

ASSISTANT CHIEF OF STAFF, FACILITIES
HEADQUARTERS, MARINE CORPS BASE

DATE 8-11-86

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. Webster

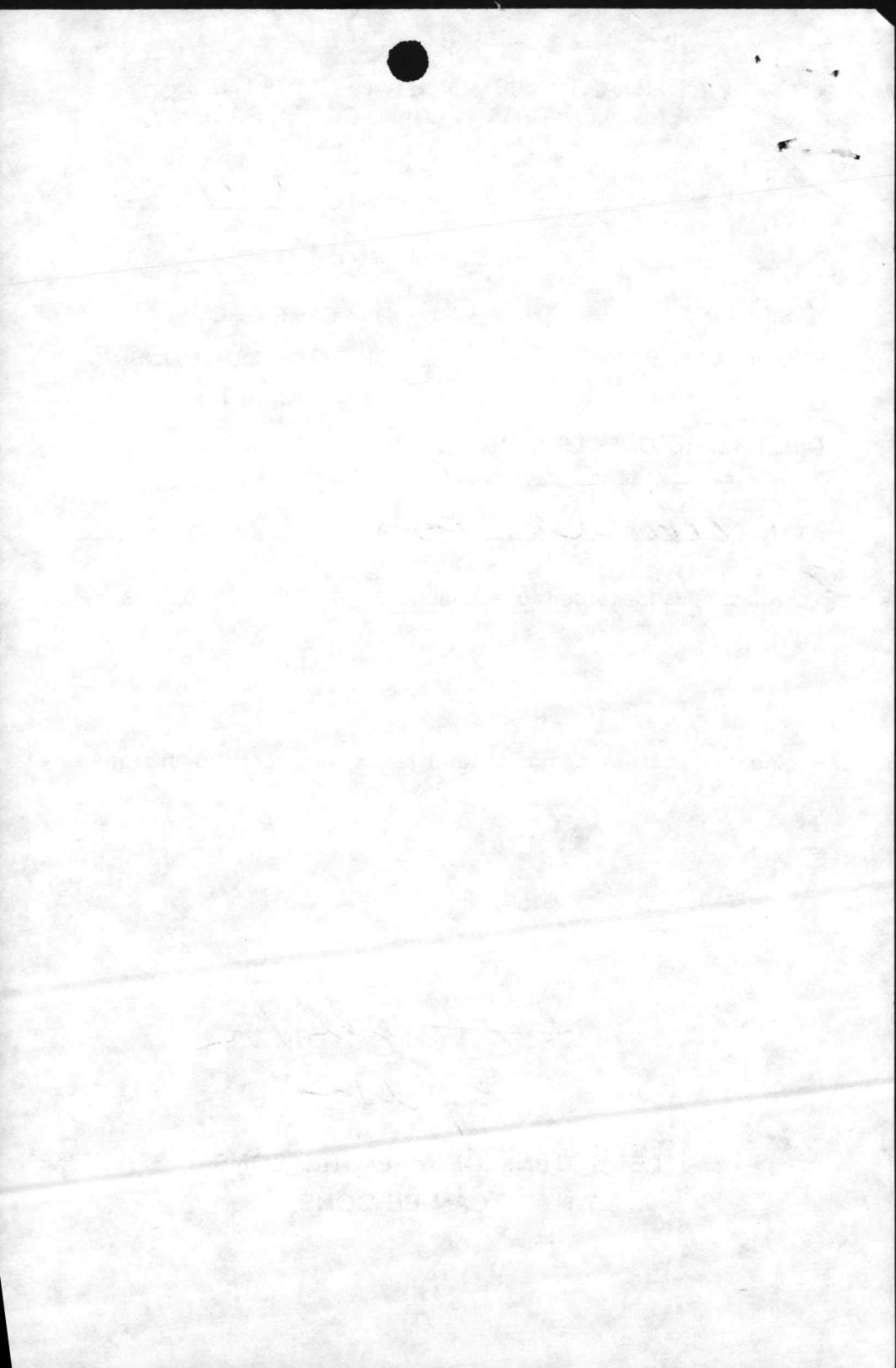
① Attached is forwarded for info/action.

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

3. Your file copy.

B. Webster
by dir

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





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

IN REPLY REFER TO:
5320/86-22
MANP
7 Aug 1986

From: Assistant Chief of Staff, Manpower
To: Assistant Chief of Staff, Facilities ✓

Subj: TABLE OF ORGANIZATION MODIFICATION

Ref: (a) Assistant Chief of Staff, Facilities ltr 5320 FAC of 22 Jul 1986
(b) T/O 7531 dtd 29 May 1986

Encl: (1) Updated Facilities T/O 7531 dtd 6 Aug 1986 - *I have*

1. As requested in reference (a), the following changes to reference (b) are approved:

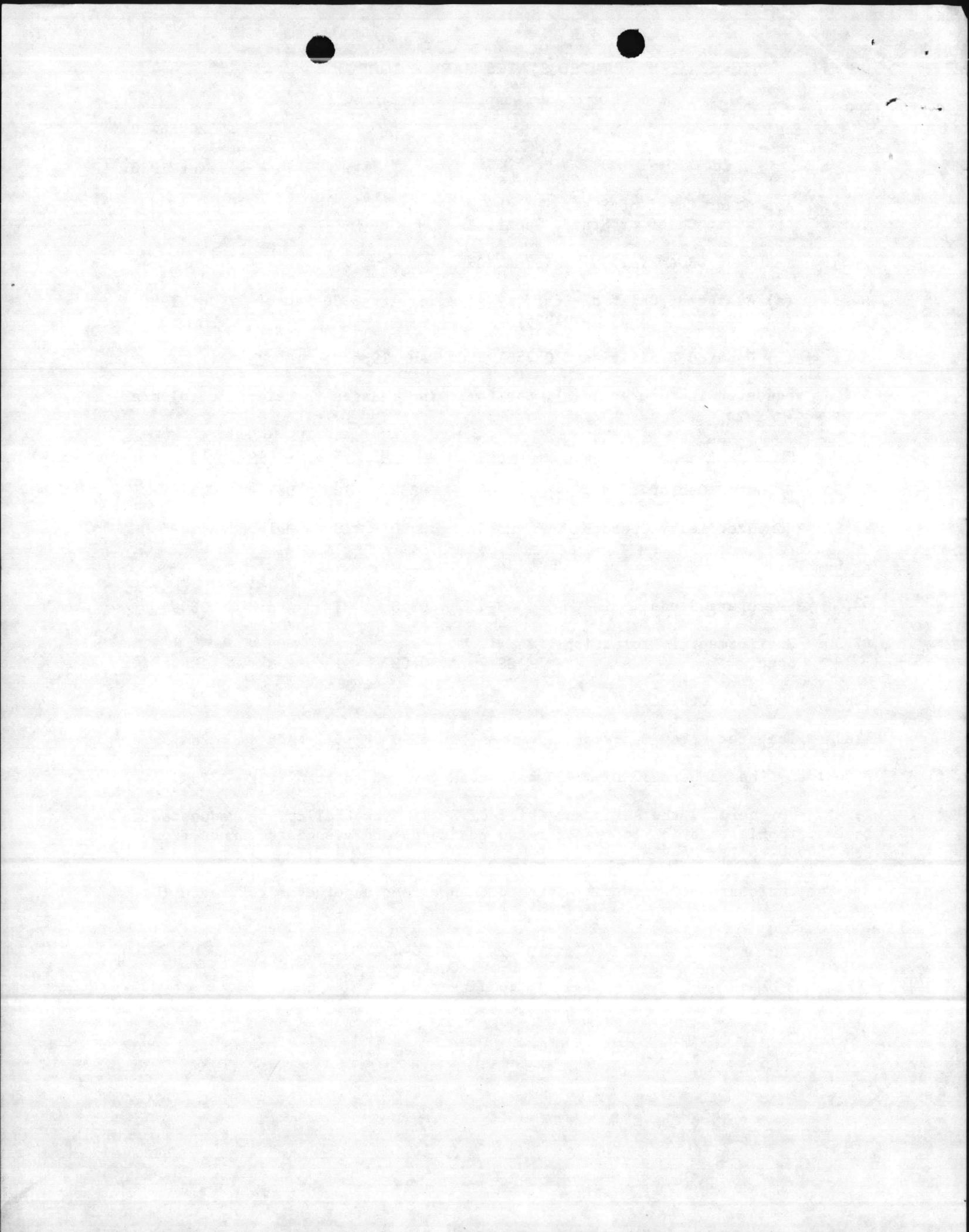
<u>LN</u>	<u>Description</u>	<u>Grade</u>	<u>Series</u>	<u>Qty</u>	<u>Action</u>	<u>PEN</u>
1269	Computer Operator	GS-6	0332	10	Delete	26495
1269A	Computer Relay Operator	GS-5	0390	10	Delete	26495
<u>Change To:</u>						
623A	Secretary Steno	GS-4	0318	1	Add	26496
*773D	Environmental Protection Spec.	GS-7	0408	1	Add	26496
1269	Computer Operator	GS-6	0332	9	Add	26495
1269A	Computer Relay Operator	GS-5	0390	9	Add	26495

*Previous Line Numbers 773D - 773J have been changed to read 773E - 773K.

2. By copy hereof, the Assistant Chief of Staff, Comptroller, is requested to take appropriate action to transfer two positions and associated funds from PEN 26495M to PEN 26496M.

3. The enclosure reflects the approved changes and supersedes reference (b).

D. W. Collins
D. W. COLLINS
By direction



4 Nov 86

ASSISTANT CHIEF OF STAFF, FACILITIES 5320
HEADQUARTERS, MARINE CORPS BASE

DATE 8-11-86

Decision sent
see this request of 3 Nov
my T

dlw
File
5 Nov

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. Woofers

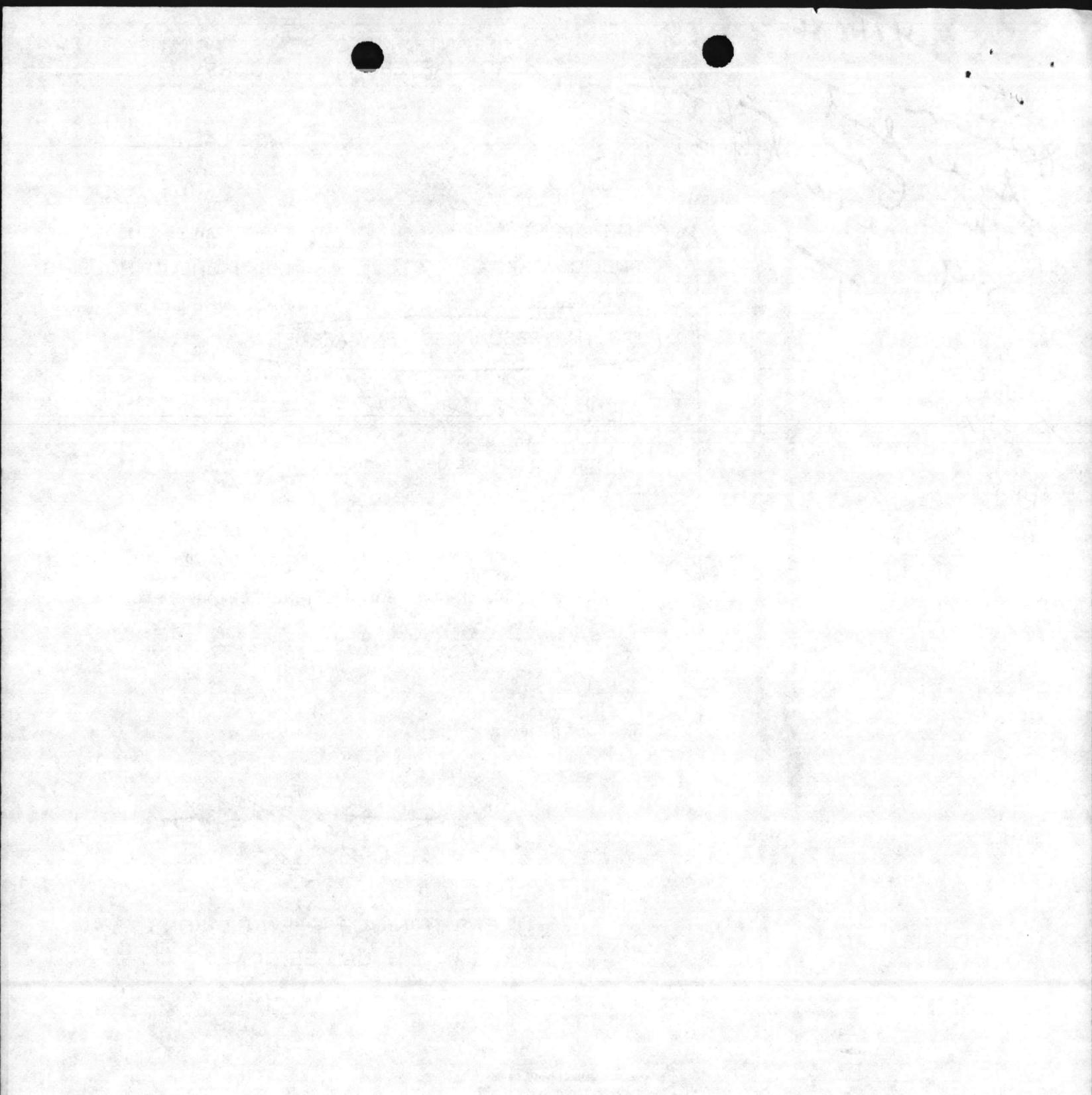
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2. Please initial, or comment, and return all papers to this office.

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B. W. Woofers
by dir

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WHY IT CAN BE DONE"





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

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5320/86-22
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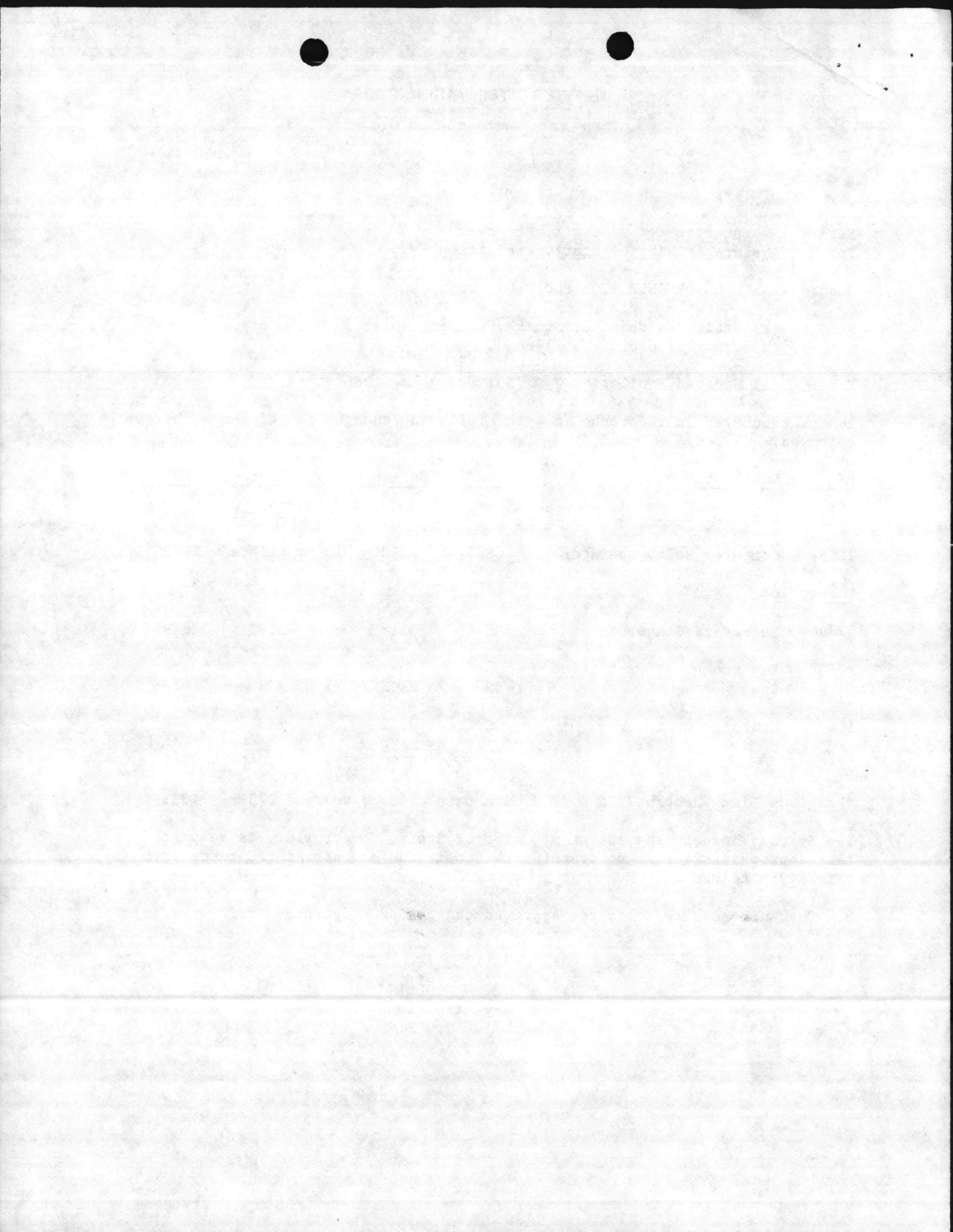
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D. W. Collins
D. W. COLLINS
By direction



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

5320
FAC
22 JUL 1986

From: Assistant Chief of Staff, Facilities, Marine Corps Base,
Camp Lejeune
To: Assistant Chief of Staff, Manpower
Subj: TRANSFER BILLETS

1. Request the following billets be established:

Natural Resources and Environmental Affairs Division
Soil, Water and Environmental Section
Environmental Protection Specialist GS-7

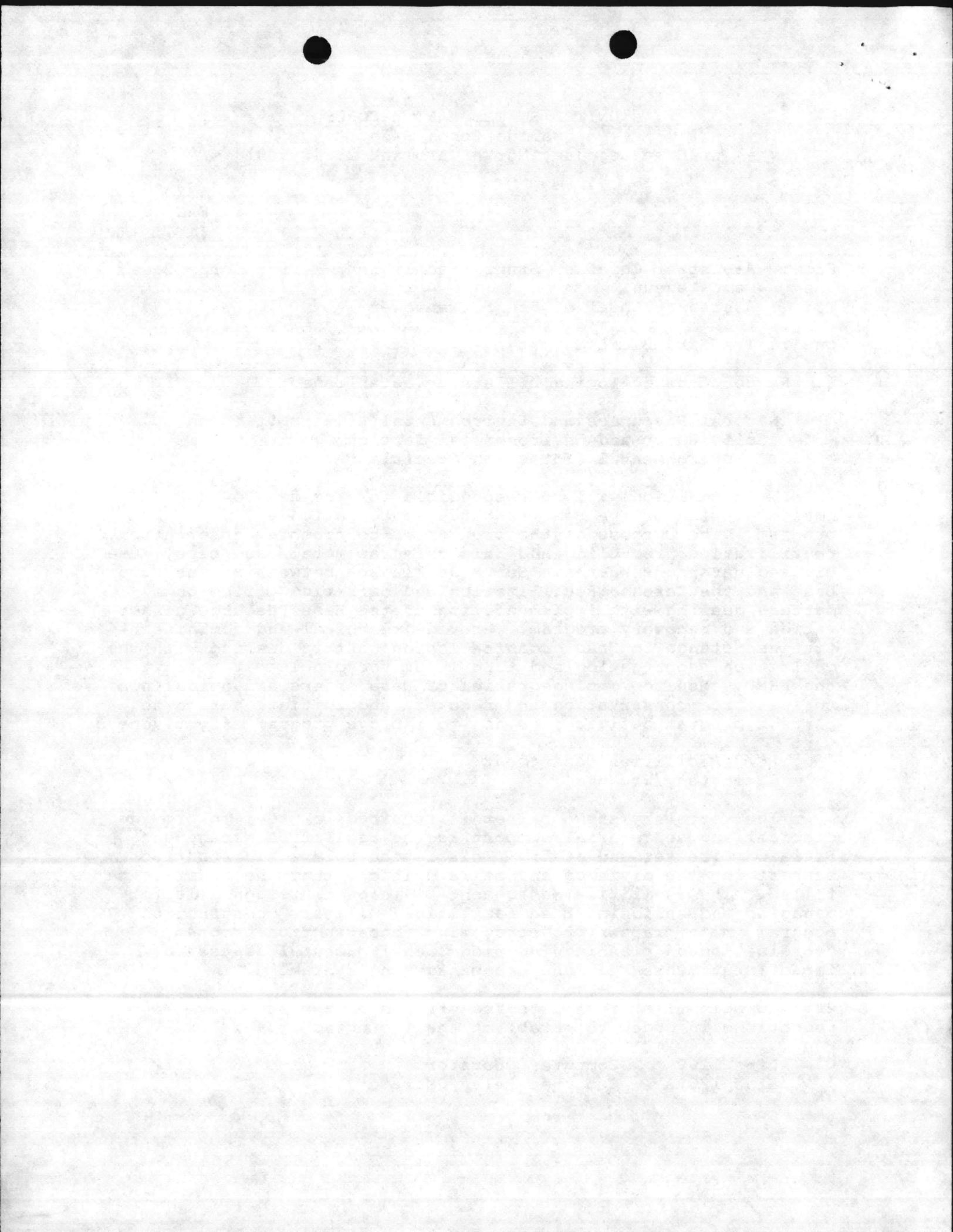
This position will be responsible for the day-to-day implementation of the Base resource conservation and recovery program. The purpose of the program is to promote conservation, reutilization, recycling and sale of scrap metals and paper; used oil and hazardous wastes. Serve as liaison between Marine Corps Base and the Defense Reutilization and Marketing Office on matters dealing with implementation of the Base resource conservation and recovery program. Provide technical and administrative assistance to Base organization on matters dealing with the collection, segregation and turn in of recyclable materials to the DRMO. Monitor implementation of Base orders and guidelines for resource conservation and recovery and initiate action to correct program deficiencies and to improve program effectiveness.

AC/S Facilities Department
Secretary/Steno GS-4

The secretary/steno billet is required in order to provide clerical and secretarial support to the Facilities Management Division Director and staff. This is the only administrative support for the division and it is critical that the position be filled. The Facilities Management Division is responsible for managing and assigning Base facilities, military construction program, major repair projects, minor construction program, coordination of planning functions, environmental assessment/impact statements and land use management system.

2. The below listed billets are offered as compensatory reductions in order to establish the two noted above.

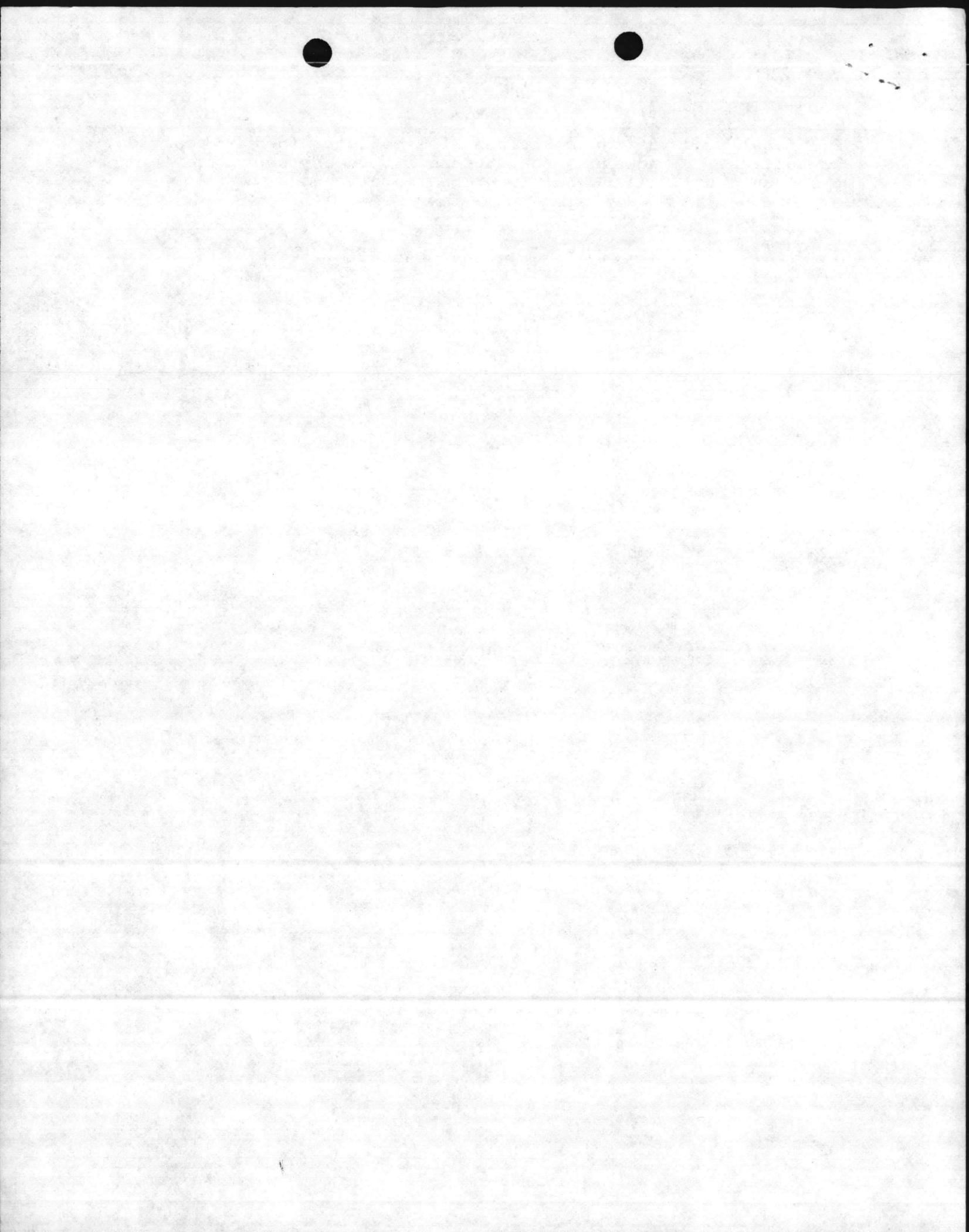
Line 1269	Computer Operator	GS-6
Line 1269A	Computer Relay Operator	GS-5

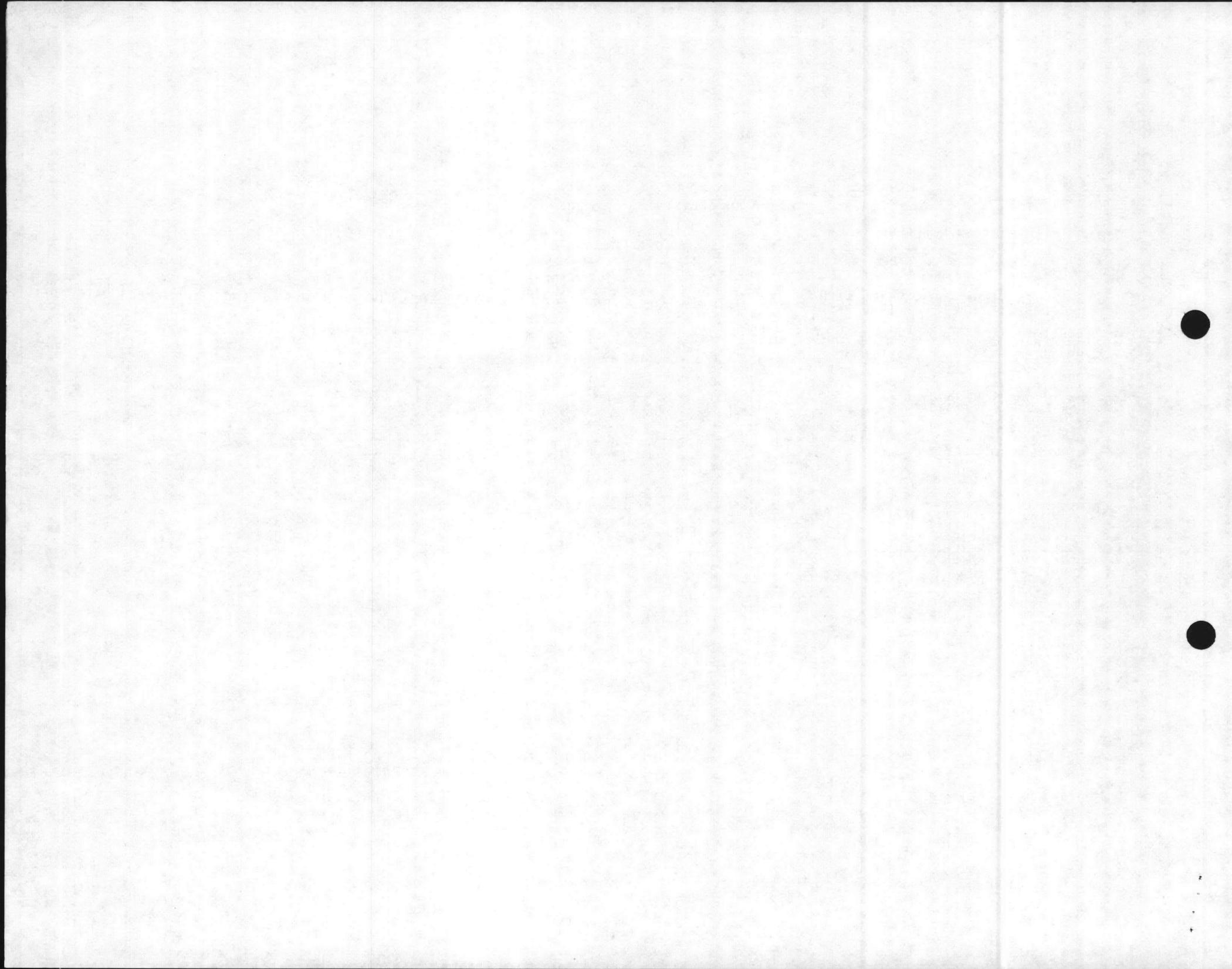


Subj: TRANSFER BILLETS

3. Final grade of the positions will be determined by position classification; however, the duties will be engineered to preclude total ceiling points exceeding eleven.

T. J. DALZELL





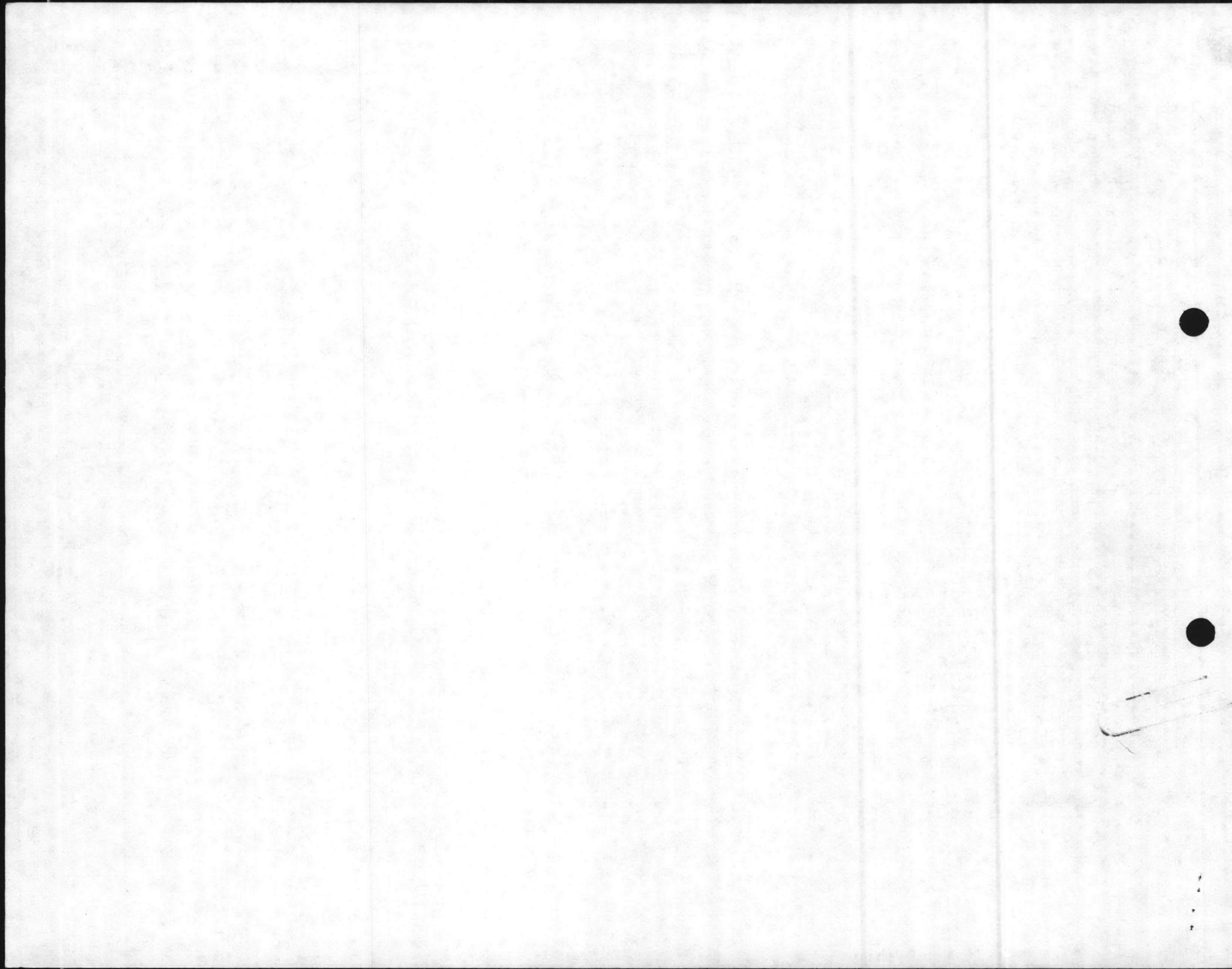
T/O CHECKLIST

23 JUN 1983 PAGE 36

T/O 7531 SUPPRT BN,MCB,CLNC

T/E NO

LINE NO.	ENGLISH DESCRIPTION	BILL SPON	ALPHA GRADE	MOS	F T S T R Y T N N P A	MARINES OFF ENL	OTHER SERVICES OFF ENL	CONT F/A OFF ENL	CIV	W N	S E	S C	SERV LNG SCH	T/MRCA	EFF DATE	ADD DEL
1267A*	COMM CENTER MAN D		PFC	2542	M E F			3		-						
1268*	DATA COMM EQUIP SUPV		GS 8	0392	C G				1							
1269*	DATA COM EQUIP OPR		GS 5	0392	C G				5							
1270*	DATA COMM EQUIP OPR		GS 5	0392	C G				15							
1271*	ELECTRONICS MAINT SECTION															
1272*	ELECTRONICS MAINT JFF		CAPT	2802	M O	1										
1273*	MAINTENANCE CHIEF		MSGT	2861	M E		1									
1274*	ELECT MAINT REPAIR UNIT															
1275*	ELECT MECH FMN		WS12	2604	C U				1							
1276*	RADIO TECHNICIAN		GYSGT	2861	M E E		1									
1277*	RADIO TECHNICIAN		SSGT	2861	M E E		1									
1278*	RADIO REPAIRMAN		SGT	2841	M E E		1									
1279*	RADIO REPAIRMAN		CPL	2841	M E E		1									
1280*	RADIO REPAIRMAN		LCPL	2841	M E E		3									
1281*	FIXED CIPHERY TECH		SGT	2825	M E E		2									
1282*	FIXED CIPHERY TECH		CPL	2825	M E E		1									
1283*	ELECTRONICS MECHANIC		WG 11	2604	C U				2							
1284*	TELETYPE REPAIR UNIT															
1285*	ELECT MECH FMN		WS12	2604	C U				1							
1286*	FACILITIES CONTROL CHIEF		SSGT	2823	M E E		1									
1287*	KG-13 TELETYPE TECH		SSGT	2819	M E E		1									
1288*	KG-13 TELETYPE TECH		SGT	2819	M E E		2									
1289*	KW-26 TERM TECH		SGT	2828	M E E		2									
1290*	COMM SECURITY EQUIP TECH		CPL	2881	M E E		2									
1291*	TELETYPE TECH		SGT	2818	M E E		2									
1292*	TELETYPE TECH		CPL	2818	M E E		2									
1293*	TELETYPE TECH		LCPL	2818	M E E		2									
1294*	TELEPHONE BRANCH															
1295*	TELEPHONE JFF/DIRECTOR		CWO	2810	M O	1										
1296*	WIRE CHIEF		MGYSGT	2891	M E E		1									
1297*	OPERATIONS CHIEF/INSP		MSGT	2814	M E E		2									
1297A*	SUPVY COMM SPECIALIST		GS 9	0393	C G G				1							
1298*	TELE MECH FMN		WS10	2502	C U E				1							
1299*	PLANT RECORDS CLERK		SGT	2814	M E E		1									
1300*	CONSTRUCTION DRAFTSMAN		CPL	1411	M E E		1									
1301*	FISCAL ACCTG CLK (TYP)		GS 4	0501	C G G				1							
1302*	CLERK TYPIST		GS 3	0322	C G				1							
1303*	SWITCHBOARD OPS SECTION															
1304*	TELEPHONE SUPV		GS 6	0382	C G				1							
1305*	LEAD TELEPHONE OPR		GS 4	0382	C G				2							
1306*	TELEPHONE OPERATOR		GS 3	0382	C G				8							



Julian . . .

Mr. Elston wrote a
note to Col Dalzell w/

" Attached memo provided
at CPD request. Entire
package returned by
requested Classifier. Discussed
w/Mr. Wooten.

BWE

(Is this what you
wanted?)

Journal of
Mr. Carter
made to Col. [unclear]

"Detailed memo prepared
at 5:40 request. Carter
packages returned by
Registered Clerks to [unclear]
w/ Mr. [unclear]

212

See the what you
wanted?

240
3-27-87

T/12500
16 Mar 87

From: Deputy AC/S, Facilities
To: Civilian Personnel Officer

Hosea,

The attached PD re-describes the Soil, Water & Environmental Branch Head position. The advisory opinion at this point is GS-11 level. We are concerned that the grade is not commensurate with the level of responsibility of the position.

The position is charged with managing our Hazardous Waste/Hazardous Material (HW/HM) Program. As of late, and for the future, this program has taken on new meaning. We are currently under a Compliance Order issued by the State Hazardous Waste Management Branch. Further discrepancies and/or mismanagement could easily bring on fines and court-ordered restraints. The incumbent of this position must deal with both State and EPA officials on these matters. At any given time, we are subjected to inspection by EPA Region IV in conjunction with State officials (we are currently scheduled for an EPA/State inspection 31 Mar-1 Apr).

The incumbent must also coordinate all actions through SJA as there is potential for significant fines and penalties resulting from mismanagement. The legal staff relies on the incumbent as the technical expert in HM/HW management. We must be able to manage the program in accordance with the myriad of legal and regulatory requirements while at the same time being subjected to inspection by State and Federal agencies, either of which could easily shut us down or at least severely impact on the Base's ability to carry out its mission.

Given the responsibility of HW/HM management and overall responsibility for quality assurance of utilities produced/treated here at MCB, this position will probably determine our success or failure in public health and environmental programs. I believe the position would certainly justify GS-12 level.

B. W. ELSTON

