



MASTER DIRECTIVE FILE

UNITED STATES MARINE CORPS
2D FORCE SERVICE SUPPORT GROUP (REIN)
FLEET MARINE FORCE, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA 28542

FSSGO 4030.2
3B/JEN/ljb/2900740

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FORCE SERVICE SUPPORT GROUP ORDER 4030.2

From: Commanding General
To: Distribution

Subj: Operating Procedures for Preservation, Packaging and Packing Section

- Encl: (1) Introduction
(2) General Administration
(3) General Instructions
(4) DD Form 1348-1
(5) DD Form 1149
(6) MCBCL Form 4030

- Purpose. To promulgate operating procedure for the Preservation, Packaging and Packing (PP&P) Section, 2d Supply Battalion, 2d Force Service Support Group.
- Action. The management and responsibilities of Preservation, Packaging and Packing will be in accordance with the policies stated herein.
- Recommendations. Recommendations concerning the contents of this Order are invited. Submit recommendations to the Commanding General, 2d Force Service Support Group.
- Applicability. This Order is applicable to those Marine Corps units as well as other services and government agencies requiring Preservation, Packaging and Packing services at Camp Lejeune, North Carolina.
- Concurrence. The Commanding Generals, Marine Corps Base Camp Lejeune, 2d Marine Division, 2d Marine Aircraft Wing and Commanding Officer, Marine Corps Air Station New River concur with the policies stated herein.

R. L. Brinegar
R. L. BRINEGAR
Chief of Staff

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INTRODUCTION

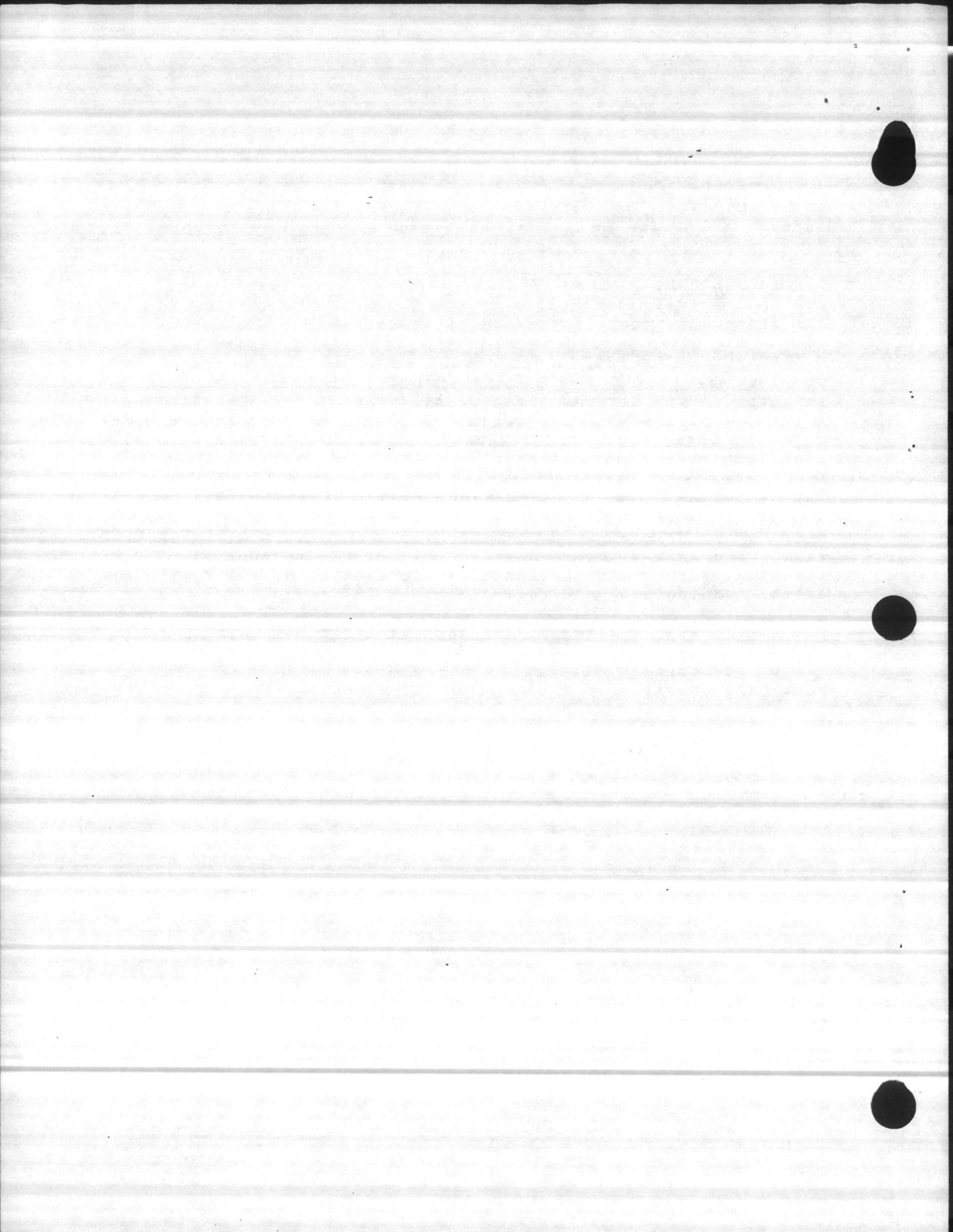
1. INTRODUCTION. This SOP provides a comprehensive guide for the management of Preservation, Packaging and Packing (PP&P) support to Marine Corps units on and around Camp Lejeune, North Carolina.

2. BACKGROUND. The PP&P section is operationally and administratively controlled by the Commanding Officer, 2d Supply Battalion, 2d Force Service Support Group.

3. POLICY. The PP&P section will be guided by the instructions provided by this SOP for maintaining full PP&P capabilities in support of Camp Lejeune based units, providing deployable support for tactical missions and technical advice to any other component of the Department of Defense or United States Agency or representative (i.e., Agency for International Development and the Defense Property Disposal Office, etc.) Requests for Interservice Support Agreement must be submitted to the Commanding General, 2d FSSG.

4. RESPONSIBILITIES. The PP&P section is responsible for the cleaning, preservation, packaging and packing of all Marine Corps assets and includes the following:

- a. hazardous material inspection/certification.
- b. container fabrication for mount-out requirements, shipments and storage.



GENERAL ADMINISTRATION

1. OPERATING HOURS. The PP&P office, Operations Section, Receiving and Box Shop are located at building 915 and Vehicle Preservation is located at building 909. Normal working hours are 0730 to 1630, Monday through Friday. After normal working hours, the 2d Supply Battalion Officer of the Day maintains a PP&P recall roster.

2. ORGANIZATIONAL STRUCTURE. PP&P section operates under 3313N series T/O. In addition to its assigned military personnel, the section is augmented by civil service employees.

3. TERMINOLOGY. For the purpose of this Order, the following terms apply.

a. Preservation. Application of protective measures, including cleaning, drying, application of preservation materials, barrier materials, cushioning and containers when necessary.

b. Packaging. The process and procedures used to protect material from deterioration and/or damage. It includes cleaning, drying, preserving, packing, marking and unitization.

c. Packing. Assembling of items into a unit, intermediate or exterior pack with necessary blocking, bracing, cushioning, weatherproofing, reinforcement and unitization.

d. Military Packaging. The methods and material or procedures prescribed in Federal/Military specifications, standards, drawings or other authorized documents which are designed to provide the degree of packaging protection deemed necessary to prevent damage and deterioration during storage and/or worldwide distribution.

e. Hazardous Materials. Explosives and other dangerous articles such as flammable liquids and solids, oxidizing materials, corrosive materials, compressed gases, poisons and irritating material, etiologic agents, radioactive materials and other regulated materials.

f. Hazardous Material Certifiers. Certify that the material(s) are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the U. S. Department of Transportation 4a CFR 100-199 and other applicable regulations.

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g. Containerization. The use of an article of transport equipment designed to facilitate and optimize the carriage of goods by one or more modes of transportation without intermediate handling of the contents.

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GENERAL INSTRUCTIONS

1. LEVEL OF PROTECTION

a. Level A, Maximum Military Protection. Level A is the degree of preservation or packing required for protection of material against the most severe conditions known or anticipated to be encountered during shipment, handling or storage. Packing and preservation designated Level A will be used for direct exportation environments without protection other than that provided by the pack.

b. Level B, Minimum Military Protection. Level B is the degree of preservation or packing required for protecting material during known favorable conditions. Packing and preservation designed Level B will be used to protect material against physical damage and deterioration during known favorable conditions of shipment, handling and storage.

c. Commercial Packaging. Commercial preservation and packing which protects items against physical and environmental damage during shipment, handling and storage. Commercial packaging may be utilized whenever logistic conditions justify. It may also be used to satisfy Level A or B requirements whenever the technical design details of the package meet all conditions of the level of protection specified.

2. TRANSPORTATION PRIORITY

a. The PP&P section processes all off base cargo shipments for Marine Corps Base, 2d Marine Division, 2d FSSG, 2d Marine Air Wing and Marine Corps Air Station, New River.

b. Cargo is processed in accordance with the transportation priority, item characteristic and destination.

PROCESSING TIME CHART

<u>Transportation Priority</u>	<u>Issue Priority</u>	<u>Processing Time</u>
TP-1	01, 02, 02N999 High priority items processed within 24 hours for turnover to TMO	1 Day
TP-2	03, 04, 05, 06, 07, 08, 09 processed	2 Days

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Transportation
Priority

Issue
Priority

Processing
Time

	within 48 hours for turnover to TMO	
TP-3	10, 11, 12, ,13, 14 15, 16, 17 processed within 8 days for turnover to TMO	8 Days

Processing times for TP categories cited in above processing time chart are based on transportation and/or supply requirements. These time limits may be exceeded when excessive quantities of priority shipments/requests are being processed.

3. INDUCTION AND REQUIREMENTS PROCEDURES

Units inducting work requests and items into PP&P section for Preservation, Packaging and Packing for military transportation, care-in-storage and container fabrication must prepare the following required documentation.

a. Shipping Documents. Three types of documentation are acceptable for shipment through PP&P; DD Form 1348-1, DD Form 1149 and PP&P work request MCBCL 4030 rev 3-70 (See enclosures (4), (5) and (6)).

b. Care-in-Storage. Customers should submit items for care-in-storage utilizing PP&P work request MCBCL 4030. The customer should ensure the documentation is correct and submitted with 5 copies as depicted in enclosure (6).

c. Container Fabrication: Boxes and Crates. Submit request for container fabrication utilizing PP&P work request MCBCL 4030. The documentation must be correctly submitted with 5 copies. Requests coming from the 2d Marine Division must be approved at Division Embarkation. Requests from 2d Marine Aircraft Wing units must be approved by the Wing Supply Officer. All other requests must be approved at 2d FSSG Headquarters, Supply Support. When containers are not a standard request, drawings or sketches must be provided (See Appendix C).

d. Weapons Processing. When a shipment of weapons is requested, the owning unit will prepare DD Form 1348-1, PP&P work request MCBCL 4030 and provide serial numbers on 1348-1 or on separate listing. Weapons for Care-in-Storage are done in the same way but without a 1348-1. Weapons must be scheduled in advance by contacting the NCOIC, PP&P Receiving Section (Phone # 5224/1628). Armed guards must be assigned by the owning unit to

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accompany all weapons during PP&P processing and will remain with the weapons until they are turned over to TMO or returned to the unit. It is the unit's responsibility to provide transportation for weapons to and from PP&P.

e. Vehicle/Heavy Equipment Preservation. Requests for vehicle or equipment processing is done in the same manner as other items requiring PP&P service. The difference is that vehicles or heavy equipment is delivered to building 915 for inspection. Once they are determined acceptable, they are brought to building 909 or Lot 201 to be processed for storage or shipment. Inspections of vehicles and heavy equipment include but are not limited to the following:

- (1) Vehicles must be free of fuel or if they are driven, must have just enough fuel to make the trip.
- (2) Serial numbers must match documentation.
- (3) Engines, transmissions, power drives, etc. shipped by themselves must be free of oil and fuel.

f. Classified Items Processing. The operations section must be notified of any classified and security items to be shipped by PP&P. Upon notification, the NCOIC (Cleared for Secret) is dispatched to plan and order materials for packing. Packers that are cleared for secret are sent into a secure area for processing of material. Material is boxed, weighed, cubed, stenciled with NSN, quantity, security classification, condition code, technical order compliance (TOC) status and marking and reinspection date, as applicable. Elements of data that are classified and any markings that identify the item(s) as classified will not be put on the container. Units are to be reminded that whenever using a MCBCL 4030 that they must assign a work order number and maintain them in proper order. Marine Corps Base units must receive a JON from AC/S Logistics.

g. Hazardous Material Inspection/Certification. Hazardous materials for shipment are processed in building 915. DD Form 1387-2 will be completed before material is shipped.

(1) Upon request from hazardous material disposal coordinator, provide technical assistance with container specifications.

(2) PP&P will perform all certifications, packing, marking and labeling for shipments through TMO.

(3) PP&P Hazardous Material Certifiers are also available for Hazardous Material Disposal Program. PP&P, upon request from Hazardous Material Disposal Coordinators, will conduct onsite inspection of hazardous material and/or waste requiring

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disposal and provide such technical assistance and material support as required to package material and waste for disposal. PP&P hazardous Material Certifiers will make appropriate transportation certifications as required by the Department of Transportation and the Environmental Protection Agency. Further guidelines and instructions can be found in BASE ORDER 6240.5.

ENCLOSURE (3)



REQUISITION AND INVOICE/SHIPPING DOCUMENT

1 FROM
H E S Co, 2d Supply Bn, 2dFSSG, Camp Lejeune, NC 28542

SHEET NO 1	NO OF SHEETS 1	ACQUISITION DATE 9 Aug 1983	REQUISITION NUMBER M27110-3221-0209
DATE MATERIAL ACQUIRED 9 Aug 1983		PRIORITY 03	
AUTHORITY OR PURPOSE PERMANENT TRANSFER			
14 SIGNATURE		16 VOUCHER NUMBER AND DATE	
17 DATE SHIPPED		18 BILL OF LADING NUMBER	
19 POINT OF SHIPMENT		20 AIR MOVEMENT DESIGNATOR OR CASE REFERENCE NO	

2 SHIP TO MARK FOR
Commanding Officer
H E S Co, HQBN, Camp Fuji, Japan
APO Seattle, Wa 98760

3 ORGANIZATION AND SUBHEAD Shipping Document	4 ORI CL	5 BRG CODE NO	6 SUBAL TO	7 AUTHORIZATION ACCT/ACTIVITY	8 TRANS TYPE	9 PROPERTY ACCTG ACTIVITY	10 EQUIP TRF	11 COST CODE CC320047007800	12 AGENCY
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13 ITEM NO (a)	14 FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	15 UNIT OF ISSUE (c)	16 QUANTITY REQUIRED (d)	17 SUPPLY METHOD (e)	18 TYPE CONTAINER (f)	19 LBN TAGS (g)	20 UNIT PRICE (h)	21 TOTAL COST (i)
1	7804-01-576-7592, Decoder, degreapher	Se	3					

22 TRANSPORTATION VIA THIS OR THIS CONTAINER TO	23 SPECIAL HANDLING	24 ISSUED BY	25 IDEAL CONTAINER	26 TYPE FOR EXAMIN	27 DESCRIPTION	28 IDEAL WEIGHT	29 TOTAL CUBE	30 CONTAINER RECEIVED EXCEPT AS NOTED	31 DATE	32 BY	33 SHEET TOTAL
34 CHECKED BY	35 RECEIVED BY	36 DATE	37 BY	38 GRAND TOTAL	39	40	41	42 QUANTITIES RECEIVED EXCEPT AS NOTED	43 DATE	44 BY	45
46	47	48	49	50	51	52	53	54	55	56	57
TOTAL											

DD FORM 1149

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ENCLOSURE (5)

1



MCBCL FORM 403

PACKAGING AND PRESERVATION WORK REQUEST
Model 4030 Rev 2-73

TO: PRESERVATION, PACKAGING AND PACKING BRANCH, HOWASS DIV., EMATEN, MCB, CLNC

FROM (UNIT) Maintenance Float, 2d Supply Bn.	DATE Aug 9, 1983	UNIT PRIORITY DESIGNATOR 13
PERSON FAMILIAR WITH WORK REQUESTED SSgt U. R. WRUNG	PHONE 4395	SLUG NO. 1211

FOLLOWING WORK IS REQUESTED

It is requested that the following item be packed for storage.

When the item is ready please notify unit, all marking will be done at unit level

TYPE WORK REQUESTED (X)		(+)-PKGX <input type="checkbox"/>		LEVEL <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
PACKAGE AND PRESERVE <input type="checkbox"/>		LEVEL <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		TACTICAL MARK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CONSTRUCT <input type="checkbox"/>		PRINT AND MARK <input type="checkbox"/>		TACTICAL MARK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

DETAILS (LIST INSIDE DIMENSIONS IF CONSTRUCTION IS DESIRED; COLOR OF PAINT, PATTERN AND NUMBER OF TACTICAL MARK, ANY SPECIAL INSTRUCTIONS)

NOMENCLATURE: Engine, M880
 NSN: 5437-01-838-9375
 QUANTITY: 1
 SERIAL NUMBER: FE958-00H

DEAD LINE DELIVERY DATE 13 AUG. 1983	WR NO. A171	SIGNATURE A. B. SMITH	15740
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Spaces On and Below This Line For P&P Use Only JOB CHARGEABLE P&P CONTROL NO.

WORK MEASUREMENT INFO PROJ 12			WORK MEASUREMENT INFO PROJ 11 & 12 TOTALS (LESS PROJ 12)			
NO. OF ITEMS	TONS	NO. OF PYGS	CODE	WEIGHT	VEHICLES	BOXES BUILT

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PACKAGING AND PRESERVATION WORK REQUEST

FORM 4030, 1 NOV 77

TO: PRESERVATION, PACKAGING AND PACKING BRANCH, HOWASP DIV., EMATEN, MCB, ILNO

FROM (UNIT) Ration Company, 2d Supply Battalion	DATE 9 Aug 1983	UNIT PRIORITY DESIGNATOR 07
PERSON FAMILIAR WITH WORK REQUESTED Sgt. I. M. Squaredaway	PHONE 2933	LDG NO. F.C. 520

FOLLOWING WORK IS REQUESTED

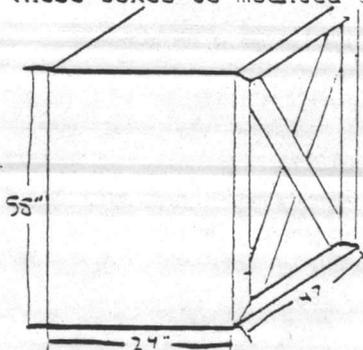
It is requested that 17 boxes be made and furnished to this unit.

JUSTIFICATION: Upcoming deployment for Solid Shield exercise.

TYPE WORK REQUESTED (X)			(+)-PACK <input type="checkbox"/>			LEVEL <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c		
PACKAGE AND PRESERVE <input type="checkbox"/>			LEVEL <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c			CONSTRUCT		
BOXES <input checked="" type="checkbox"/>			GRATES <input type="checkbox"/>			PAINT AND MARK <input type="checkbox"/>		
			TACTICAL MARK			YES <input type="checkbox"/> NO <input type="checkbox"/>		

DETAILS (LIST INSIDE DIMENSIONS IF CONSTRUCTION IS DESIRED; COLOR OF PAINT, PATTERN AND NUMBER OF TACTICAL MARK, ANY SPECIAL INSTRUCTIONS)

Total Cube 38 CuFt
Inside dimensions 24" L X 58" W X 47" H
It is requested that these boxes be mounted on 2" X 4" skids.



DEAD LINE DELIVERY DATE 15 Oct 1983	WH NO. 158-83	SIGNATURE J. A. JONES	1st Col USMC			
Specs On and Below This Line For P&P Use Only		NON CHARGEABLE	P&P CONTROL NO.			
WORK MEASUREMENT INFO PROJ 12			WORK MEASUREMENT INFO PROJ 11 & 12 TOTALS (LESS PROJ 12)			
NO. OF ITEMS	TONS	NO. OF PKGS	CUBE	WEIGHT	VEHICLES	BOXES BUILT

CRATE MARKED WITH AN X SHOULD BE OPENED IN COMPLETE REVERSE ORDER

ENCLOSURE (6)