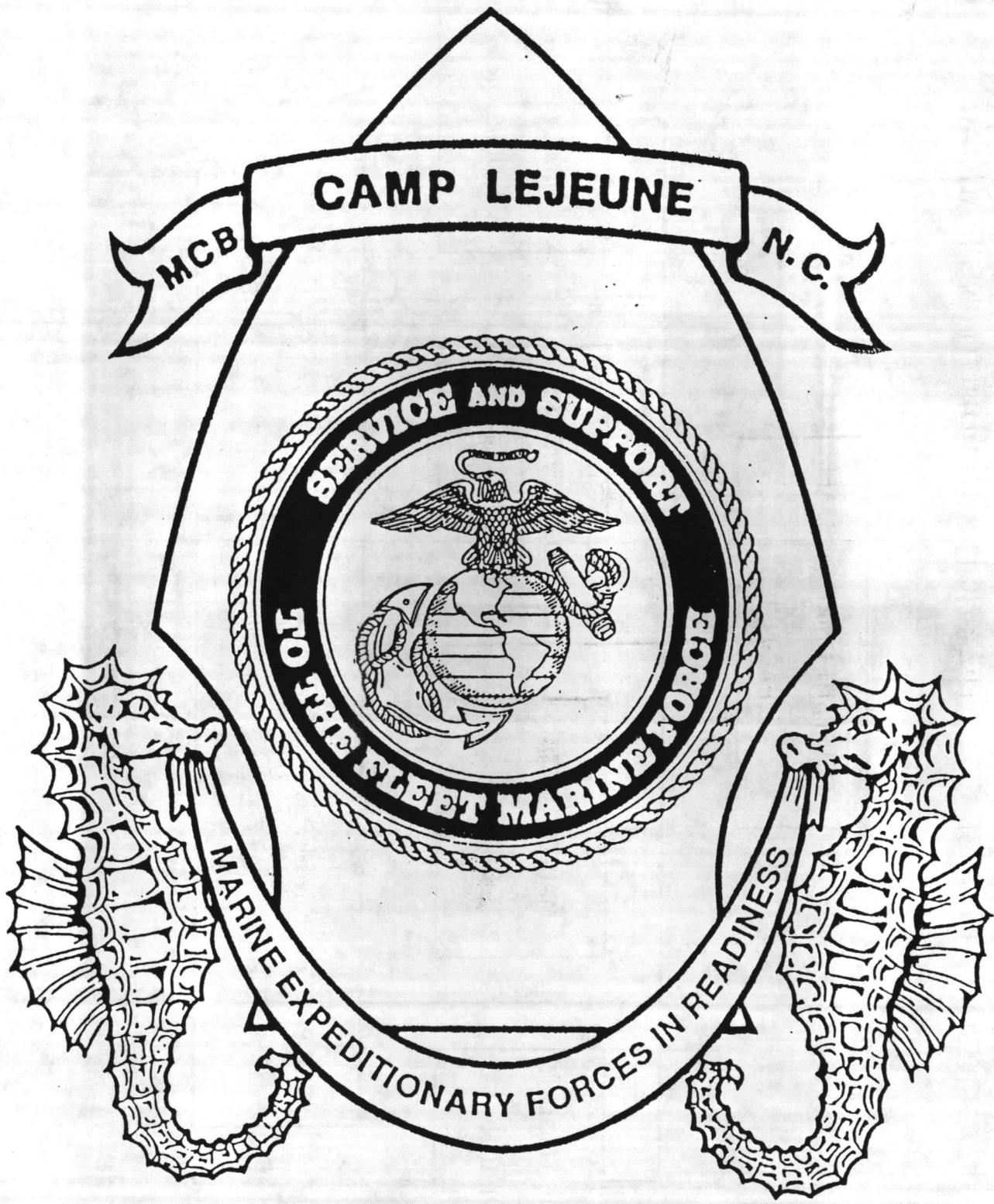


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copy → Recycling
Gwynn

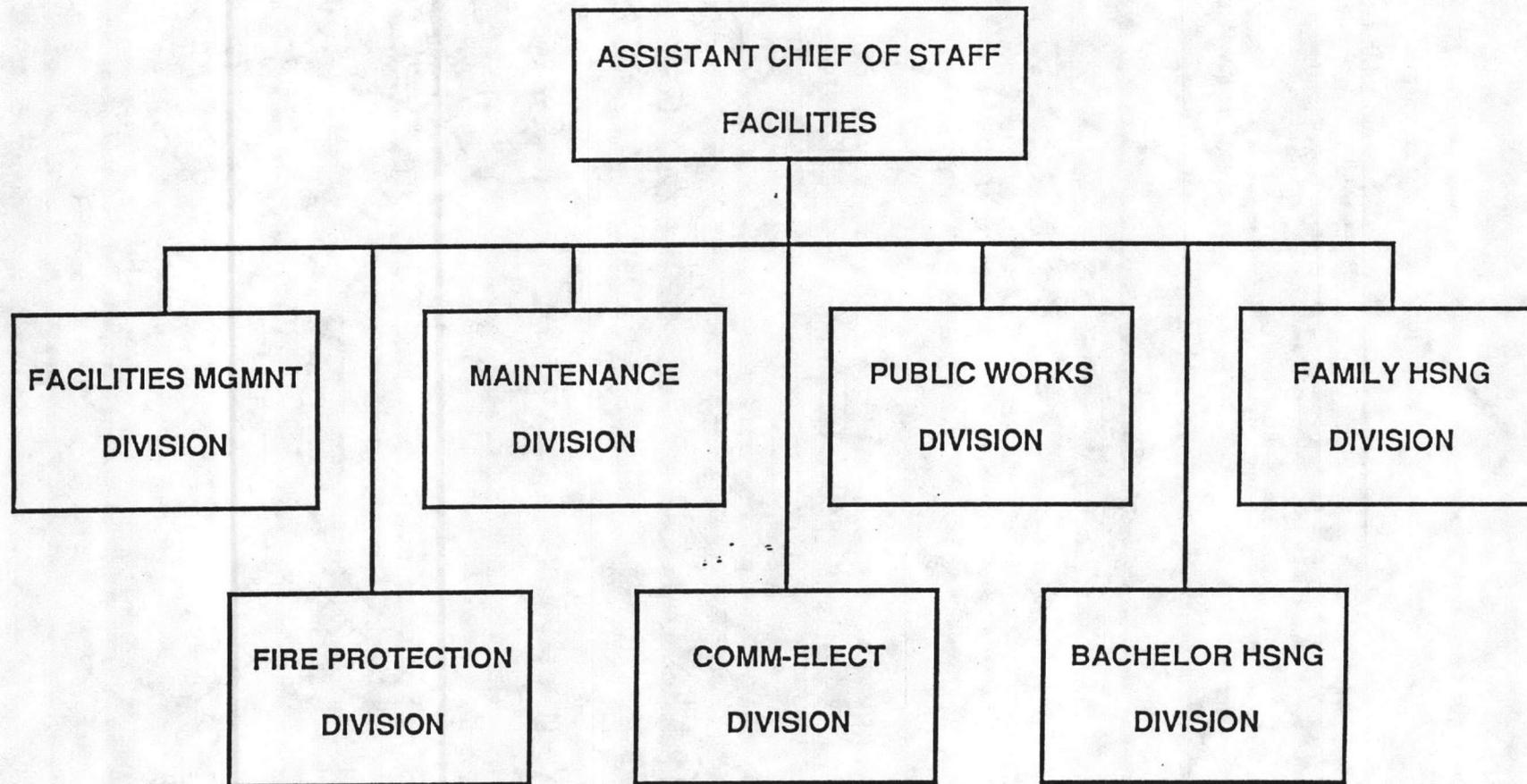
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FACILITIES MANAGEMENT

MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

2



FACILITIES MANAGEMENT DIVISION

- Coordinate Military Construction Program**
- Facility Master Planning**
- Building Assignments**
- Coordinates Minor Construction Programs**
- Coordinates Non-Appropriated Construction Programs**

MAINTENANCE DIVISION

Maintenance and Repair of Buildings

**Maintenance and Repair of Family Housing
(Reimbursable)**

Maintenance and Repair of Grounds

Maintenance and Repair of Utility Systems

Operates Utility Systems

Operates Pest Control

Operates Refuse and Garbage Collection Programs

PUBLIC WORKS DIVISION

Prepares/Procures Engineering Studies

Prepares Engineering Designs & Specifications

Controls/Administers Land/Topographical Surveys

Controls/Administers License, Lease, Permit or Easements

Administers/Awards Contracts

FAMILY HOUSING DIVISION

Administers/Develops Plans, Programs, Budgets

**Operates All Family Housing and Family Housing
Support Facility Services**

Operates Off-Base Housing Referral Services

BACHELOR HOUSING DIVISION

**Administers and Operates Bachelor Housing for
Officer and SNCOs**

Controls Basic Allowance for Quarters

Provides Transient Billeting

COMMUNICATION - ELECTRONICS DIVISION

Coordinates Communication Support for:

Radio Operations

Message Traffic

Telephone Services

Instructional Television

Public Address Systems

and Electronic Maintenance Services

FIRE PROTECTION DIVISION

Responsible for:

Fire Prevention/Protection

Fire Supression

Fire Prevention Training

**BASE MAINTENANCE
DIVISION**

MAKING IT RIGHT

BASE MAINTENANCE

MISSION

- SUPPORT MILITARY READINESS
- MAINTAIN A QUALITY OF LIFE
- MAINTAIN A QUALITY WORK ENVIRONMENT

BASE MAINTENANCE FUNCTIONS

- **MAINTAIN AND REPAIR REAL PROPERTY**
- **CONSTRUCT AND ALTER FACILITIES WHEN AUTHORIZED**
- **INSPECT ALL FACILITIES**
- **OPERATE UTILITIES SYSTEMS**
- **PROVIDE PEST CONTROL AND REFUSE COLLECTION**

SOME LESSER KNOWN FUNCTIONS:

- SIGN MAKING
- LOCKSMITH
- LANDSCAPING
- FIRE BREAKS
- ENERGY CONSERVATION
INSPECTIONS
- SWING BRIDGE OPERATIONS
- OPERATE THE LANDFILL
- ABESTOS REMOVAL

DEFINITIONS

CLASSES OF PROPERTY:

CLASS I: LAND

CLASS II: BUILDINGS, STRUCTURES, ROADS,
UTILITY SYSTEMS, BALLFIELDS, ETC.

CLASS III: EQUIPMENT, OTHER THAN INDUSTRIAL
PLANT EQUIPMENT

CLASS IV: INDUSTRIAL PLANT EQUIPMENT
(TOOLS/MACHINES)

DEFINITIONS

MAINTENANCE: RECURRENT DAY-TO-DAY, PERIODIC OR SCHEDULED WORK REQUIRED TO PRESERVE A FACILITY THAT IT MAY BE EFFECTIVELY USED FOR ITS DESIGNATED PURPOSE.

REPAIR: RESTORATION OF A FACILITY THAT IT MAY BE EFFECTIVELY USED FOR ITS DESIGNATED PURPOSE.

M&R AUTHORITIES

LOCAL (M-1) APPROVAL	\$300,000 OR LESS
CMC (M-2) APPROVAL	\$300,001 TO \$3,000,000
ASN (M-2) APPROVAL	OVER \$3,000,000

DEFINITIONS

CONSTRUCTION: THE BUILDING, INSTALLATION OR ASSEMBLY OF A NEW FACILITY. THE ADDITION, ALTERATION, EXPANSION OR EXTENSION OF AN EXISTING FACILITY. THE CONVERSION OR REPLACEMENT OF AN EXISTING FACILITY.

MINOR CONSTRUCTION AUTHORITIES

LOCAL (R-1) APPROVAL \$100,000 OR LESS

CMC (R-2) APPROVAL \$100,001 TO \$200,000

(R-2) APPROVAL OVER \$200,000 Becomes MILCON

WORK RELATIONSHIPS

BASE MAINTENANCE PROVIDES
AN ESSENTIAL SERVICE
BUT HIGHLY DEPENDENT
UPON OTHER ORGANIZATIONS
TO ACCOMPLISH MISSION

OUTSIDE
SERVICES

VEHICLES/MAINT
SUPPLIES/TOOLS
STORAGE
MONEY
RECRUITING
TRAINING
ENVIRONMENTAL
PERMITS
AUTOMATION
COMMUNI-
CATIONS

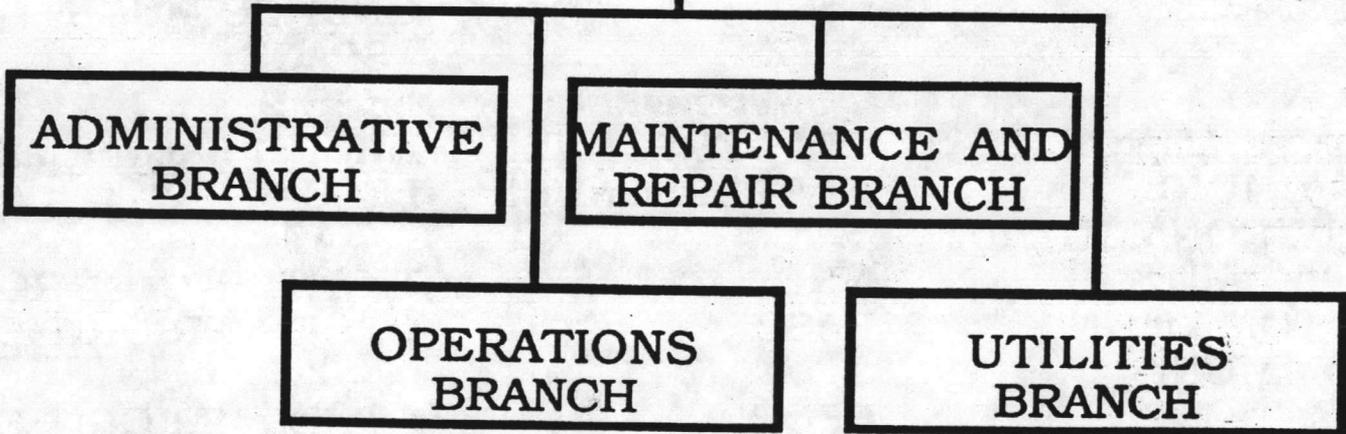
ORGANIZATION

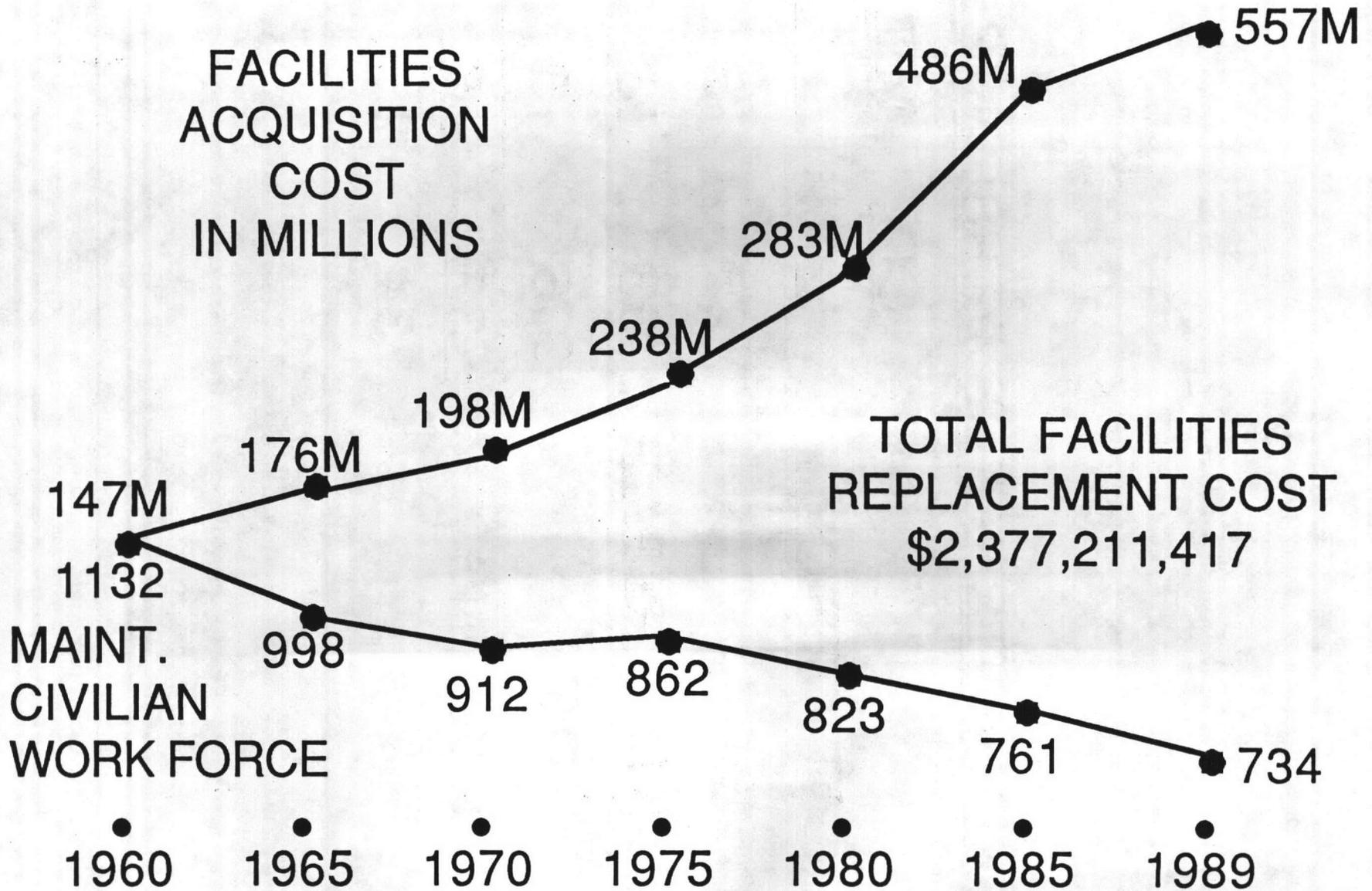
MOTOR
TRANSPORT
PROC &
CONTRACTING
DSSC
COMPTROLLER
CIV PERSONNEL
CIV PERSONNEL
NREA
RASC
CEO

COMPETING FOR
RESOURCES

NEED MORE/TURN
AROUND TIME
OTHER PRIORITIES
ONLY SO MUCH
SPACE
LESS \$
HIRING LAG TIME
LESS \$
TIGHTER CONTROLS
OTHER PRIORITIES
OTHER PRIORITIES

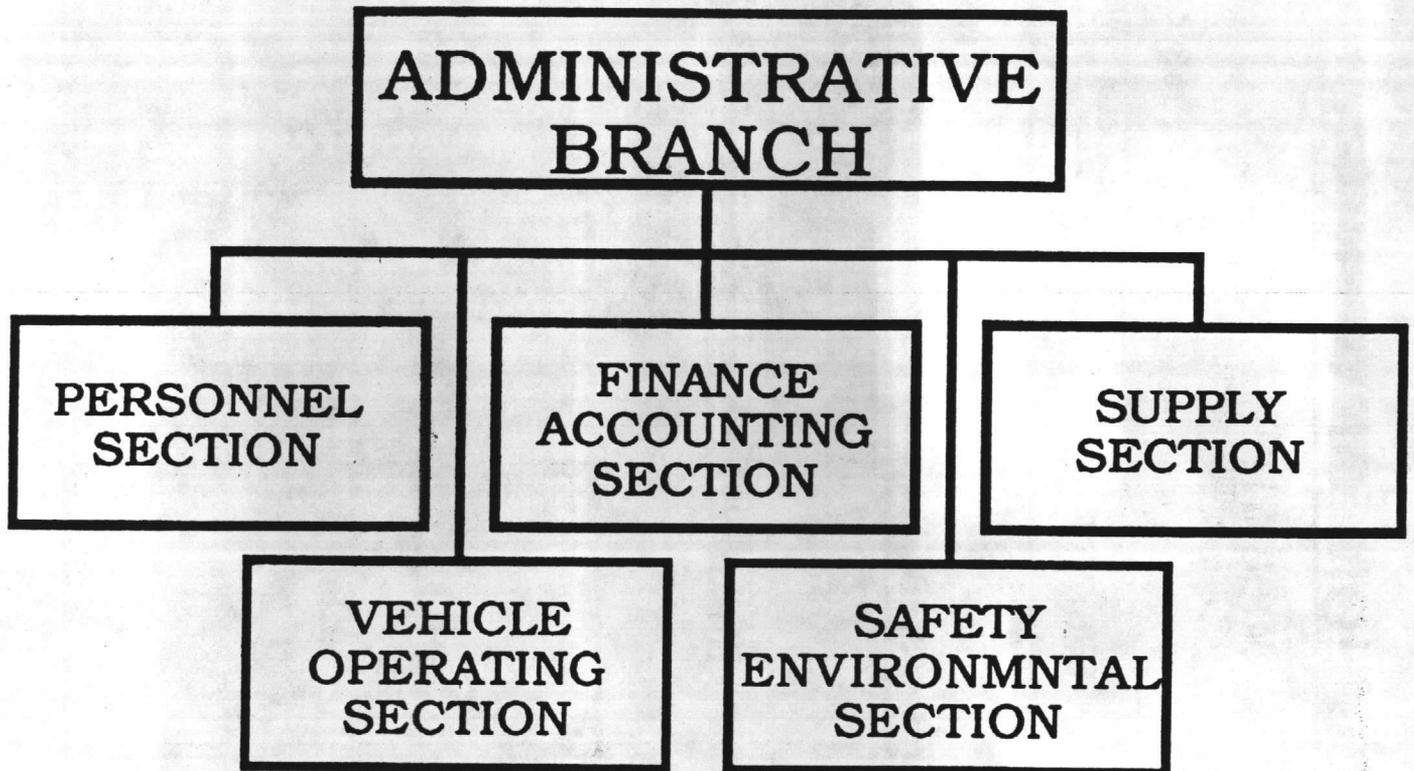
**BASE MAINTENANCE
DIVISION**





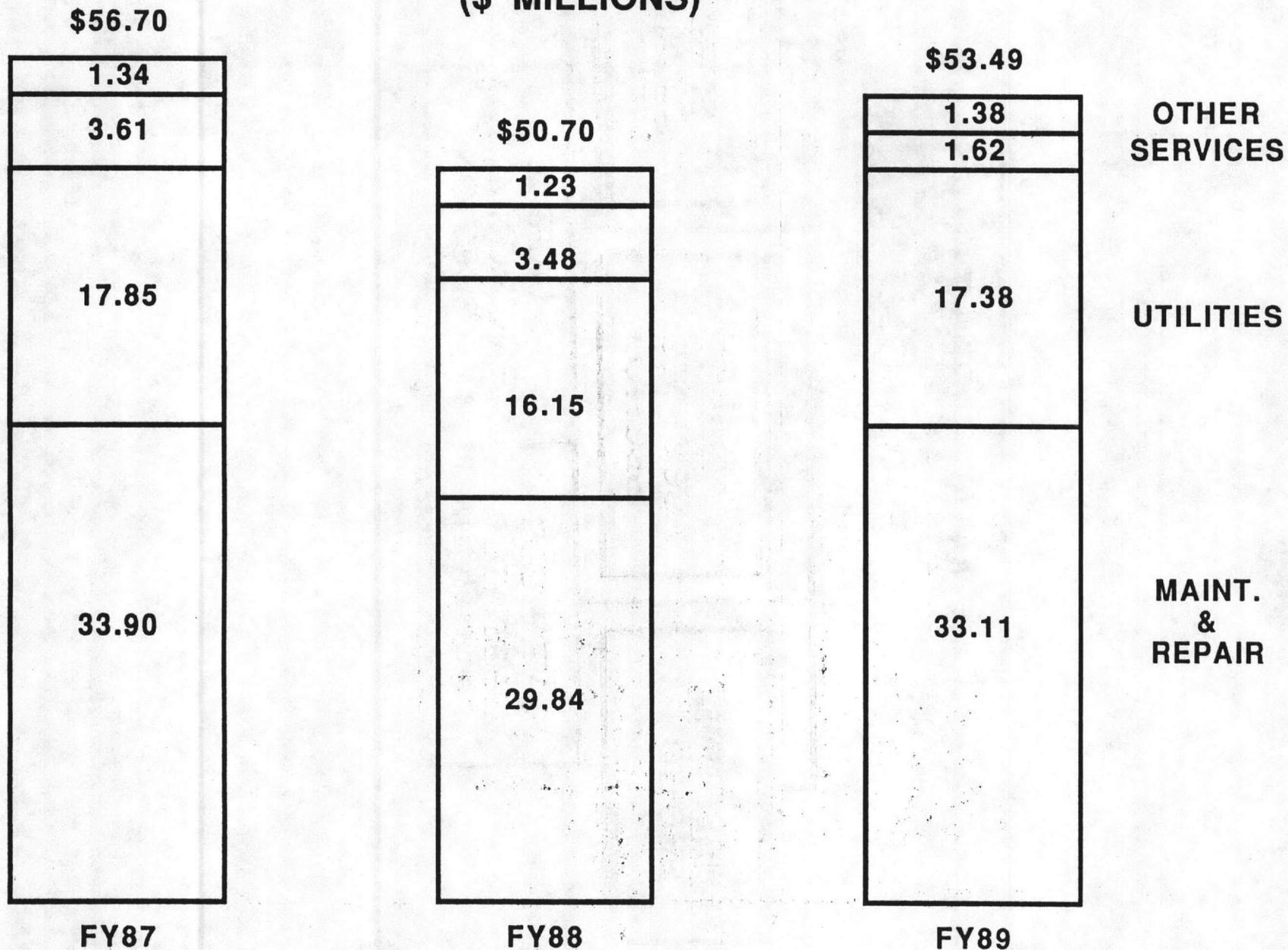
BASE MAINTENANCE PERSONNEL

	<u>CIV</u>	<u>MIL</u>
FRONT OFFICE	2	1
ADMIN	25	3
MAINT. & REPAIR	463	13
UTILITIES	206	0
OPERATIONS	<u>38</u>	<u>6</u>
	734	23



DISTRIBUTION OF FUNDS

(\$ MILLIONS)



**MAINTENANCE AND REPAIR
BRANCH**

**MCAS
CAMP GEIGER
SECTION**

**STRUCTURAL
TRADES
SECTION**

**EMERGENCY
SERVICES
SECTION**

**ELECTRICAL
MECHANICAL
TRADES
SECTION**

**GENERAL
SERVICES
SECTION**

BASE MAINTENANCE STRATEGY

- STOP FURTHER DETERIORATION
- CORRECT SERIOUS DEFICIENCIES AND SHORTFALLS
- REPLACE/RENEW DETERIORATED AND OBSOLETE FACILITIES

MEANS TO ACCOMPLISH THE MISSION
IN-HOUSE VS. CONTRACTS

M-1 (\$000)

	<u>FY86</u>	<u>FY87</u>	<u>FY88</u>	<u>FY89</u>
IN-HOUSE	16,653	16,060	16,814	18,769
CONTRACTS	11,127	17,838	13,028	14,337
TOTAL	27,780	33,898	29,842	33,106

TYPES OF WORK

- 01 EMERGENCIES (DO IT NOW)
- 02 ROUTINE SERVICE CALLS (UNDER 80 HRS)
- 03 STANDING/ANNUAL WORK (RECURRING)
- 04 PREVENTIVE MAINTENANCE (RECURRING)
- 05 SPECIFIC WORK (OVER 80 HRS)

**UTILITIES
BRANCH**

**STEAM
GENERATION
SECTION**

**UTILITIES
MONITORING
SECTION**

**WATER/SEWAGE
TREATMENT
SECTION**

**ELECTRIC
DISTRIBUTION
(HIGH VOLTAGE)
SECTION**

BASE UTILITIES

- STEAM
- WATER
- SEWAGE
- ELECTRICAL (PURCHASED)

STEAM

- 10 MAJOR GENERATION PLANTS
- 48 REMOTE BOILERS
- 90 MILES OF DISTRIBUTION LINES
- CONSUME 38,000 TONS OF COAL
- CONSUME 8,000,000 GALLONS OF OIL
- COST OF OPERATION, GENERATION AND MAINTENANCE = \$10,500,000

WATER

- 6 WATER TREATMENT PLANTS
- 15,500,000 GALLONS TREATED DAILY
- 86 SHALLOW WELLS
- 1,500 MILES OF DISTRIBUTION MAINS WITH 10,999 VALVES
- 17 ELEVATED WATER TANKS
- 1,250 FIRE HYDRANTS
- ANNUAL COST FOR TREATMENT, OPERATIONS AND MAINTENANCE = \$3,000,000

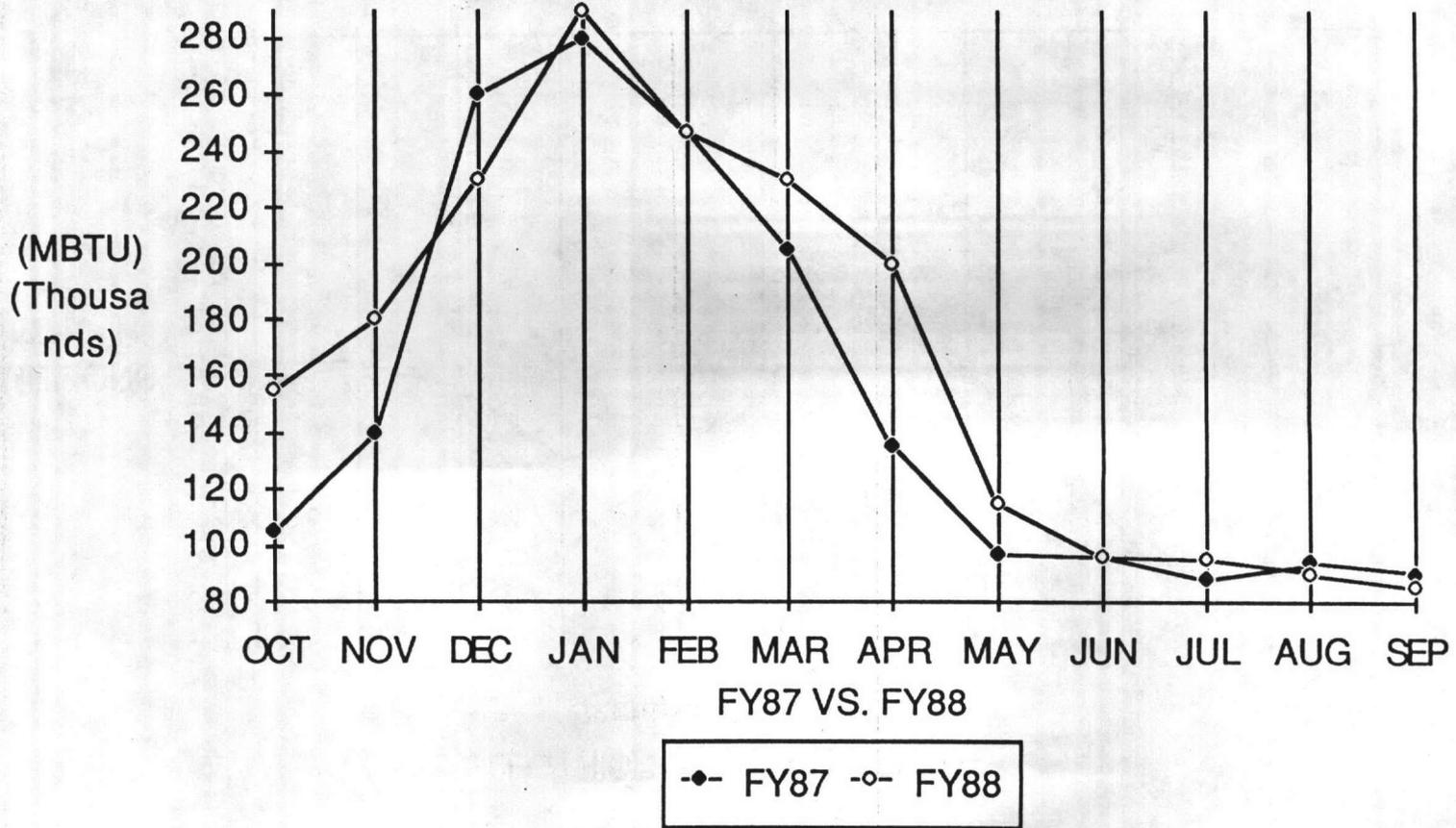
SEWAGE

- 7 WASTE WATER PLANTS
- 13,500,000 GALLONS TREATED DAILY
- 1,100 MILES OF SEWER MAINS
- 100 LIFT STATIONS
- ANNUAL COST FOR TREATMENT, OPERATION AND MAINTENANCE = \$2,300,000

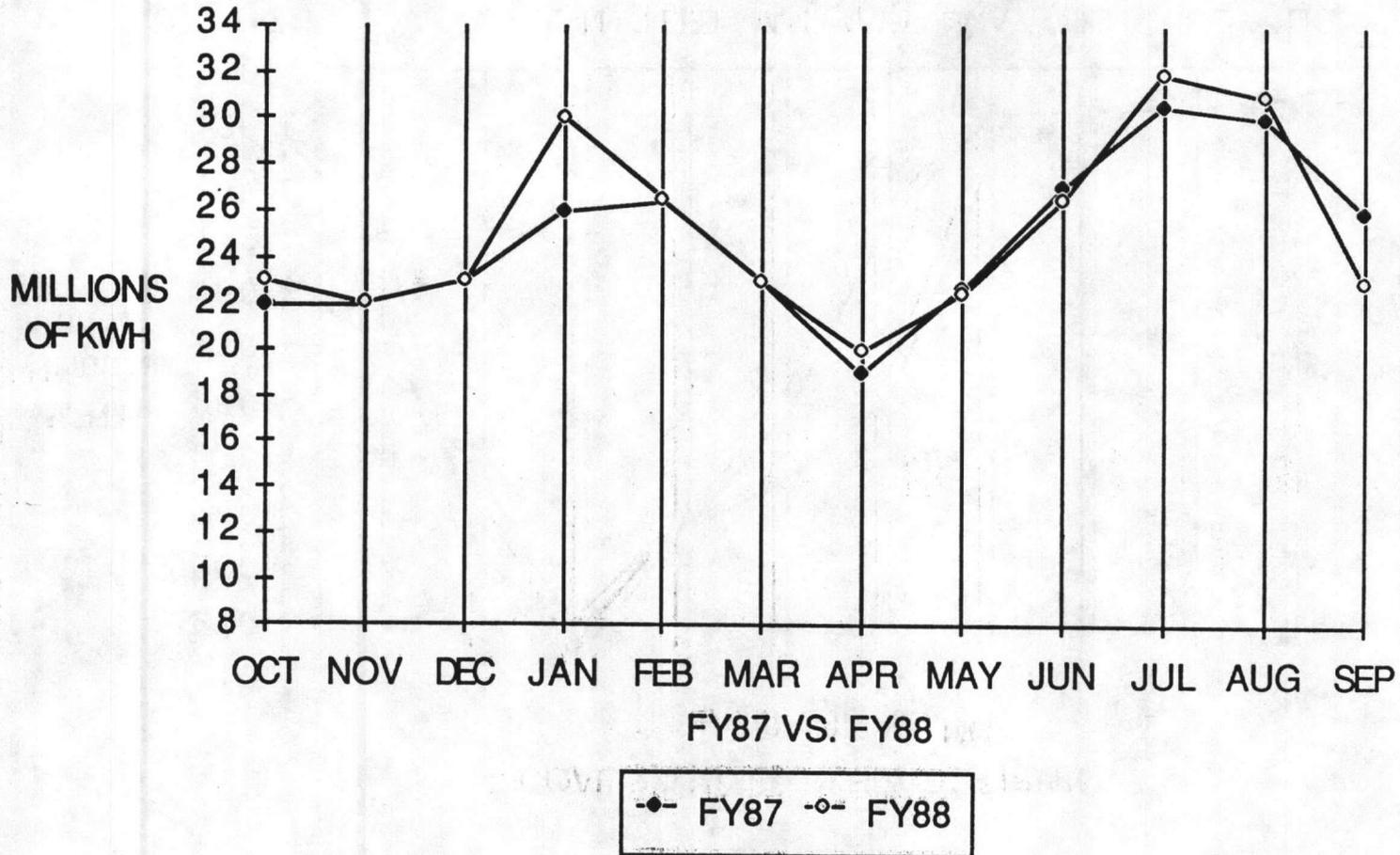
ELECTRICITY

- 462 MILES ELECTRICAL DISTRIBUTION
- 3,500 TRANSFORMERS
- ANNUAL COST FOR MAINTENANCE = \$700,000
- APPROX. PURCHASED COST = \$15,500,000

COAL/OIL USED IN HEATING PLANTS Camp Lejeune, NC

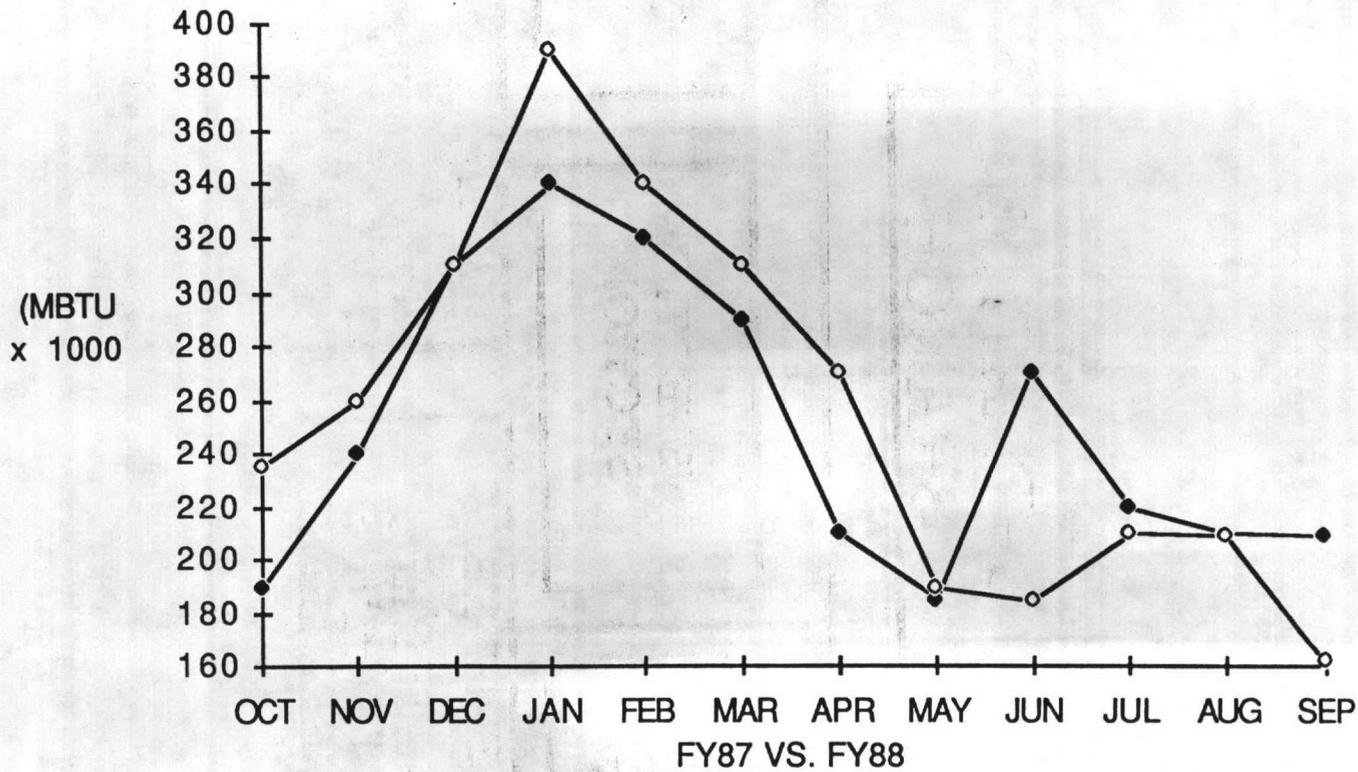


ELECTRICITY CONSUMPTION
Camp Lejeune, NC

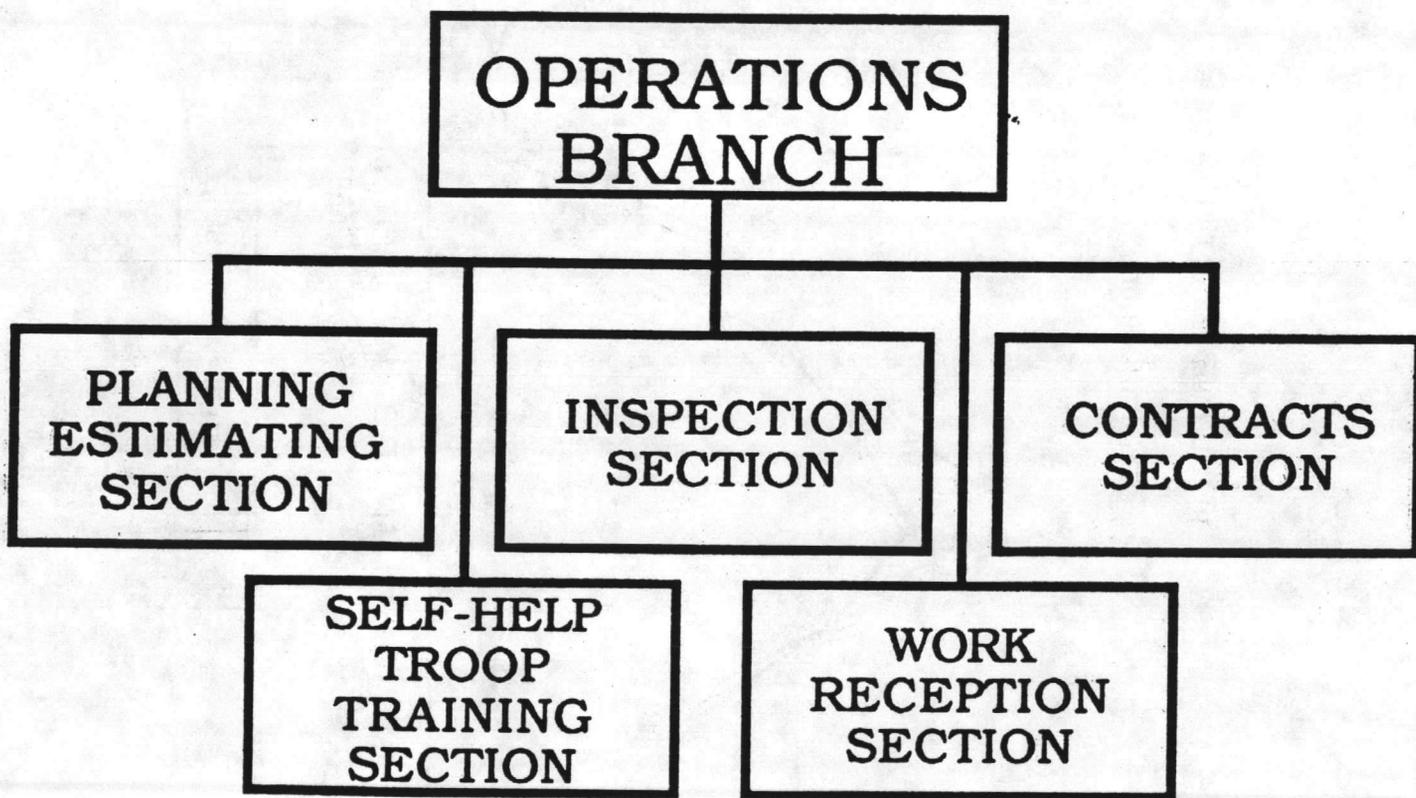


TOTAL ENERGY CONSUMPTION

Camp Lejeune, NC



●- FY87 ○- FY88



DEFINITIONS

TROOP TRAINING: ACCOMPLISHMENT OF MAINTENANCE, REPAIR, AND CONSTRUCTION BY A MILITARY TROOP UNIT. TROOP TRAINING PROJECTS MAY BE AUTHORIZED WHEN EITHER OR BOTH OF THE FOLLOWING CONDITIONS EXIST:

- A PROJECT WILL CLEARLY CONTRIBUTE TO THE TRAINING OF THE UNIT FOR PERFORMING ITS WARTIME MISSION AND THE SCOPE OF WORK IS WITHIN THE CAPABILITY OF THE TROOP UNIT. CIVILIAN SUPERVISORS MUST BE KEPT TO A MINIMUM.
- A PROJECT IS RESTRICTED BY SECURITY SO THAT THE ACCOMPLISHMENT BY CIVILIAN MAINTENANCE FORCES OR CONTRACTOR PERSONNEL IS NOT PRACTICAL.

SELF HELP:

IT IS INTENDED THAT THE SELF-HELP PROGRAM BE LIMITED TO THOSE TASKS UNDERTAKEN BY A PRUDENT HOME-OWNER POSSESSING THE MINIMUM CRAFT SKILLS AND EQUIPPED WITH SIMPLE HAND TOOLS.

REQUESTS FOR SELF-HELP OR TROOP TRAINING MUST BE SUBMITTED ON NAVFAL FORM NO. 9-11014/20 TO WORK RECEPTION, BASE MAINTENANCE

MAINTENANCE AND REPAIR REQUIREMENTS IDENTIFICATION

- **CUSTOMERS**
- **MAINTENANCE WORKERS**
- **SPECIAL PROJECTS**
- **ANNUAL INSPECTIONS**

SERVICE CALL PRIORITIES

<u>BMD</u> <u>PRIORITY</u>	<u>TYPE</u>	<u>RESPONSE</u> <u>TARGETS</u>
01	EMERGENCIES	RESPOND WITHIN ONE HOUR DURING NORMAL WORKING HOURS RESPOND WITHIN TWO HOURS ALL OTHER TIMES WORK ALL TICKETS TO COMPLETION
02	URGENT	COMPLETE WITHIN THREE WORKING DAYS
03	ROUTINE	COMPLETE WITHIN TEN WORKING DAYS

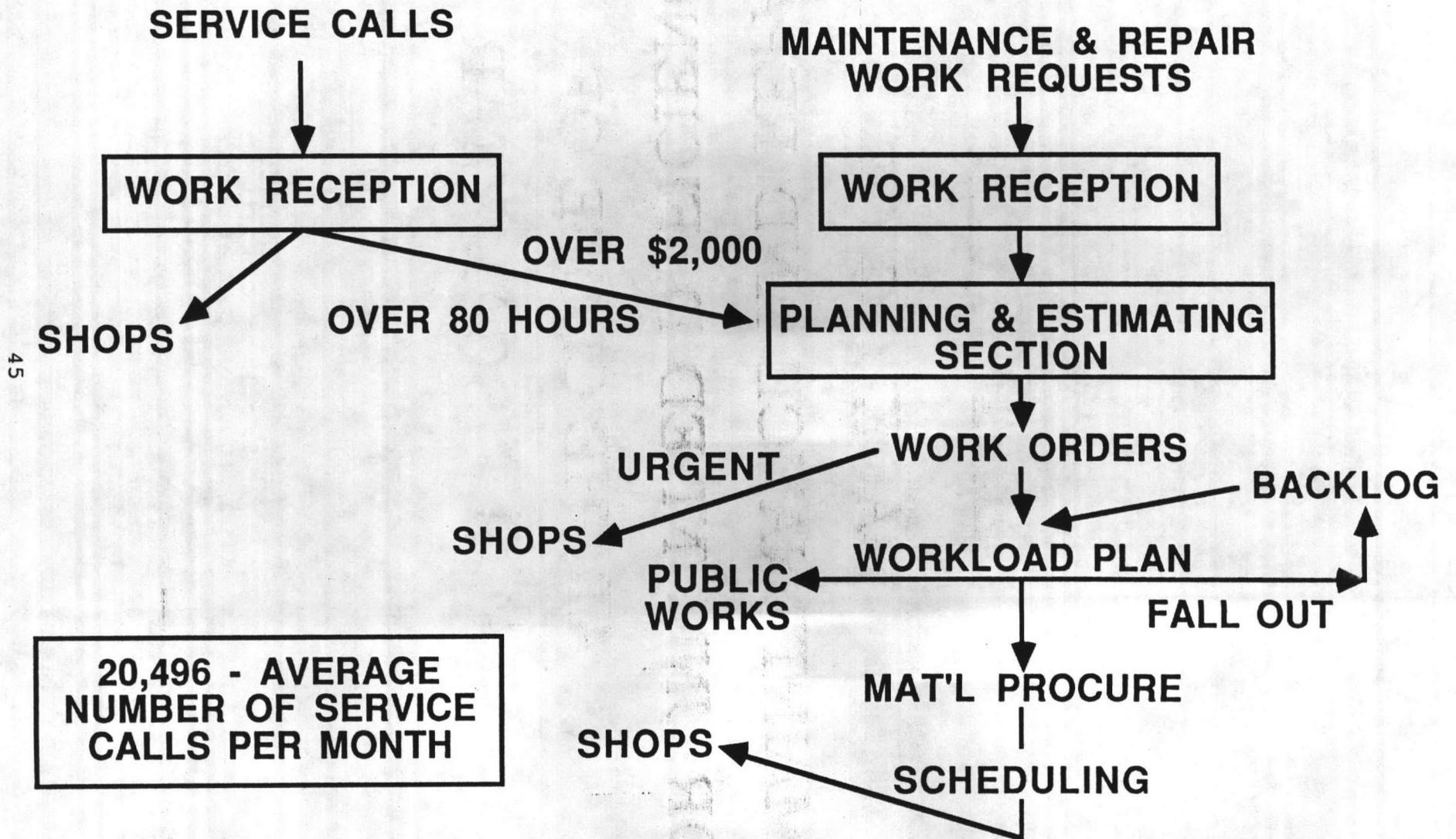
WORK ORDER PRIORITIES

<u>BMD</u> <u>PRIORITY</u>	<u>TYPE</u>	<u>MAT'L</u> <u>PRIORITY</u>	<u>IMPORTANCE</u> <u>LEVEL</u>
01	EMERGENCY	7	FIRE/SAFETY/ HEALTH/SECURITY
02	URGENT	9	MISSION/ CORRECT DEFICIENCIES
03	ROUTINE	14	MORALE/WELFARE

CUSTOMER SERVICE

IT ALL STARTS AT
WORK RECEPTION

CUSTOMER SERVICE CALLS/WORK REQUESTS



BMAR

DEFINITION

BACKLOG OF

**MAINTENANCE AND REPAIRS
OR UNFUNDED DEFICIENCIES**

**AT THE CLOSE OF
EACH FISCAL YEAR**

**BACKLOG OF
MAINTENANCE AND REPAIR
(\$000)**

	<u>FY86</u>	<u>FY87</u>	<u>FY88</u>
LOCAL (M-1)	31,334	31,347	39,336
CMC (M-2)	20,524	24,812	26,565
	<hr/>	<hr/>	<hr/>
TOTAL	51,858	56,159	65,901

BASE MAINTENANCE CHALLENGE

DOING MORE WITH LESS - - -
A LOSER!

DOING THINGS SMARTER - - -
A WINNER!

WHAT WE DO

IF IT SQUEAKS, WE OIL IT

IF IT'S TOO HOT, WE COOL IT

IF IT'S TOO COLD, WE WARM IT

IF IT'S BROKEN, WE REPAIR IT

BOTTOMLINE: WE MAKE IT RIGHT

THE FIRST PART OF THE

THE SECOND PART OF THE

THE THIRD PART OF THE

THE FOURTH PART OF THE

THE FIFTH PART OF THE

THE SIXTH PART OF THE