDACTED], transferred to Base Maintenance Division to a permanent position (8 November 1985).

d. The two GS-6 vacancies were filled on 10 November 1985, one as a trainee and the second from a local municipal utility (both) who required extensive orientation to lab procedures.

4. As a result of the problems and personnel changes discussed above, the following personnel action transpired:

<u>ACTION</u>	<u>DISPOSITION</u>
a. On 23 July 1985, a requisition to hire the additional chemist was submitted.	Disapproved by Manpower
b. On 9 October 1985, a requisition was submitted to hire the additional chemist as a temporary (admittedly a less than satisfactory alternative).	Disapproved by Manpower
c. On 9 October 1985, a requisition to establish a register for a chemist was submitted.	Disapproved by Manpower
d. November 1985, Manpower officials were contacted by Supervisory Ecologist for assistance in temporarily promoting Mr. Tom Barbee to a GS-7 Environmental Protection Specialist, to offset problems in filling chemist.	Was advised that it could not be done under present situation.
e. November 1985, Manpower officials were contacted by Supervisory Ecologist about filling a temporary physical science technician GS-5 to help with workload documented in reference (a).	Was advised that it could not be done under present situation.
f. On 22 October 1985, requisition submitted to replace [REDACTED] with another temporary clerk typist.	Disapproved by Manpower.

5. This memo along with references (a) and (b) document a management situation which is very difficult to justify. Failure to address the subject issue may result in one or more of the following problems:

a. Inadequate protection of the health and safety of both on base and off base populations.

November 1985

b. Compliance with requirements of several environmental and public health laws/regulations, particularly State Hazardous Waste regulations.

c. Interference with Base missions due to problems with noncompliance with required operational permits and public controversy associated with environmental incidents.

In my opinion, we have done an adequate job of making the Deputy Facilities Officer, the Facilities Officer, and cognizant personnel in the offices of the AC/S Manpower and Civilian Personnel Officer aware that problems may arise such as those shown in 5a and 5c above. I feel certain that Manpower officials carefully weighed the above risks prior to making a decision not to implement the findings of the HQMC Manpower survey and their own determination outlined in reference (a) that an additional professional billet is required to deal with the protection of drinking water supplies and the management of hazardous waste.

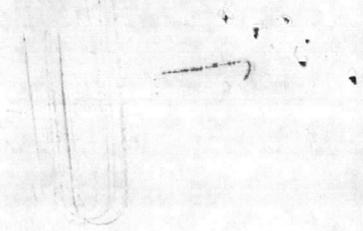
6. I must remind you of the direct daily involvement by the Commanding General and his immediate staff last year with the issues and publicity associated with the discovery of high levels of toxic chemicals in the drinking water within the Hadnot Point Area of Camp Lejeune. I have no doubt that had the Commanding General determined that any official(s) had failed to have acted prudently after having knowledge of that problem, severe disciplinary action would have been taken. You can be assured that my staff and I will do our best to carry out all duties assigned to us; however, it is my intention in writing this memo to document a defense against actions which may be taken against my Branch if the manpower shortages documented herein directly or indirectly result in violations of public health or environmental standards, regulations, and laws.

7. As soon as the new NPDES permit becomes effective (assuming some relief from proposed monitoring requirements) the personnel deficiency in the subject Branch will include: a full time chemist (equivalent) and a full time clerk typist, plus approximately 12-20 hours of overtime per week to deal with fluctuations in workload. Considering that there are only eight employees in the subject Branch, this is a major deficiency.

8. In any event, unless otherwise directed, I have no intention of wasting one more minute on this issue. Please advise.

D. D. Sharpe

D. D. SHARPE



THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSION ON THE
STRUCTURE OF THE
ATOMIC NUCLEUS

BY
J. R. OPPENHEIMER
AND
H. A. BETHE

CHICAGO, ILLINOIS
1938

UNIVERSITY OF CHICAGO PRESS
54 EAST LAKE STREET
CHICAGO, ILLINOIS

PRINTED IN THE
UNITED STATES OF AMERICA

LIBRARY OF THE
UNIVERSITY OF CHICAGO
54 EAST LAKE STREET
CHICAGO, ILLINOIS

DEPARTMENT OF THE NAVY
Memorandum
12000
NREAD

DATE: 23 Oct 1986

FROM: Director, Natural Resources and Environmental Affairs Division,
Marine Corps Base, Camp Lejeune
TO: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

SUBJ: MANPOWER REQUIREMENTS

Ref: (a) FONECON btwn Mr. Elston, DAC/S FAC, and Mr. Wooten, Dir, NREAD,
on 28 Oct 1986

1. In accordance with the reference, immediate manpower requirements for implementation of the base hazardous waste management program are identified below:

- a. Hazardous Material Section Head
GS-11
Line # 773K
MOS 486 or 1320
- b. Environmental Protection Specialist (Inspector)
GS-9
Line # 773L
MOS 486; 1311; 018; 1320
- c. Environmental Control Specialist
GS-9
Line # 773M
MOS 486; 1311; 018; 1320
- d. Environmental Control Specialist
GS-9
Line # 773N
MOS 486; 1311; 018; 1320
- e. Clerk Typist
GS-4
Line # 772T
MOS 0322

JULIAN I. WOOTEN

OFFICE OF THE ADJUTANT GENERAL

1500

HEAD

ATTORNEY GENERAL

HEAD

Memorandum

12000
NREAD

DATE: 23 Oct 1986

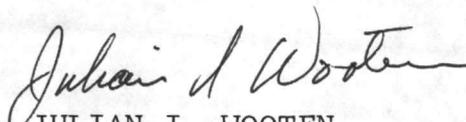
FROM: Director, Natural Resources and Environmental Affairs Division,
Marine Corps Base, Camp Lejeune
TO: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

SUBJ: MANPOWER REQUIREMENTS

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on 28 Oct 86

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GS-11
Line # 773K
MOS 0408 or 1320
- b. Environmental Protection Specialist (Inspector)
GS-9
Line # 773L
MOS 0408 or 1311 or 018
- c. Environmental Control Specialist
GS-9 (2 each)
Line#773M
MOS 0408 or 1311 or 018
- d. Clerk Typist
GS-4
Line # 772T
MOS 0322


JULIAN I. WOOTEN

11

SECRET

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[Handwritten signature]
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12000
NREAD

23 Oct 1986

Director, Natural Resources and Environmental Affairs Division,
Marine Corps Base, Camp Lejeune
Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

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- c. Environmental Control Specialist
GS-9 (2 each)
Line#773M
MOS 0408 or 1311 or 018
- d. Clerk Typist
GS-4
Line # 772T
MOS 0322

JULIAN I. WOOTEN

1988
MAY 15

2 Oct 1988

Director, Natural Resources and Environmental Affairs Division
Kaitiaki House, 222, Lambton Quay, Wellington
Assistant Chief of Staff, Facilities, Kaitiaki House, Lambton Quay, Wellington

EMPLOYEE REQUIREMENTS

(a) POSITION: Mr. Alison, Ms. Fao, and Mr. Wooten, etc. (3 positions)
on 22 Oct 88

In accordance with the reference, immediate takeover requirements for implementation of the various waste management projects are detailed below:

a. Hazardous Waste Section Head
Line 7731
Line 7732
Line 7733
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Line 7739
Line 7740
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Line 7750

b. Environmental Protection Specialist (Inspector)
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c. Environmental Control Specialist
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Line 7790

d. Clerk Typist
Line 7791
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Line 7795
Line 7796
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Line 7798
Line 7799
Line 7800

WILLIAM J. WOOTEN

T-12000

5320
MANP
10 Jul 85

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Assistant Chief of Staff, Facilities

Subj: NREAD STAFFING REQUIREMENTS

Ref: (a) Dir, NREAD Memo 12000 NREAD of 24 Apr 85 w/ends
(b) Position Management Review held at NREAD on 5 Jun 85
(c) BO 5310.10A
(d) Resources Board for Manpower Utilizations Functions meeting held 16 Jan 1985

Encl: (1) Position Description (PD) with revisions

1. Reference (a) requested an increase of one full-time permanent Chemist position and the realignment of the Quality Control Unit within the Soil, Water and Environmental Section of the Natural Resources and Environmental Affairs Division.

2. Reference (b) validated the need for a Chemist as a valid requirement. However, reference (c) requires the identification of compensatory reductions whenever requests for T/O changes involve an increase in billet totals, grade levels or skill changes. When no compensatory reductions are identified, the requested increase is considered to be an overstaffed position/billet. During reference (b) it was stated no compensatory reduction was available.

3. Based on the recommendation of reference (d) and approved by the Commanding General, all full-time permanent overstaffed positions must be approved by the Resources Board for Manpower Utilization Functions. Accordingly, the Chemist position requested by reference (a) will be considered along with other established requirements by the Resources Board at their next monthly meeting.

4. If approved by the Resources Board, the Chemist position will be added to the prioritized list of established requirements and remain on this list until such time as "freed-up" spaces become available to establish this as a full-time permanent position.

5. The request to realign the Quality Control Unit is not approved based on the position management principle that an organization which is composed of subordinate components staffed by fewer than four professional personnel, not including the supervisor, indicates unnecessary supervisory layering, poor utilization of the available work force, and organization fragmentation.

10, 1953

From: Government of Georgia, State Council, Tbilisi

Subject: [Illegible]

1. The Commission on the State Council of Georgia, established by the State Council of Georgia on 10/10/53, has the honor to inform you that...

2. The Commission has the honor to inform you that...

3. The Commission has the honor to inform you that...

4. The Commission has the honor to inform you that...

5. The Commission has the honor to inform you that...

6. The Commission has the honor to inform you that...

Subj: NREAD STAFFING REQUIREMENTS

6. The position description (PD) forwarded by reference (a) was reviewed by the Classification Branch and an advisory classification of Chemist, GS-1320-9 was provided. The PD with recommended changes is returned as enclosure (1).

J. B. AIROLA
By direction

Copy to:
NREAD
CPD

SECRETARY OF DEFENSE

The position description (PD) found by reference (1) was reviewed by the Classification Authority and an advisory classification of CONFIDENTIAL was provided. The PD was recommended change in reference to enclosure (1).

L. E. ALCOCK
BY Direction

COPIES FOR:
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CHEMIST

I. INTRODUCTION

This position is located in the Environmental Quality Control Laboratory, Soil, Water and Environmental Branch, Natural Resources and Environmental Affairs Division, Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune, North Carolina. The incumbent serves as a staff specialist on environmental matters dealing with the following: Ground water quality monitoring and protection; hazardous material and waste identification; hazardous material emergency spill response; and industrial waste collection, pretreatment and disposal. This position is non-sensitive for security clearance purposes.

II. DUTIES

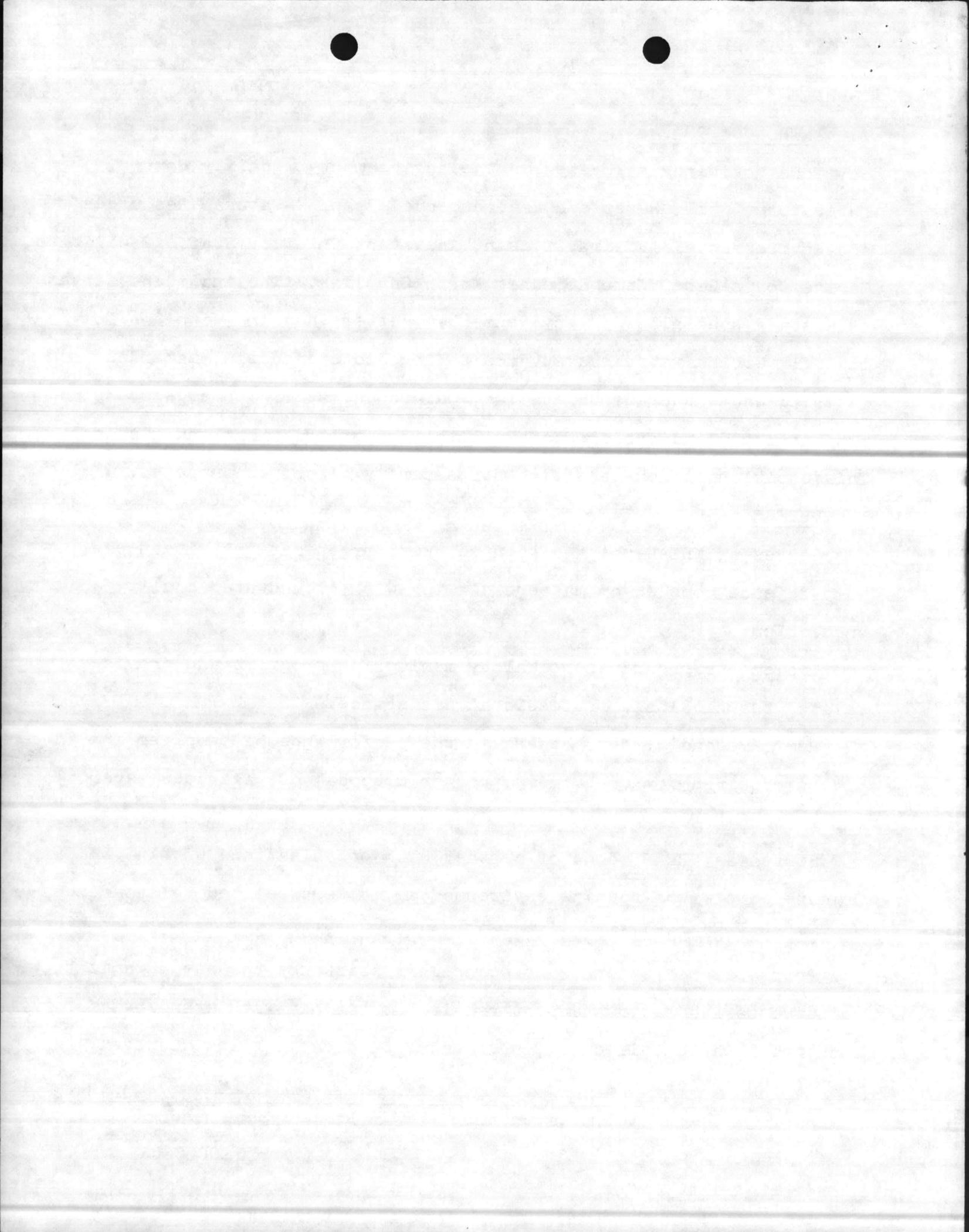
Serves as NREAD point of contact with organizations within the Camp Lejeune complex on matters dealing with groundwater quality and protection.

Implements groundwater quality monitoring programs and provides related technical and professional assistance.

Performs and directs others in the performance of sampling and analyses required for the timely, proper disposal of hazardous materials and wastes.

Serves as NREAD point of contact with organizations within the Camp Lejeune complex on routine environmental matters related to hazardous material/waste sampling, analysis, and identification.

Provides professional and technical assistance to Base organizations relative to laboratory support required to comply with standards for industrial waste collection, pretreatment, treatment and disposal.



Provides professional and technical assistance during hazardous material spill/release emergencies to cognizant on-scene coordinator relative to the identification and chemical/physical characteristics of hazardous materials.

III. FACTORS

1. Knowledge required by position:

- Professional knowledge is required of chemical principles, theories, practices and established methodology sufficient to perform tests of hazardous materials, potable water, and wastewater.

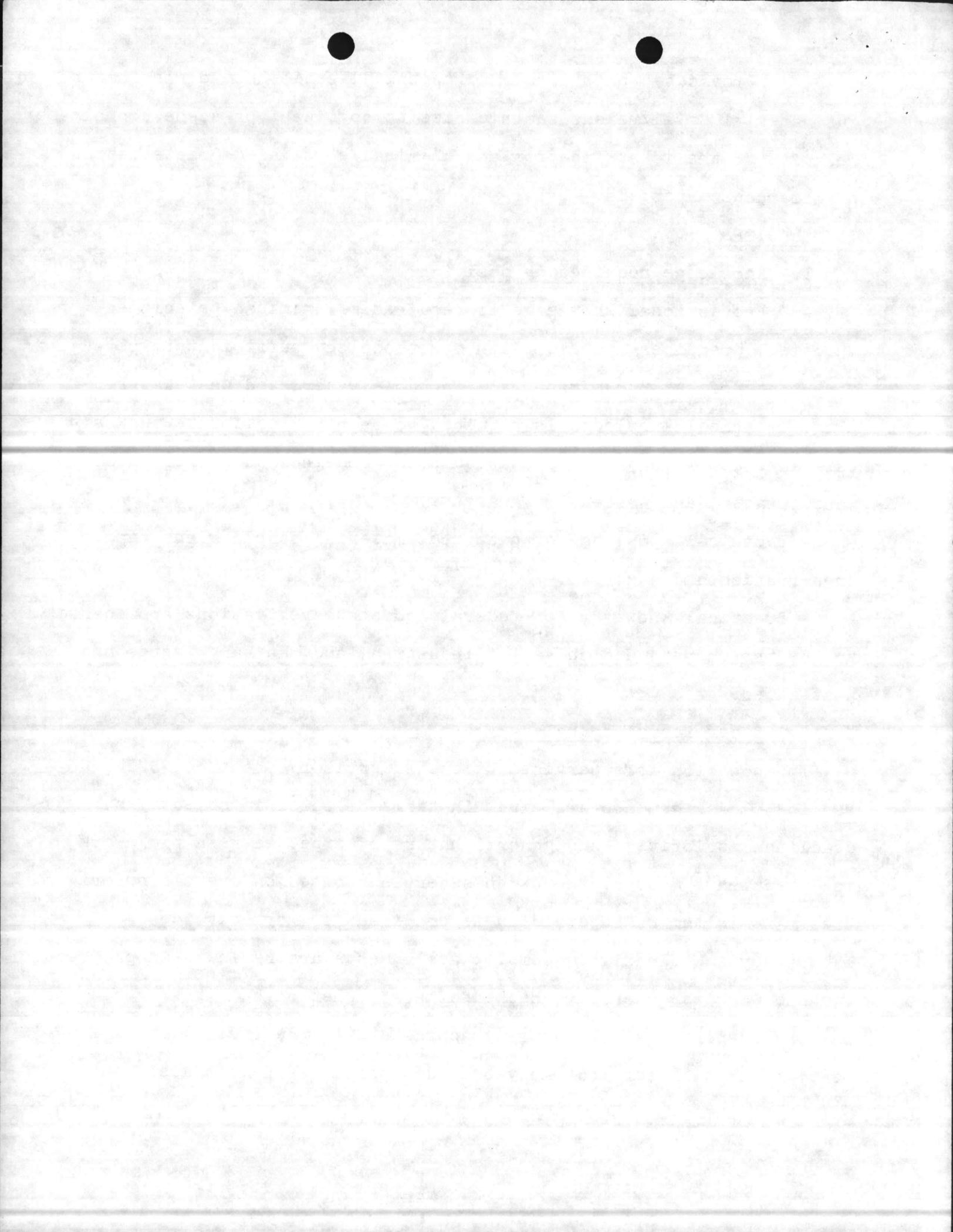
- Technical knowledge is required to operate, calibrate and maintain laboratory instruments and equipment routinely used for hazardous waste, water, and wastewater analyses.

- Technical knowledge of hazardous material sampling and sample preservation and analysis.

- Practical knowledge of federal and state regulations applicable to the treatment and disposal of industrial and sanitary wastes and wastewater.

2. Supervisory controls:

The position is supervised by the Supervisory Chemist, GS-10, PD 11635. Assignments are given in terms of specific objectives, deadlines, priorities and general nature of expected results. Work is scheduled in cooperation with supervisor based on overall priorities. A minimum of supervision is provided for work outside of the laboratory. While highly complex assignments are reviewed in progress, routine work is generally checked after completion by either review of data and reports generated or by spotchecks in the field work environment. The incumbent routinely provides onsite technical assistance



and recommendations to activity organizations without review by supervisor. Incumbent is expected to develop, evaluate and implement alternatives for solving routine problems encountered in the field work environment without consultation with supervisor.

3. Guidelines.

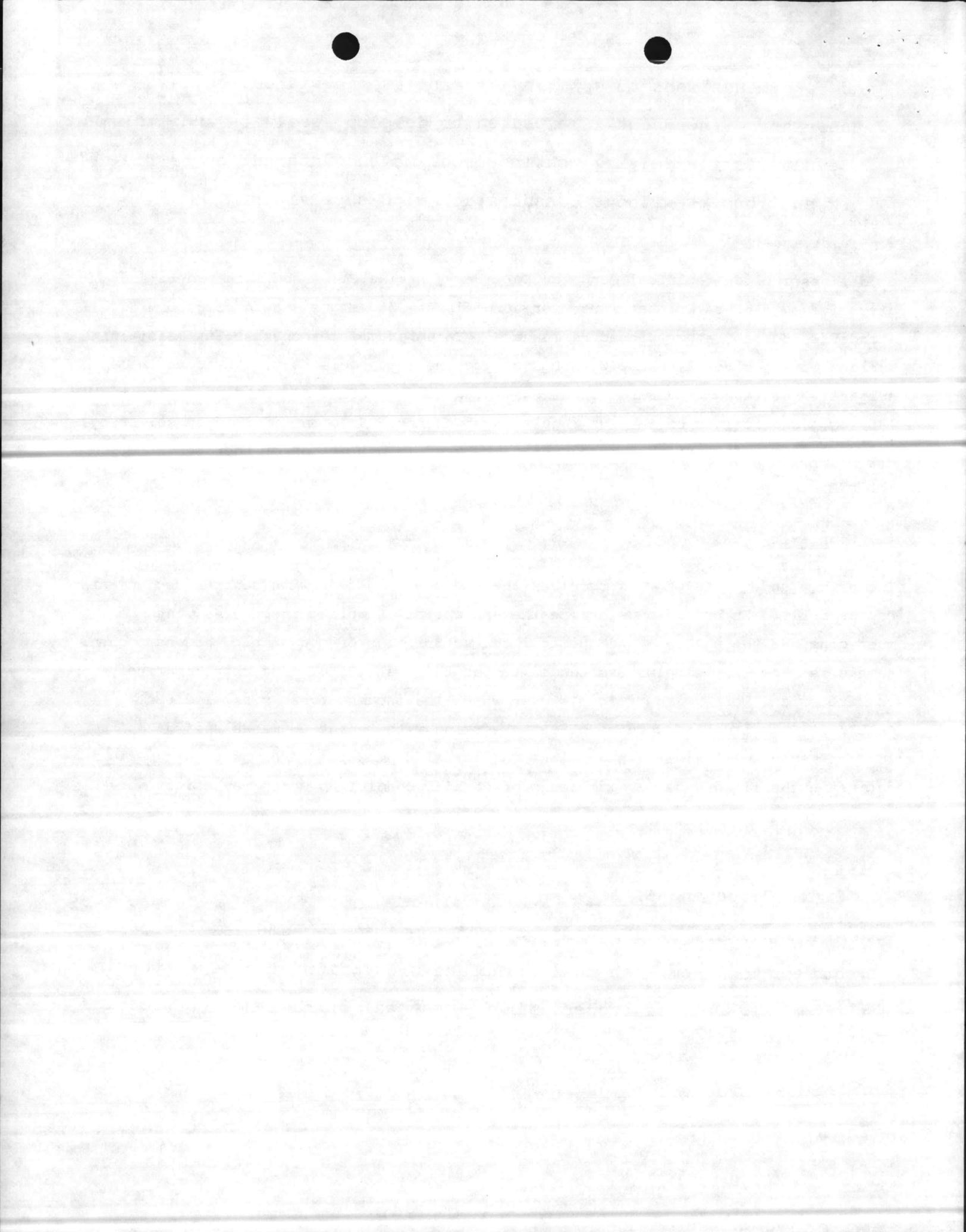
Guidelines include technical manuals, DoD, Navy, Marine Corps and Base Orders and directives, in-house written laboratory procedures, and state and federal permits, standards and laboratory procedure manuals. Incumbent is responsible for maintaining a close working relationship with DoD subject matter specialists. The work is subject to state and federal regulations which tend to be complicated due to overlapping jurisdictions of various regulatory agencies. Judgment is used in selecting, modifying, and adopting the procedures to be used in collection of representative samples.

4. Complexity.

The nature and volume of work requires the incumbent to deal with several assignments concurrently. In order to determine the appropriate sampling procedures, incumbent must consider the physical and chemical characteristics of the sample, how homogenous the sample is, how many samples are needed to run the tests, etc. Incumbent routinely cooperates and works with officials over which the incumbent has minimal direct control. The nature of work complicates working with tenant commands due to their lack of technical training in handling industrial chemicals. Incumbent must perform duties in the field under a wide range of working conditions which may affect work performance.

5. Scope and Effect:

The primary purpose of the position is to ~~accomplish~~^{perform} field work required to accomplish monitoring and protection of groundwater and the closely related proper, timely disposal of hazardous wastes and industrial wastes so as to prevent contamination of groundwater and to



provide compliance with the state/federal regulatory requirements and standards. Failure to provide professional assistance in these areas can result in noncompliance with these requirements. Failure to provide assistance in a timely manner may affect personnel safety, interfere with the orderly conduct of official business and adversely affect inter-command working relationships.

6. Personal Contacts:

Intraagency contacts include officers, enlisted personnel and civilian supervisors involved in utilities operations and hazardous material disposal. Incumbent will deal with personnel from all commands and the local Defense ^{Reutilization & MARKETING dds. 15 July 83} ~~Property Disposal~~ Office. Incumbent will routinely deal with subject matter experts of outside agencies within DOD and commercial laboratories.

7. Purpose of Contacts:

Contacts with local officials and outside laboratories are directed to information and data gathering. Contacts with outside agencies are directed at developing solutions to problems and for scheduling/ coordinating technical assistance/support. Contacts will involve routine matters. Matters dealing with controversial issues will normally be routed through supervisor.

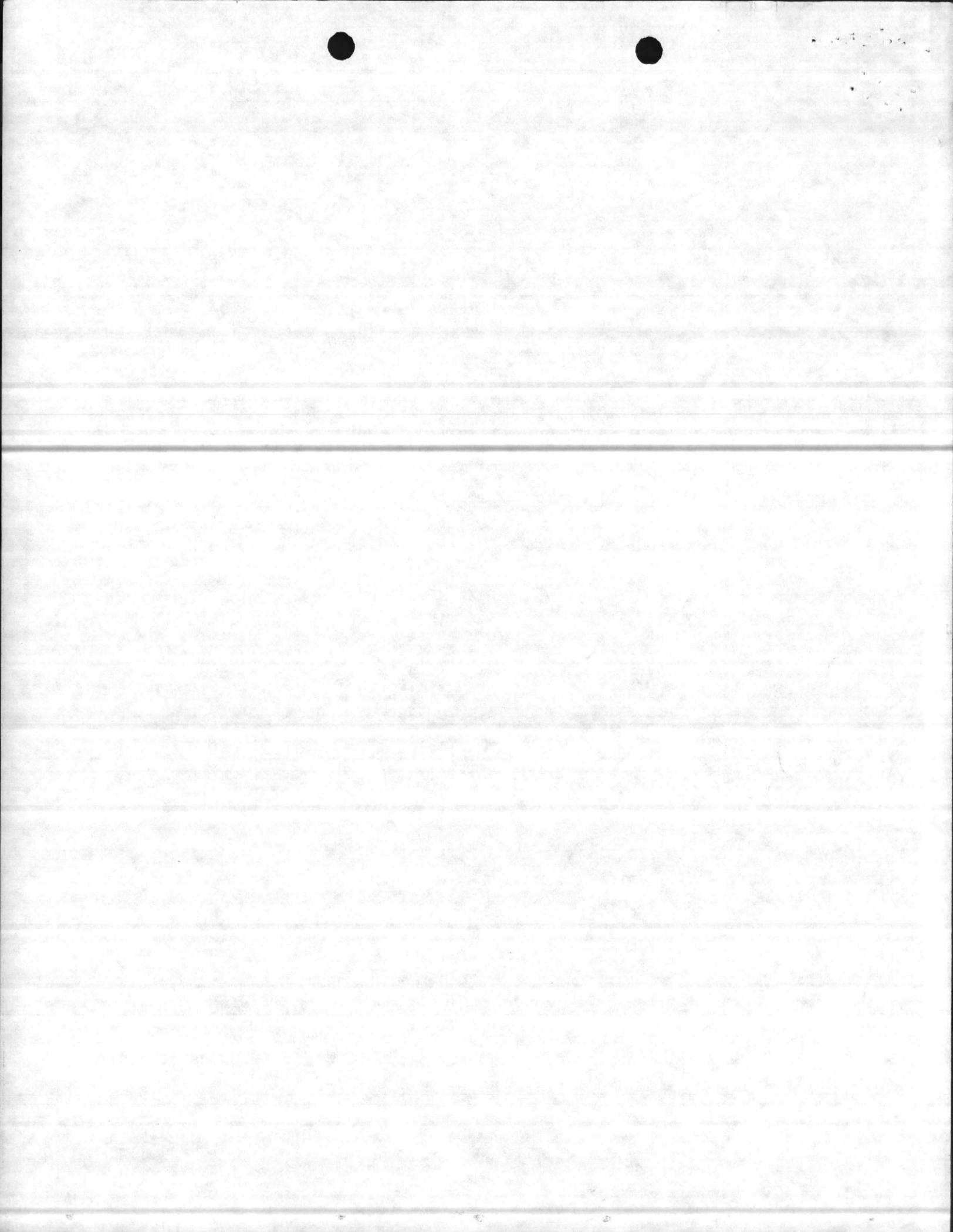
8. Physical Demands:

The work involves long periods of standing, walking over sometimes uneven surfaces, climbing ladders, stooping, bending, reaching or similar activities, carrying light loads, and driving vehicles. Some of the work is sedentary involving sitting at a desk for extended periods.

9. Work Environment:

Both the laboratory and field environment involve working in close

proximity to hazardous chemicals and biological materials. The chemist is required to have an annual physical examination. Outside work must be performed under a wide range of weather conditions. The chemist is required to possess a valid government drivers license.



5-420

REQUEST FOR PERSONNEL ACTION

Part I—Requesting Office—Also, complete Part II, Items 1 and 20-34 as necessary.

A. For Agency Use 14-85; 23 July 1985		B. For Additional Information Call (Name and Telephone Number) [REDACTED]	
C. Personnel Action Required REQUISITION - Permanent	D. Proposed Effective Date ASAP	E. Requested by (Signature, Title, and Date) <i>D. D. Sharpe</i> D. D. Sharpe, Supvy Ecologist, 7-23-85	
F. Position Action Requested	G. Proposed Effective Date	H. Approved by (Signature, Title, and Date) <i>J. I. Wooten</i> J. I. WOOTEN, Dir, NREAD, 7-23-85	

I. Remarks by Requesting Office (Note Supervisors: If action requested is employee resignation and if you know of additional or conflicting reasons for the resignation, please state these facts on a separate sheet and attach to SF 52.)

Action - Leadtime recruitment

Part II—For Preparation of SF 50

1. Name (Last, First, Middle)		2. SSN		3. Position Sensitivity (Opt)		4. Date of Birth			
5. Veteran Preference 1—None 2—5 Pt 3—10 Pt. Disab. 4—10 Pt. Comp 5—10 Pt. Other 6—10 Pt./30% Comp		6. Serv. Comp. Date (Leave)		7. Tenure		8. Retirement			
9. FEGLI		10. FLSA E—Exempt N—Nonexempt		11. Sex		12. Citizenship: 1—US 8—Other			
14. Effective Date		15. Annuitant Indicator 1—Reempl Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 9—Not Applicable		16. Work Schedule F—Full-time P—Part-time I—Intermittent G—FT Seasonal Q—PT Seasonal J—INT Seasonal		17. (Reserved for OPM Use)			
18-A. NOAC	18-B. Nature of Action			19-A. NOAC	19-B. Nature of Action				
18-C. Auth Code	18-D. Authority			19-C. Auth Code	19-D. Authority				
18-E. Auth Code	18-F. Authority			19-E. Auth Code	19-F. Authority				
20. FROM: Position Title and Number				27. TO: Position Title and Number Chemist (PD #)					
21. Name and Location of Employing Office				28. Name and Location of Employing Office Assistant Chief of Staff, Facilities Natural Resources and Environmental Affairs Division Soil, Water and Environmental Branch					
22. Pay Plan & Occupational Code	23. Grade or Level	24. Step or Rate	25. Salary	26. Pay Basis	29. Pay Plan & Occupational Code	30. Grade or Level	31. Step or Rate	32. Salary	33. Pay Basis
					GS-1320	09			
34. Duty Station Marine Corps Base, Camp Lejeune, NC				35. Position Occupied 1—Competitive 2—Excepted 3—SES General 4—SES Career Reserved		36. Appropriation Code (Optional)			
37. Remarks									

Part II—Continued

38. Approval

I certify to the accuracy of the information entered on this form and that the proposed action is in compliance with statutory and regulatory requirements.

Signature and Date

39. FPMIS Data

A. Supv or Nonsupv Ind.	B. VEV Ind.	C. PRD	D. Barg. Unit Status	E. Functional Class
F. Educational Level	G. Year Degree Attained	H. Academic Discipline	I. Agency Code	
J. Location Code			K. SON	
	N.	O.	P.	Q.

Part III—Clearances

A. Office/Function	Initials/Signature	Date	B. Position Classification Action	
1.			Identical	New
			Additional	Regraded
			Vice	
2. Ceiling/Position Control			C. Remarks (NOTE: Use item 37 on reverse for SF 50 Remarks.) Qualification Standard:	
3. Classification				
4. Placement/Employment				
5.				

Part IV—Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be primarily used to mail you copies of any documents you should have or any pay or compensation you are entitled to.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with

regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

A. Reason for Resignation/Retirement (NOTE: Please give specific reasons. Avoid generalized ones.)

B. Effective Date of Resignation/Retirement	C. Employee's Signature	D. Date Signed

E. Forwarding Address (Number, Street, City, State, and Zip Code)

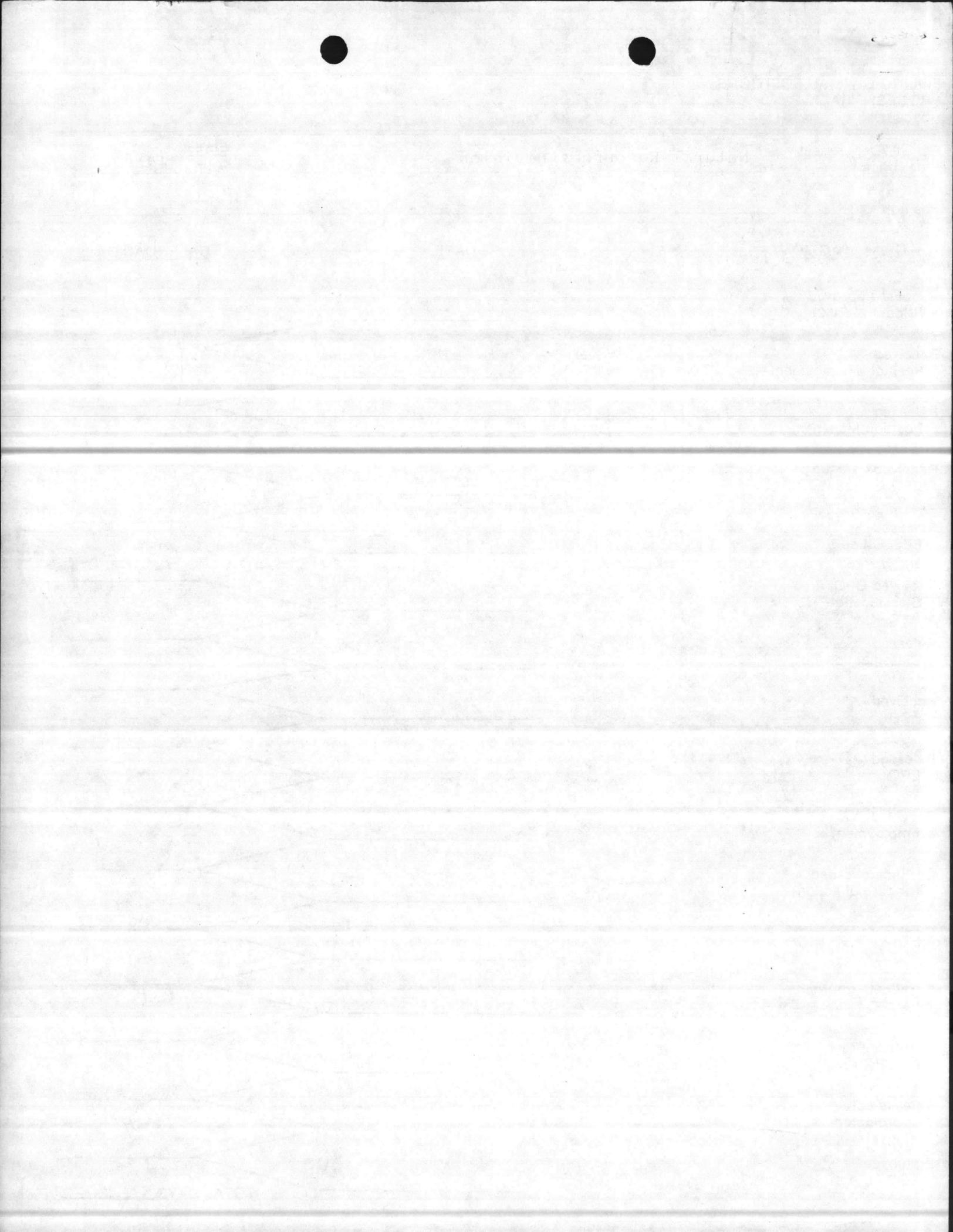
FILLING CIVILIAN POSITIONS
PROCESS TRACK
MCBCL 12330

Activity/Department or Office Natural Resources Division

SF-52 # 14-85

Position _____

<u>ACTION</u>	<u>DATE</u>	<u>CALENDAR DAYS</u>
Request Approved (Block I, SF-52)	_____	_____
Received Position Management	_____	_____
Released Position Management	_____	_____
Received EEO Office	_____	_____
Released EEO Office	_____	_____
Received CPO Classification	_____	_____
Released Classification	_____	_____
Received ERO	_____	_____
Released ERO	_____	_____
Received Employment	_____	_____
Certificate Issued (or date of action)	_____	_____
Certificate received by Department	_____	_____
Certificate returned to CPO	_____	_____
Certificate received by CPO	_____	_____
Release date coordinated	_____	_____
Employee EOD	_____	_____
		TOTAL DAYS _____



HEADQUARTERS MARINE CORPS BASE
ASSISTANT CHIEF OF STAFF, FACILITIES

DATE 10-5-82

TO

BASE MAINT O
SUBJ: WFO
CORP HEAD Q
BASE RPT CHIEF
DIR. OF RESOURCES & ENV. AFFAIRS

ASSISTANT CHIEF OF STAFF, FACILITIES
HEADQUARTERS, MARINE CORPS BASE

DATE 10-2-86

TO:

BASE MAINT O

DIR, FAMILY HOUSING

PUBLIC WORKS O

DIR, BACHELOR HOUSING

COMM-ELECT O

BASE FIRE CHIEF

DIR., NAT. RESOURCES & ENV. AFFAIRS

ATTN: Mr. Wooten

1. Attached is forwarded for info/action.

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

3. Your file copy.

BW Epton
By dr

"LET'S THINK OF A FEW REASONS
WHY IT CAN BE DONE"

20-5-71

CAMP LEJEUNE DEPENDENTS' SCHOOLS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5005

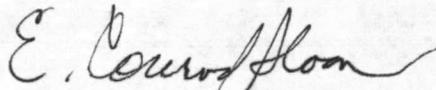
SCOL
29 Sept 1986

FIRST ENDORSEMENT on Principal, Brewster Junior High School ltr
of 23 Sept 1986

From: Superintendent, Camp Lejeune Dependents' Schools
To: Assistant Chief of Staff, Facilities, Marine Corps Base

Subj: ENVIRONMENTAL CAREERS

1. Forwarded, recommending approval.


E. CONRAD SLOAN

CAMP LEJUNE DEPENDENTS' SCHOOLS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5000

2001
29 Sept 1988

FIRST EMPLOYMENT on Principal, Brewster Junior High School, etc.
of 23 Sept 1988

From: Superintendent, Camp Lejeune Dependents' Schools

TO: ENVIRONMENTAL CAREERS

E. C. ...
E. C. ...
E. C. ...

BREWSTER JUNIOR HIGH SCHOOL
Marine Corps Base
Camp Lejeune, North Carolina 28542

1755
BJHS
23 Sep 1986

From: Principal, Brewster Junior High School
To: Chief of Staff Facilities, Marine Corps Base
Via: Superintendent, Camp Lejeune Dependents' Schools

Subj: ENVIRONMENTAL CAREERS

1. Camp Lejeune Dependents' Schools has recently approved a new exploratory course at Brewster Junior High School entitled "Environmental Careers." The general objectives of this nine-week exploratory are:

a. To increase student self-awareness for purposes of career planning.

b. To increase student environmental awareness for purposes of promoting responsible action and decision making with regard to environmental issues.

c. To provide opportunities for students to explore careers in the areas of Natural Resources, Environmental Control, Agriculture, and Marine Science.

The course will be activity oriented as students simulate job tasks of various environmental occupations. Field trips and "hands on" learning, utilizing resource people and institutions in the community, will be a vital component of the curriculum. As this is a new course, I am identifying local resources.

2. Personnel who could be extremely helpful in many areas of this program are Charles PETERSON, Department of Natural Resources and Environmental Control, and Dan SHARPE, Environmental Management. Both personnel have already met with the Environmental Careers teacher and have been helpful in the planning stages of the course.

3. Permission is requested to utilize the expertise and materials that the environmental staff can provide. In addition, approval for use of the outdoor laboratory is requested for student field trips.

4. The Environmental Careers teacher, Sharon SICHER, will plan the course and contact appropriate base resources. She can be reached at 2561 for further information.

Judy R. Novicki
JUDY R. NOVICKI

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

Redescription
 Reestablishment

New
 Other

3. Service
 Dept'l Field

4. Employing Office Location
 Camp Lejeune, NC

5. Duty Station

6. CSC Certification No.

Explanation (Show any positions replaced)
 Replaces - PPN# 11654
 Environmental Control
 Specialist
 GS-0408-09

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Employment/Financial Stmt Required
 Yes No

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify)

11. Position is
 Suprvsry
 Managerial
 Neither

12. Sensitivity
 Critical
 Noncritical
 Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment
 Marine Corps Base, Camp Lejeune, NC

a. First Subdivision
 Facilities Department

b. Second Subdivision
 Natural Resources & Environ'l Afs Division

c. Third Subdivision
 Soil, Water & Environmental Branch

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review *This is an accurate description of the major duties and responsibilities of my position*

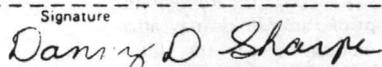
Signature of Employee (optional)

20. Supervisory Certification. *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge*

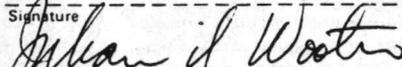
that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

a. Typed Name and Title of Immediate Supervisor
 DANNY D. SHARPE, Supvy Ecologist

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 JULIAN I. WOOTEN, Dir, NREAD

Signature


Date
 11 Sept 86

Signature


Date
 11 Sept 86

21. Classification/Job Grading Certification. *I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.*

22. Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)

INSTRUCTIONS FOR COMPLETING OPTIONAL FORM 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, Subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Ch. 312, Subch. 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**
3. Check one. See FPM Ch. 338, Subch. 3, for application of apportionment requirements to positions in the Departmental Service. Agencies may show apportioned positions by placing "A" after "Dept'l."
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by the Civil Service Commission for positions at GS-16, -17, and -18, and for Public Law type positions. (See #15a for date of CSC certification.)
- *7. Check one to show whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Ch. 551.
8. Check one to show whether the incumbent is required to submit a statement of employment and financial interests. See FPM Ch. 735, Subch. 4.
9. Check one to show whether Identical Additional positions are permitted. See FPM Ch. 312, Subch. 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Ch. 212 for information on the competitive service and FPM Ch. 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Sch. A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations.
11. Check one.
 - A "Supervisory" position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Supervisory Grade Evaluation Guide" for GS positions or for classification in the WS or WN schedules of the Federal Wage System; or, the position meets the standard of minimum supervisory responsibility defined in the job standards of the applicable pay schedule. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Suprvsry."
 - A "Managerial" position is one that has the full range of managerial functions as delineated in the "Definition of Managerial Positions" in the introductory section to the "Supervisory Grade Evaluation Guide" for GS positions.
12. Check one to show whether the position is critical-sensitive, noncritical-sensitive, or nonsensitive for security purposes. See FPM Ch. 732, Subch. 1.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Ch. 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III, Subch. S1.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are generally required to review, at least annually, each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Ch. 312, Subch. 4. This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System" in the General Introduction to "Position Classification Standards," Section VII.

I. INTRODUCTION

This position is located in the Soil, Water and Environmental Branch, Natural Resources and Environmental Affairs Division, (NREAD), Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune, North Carolina. The incumbent serves in the capacity of staff specialist on matters dealing with the following: oil and other hazardous substances spill prevention, emergency spill response, and disposal; management and disposal of PCB transformers; environmental monitoring and protection in the areas of water quality and hazardous material management and disposal; field sanitation and other waste disposal associated with military training exercises; and environmental education and training. This position is nonsensitive for security clearance purposes.

II. DUTIES

Coordinates the implementation and revision/update of the Base oil and other hazardous substance spill prevention, control and countermeasures plan; serves as on-scene coordinator for spills of significant impact on the environment; and makes appropriate notification to regulatory agencies for reportable spills.

Conducts routine inspections of maintenance shops, industrial areas and other sources of industrial wastes/wastewater and initiates appropriate action to assist operating personnel to prevent and correct environmental discrepancies.

Coordinates the day-to-day operation of the Base hazardous material disposal program relative to handling, storage and transportation within the Camp Lejeune complex.

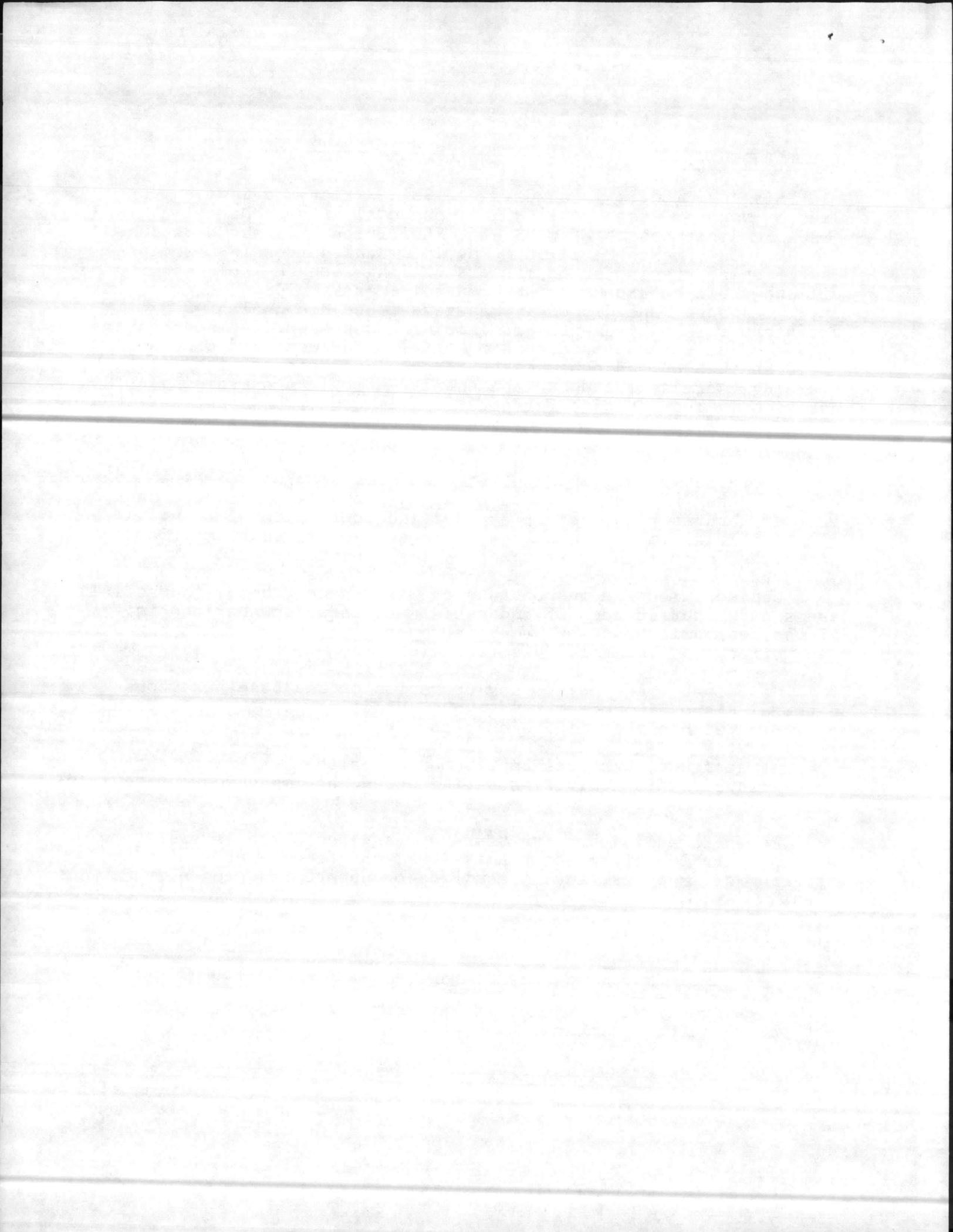
As assigned, provides environmental related training to personnel involved in activities having potential impact on the environment.

Performs administrative tasks as assigned, such as assisting with preparation of budget submissions, maintenance of equipment, ordering of supplies, etc., required to support function of the Branch.

III. FACTORS

1. Knowledge Required by Position

- Practical knowledge of environmental, biological and natural resources principles and concepts.



- Practical knowledge of sampling and analysis of water and wastewater for chemical, physical and biological properties.

- Practical knowledge of principles and techniques applicable to the industrial or domestic waste treatment.

- Practical knowledge of enforcing environmental regulations or dealing with enforcement personnel of environmental/regulatory agencies.

- Ability to plan, organize and schedule work assignments utilizing conventional techniques and lines of approach.

- Ability to implement an environmental education program serving individuals and small groups.

2. Supervisory Controls

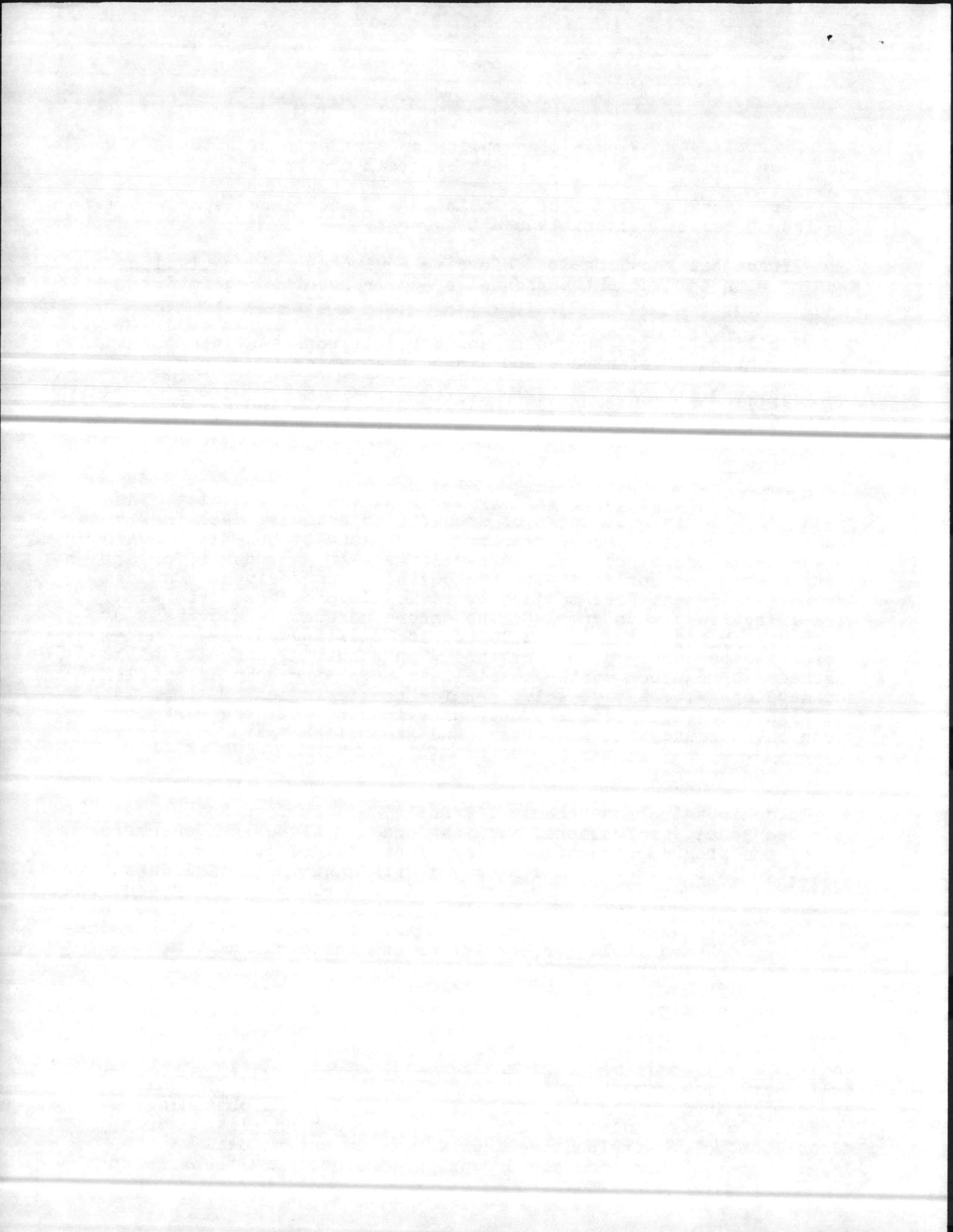
The position is supervised by the Supervisory Ecologist. Assignments are given in terms of specific objectives, deadlines and general nature of expected results. A minimum of technical assistance in the analysis of problems and development of procedures for assignments within the speciality of the position is received. Unusual or complex assignments are subject to review in progress; otherwise, work is reviewed when completed to ensure adequate achievement of technical objectives and compliance with existing policy. The employee independently plans work and when required, consults with engineers or subject matter specialists regarding complex problems and develops alternative solutions for consideration by supervisor and higher level officials. The supervisor reviews the work for technical adequacy and soundness, and accomplishment of objectives.

3. Guidelines

Guidelines include technical manuals, agency regulations, applicable codes, professional publications and higher headquarters policy and program directives. Additional guidelines are federal and state laws affecting hazardous material and industrial waste management and disposal of related pollution control. Incumbent uses resourcefulness, initiative and considerable judgment in gathering information required to complete assignments. Where existing guidelines are not available for complex or unusual problems, incumbent consults with supervisor.

4. Complexity

The work involves the following representative functions: hazardous and toxic material management; water pollution abatement; solid waste management, and environmental reporting. Assignments are complicated by the necessity of influencing and obtaining cooperation of officials over which the incumbent has little or no direct control. Workload requires the incumbent to deal with a large number of problems concurrently. Incumbent must ensure that



numerous federal and state regulations and permit requirements are met in a timely manner necessitating prior planning and scheduling. Work assignments are complicated by lack of capability of other organizations to deal with technically complex matters. The incumbent must coordinate the utilization of engineering and technical assistance available from LANTDIV, USEPA, state and base organizations. Assignments will frequently deal with potentially controversial matters requiring sensitive and tactful handling by the incumbent.

5. Scope and Effect

The purpose of the position is to carry out day-to-day administration and implementation of a hazardous material program affecting public safety and welfare, and the daily operation of essential operations and functions. Failure to properly address subject matters can result in noncompliance with state and federal regulations and related adverse publicity and controversy. Incumbent's recommendations and actions impact on the installation's hazardous material management function, solid waste disposal function, and inter-command relationships.

6. Personal Contacts

Intra-agency contacts include engineers, procurement personnel and staff officers and managers of any organization involved in storage, use and disposal of hazardous materials and/or industrial wastes. Additional contacts will include Defense Property Disposal Officer, officials of state and federal regulatory agencies, and fellow members of professional organizations.

7. Purpose of Contacts

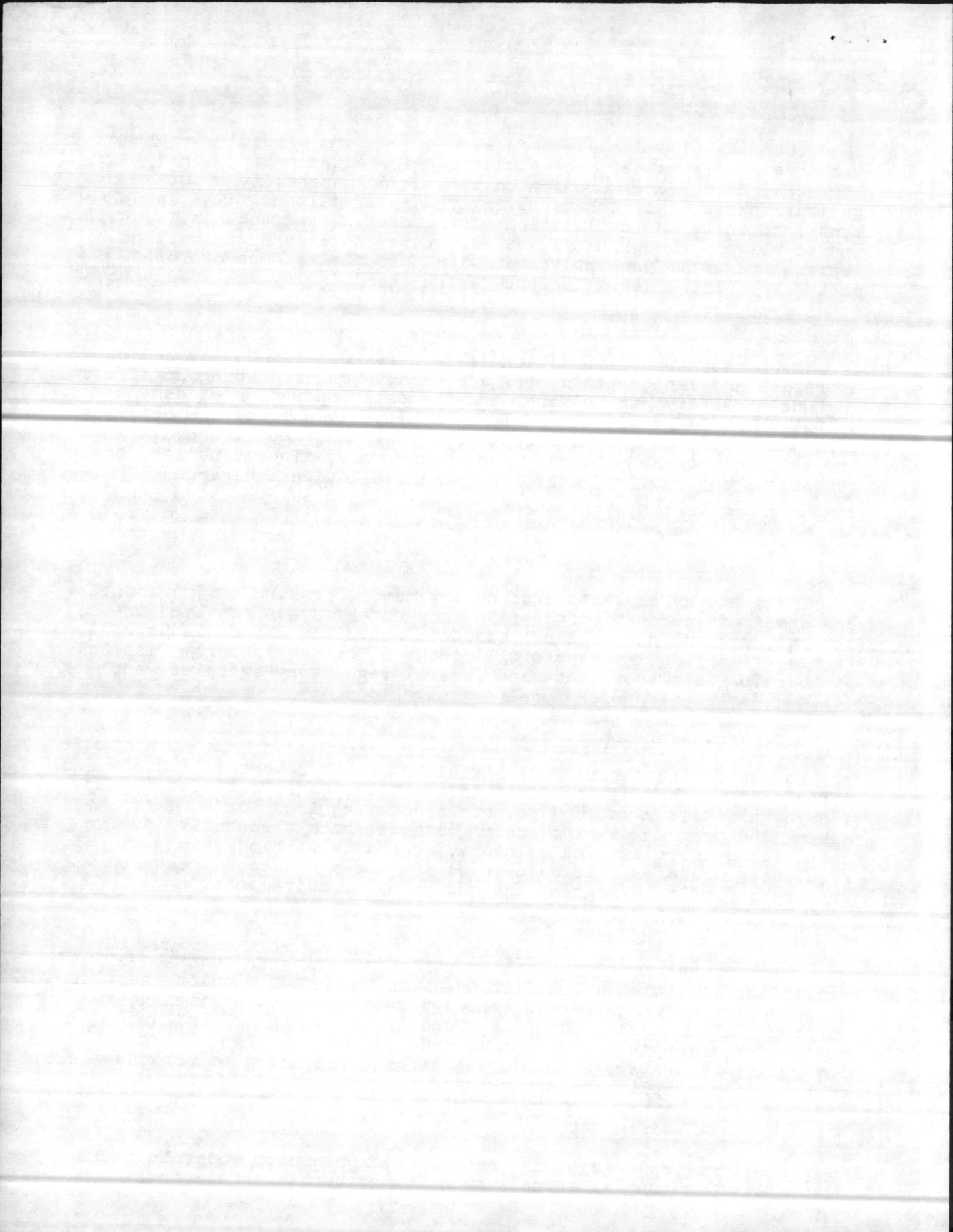
Contacts with interagency officials are to report violations and deficiencies, provide technical information, carry out routine monitoring and follow-up, and to gather data required for decision making and program development on matters which frequently involve conflicting interests and opinions. Contacts with officials of regulatory agencies will be made to provide and discuss routine reports and related regulations and permit requirements.

8. Physical Demands

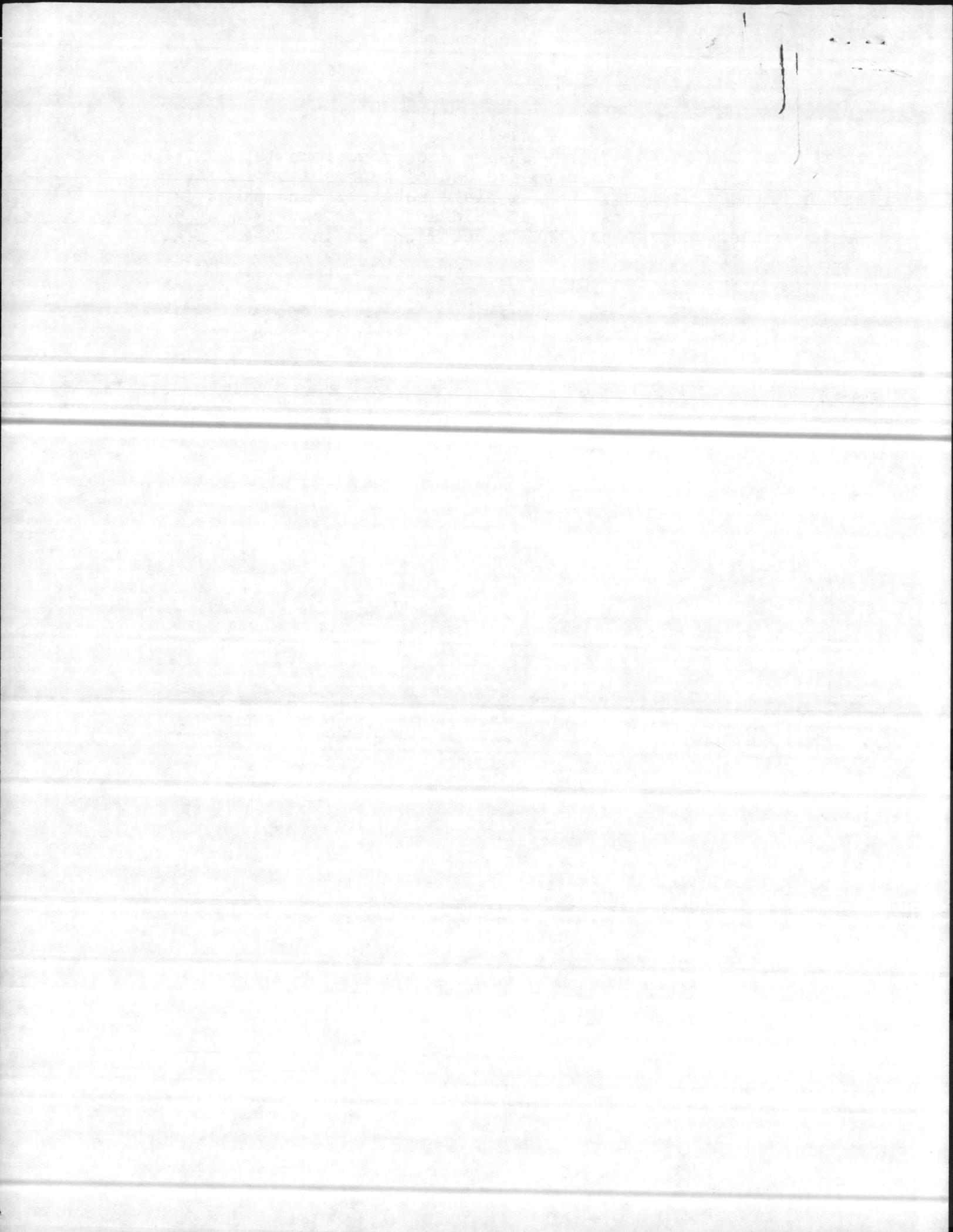
The work requires physical exertion involving frequent on-site visits to facilities and utilities. The work involves long periods of standing, walking over sometimes uneven surfaces, climbing, jumping small ditches, stooping, bending, reaching or similar activities, carrying light items, and driving vehicles. Some of the work is sedentary and involves sitting for extended periods of time to accomplish paperwork tasks.

9. Work Environment

Work involves regular and recurring exposure to moderate risks, discomforts and unpleasantness such as irritant and hazardous



chemicals, sewage gases, raw sewage and infectious materials requiring constant awareness to and use of appropriate safety measures and equipment. During field activity, incumbent is exposed to long periods of hot, cold and other extremes of adverse weather conditions, and insects, snakes and other unfavorable conditions.



I. INTRODUCTION. The incumbent directs the operation of the Environmental Chemistry and Microbiology Laboratory Section (ECML) of the Soil, Water and Environmental Branch, Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, Camp Lejeune. The ECML is a comprehensive environmental control laboratory capable of performing a broad range of analysis of wastewater, potable water, groundwater, hazardous wastes, toxic chemicals, industrial wastes, soil and other substances. Position is nonsensitive for security clearance purposes.

II. DUTIES.

- Performs chemical, physical and bacteriological analysis of a wide range of substances to provide information requested, required to solve problems, and/or required for submittal of reports to environmental or public health agencies. Work performed includes the following:

(1) Determining the specific data needed/required and determining, adapting and modifying the approaches, methods and procedures for obtaining the data.

(2) Performing or directing others in the analysis or testing of substances which includes use of both wet laboratory procedures and instrumental analysis such as gas chromatography and atomic absorption spectroscopy.

(3) Ensuring quality control for work performed by other analysts.

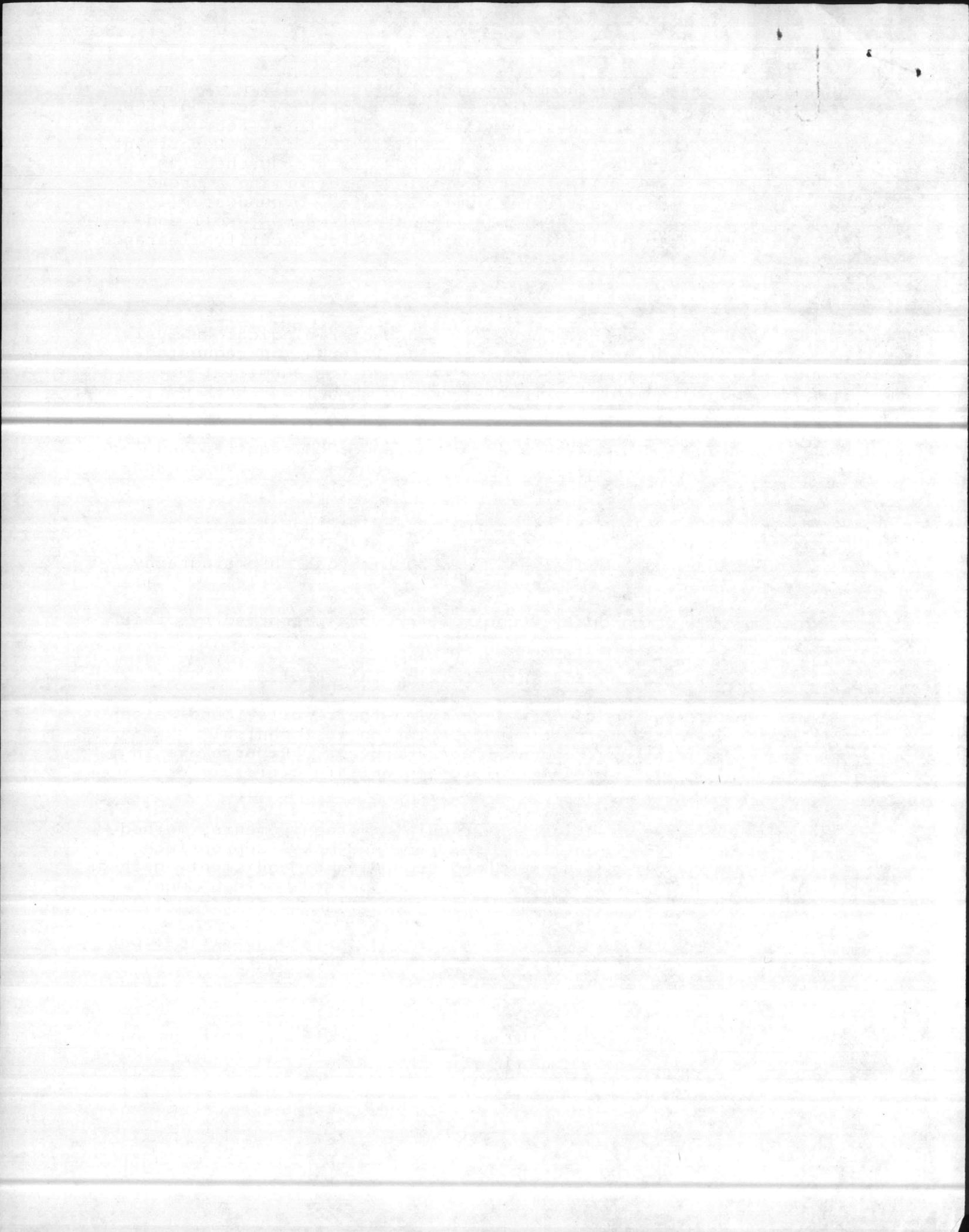
(4) Evaluating and interpreting the results.

(5) Preparing reports describing the results, conclusions and, if appropriate, a recommended solution to technical assistance/general environmental work problems. Reports are in final format ready for submittal to appropriate officials or outside regulatory agency.

- Keeps abreast of current regulatory requirements, methodology manuals, and scientific literature and makes appropriate recommendations for replacement and upgrading of equipment, methods, procedures and quality control. When new methods or equipment are required, the incumbent is responsible for the following:

(1) Developing purchase specifications and justifications for new equipment for supervisor's approval and incorporation in NREAD budget.

(2) Coordinating the installation of new equipment with the supplier, including learning operating and basic maintenance procedures.



(3) Developing procedures and quality control guidelines for others in the laboratory to operate the new equipment and/or perform the new method(s) including modifying the methods required to meet specific local requirements.

(4) Training other employees in the operation of the equipment or performance of the method(s) and

(5) Operating/performing and directing others in operating/performing of the equipment/method for analysis and testing.

- Provides professional and technical services during implementation of the installation Hazardous/Toxic Materials Spill Contingency Plan. Is responsible for:

(1) Providing technical support for identification and/or determination of handling characteristics of spilled chemicals and hazardous/toxic materials.

(2) Developing procedures for and assisting in the pre-treatment of spill residues required for neutralization and safe disposal, and

(3) Providing post spill monitoring of soil and ground-water for contamination.

- Serves as point of contact with the North Carolina Division of Health Services on matters pertaining to the monitoring and related reporting in the installations potable water supply and on matters pertaining to the analysis and identification of hazardous wastes required by the Safe Drinking Water Act and the Resources Conservation and Recovery Act, respectively.

- Serves as point of contact with the North Carolina Division of Environmental Management on matters pertaining to environmental monitoring and reporting required by the base National Pollutant Discharge Eliminations Systems permit issued pursuant to the Federal Clean Water Act.

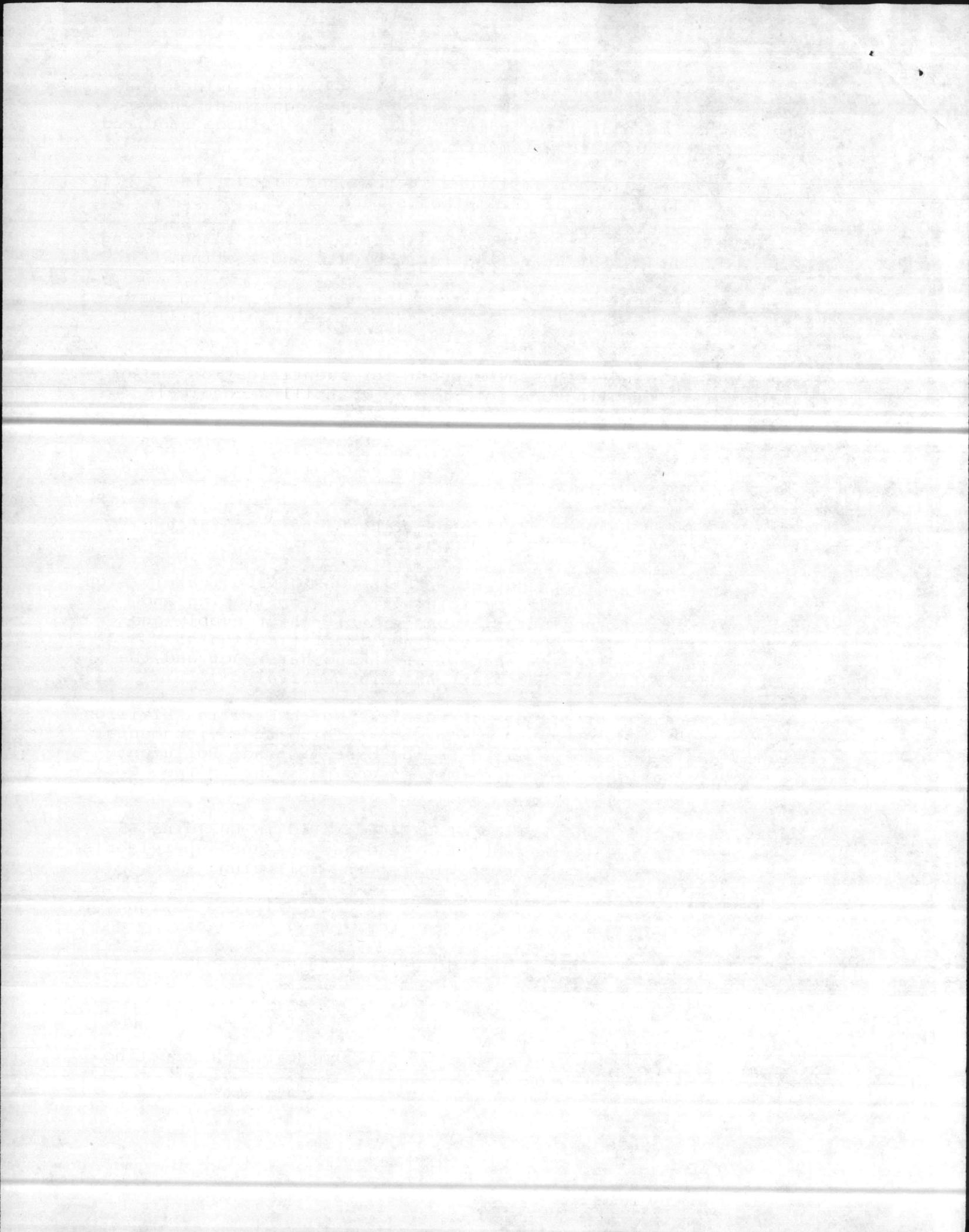
- Directs the ECML Section of NREAD located in Building 65 which is a remote location from NREAD headquarters and supervisor's office. The incumbent is responsible for the following:

(1) Provides direct supervision to all employees assigned to the ECML and is responsible for the following:

(a) Approval and administration of annual and sick leave.

(b) Maintaining time and attendance reports.

(c) Preparing standards of performance and conducting mid-year and annual performance appraisals.



(d) Identifying and implementing personnel training required to achieve ECML Section functions.

(e) Making recommendations for periodic employee step increases.

(f) Ensuring compliance with base personnel policies and procedures for Equal Employment Opportunity, employee conduct, labor relations, etc.

Personnel assigned to the lab include: one GS-9, environmental control specialist, PD# 12356, one GS-7, physical science technician, PD# 10601, two GS-6, physical science technicians, PD#'s 11570 and 11571 and ~~one GS-5 physical science technician, PD# 11518~~. Periodically, temporary and intermittent employees are assigned to the laboratory as workload dictates.

(2) Develops and submits budget submissions for the ECML Section for inclusion in the various NREAD budget submittals and annual operational plans.

(3) Serving as property officer for garrison and plant account property assigned to the ECML Section.

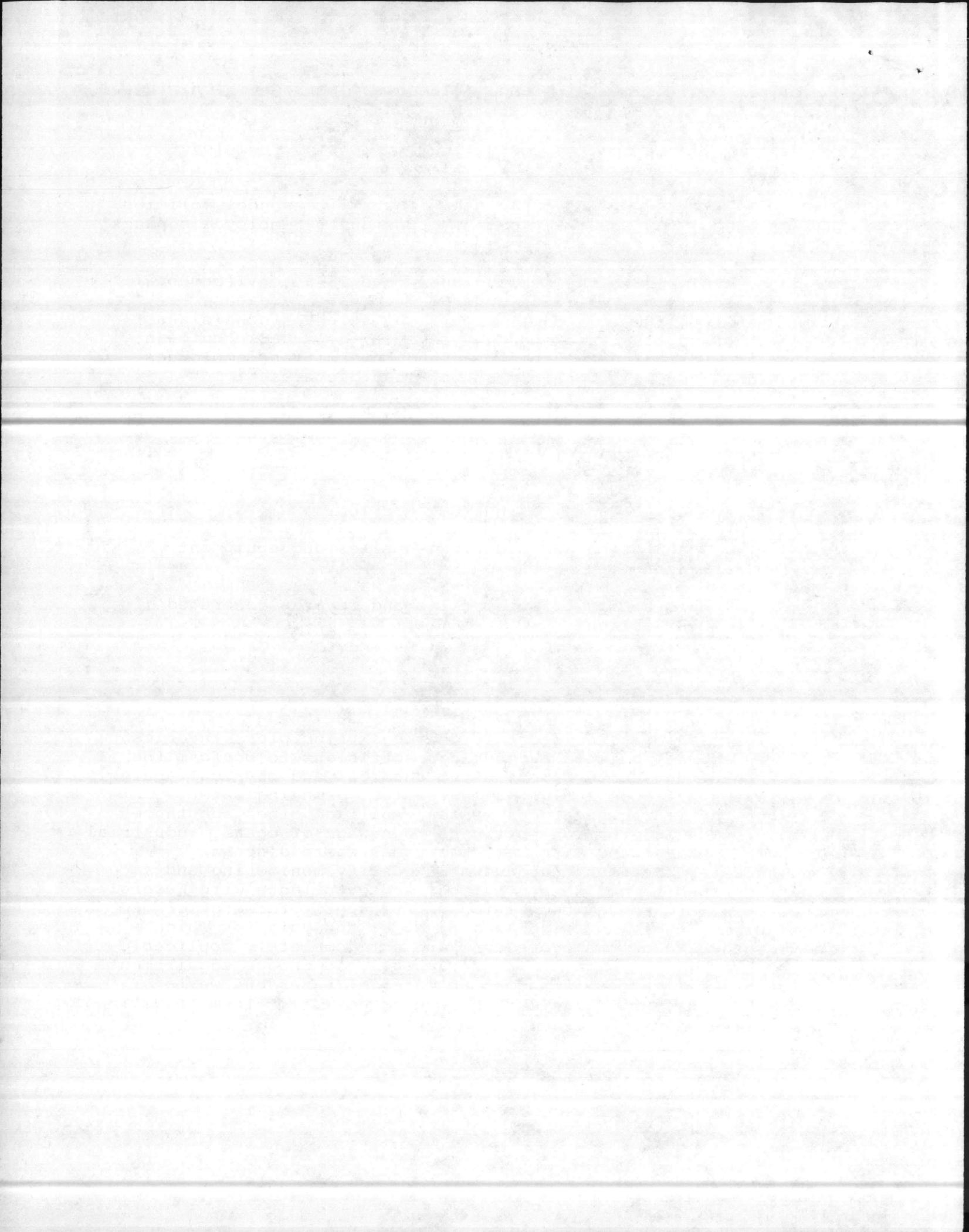
(4) Inventoring and ordering supplies and equipment required for laboratory operation.

(5) Maintaining official files and records generated within the ECML Section.

III. FACTORS.

1. Knowledge Required by Position:

- Professional knowledge of chemical principles, theories, practices and established methodology sufficient to perform the full range of duties involved in the chemical and physical analysis of various substances including wastewater, drinking water, hazardous chemicals, hazardous wastes, soil and other substances and to provide information pertinent to sewage disposal, industrial waste pretreatment and disposal, hazardous waste disposal, drinking water treatment, groundwater quality monitoring and protection, public health protection, and compliance with Federal and State environmental regulations. Frequently these programs and problems involve chemical and physical analysis for which established methods and procedures are not completely applicable. This is especially critical in the unusual and unique requirements for analysis of suspected hazardous material/hazardous waste generated at over 150 sites which require deviation from traditional approaches.



- Practical knowledge of related scientific fields such as hydrology, bacteriology and statistics. Practical knowledge and skill in conducting appropriate tests to analyze unknowns for hazardous waste characteristics such as corrosivity, ignitibility, reactivity, E. P. toxicity for metals and total organic halogen content.

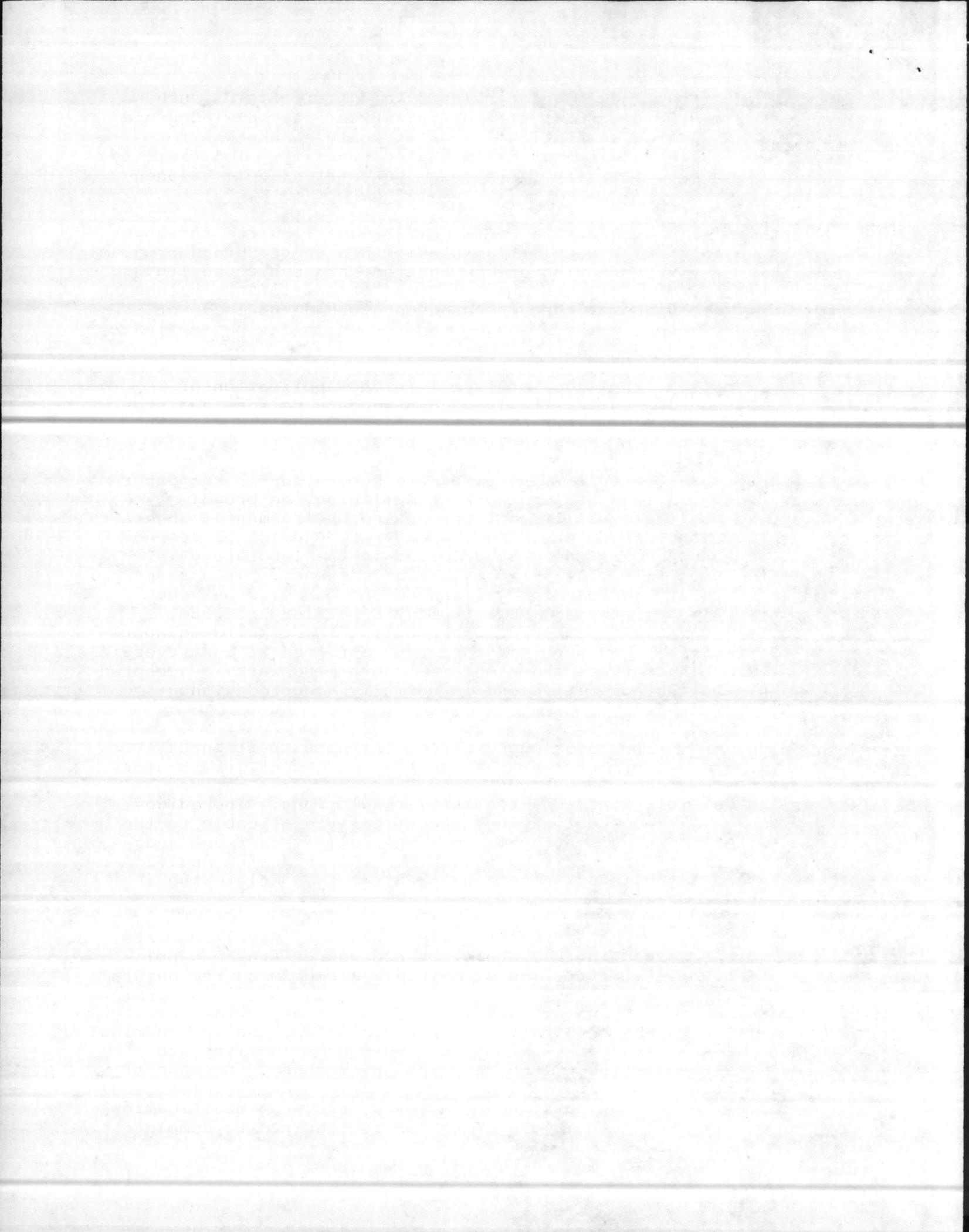
- Skill in determining the specific data required to answer a question or solve a problem in relationship to the broad program requirements for protection of the environment, public health and personnel safety. Analysis and selection of appropriate method, procedure, technique or test is based on a broad knowledge of related substances, methods and procedures which may be applied to new and unprecedented requirements.

- Practical knowledge and skill in the application of federal personnel, administrative and budgetary policies and procedures and in skill in personnel supervision required for the direction of the ECML function.

2. Supervisory Controls. The immediate supervisor is the Supervisory Ecologist, who assigns work by outlining, in broadly defined terms, the overall functions of the Environmental Chemistry and Microbiology Laboratory. The Supervisory Chemist is responsible for ensuring all the work received in the laboratory is completed accurately, fully and in a timely manner. This responsibility involves independently planning and carrying out the Environmental Chemistry and Microbiology Laboratory program, solving all technical problems and reporting the results to appropriate officials. The supervisor is kept informed of controversial and far-reaching matters and problems. Completed work is accepted as technically authoritative and is normally accepted without significant change.

3. Guidelines. The guidelines include technical references, methodology manuals, instrument handbooks, precedents, laboratory operating procedures, Navy and Marine Corps policies and regulations and Federal, State environmental regulations. The guidelines generally cover but are not specifically applicable to the request/problem under consideration. The chemist must use judgment in selecting and applying the guides and in making modifications in the established methods as required to complete the assignment.

4. Complexity. The assignments include the analytical requests and samples received in the laboratory procedures are not applicable and require modification of methods. Sometimes, the nature of the request is such that specific data needed must be determined. The work requires evaluation and interpretation of a wide variety of material, that is both pertinent to methodology and the chemical and biological characteristics of the substances involved, to assure proper selection of the approach and methods. Because of unusual requests for information or the chemical and/or biological characteristics of the substances involved, frequent modification of the established methods and practices is required to complete



the work. Work involves analysis of toxic materials whose identity, physical characteristics and safety hazards are unknown, thereby posing significant problems in planning and carrying out work.

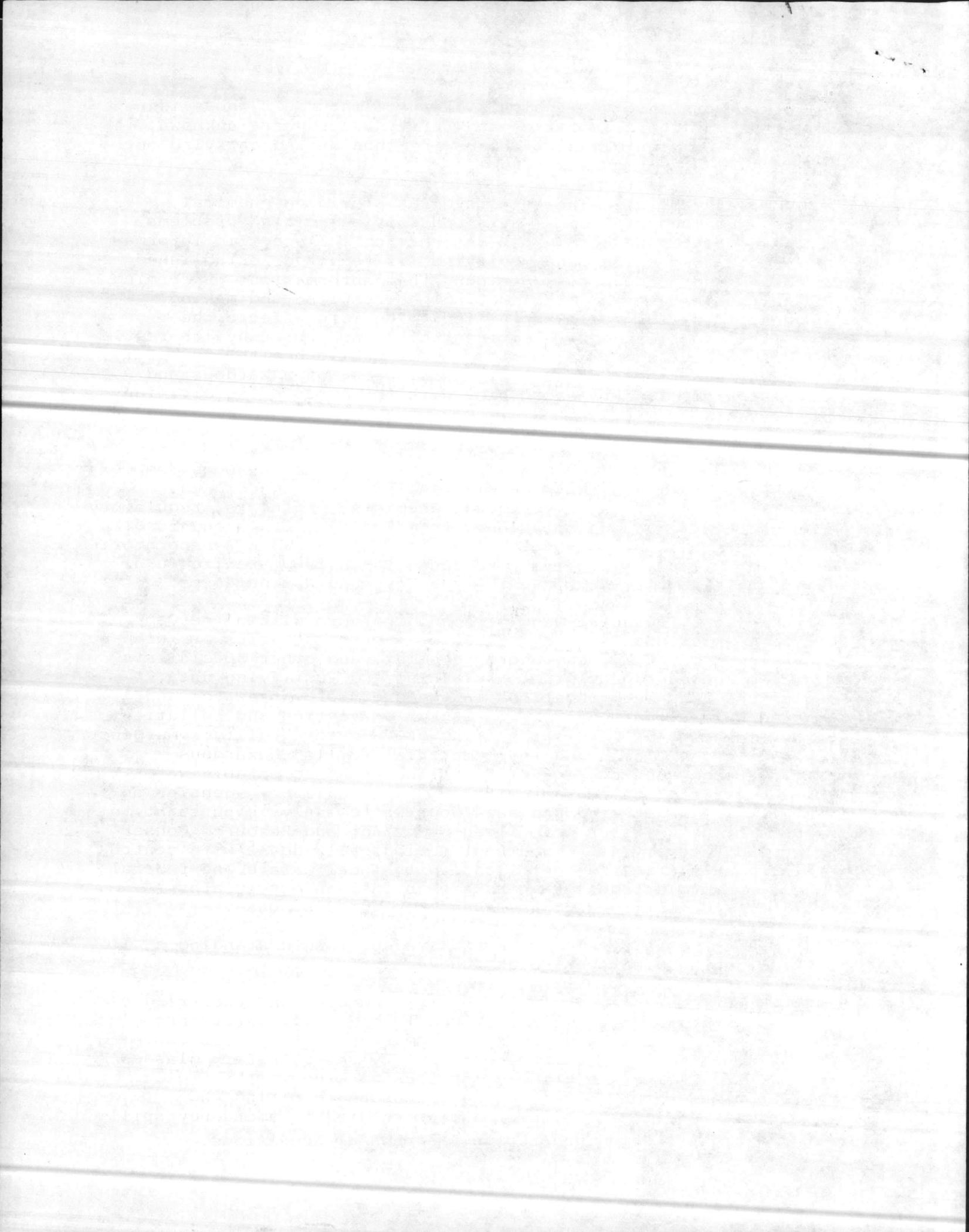
5. Scope and Effect. The work involves providing chemical, physical and bacteriological data and solving related problems for the Camp Lejeune complex by determining the specific information needed; selecting, and modifying, if required, established procedures and methods for obtaining that information; performing the analyses and tests; interpreting the results; and making recommendations for follow-up action. The work affects the activities' compliance with environmental and public health regulations of outside agencies; protection of public health and safety; utilities operations; management and disposal of hazardous and toxic materials; and relationships with the surrounding civilian community.

6. Personal Contacts. Contacts within the agency include chemists, engineers and management personnel within the Camp Lejeune Complex, and Atlantic Division, Naval Facilities Engineering Command. Contacts outside the agency include chemists, engineers, regulatory personnel and management personnel from Federal, State and local environmental and public health agencies, State and EPA Laboratories and technical representatives and consultants from architectural and engineering firms employed by the Navy and Marine Corps.

7. Purpose of Contacts. The personal contacts within the Camp Lejeune Complex and Navy environmental support agencies are with higher level managers, engineers, chemists and other specialists for the purpose of providing, explaining and justifying data, conclusions and recommendations in the areas of wastewater and drinking water treatment; environmental protection and pollution control in areas of both surface and groundwater quality; emergency response for hazardous and toxic material spills; hazardous waste disposal; and public health in the areas of potable water supply. As point of contact with outside regulatory agencies on water quality monitoring and hazardous waste analysis pursuant to the Safe Drinking Water Act, Clean Water Act and Resource Conservation and Recovery Act, incumbent periodically deals with controversial issues affecting compliance with local, state and federal regulations and attempts to persuade or influence regulatory personnel and justify actions taken or planned by base.

8. Physical Demands. The work involves prolonged standing, climbing and walking over rough, uneven surfaces.

9. Work Environment. The work involves regular and recurring exposure to irritant and toxic chemicals. Special safety precautions are required and the chemist must use protective clothing and gear such as a laboratory coat, safety shoes, safety glasses, and gloves. The work routinely involves working in the field under cold and hot temperatures and exposure to biting and stinging insects. A portion of duties related to emergency spill response are performed under highly stressful conditions.





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

T-12000

IN REPLY REFER TO:

12000
BOSM

APR 24 1985

SECOND ENDORSEMENT ON Dir, NREAD memo 12000 NREAD dtd 4Apr85

From: Assistant Chief of Staff, Base Operational Support
Management Assistance

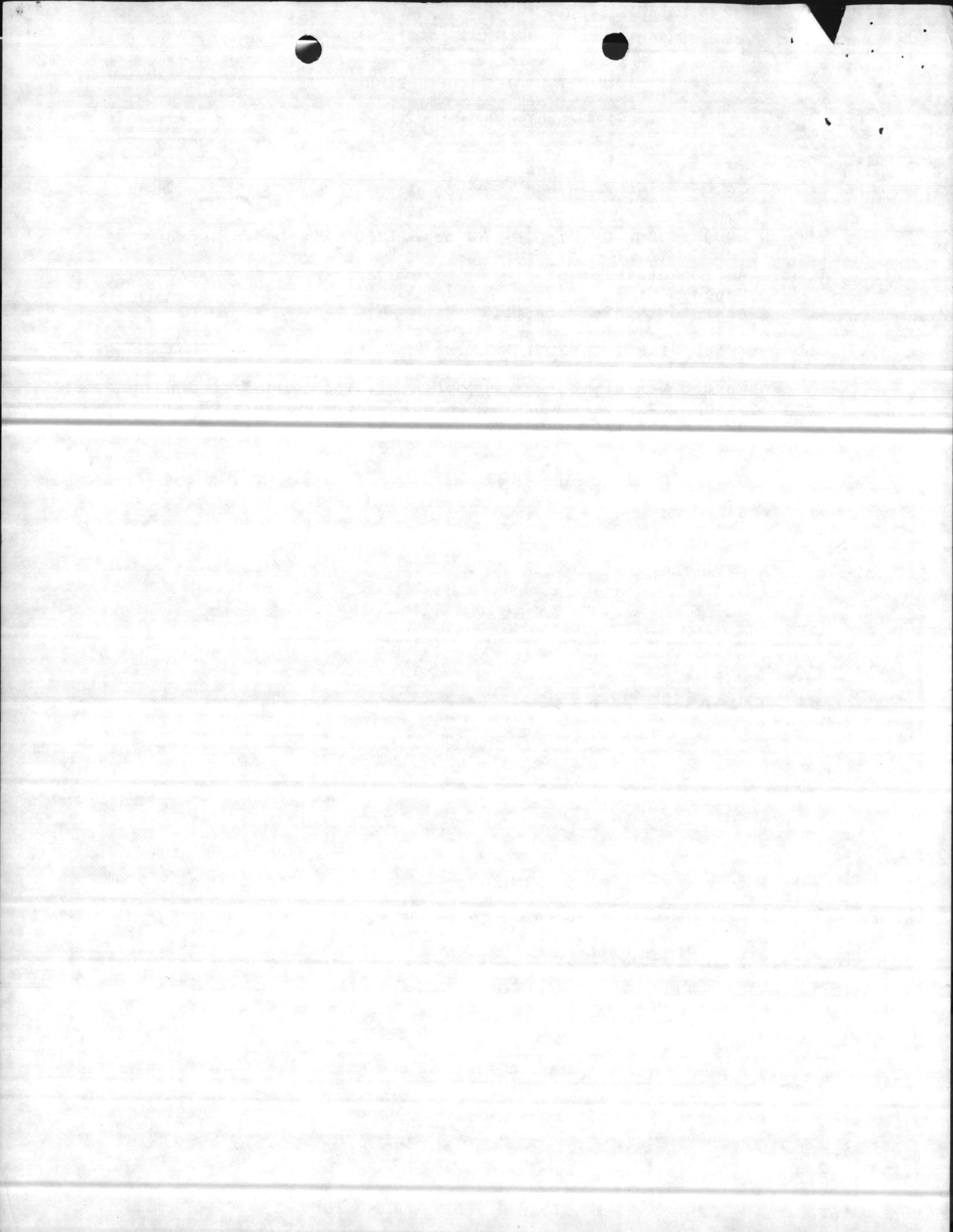
To: Assistant Chief of Staff, Manpower

Subj: NREAD STAFFING REQUIREMENTS

1. Forwarded for action as appropriate. The request in the basic correspondence appears to be most appropriately reviewed under the MCB Position Management Program.

B. D. CHAMBLESS

Copy to:
FAC
NREAD



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

12000

FAC

23 APR 1985

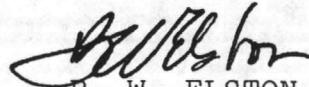
FIRST ENDORSEMENT on Dir, NREAD memo 12000 NREAD dtd 4Apr85

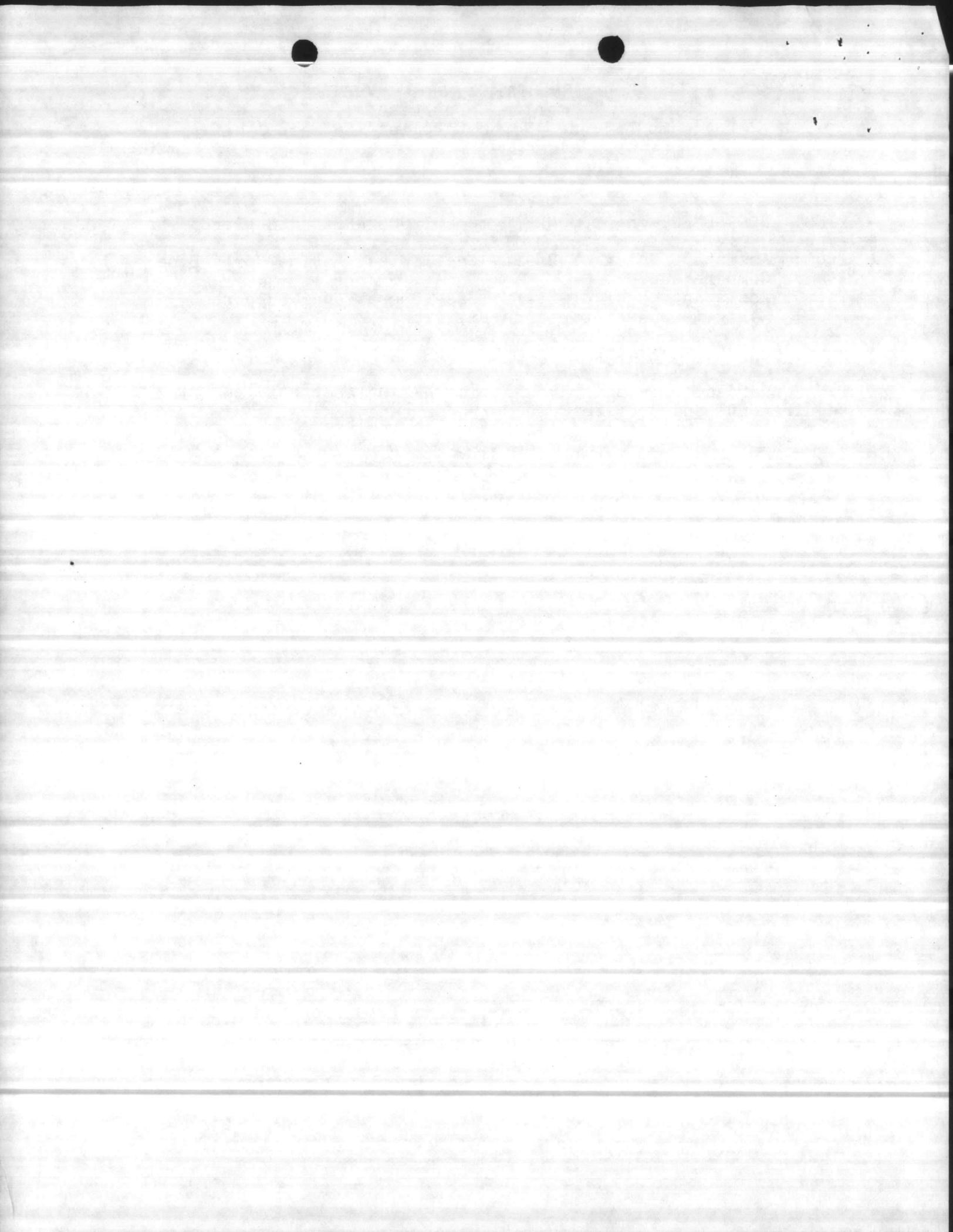
From: Assistant Chief of Staff, Facilities, Marine Corps Base,
Camp Lejeune

To: Assistant Chief of Staff, Base Operational Support
Management Assistantance Division

Subj: NREAD STAFF; ADDITIONAL REQUIREMENTS

1. Forwarded, requesting you review NREAD laboratory staffing requirements and provide results/recommendations.


B. W. ELSTON



Memorandum

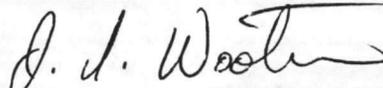
12000
NREAD

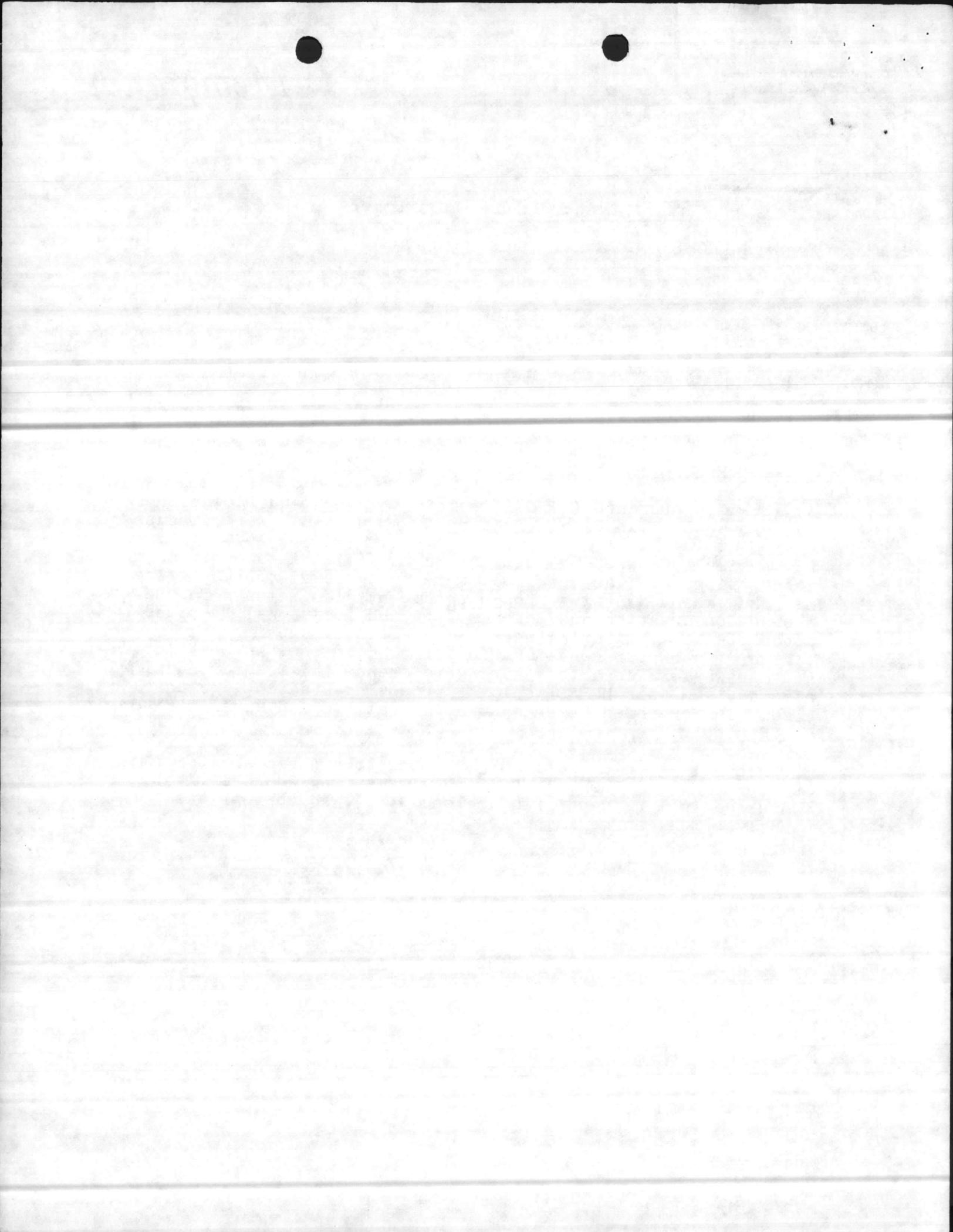
DATE: 4 Apr 1985
FROM: Director, Natural Resources and Environmental Affairs Division
TO: Assistant Chief of Staff, Facilities
SUBJ: NREAD STAFF; ADDITIONAL REQUIREMENTS

Ref: (a) Discussion btwn AC/S FAC and Mr. J. I. Wooten, Dir, NREAD on 12 Mar 1985
(b) Tour of Quality Control Lab by MGen Buehl, Colonel Lilley, E. Betz, J. I. Wooten and D. Sharpe on 27Feb85

Encl: (1) SupvEcologist, NREAD ltr 12000 NREAD of 4 Apr 1985

1. During reference (a) additional staffing requirements necessary to accomplish the increasing NREAD workload were discussed.
2. During reference (b) General Buehl was advised position descriptions for lab personnel were being rewritten to reflect new and expanded duties brought about by requirements for Resource Conservation and Recovery Act and additional in-house potable water monitoring workload created by the recently detected groundwater contamination problem in the Hadnot Point and Tarawa Terrace area. During reference (b) General Buehl was also advised that NREAD would be proposing staffing increase to accomplish expanded hazardous waste analysis and water monitoring assignments.
3. Accordingly, it is recommended that the Assistant Chief of Staff, BOSMAD review the NREAD requirement by 24 April 1985, addressed in more detail in enclosure (1), so appropriate personnel action can be initiated.


J. I. WOOTEN





UNITED STATES MARINE CORPS
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

IN REPLY REFER TO:
12000
NREAD
4 Apr 1985

From: Supervisory Ecologist
To: Director, Natural Resources and Environmental Affairs
Division

Subj: SOIL, WATER AND ENVIRONMENTAL BRANCH; REORGANIZATION OF

Ref: (a) Resource Conservation and Recovery Act and related State and Federal regulations and permits
(b) National Pollutant Discharge Elimination System permit agreements and the Clean Water Act and associated State regulations
(c) Safe Drinking Water Act

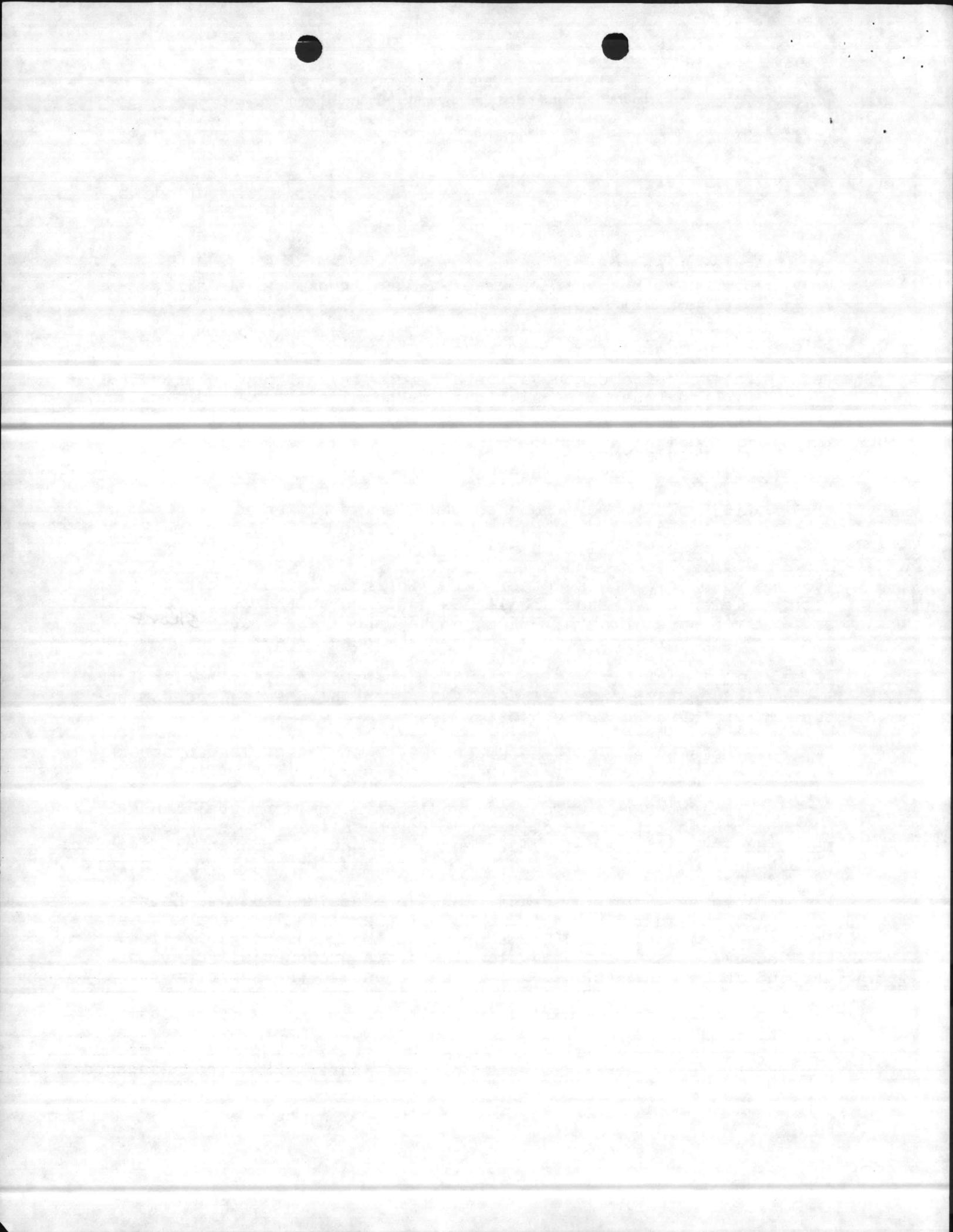
Encl: (1) Draft PD for Proposed new Chemist Billet
(2) Proposed Organizational Chart for Soil, Water and Environmental Branch

1. The purpose of this letter is to formally initiate action to both implement new responsibilities assigned to the Soil, Water and Environmental Branch, NREAD and to handle associated *short* increases in workload. This package addresses the following issues:

- a. Implementation of in house groundwater quality monitoring program addressing both existing and potential chemical contamination of drinking water supplies;
- b. Implementation of hazardous waste analysis plan in accordance with requirements of reference (a); and
- c. Projected assignments of additional environmental management responsibilities relative to references (a), (b) and (c) to NREAD as a result of recent assignment of the Environmental Engineer, Robert Alexander, as the Land Use Management System (LUMS) manager.

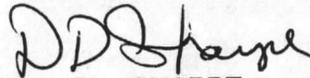
2. Enclosure (1) provides additional professional and technical capability to address requirements of paragraphs 1.a. and 1.b. above. Enclosure (2) outlines NREAD's proposed changes in organization. The changes to existing organization are a proposed new chemist billet and increased responsibility assignment to the senior physical science technician. The purpose of the change is to provide more professional staff capability to deal with larger issues associated with references (a), (b) and (c) and to reduce disruption were a vacancy to occur in the supervisory chemist position. It is recommended that review by Assistant Chief of Staff, BOSMAD be requested

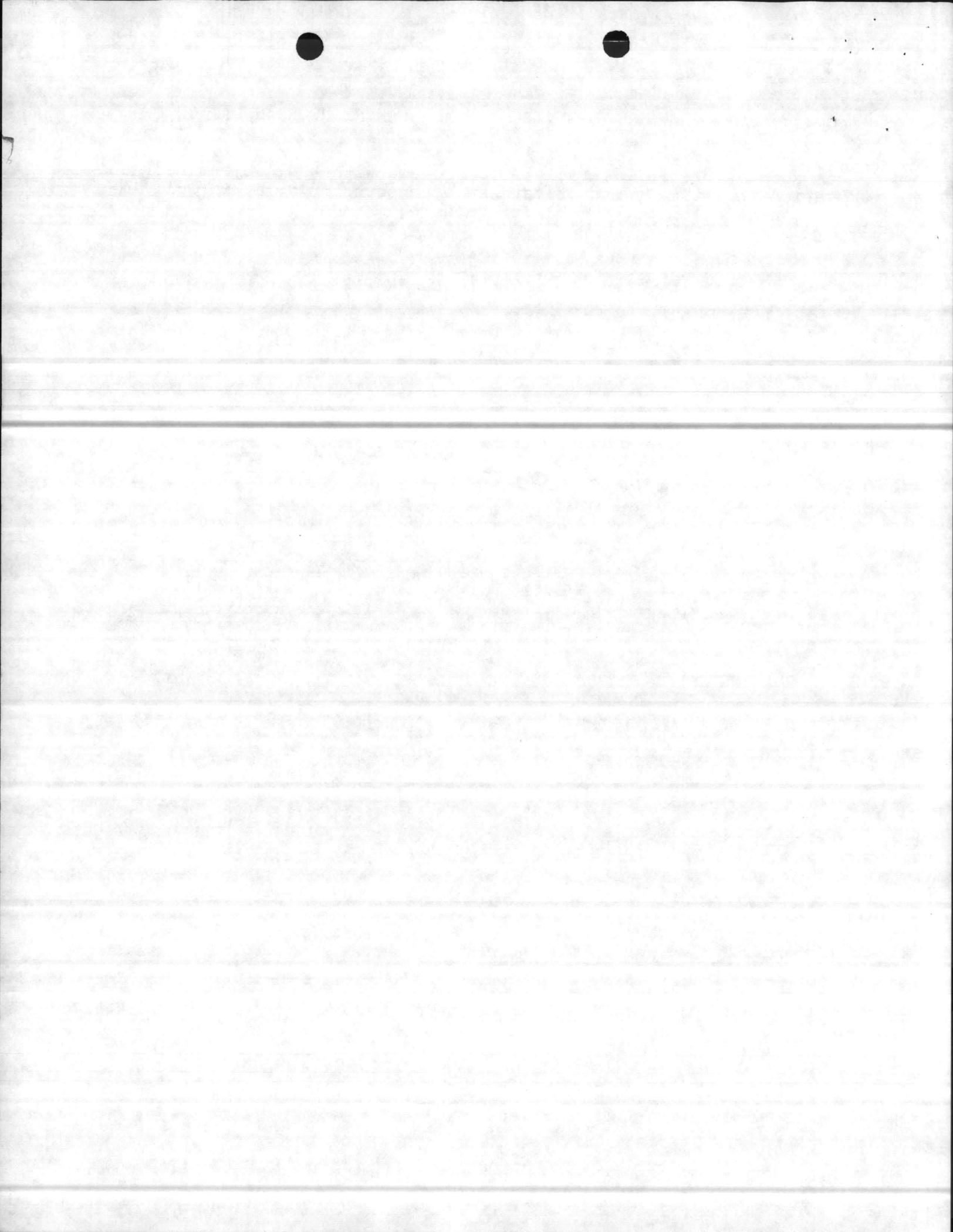
ENCLOSURE (1)



Subj: SOIL, WATER AND ENVIRONMENTAL BRANCH; REORGANIZATION OF

as soon as possible. Failure to proceed with the subject reorganization in a timely manner may cause unnecessary delay in full implementation of the above discussed requirements.


D. D. SHARPE



CHEMIST

I. INTRODUCTION

This position is located in the Environmental Quality Control Laboratory, Soil, Water and Environmental Branch, Natural Resources and Environmental Affairs Division, Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune, North Carolina. The incumbent serves as a staff specialist on environmental matters dealing with the following: Ground water quality monitoring and protection; hazardous material and waste identification; hazardous material emergency spill response; and industrial waste collection, pretreatment and disposal. This position is non-sensitive for security clearance purposes.

II. DUTIES

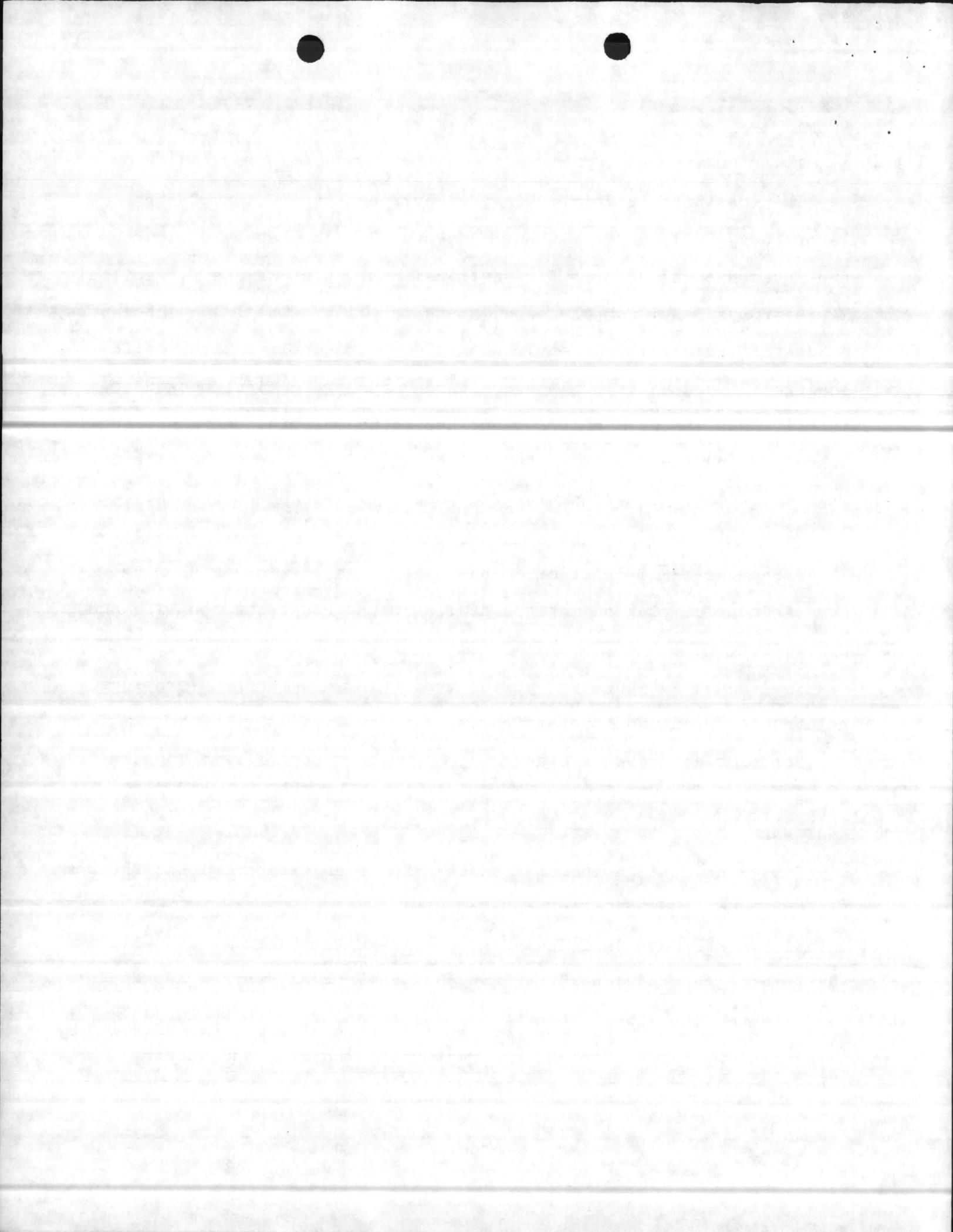
Serves as NREAD point of contact with organizations within the Camp Lejeune complex on matters dealing with groundwater quality and protection.

Implements groundwater quality monitoring programs and provides related technical and professional assistance.

Performs and directs others in the performance of sampling and analyses required for the timely, proper disposal of hazardous materials and wastes.

Serves as NREAD point of contact with organizations within the Camp Lejeune complex on routine environmental matters related to hazardous material/waste sampling, analysis, and identification.

Provides professional and technical assistance to Base organizations relative to laboratory support required to comply with standards for industrial waste collection, pretreatment, treatment and disposal.



Provides professional and technical assistance during hazardous material spill/release emergencies to cognizant on-scene coordinator relative to the identification and chemical/physical characteristics of hazardous materials.

III. FACTORS

1. Knowledge required by position:

- Professional knowledge is required of chemical principles, theories, practices and established methodology sufficient to perform tests of hazardous materials, potable water, and wastewater.

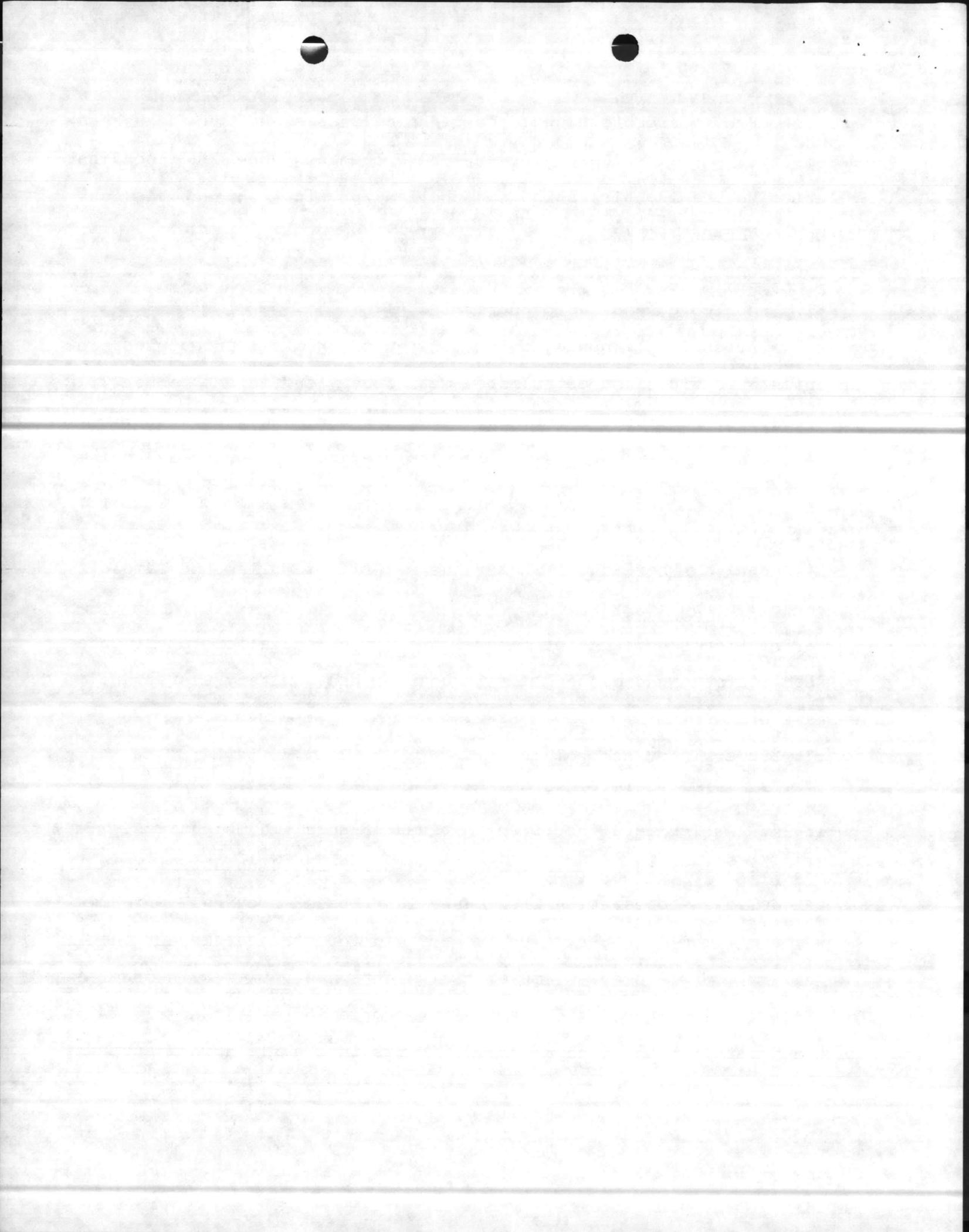
- Technical knowledge is required to operate, calibrate and maintain laboratory instruments and equipment routinely used for hazardous waste, water, and wastewater analyses.

- Technical knowledge of hazardous material sampling and sample preservation and analysis.

- Practical knowledge of federal and state regulations applicable to the treatment and disposal of industrial and sanitary wastes and wastewater.

2. Supervisory controls:

The position is supervised by the Supervisory Chemist, GS-10, PD 11635. Assignments are given in terms of specific objectives, deadlines, priorities and general nature of expected results. Work is scheduled in cooperation with supervisor based on overall priorities. A minimum of supervision is provided for work outside of the laboratory. While highly complex assignments are reviewed in progress, routine work is generally checked after completion by either review of data and reports generated or by spotchecks in the field work environment. The incumbent routinely provides onsite technical assistance



and recommendations to activity organizations without review by supervisor. Incumbent is expected to develop, evaluate and implement alternatives for solving routine problems encountered in the field work environment without consultation with supervisor.

3. Guidelines:

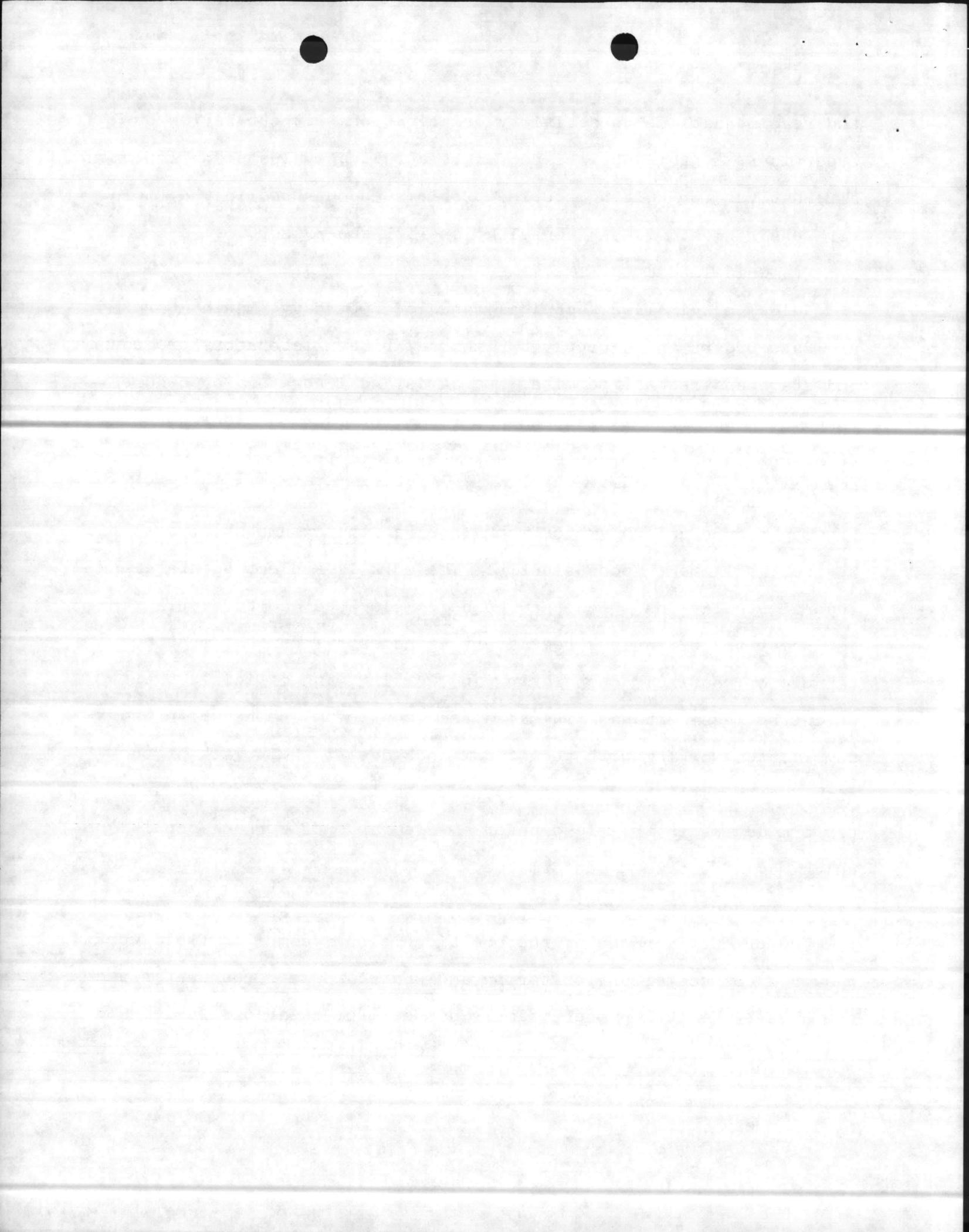
Guidelines include technical manuals, DOD, Navy, Marine Corps and Base Orders and directives, inhouse written laboratory procedures, and state and federal permits, standards and laboratory procedure manuals. Incumbent is responsible for maintaining a close working relationship with DOD subject matter specialists.

4. Complexity:

The nature and volume of work requires the incumbent to deal with several assignments concurrently. The work is subject to state and federal regulations which tend to be complicated due to overlapping jurisdictions of various regulatory agencies. Incumbent must be capable of routinely cooperating and working with officials over which the incumbent has minimal direct control. The nature of work complicates working with tenant commands due to their lack of technical training in handling industrial chemicals. Incumbent must perform duties in the field under a wide range of working conditions which may affect work performance.

5. Scope and Effect:

The primary purpose of the position is to accomplish field work required to accomplish monitoring and protection of groundwater and the closely related proper, timely disposal of hazardous wastes and industrial wastes so as to prevent contamination of groundwater and to



provide compliance with the state/federal regulatory requirements and standards. Failure to provide professional assistance in these areas can result in noncompliance with these requirements. Failure to provide assistance in a timely manner may affect personnel safety, interfere with the orderly conduct of official business and adversely affect inter-command working relationships.

6. Personal Contacts:

Intraagency contacts include officers, enlisted personnel and civilian supervisors involved in utilities operations and hazardous material disposal. Incumbent will deal with personnel from all commands and the local Defense Property Disposal Office. Incumbent will routinely deal with subject matter experts of outside agencies within DOD and commercial laboratories.

7. Purpose of Contacts:

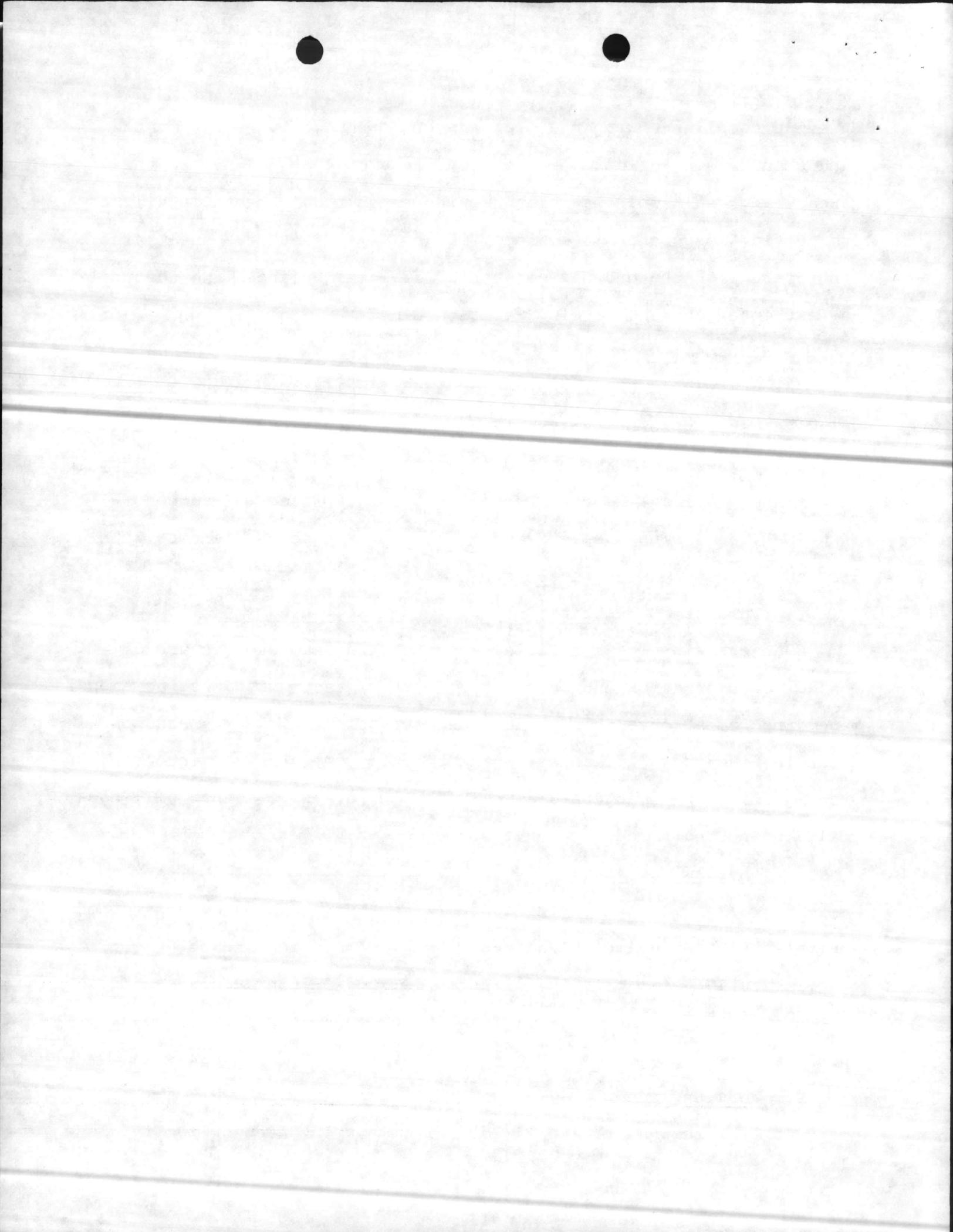
Contacts with local officials and outside laboratories are directed to information and data gathering. Contacts with outside agencies are directed at developing solutions to problems and for scheduling/ coordinating technical assistance/support. Contacts will involve routine matters. Matters dealing with controversial issues will normally be routed through supervisor.

8. Physical Demands:

The work involves long periods of standing, walking over sometimes uneven surfaces, climbing ladders, stooping, bending, reaching or similar activities, carrying light loads, and driving vehicles. Some of the work is sedentary involving sitting at a desk for extended periods.

9. Work Environment:

Both the laboratory and field environment involve working in close



proximity to hazardous chemicals and biological materials. The chemist is required to have an annual physical examination. Outside work must be performed under a wide range of weather conditions. The chemist is required to possess a valid government drivers license.

