



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 11300.4B Ch 1

4G  
OCT 02 2006

COMBAT CENTER ORDER 11300.4B Ch 1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS AIR GROUND COMBAT CENTER (MCAGCC) DIG PERMIT PROCEDURES

Ref: (a) CCO 5090.1C

Encl: (1) MCAGCC Dig Permit  
(2) DigAlert Location Request Form

1. Situation. An excavation permit process is to protect facilities, utilities and the environment from unnecessary disruption by preventing damage to underground infrastructure and/or sensitive areas during excavations.

2. Cancellation. CCO 11300.4B

3. Mission. To establish policy and procedures for excavation and digging requests aboard the Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California and to assign tasking responsibilities for Dig Permits.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers, Directors and Officers-in-Charge of units working and training on board the Marine Corps Air Ground Combat Center (MCAGCC) will ensure those planning to dig anywhere on the Combat Center are aware of environmentally protected areas, are informed of proper procedures for digging in those locations and submit a Dig Permit as required by this Order.

(2) Concept of Operations

(a) To provide accurate and timely utility location mapping to minimize outages, interruption and repair costs associated with damaged utilities and to provide a safe working environment for personnel involved in excavation and digging aboard MCAGCC.

(b) Any excavation or ground disturbances six (6) inches or greater anywhere aboard MCAGCC, except as noted below, require an approved Dig Permit per enclosure (1) prior to any such excavation or ground disturbance.

(c) Digging of individual fighting holes in the outlying Range Training Areas (RTAs) does not require a Dig Permit under this Order. Fighting holes will be filled in upon completion of the exercise. Large holes or excavations for gun emplacements or vehicle/equipment emplacements should be approved by the Assistant Chief of Staff G3 and coordinated with Natural Resources and Environmental Affairs Division (NREA). Reference (a) applies.

(d) The Sand Hill RTA (including the "Restricted Area") and the "Camp Wilson Complex" to include the Exercise Support Division (ESD), the Strategic Expeditionary Landing Field (SELF) and Outlying Landing Field (OLF) Seagle are not considered outlying RTAs under this Order and a Dig Permit is required at all times.  
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(e) Any damage to MCAGCC utility structures must be reported to the Public Works Division (PWD) Trouble Desk immediately at (760) 830-6271.

(f) Personnel causing any damage to MCAGCC utilities may be held responsible for all repair costs and possible penalties for any related property damage or personal injuries.

b. Subordinate Element Missions

(1) Requestor

(a) Submit a Dig Permit application and DigAlert Location Request Form per enclosures to the PWD Dig Permit Coordinator (DPC) at least 15 working days prior to any planned excavation or ground disturbance. Emergency requests will be processed immediately.

(b) Contact Dig Alert per enclosure to coordinate for possible subsurface commercial utilities installation upon local Dig Permit approval and (2) two working days prior to any actual excavation or ground disturbance.

(2) Public Works Division

(a) Assign a Dig Permit Coordinator (DPC).

(b) Process the Dig Permit in accordance with the current Dig Permit Standard Operating Procedures (SOP) including coordination with appropriate MCAGCC organizations to review the Dig Permit application.

(c) Issue a valid Dig Permit.

(3) Dig Permit Coordinator (DPC). On receipt of a Dig Permit application, the DPC will:

(a) Review the Dig Permit application for accuracy and completeness.

(b) Log a control number.

(c) Provide the customer a receipt copy.

c. Coordinating Instructions. When digging occurs in areas identified as having subsurface installations, California law requires that the subsurface installations be exposed by hand digging so that exact location can be determined before using power equipment. Use of a water pick is recommended.

5. Administration and Logistics. Distribution Statement A directives issued by the Commanding General are distributed via e-mail upon request. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Active Duty, Reserve, Civilian personnel working and training on board MCAGCC.



J. R. BRADEN  
Chief of Staff

DISTRIBUTION: A-1



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JAN 13 2009

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Subj: MARINE CORPS AIR GROUND COMBAT CENTER (MCAGCC) DIG PERMIT PROCEDURES

1. Situation. To direct pen changes to the basic order.

2. Execution

a. Paragraph 4a(2)(c), line out "Director" and add "Assistant Chief of Staff".

b. Paragraph 4a(2)(d), line out "Base" and add "Division", line out "(ESB)" and add (ESD).

c. Paragraph 4a(2)(e), line out "Facilities Management" and add Public Works, line out "(FMD)" and add "(PWD)".

d. Paragraph 4b(1)(a), line out "FMD" and add "PWD".

e. Paragraph 4b(2), line out "Facilities Management" and add "Public Works".

f. On enclosure (1), line out all "FMD" acronym's and add "PWD" in it's place.

3. Filing Instructions. File this transmittal immediately behind the signature page of the basic order.

R. J. ABBLITT  
Chief of Staff

MCAGCC Dig Permit Application	Dig Permit #
APPLICANT INFORMATION	Dates Valid
Project No. / Title:	From/To:
Contract or Work Order #:	Dig Permit Issued By
Proposed Dig Period (from/to):	Signature/Date:
Applicant Name:	Name/Phone:
Company/Organization:	Permission to excavate is granted for the area specified on the attached Map. NOTE: This permit is valid only after applicant has notified the <sup>PWD</sup> FMD Dig Permit Office two working days prior to the actual digging. Phone 760-830-7678, 3071, or 7642. Note: You must also provide the Underground Service Alert Permit Number when calling.
Phone:	
Email:	
Description (e.g. location (bldg), depth, type of equip.):	
	G6 (CDD) Comments / Restrictions:
	Site Marked with: <input type="checkbox"/> Paint <input type="checkbox"/> Flag(s) <input type="checkbox"/> None
	CDD Signature:
	CDD Print Name/Phone:
	Facilities Maintenance Information (FMD) Comments / Restrictions:
<p><b>Any Damage to Utilities must be reported IMMEDIATELY to the FMD Trouble Desk 760-830-6271</b>  <sup>PWD</sup></p> <p><b>*** Pursuant to California Govt. Code (Chp. 3.1, Art. 2) ***</b>  <b>"Underground Service Alert" must be notified prior to excavation:</b>  <b>1-800-422-4133</b></p>	
Dig Alert Permit #:	
Applicant Signature/Date:	Site Marked with: <input type="checkbox"/> Paint <input type="checkbox"/> Flag(s) <input type="checkbox"/> None
Govt. Rep. Signature:	<sup>PWD</sup> FMD Signature:
Govt. Rep. Name/Phone:	FMD Print Name/Phone: <sup>PWD</sup>

Enclosure (1)

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**CALL TOLL FREE 800-227-2600**

2 working days before you dig

**DIGALERT**



**Digalert No:** \_\_\_\_\_

**LOCATION REQUEST FORM**

*For faster service, fill out all non-italicized fields prior to calling*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ **Operator:** \_\_\_\_\_

Company Phone: \_\_\_\_\_ Caller: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best times to reach your company: \_\_\_\_\_

Foreman: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Delineated:  Yes  No

County: \_\_\_\_\_ City: \_\_\_\_\_

If more than 1 address or descriptive location: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Street: \_\_\_\_\_

Closest X/ST: \_\_\_\_\_

Thomas Guide page & grid: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Boring:  Yes  No Explosives:  Yes  No Vacuum:  Yes  No

If vacuum yes:

Vacuum contact: \_\_\_\_\_

Vacuum Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Vacuum E-mail: \_\_\_\_\_

Type of work: \_\_\_\_\_

Work to begin: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Instructions:  Mark By  Meet and Mark  Validate Permit Only  Now

Work being done for: \_\_\_\_\_

Permit #: \_\_\_\_\_  Not Required  Not Available  Blanket

**Members being notified by USA:** \_\_\_\_\_

\_\_\_\_\_

**Update on/or before date:** \_\_\_\_\_