



UNITED STATES MARINE CORPS
NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS DIVISION
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
7300/2
NREAD
27 Oct 87

From: Base Forester, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Supply Officer, Support Battalion, Marine Corps Base,
Camp Lejeune

Subj: CHANGE IN ACCOUNT NUMBERS FOR RECENTLY PURCHASED GE RADIOS

1. The following radios should be removed from Account #29, and
added to the below listed accounts:

ACCOUNT #M00131
Base Fire Department

ACCOUNT 30
Director, NREAD

GE MLS, NCFS Radios

GS SX Phoenix Radio

1. 9578859
2. 9578858
3. 9578860

1. 7243082

2. For any further information, please contact Mr. Peter Black,
Base Forester, NREAD, at extensions 2083/1690.

PETER E. BLACK
Base Forester

Copy to:
Dir, NREAD
BFire Dept





UNITED STATES MARINE CORPS
SUPPORT BATTALION
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5020

m. Black
IN REPLY REFER TO:
4400
BnSup
14 Oct 86

From: Supply Officer, Support Battalion, Marine Corps Base, Camp Lejeune
To: Responsible Officer, Account 29

Subj: REQUIREMENTS FOR CLASS 3 & 4 PLANT PROPERTY

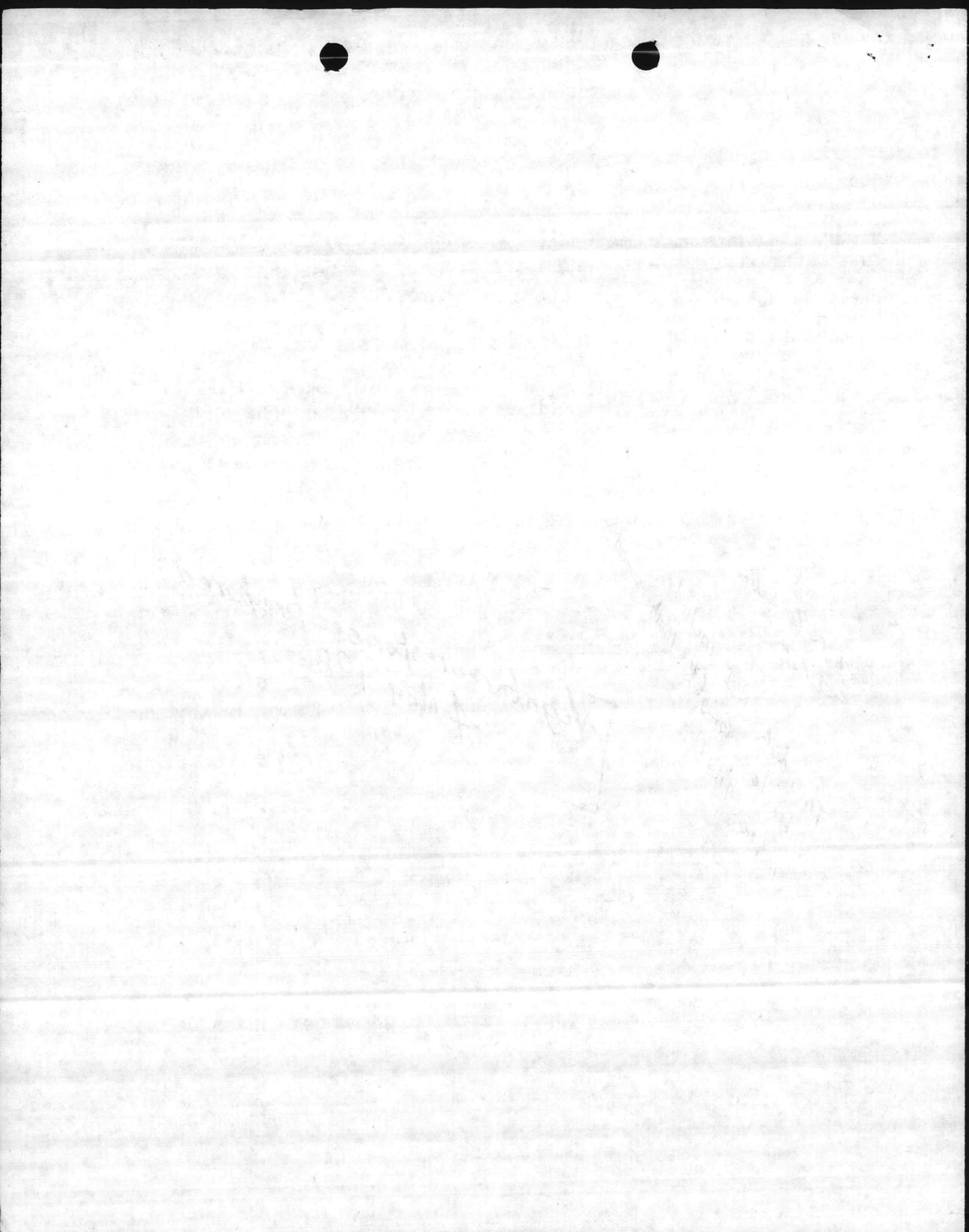
Encl: (1) CG, MCB ltr 7100 over LOG dtd 18Sep86
(2) Negative Reply Endorsement

1. Enclosure (1) addresses the process required to procure mission essential, non-expendable equipment with a dollar value of \$5000.00 or more.
2. If there is a need for such equipment, take action as addressed by Enclosure (1). Forward requests to the Supply Office no later than 15 November 1986.
3. Utilize Enclosure (2) if there is a negative requirement.

A. J. S. Muna
A. J. S. MUNA

*Support Battalion
2372
This does NOT include
vehicles. GTSgt K. Mothershead
sent so 7 Nov. 86*

*Negative response prepared
4 Nov. 1986*





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

IN REPLY REFER TO:

7100

LOG

18 Sep 1986

From: Commanding General, Marine Corps Base

Subj: FISCAL YEAR 1988/1989 REQUIREMENTS FOR CLASSES 3 & 4 PLANT PROPERTY

Ref: (a) MCO P7100.8

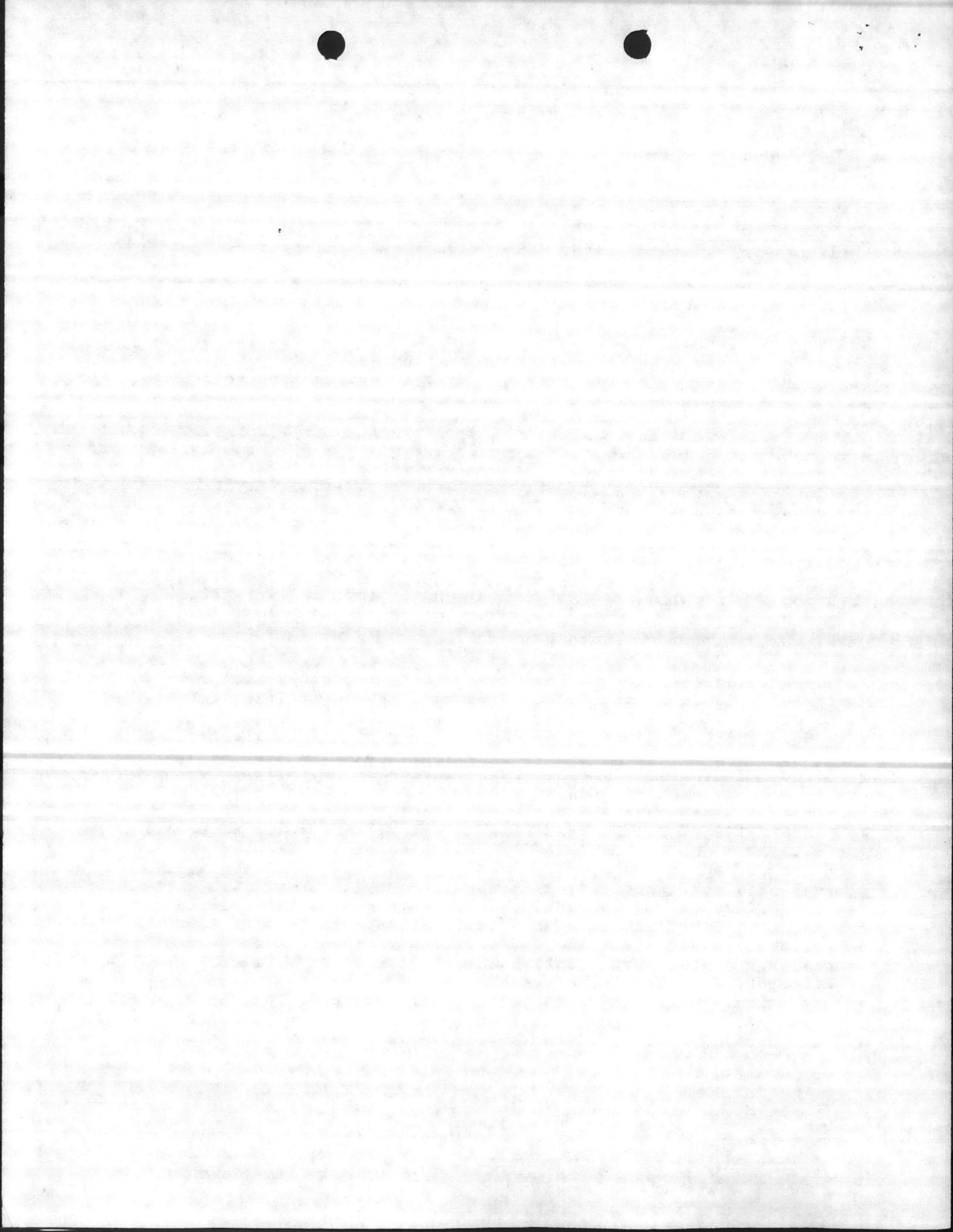
Encl: (1) Classes 3 and 4 Plant Equipment Budget Submission
Format and Preparation Instructions
(2) Categories of Personal Capital Equipment Based on
Functional use

1. The reference requires the Procurement Marine Corps Budget for Classes 3 and 4 investment items, be submitted to Headquarters Marine Corps by 1 March 1987. Personal Capital Plant equipment items consist of government-owned, non-expendable equipment items having an actual cost of \$5,000.00 or more which are used in production of supplies, performance of service, or for any administrative or general plant support purposes. This equipment is generally known as plant property. Items excluded from the plant property designation are those carried in the stores system, and similar allowance type equipment with an acquisition cost of less than \$5,000.00. These are considered expense items and must be budgeted/funded under Operations, Marine Corps (O&MC) program.

2. In accordance with the reference, it is requested that requirements for Classes 3 and 4 Plant Property Investment Items for Fiscal Years 1988/1989 be submitted in the format shown in enclosure (1) to this Headquarters (Attn: Assistant Chief of Staff, Logistics), in duplicate no later than ~~28 November 1986~~. Negative reports are required. Enclosure (2) contains a listing of major items within the functional groups. Consideration should be given to the age and condition of equipment which may require replacement during Fiscal Years 1988/1989. Transportation and installation costs of equipment, generally will not be included in the costs of the item if the contract or the purchase order calls for delivery with transportation charges paid and installation accomplished by the supplier (contractor). Current prices can be obtained by contacting the Technical and Research Branch, DSSC Division, extension 5917. Requirements list must be supported by sound justification, e.g., current condition, excessive maintenance costs, parts problems, replacement versus repair, new requirement, increase in personnel, change in table of organization, and training. Emergency and unforeseen requirements may be submitted as the need arises, with justification to support urgent or special handling. This Command's point of contact is Mr. Blick, extension 3896.

B. D. Chambless
B. D. CHAMBLESS
By direction

Enclosure (1)

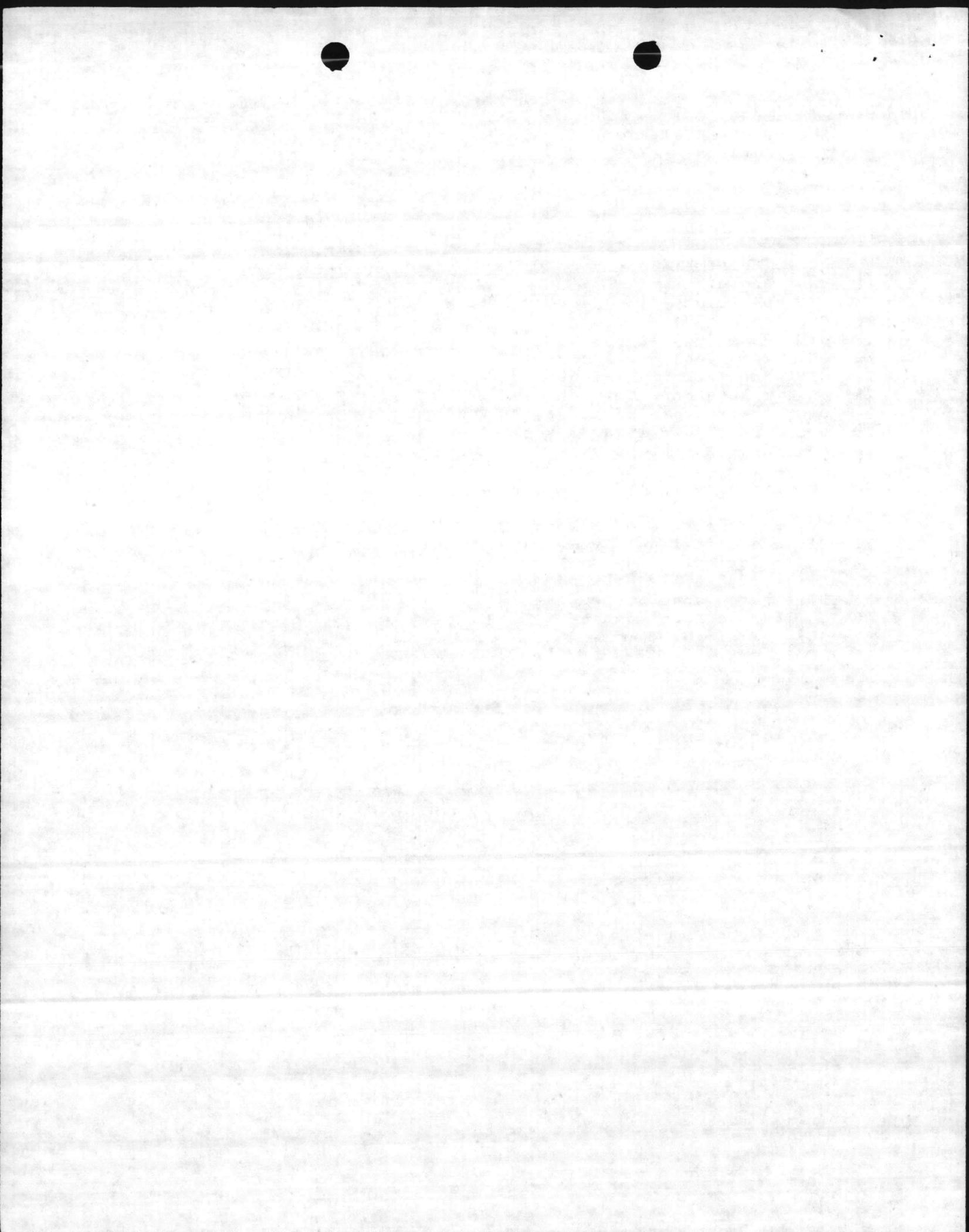


Distribution List:

CG, 2dMarDiv (REIN)
CG, 2dFSSG (REIN) FMFLANT
CG, 2dMAF
CG, 6thMAB

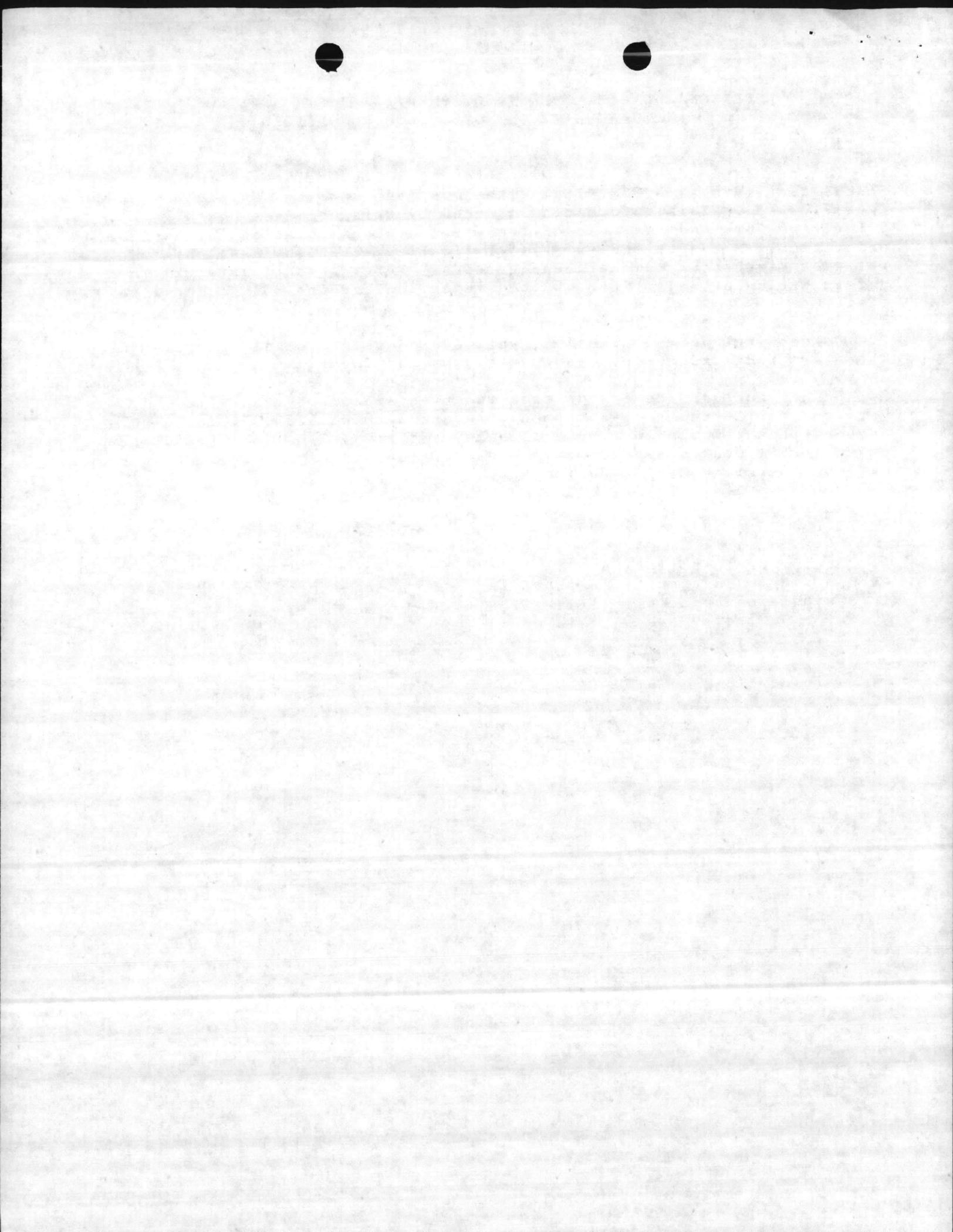
Base Fund Administrators

10 AC/S, Comptroller
12 Base Provost Marshal
13 Communications-Electronics Officer
16 CO, Support Battalion
18 OIC, Base Property
19 OIC, Base Food Service
22 OIC, Base Printing Plant
23 Base Maintenance Officer
24 OIC, Base Motor Transport
25 CO, Infantry Training School
26 CO, Marine Corps Service Support Schools
27 CO, Marine Corps Engineer School
28 CO, Field Medical Service School
29 CO, Rifle Range
30 CO, Headquarters Battalion
31 Director, Regional Automated Services Center
32 AC/S, Logistics
35 Director, Family Housing
36 Director, Bachelor Housing
40 CO, Corrections Company
44 AC/S, Training /Operations
46 AC/S, MWR



PERSONAL CAPITAL PLANT EQUIPMENT (INVESTMENT ITEMS)
WITH A UNIT COST OF \$5,000.00 OR MORE

1. Prepare separate detailed lists for each item requested for each Fiscal Year 1988 and 1989. Each item must be supported by a good sound justification. This information is used by this command to assign priorities for funding, some of the areas of consideration for assignment priorities are health and safety, criticality, cost savings, command interest directed by higher Headquarters. Refer to enclosure (2) for determination of major items within functional groups of the detailed list.
2. Do not include construction, railway and weight handling equipment. These are budgeted for by Headquarters Marine Corps.
3. Do not include items submitted under separate programs, i.e., Garrison Mobile Engineer Equipment (reference MCO 11260.3), Training Support Center Equipment (reference MCO 1551.1), T/E items (reference NAVMC 1019), stationary items of construction or weight handling equipment or other Garrison Mobile Equipment.
4. Those plant equipment items with a unit cost of \$5,000.00 or more, not submitted in separate programs, will be included.
5. Equipment installation will be funded as part of the procurement cost when a single contractor is providing for the equipment and installation in a single contract.



CATEGORIES OF PERSONAL CAPITAL PLANT EQUIPMENT BASED ON FUNCTIONAL USE

FUNCTIONAL GROUPS

MAJOR ITEMS WITHIN GROUPS

Class 3 Equipment

Buildings and Grounds
Maintenance Equipment

Cranes (stationary), floor sanders, floor scrubbers, vacuum cleaners, and waste compactors. Attachments or auxiliary equipment to end items, such as mowers, plows, road sweepers, and sprayers.

Office Equipment

Accounting and calculating machines, addressing machines, bookbinding equipment, cash registers, dictating and transcribing machines, duplicating equipment, safes, time recorders, typewriters, and visible record equipment.

Medical and Dental
Equipment

Audiometers, dental chairs, diathermy, incubators, lamps, medical cabinets, microscopes, operating tables, optalmometers, resuscitators, sterilizers, whirlpools, and X-ray machine.

Utilities Equipment
(Stationary)

Battery chargers, compressors, engine generators, fire extinguishers, intercoms, public address systems, radar speed equipment, radio sets, rectifiers, telecopier telephone equipment, and teletypewriters.

General Purpose
Equipment

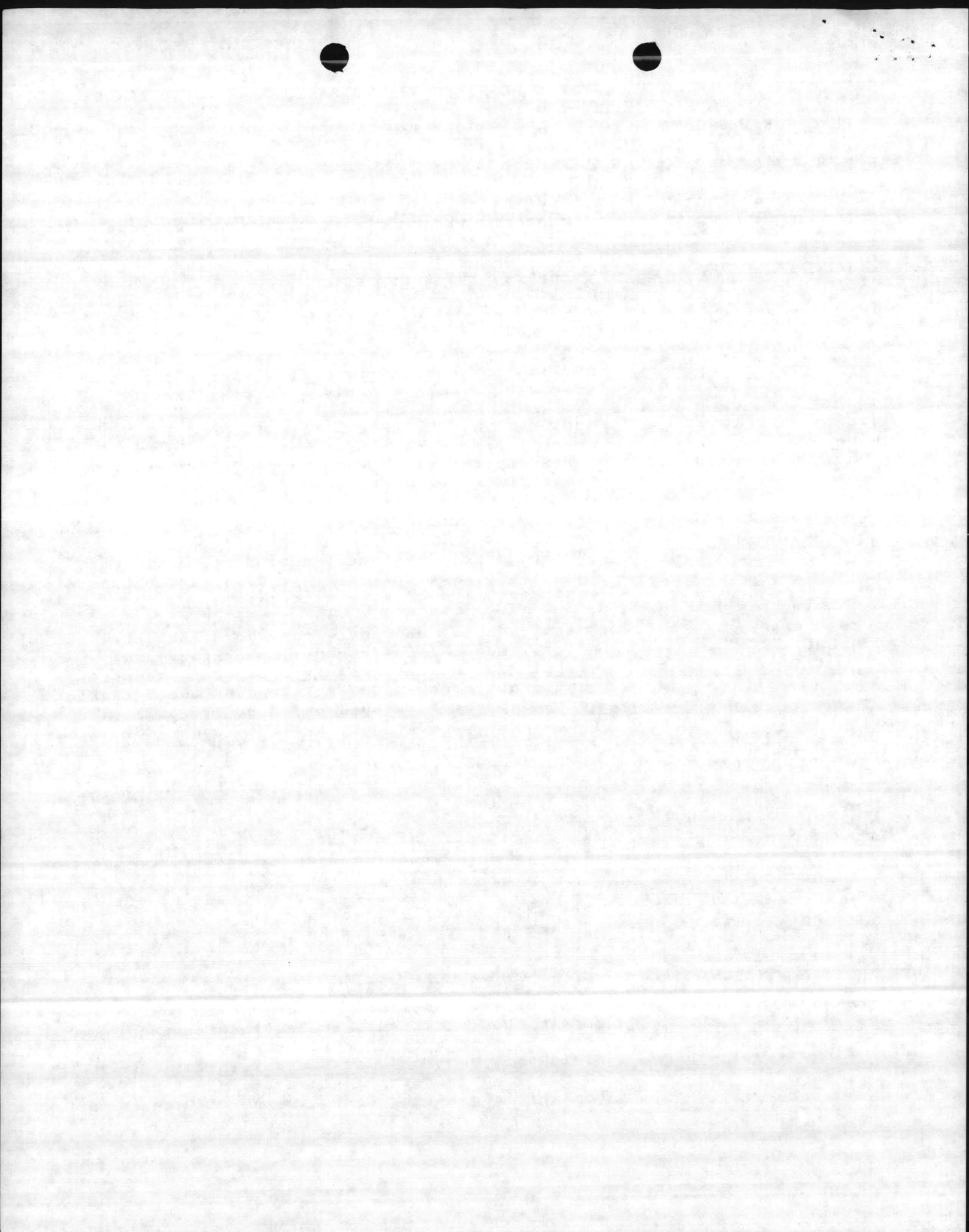
Boats, bonding machines, conveyors, hand trucks hoists, musical instruments, packaging and wrapping machinery, safety equipment, security equipment, sound modules, standard photographic equipment not furnished under MCO P3150.3, and training equipment not furnished under MCO 1551.1. In addition, food service equipment e.g., dishwashers, drinking water coolers, waste disposers (such as incinerators), hoods, and vents, etc.

Laundry and Drycleaning

Air forms, automatic shirt/coat units, conveyers, cross-folders, feed spreaders, flatirioners marking machines, spotting boards, stacker/counter, steam pressers, steam tunnels, stills, synthetic solvent cleaning units, tumblers, utility presses, and washers extractors.

Class 4 Equipment
(Industrial Plant
Equipment)

Dip tanks, drills dynamometers, furnaces, grinders, lathes, motor vehicle maintenance and repair shop equipment, scales, sewing machines, shapers, test sets (including electronic test equipment, non-TAM), saws and welders. See MCO 4870.33 and industrial plant equipment handbooks in the Marine Corps in the 4870 series.



Memorandum

DATE:

FROM: Responsible Officer, Account 29

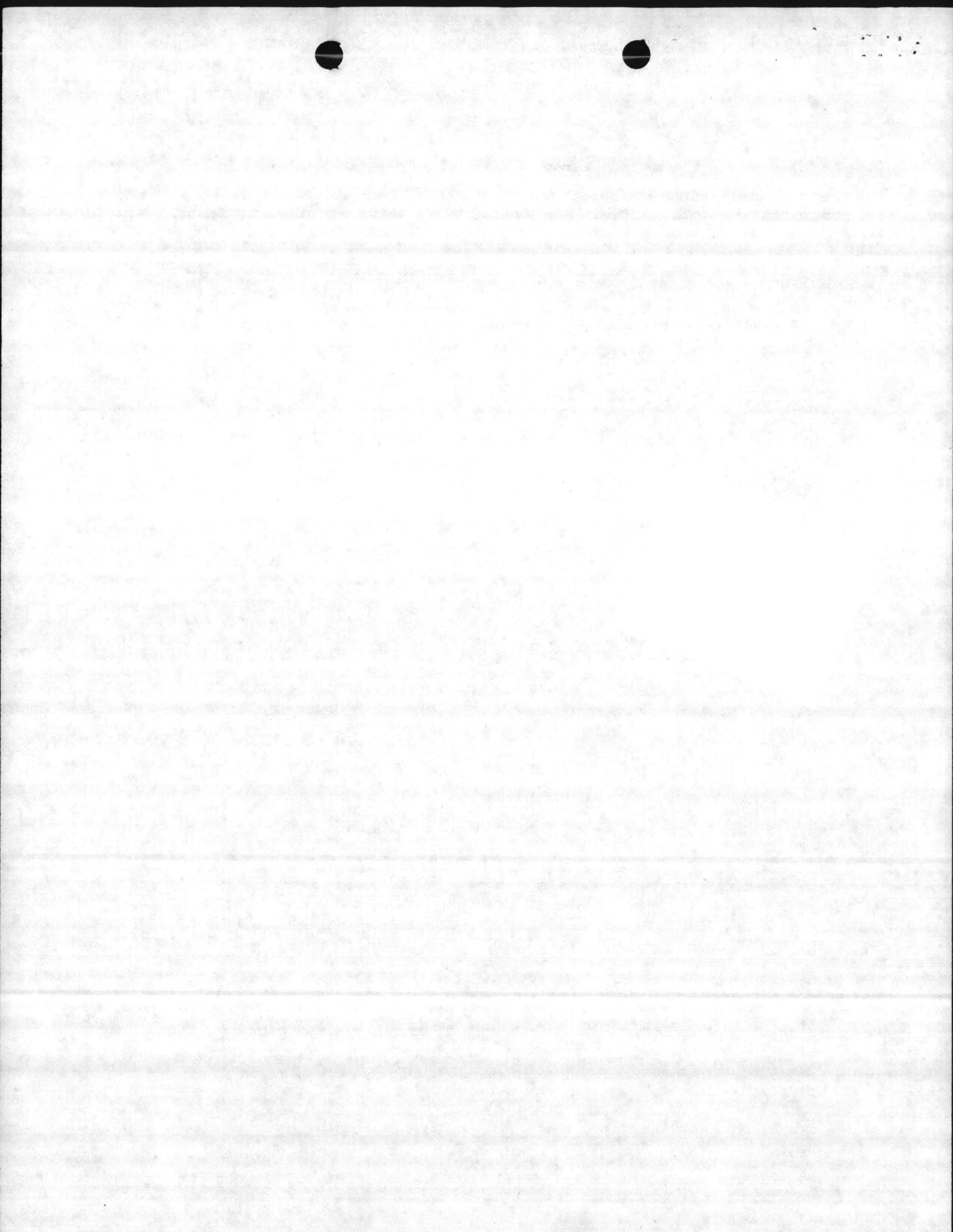
TO: Supply Officer, Support Battalion, Marine Corps Base, Camp Lejeune

SUBJ: REQUIREMENTS FOR CLASS 3 & 4 PLANT PROPERTY

Ref: (a) SupO ltr 4400 over BnSup dtd 14Oct86

1. Negative reply.

*GIVE ME
A smooth
like this for
my signature.
Thank you
JTB*



Memorandum

DATE:

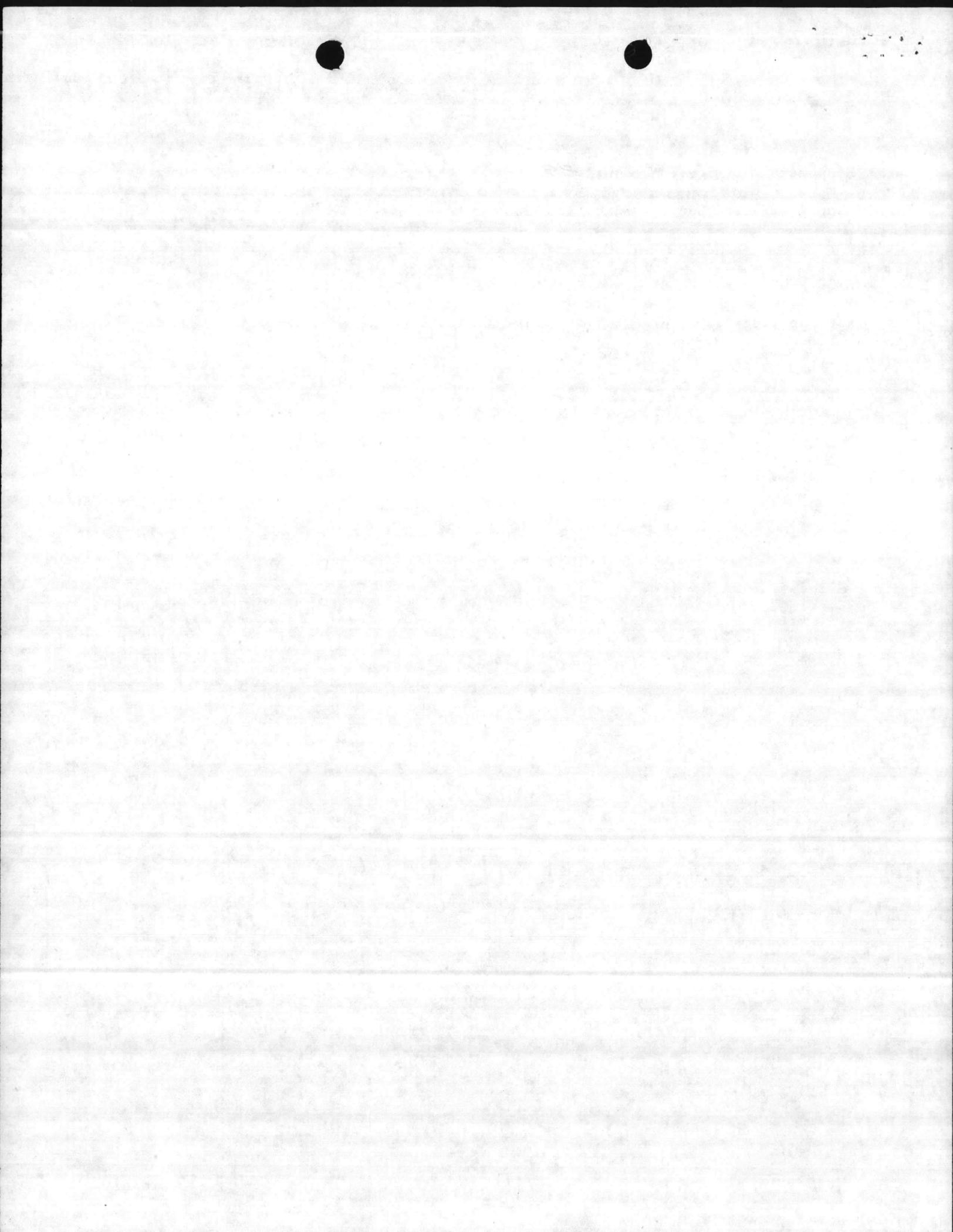
FROM: Responsible Officer, Account 29

TO: Supply Officer, Support Battalion, Marine Corps Base, Camp Lejeune

SUBJ: REQUIREMENTS FOR CLASS 3 & 4 PLANT PROPERTY

Ref: (a) SupO ltr 4400 over BnSup dtd 14Oct86

1. Negative reply.





UNITED STATES MARINE CORPS
SUPPORT BATTALION
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5020

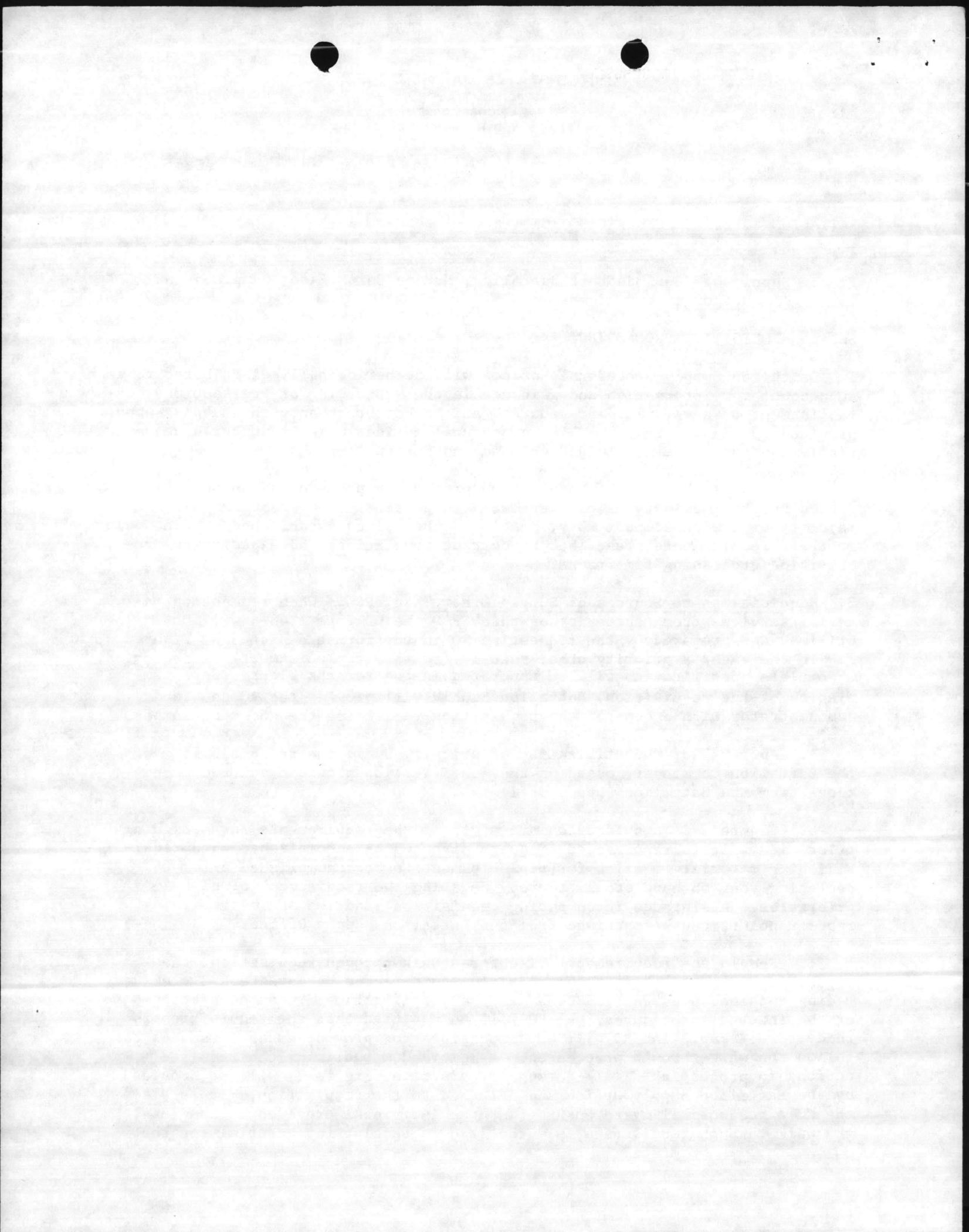
29
IN REPLY REFER TO
4400
BnSup
24 Jan 86

BATTALION SUPPLY PROCEDURAL NOTICE 1-86

From: Supply Officer, Support Battalion, Marine Corps Base, Camp Lejeune
To: All Responsible Officers

Subj: REQUISITION PROCESSING

1. Battalion Supply Procedural Notices will be periodically distributed to each subaccount for information and guidance in the processing of transactions, establishment of new/revised procedures, and to better enhance the supply support provided by this activity. These procedural notices will be numbered sequentially and should be maintained on hand and current.
2. A review of the current requisition processing procedures has been conducted by this activity. This review, accompanied by conversations with the majority of the subaccount RO's, disclosed the policy established herein would meet all requirements prescribed by current regulations and expedite the requisition processing timeframes.
3. Requisitions to Sources of Supply Other Than BPCO. When requesting material/services from sources other than BPCO the DD Form 1348-6 will be utilized and prepared by the requesting RO in the format depicted by Figure 1. In the event a priority other than 14 (routine replenishment) is requested, a complete justification will be annotated in the remarks block. Upon completion of the requisition, Battalion Supply will provide the RO and Fund Administrator with a copy of the requisition reflecting the document number.
 - a. Approval of the utilization of priority 07 is the responsibility of the Battalion Commander, based on the justification provided and recommendations from the Battalion Supply Officer.
 - b. Figure 2 is provided to inform you of the requirements for assigning priorities. It is recommended adequate planning be accomplished when requisitioning material to allow for replenishment to be accomplished prior to depleting your on hand stock, thereby negating the requirement of high priorities. Assistance in computing requisition leadtime and establishing reorder points can be obtained from the Battalion Supply Office.
 - c. Should the requirement arise for a walk-through requisition, the requesting RO must submit the requisition as directed by paragraph 3 preceding and annotate "WALK THROUGH" in the justification. Upon completion of the internal procedures, the RO will be notified that the requisition is ready for pickup. The RO will be responsible for providing the personnel to follow the walk-through procedures. A memorandum outlining the required actions in processing a walk-through requisition (Figure 3) will be provided by the Battalion Supply Office and attached to the requisition. It is also the RO's responsibility to ensure that the individual provided to handle the walk-through requisition is authorized to receipt for material for that

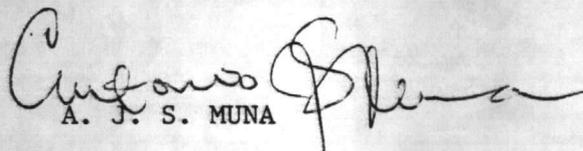


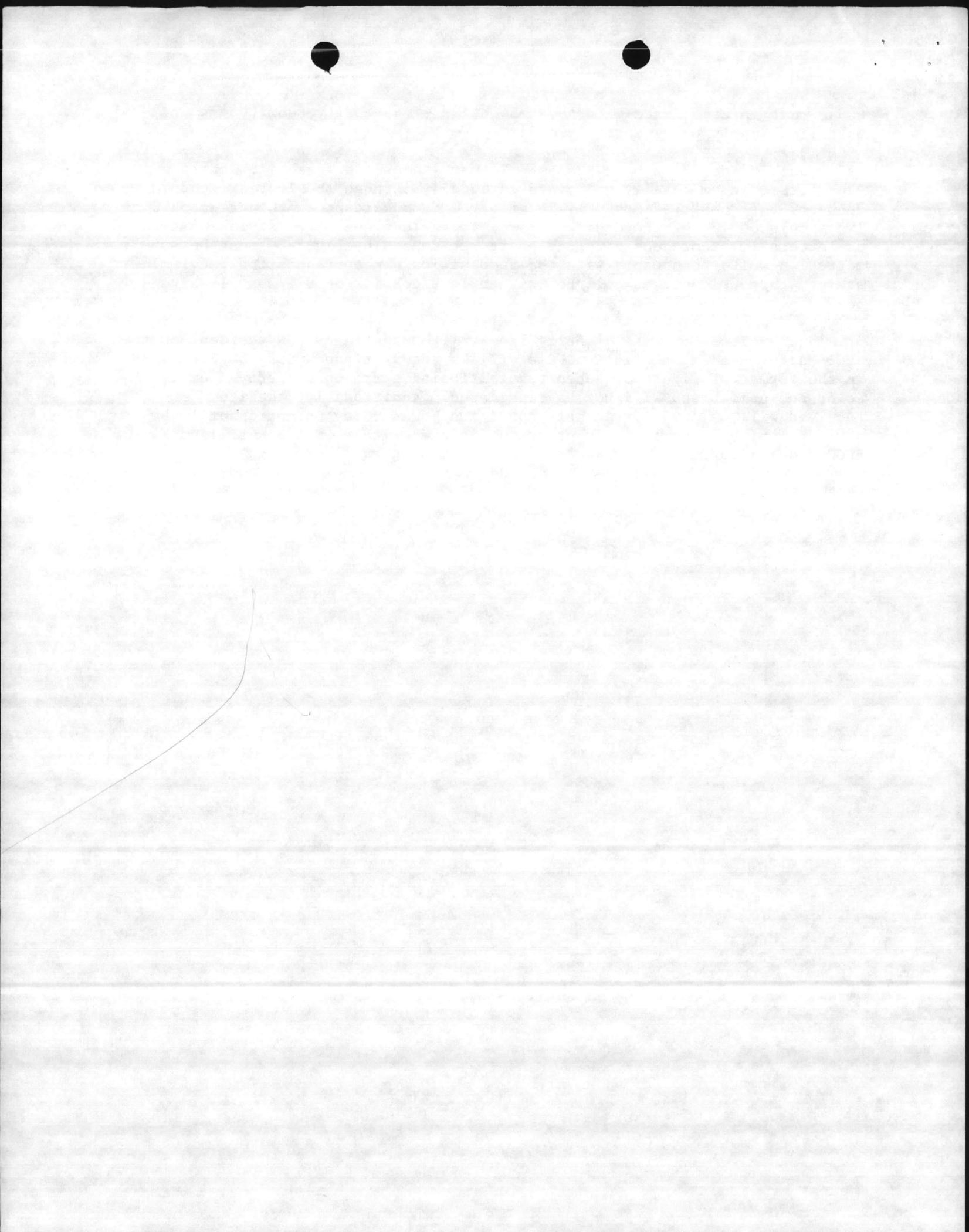
Subj: REQUISITION PROCESSING

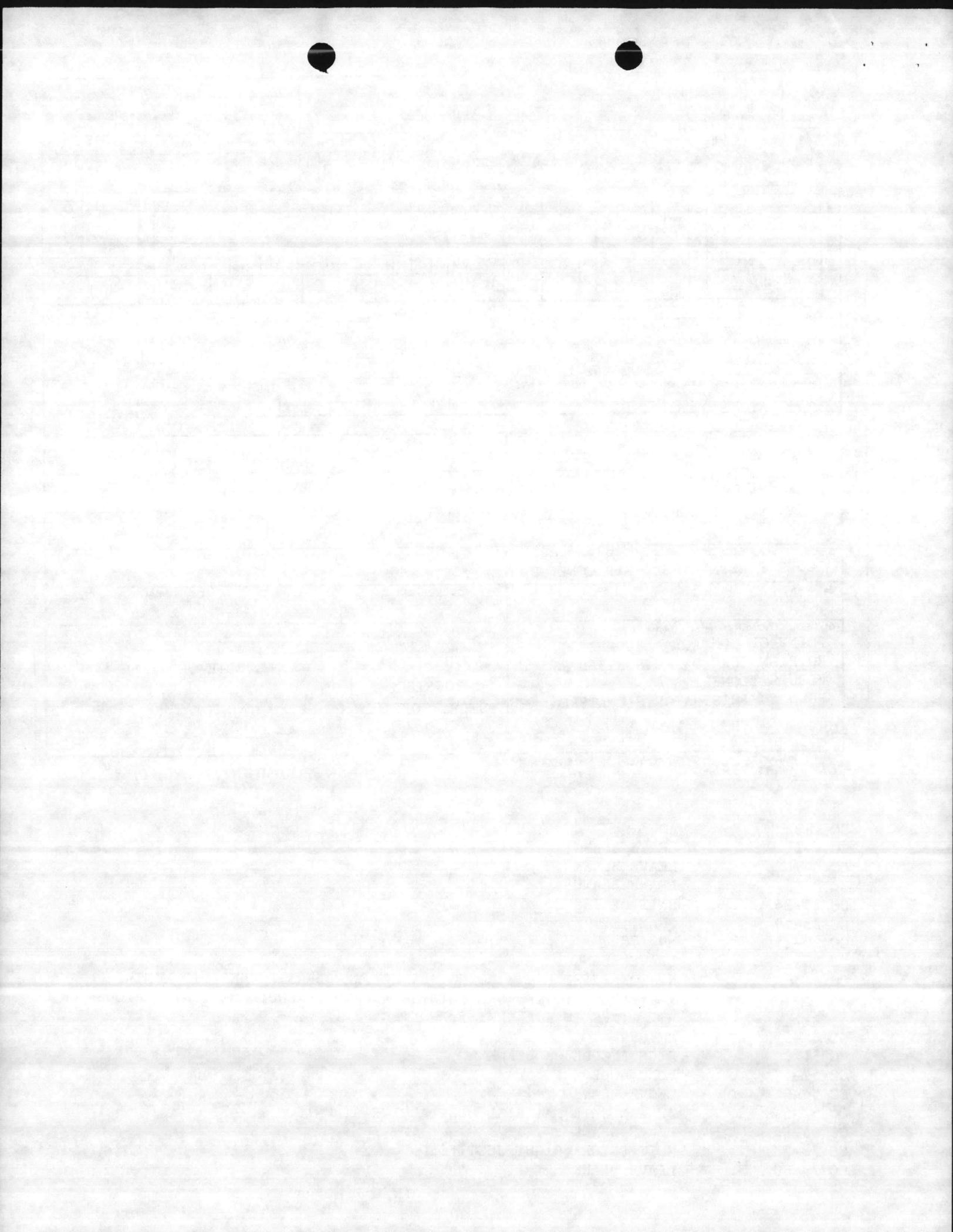
subaccount in accordance with the delegation of authority submitted to Battalion Supply on a quarterly basis.

4. Requisitions for Rubber Stamps. Rubber stamps and facsimile stamps are manufactured commercially and procured locally through the Imprest Fund. Requests for rubber stamps will be prepared in accordance with paragraph 3. Two sample copies of the desired stamp, to include the size, style and type of letters in accordance with the chart referenced by Figure 4 must be submitted on white bond paper with the requisition. When requesting facsimile stamps, three signatures will be written in black ink on 8 1/2 x 11 white bond paper.

5. Requisitions for Base Property Items. Items having a NSN resident on the BPCO Master Header Information File will be requisitioned via a DD Form 1348 in the format of Figure 5. When requisitioning garrison property items, color and name brand will not be considered. Additionally, the items received will be in a serviceable condition however may not necessarily be new. Priority 14 is the only priority designator that will be utilized for BPCO requisitions.


A. J. S. MUNA





REQUISITION PROCESSING STANDARDS

FORCE/ACTIVITY DESIGNATORS

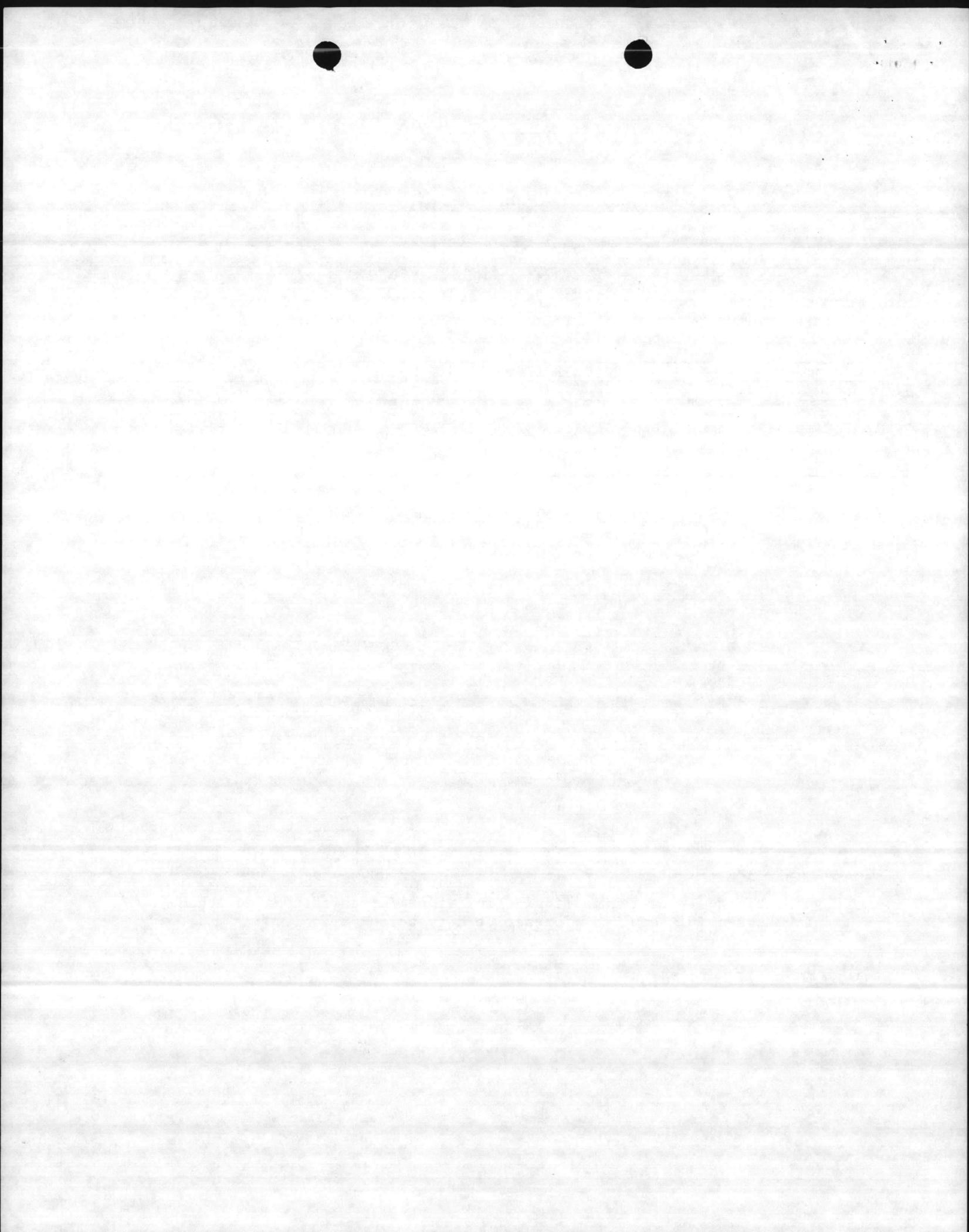
All Marine Corps Base units will utilize F/AD IV.

PRIORITY DESIGNATORS

The Responsible Officers will assign a priority to their requests in accordance with the guidelines described herein, however the actual priority designator assigned will be in accordance with the Battalion Commander's policy.

PRIORITY DESIGNATORS		
07	09	14
UNABLE TO PERFORM MISSION	IMPAIRS OPERATIONAL CAPABILITY	CONTINUING SUPPORT
1. For immediate use, unable to perform assigned mission.	1. For immediate use, can operate, but with decreased efficiency.	1. Routine stock replenishment. 2. Scheduled maintenance or repairs. 3. Repair/replace administrative support equipment. 4. Initial outfitting or completion of allowance lists. 5. For purposes not specifically covered by any other urgency of need designator.

06 May be utilized when requisitioning individual/organizational clothing, minimum essential required, for active duty personnel only.



Memorandum

DATE:

FROM: Supply Officer, Support Battalion, Marine Corps Base, Camp Lejeune

TO: Responsible Officer, Account _____

SUBJ: WALK THROUGH REQUISITIONING PROCEDURES

Ref: (a) Document M93170- _____ - _____

1. In accordance with current policies, the following procedures will be followed to effect processing of the referenced document.

a. The attached document will be taken to the Customer Services Section, DSSC, located on the first deck, building 1011. They will stamp the requisition and sign a copy.

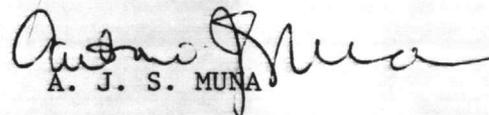
b. The next step is to take the requisition to T & R, located directly across the hall from Customer Services. This section will research the requisition, assign an NSN, and retain the pink copy.

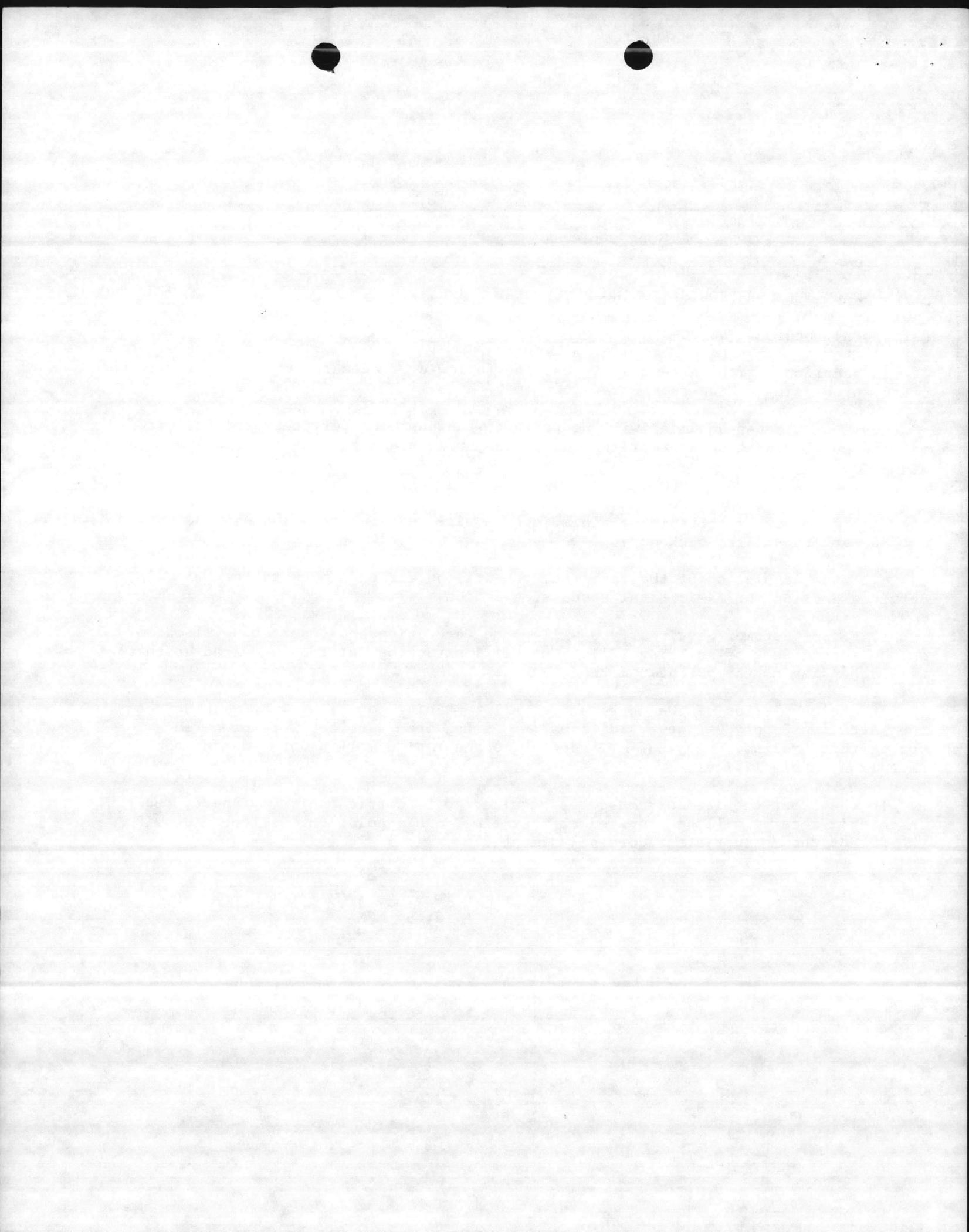
c. Upon completion of the research, you will be directed back to the Customer Services Section for their final processing action.

d. From Customer Services, you will go to Purchasing and Contracting, located on the second deck of building 1211. Further instructions will be provided at that time depending on the purchase method.

2. At the completion of the above steps, all remaining copies will be returned to the Battalion Supply Office. Additionally, if the item/services were procured during this process, a copy of all receipt documentation will be provided to the Battalion Supply Office.

3. In the event the item purchased is required to be carried on the property records, an interim receipt will be prepared at that time. An appointment will be made with the RO for the appropriate record adjustments.


A. J. S. MUNA



Handwritten notes and scribbles at the top of the page.

12	1/16"	17 LPI	118	1/8"	16 LPI	162	1/4"	7 LPI
13	1/16"	21 LPI	119	1/8"	18 LPI	163	5/16"	7 LPI
14	1/16"	15 LPI	120	1/8"	14 LPI	164	3/8"	5 LPI
15	1/16"	20 LPI	121	1/8"	17 LPI	165	1/2"	4 LPI
16	5/64"	12 LPI	140	3/16"	7 LPI	166	3/4"	2 1/2 LPI
17	5/64"	17 LPI	141	7/32"	5 LPI	167	5/16"	3 1/2 LPI
18	5/64"	14 LPI	143	3/16"	6 LPI	168	3/8"	3 LPI
19	5/64"	17 LPI	144	1/4"	4 LPI	169	1/2"	2 LPI
110	5/64"	12 LPI	145	3/8"	3 LPI	170	3/4"	1 1/2 LPI
111	5/64"	15 LPI	185	3/16"	11 LPI	171	1/2"	2 LPI
112	3/32"	11 LPI	186	3/16"	12 LPI	172	3/4"	1 1/2 LPI
113	3/32"	15 LPI	187	3/16"	12 LPI	173	1/2"	2 LPI
114	1/8"	10 LPI	188	3/16"	12 LPI	174	3/4"	1 1/2 LPI
115	1/8"	11 LPI	189	3/16"	12 LPI	175	1/2"	2 LPI
116	1/8"	10 LPI	190	3/16"	12 LPI	176	3/4"	1 1/2 LPI
117	1/8"	12 LPI	191	3/16"	12 LPI	177	1/2"	2 LPI

LETTERS PER INCH

Figure 4



