BASE MAINTENANCE DEPARTMENT
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO 4400.1
MAIN/RES/spk
MAR 2 3 1981

MAINTENANCE ORDER 4400.1

From: Base Maintenance Officer
To: Distribution List

Subj: Procedure for garrison property/equipment and plant account equipment control and accountability

Ref: (a) BO P4400.5D
(b) MCO P4400.15H
(c) MCO 11260.3B
(d) MCO 4440.27C
(e) BO 7321.4B

1. Purpose. To promulgate guidance and instructions for the management and accountability of garrison property/equipment and plant account equipment within the Base Maintenance Department.

2. Cancellation. MO 4400

3. Applicability. The provisions of this Order are applicable to all activities within the Base Maintenance Department upon receipt.

F. H. Mount
F. H. MOUNT

DISTRIBUTION:
Dir, M&R Div
Dir, Admin Div
Dir, NREA Div
Dir, Oper Div
Dir, Tele Div
Dir, Util Div
MaintLiaisonNCO
Shop Supervisors
Property Management Branch

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

PROCEDURE FOR GARRISON PROPERTY/EQUIPMENT AND PLANT
ACCOUNT EQUIPMENT CONTROL AND ACCOUNTABILITY

TABLE OF CONTENTS

SECTION I

GENERAL INFORMATION

SECTION II

INVENTORY AND ACCOUNTABILITY OF PROPERTY AND EQUIPMENT

SECTION III

ISSUE, TURN-IN AND DISPOSITION OF PROPERTY AND EQUIPMENT

SECTION IV

CONTROL AND SECURITY OF PROPERTY AND EQUIPMENT

SECTION V

INSTRUCTIONS AND PROCEDURES FOR THE BASE MAINTENANCE PROPERTY OFFICER

SECTION VI

MAINTENANCE MANAGEMENT

SECTION I

GENERAL INFORMATION

101. PURPOSE. In accordance with references (a) through (e), these instructions constitute a program for property/equipment control and accountability.

102. OBJECTIVES

1. Provide for the efficient control and accountability of all garrison property/equipment and plant account equipment within the Base Maintenance Department.

2. Control all equipment and property in such a manner as to obtain the most efficient use of equipment, material and money.

3. Insure a maintenance management program which will enhance the life and use of property and equipment.

103. GENERAL PROCEDURES

1. Effective immediately a system of sub-accounts will be established within the Base Maintenance Department. A list of sub-accounts is contained in appendix (A).

2. Each sub-account will have a Responsible Officer designated to maintain and account for property and equipment in the sub-account. Personnel designated as Responsible Officers are contained in appendix (1). Specific requirements of designated Responsible Officers are contained in subsequent paragraphs of this Order.

104. RESPONSIBILITIES

1. It is the responsibility of all personnel assigned to the Base Maintenance Department to assure that proper measures are taken to protect, maintain and properly utilize government equipment and property under their control.

2. The Base Maintenance Officer has the overall responsibility for the control and accountability of garrison equipment/property and plant account equipment within the Base Maintenance Department.

3. The Base Maintenance Property Officer is responsible for:

a. Maintaining and safeguarding all records and documents pertaining to garrison property/equipment and plant account equipment within the Base Maintenance Department.

b. Providing Responsible Officers with information and guidance regarding the control and accountability of equipment and property with the sub-accounts.

c. Coordinating the issue, turn-in and disposition of garrison property/equipment and plant account equipment between Responsible Officers and applicable outside agencies.

4. Responsible Officers.

a. Responsible and accountable for all property and equipment within their sub-account.

b. Insure the protection and security of all property and equipment under their supervision to prevent loss or misuse.

c. Properly maintain items of equipment and property in accordance with current maintenance management directives.

d. Initiate requests for issue, turn-in, purchase or exchange of sub-account property and equipment.

e. Insure that all property is properly inventoried and marked for identification and location.

f. Condition code all plant account equipment as required.

105. DEFINITIONS. The following definitions of terms used in these instructions are included to ensure complete understanding of the property control procedures.

1. Adjustment Document. Utilized to adjust formal account property records to reflect gains and losses of non-expendable/controlled expendable property.

2. Garrison Property/Equipment. Those items intended for garrison use which are controlled for budgeting purposes, e.g., water coolers, fans, office machines and equipment, heaters, window air conditioners.

3. Expendable Garrison Property/Equipment. All consumables and repair parts, regardless of price and other items of supply having a unit value of $1000 or less except those items designated by the Commanding General as controlled expendables.

4. Controlled Expendable Garrison Property/Equipment. Serialized ordnance items, office machines and devices, items

of a highly negotiable nature, controlled items and any item designated by the Commanding General. A complete list of these items is contained in appendix A of reference (a). All items designated as controlled expendable require the same control as non-expendable items.

5. Non-expendable Garrison Property/Equipment. Material and/or equipment except consumables and repair parts having a unit value in excess of $1000.

6. Formal Account. Formal account records consist of the Equipment Custody Record Card (NAVMC-10359-SD) and files, including all documents supporting transactions on all non-expendable and controlled expendable supplies.

7. Informal Account. Those records maintained for the control of supplies on hand and the accumulation of usage data for all expendable items except office supplies and blank forms. It will consist of the Stock Record and Inventory Control Card (NAVMC-708-SD).

8. Plant Account Property Class III. Includes all Marine Corps and Navy owned property of a capital nature having an estimated or actual initial acquisition cost of $1000 or more.

9. Plant Account Property Class IV. All industrial equipment with a unit cost of $1000 or more.

10. Responsible Officer. Any individual, either military or civilian, acting in a command or supervisory capacity may be assigned as a responsible officer. Such individuals are responsible for all property issued to them, whether for their own use or for the use of those under their control.

11. Consolidated Memorandum Receipt. The Consolidated Memorandum Receipt is a mechanized listing of all controlled garrison property and equipment. The CMR is provided quarterly or as required by the Base Property Officer to account holders.

12. Garrison Mobile Engineer Equipment (GMEE). All equipment that has been designed and integrally configured (wheeled, tracked or skid-mounted) to be operationally mobile, regardless of design (military or commercial), which is used in performing the maintenance, weight-handling or railroad transport functions. When this term is used, it encompasses all construction equipment, weight-handling equipment and railway equipment whose initial acquisition cost is $1000 or greater.

*13. Base Maintenance Property Officer. Incumbent Supply Technician GS-7 with responsibilities noted in paragraph 104.3 above.

*14. Non T/E Material. Expendable equipment required for the day to day operations which do not have allowances established by higher Headquarters and require special controls will be designated as controlled expendables and allowances will be approved (in writing) by the Commanding Officer. All quantitative changes will be supported by approved vouchers.

SECTION II

INVENTORY & ACCOUNTABILITY OF PROPERTY & EQUIPMENT

201. Initial Receipt and Inventory Procedures. Individuals designated as Responsible Officers will immediately contact the Maintenance Property Officer to effect receipt of property and equipment within their sub-account. The Maintenance Property Officer will prepare all documents necessary for the sub-account and a joint inventory will be conducted by the Responsible Officer and the Maintenance Property Officer to insure the physical presence and condition of the sub-account property and equipment. Discrepancies will be immediately reconciled and the property/equipment signed for by the Responsible Officer.

202. Relief/Transfer of Responsible Officers

1. Responsible Officers are responsible for notifying the Maintenance Property Officer of their relief or transfer. A minimum of 30 days should be given to allow for the preparation of documents and to reconcile any outstanding requisitions.

2. The Maintenance Property Officer will make arrangements with the appropriate division to obtain the name of the individual designated as the new Responsible Officer and prepare the proper documents for the transfer.

3. The old and new Responsible Officers will conduct a joint inventory of all property and equipment within the sub-account. Hand receipts issued to other individuals will be verified to insure that they are current and valid. Any discrepancies will be reported to the Maintenance Property Officer for adjustment. Upon completion of the inventory and reconciliation of records, the Responsible Officer being relieved will prepare and sign a certificate stating that the inventory and reconciliation has been completed. He will furnish a signed copy of the certificate (dated as of the day of relief) to the new Responsible Officer.

4. In the event a Responsible Officer is detached from his position for a period in excess of 30 days (e.g., TAD, extended sick leave), he will appoint an interim Responsible Officer to assume responsibility for the sub-account. The procedures in paragraph 3 above will apply.

5. If a new Responsible Officer has not been designated but a designation is expected to be made within 30 days the Property Maintenance Officer may elect to clear the sub-account of the old Responsible Officer or require the appointment of a temporary Responsible Officer to assume custodianship of the property and equipment in the sub-account. Upon the arrival or designation of a new Responsible Officer, the procedures in paragraph 201 above apply.

6. If a new Responsible Officer is not expected to be designated within 30 days, a temporary Responsible Officer will be appointed to assume control and accountability of property and equipment in the sub-account.

203. Inventory Requirements

1. Responsible Officers are required to conduct a complete physical inventory of all items of property and equipment at least once each year, at which time all custody records will be reconciled. Each article will be sighted and inspected for serviceability by the Responsible Officer. Any discrepancies will be reported to the Maintenance Property Officer who will make determination as to the proper action to be taken to correct the deficiency.

2. It is recommended that Responsible Officers periodically inventory items of property and equipment of a highly negotiable nature to insure proper control over these items.

3. Consolidated Memorandum Receipts will be forwarded to each sub-account holder on an annual basis. Responsible Officers will verify the CMR against their records to insure that item name, quantity and serial number is correct. Any discrepancies will be reported to the Maintenance Property Officer for necessary adjustments.

4. The Maintenance Property Officer is available to assist Responsible Officers in conducting annual inventories of sub-accounts. The Maintenance Property Officer is also required to conduct an annual inventory of all Base Maintenance garrison property/equipment and plant account equipment. This inventory will be done by sub-account during the months indicated in appendix B. Results of these inventories will be forwarded to the Base Maintenance Officer.

5. Unannounced spot inventories by the Maintenance Property Officer may be made at any time.

204. Sub-Custody Accounts

1. Responsible Officers are authorized and encouraged to further account for property and equipment by requiring shop personnel to receipt for items under their use.

2. If a sub-custody account is established the Responsible Officer will have shop personnel receipt for equipment items on the Equipment Custody Record card.

205. Transfer of Property/Equipment Between Sub-Accounts

1. Temporary receipt of property/equipment for 90 days or less is authorized between sub-account holders. The Responsible Officer accountable for the property will annotate on the Equipment Custody Record card the location of the item(s) and obtain the signature of the user.

2. Under no circumstances will garrison property/equipment or plant account equipment be transferred between sub-

accounts for a period exceeding 90 days without the approval of the Maintenance Property Officer.

206. Records

1. Responsible Officers will be required to maintain the following records:

a. Consolidated Memorandum Receipt. Used to identify all property and equipment signed for by the Base Maintenance Property Officer. The CMR should be carefully reviewed upon receipt to insure that it contains all items in the sub-account.

b. Equipment Custody Record Cards. Used as a reference document to indicate the location of the property/equipment within the sub-account. The Equipment Custody Record card will also contain signatures of user personnel (reference paragraph 204 above).

c. Debit-Credit Memorandum. Used to supplement the CMR. The Base Maintenance Property Officer will retain the Debit-Credit Memorandum until the next CMR reflects the issue or turn-in of the item(s) annotated on the Debit-Credit Memorandum.

d. Equipment Jackets. Used to provide maintenance instructions and other pertinent information on selected items of equipment. The Jackets should be accessible to users to insure that required operator inspection and servicing is performed.

2. Base Maintenance Property Officer will provide Responsible Officers with information and guidance for the maintenance and disposition of records.

*3. Non T/E items will be maintained and accounted for in the same manner as Plant Account/Base Property equipment.

*207. Accounting for Chests, Kits and Sets

1. General. Chests, kits and sets so identified on the Consolidated Memorandum Receipt or by the Base Maintenance Property Officer are required to have a stocklist or extract denoting component parts of chests, kits or sets.

2. Procedures. Responsible Officers will be required to maintain a stocklist or extract within each chest, kit or set and conduct inventories as noted in paragraph 3 below. The stocklist or extract will contain a listing of all component parts of the chest, kit or set and will be affixed to the carrying case or chest. An example extract is contained in appendix C.

3. Inventory Requirements.

a. Inventories will be conducted as follows:

(1) Tool kits, sets, or chests that are not issued and are securely stored - annually.

(2) Tool kits, sets, or chests that are issued to and used by the same individual where locks and a secure storage area are provided - quarterly.

(3) All other tool kits, sets, or chests - monthly.

b. Inventories will be conducted by the immediate supervisor of the individual to whom the equipment is issued or by an individual designated by the Responsible Officer.

4. Reporting/Replacing Missing Components.

a. Expendable components. Unserviceable or missing expendable components do not require investigative action unless fault or negligence is suspected or known. Unserviceable expendable components will be disposed of to the best interest of the government. Replacement of expendable components is discretionary depending on cost effectiveness of individual component replacement or entire list replacement. Generally, individual component replacement is recommended to ensure that the worker has required tools to perform required functions.

b. Non-expendable components that become unserviceable, lost, or damaged will be reported to the Base Maintenance Property Officer for action.

SECTION III

ISSUE, TURN-IN AND DISPOSITION OF PROPERTY AND EQUIPMENT

301. Requisitioning of Property and Equipment

1. All requisition forms (MCBCL 11014/2) for equipment will be prepared by Responsible Officers and submitted to the Maintenance Property Officer via the appropriate Division Director. The Maintenance Property Officer will provide assistance to Responsible Officers in the completion of requisition forms.

2. Initial requirements for equipment will require a complete justification for purchase or issue.

3. Initial requests for property not included in the annual budget require complete justification. These requisitions must be signed by the Base Maintenance Officer or his authorized representative.

4. Replacement requisitions for plant account property and station non-expendable items must be supported by a reference to the Consolidated Memorandum Receipt by plant account identification number.

5. Requests for property and equipment with a unit cost of $200 or more must be approved by the Assistant Base Maintenance Officer. Requests will contain complete justification for the purchase and be forwarded through the appropriate Division Director.

302. Issue of Property and Equipment. The Base Maintenance Property Officer will notify Responsible Officers whenever property/equipment is received for issue. The Responsible Officer or his designated representative will receipt for non-expendable/controlled expendable item(s) on DD Form 1348-1 or the purchase order from the Property Officer. Names and sample signatures of designees must be on file in the Property Office (see appendix D). The DD 1348-1 (or purchase order) is then forwarded to the Base Property Officer and a Debit Memorandum should be reconciled against the appropriate sub-account Equipment Custody Record Card.

303. Turn-in Procedures for Property and Equipment.

1. Responsible Officers will notify the Base Maintenance Property Officer whenever they have equipment for turn-in. The Property Officer will complete all required documents necessary for turn-in except for the Limited Technical Inspection Report.

2. The Responsible Officer is responsible for insuring that a Limited Technical Inspection is performed on all equipment with electrical components prior to turn-in.

3. The Responsible Officer will be informed by the Base Maintenance Property Officer when the necessary documents are complete. The Responsible Officer will then take the following actions:

a. If the item(s) are controlled by Base Property, the Responsible Officer will take the items to Base Property for disposition. Upon turn-in, the Responsible Officer will receive a signed receipt which should be returned to the Base Maintenance Property Officer in order to receive credit for turn-in.

b. If the item(s) are controlled by Base Maintenance, the Responsible Officer will take the item(s) directly to the Defense Property Disposal Office (DPDO) for turn-in. The Responsible Officer will receive a signed receipt which should be returned to the Base Maintenance Property Officer in order to receive credit for turn-in.

4. Property and/or equipment determined to be excess by Responsible Officers will be reported to the Base Maintenance Property Officer for turn-in.

SECTION IV

CONTROL AND SECURITY OF PROPERTY AND EQUIPMENT

401. Control Procedures

1. It is the responsibility of the Responsible Officer to ensure that adequate measures are established to provide for the control and accountability of property and equipment within the sub-account.

*2. Responsible Officers will use the following procedures to ensure proper control and accountability of property and equipment.

a. Periodic inventory of selected items of property and equipment.

b. Centralized storage and user areas whenever possible.

c. Use of sub-custody accounts.

d. Receipt of property and equipment by users.

402. Security of Property and Equipment

1. It is the responsibility of all employees to provide for the security and safeguarding of property and equipment under their use.

2. Employees should be aware that they may be held liable for property and equipment which is lost, stolen or damaged due to their misuse or negligence.

3. Supervisors will implement procedures whereby property and equipment subject to theft or pilferage will be properly safeguarded.

403. Procedures for Missing, Lost, Stolen or Recovered Property and Equipment

1. Actions by Responsible Officers

a. In the case of missing, lost or stolen items, the Responsible Officer will:

(1) Immediately conduct a thorough search of the immediate area and query personnel to ascertain that the item has not been moved to another location. If there is evidence of a break-in, the Responsible Officer should secure the area pending arrival of Military Police personnel.

(2) Notify the Base Provost Marshall by telephone, extension 2555.

(3) Conduct an investigation using the M-L-S-R Worksheet (appendix E). All portions will be completed by the Responsible Officer in coordination with the Property Officer and forwarded to the Property Office within 48 hours of the discovered loss.

b. Recovered property previously reported as missing, lost or stolen will be immediately reported to the Base Maintenance Property Office for action.

2. Actions by Base Maintenance Property Officer

a. Upon notification of missing, lost or stolen property, assist the Responsible Officer in the identification of the item, verification of serial number, etc.

b. Determine if the item is of significant priority to initiate an Initial M-L-S-R prior to receipt of the M-L-S-R Worksheet.

c. Upon receipt, review the M-L-S-R Worksheet adding necessary information as required. Prepare a draft M-L-S-R and forward to the Base Maintenance Officer within 24 hours for review and comment.

d. Upon return of the draft M-L-S-R, prepare a M-L-S-R for release. M-L-S-R's on non-CMR items will be typed on Message Form (DD 172/2) using OCR type. M-L-S-R's on CMR items will be typed in accordance with BO P4400.5D with appropriate cover letter to Assistant Chief of Staff, Logistics. Whenever possible, M-L-S-R's will be submitted within five working days of the loss.

e. When in the opinion of the Base Maintenance Officer, further formal investigation is required for non-CMR items, a letter will be initiated to Commanding Officer, Support Battalion, Marine Corps Base, requesting appointment of an Investigating Officer. Formal investigation of CMR items will be governed by the provisions of BO P4400.5D.

f. Property and equipment reported by Responsible Officers as recovered will be reported in accordance with BO P4400.5D.

SECTION V

SPECIAL INSTRUCTIONS AND PROCEDURES

FOR THE BASE MAINTENANCE PROPERTY OFFICER

501. The Base Maintenance Property Officer is responsible for insuring that the control and accountability of Base Maintenance property and equipment is in accordance with applicable orders and regulations.

502. Inspections and Inventories

1. The Property Officer is authorized to conduct inspections and inventories of all sub-account holders.

2. A record will be maintained on all sub-account inspections and inventories noting deficiencies and corrective action taken by Responsible Officers.

3. The Property Officer will report any major deficiencies including observances of carelessness and neglect of property and equipment to the Director, Administrative Division.

503. Adjustments. The Director, Administrative Division, will be informed of any adjustments as a result of equipment or property determined to be missing, lost or stolen.

504. Records and Files. The Maintenance Property Officer will maintain records and files as outlined in Chapter III of MCO P4400.15__. In addition, the Maintenance Property Officer will maintain files related to Garrison Mobile Equipment as required by MCO 4440.27__ and MCO 11260.3__.

SECTION VI

MAINTENANCE MANAGEMENT

601. General

1. Maintenance is the care exercised and work performed to keep vehicles and equipment in safe, serviceable, economical and efficient operating condition.

2. An effective maintenance program is dependent upon the participation and cooperation of user-operators and supervisory personnel to aggressively pursue maintenance policies which will ensure the highest state of serviceability for vehicles and equipment.

602. Maintenance Program Policy. Maintenance management shall be governed by the policies and procedures set forth herein and in appropriate Marine Corps Orders. Actual performance of maintenance shall be guided by applicable manufacturers' repair manuals or Marine Corps technical publications, as appropriate.

603. Responsibilities

1. The diverse nature of property and equipment within each sub-account necessitates that each Responsible Officer institute a maintenance program compatible with the types of equipment within their area of responsibility.

2. User-operator personnel will be responsible for ensuring that equipment that they operate is maintained and serviced in accordance with applicable publications.

604. Records and Publications

1. Responsible Officers will ensure that equipment jackets and records for garrison mobile engineer equipment and applicable plant account equipment are maintained as required.

2. Responsible Officers will also ensure that the appropriate repair manuals and technical publications are available and used by operator personnel.

605. Preventive Maintenance and Servicing

1. Users and operators should be sufficiently trained to perform PM services. This includes visual inspection of external and other easily accessible components, lubrication, cleaning, preserving, tightening and minor adjustments to easily accessible mechanical, electrical, hydraulic and pneumatic systems. Personnel will be guided by appropriate manufacturers' manuals and Marine Corps technical publications when performing PM services.

2. Equipment will also be inspected and serviced in accordance with the time intervals prescribed in the applicable manufacturers' service and repair manual.

3. Repair of inoperative components of equipment should be accomplished as soon as practical to preclude further damage to the component. Equipment will not be used when inoperative components create a safety hazard or would result in further damage to the vehicle or equipment.

4. Under no circumstances will user-operator attempt to repair equipment which is beyond the capability of the user to perform.

606. Safety. Responsible Officers will conduct periodic inspections of equipment to ensure that all safety features or devices on the equipment are present and in working order.

APPENDIX A

LIST OF SUB-ACCOUNTS

SUB-ACCOUNT NUMBER	DIVISION/BRANCH/SHOP	RESPONSIBLE OFFICER
200	Administrative Division	Div Dir
201	Operations Division	Div Dir
202	Telephone Division	Div Dir
203	Utilities Division	Div Dir
204	Carpentry Shop	Carp Shop Gen Fore
205	Electric Shop	Elec Shop Gen Fore
206	General Services Branch	Gen Serv Branch Head
207	Emergency Service Branch	Emer Serv Shop Gen Fore
208	Maintenance and Repair Division	Div Dir
209	Natural Resources Division	Div Dir
210	Paint Shop	Carp Shop Gen Fore
211	Machine Shop	Metalworking Shop Gen Fore
212	Plumbing Shop	Pipefitting Shop Gen Fore

APPENDIX B

ANNUAL INVENTORY SCHEDULE

MONTH	SUB-ACCOUNT
January	200, 201, 211, 212
February	204, 205, 208, 210
March	203, 206
April	207, 209, 202

APPENDIX C

PARTS EXTRACT (EXAMPLE - SOCKET SET)

Component	Initial Quantity	Adjustment Last Inventory
Socket Wrench	1	1
Wrench Extension	1	1
Sockets		
1"	1	1
15/16"	1	1
7/8"	1	Ø
13/16"	1	1
3/4"	1	2
1/2"	1	1
1/4"	1	1

INVENTORY RECORD

Date	Initials	Comment	Date	Initials	Comment	Date	Initials	Comment
1/17/81	PBS	OK						
2/14/81	PBS	OK						
3/15/81	PBS	1" socket missing						
4/12/81	PBS	OK						
5/18/81	PBS	1" socket replaced						
6/12/81	PBS	7/8" socket broken						
7/13/81	DEB	OK						
8/13/81	DEB	3/4" socket found on floor						

APPENDIX D

BASE MAINTENANCE DEPARTMENT
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

Date:

MEMORANDUM

From: Responsible Officer Sub-account 999

To: Maintenance Property Officer

Subj: Authorization to receipt for property

1. The below listed individuals are authorized to receipt for property from the Property Office.

2. Sample signatures:

_____

_____

_____
Supervisor's Signature

SAMPLE

APPENDIX E

M-L-S-R WORKSHEET

1. Type of Property: _____

2. Brand Name, Model No. _____

3. Stock Number: _____

4. Serial Number: _____

5. Date Reported Missing: _____

6. Date Reported to PMO: _____

7. Results of PMO Investigation: _____

_____

8. Investigation by RO: _____

a. Date Item Last Seen: _____

b Location of Item: _____

c. Was Item Secured (Explain): _____

_____

d. Details of Loss: _____

_____

_____

_____

_____
Responsible Officer

PROPERTY OFFICE USE

1. CMR Item _____

Non T/E Item _____

2. Estimated/Actual Cost: _____

3. Remarks: _____

_____

_____

BASE MAINTENANCE OFFICER

1. Request Formal Investigation: Yes_____ No_____

2. Remarks:_____

PROPERTY OFFICE USE

1. Date M-L-S-R Initiated:_____

2. Type M-L-S-R:_____

3. Follow-up Action (As required):_____

Ireland

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

MO P4400.2
MAIN/RES/sk
22 Jul 1981

MAINTENANCE ORDER P4400.2

From: Base Maintenance Officer
To: Distribution List

Subj: Standing Operating Procedures for Maintenance Material Management

Ref: (a) MCO P11000.7A
(b) MCO 11260.3C
(c) MCO P4400.15H
(d) MCO 4400.16E

Encl: (1) Locator Sheet

1. Purpose. To establish procedures for the implementation of a material management system for the Base Maintenance Department. These procedures will govern the purchase, inventory and issuance of materials used in the maintenance and repair of facilities.

2. Cancellation. MO 4500.1

3. Applicability. The provisions of this order are applicable to all personnel and activities within the Base Maintenance Department upon receipt.

4. Certification. Reviewed and approved this date.

F. H. Mount
F. H. MOUNT

Distribution:
BMO
ABMO
DIR ADMIN (15)
DIR OPNS (5)
DIR NREA (3)
DIR M&R (50)
DIR UTIL (20)
DIR TEL (3)
DSSC (3)

LOCATOR SHEET

Subj: Standing Operating Procedures for Maintenance Material Management

Location:_____
(Indicate the Location(s) of the Copy(ies) of this publication)

STANDING OPERATING PROCEDURES FOR MAINTENANCE MATERIAL MANAGEMENT

RECORD OF CHANGES

Log completed change action as indicated:

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

STANDING OPERATING PROCEDURES FOR MAINTENANCE MATERIAL MANAGEMENT

TABLE OF CONTENTS

STANDING OPERATING PROCEDURES FOR MAINTENANCE MATERIAL MANAGEMENT

TABLE OF CONTENTS

SECTION I

GENERAL

101. Policy. It is the policy of this Department to establish and enforce a comprehensive program for material management. These instructions constitute procedures for the control and accountability of material. Compliance by all employees is mandated.

102. Responsibilities.

1. The Base Maintenance Officer is responsible for the establishment and enforcement of programs and procedures for material management within the Base Maintenance Department.

2. The Director, Operations Division, is responsible for the overall management of material used in the maintenance and repair of facilities through:

a. Efficient and economical planning and estimating of projects.

b. Effective reuse of surplus material.

c. Accountability of material in stock.

d. Review of material authorized for use in self-help projects.

3. Supervisors at all levels are responsible for ensuring compliance with established procedures through:

a. Audit and monitoring of established inventories.

b. Proper disposition of excess material.

c. Review of material usage to preclude waste and/or misappropriation.

d. Provisions for adequate and secure storage areas for bin stock, inventories and insurance items under their jurisdiction.

4. Employees at every level are responsible to ensure they understand and observe the procedures for material purchase, use and disposition. All employees are responsible for employing the most efficient and economical use of material and for reporting any misuse of government material. Employees entrusted with maintaining and using government material in their trade are responsible for providing reasonable care and security for such material while under their care.

103. Definitions.

1. Insurance Item (IP-88). Slow moving material that involves a long lead time and is vital to the continuous operation of a facility. Items are stocked in Shop Stores based on requirements provided by the work center.

2. Insurance Item (Shop Maintained). Component parts stocked in the work centers to provide instantaneous repair to essential items of equipment or obsolete equipment for which component parts are not readily available. Authorization must be approved by the Base Maintenance Officer.

3. Inventory Level. Material limits authorized to be on-hand in the shops, utility plants and/or vehicles. Each item will have a minimum level to preclude "running out" and a maximum level not to exceed two weeks stockage.

4. Special Operating Stock. Fast moving items authorized for stockage by the shops, utility plants and/or vehicles that cannot be defined a Pre-expended Bin due to cost. Authorization and inventory level to be approved by the Base Maintenance Officer.

5. Non-stocked Material. Material not stocked by the Shop Stores Issue Points. There are tow types of non-stocked items: Systems and non-systems items. Systems items can be identified through their assignment of National Stock Numbers (NSN's).

6. Pre-expended Bin Stock (PEB). Low cost, fast moving, expendable items maintained by the shops, utility plants and/or vehicles to accomplish work authorized by standing job orders. The cost cannot exceed $25 for an item with a unit of issue of pair or each, and $50 for all other units of issue.

7. Specific Job Orders. A specific job order is one that is issued to provide for the accomplishment of a specified job or parcel of work, and to which a summarization of all costs is desired. It is used when a project is required to be performed within a dollar amount which may not be exceeded.

8. Standing Job Order. A standing job order is issued to provide for the performance of work or the furnishing of services during a specified period, usually a fiscal year, in connection with routine and recurring operations and maintenance.

9. Special Allowance List. Specific authorization by the Maintenance Officer which allows work centers to maintain an amount of special operating stock and/or insurance items

10. Stocked Material. Items stocked and issued by the Shop Stores Issue Point. Material may be system or non-system

items. Non-system items can be identified by the -COO- designation within the locally established stock number.

11. Truck Stocks. Consists of Pre-expended Bin stocks and special operating stocks authorized for stockage on maintenance vehicles.

104. Sources of Material.

1. The Base Maintenance Department relies on the following three sources of obtaining material for the maintenance and repair of facilities.

a. Self-Service Center - Issues are normally in support of administrative and housekeeping requirements. Material drawn is normally charged to shop overhead job orders.

b. Shop Stores Issue Point - the vast majority of material utilized by the work centers is drawn from this source. Issues are accomplished using the Base Maintenance Credit Card or by Bill of Material (BOM).

c. Open Purchase - Limited to required items normally not stocked by the Shop Stores Issue Point. Requirements for material to be obtained on Open Purchase must be submitted on MCBCL 1104/2 (Requisition - Data - Maintenance) for items purchased through BPA or on DD 1348 for items purchased through P & C.

2. Items are initially stocked in Shop Stores at the request of the Base Maintenance Officer. Although there are responsibilities at all levels of management to identify items needed to accomplish standing job orders, it is the responsibility of the work center supervisors and shop planners to inform the Base Maintenance Officer (Attn: Dir, Opns Div) when there is a requirement to stock (or discontinue) an item at DSSC Shop Stores. The information will be submitted on MCBCL 4400 (Rev. 2-80) New Item/Delete Notice (See example Appendix A) and will be reviewed by the Work Management Branch and forwarded to the OIC, DSSC for action.

SECTION II

REQUISITION OF MATERIAL

201. General. The Direct Support Stock Control (DSSC) Division through its subordinate supply sources is tasked to provide material support to the Base Maintenance Division. In most instances, this support is dependent upon an automated system for the adequate stocking and replenishment of material. Although, in the past, this system has been blamed for the unavailability of material, employees are directed to follow the procedures set forth herein.

202. Authorization to Requisition Materials/Repair Parts/Supplies

1. Financial constraints must be adhered to when requisitioning materials, parts and supplies in order to preclude an overcommitment of funds. Strict compliance with the job order system is required prior to issuing a requisition. Requisitions which cite standing job orders for emergency or service work will not exceed criteria established in reference (a), i.e., the total cost of labor and material will not exceed $400 for a single job. Requisitions which do not meet the above criteria must be authorized by a specific or cyclic/preventive maintenance job order issued by the Operations Branch. Exceptions to the above are provided below:

a. Consumable supplies such as lime, coal, chemicals, etc., used in routine production processes may be charged to standing job orders.

b. Repair parts for Garrison Mobile Engineering Equipment procured by the Heavy Equipment Unit may be charged to standing job orders in accordance with reference (b).

c. The total cost of labor and material will not exceed $600 for a single repair to utilities equipment maintained by the Utilities Branch.

Further exceptions to the above policy must be approved by the Base Maintenance Officer.

2. The procedures for the storage and handling of spare parts in support of vehicle maintenance by the Heavy Equipment Unit are contained in MO P4790.1.

3. Copies of requisitions will be maintained in accordance with procedures established by the cognizant Branch Director. As a minimum, a central file will be maintained in each branch and information recorded to show when received and by whom.

203. Self-Service Center. The Self-Service Center stocks small items in consistently high demand and provides a means of quickly procuring routine administrative and housekeeping supplies. Because of its limited inventory, the Self-Service Center does not extensively support the maintenance and repair function of the Division. However, because of previous abuses, high dollar expenditures, and the Center's limited support, it is included within the scope of this regulation.

1. The Base Maintenance Property Officer is responsible for monitoring and reviewing purchases from the Self-Service Center. Excessive purchases or abuses by work centers will be reported to the Base Maintenance Officer.

2. Authority to purchase items is delegated to all Responsible Officers as defined in MO 4400.1. Each Responsible Officer will be issued a credit card annually by the Base Maintenance Property Officer. Additionally, each Responsible Officer will submit to the Base Maintenace Property Officer a list of personnel to be issued a SSC Authorization Card (MCBCL 4404/5). (Note: This list should be very restrictive as to the number of individuals). The authorization card will be prepared by the Property Officer, annotated with an expiration date of not more than two years and forwarded to the Responsible Officer. The credit card will be retained by the Responsible Officer. The authorization cards will be retained by the Work Center/Section Head.

3. The following limitations are in effect on purchases from the Self-Service Center:

a. Work centers may not retain more than a 14-day supply of items from the Self-Service Center.

b. Purchases are restricted to only those items required to perform the section's mission. "Nice to have" items will not be purchased just because they are to be stocked by the Center.

c. Purchases will be approved in advance by the General Foreman (Branch Directors in the case of hand tools) and so annotated on the Self-Service Center Shopping List (4404).

4. Procedures

a. Work centers/sections requiring supplies from Self-Service must list items on the Self-Service Center Shopping List (4404), NAVMC 10700 (2-66). The list must be approved by the General Foreman who will ensure that the items are required and that the quantities requested are not excessive. The General Foreman will annotate the Shopping List by writing "Last Item" in the next blank line, drawing a diagonal line through the remaining blank lines and sign the list (see appendix F) for example. Requests for hand tools will be submitted on a separate list to be approved by the Branch Director prior to purchase.

*b. Supervisors will not issue replacement items of personal equipment such as safety goggles, gloves, batteries, flashlights, boots, foul weather gear, etc until a like item, worn out, is turned in by the employee. Worn out items will be deposited in a container solely for that purpose and disposed of periodically.

c. Purchases are processed at the Self-Service Center on a "fill or kill" basis.

d. Upon return from the Self-Service Center, the following actions will be accomplished:

(1) The credit card and a copy of the shopping list will be returned to the Responsible Officer who, after review, will forward the shopping list to the Base Maintenance Property Officer for filing.

(2) The authorization card will be returned to the work center/section head.

*5. Self Service Credit cards will be secured by the Responsible Officer in a manner sufficient to preclude unauthorized access or use.

204. Shop Stores Issue Points. Purchases of material from the Shop Stores Issue Points can be made only through "across the counter" purchases using the Base Maintenance Credit Card or withdrawal of project material previously ordered on a Bill of Material.

205. Across the Counter Purchases. The credit card may be used to draw material "across the counter" to:

1. Replace Pre-expended Bin (PEB) or special allowance stock.

2. Withdraw insurance items (see paragraph 207.5 below for further information).

3. Support standing job orders when project material has not been staged (i.e. PM's, etc.).

4. Minor specific job orders only when material has not been previously staged for use.

5. Major specific job orders only when it does not exceed the miscellaneous material estimate noted on the material list. All other purchases must be approved by the Operations Branch.

206. Project Material

1. Material for specific job orders will be ordered from the Shop Stores by submitting an itemized NAVFAC 9-11014/8, commonly called a Bill of Material (BOM). The Work Management Section prepares the BOM based on material estimates required to complete the project and establishes a priority based on the Required Delivery Date (RDD).

2. The BOM is forwarded to Shop Stores where the material is obtained through Shop Stores stocks or Open Purchase. As the material is received, it is segregated by JON and prepositioned in project bins maintained by Shop Stores. Shop Stores personnel are responsible for informing the Work Management Section when all project material has been received.

3. The Supervisor, Work Management Section, and the OIC, Shop Stores, will coordinate the status of project material to ensure that delays are minimized and that jobs are scheduled as soon as possible after all materials are on hand to preclude excessive inventories.

4. Project material may be withdrawn from the Shop Stores project bin by one of the following methods:

a. The entire project material may be withdrawn at the same time and "staged" by a Shop Planner within one or more of the work centers. Normally this procedure is followed for small projects that can be accomplished within a short period of time.

b. The material for a specific work center may be withdrawn by that work center at the time the work is to be performed. Normally this procedure will be followed for large projects that may have different start and completion dates for each work center. Prior to drawing the material the work center must obtain an approval slip to withdraw the material from Shop Stores.

5. Material for specific job orders in support of utility operations will be obtained using current procedures. If the material is available in Shop Stores, it is drawn by credit card. If not stocked, procurement documents are prepared and submitted for purchase of the material through appropriate sources.

6. Material will not be "borrowed" from one project for use on another without an approved amendment to the specific job order and must be coordinated with the Supervisor, Work Management Section or Director, Utilities Branch as appropriate.

207. Insurance Items (1P-88 Stocked)

1. Identified as slow moving items, involving long lead times, that are vital to the continuous operation of a facility. Due to low demand history, these items would not noramally be available from Shop Stores.

2. The Base Maintenance Officer is responsible for establishing the type and amount of material to be considered as an insurance item and providing the DSSC Shop Stores with requirements. The New Item/Delete Notice (Appendix A) will be used. Shop/utility plant requirements submitted by supervisors will be reviewed by the Work Management Section or Director, Utilities Branch as appropriate. Items will be identified by NSN, description, unit of issue,

price, and required level of stockage. Items not carried in the Federal Supply System will be identified by manufacturer, part number, unit price, and required level of stockage.

3. The items will then be purchased by Shop Stores utilizing Base Maintenance funds but will remain under the inventory of Shop Stores until issued for use. DD 1348's will be prepared by the Base Maintenance Division.

4. Annually, the DSSC Shop Stores will provide a listing to the Work Management Branch indicating the status of all insurance items. The Work Management Section, the Utilities Branch and the work center supervisors will review the listing and make any adjustments required. The Base Maintenance Officer will then validate the listing and forward it to the OIC, DSSC.

5. When it becomes necessary for an insurance item to be used, the work center can retrieve the item directly from Issue Point 88. It is imperative that the work center supervisor notify the Work Management Section, or Director, Utilities Branch of the withdrawal in order that a requisition can be submitted to replace the item.

SECTION III

BASE MAINTENANCE CREDIT CARD SYSTEM

301. General. The credit card system has been implemented to ensure that Shop Stores items purchased by Base Maintenance employees are properly recorded and charged to appropriate job orders. Initially, credit cards will be used for "across the counter" purchases only. The system may be expanded at a later date to include other material purchases such as project material, BPA's, etc. Additionally, the system will allow for a review of purchases material by shop or stock number to assist in better management of resources.

302. Issue of Credit Cards.

1. All Base Maintenance personnel authorized to make purchases at Shop Stores will be issued a credit card.

2. Cards will be reissued annually at the beginning of each fiscal year and will be imprinted with the following information:

a. Work Center code number (alphabet designator) and assigned employee number (01-99). Appendix B lists the current work center code numbers.

b. Job Order Number minus the JOS number.

c. Employee's name.

3. Each year prior to the reissue of cards, the Base Maintenance Property Officer will forward a listing of current card holders to each supervisor for review. The supervisor will make any additions or deletions and return the listing to the Property Officer who will arrange for the issue of cards. The Property Officer will maintain a master copy of all card holders for reference.

4. Requests for cards for new employees, transferees, etc. made be made at any time by the supervisor to the Property Officer.

303. Purchase Procedures.

1. Employees making purchases at Shop Stores will present their credit card and material authorization (E/S ticket or specific work order) to Shop Stores personnel. Shop Stores personnel will prepare a Shop Stores Issue List and annotate the JOS number in the appropriate spaces.

2. The employee will verify the JOS and material quantity and type before signing the Issue List. One copy of the Issue List will be given to the employee which will be returned to the shop supervisor for review and filing.

3. Supervisors will review the Issue List for excess or unauthorized purchases, file the Lists by credit card number and retain for one year.

304. Credit Card Review and Inquiry.

1. A monthly computerized credit card report will be provided to the shop supervisor indicating the total materials purchased by each credit card holder, type and quantity by NSN, and total expenditures by each shop.

2. Each supervisor will review the Credit Card Report to ensure that purchased materials are used as intended. Supervisors will accomplish at least one in-depth audit of a single credit holder each month. The audit will include a comparison of the Shop Stores Issue List against the credit card report. Any discrepancies will be noted and investigated by the supervisor. Upon completion of the audit the supervisor will annotate on the credit card report which card number was audited and file the report for one year.

3. The credit card report has an inquiry capability which provides additional information on credit card purchases. The inquiry will list the NSN, document number, credit card purchaser, JON and quantity purchased for the previous 12 months. Supervisors and/or managers are encouraged to use the inquiry capability when questionable purchases are noted or as a management tool. An inquiry report may be obtained by notifying the Administrative Division indicating the NSN's in question.

305. Security of Cards.

1. Supervision may determine if cards are to be issued to employees and retained in their possession or retained by the supervisor and issued as required.

2. Lost cards will be reported immediately to the Base Maintenance Property Officer.

3. Supervisors are responsible for retrieving cards from employees leaving his or her work center. Cards will be forwarded to the Property Officer for disposal.

306. Unauthorized Use of Credit Cards. Employees are to be informed that the unauthorized use of credit cards for purchases and unauthorized adjustments to material lists, tickets or Issue Lists may result in disciplinary action or dismissal.

307. Self-Help Program.

1. The Operations Division will maintain a series of credit cards for each major unit assigned to the Marine Corps

Base to include the Air Station. Unit representatives requiring self-help material will process their requests through the Operations Division.

2. Upon approval of the request, a Shop Stores Issue List will be prepared by the Operations Division denoting the material to be issued. The appropriate credit card will be imprinted on the List and the JOS noted.

3. The Issue List will then be given to the unit representative who may use the List as authority to draw material. After drawing material from Shop Stores, the representative returns one copy of the Issue List signed by the Shop Stories Issue Point to the Operations Division for filing.

SECTION IV

SHOP INVENTORY AND CONTROL PROCEDURES

401. General. Work centers are authorized to maintain within the shop, utility plant and/or assigned vehicles an inventory of stock defined as either Pre-expended Bin(PEB), Special Operating Stock, or Insurance Items (Shop Maintained).

402. Pre-expended Bin.

1. Each work shop, utility plant and vehicle is authorized to establish a PEB (as defined in paragraph 103.6 above).

2. Supervisors will determine items to be stocked based on work requirements.

3. PEB may be stocked in quantities not to exceed a total dollar value of $50 for each line item. It is recommended, however, that shops maintain only that amount of PEB which can be used within a two week period.

4. Paragraph 03005.1a(2) of reference (c) requires the Base Maintenance Officer to approve in writing those items selected for inclusion in a PEB. Lists of proposed items will be compiled by the work center/shop supervisor for each PEB using the criteria above and submitted to the Base Maintenance Officer in the format show in Appendix C for approval. Once approved, the authorization list will be returned to the Work Center/Shop. The authorization list will be reviewed annually (in June) and changes submitted to the Base Maintenance Officer for approval.

5. Each shop/plant will return the current approved authorization list(s). A Stock Record Card (Appendix D) will then be prepared for each PEB item on the authorization list and will be located with the PEB in the shop, plant or vehicle. Only the first four lines of the Stock Record Card are required to be completed for PEB (Use of the remaining portion of the card is optional for PEB). Supervisors will ensure that individuals assigned responsibility for PEB review the cards quarterly. Quantities should be adjusted as usage dictates. Too few of an item will result in habitual shortages, while too many will result in excesses and inhibit the accumulation of proper data needed by DSSC for the proper support of the Maintenance Department.

6. Supervisors may delete items no longer required at any time without further authorization by lining through the item on the Authorization List and dating it. Additions to the Authorization List must be submitted to the Base Maintenance Officer for approval using the format contained in Appendix E.

403. Special Operating Stock.

1. Each work center/shop and vehicle is authorized to establish a Special Operating Stock as defined in paragraph 103.4 of this order. There are certain items which must be carried by the Maintenance Department which are not entirely compatible with the criteria for Pre-expended Bin or Insurance Items. For instance, the plumbing shop must carry a thermostat that, at a value of $86.75, does not meet the criteria of a Pre-expended Bin item, since the dollar value exceeds the maximum cost established for a Pre-expended Bin item. Nor, on the other hand, does it meet the criteria of an Insurance Item; neither slow moving nor does replenishment involve a long lead time. The retention of such an item is appropriate through the use of a special operating stock.

2. Supervisors will determine material to be identified as Special Operating Stock and stocked in the shop and/or vehicle based on usage and demand and determine the minimum and maximum inventory level for each item. Inventory limits will not exceed a 30 day stock level. A listing will be prepared (Appendix C) and submitted through the appropriate Division Director to the Base Maintenance Officer for approval.

3. The approved authorization list will be returned to the supervisor where a stock record card (Appendix D) will be prepared for each item. The stock record will be located with the item(s) in the shop or on the vehicle.

4. Annually, during the month of June, supervisors will review the inventory listings, make adjustments and resubmit the authorization list to the Base Maintenance Officer for recertification.

5. The following procedures apply for making changes to the authorization list or Stock Record Card.

a. Supervisors are authorized to increase or reduce the minimum inventory levels and reduce the maximum inventory level of any approved item.

b. Additions or increases to the maximum inventory level must be submitted to the Base Maintenance Officer for approval using the format outlined in Appendix E.

6. Items included in the Special Operating Stock will be limited to those items not classified as PEB or Insurance Items.

404. Insurance Items (Shop Maintained).

1. Each shop will be authorized to maintain an inventory of Insurance Items as defined by paragraph 103.2 above. It is expected that this authorization be extremely limited and is to be used only when the item cannot be maintained in IP-88 because of the requirement for instantaneous need.

2. The Work Center Supervisor is responsible for determining Insurance Item requirements that are to be maintained by the shop or utility plant. A listing will be prepared (Appendix C) and submitted through the appropriate Division Director to the Base Maintenance Officer for approval.

3. The approved authorization list will be returned to the supervisor where a stock record card will be prepared on each item. The insurance item inventory will be limited to the absolute minimum necessary to maintain essential

operations. (Note: Upon initial implementation of these procedures, shops may have excess material which can be identified as Insurance Items. These items may be retained for 12 months in the event excess inventories can be used. Twelve months from the date of this order any remaining excesses will be turned in.)

405. Inventory Procedures.

1. Each supervisor will determine PEB and Special Operating Stock Inventory requirements for each shop and vehicle based on needs and work performed and establish minimum and maximum levels of stockage. It is intended that the inventory amount for each item fluctuate between the minimum level (when requirements and demand are low) and the maximum level (when seasonal requirements and demands are high) to preclude excess inventories, waste and deterioration. The stock record card will be used to record amounts received from Shop Stores as well as the quantity expended in support of Standing Job Orders.

406. Use of Excess Material. The use of excess project material or surplus material obtained from Contractors or DPDO to replace PEB or Special Operating Stock is governed by the procedures set forth in paragraph 602 below.

SECTION V

UTILIZATION OF SALVAGE MATERIAL

501. General.

1. In the past, serviceable, usable items salvaged from demolished or renovated facilities, or the construction of new facilities, were put into storage for potential future requirements. The logic is tempting: the government has already paid for the items, therefore, it costs nothing to retain them for future use.

2. Done on an indiscriminate, non-selective basis, however, surpluses become unwieldly. Material is stockpiled, never used, and the government is prevented from realizing a remuneration through auction sales or salvage. Also, salvaged material is frequently rendered unserviceable due to deterioration.

502. Used, Serviceable Material. At times, used, serviceable material may be salvaged from buildings scheduled to be demolished or renovated if a valid, demonstratable need for its retention can be shown. For instance, many of the older facilities aboard Camp Lejeune contain equipment and/or material that is no longer manufactured. Accordingly, equipment replacement parts or assemblies may not be available and supply sources may not exist for repair materials. Under these circumstances, it would be in the best interest of the government for certain salvaged equipment and material to be retained and stored for further needs.

503. Excess Material from Military Construction (MCON) Projects. Occasionally, contractors working on MCON Projects will have surplus stock at the completion of the project. Several of these items such as ceramic tile may no longer be manufactured in the patterns and designs used on the project. As such, the surplus stocks may be the only source remaining for repair material.

504. Retention of Salvage Material

1. In the event a work center desires to retain used, serviceable material or excess material from MCON projects, the following procedures apply:

a. The Work Center Supervisor will submit a request to retain the item(s) through the Work Management Branch (or Director Utilities Division) to the Base Maintenance Officer for approval.

b. The Work Management Branch (or Director Utilities Division) will review the request and make an appropriate recommendation.

c. If the request is approved, the item(s) will be retained and managed as excess material under control of the Work Management Branch or Utilities Shop General Foreman as appropriate and the procedures outlined in paragraph 602 below apply.

SECTION VI

EXCESS MATERIAL

601. General.

1. In the past it has been common practice to retain excess material as a safeguard against procurement delays or as security in the event of emergencies.

2. It is the policy within the Base Maintenance Department that all excess material be disposed of to the proper agency. Material will be retained only when it can be demonstrated that its retention meets the criteria of an insurance item or can be used in the near future on a specific or standing job order.

602. Procedures for the turn-in/retention of excess material.

1. Unused project material will be reported to the Work Management Branch (or Director Utilities Division) by the Shop Supervisors.

2. The Work Management Branch (or Director Utilities Division) will review the material and make disposition in the following priority:

a. Coordination will be effected with the OIC, Shop Stores to determine how many items may be turned in for credit (Shop Stores may only give credit up to the quantity established as their requisitioning objective or stock level). All items that can be turned in for credit will be turned into Shop Stores. This method is preferred since the credits will allow actual job orders costs to be portrayed on the cost records and it places material back in the supply system.

b. If the items cannot be turned in for credit, the Shop Planner (or Utilities Shop General Foremen) will check to see if any of the items can be used to replenish PEB, Special Operating Stock or a shop maintained insurance item. If so, the items can be retained under the following limitations:

(1) Items issued to replenish PEB or Special Operating Stock will not exceed the maximum inventory level established for the item.

(2) Items can only be issued to replenish shop maintained insurance items when a requirement exists and purchase authority has not yet been committed to replace the item or if the item can be used within 30 days.

c. Material that cannot be used in the catagories above will be reviewed to determine if the items can be used on a future project (for which that material has not already been ordered). Material that can be used in support of maintenance of real property will be tagged by the Shop Planner and stored in Building 1204 or the shop planner staging area. Material in support of utility operation will be retained and managed by the Utility Shop General Foreman. Material identified for this purpose will not be retained for more than 12 months.

d. Excess material which does not fall into any of the above described categories will be processed as follows: First, turn-in to shop stores with no credit if shop stores will accept. Lastly, dispose of in accordance with established procedures, normally through the Defense Property Disposal Officer.

603. Annotations on Job Orders. Appropriate annotations should be made on all job orders denoting material that was not used on the project and the disposition of that property.

604. Inventory Requirements.

1. The supervisor, Work Management Branch is responsible for the control of excess material in support of maintenance of real property. General Foremen of Utility Plants are responsible for material in support of utility operations.

2. Excess material retained for use on a future project must be accounted for. Appropriate records will be maintained by the Work Management Branch or Utility Plant General Foreman on all excess material indicating as a minimum the description of the item, quantity, intended use (JON), and the maximum date for retention (not to exceed 12 months).

3. The records will be reviewed quarterly, to ensure that material is not retained after the 12 month period.

SECTION VII

PRIORITY REQUISITION AND OPEN PURCHASE PROCEDURES

701. Priority Requisition Procedures.

1. Under the Uniform Material Movement and Issue Priority System (UMMIPS) established by reference (d), the Base Maintenance Officer is authorized use of three priority designation numbers to order material and equipment: 07, 09, and 14. These are described below.

a. Priority 07. Items ordered under this priority are required for immediate use to install, repair or replace mission-essential material, without which the unit or activity cannot perform assigned operations. This includes items required for immediate end use to effect replacement or repair of essential physical facilities of an industrial activity and without which the activity is unable to perform assigned missions.

b. Priority 09. Basically the same criteria applies as listed above except that without the items, mission accomplishment is impaired rather than eliminated. Also, this priority is used for items required for the immediate replacement of a safety level quantity of mission-essential items where the last item has already been issued out of bin to end use.

c. Priority 14. This priority is for routine replenishment of supplies and ordering material for maintenance and repair work.

2. The use of an 07 or 09 priority to expedite material for a job not mission-essential is in violation of Department of Defense policy. The Base Maintenance Officer has been tasked the following responsibilities by reference (d):

a. Accurately assign priorities consistant with those authorized by higher authority and the existing urgency of need.

b. Ensure required delivery dates are valid when assigned.

c. Ensure requisitions designated priority 07 or 09 are delivered to the DSSC on the same date as the document draft date on the requisition; priority 14 requisitions must be delivered within two days of the document draft date.

d. Ensure that all requisitions given an 07 priority are in fact for material without which the unit is not capable of performing its mission.

e. Submit to the AC/S, Logistics (Attn: OIC, DSSC), sample signature of personnel authorized to approve priorities 07 and 09 requisitions for material. An updated letter will be submitted as personnel assignments change within the Department.

702. Authority to Sign Priority Requisitions.

1. The following individuals are authorized to sign 07 priorities in the Base Maintenance Department:

a. Base Maintenance Officer (all requisitions)

b. Assistant Base Maintenance Officer (all requisitions)

c. Director, Utilities Division (DSSC Material only)

d. Director, Telephone Division (DSSC Material only)

e. Director, Maintenance and Repair Division (DSSC Material only)

f. Director, Natural Resources Environmental Affairs Division (DSSC Material only)

g. Director, Operations Division (DSSC Material only)

h. Director, Administration Division (Property only)

i. Supervisor, Work Management Branch (DSSC Material only)

2. Priority 09 and 14 requisitions may be approved by the following personnel:

a. Supervisor, Property Management Branch (Property only)

b. Shop Planners (DSSC Material only)

c. Utility Plants General Foremen (DSSC Material only)

703. Walk-Thru Procedures.

1. Walk-thru requisitions are so disruptive to the normal requisitioning process that their use should be confined to urgent circumstances. To qualify as a walk-thru, a requisition must be assigned a priority 07 and contain a re-

quired delivery date (RDD). The source of supply will be determined by the RDD.

2. Prior to requesting a walk-thru requisition, the requestor must review the Self-Service and Shop Stores Catalogs to determine if the item is available. Once it has been determined that the item is not available, a walk-thru requisition may be prepared.

704. Open Purchase Procedures.

1. The use of Open Purchase to obtain non-systems items or systems items not presently in stock is an expensive and inefficient method of material management. Whenever possible, employees will utilize systems items through timely and judicious material purchases.

2. Repetitious ordering of non-stocked items should be noted by personnel responsible for ordering material and appropriate action taken to stock the item using the procedures outlined in paragraph 104.2 above.

3. Under no circumstances will normal requisitioning procedures be circumvented to obtain material through the Open Purchase system. The intentional acceleration of required delivery dates or delaying of material ordering until Open Purchase is the only available source, is prohibited.

4. The use of the Blanket Purchase (BPA) system will be limited to requisitions (MCBCL 11014/2) with a priority 07 designation and with a required delivery date (RDD) of 30 days or less. Requisitions which cannot be filled in the 30 day time frame will be returned to the originator and the item will be requisitioned through Purchasing and Contracting. This is to prohibit the payment of premium prices through BPA when the end item is available at a cheaper price and the same time frame through Customer Service Branch, DSSC.

NEW ITEM/DELETE NOTICE

MCBCL 4400 (REV 2-80)

Section 1

DATE: _____

FROM: _____

TO: Officer in Charge, DSSC Division
(Attn: Systems Management and Development Branch)

1. NSN/MFR PART NR	2. REFERENCE PUBLICATION	3. MFR MAKE AND MODEL OR EQUIP NR		
4. UNIT PRICE	5. UNIT OF ISSUE	6. 30 DAY USAGE	7. DATE REQUIRED	8. ISSUE PT REQUIRED

9. DESCRIPTION

SIGNATURE: _____

Section II

DATE: _____

CONTROL NO: _____

FROM: Officer in Charge, Systems Management and Development Branch

TO: _____

APPROVED ☐ DISAPPROVED ☐ CATALOG ☐ DELETE ☐ RESEARCH ☐

REMARKS:

SIGNATURE: _____

Section III

DATE: _____

FROM: Officer in Charge, Support Division, Technical and Research Branch

TO: Officer in Charge, DSSC Division
(Attn: Systems Management and Development Branch)

U/I	U/P	MEC	SAC	SSRIC	DEMIL

REMARKS:

SIGNATURE: _____

SOP FOR MAINTENANCE MATERIAL MANAGEMENT

APPENDIX B

WORK CENTER DESIGNATOR LIST

Code	Work Center
A	Shop 31 MCAS
B	Shop 31 Paradise Point
C	Shop 31 Courthouse Bay
D	Shop 31 Tarawa Terrace
E	Shop 31 Montford Point
F	Shop 31 French Creek
G	Shop 41
H	Shop 43
I	Shop 44 (01-50)
I	Shop 45 (51-99)
J	Shop 51
K	Shop 52
L	Shop 53
M	Shop 61
N	Shop 62
O	Shop 63
P	Shop 71
R	Shop 72
S	Shop 75 (01-30)
S	Shop 76 (31-60)
S	Shop 78 (61-99)
T	Shop 81
U	Shop 83
V	Shop 84
W	Shop 85
X	Shop 91 (FA 20) (01-50)
X	Shop 91 (FA 23) (51-99)
Y	Shop 20 (01-10)
Y	Shop 20 (11-30)
Y	Shop 10 (31-40)
Y	Shop 92 (41-50)
Y	MCX (51-60)
Y	Family Housing (61-70)
Y	Family Housing (71-80)
Y	Golf Course (81-90)
Y	Operations (91-99)
Z	Shop 93 (Self Help)

SOP FOR MAINTENANCE MATERIAL MANAGEMENT

APPENDIX C

PEB/SPECIAL OPERATING STOCK/INSURANCE ITEM

AUTHORIZATION LIST

Work Center_____ Vehicle_____

Item	NSN	Description	Quantity Authorized	Unit Price

Supervisor's Initials	Date Approved	Signature (Base Maintenance Officer)

APPENDIX D

STOCK INVENTORY CARD
MCBCL 11011/2

Description

NSN	Unit Cost

Type Inventory

PEB/Special/Insurance

Unit of Issue	Minimum Level	Maximum Level

Date	Quantity Received	Quantity Issued	Quantity On Hand	Remarks

APPENDIX E

From: (Shop Supervisor)
To: Base Maintenance Officer

Via: (Division Head)

Subj: Change to PEB/Special Operating Stock/Insurance Item Authorization List

Ref: (a). MO 4400.2

1. In accordance with the reference, the following changes to the (PEB)(Special Operating Stock)(Insurance Item) for (Shop, Plant or Vehicle) are requested:

NSN	DESCRIPTION	OLD QUANTITY	NEW QUANTITY	PRICE

2. (State reason for changes).

(Signature)

Foreman, shop 52

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28540

MO P4790.1A
MAIN/WAS/jis

MAR 9 1982

MAINTENANCE ORDER P4790.1A

From: Base Maintenance Officer
To: Distribution List

Subj: Standard Operating Procedures for Maintenance Management

Ref: (a) MCO P4790.1
(b) MCO P4790.2
(c) BO P4790.1

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policy, procedures, and guidance for Maintenance Management within the Base Maintenance Division.

2. Cancellation. MO P4790.1.

3. Information. This Order will serve as the basic source document for the conduct of all Maintenance Management functions except when directives issued by higher headquarters take precedence.

4. Action. Effective upon receipt, Branch and Section heads, commodity managers, supervisors, foremen operators and maintenance personnel will ensure compliance with this SOP within their areas of responsibility and issue amplifying instructions.

F. H. Mount
F. H. MOUNT

DISTRIBUTION: A

LOCATOR SHEET

Subj: Standard Operating Procedures for Maintenance Management

Location: _____
(Indicate the Location(s) of the Copy(ies) of this publication

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

RECORD OF CHANGES

Log completed change action as indicated:

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

TABLE OF CONTENTS

SECTION VII

PUBLICATIONS AND DIRECTIVES

APPENDIX

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

SECTION I

GENERAL INFORMATION

101. INTRODUCTION

1. Background. An organization's ability to function efficiently and economically rests not only on dedication and training but also on the ability of its own equipment to meet the demands placed on it. Maintenance is the logistic function of keeping that equipment properly operating. The increased complexity and cost of equipment require a maintenance - intensive effort.

2. Policy

a. Management of all assigned equipment is an inherent responsibility of each section. Accordingly, equipment maintenance within Base Maintenance will be performed in accordance with the formally established Maintenance Management System set forth in the current editions of MCO P4790.1 and MCO P4790.2 as they pertain to this organization. This SOP as augmented by other maintenance related directives and publications issued by this and higher headquarters, see Appendix A, will provide instructions necessary to implement the Marine Corps Maintenance Management System.

b. It should be understood that this SOP is directed to the maintenance efforts necessary to accomplish the Base Maintenance mission to maintain the facilities aboard Camp Lejeune.

102. COMMAND RESPONSIBILITIES

1. Branch and Section heads down to and including Unit and Work Center foremen are responsible for the proper conduct of the Equipment Maintenance Program within their units.

2. Each supervisor shall personally ensure that the Equipment Maintenance Program established by this SOP and other maintenance related directives, and publications issued by the Commandant of the Marine Corps is followed. Each supervisor shall actively participate in the planning and conduct of his unit's Equipment Maintenance Program.

3. Subordinate sections must regularly and frequently advise supervising sections of the status of equipment maintenance within their sections.

4. Functional Organization. Maintenance Management Officer's (MMO's) will be assigned at the separate Branch levels. The Base Maintenance, Maintenance Management Officer will be appointed in writing.

103. AUTHORIZED LEVELS OF MAINTENANCE. The authorized levels of maintenance are found in the Base Maintenance Table of Equipment (T/E). Basically, the Motor Transport Unit is authorized Preventative Maintenance (PM) and first echelon maintenance only. Requirements for higher echelons of maintenance on motor transport vehicles will be forwarded to the Base Motor Transport Office. The Heavy Equipment Unit is authorized levels of maintenance up to and including rebuild when the situation dictates and qualified personnel are available. Forestry-owned vehicles will have maintenance done on a reimbursable basis with Base Motor Transport. All other sections requiring maintenance on their respective equipment items, including industrial equipment, are authorized to conduct their own maintenance and repair providing the technical expertise is available. Otherwise, repairs will be contracted out.

104. STAFF RESPONSIBILITIES

1. Director of Administration

a. Responsible for matters pertaining to personnel management, including the assignment and replacement of maintenance personnel.

b. Coordinates with the Civilian Personnel Office on the training of civilian maintenance personnel.

c. Coordinates with the Base Maintenance MMO on all safety aspects of equipment maintenance management operations.

d. Ensures adequate authorized directives are on hand, adequate internal distribution is made, directives are kept current, and prompt action is taken to correct changes in allowances.

2. Director of Maintenance and Repair

a. Acts as the Base Maintenance MMO in the absence of the MMO for Maintenance and Repair Branch.

b. Carries out the duties of Branch Head as covered in paragraph 104.5.

3. Assistant Director, Operations Division

a. Serves as the MMO for Base Maintenance.

b. Advises the Base Maintenance Officer on all matters related to equipment maintenance.

c. Prepares the unit's Maintenance Management SOP (MMSOP) for Base Maintenance.

d. Evaluates unit support and test equipment allowances, and ensures that organizational equipment is properly maintained and calibrated.

e. Plans and implements inspections to ensure the effectiveness of the maintenance effort.

f. Ensures procedures are developed for coordination with support units.

g. Coordinates the overall conduct of the unit's organic Equipment Maintenance Program.

h. Monitors established Calibration Modification Control and Publication Control Programs.

4. Supervisor, Finance and Accounting Branch

a. Serves as principal officer on matters pertaining to internal control guidance, and management of appropriated funds.

b. Exercises functional direction over budgeting, accounting, expenditure of funds, and provides guidance on matters pertaining to effective utilization of appropriated funds.

5. Maintenance Branch Head/Commodity Manager/Shop Heads

a. Is the technical advisor to the Base Maintenance MMO and Director, Maintenance and Repair Branch on all commodity/maintenance functions.

b. Supervises the maintenance/commodity operations of the unit.

c. Plans maintenance work based on maintenance level authorized, priority, availability of parts, tools, equipment and level of personnel experience and training.

d. Inspects organic equipment periodically and assures that the required records are maintained properly and performed maintenance conforms to established standards.

e. Plans and coordinates a program of Resource Management to include:

(1) The training and utilization of maintenance personnel.

(2) Availability of tools and support equipment.

(3) Use of repair parts.

(4) Accurate submission of equipment and resource data.

f. Establishes maintenance Production and Quality Control Programs.

g. Carries out the commodity areas Calibration Control, Preventive Maintenance, Modification Control and Publication Control Programs.

105. DESK TOP PROCEDURES AND TURNOVER FOLDER

1. Requirements. Each unit/section supervisor is required to develop in writing a Desk Top Procedure and a Turnover Folder. These will be updated annually or whenever policy changes require.

a. Desk Top Procedures. A simple listing of significant items or notes pertaining to everyday operations within a particular billet. Normally, they will include such items as current references, procedures for carrying out required duties, telephone numbers of individuals related to the job, and reports required. Keep it simple.

b. Turnover Folder. Includes the information in the desk top folder, and information on policy, personnel, pending projects and management controls. It goes into more detail explaining tasks listed in the desk top procedures. Further information is listed in reference (b), paragraph 0105.

c. Examples of items included in the Desk Top Procedures and Turnover Folder are given in MCO P4790.2A. Appendix B of this Order provides the format for said items.

SECTION II

OPERATIONS

201. MAINTENANCE POLICY. The maintenance policy of this Organization is to provide timely and quality maintenance to support all sections by the most economical means. To accomplish this, the maintenance resources requirements must be managed/utilized by every person in Base Maintenance. Specific guidance is given in reference (a) through (c) and MO 11240.1.

1. Personnel. Authorized personnel to perform the maintenance mission for Base Maintenance are established in the Table of Organization (T/O).

2. General. The conduct of specific maintenance programs (CM, PM, etc.) is covered within this chapter. Operators are not assigned to specific items of equipment but are responsible for their operator's maintenance when required.

202. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE

1. Time. Maintenance training will be conducted for all persons related to the maintenance mission. Guidance for such training will follow with current civilian training and military programs. Recommended topics for training are listed in MCO P4790.2A, paragraph 0203 and figure 202.

2. Whenever possible, maintenance training will be conducted during scheduled maintenance periods and cross-training should be exercised whenever possible. See Section IV for specific information.

203. SHOP OPERATIONS

1. Organization. Shops will be organized in such a manner so as to ensure maximum economy in operation and decreased down time through efficient supervision.

2. Quality Control. A system of inspection and work control procedures will be conducted during the progression of an item of equipment through the maintenance cycle. See Section V of the SOP.

3. Maintenance Areas. Actual maintenance and repair will take place in the Heavy Equipment lot, Roads and Grounds; Lawnmower Repair Shop for organic and heavy equipment items. Remaining organic repairs will take place in appropriate shop areas. The supervisor in each of these areas is directly responsible for all aspects of maintenance within his control.

4. Maintenance Control Procedures

a. Heavy equipment repair procedures require equipment logbooks, records, required reporting and associated equipment, and Shop Repair Orders (SRO) to be controlled through the shop office. An SRO will be opened and completed for all equipment maintenance which requires maintenance resources of more than 15 minutes, exclusive of operator maintenance. Procedures for opening, processing, and closing SRO's for Garrison Mobile Equipment (Engineer) are outlined in the current edition of TM-4700-15/1. Priorities for SRO's will be assigned by shop foremen and signed by shop foremen. Changes in priorities and category codes are authorized by the Base Maintenance Officer. Repair parts must be ordered within five working days of when the item is identified as needing repairs.

b. Remaining repairs on organic property. Repairs conducted on remaining organic equipment such as industrial equipment are authorized by ticket or specific job order and recorded in the equipment folder.

204. MAINTENANCE SERVICES

1. Information. The maintenance operations are principally directed towards the accomplishment of the following types of equipment maintenance actions. The range and depth of these actions will vary from Section to Section and are dependent on individual section equipment maintenance capabilities as established in the T/O and T/E.

a. Preventative Maintenance

b. Corrective Maintenance (repairs)

c. Equipment modification

d. Equipment calibration

e. Limited Technical Inspection (LTI)

f. Equipment evacuation

g. Administrative deadline

2. Organizational/Intermediate Maintenance. Organizational maintenance includes the following:

a. First Echelon Maintenance. First echelon maintenance is that maintenance performed by the user or operator of equipment, in providing the proper care, use operation, cleaning, preservation, and lubrication of equipment. The individual concerned must be held accountable for his actions. Adjustments, minor repairs,

testing, and parts replacement, along with tools, equipment, and repair parts for this echelon, are prescribed in associated technical publications.

b. Second Echelon Maintenance. Second echelon maintenance is performed by the Heavy Equipment Unit on Garrison Mobile Engineer Equipment only. Commercial motor transport vehicles will be evacuated to Base Motor Transport for any maintenance beyond first echelon.

c. Intermediate Maintenance. Intermediate maintenance is that maintenance performed by Base Maintenance in direct support of organic equipment and consists of repair/replacement of damaged or unserviceable parts, components, and assemblies, the emergency manufacture of nonavailable parts and providing technical assistance to using organizations.

205. PREVENTATIVE MAINTENANCE (PM)

1. Responsibility. The performance of PM services on organic equipment is the responsibility of the Section owning or using the equipment. It will be accomplished in accordance with the schedule and procedures established in technical publications applicable to the equipment. When PM's are not covered by applicable publications on heavy equipment, preventative maintenance will be conducted every 200 hours or as soon as possible thereafter. Unit commanders are authorized to vary the frequency of scheduled PM services when the amount of equipment use, climatic conditions, or other factors warrant variation from the frequency established in the appropriate technical publication. Refer to Appendix C for a detailed discussion of PM.

2. PM Upon Receipt of Equipment. The owning unit will perform an acceptance check and quarterly PM services or the equivalent on all equipment at the time of receipt. The inspection of the equipment will also determine if required modifications have been applied. Equipment records will be updated, as appropriate, following this initial PM and inspection.

3. PM as a Prerequisite to Other Maintenance Actions. Equipment will not be turned into unit maintenance activities or shops until all appropriate users or operator PM services have been accomplished. Equipment will not be evacuated to external maintenance activities unless all PM services for which the unit is responsible is accomplished.

4. Operator Assistance in PM Actions. Operator personnel will assist in the performance of any PM conducted in unit maintenance shops, when appropriate. Coordination will be effective between the equipment owner and the maintenance activity holding the equipment to ensure that the equipment retained in the maintenance activity for an extended period of time received proper PM.

206. CORRECTIVE MAINTENANCE (CM). Procedures for the repair of equipment is established in commercial and Marine Corps technical manuals (TM). The appropriate Marine Corps Stocklist, SL-4, Repair Parts List of TM as listed in the Marine Corps Stocklist, SL-1-2 (Listing of Authorized Publications) will provide a listing of repair parts for each item of equipment. Army manuals indicate the maintenance only for each item, while the Marine Corps stocklist further defines the authorized maintenance level to install, manufacture, assemble, or test. Each SL-4 contains information in columnar format. The column entitled "Source Maintenance and Recovery (SMR)" is explained in detail in the preface of each SL-4. SMR codes for material not having SL-4 may be obtained from Marine Corps Stocklist SL-6-2. In all instances of conflict between authorized Army parts lists and Marine Corps directives, the Marine Corps publication takes precedence. The Base Maintenance, Heavy Equipment Unit will use the DSSC located aboard Camp Lejeune, for procuring its necessary parts. A DSSC issue point (Servmart) for Heavy Equipment is located in Building 780. Refer to Appendix D for detailed discussion of CM.

207. EQUIPMENT MODIFICATION

1. Responsibility. The Branch/Section heads are responsible for ensuring that all modifications required on unit equipment are recorded in equipment records. Required equipment modifications are published in Modification Instructions (MI) and listed in the Marine Corps SL-1-2. Refer to Appendix E for a detailed discussion of equipment modification procedures.

2. Modification Requirements Determination. Upon initial receipt of equipment, it will be inspected to determine if all required modifications have been properly completed. When the nature of the required modification is such that the owning unit cannot determine if it has been completed, the equipment will be submitted to a support maintenance activity for such determination. Upon completion of the inspection, equipment records will be updated, and requisitions instituted for the kit or materials to apply the modification, if needed.

3. Modification Materials. Requisition for modification kits or materials and application of the modification will be made by the unit or activity authorized the echelon of maintenance to perform the modification. The Bill of Material (BOM) will be used in the requisitioning of kits and materials for the equipment modifications (see current edition of MCO P4400.124, Chapter 5) in units of the Regular Establishment. Motor Transport equipment modifications and approval of same will be conducted by Base Motor Transport.

4. Monitor. The Director of Maintenance and Repair will monitor the Modification Control Program in accordance with MCO P4790.2A and TM 4700-15/1.

5. Application. The application for equipment modifications will be performed concurrently with PM or CM actions, whenever appropriate.

6. Recording and Reporting. The recording of modifications in equipment records and the reporting of modification, when appropriate, will be performed by the shop performing the modification. Recording of modifications will be in

accordance with the current edition of TM-4700-15-1. Reporting of modifications will be in accordance with the applicable MI and Chapter 3 of the current edition of MCO P4790.2A. Each shop, where applicable, will establish its own modification control point and will update the MMO's modification records whenever changes are made.

208. EQUIPMENT CALIBRATION

1. The Calibration Program. Certain equipment, including support and test equipment used in performing maintenance, requires periodic calibration. Calibration laboratories are designated by Headquarters Marine Corps and are authorized the necessary equipment to perform calibration operations. The calibration program is conducted in accordance with the provisions of the current edition of MCO P4733.1 and the MMO will coordinate all calibration control points. Each branch supervisor will establish and be responsible for his own calibration control point, if required. A card file system will be implemented for control using the format in Appendix F in accordance with TM 4700-15/1.

2. Section Responsibility Toward Calibration. The using section is responsible for contributing to the calibration process by providing to his branch supervisor a current inventory of equipment requiring calibration, and by submitting the equipment for calibration in accordance with the schedule established by the branch supervisor. In the equipment maintenance process, the using section ensure accurate checks and measurements where accuracy is required by using only test and measurement devices with current calibration labels affixed and by periodically cross-checking its test and measuring devices between calibrations. In order to minimize the calibration workload while maintaining required measurement accuracy, the section is responsible for analyzing its measurement requirements and requesting "special calibration" for test measuring devices when their entire measurement capability is not being utilized. The section is also responsible for requesting "no calibration required" (NCR) designation for test and measuring devices which are used only for relative indications, or where accuracy of the measurement is of no significance.

3. Calibration Laboratory Responsibility. The designated calibration laboratory, Building 905, performs equipment calibration for supported units within their authorized capability. They also provide to the using unit intraservice and interservice support and utilize commercial contracts when necessary to satisfy calibration demands.

4. Calibration Schedules. The branch supervisor will maintain a file of test and measuring instruments requiring calibration which are organic to each section. From this file a schedule is published taking into account the individual calibration requirements of various instruments. The branch supervisor also aids in the management of calibration program by projecting calibration requirements and resources and identifying the need for additional capacity.

5. Calibration Deferral. The Branch Supervisors should request a calibration deferral or additional items of equipment if the lead time for calibration or shortage of parts interferes with shop production.

209. LIMITED TECHNICAL INSPECTION (LTI)

1. The LTI as a Maintenance Action. Individual units are called upon to make equipment inspections as one of their maintenance operations. These inspections are generally referred to as LTI's. They are limited in the sense that they do not require full examination of each technical facet of the equipment but have as their purpose a specific lesser objective. LTI's are directed, in general, to determine the extent and level of maintenance required to restore it to a specific condition. In some cases, the inspection might be limited to determining the modification status of an item of equipment for which the status cannot be determined by the equipment user within his assigned echelon of maintenance.

2. Specific LTI Requirements. LTI's are required to determine the equipment status for candidates for maintenance related logistic programs. The LTI required for the Recoverable Items Program and the Replacement and Evacuation (R&E) Program are examples. In such cases, a record of the LTI performed by the maintenance activity is required for examination in determining the eligibility of the equipment for the specified program.

3. The Extent of the LTI. The extent of inspection required is determined by the use to be made of the results. LTI's may be performed by any echelon which has the requisite maintenance resources to obtain the degree of information required. Standard forms have been prepared as guides in conducting and recording LTI's for engineering equipment and motor transport equipment, both of which have characteristics which allow standardization of inspection requirements.

210. EQUIPMENT EVACUATION

1. Definition. Evacuation is the controlled process of moving equipment which cannot be repaired, modified, serviced, or utilized at a unit to the unit or activity which can effect the necessary equipment maintenance or redistribute the equipment to another user or storage or disposal facility. When evacuation is beyond the capability of the owning unit, it is the responsibility of the designated maintenance or supply activity. This does not relieve the Base Maintenance Division from performing all preevacuation services within its assigned responsibility.

2. Disposition of Unserviceable Material. Equipment and items, components, or parts that are declared unserviceable during the performance of equipment maintenance will be disposed of locally in accordance with the assigned source, maintenance, and recoverability (SMR) code or turned in to designated service support unit. Letter of unserviceable property and recoverable items reports (RIR), if required, will be prepared in accordance with the current edition of MCO P4400.82 when the equipment is covered by the Controlled Items Program.

3. Records. Equipment records of evacuated equipment will accompany the equipment throughout the evacuation process. SRO's for equipment evacuated for equipment maintenance will be prepared by the unit or activity evacuating the equipment.

211. ADMINISTRATIVE DEADLINE

1. Administrative deadline is a mangement technique for conserving resources at the using unit level in which equipment is voluntarily deadlined when the day-to-day tempo of operations or training does not justify its use, or when adequate support is not available to maintain the equipment in serviceable condition. Although these situations are not expected to exist in this organization, administrative deadline should be a part of this analysis and utilized whenever appropriate.

2. The primary reasons for placing equipment on administrative deadline are:

a. Lack of trained operators or maintenance personnel to properly maintain the equipment.

b. Conservation of resources when the equipment is not required to perform the operational mission of the unit.

c. Response to directive of higher authority; e.g., new items of equipment which are not fully supportable by the supply maintenance systems are usually directed to be held on administrative deadline.

d. Lack of repair parts in stock or in the service support unit with which to maintain equipment in serviceable condition if it is continued in operational use.

e. Lack of sufficient funds to maintain the equipment in serviceable condition if retained in continued operational use.

3. Equipments requiring maintenance or modifications will not be placed on administrative deadline.

212. USE OF SHOP REPAIR ORDERS (SRO). A SRO will be opened and properly completed for all organic heavy equipment maintenance actions which consume maintenance resources, exclusive of operator or user (first echelon) equipment maintenance. (See Section 3 of SOP)

213. DETERMINATION OF ECONOMICAL REPAIR

1. The current edition of MCO 4710.8 provides the instructions to be followed in determining the eligibility of an item (except commercial use vehicles) of equipment for repair. The objective of the program is to preclude excessive expenditures for repair of equipment which should be washed out of the system as uneconomical to repair.

2. An LTI form need not be completed for minor repairs but is required for all major repairs (estimated repair cost exceeding ten percent of the standard unit price or one-time expenditure limit). The estimated repair cost will be entered on the ERO/SRO.

214. ENGINEER EQUIPMENT REPAIR CRITERIA

1. The policy and procedures for the replacement and repair of engineer equipment are contained in the current edition of MCO 4710.2 which provides the criteria to be used in determination of the economical repairability of engineer equipment to preclude the unnecessary expenditure of maintenance funds when item replacement is more economical.

2. Proper maintenance of equipment records is essential to this program. Branch heads will ensure compliance with the record keeping requirements established on the current edition of TM 4700-15/1.

215. GARRISON MOBILE (ENGINEER) EQUIPMENT PROGRAM

1. The Garrison Mobile (Engineer) Equipment Program is designed to achieve the optimum relationship between equipment investment costs and effective mission accomplishment. All items of Garrison Mobile Engineer equipment costing $1,000 or more, which are used in equipment repair facilities or in the construction, alteration, maintenance or repair of buildings, bridges, roads, and other real property are included in the program.

2. The current edition of MCO 11260.3 establishes the program and provides policy and procedures for its management. The order provides guidance on inventory management procedures, maintenance management procedures, repair/ replacement criteria, identification marking and identification listing. The life expectancy established in the order is a prime factor in the computation of maximum one-time expenditure limits.

216. RECORDS AND REPORTS

1. Information

a. Maintenance records provide the basis for the management of the unit equipment maintenance program. Their program utilization enables analysis and evaluation of maintenance performance and aids in identifying measures to be taken to correct deficiencies detracting from and prohibiting optimum unit performance.

b. The management of maintenance records and reports, like all other Marine Corps records, comes within the purview of the current editions of MCO 5210.11 and MCO 5214.2. All supervisors will ensure strict compliance with those directives in the management of their respective records and reports program where applicable.

c. Maintenance records will be properly and expeditiously disposed of in accordance with the current edition of SECNAVINST P5212.5, disposal of Navy and Marine Corps Records.

2. Records

a. Information. Maintenance records are maintained as a source of information for preparing required reports and a basis for management decisions. Maintenance records fall into one of the following classifications:

(1) Equipment records

(2) Maintenance resource records

b. Equipment Records. The preparation and maintenance of equipment records are the responsibilities of each section maintaining the equipment. Entries will normally be made in equipment records at the time of the maintenance action requiring the entry and by the individual performing the action. Supervisors will establish appropriate procedures to ensure that individual equipment records reflect all required maintenance actions are performed.

c. Maintenance Resource Records. Maintenance resource records are normally maintained in conjunction with the records maintained for individual resources. For example, maintenance skills evidenced by completion of formal schooling are recorded in unit training records and individual service records; maintenance expenditures are recorded in accounting documents (e.g., the SRO), and requisitions requested to equipment maintenance, in unit supply records. The primary role of maintenance management in the upkeep of these records is ensuring appropriate, timely input to the activities responsible for maintaining them. The maintaining of separate maintenance resource records by the maintenance activity of a unit will be kept to the minimum required for the effective management and use of individual resources.

d. Local Records. Local records are defined as those records maintained by a unit, in addition to those required by Marine Corps directives and publications, to satisfy unit information requirements. The use of local records will be kept to the minimum necessary to satisfy unit information requirements. Such records will be initiated only when a definite requirement for their use has been established and it has been determined that records required by higher authority will not satisfy the requirement.

e. Records Improvement. Supervisors will periodically review all records being maintained to ensure that a valid requirement for their continued use exists and that they conform to the requirements of high authority. Local records, in particular, require close review to determine the need for their continued use. Recommendations for improvements to equipment records established by Marine Corps directives and publications will be submitted to the Director, Administrative Division for evaluation and forwarding to the Commandant of the Marine Corps.

3. Reports

a. Maintenance reports contain data or information for use in determining policy, planning, controlling, and evaluating operations and performance, and preparing other reports. They are generally summarized and may be transmitted on a recurring, one-time, or occasional basis. Maintenance reports may be prepared in narrative, tabular, graphic, questionnaire, punched card, tape, or other form.

b. Supervisors at all levels will ensure that reports are required on to meet definitive data or information requirements, are economically designed, and are curtailed or cancelled when obsolete.

c. Supervisors will review all reports required or submitted by their branch. This review will ensure that:

(1) Reports are being prepared in accordance with the requiring directive or other form of communications.

(2) Duplication does not exist in reports submitted by the branch or required of subordinate units.

(3) Report formats are easily understood by both the preparers and users of the report.

217. SUPPORT AND TEST EQUIPMENT

1. Support and test equipment consists of the tools, metrological and calibration equipment, monitoring and checkout equipment required to perform each shops mission. Each shop foreman is responsible for its use and upkeep. Personnel must be properly trained in its use and its use restricted to those personnel certified to use it. These items are listed in the current T/E.

2. Procedures set forth in paragraph 208 of this directive will be used in conducting the calibration control program for Base Maintenance.

218. SAFETY. Safety is the responsibility of each person at Base Maintenance. Shop foremen will promote safe practices within their respective areas. Prompt reporting and investigation of accidents is essential. MCO 5100.8 and MO 11240.1 include safety precautions necessary for all accident free areas. The overall program of safety for each branch is under the cognizance of the Base Maintenance Safety Officer.

219. RECOGNITION OF PERFORMANCE. Supervisors, and foremen must constantly evaluate not only the progress of the maintenance program, but the performance of assigned personnel as well. Only by constant appraisal of personnel and evaluation of performance can the objectives of a viable Maintenance Management Program be achieved. Not only must substandard performers be corrected but it is also imperative that outstanding performers be appropriately recognized.

SECTION III

SUPPLY AND FISCAL SUPPORT

301. SUPPLY SUPPORT

1. Information. The efficient conduct of the unit organic equipment maintenance program requires that supplies for its performance be available when and where needed. This requirement is satisfied through the timely provisioning, distributing, and replenishing of repair parts, and other related supplies. The total supply support required for maintenance programs at Base Maintenance is determined by the type and quantities of equipment to be maintained and the rates at which supplies are consumed in the maintenance effort. In general, shops are not authorized to requisition or hold items of supply involving use above their authorized echelon of maintenance. Supply support of maintenance includes the establishing of supply issue points, positioning of items of supply in the proper quantities, determination of special requirements, requisitioning procedures, establishment and use of preexpended bins, back-order validation procedures, and procedures for the salvage and disposal of equipment, as well as its cannibalization, when authorized.

2. Supply Coordination. Continuous coordination between the organic equipment maintenance and supply activities is essential to the proper functioning of the maintenance program and contributes significantly to the goal of equipment readiness. To ensure that supplies are available when and where needed, maintenance personnel must actively support the unit supply program. This is accomplished by providing the supply activity timely information concerning normal and special needs and by ensuring that:

a. Only required material is requested.

b. Proper forms and procedures are used to request the required material.

c. Material is properly used.

d. Material not used is returned promptly to the issue point.

e. Demand history is recorded for items obtained by cannibalization or from other sources outside the supply system.

f. Outstanding requisitions are reviewed frequently to validate the continued need for back-ordered material.

302. REPAIR PARTS REQUEST SYSTEM

1. Repair Parts Source. Required repair parts for required maintenance will be obtained from the following sources and in the following manner:

a. Shop Stores. Supply representatives will obtain repair parts from their respective shop stores facility as required by job order or shop repair order (SRO), NAVFAC Form 11200/3A using their Shop Stores Credit Card. SRO's must be approved by the supervisor of each shop.

b. Blanket Purchase Agreement (BPA). When repair parts for organic equipment of such an urgent nature the shop cannot wait for the supply system to respond, it may be purchased through a BPA from a local vendor using an Estimate Worksheet, MCBCL 11011/1 or a 1348 Form. A BPA requires a priority seven status. Requests under $500 will be forwarded to DSSC. Anything over $500 will go to Purchasing and Contracting for action.

c. Each Branch within Base Maintenance is responsible for requesting replacement items pertinent for their area of concern. But all requests for tools or plant equipment must be processed through Property Control.

2. Priority Designator System for Requisitioning Material

a. The priority designator system provides a means of categorization that will ensure that requests for material are processed in accordance with the urgency of need.

b. The Requisitioning Shop Supervisor determines which priority designator will be used by combining the appropriate urgency of need designator which can be derived by reference to MCO P4400.15, Appendix V. Priority seven projects should be authorized by the Base Maintenance Officer, or appropriate Branch head as indicated in MO P4400.2. Higher priorities are not authorized within Base Maintenance.

c. Responsibility, Training, Review, and Control.

(1) Shop foremen are responsible for (a) the accurate assignment of priority designators consistent with those authorized by Base Maintenance and the existing urgency of need and (b) the validity of required delivery dates when assigned. Rigid enforcement of the priority system is each managers responsibility.

303. REPAIR PARTS CONTROL

1. All repair parts drawn from the shop stores section by shop representatives will be receipted for at the time the items are drawn utilizing the shop stores issue list, MCBCL Form 4408/2. This information will be recorded on the SRO for each piece of heavy equipment the parts are for. Validate monthly credit card printout provided by Director, Administration with filed Shop Stores Issue List for accuracy.

2. Items requisitioned with MILSTRIP 1348 requisitioning document will be receipted for upon delivery by the requisitioning activity/unit utilizing the DD Form 1348-1 receipt document and is recorded on the heavy equipment SRO.

3. Items purchased through a blanket purchase agreement will be receipted for at the time the item is received. These items are also recorded on the heavy equipment SRO prior to repair.

4. Repair parts for equipment not using SRO's will be recorded in equipment folders.

5. Repair parts for organic equipment drawn from shop stores and found to be in excess can be returned to the shop stores during normal working hours of operation. In this case, the same local form that was utilized in the drawing of parts is utilized, however, the appropriate document identifier code must be annotated to reflect a turn-in rather than an issue.

6. Preexpended bins may be established in unit maintenance shops, as specified in the current editions of MCO P4400.15 and when their use will contribute to the more efficient performance of equipment maintenance.

7. Occassionally repair parts or modification materials will need to be prepositioned in project bins until all parts are received. These items will be accompanied with a copy of the SRO or job order and strictly controlled until maintenance can be completed. Status of delinquent parts should be constantly checked with supply to avoid any necessary delay in repairs.

304. SHOP REPAIR ORDER (SRO). Form NAVFAC 11200/3A, an SRO will be opened whenever repairs are needed for an organic heavy equipment or for all calibration of equipment. The green copy stays with the equipment record jacket until it's replaced by the completed white copy when repairs are made. The white copy goes to the shop foreman for repairs who then returns it to the equipment jacket when the job is completed. Further guidance is found in the current edition of TM-4700-15.

305. INTRODUCTION OF NEW EQUIPMENT

1. New equipment is being introduced into the Marine Corps inventory continuously. At times, activities will receive new equipment and will not have on hand trained operators and maintenance personnel, or the required publications and support equipment. The current edition of MCO 4400.32 provides guidance on placing new equipment into service. Basically an LTI will be conducted prior to acceptance and an equipment record folder, NAVMC Form 696D will be opened if accepted.

2. New items of equipment will be placed on administrative deadline until the conditions set forth in the current edition of MCO 4400.32 are satisfied.

306. RECOVERABLE ITEMS PROGRAM

1. The purpose of the Recoverable Items Program (RIP) is to ensure recovery and evacuation or disposal of principal repairable items which are excess to an activity's requirements, require repair that is beyond the capabilities of the activity, or are not economically repairable when the condition of the equipment and the asset position of the Marine Corps are considered. The program is explained and procedures for its implementations are set forth in the current edition of MCO P4400.82.

2. Determination of the condition of equipment to be reported in the program is the responsibility of each shop.

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

SECTION IV

MAINTENANCE TRAINING

401. GENERAL INFORMATION

1. Equipment maintenance training conducted for Base Maintenance will be in accordance with the training policy established by the Commandant of the Marine Corps. This will be accomplished by the use of formal classroom instruction, service school quotas, correspondence courses, and on-the-job training.

2. The Director of Administration is assigned overall responsibility for coordination of civilian maintenance training programs for Base Maintenance which includes the requesting and allocations of quotas to schools and requests for outside instructors.

3. Sections will schedule and conduct maintenance training as part of the normal monthly training. Appropriate remarks will be entered on the individual training record of personnel attending the training.

4. The MMO shall plan for maintenance and maintenance management training conducted within the Base Maintenance Division and for courses obtained outside the unit. Training shall be designed to satisfy both the current and planned needs of the Base Maintenance Division. It shall also prepare that individual to fill positions of higher grade and increased responsibility.

402. TRAINING REQUIREMENTS

1. Division/Branch heads will continually evaluate personnel in maintenance related abilities and capabilities to satisfactorily accomplish the maintenance effort. Appendix H lists subjects for inclusion in Maintenance Management Training. In those areas where capabilities are inadequate, the Maintenance Management Officer will identify the requirements for and will ensure the establishment of appropriate training programs to eliminate the deficiencies. Maintenance training may be conducted through informal instruction either in a classroom or at the equipment site, through on-the-job training (OJT), through formal schools, or through correspondence courses. Utilization of correspondence courses, however, should be considered only as a supplement to the other forms of training and not as a replacement for them. Maintenance management responsibilities for formal school training include requesting quotas to specific courses when training in the course subject area is required, ensuring that formal school quotas received by the unit are filled by qualified personnel. Considerations for locally established training programs, to include OJT and informal schools, for mechanics, technicians, supervisors, and managers include:

a. Mechanic and technician training programs shall be established to provide the level and degree of instruction required to enable personnel to perform maintenance duties commensurate with their duties. These training programs should include refresher training as well as technical instruction of new equipments.

b. Marine trainees for the military apprenticeship will be placed on a planned schedule of directed training, in accordance with established directives, which will qualify them for the assignment of an MOS. They will be rotated through a variety of supervised task assignments in order to better provide for qualification in an MOS. Maintenance Management Officers will ensure that the requisite skill level has been satisfied.

c. Maintenance supervisor training programs shall be established to provide the expertise required to effectively and economically supervise maintenance personnel and actions. Ideally, this training is a composite of mechanic or technician instruction and instruction related to management techniques commensurate with the level of supervision. Familiarity in both of these areas is an essential requirement of the maintenance supervisor.

403. ON-THE-JOB TRAINING (OJT)

1. Personnel assigned OJT will be organized in order that maintenance teams are composed of inexperienced personnel working with experienced personnel.

2. Maintenance oriented correspondence courses are available from the Marine Corps Institute (MCI). It is desirable that personnel undergoing OJT enhance their training with these courses. This pertains to all civilian and military personnel alike.

404. TECHNICAL TRAINING

1. Continued technical knowledge is a must for a professional maintenance program. This requirement becomes even more vital when new equipment is introduced into the system or new personnel are assigned to perform maintenance on Base Maintenance equipment.

2. It is the responsibility of all Section Heads to ensure the necessary technical training is accomplished whenever new equipment or new maintenance personnel are assigned to their unit.

405. CROSS TRAINING

1. To enable personnel to become more proficient in their MOS or field, cross training of mechanics and technicians should be conducted within their own and related occupational fields. Limiting factors as they pertain to cross training of civilian employees are contained in BO 12410.3.

2. The respective maintenance shop should keep a record of those personnel who have been crossed trained. A notation for Marines should be made on the individual Training Record Card (MCBCL 1500/42) upon transfer to indicate the cross training each Marine has received.

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

SECTION V

INSPECTION/VISITS

501. INFORMATION. Inspections are the principle means available to the Base Maintenance office to ascertain whether planning and organization are sound, staff functioning is effective, equipment is serviceable, effective maintenance is being performed and support maintenance is promptly requested when required. Without inspections, costly delays in the accomplishment of maintenance, identification of equipment defects and faulty maintenance procedures are likely to occur.

502. INSPECTIONS

1. Characteristics. Inspections are classified as either formal or informal and should be constructive as well as critical. The teaching opportunity that exists when competent inspectors confront maintenance and maintenance management personnel who are eager to display their best must not be lost. Excellent results must be everyones goal. Procedures and areas which appear to be without defect should be scrutinized carefully so that accomplishment may be recognized and also to determine if the procedures might be useful elsewhere.

2. Sources. Inspections may originate by direction of the Base Maintenance Officer or from a higher command. In both cases, inspection reports are available for evaluation and corrective action.

3. Uses. The most important feature of the inspection is the use made of its results by the personnel concerned.

a. An inspection has a constructive and helpful intent, whatever the resulting report reveals.

b. Inspections should be analyzed for trends, aggressive remedial action taken to correct deficiencies, and a follow-up program implemented to preclude problem recurrences.

c. Inspection reports should highlight both strong and weak points of each section.

4. Types. There are basically two types of inspections. The names are descriptive of the atmosphere in which the inspections are conducted and not necessarily of the content of the inspection. Visits can also fall in these two catagories. The distinguishing feature between visits and inspections is the absence of a senior commander or officer inspector during visits. They may include staff and liaison visits, FSMAO visits, Inspector General and Commanding General inspections.

503. FORMAL. Formal inspections usually are announced in advance and a standard procedure for the conduct of the inspection promulgated. A checklist usually will be prescribed which will be used by the inspection team and may be used by the inspected section to prepare for the inspection. A sample can be found in Appendix H of the Directive. During formal inspections all personnel and equipment will be made available to fullest extent.

504. INFORMAL. This type of inspection will be more commonly used by shop and Division heads of the respective areas. They may be the same or of a lesser extent than formal inspections. A spot-check inspection of equipment or personnel in the conduct of routine operations is an example of the simplest of informal inspections. Appendix J of MCO P4790.2 contains a troubleshooting guide for maintenance management and is helpful in improving efficiency in maintenance.

505. INSPECTION REPORTS. The purpose of written reports is to inform the appropriate chain of command of detailed inspection results and corrective action taken.

1. A critique will be held within the inspection section(s) immediately after each inspection.

2. Trends or major discrepancies will be reported to the MMO in writing for informal inspections.

3. Branch heads will retain copies of inspection reports for one year. Reports by higher commands will be retained by the Base Maintenance MMO.

4. Reports will be forwarded to the MMO from each section addressing discrepancies identified during formal inspections and will state steps to be taken to correct the discrepancies.

506. QUALITY CONTROL. Shop foremen should inspect repairs under progress within their shops. Upon completion of the repair or servicing, the foreman should conduct a final inspection prior to releasing the item repaired and annotate the SRO.

507. QUALITY DEFICIENCY REPORTS

1. The current edition of MCO 4700.1 establishes the criteria and provides instruction for the submission of the Quality Deficiency Report (QDR).

2. The purpose of the QDR is to provide information to activities responsible for development, procurement, or management of equipment concerning deficiencies in design, material, or procurement so that action may be taken to correct the reported deficiency. Quality Deficiency Reports shall be prepared and submitted by the individual who discovers the deficiency. They will be forwarded through the shop supervisor, division head and Base Maintenance MMO and will not be delayed to correct grammar or spelling.

3. The Base Maintenance MMO will coordinate and monitor the submission of QDRs and will establish and maintain correspondence files on all QDR's submitted.

4. Defective parts reported as unsatisfactory and not submitted as enclosures will be retained by the reporting section until disposition instructions or a response is received from the Commandant of the Marine Corps.

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

SECTION VI

FACILITIES

601. GENERAL. Efficient equipment maintenance can be achieved only when the activity has the maintenance facilities necessary to perform the authorized echelon of maintenance on the equipment supported and when the facilities are properly utilized. Maintenance facilities consist of buildings, land, shelters, and all permanent improvements thereto used for maintenance purposes. Thus, not only must a building be provided, it must also include the necessary utilities, e.g., lighting, plumbing, and ventilation.

602. RESPONSIBILITY

1. The Base Maintenance Officer will assign maintenance facilities. Recommendations from appropriate Branch heads are encouraged.

2. Branch heads are responsible for the proper utilization assigned facilities. Inherent in this responsibility is the requirement to ensure that the facilities are properly maintained and policed. All supervisors are responsible to the Base Maintenance Officer for the day to day utilization of maintenance facilities and for the internal organization of facilities assigned.

603. MAINTENANCE AREAS

1. Location. Maintenance areas should be located as close as possible to billeting, messing, and operating areas to reduce travel time of personnel and the need to transport equipment.

2. Requirements. To satisfy the requirements of maintenance, the facility provided must do more than merely provide shelter from the elements. It must contain, among other things, adequate heating, lighting, plumbing, electrical power, and ventilation facilities.

a. Heating. The capability must exist to provide sufficient heat to allow assigned personnel to accomplish required maintenance. Extreme cold limits the capabilities of maintenance personnel to accomplish required tasks. If a central heating unit does not exist, activity heads should arrange for the installation and use of space heaters.

b. Lighting. Adequate lighting must be provided to accomplish assigned tasks safely and without constituting a health hazard to personnel. Lighting requirements have been established by the Occupational Safety and Health Administration for various occupations. Activity heads should determine adequacy of existing lighting by requesting a lighting survey be conducted. Requests should be submitted to the Director of Operations for review.

c. Plumbing. Water must be provided in sufficient quantity, at the desired location, required to accomplish the maintenance tasks and to provide necessary drinking and toilet facilities. Additional facilities are required in battery charging areas.

d. Electrical Power. Electrical power required for the operation of tools, test equipment, and shop equipment must be available in the proper phase, frequency, and voltage required.

e. Ventilation. Proper ventilation is a necessity for the safety of personnel. This is a prime requisite in areas where vehicular equipment is maintained, where equipment is cleaned by use of chemicals, and in battery charging areas.

f. Additional requirements may exist which are peculiar to the type of operation being conducted. An example of this is the provision of an adequate grounding system where electrical or electronic equipment is being repaired. Branch and Section heads should determine specific requirements and ensure they are properly requested to facilitate the maintenance effort and enhance personnel and equipment safety.

3. Requests. Requests for additional facilities or improvement of assigned facilities will be forwarded to the Base Maintenance Officer for approval.

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

SECTION VII

PUBLICATIONS AND DIRECTIVES

701. GENERAL

1. Publications and directives provide the "how to" information required to effectively operate and maintain equipment and implement established programs. It is essential that the necessary publications and directives be available and that their use be understood by all personnel who need the information they contain in the performance of their duties. The training required, must, therefore, be provided by the MMO.

2. Publications are those manuals and technical publications which contain instructions for operation and/or maintenance services, or contain data utilized in performing maintenance. Technical publications associated with Marine Corps equipment may be published by the Commandant of the Marine Corps, other service chiefs, or commercial vendors. The current edition of MCO 5215.14 provides information on the Marine Corps Technical Publication System.

3. Directives are those orders and bulletins published and distributed by all levels of command to establish policies and set forth procedures for the conduct of programs in the Marine Corps.

702. RESPONSIBILITIES

1. Branch/Section. Branch heads shall ensure that required publications and directives are available and that personnel are trained in their use, acquisition, maintenance, and disposition.

2. Director of Administration. The Director of Administration exercises primary cognizance over Base Maintenance's publications control and distribution system. In conjunction with the MMO, maintenance managers and the Director of Administration will establish the activity's publication requirements and internal distribution.

3. MMO. The MMO provides technical assistance to the Director of Administration in determining the publications required and in what quantities, and in establishing the internal distribution for publications received.

4. Branch/Maintenance Managers. Division/Maintenance managers establish required technical libraries within their areas of responsibility and provide required training on the acquisition, use, and maintenance of publications. Commodity/maintenance managers will establish a publications inventory and control system and provide input to the Director of Administration and MMO on publications required from automatic distribution.

703. TABLE OF ALLOWANCE (T/A) FOR PUBLICATIONS

1. The T/A for publications is a four page computer printout published by the Commandant of the Marine Corps which lists all the distribution codes/lists and the allowances for the specific codes/lists that an activity head rates. It is tailored to an individual activity. Base Maintenance receives an annotated one page listing of codes extracted from the Base T/A. The allowances listed therein are based on the requests of the activity head concerned and the judgment of the sponsors of Marine Corps publications and directives. The T/A for publications is published upon a request for revision by the activity head concerned or semiannually if no changes have been requested.

2. The T/A for publications should be reviewed within 20 days after receipt of a new printout and/or semiannually. The review shall be coordinated by the Director of Administration with the assistance of and input from all Branch and Section heads.

704. CONTROL PUBLICATIONS

1. Checklists. A checklist of effective directives is published semiannually by the Commandant of the Marine Corps and all other activity heads who issue directives. These checklists must be used in conjunction with the allowances established to ensure that Base Maintenance has on hand the current edition of all required directives.

2. SL 1-2, Index of Authorized Publications for Equipment Support. SL 1-2, published quarterly by the Commandant of the Marine Corps, provides a listing of all publications authorized to be used in operating and maintaining Marine Corps equipment. The index, arranged in equipment identification number sequence lists all publications authorized and required for the operation and maintenance for each type of equipment under the equipment's ID number. However, since some end items contain components which have publications of their own, the components may also have to be referenced to obtain a complete listing of publications required for such end items.

3. SL 1-3, Index of Publications Authorized and Stocked by the Marine Corps (PASMC). SL 1-3, published by the Commandant of the Marine Corps, provides listings by prefix control number (PCN) and short title of all publications stocked at the Marine Corps Logistic Support Base, Atlantic. Included in each listing is the distribution code under which the publication is automatically distributed.

705. PUBLICATIONS CONTROL SYSTEM

1. General. The establishment of a publication control system is accomplished in three steps namely determining requirements, establishing internal distrubution, and establishing an inventory control and requisitioning process. These steps are interrelated and must be accomplished in the order stated. The state of existing publications and publications libraries will determine if all the steps are required.

2. Determining Requirements. In determining the requirements for publications and directives, similar procedures are used. However, since different control publications are used in the process, the procedures for each will be explained separately.

a. Publications. To determine requirements for publications, it is necessary to ascertain the types of equipment to be supported, the echelon of support provided, the quantity of publications required, and in what locations. This is accomplished by using the T/E or activity allowance list, the T/O cover page, the SL 1-2, and SL 1-3. Section heads should accomplish the following:

(1) Using the T/E (or allowance list) prepare an inventory for each type of equipment rated/supported. At this time, only the equipment nomenclature, ID number, TAM number, and quantity rated/supported need be completed. ID and TAM numbers can be found in the Table of Authorized Materials (TAM), NAVMC 1017.

(2) Refer to SL 1-2 to determine the publications required for each type of equipment. List the publications required on the inventory control cards previously prepared. Only those publications required for the echelon of maintenance authorized in the "logistic capabilitites" paragraph of the T/O cover page should be listed on the card, except that all modification instructions and technical instructions should be listed and held regardless of the echelon of maintenance authorized.

(3) Enter the distribution code, found in SL 1-3, on the inventory for each publication listed.

(4) The number of copies of each publication required is dependent on the number of technical libraries to be established, the number of copies in each library, the quantity of equipment to be supported and the method of employment of the equipment. It is not considered practical in all cases to have a set of publications pertaining to an item of equipment for each item possessed.

(5) Technical publications of a general nature (e.g., TM 4700-15/1, Equipment Record Procedures) and those technical manuals and technical instructions which provide general information concerning a commodity area, maintenance or maintenance management, may not be listed under the equipment to which they apply. To identify this type of publication, it is necessary to review that part of SL 1-3 which lists the publications by short title; or to determine their existence through the publication being referenced in other publications, directive, or checklists. The determination of requirements is accomplished in the same manner as the equipment oriented publications. Technical publications should be inventoried quarterly in accordance with the SL 1-3.

b. Directives. The procedure used in determining the requirements for directives is similar to that used for publications. The control publications used, however, are different and there is no publication to indicate what is needed at a given echelon.

(1) Control publications used in determining requirements for directives are the effective directive checklists (bulletins in the 5215 series of Base Maintenance and all senior headquarters). These checklists should be reviewed by the head of each section receiving publications through the internal distribution system of the activity. The basic criteria which should be met is an affirmative answer to the question, "Does this directive contain information necessary for the accomplishment of the assigned mission/duties?"

(2) An inventory should be prepared for directives required in the same manner as those prepared for publications not associated with specific equipment types.

c. Final determination of requirements in each section is accomplished through careful analysis of the distribution codes and quantities required of individual publications recorded on the inventory control cards. A list of the distribution codes and the quantities required will be prepared for each source of publications (Headquarters Marine Corps, Marine Corps Base, etc.).

d. After all the Branches have complied their lists of requirements, the Director of Administration and the MMO should jointly chair a meeting where all the requirements of the activity will be consolidated. This consolidation should not be a simple adding of the requirements of the various elements. Each code/list should be carefully analyzed to determine the total requirements for the activity. Important aspects which must be considered are:

(1) Is it necessary to have specific publications in all locations?

(2) Are these publications used on a recurring basis or just periodically by the various sections?

(3) Could the requirements for these publications be satisfied if a copy is available at a central location?

The results of this consolidation should be recorded on a NAVMC 10975, Publications Distribution Control.

e. Once the consolidation is complete, the Director of Administration and the MMO can compare the NAVMC 10975 with the current T/A for publications and allowances established by other senior activity heads. The Director of Administration should then prepare the necessary correspondence to the appropriate higher headquarters.

3. Internal Distribution. The basis of the Base Maintenance internal distribution of publications will have been established with the completion of the NAVMC 10975 in accordance with the procedures established above. Additional procedures are the distribution of directives received on automatic distribution, and the distribution of directives received as a result of requisitions submitted.

a. Directives received on automatic distribution will normally be processed and distributed by the Director of Administration. This distribution must be in accordance with the internal distribution indicated on the NAVMC 10975.

b. Directives received as a result of requisitions submitted will normally be received through the mail. These publications can be identified by the copy of the requisiton document in the package of publications. Publications received by requisitioning should be forwarded to the Director of Administration, where the requisition can be recorded as having been filled and the publications delivered to the section(s) that originally ordered them.

4. Inventory Control. Inventory Control is the means used to ensure that the publications received are properly maintained.

a. Publication Libraries. Libraries will be established in each Base Maintenance Branch. Although the arrangement of directives is specified in the current edition of MCO P5215.1, the arrangement of technical publications is left to the discretion of the shop head. Publications will be arranged in numerical order by publication number.

b. Maintenance of Publications. MCO P5215.1 describes the proper entering and recording changes to publications/directives and the procedures to be used in disposal of excess or outdated publications. Instructions for reporting errors in publications on NAVMC Form 10772 are found in MCO P5215.14.

c. Requisitioning Instructions. Publication requisitions will be forwarded to the Director, Administrative Branch (MMO for technical publications) for review and forwarding to Headquarters Marine Corps. A copy of the forwarding letter will be returned to the original requestor for filing.

d. File copies of requisitions submitted for publications should be maintained by the librarian. NAVMC 10975 forms will be used and completed as shown in figure B-5 of MCO P4790.2A for inventory control.

e. Libraries will be physically inventoried upon receipt of new checklists and an updated SL 1-2. Superseded and cancelled publications and directives will be disposed of in accordance with current directives. Requisitions will be submitted for those publications/directives authorized and required but not on hand. All requisitions will be kept on hand until publications arrive.

706. RECOMMENDED CHANGES TO PUBLICATIONS

1. To ensure accuracy, currency, and applicability of information contained in technical publications, it is essential that errors detected or recommended changes be reported promptly. The NAVMC Form 10772 will be used to submit and recommended changes/corrections to technical publications.

2. Recommended changes/corrections should be submitted by the individual detecting the need for the change. Submission of the NAVMC 10772 shall not be delayed for administrative processing or review.

707. PUBLICATIONS FOR COMMERCIAL EQUIPMENT

1. Publications for commercial type equipment, including garrision mobile automotive, engineer, and materials handling equipment, are normally procured and distributed with the end items. Very few of these publications are available through the Marine Corps Publication System and, as a result, are not listed in SL 1-2 and SL 1-3. Operation and maintenance publications for commercial type equipment must be procured locally through the equipment distribution or from the manufacturer by the section requiring the publication.

2. Publications for commercial equipment will be managed and controlled in accordance with the provisions of this section. They will be annotated as final items on NAVMC Form 10975 for inventory control.

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

APPENDIX A

LIST OF PERTINENT DIRECTIVES/PUBLICATIONS

1. Only those Directives/Publications that apply generally to Maintenance Management are listed in this Appendix. The current editions of the following directives/publications will be used at all times.

PUBLICATION	TITLE
MCO P4400.16	Organic Property Control Procedures Manual
MCO P4400.19	Marine Corps Supply Manual, Volume I
MCO P4400.20	Marine Corps Supply Manual, Volume II
MCO P4400.21	Marine Corps Supply Manual, Volume III
MCO P4400.76	Direct Support Stock Control Manual
MCO P4400.82	Controlled Items Management Manual
MCO 4410.3	Marine Corps Stocklist Publications System
MCO 4440.27	Garrison Mobile Equipment Inventory Control and Reporting System
MCO 4710.8	Uniform Criteria for Repair Cost Estimates Used in Determination of Economical Repair
MCO 4733.1	Calibration Control Program
MCO P4790.1	MIMMS Introduction Manual
MCO P4790.2	MIMMS Field Procedures Manual
MCO 4855.6	Quality and Reliability Reporting
MCO 4855.10	Quality Deficiency Report (SF368)
MCO 4856.1	Marine Corps Maintenance Engineering Program
MCO 5100.8	Marine Corps Safety Program
MCO 11262.2	Insp & Rd Test of MC-Owned Comm. & Tact. Load Lifting Equip.
MCO P5215.1	Marine Corps Directives System
MCO 5215.14	Marine Corps Technical Publications System
MCO P5600.31	Marine Corps Publications and Printing Regulations
MCO 5600.45	Marine Corps Distribution Codes/Lists
MCO P11240.46	Joint Procedures for Management of Administrative Use Motor Vehicles
MCO 11240.47	Operation and Repair/Replacement of MHE
MCO 11240.48	Maintenance Procedures for GME
MCO 11240.75	Replacement and Repair Guidance for Commercial Motor Vehicles
MCO 11260.3	GME Program (Engineer)
MCO P12000.7	Civilian Personnel Manual
MCBUL 5600 Series	Adds, Changes and Deletions Distribution Codes/Lists Found in the Current Edition of MCO 5600.45
5215 Bulletins Series	Effective Directive Checklists
SL 1-2	Index of Authorized Publications for Equipment Support
SL 1-3	Publications Authorized and Stocked by the Marine Corps (PASMC)
TI-4355-15/1	Calibration of Test and Measuring Instruments
TI-4790	Periodic Technical Instruction Provides Information on Maintenance Management Procedures and Policies
NAVMC 1017	Table of Authorized Material (TAM)
TM 4700-15/1	Equipment Record Procedures
TM 11275-15/1	Maintenance of Engineer Equipment

APPENDIX B
S-A-M-P-L-E

DESK TOP PROCEDURES

POSITION

REFERENCES

Incumbent should be thoroughly familiar with all Base Orders. The following orders are particularly relevant to this position:

MO P3141.1H	BMD SOP for Destructive Weather/Disaster Preparedness Plan
MO 4400.1	Procedure for Garrison Property/Equipment and Plant Account Equipment Control and Accountability
MO 4500.1	Shop Stores Credit Card System
MO 5100.1A	Maintenance Department Safety Program
MO 11240.1	Procedure for Management of Motor Transport Equipment
BO P5100.3F	Base Safety Program
BO 7420.2C	Timekeeping and Labor Distribution
BO 12532.1M	Wage Schedule For Trade and Labor Employees
BO 12430.1K	Performance Appraisals
BO 12451.1G	Civilian Incentive Awards Program
BO 12594.2C	Uniforms and Handtools
BO 12610.1G	Hours of Work
BO 12713.6B	Equal Employment Opportunity (EEO) Program
BO 12750.1H	Discipline, Conduct and Adverse Actions
BO 12630.1G	Absence and Leave
BO 12790.4D	Dependents Aid Association

DAILY PROCEDURES

1. Normal work hours are 0800 to 1630, Monday through Friday.
2. Check in employees reporting for work.
3. Assign work orders to personnel.
4. Turn in Morning Report
5. Pull timecards from timecard rack, check and put in desk drawer.
6. Complete daily timecards for preceeding day.
7. Check work schedule, order material, and make any pending reports and answer any messages.
8. Check jobsites to see work progression.
9. Lunch break: 1200-1230
10. Assign work orders to personnel who have completed morning assignments.
11. Fill out Daily Time Record (shop record used to fill out timecards).
12. Check jobsites to see job progression.
13. Normally, return to the shop by 1500. Plan work for the following day and coordinate work with other shops that are involved.
14. Complete work schedule and make adjustments on daily time record, i.e., adding exception codes, etc.
15. Put hours worked on biweekly timecards and insert back in rack by 1615.

CONTACTS (Telephone Numbers)

Shop Planners.....5418/3109
Inspection Section.....5202
P&E Section.....5809
Property Office.....5300
Administrative Officer.....3722
Health Nurse.....2181
Mobile Equipment Dispatcher.....3939
M&R Division Office.....5855

REPORTS REQUIRED

1. Weekly Work Schedule - Turn in on Friday morning by 1000 to General Foreman.
2. Truck Report - Turn in to Accounting Office on the 26th day of each month. Cut-off date for the report is the 25th day of the month.
3. Accident Reports - Fill out CA-1 and CA-17 and turn into M&R Office after employee receives medical treatment for injuries.
4. Quality Control Sheet - To be completed for each job in which you are assigned as coordinator.

S-A-M-P-L-E

APPENDIX C

PREVENTIVE MAINTENANCE PROCESS

1. Introduction

a. Preventive Maintenance (PM) is the care and servicing performed by personnel for the purpose of maintaining equipment in a satisfactory operating condition. This is accomplished by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects. A systematic PM program of inspection, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness in a unit. It is normally a function of organizational maintenance and accomplished by unit operational and maintenance personnel. Effectively administered PM will help prevent early breakdown or failure of equipment, thus assisting in preventing costly, complex, and time-consuming repairs and in attaining the optimum utilization of maintenance resources.

b. PM services are, in general, cyclic in nature, one cycle being completed each year of the equipment life. They are frequently referred to as scheduled maintenance and include:

(1) PM services performed by the operator or crew on a daily, weekly, or special occurrence basis.

(2) PM services performed by organizational maintenance personnel, assisted by the operator or crew, on a calendar, mileage, rounds fired, or hours of operation basis.

(3) Special PM services performed by operational and maintenance personnel in conjunction with the afore mentioned services.

c. PM services are to be performed in accordance with the instructions contained in the applicable technical publication. The recording of completed PM services will be in accordance with the provisions of the current edition of TM-4700-15/1. The reporting of completed PM services will be accomplished on the Equipment Repair Order (ERO) or the Shop Repair Order (SRO) for PM performed in maintenance shops. Reporting of PM services completed by the operator or crew will be in accordance with the instructions published in the current edition of TM-4700-15/1.

d. When the operator or members of the crew are trained maintenance personnel, they may perform the scheduled PM, if it is within their specifically authorized capability. There are certain items of equipment which, due to technological advances, use different criteria for scheduling PM services. It is emphasized that the appropriate technical publication provided for the individual equipment is the basic guide for determining PM frequency and requirements.

e. Although modification of equipment is a separate, distinct process, the determination of modification status of unit equipment can best be made as a part of the PM process. Because of the regular inspection of equipment during PM, the combining of this inspection with that for modifications can materially reduce maintenance resource requirements and inconveniences to unit operation. Modification requirements identified can then be fulfilled either concurrent with the PM or independently, as appropriate.

2. Daily PM. Daily PM services are those performed by the operator or crew each day that the equipment is operated. Equipment that is operated infrequently or intermittently does not normally require daily PM services. Care, however, must be exercised to ensure that the maintenance of such equipment is not neglected. Branch Heads must establish procedures to ensure that these equipments receive required PM services on an adequate basis when less frequent PM is appropriate, e.g., weekly or biweekly. Daily PM services are divided into before, during, and after operation services.

a. Before Operation Service. This service is performed on the equipment to ascertain whether or not its condition has changed since last observed and to ensure that the equipment is ready for operation. A wide range of events can occur between service checks (e.g., physical damage from handling, corrosion of electrical connections, leakage of lubricants, coolants, operating fluids or gases, etc.). This service should never be omitted, even under adverse weather conditions. A thoroughly trained operator or crew performs this service as a matter of habit and in minimum time. If the equipment is found to be unserviceable or to require corrective maintenance, this fact should be reported promptly so that appropriate action can be taken to effect required repairs.

b. During Operation Service. This service consists of detecting any unsatisfactory performance. While operating the equipment, the operator or crew should be alert for any unusual noises or odors, abnormal instrument readings, or any other irregularities or indications that the equipment is malfunctioning. Every operation should be considered a must, and any unusual or unsatisfactory performance should be noted. When the equipment is not operating, all deficiencies noted during operation should be investigated and corrected or reported.

c. After Operation Service. The purpose of the after operation service is to prepare the equipment to operate again at a moment's notice. At this time, the operator or crew inspects the equipment thoroughly to detect any deficiencies that may have developed during operation. Assemblies that require inspection or service while still at operating temperature should be inspected as soon as possible after equipment operation has ceased. All defects and irregularities that occurred during the day must be corrected or, if not within the authorized capability of the operator or crew to correct, reported for service by designated maintenance personnel.

3. Quarterly PM. Quarterly PM services are normally performed by organizational maintenance personnel assisted by the operator or crew, or by the operator or crew if they are trained maintenance personnel and possess the required capabilities. The normal interval between quarterly PM services is three months. This three month period may be shortened if units of operation are accumulated beyond a figure set in the Technical Manual (TM) for the particular equipment. Quarterly PM provides for a comprehensive check of each equipment to ensure trouble-free operation until the next scheduled quarterly PM service. Economy of operation demands that, within sound practices of safety and reliability, maximum useful life be obtained from material resources. Worn parts and materials will be replaced during quarterly PM only if it is determined, after due consideration of life expectancy and the nature of anticipated operations, that they cannot be expected to provide safe, reliable service until the next quarterly PM. The operator or crew of the equipment will be queried by maintenance personnel, when possible, to obtain firsthand information on irregularities or indications of equipment malfunction.

4. Semiannual PM. Semiannual PM services are performed by maintenance personnel assisted by the operator or crew. The normal interval between semiannual services is six months but may be advanced if the operating criteria specified in the equipment TM are achieved earlier, This service is conducted for the same basic reason as the quarterly service; however, an inspection and service of greater scope is performed. Therefore, additional time is required to accomplish semiannual preventive maintenance requirements.

5. Changes in PM Service Intervals. If a unit is operating under adverse climatic or terrain conditions for a period of time, commanders are authorized to reduce the intervals between the performance of PM services when conditions indicate the need. Conversely, commanders are also authorized to extend intervals between scheduled PM services.

6. Relationship of PM to Corrective Maintenance (CM). Inherent in the concept of PM is a reduced requirement for CM. The close relationship of these two forms of maintenance becomes evident in several areas.

a. Facilities. Common facilities are utilized for both CM and PM. This requires close coordination of scheduling of facilities so that PM services may be performed when due, yet not prevent timely completion of CM.

b. Common Servicing. During the conduct of CM, tasks are sometimes required that normally are a part of a scheduled PM, e.g., engine repair could require oil and filter change. When this occurs, the decision must be made as to whether the full PM will be performed and the PM schedule appropriately modified. The decision is made on a case by case basis, dependent upon the extent of tasks common to both the PM and CM requirements and the proximity of the next scheduled PM.

c. Defects Discovered During PM. PM actions frequently detect broken or worn parts before major damage occurs. When a defect is discovered during PM, the supervisor must be notified immediately. The decision then must be made as to whether CM will be performed independently of or in conjunction with the PM. This decision must be based on the urgency of need for repair of the defect and the relationship of the PM services being performed to CM considerations.

d. Evacuation for CM. All PM services that are due will be performed before an item of equipment is evacuated for CM. An exception to this policy would be the case where the PM service would have to be repeated in the conduct of the CM, e.g., not changing the oil in an equipment when the engine is to be replaced. Equipment awaiting or undergoing CM must still receive the periodic PM services. For equipment evacuated to support maintenance activities, the performance of these services must be coordinated between the owner and the support activity and appropriate instructions published in unit SOP's. Time, distance between the organizations, available manpower, and quantity and nature of the equipment involved are all factors to be considered in determining whether the owner or the support maintenance activity will perform PM services.

7. PM Process. Equipments processed through a maintenance activity for performance of required PM services normally go through all four phases of the equipment maintenance production process as illustrated in Figure C-1.

a. Equipment Acceptance Phase. In this phase, the maintenance activity schedules equipment reported as requiring PM into the maintenance activity, conducts an initial acceptance inspection, and assigns the equipment to the appropriate maintenance shop within the activity.

(1) Acceptance Scheduling. The purpose of acceptance scheduling is to have the equipment requiring PM arrive at the maintenance facility at or after the time that the required maintenance resources are available. This procedure allows the equipment owner maximum operational use of his equipment while avoiding needlessly large concentrations of equipment awaiting maintenance at the maintenance facility. Acceptance scheduling is normally applicable to all PM's. It requires close coordination between the equipment owner and the maintenance facility if it is to be effective.

(2) Acceptance Inspection. The purpose of the acceptance inspection is to ensure that the equipment is complete and prepared for the required PM. It is conducted on equipments, including those which have been the subject of acceptance scheduling, upon initial receipt by the maintenance activity. The procedures to be followed in the acceptance inspection are:

(a) Determining that the equipment is complete and that appropriate operator maintenance, including cleaning, has been performed. Equipment that is incomplete or that has not been properly prepared for PM by the unit or activity requesting maintenance should be reported to the using unit commander.

(b) Verifying that the ERO/SRO has been properly prepared. This includes matching the equipment serial number with the serial number on the ERO, when appropriate.

(c) Acceptance of the equipment for the required PM Acceptance is noted on the ERO/SRO.

(d) Assigning a production priority for use within the maintenance activity. This priority will be based on the ERO/SRO priority and other appropriate criteria established by the command in which the maintenance activity is located.

b. Equipment Induction Phase

(1) Induction is the physical commitment of the ERO/SRO and associated equipment requiring PM to the assigned shop.

(2) Induction of equipment into a specified shop should be in accordance with the priority established in the equipment acceptance phase. The equipment should be called for by the maintenance shop at the time that the necessary resources are available to perform the required PM.

c. Active Maintenance Phase. Production actions performed following induction of the ERO/SRO and its associated equipment into a maintenance shop constitute the active maintenance phase. This phase is performed in a sequence of logical steps designed to ensure that the required PM is conducted in an efficient, effective manner. During this phase, continual emphasis is placed on quality control of the PM actions and tasks performed. The frequency of quality control inspections will depend on the skill and experience of the individual technicians or mechanics and the overall complexity of the PM. The steps to be followed in the conduct of active maintenance are described in the following paragraphs:

(1) Inspection of the Equipment. Maintenance personnel assigned to perform the PM will perform a detailed inspection of the equipment on induction into the shop. This inspection serves as a basis for the performance of the PM and includes:

Verifying all paperwork associated with the required PM. The ERO/SRO accompanying the equipment must be checked to ensure that the ID and/or serial numbers of associated equipments correspond to the ones shown on the ERO/SRO, that the production priority assigned on the ERO/SRO is consistent with the shop priority, and that other maintenance information required on the ERO/SRO is correct.

(2) Preparation for the Performance of Maintenance Actions. This preparation includes the assembly of the appropriate technical manuals and other technical data and support and test equipment to perform the required PM. Maintenance personnel should also verify at this time that the materials required to perform the PM are on hand. Adequate preparation reduces the actual time required to perform the maintenance and also ensures that maintenance actions are not initiated for which the required resources are not available.

(3) Obtainment of Required Materials. Maintenance personnel, prior to requisitioning the materials to perform the PM, will verify the required material by proper research procedures and the correct use of technical publications. Proper operating levels of expendables and consumables used in the performance of PM should be maintained within each shop to ensure their nonavailability does not interfere with maintenance operations.

(4) Performance of the PM. Performance of the PM will be in accordance with the procedures established in the applicable technical publication. Completed PM will be properly recorded on the ERO/SRO to provide information for future management decisions and entry on equipment records, as appropriate. During this phase of the PM process, a check will be made to determine the status of required modifications. This check may involve the physical examination of the equipment, equipment records, the SL 1-2 which lists all Modification Instructions (MI's) that apply to a specific item of equipment, and TI-4700 which lists new MI's not yet listed in the SL 1-2.

(5) Checking of Completed Maintenance Actions on the ERO/SRO. Maintenance personnel will check their completed work by performing the necessary final adjustments on the equipment. Adjustment and calibration procedures in the applicable technical publication must be followed in detail. Bringing the equipment performance within tolerances specified in technical publications is a positive indication that PM has been successfully completed. Adjustment and calibration procedures will be performed by or under the supervision of qualified personnel, using standards, gauges, etc., that meet or exceed minimum acceptable standards in accordance with the current edition of MCO 4733.1.

(6) Equipment Checkout. Quality control requires a complete equipment checkout to determine that PM has been properly performed and that equipment and shop records are complete. The equipment checkout will be conducted by qualified supervisory personnel under actual or simulated operating conditions. Equipment which does not perform satisfactorily will be rejected and returned for performance of proper PM. Acceptable performance results in the completion of the active maintenance phase and the movement of the equipment to the closeout phase.

(7) Cleanup of the Shop Area. Time and resources must be allocated to clean up the area used to perform the PM. Support and test equipment, including tools, must be cleaned, serviced, and inventoried so that they are available when needed for future maintenance actions. Technical publications must be returned to the library. Defective parts must be removed from the maintenance area through proper disposal procedures.

d. Maintenance Closeout Phase

(1) The closeout phase of the PM process commences when the required PM has been performed and the equipment is ready to be returned to the owner. Maintenance management must ensure that the closeout phase is accurate, complete, and coordinated.

(2) The closeout phase requires close coordination with owning unit personnel to ensure that they are notified as soon as the equipment is ready for pickup. Maintenance management must ensure that equipment records have been completed correctly in accordance with current directives.

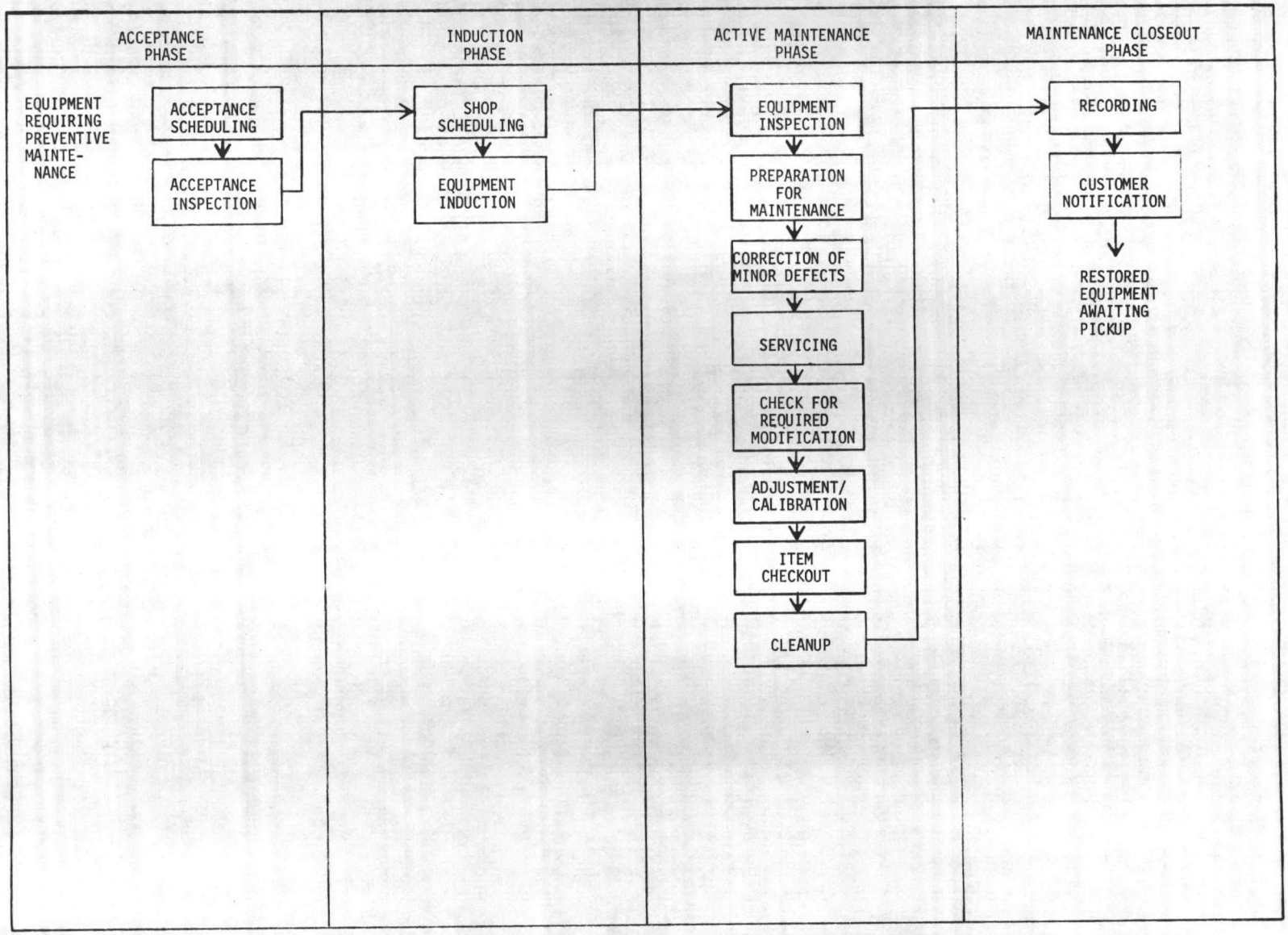


Figure C-1 Preventive Maintenance Process

APPENDIX D

CORRECTIVE MAINTENANCE PROCESS

1. Introduction

a. Corrective Maintenance (CM) is the total of the maintenance actions performed, as a result of a failure, to restore an item of equipment to a specific condition. The tasks that comprise corrective maintenance will vary between maintenance actions but when performed will normally occur in the same sequence. The composite of these tasks is referred to as the CM process and for any specified maintenance action consists of tasks requiring performance to restore the item of equipment to the specified condition. The CM process commences when an item of equipment is reported as requiring corrective maintenance. It terminates when the item is restored to a serviceable condition or declared not repairable or when otherwise determined by competent authority.

b. In order to increase efficiency in both its conduct and management, the corrective maintenance process is divided into four phases. These phases, in their order of occurrence, are the equipment acceptance phase, equipment induction phase, active maintenance phase, and the equipment closeout phase. Each phase includes the tasks associated with performance of CM that fall within its description. The CM process for a specified maintenance action may consist of all four phases. It must include, as a minimum, the equipment acceptance and maintenance closeout phases. The occurrence of the equipment induction and active maintenance phases in the CM process are dependent upon maintenance management decisions made during the equipment acceptance phase. The relationship of the phases of the CM process is illustrated in Figure D-1.

c. Equipment reported as requiring PM or modification in conjunction with CM will follow the general pattern of the CM process in all phases except the active maintenance phase. Procedures in this phase for the conduct of PM and equipment modification have been established in the PM process and equipment modification process, as appropriate.

2. Equipment Acceptance Phase. In the equipment acceptance phase, the maintenance activity schedules equipment reported as requiring CM into the maintenance activity, conducts an initial acceptance inspection, determines the economic feasibility of repair or replacement of the equipment, and assigns the equipment to the appropriate maintenance shop within the activity for performance of the required maintenance. During this phase, demands on maintenance resources are initiated and the general capability of the activity to perform the required maintenance determined. Tasks associated with the conduct and management of this phase will vary in complexity between maintenance activities. Their proper execution, however, will invariably lead to efficient scheduling, correct distribution of the maintenance workload, and optimum allocation of maintenance resources.

a. Acceptance Scheduling

(1) The purpose of acceptance scheduling is to have the equipment requiring maintenance arrive at the maintenance facility at or after the time that the required maintenance resources are available. This procedure allows the equipment owner maximum operational use of his equipment while avoiding needlessly large concentrations of equipment awaiting maintenance at the maintenance facility.

(2) Acceptance scheduling cannot be applied to all equipment reported as requiring maintenance. It can be most readily accomplished when the equipment malfunction is known and specific demands on maintenance resources can be identified. Such circumstances may exist when a random failure of an equipment occurs which requires special support equipment for its repair, when a need for routing CM exists or when degraded equipment operation exists as a result of component equipment failure. Examples of maintenance actions applicable to acceptance scheduling are windshield replacement, body and fender work, and repair of one or more range scales on a multi-scale test instrument.

(3) Acceptable scheduling requires close coordination between the using unit and the maintenance activity. The following factors require consideration in its use:

(a) Nature of the Equipment Failure or Component Malfunction. If the nature of the equipment failure or component malfunction cannot be determined, acceptance scheduling is normally not feasible.

(b) Material Requirements. If the material requirements for accomplishment of the required maintenance cannot be identified by the using unit, acceptance schedule is normally not feasible.

(c) Equipment Requirements of the Using Unit. The current and projected operational requirements of the using unit will determine whether acceptance scheduling is feasible or if the equipment should be delivered immediately to the maintenance facility for required maintenance. These requirements will further be a major determination in the priority of the ERO and in the date that required maintenance is scheduled to commence, if acceptance scheduling is feasible.

(d) Availability of Maintenance Resources. The current and projected availability of maintenance resources in the maintenance activity (facilities, personnel, material, support and test equipment, etc.) will be a major factor in determining the date required maintenance on an equipment is to commence.

(e) Performance of Maintenance by Another Maintenance Facility. Maintenance, depending on the type of equipment and nature of the required maintenance, may require performance at another Marine Corps maintenance facility, in a commercial facility, or in a maintenance facility of another military service.

b. Acceptance Inspection

(1) The purpose of the acceptance inspection is to ensure that an equipment is complete and prepared for the required maintenance, to perform an initial diagnosis of the equipment failure or component malfunction, and to make a determination as to what course of action to follow in restoring the equipment to the specified condition. In some instances, the removal of ancillary equipment may be required prior to delivery of the equipment to the maintenance facility. The acceptance inspection is conducted on all equipment, including equipment which has been the subject of acceptance scheduling, upon initial receipt by the maintenance activity. During this inspection, determination is made as to whether the equipment will be processed through the equipment induction and active maintenance phases of the CM process.

(2) The procedures to be followed in the acceptance inspection are:

(a) Determine that the equipment is complete and that appropriate operator maintenance, including cleaning, has been performed. Equipment that is incomplete or that has been properly prepared for maintenance by the unit or activity requesting maintenance should be reported to the unit commander by the maintenance activity. Equipment is considered incomplete if it does not contain the required equipment maintenance records.

(b) Verify that the ERO/SRO has been properly prepared. This includes matching the equipment serial number/USMC registration number with the serial number on the ERO/SRO, when appropriate.

(c) Perform an initial diagnosis of the equipment failure or component malfunction. If acceptance scheduling is utilized, compare the two diagnoses performed to see if they are the same. Where they are not the same, review the previous tentative production scheduling to ensure its continued validity.

(d) Estimate the total cost of repairs for the ERO. This estimate will be placed in the appropriate block on the ERO.

(e) Accept the equipment for the required CM. Acceptance is noted on the ERO/SRO.

(f) Determine the course of action (repair, evacuate, etc.) to follow in restoring the equipment to the specified condition. When a decision is made to evacuate or otherwise terminate required maintenance, the equipment will proceed directly to the equipment closeout phase of the CM process.

(g) Assign a production priority for use within the maintenance activity. This priority will be based on the ERO/SRO priority and other appropriate criteria established by the command in which the maintenance activity is located.

3. Equipment Induction Phase

a. Induction is the physical commitment of the ERO and associated equipment requiring maintenance to the assigned shop.

b. Induction of equipment into a specified shop should be in accordance with the priority established in the equipment acceptance phase. The equipment should be called for by the maintenance shop at the time that the necessary maintenance resources are available to perform the required maintenance. When the equipment requires intershop movement, coordination must be effected between the appropriate shops to ensure that maintenance is effected in accordance with established priorities.

c. Occasions may arise where equipments inducted into a maintenance shop require additional resources which are not immediately available to perform the required maintenance. On such occasions, it may be advantageous to remove the equipment from the shop and reschedule it when the required resources are available. The procedures for rescheduling and inducting the equipment into a specific shop will parallel those for the initial scheduling and induction of the equipment.

4. Active Maintenance Phase. Production actions performed following induction of the ERO/SRO and its associated equipment into a maintenance shop constitute the active maintenance phase. This phase is performed in a sequence of logistical steps designed to ensure that required maintenance is conducted in an efficient, effective manner. During this phase, continual emphasis is placed on quality control of the maintenance actions and tasks performed. The frequency of quality control inspections will depend on the skill and experience of the individual technicians or mechanics and the overall complexity of the maintenance requirements. The steps to be followed in the conduct of active maintenance are described in the following paragraphs:

a. Inspection of the Equipment. Maintenance personnel assigned to correct the equipment malfunction will perform a detailed inspection of the equipment on its induction into the shop. This inspection serves as a basis for planning fault correction procedures and includes:

(1) Locating, identifying, and inventorying the equipment and its components.

(2) Verifying all paperwork associated with the required maintenance. The ERO/SRO accompanying the equipment must be checked to ensure that the time designator (ID) and/or serial number/USMC registration number of associated equipment correspond to those shown on the ERO/SRO, that the initial diagnosis of the equipment malfunction is recorded on it, that the production priority assigned on the ERO/SRO is consistent with the shop priority, and that other maintenance information required on the ERO is correct.

(3) A check, when appropriate, to determine the status of required modifications. This check may involve the physical examination of the equipment, equipment records, the SL-1-2 which lists all MI's that apply to a specific item of equipment, and the most current issues of TI-4700 which list new MI's not yet included in the SL-1-2.

b. Preparation for the Performance of Maintenance Actions. This preparation includes the assembly of the appropriate technical manuals and other technical data and support and test equipment to perform the required maintenance action. Maintenance personnel should also verify at this time that known required secondary reparables, repair parts, and expendable materials (e.g., oil, lubricants, packing, sealants, etc.) are on hand. Adequate preparation reduces the actual time required to perform the maintenance and also ensures that Maintenance actions are not initiated for which the required resources are not available.

c. Isolation of the Cause of the Equipment Malfunction. During this step, maintenance personnel, using appropriate support and test equipment and the proper step by step procedures described in the applicable technical manual, isolate the probable cause of the equipment malfunction. Once the cause is isolated and fault diagnosis is confirmed, an estimate of the cost of the required maintenance is made to determine if the equipment is economically reparable. If the equipment is determined to be uneconomically reparable, active maintenance is terminated and the equipment enters the maintenance closeout phase.

d. Obtainment of Required Secondard Reparables and Repair Parts. Maintenance personnel, prior to requisitioning required secondard reparables and repair parts, will verify the material required by proper research procedures and the correct use of technical publications. Proper preexpended bin levels should be maintained within each shop to ensure their nonavailability does not interfere with maintenance operations.

e. Correction of the Equipment Fault. Fault correction is the goal of all CM actions. Proper maintenance techniques must be employed to ensure that parts are installed correctly. Reassembly will be accomplished in sequence, to include proper servicing and the use of test and measurement devices at the appropriate stages of equipment reassembly. Maintenance actions completed will be properly recorded on the ERO/SRO to provide information for future management decisions and entry on equipment records, as appropriate.

f. Checking of Completed Maintenance Actions on the ERO/SRO. Maintenance personnel will check their completed work by performing the necessary final adjustments on the repaired equipment. Adjustments and calibration procedures in the applicable technical publication must be followed in detail. Bringing the equipment performance within tolerances specified in technical publications is a positive indication that fault correction has been successfully completed. Adjustments and calibration procedures will be performed by or under the supervision of qualified personnel, using standards, guages, etc., that meet or exceed minimum acceptable standards in accordance with the current edition of MCO 4733.1.

g. Equipment Checkout. Quality control requires a complete equipment checkout to determine that corrective maintenance actions have been properly completed and that equipment and shop records are complete. The equipment checkout will be conducted by qualified supervisory personnel under actual or simulated operating conditions. Equipment which does not perform satisfactorily will be rejected and recommendations made for further corrective maintenance action. Acceptable performance results in the completion of the active maintenance phase and the movement of the equipment to the closeout phase.

h. Cleanup of the Shop Area. Time and resources must be allocated to clean up the area used to perform the corrective maintenance. Support and test equipment, including tools, must be cleaned, serviced and inventoried so that they are available, when needed, for future maintenance action. Technical publications must be returned to the library. Defective parts and other residue must be removed from the maintenance area through proper disposal procedures.

5. Maintenance Closeout Phase

a. The closeout phase of the CM process commences when the equipment has been repaired and the serviceable item is to be returned to the owner, or when a decision has been made to evacuate or dispose of the equipment. Maintenance management will ensure that the closeout process is accurate, complete, and coordinated.

b. The closeout phase requires close coordination with owning unit personnel to ensure that they are notified as soon as the equipment is ready for pickup. Any special packaging and preservation or transportation and shipping requirements must be taken care of at this time.

c. In the closeout phase, maintenance management must ensure that equipment records have been completed correctly in accordance with current directives.

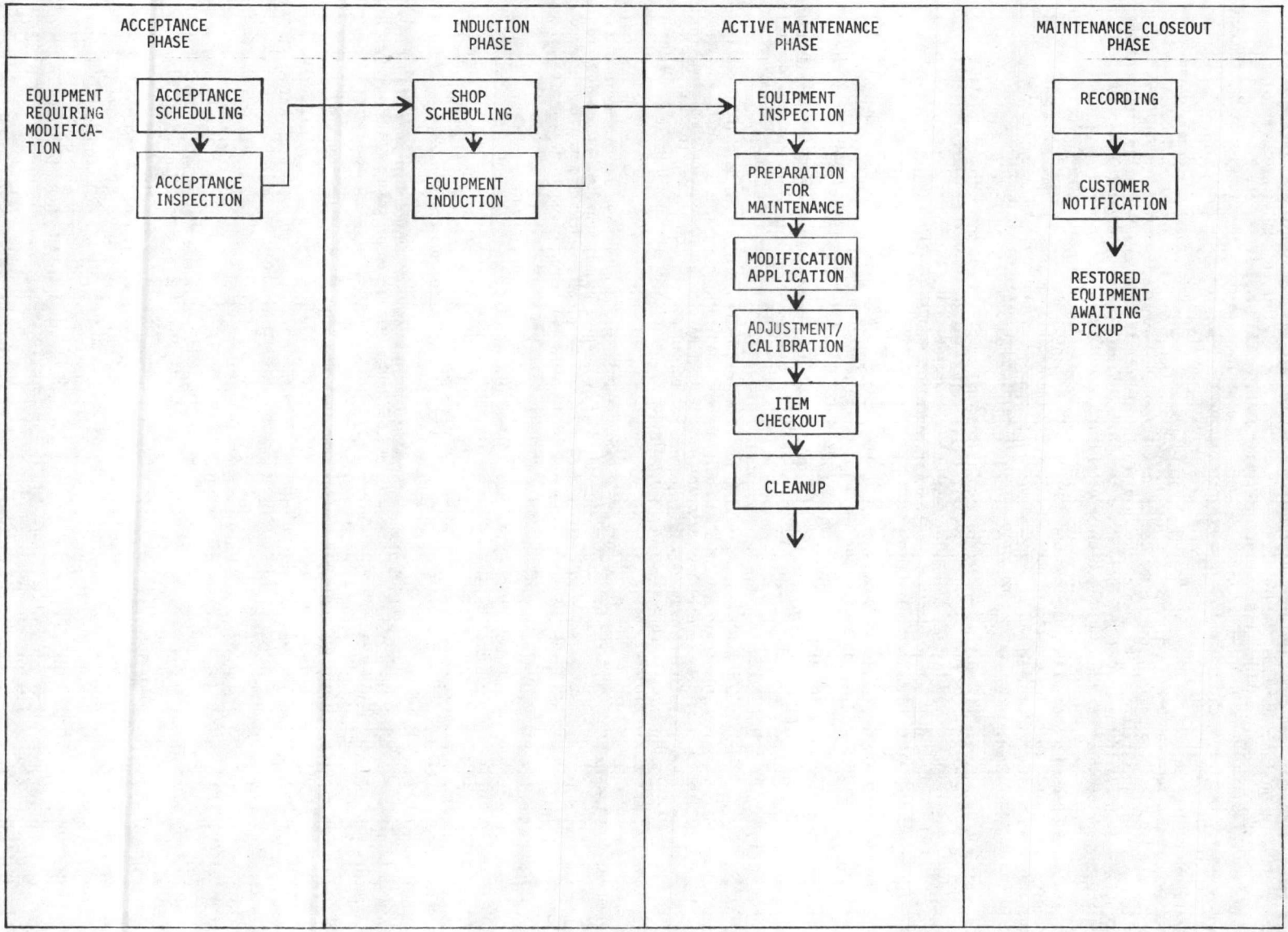


Figure D-1 Corrective Maintenance Process

APPENDIX E

EQUIPMENT MODIFICATION PROCESS

1. Introduction

a. Equipment modification consists of maintenance actions performed to change the design or assembly characteristics of equipment systems, end items, components, assemblies, subassemblies, or parts in order to improve equipment functioning, maintainability, reliability, and/or safety characteristics. Field recommendations for equipment improvement (QDR's, beneficial suggestions, etc.) frequently establish the requirement for equipment modification. In such instances, the maintenance engineering activity of the Marine Corps uses these recommendations as the basis of their engineering analysis to correct the equipment deficiency.

b. Modifications required to prevent death or serious injury to personnel, prevent major damages to equipment, or to make changes that are considered so essential to equipment that their application must be accomplished at the earliest possible time are designated "URGENT" and specify a required completion date and may contain restrictive operating conditions. Instructions restricting operating conditions are designated "NORMAL" and are accomplished on a planned schedule basis, within one year of the effective date of the modification instruction (MI), concurrent with the normal workload or operational requirements of the unit.

c. Requirements for equipment modification, including the detailed step by step procedures for their accomplishment, are published as MI's or by the commercial manufacturer. MI's identify specific types and items of equipment to be modified as well as the maintenance resources, skills, and time necessary for their accomplishment. Additionally, they specify the echelon of maintenance authorized to perform the modification. Equipments to be modified are identified by equipment nomenclature, ID number, NSN, and the manufacturer's serial number for individual equipments, when appropriate. Modification kits, or parts and fabrication materials when kits are not prescribed, are identified by FSN and quantity.

d. The equipment modification process is divided into four phases for both its conduct and management. These phases are the equipment acceptance phase, equipment induction phase, active maintenance phase, and the equipment closeout phase. Each phase includes those tasks associated with the performance of equipment modification that fall within its description. The equipment modification process may be conducted in conjunction with CM or PM actions, in which case the sequence of tasks identified with the modification process must be coordinated with their performance. The phases of the modification process are illustrated in Figure F-1.

2. Equipment Acceptance Phase. The equipment acceptance phase begins when the maintenance activity receives an ERO/SRO for the application of a specified modification. It includes the scheduling of the equipment requiring modification into the maintenance activity, conducting an initial inspection of the equipment, and assigning it to the appropriate shop within the activity.

a. Acceptance Scheduling

(1) The maintenance resources required for the equipment modification can be predetermined from the applicable MI. Acceptance scheduling is, therefore, normally feasible in the application of modifications and should be employed to the maximum extent practicable. Acceptance scheduling allows the equipment owner use of his equipment by both reducing the time it spends in the maintenance activity and by enabling him to schedule the application of modifications so as to not interfere with unit operational requirements. It facilitates maintenance activity operation by reducing the administrative workload caused by equipment waiting induction into maintenance shops and by allowing equipment modification to be scheduled concurrently with other required maintenance actions.

(2) Acceptance scheduling requires close coordination between the equipment user and the maintenance activity. The following factors require consideration in its use:

(a) Urgency of the Required Modification. "URGENT" modifications may require that equipment be deadlined or its use sharply curtailed until they are applied. Under such conditions, acceptance scheduling will normally not be feasible. Other "URGENT" modifications, though requiring timely application, may lend themselves to acceptance scheduling. In all instances, the urgency of the required modification must be considered in the establishment of the priority for its accomplishment. "NORMAL" modifications usually lend themselves to acceptance scheduling. Their scheduling should be planned, when possible, to coincide with the performance of other required maintenance actions. All modifications must be completed within one year of the issue date of the MI.

(b) Equipment Requirements of the Using Unit. The operational requirements of the using unit are a major factor in determining the time for application of modification. Application of modifications should be planned so as not to interfere with these requirements, whenever possible. Units should plan for the application of required modifications prior to deploying or going on extended operations.

(c) Availability of Maintenance Resources. The current and projected availability of maintenance resources in the maintenance activity (facilities, personnel, modification materials, support and test equipment, etc.) will be a major factor in determining the date modification application is to commence.

(d) Other Maintenance Requirements. The application of modification to equipment should be planned to coincide with the performance of maintenance actions to satisfy other maintenance requirements.

b. Acceptance Inspection

(1) The purpose of the acceptance inspection is to ensure that an equipment is complete and properly prepared for modification. It is conducted on all equipment, including those which have been the subject of acceptance scheduling.

(2) The procedures to be followed in the acceptance inspection are:

(a) Determine that the equipment is complete and that appropriate operator maintenance, including cleaning, has been performed. Equipment that is incomplete or that has not been properly prepared for maintenance by the unit or activity requesting maintenance should be reported to the using unit commander by the maintenance activity. Equipment is considered incomplete if it does not contain the required equipment maintenance records.

(b) Verify that the ERO/SRO has been properly prepared. This includes matching the equipment serial number with the serial number of the ERO, when appropriate.

(c) Verify through visual inspection and examination of equipment records that the equipment modification requirement is valid. ERO's for equipments requiring further inspection to ensure their validity will be annotated for further inspection by the shop to which they are assigned.

(d) Accept the equipment for application of the required modification. Acceptance is noted on the ERO/SRO.

(e) Assign a production priority for use within the maintenance activity. This priority will be based on the ERO/SRO priority and other appropriate criteria established by the command in which the maintenance activity is located.

3. Equipment Induction Phase

a. Induction is the physical commitment of the ERO/SRO and equipment requiring modification to the assigned shop.

b. Induction is effected in accordance with the priority established in the equipment acceptance phase and the production scheduling of the shop to which it has been assigned. The equipment should be moved into the shop at the time resources necessary for the modification are available.

4. Active Maintenance Phase

a. Production actions performed following induction of equipment into a maintenance shop constitute the active maintenance phase. A continual program of quality control is mandatory. The frequency of quality control inspections will depend upon the skill and experience of the mechanics and technicians and the complexity of the modification.

b. Active maintenance consists of the following steps:

(1) Inspection of the Equipment. Maintenance personnel assigned to perform the modification will perform a detailed inspection of the equipment upon its induction into the shop. This inspection consists of:

(a) Locating, identifying, and inventorying the equipment and its components.

(b) Verifying all paperwork associated with the required modification. The ERO/SRO accompanying the equipment must be checked to ensure that the ID and/or serial number of associated equipment correspond to those shown on the ERO/SRO, the production priority assigned on the ERO is consistent with the shop priority, the equipment modification requirement is valid, and other maintenance information required on the ERO is correct.

(2) Preparation for the Performance of the Modification. Preparation includes the assembly of the applicable MI/technical instruction (TI) and other technical data and support and test equipment to perform the required modification. It also includes verifying that the modification kit or other prescribed modification materials, including common hardware, are on hand.

(3) Obtainment of the Modification Kit or Materials. Maintenance personnel, prior to requisitioning the required modification kit or materials, will verify the material required by referring to the applicable MI/TI. The use of BOM's, in accordance with the current edition of MCO P4400.21 should be considered in the obtainment of modification materials.

(4) Application of the Modification. The MI/TI directing the modification contains detailed procedures for its application. Maintenance management personnel must ensure that these procedures are followed to avoid ineconomics in the maintenance operations as well as incorrect application of the modification. Application of the modification must include both servicing and the use of prescribed test and measurement devices, when appropriate. Completion of the modification must be properly recorded on the ERO to provide information for future managment decisions and entry on equipment records, as appropriate.

(5) Checking of the Completed Modification Action on the ERO/SRO. Maintenance personnel will check the completed modification by performing the necessary final adjustments on the equipment. Adjustment and calibration procedures must be followed in detail. Adjustment and calibration procedures will be performed by or under the supervision of qualified personnel, using standards, quages, etc., that meet or exceed minimum acceptable standards in accordance with the current edition of MCO 4733.1.

(6) Equipment Checkout. Quality control requires a complete equipment checkout to determine that the modification has been properly applied and that equipment and shop records are complete. The equipment checkout will be conducted by qualified supervisory personnel under actual or simulated operating conditions. Equipment which does not perform satisfactory will be rejected and recommendations made for appropriate corrective action. Acceptable performance results in the completion of the active maintenance phase and the movement of the equipment to the closeout phase.

(7) Cleanup of the Shop Area. Time and resources must be allocated to clean up the area used to perform the modification. Support and test equipment, including tools, must be cleaned, serviced, and inventoried so that they are available when needed for future maintenance actions. Technical publications must be returned to the library. Residue from the modification action must be removed from the maintenance area through proper disposal procedures.

5. Maintenance Closeout Phase

a. The closeout phase commences upon completion of the modification action when the equipment is ready for return to the user. Maintenance management will ensure that the closeout phase is accurate, complete, and coordinated.

b. Owning/using unit personnel must be notified as soon as the equipment is ready for pickup and equipment records must be completed correctly.

c. The activity performing the modification must ensure compliance with the current edition of MCO P4400.84 for those modifications requiring reporting by the applicable MI.

APPENDIX F

CALIBRATION CONTROL FORM

ITEM	SERIAL NO.	IDENTIFICATION NO.
NSN	LOCATION/COMPONENT OF	

DATE CALIBRATION/PM DUE	DATE CALIBRATION/PM PERFORMED	REMARKS

CALIBRATION CONTROL CARD: (4790)
NAVMC 11052 (5-79)
SN: 0000-00-006-7640-U/I: EA

(SEE INSTRUCTIONS ON REVERSE)

PREPARATION INSTRUCTIONS. IF THE CARD INDEX SYSTEM IS USED FOR CALIBRATION CONTROL, A CALIBRATION CONTROL CARD WILL BE COMPLETED FOR EACH ITEM OF TEST MEASURING AND DIAGNOSTIC EQUIPMENT POSSESSED BY THE UNIT.

1. DETERMINE AND ENTER THE NOMENCLATURE, SERIAL NUMBER, ID NUMBER, NSN AND END ITEM THE EQUIPMENT IS A COMPONENT OF. IF THE ITEM IS AN END ITEM, ITS PHYSICAL LOCATION (SECTION, TOOLROOM ETC.) MAY BE ENTERED IN THE "LOCATION/COMPONENT OF" BLOCK.

2. ENTER THE DATE CALIBRATION IS DUE FROM THE CALIBRATION STICKER/ERO. FOR ITEMS DESIGNATED AS CNR OR INACTIVE ENTER THE DATE THE NEXT PM (TO BE PERFORMED AT THE CALIBRATION LAB) IS DUE.

3. ENTER THE DATE CALIBRATION/PM WAS PERFORMED (OBTAINED FROM THE ERO). FOR ITEMS DESIGNATED AS CNR OR INACTIVE ENTER THE DATE SO DESIGNATED.

4. THE REMARKS COLUMN IS TO BE UTILIZED AS FOLLOWS:
   a. INDICATE ITEMS DESIGNATED AS CNR OR INACTIVE ACROSS FROM THE DATE SO DESIGNATED.
   b. INDICATE ITEMS DESIGNATED AS "SPECIAL CALIBRATION" AND THE REQUIREMENTS FOR THIS CONDITION.
   c. ENTER THE ERO/DOCUMENT/VOUCHER NUMBER IN PENCIL FOR ITEMS INDUCTED FOR CALIBRATION/REPAIR.
   d. ENTER THE LOCATION IF ITEM IS DEPLOYED.
   e. ENTER ANY ADDITIONAL AMPLIFYING INFORMATION.

5. TEMPORARY ENTRIES (IN THE REMARKS COLUMN) SHOULD BE MADE IN PENCIL TO FACILITATE REMOVAL WHEN NO LONGER REQUIRED.

SEE THE CURRENT EDITION OF TM-4700-15/1 or MCO P4790.2 FOR ADDITIONAL INFORMATION.

APPENDIX G

SUBJECTS ESSENTIAL FOR MAINTENANCE MANAGEMENT TRAINING

The subjects listed herein are considered essential to the activity maintenance management program. Included are areas within each subject which should be stressed. Training in each subject should be tailored to the trainees, i.e., operator, technician, direct supervisor, or staff supervisor. The list is not to be considered as all inclusive; additional subjects determined to be necessary by the activity head shall be included in the activity training program.

1. Marine Corps Technical Publications. Includes Technical Manuals, Technical Instructions, Modification Instructions, Supply Instructions, and Stock Lists. Acquisition, maintenance, and use of the publications should be stressed. The activity publications control system will be explained in detail.

2. Calibration Program. Purpose of calibration, responsibilities, and documentation required by the activity calibration control program.

3. Modification Program. Requirement and authority for modification of equipment and activity modification control program.

4. Preventive Maintenance. Requirement, scheduling methods, documentation, and preventive maintenance indicators.

5. Corrective Maintenance. Program established within the activity for accomplishing required corrective maintenance, evacuation procedures, etc.

6. Echelons of Maintenance. Responsibilities of each echelon and echelon authorized by activity table of organization.

7. Equipment Records. Operational and maintenance records and responsibilities and procedures for completing forms.

8. Inspections. Use and types.

9. Safety. Operational and maintenance safety requirements and practices.

10. Unsatisfactory Equipment Reports. Purpose, proper completion of forms, and submission of reports.

11. Report of Discrepancies in Support Publications. Use of the NAVMC 10772.

12. Shop Organization and Management

13. Control of Tools, and Support and Test Equipment

14. Equipment Preservation Procedures

15. Supply Support. Use of forms, priority designators, urgency of need designators, control of repair parts, preexpended bins, and validation requirements and procedures.

16. Maintenance Related Programs. Purpose, use and procedures of those maintenance related programs set forth in chapter 8 of this Order.

17. Financial Management. Budget process and responsibilities within the activity.

18. Secondary Reparable Program. Purpose and procedures for use.

19. Maintenance SOP's and Desk Top Procedures. Purpose, requirements, preparation, and use.

APPENDIX H

MAINTENANCE INSPECTION CHECKLIST/REPORT

Activity:_____ Date:_____

Activity/Function/Area Inspected:_____

Activity Head:_____ Inspector:_____

Authorized Maintenance:_____

Supporting Maintenance Sources:_____

_____

Overall Rating Assigned:

Satisfactory
Unsatisfactory
Noteworthy

Satisfactory Except for
Stated Discrepancies
No Rating Assigned

_____

Inspector's Narrative Summary of Findings:

Figure H-1 - Inspection Checklist/Report

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

Activity:_____ Date:_____

Activity Head:_____

Inspecting Officer:_____

Authorized Maintenance:_____

Supporting Maintenance Sources:_____

Instructions

1. All questions must be answered "Yes" or "No" by filling in the blanks, as applicable.
2. Explanatory comments must be provided on all questions where a discrepancy exists.

Contents

Figure H-2 - Inspection Checklist

STANDARD OPERATING PROCEDURES FOR MAINTENANCE MANAGEMENT

1. Maintenance Administration

a. Is the Maintenance Management Officer (MMO) assigned in accordance with the current editions of MCO P4790.1 and MCO P4790.2. _____

b. Does the level of maintenance being performed by the activity exceed that authorized by the activity T/O? _____

c. Has authority been delegated to the activity to perform maintenance of a higher echelon than the activity T/O authorizes? (If yes, give authority and dates). _____

d. Are the established sources of maintenance support understood by maintenance personnel? _____

e. Does the activity possess a maintenance/maintenance management SOP if required by the current edition of AirStaO P4790.1? _____

f. Are desk top procedures established in the activity? _____

g. Is the maintenance/maintenance management SOP readily available to maintenance personnel and are they familiar with its contents? _____

h. Does the activity have the necessary personnel, technical skills, and tools available to perform the maintenance authorized? _____

i. Is the policy for the support of new equipment introduced into the Marine Corps understood and complied with? (Current edition of MCO 4400.32) _____

2. Personnel and Training

a. Is a current T/O on hand? _____

b. Is current T/O adequate? _____

c. Personnel Status

	Auth	O/H	Available
Officers			
Enlisted			
Civilians			

(Provide an explanation for each individual in not available status)

d. Are requirements for replacement of personnel leaving being submitted in a timely manner? _____

e. Are personnel misassigned by MOS? _____

f. Are maintenance personnel familiar with maintenance management SOP, turnover folders, and desk top procedures that pertain to their jobs? _____

g. Are formal school quotas being requested and utilized to raise the skill levels of activity maintenance/operational personnel? _____

h. Are self-study courses (MCO, etc) being utilized by maintenance/operational personnel? _____

i. Has an effective activity maintenance training program been established? (Cross training, scheduled technical training, classroom, OJT, etc.) _____

j. Are qualified personnel utilized to conduct classes in related subjects? _____

k. Are newly joined and inexperienced personnel teamed with skilled and experienced personnel in an effort to raise skill levels? _____

Figure H-2 - Inspection Checklist - Continued

3. Records and Reports

a. Are equipment records in each commodity complete and maintained in accordance with the current edition of TM 4700-15/1? _____

b. Are maintenance personnel familiar with required record upkeep? _____

c. Are records readily accessible for use and upkeep? _____

d. Are records used in accordance with instructions in the current edition of MCO P4790.2? _____

e. Do records indicate scheduled maintenance is being performed? _____

f. Are MOD's reported in accordance with the current edition of MCO P4400.84? _____

g. Are the requirements and criteria for submitting unsatisfactory equipment reports (UER's in accordance with the current edition of MCO 4700.1 understood? _____

h. Are quality/reliability reports submitted as required by the current edition of MCO 4855.6? _____

i. Has a required reports checklist been established? _____

4. Publications and Directives

a. Is there an authorized individual activity table of allowances for publications (T/A) on file? (MCO P5600.31E, par. 3201.4? _____

b. Is the T/A reviewed by MMO, maintenance personnel? _____

c. Is the T/A adequate? _____

d. Are authorized publications and directives on hand and current with required changes? (MCO P5600.31E, par. 3201.2, MC bulletins in the 5215 series, SL 1-3) _____

e. Have missing authorized publications and/or directives been properly requisitioned? (MCO P5600.31E, par. 3202.2) _____

f. Have internal distribution and control procedures for publications and directives been established? (MCO P5215.1E, par. 103.2) _____

g. Have the latest directives checklists been completely and properly worked? _____

h. Are directives properly filed and maintained? (MCO P5215.1E, par. 301.3) _____

i. Are excess publications reported and disposed of properly? (MCO P5600.31E, par. 3201.3) _____

j. Are errors within publications and directives reported? _____

Figure H-2 - Inspection Checklist - Continued

5. Equipment Availability

a. T/E Commercial Equipment Status:

Type	Auth	On-Hand	Involuntarily Deadlined	Admin D/L	Reviewed by Analyst
Electronic	____	_____	_____	____	_____
Engineer	____	_____	_____	____	_____
Motor Transport	____	_____	_____	____	_____
Ordnance	____	_____	_____	____	_____
General Supply	____	_____	_____	____	_____

b. Commercial Design Equipment:

Type	Auth	On-Hand	Involuntarily Deadlined	Admin D/L	Reviewed by Analyst
_____	____	_____	_____	____	_____
_____	____	_____	_____	____	_____
_____	____	_____	_____	____	_____
_____	____	_____	_____	____	_____
_____	____	_____	_____	____	_____

c. Have new items of equipment been put into service for the training of operator and maintenance personnel?

d. Does the condition of organization equipment indicate that adequate and proper maintenance is being performed?

e. Does the equipment show signs of abuse in operation or maintenance?

f. Is equipment complete with all associated components on hand or on valid requisition?

6. Modification and Calibration

a. Have applicable modifications been performed on all equipment? (SL 1-2) _____

b. Has the activity established a modification control program? (The current edition of TM 4700-15/1) _____

c. Are modifications being performed in accordance with the modification instruction (echelon of maintenance, materials, timeframe, reporting, etc)? _____

d. Does a cross-check of equipment and records indicate that modifications are performed and recorded in equipment records? (MCO P4400,84B, Chap. 3, MCO P4790.2 par. 5005, the current edition of TM 4700-15/1, SL 1-2) _____

e. During acceptance inspections of new equipment is the equipment checked to ensure all applicable modifications have been applied and recorded in equipment records? _____

f. Has the activity established a calibration control program? (The current editions of TM 4700-15/1, AirStaO P4790.1, TI 4355-15/1, MCO 4733.1). _____

g. Have all items requiring calibration been identified to the calibration control center? (The current editions of MCO 4733.1 and MCO P4790.2). _____

h. Do items requiring calibration have current calibration labels affixed? (The current edition of TI 4355-15/1) _____

Figure H-2 - Inspection Checklist - Continued

i. Does the activity employ instrument cross-check procedures to assure accuracy of instruments between calibrations? _____

j. Is maximum use made of special calibration and calibration not required where applicable? _____

k. Is radio equipment included in the activity calibration control program? _____

7. Preventive and Corrective Maintenance

a. Is the maintenance workload excessive when related to activity resources, e.g., personnel, test and support equipment, facilities? _____

b. Are maintenance personnel familiar with the extent of the maintenance which can be performed by the echelon authorized the activity? _____

c. Has the activity established a quality control program? _____

d. Is maintenance properly scheduled and performed in accordance with the applicable technical manuals? _____

e. Is equipment requiring evacuation to higher echelons of maintenance evacuated in a timely manner? (The current edition of AirStaO P4790.1) _____

f. Does a cross-check of equipment and records show that maintenance required is being performed? _____

g. Is administrative deadline used when applicable? _____

h. Are the criteria and principles for determining the eligibility of economical repair being complied with? (Current editions of MCO 4710.8, MCO 4710.2, MCO 4790.2 and AirStaO P4790.1) _____

i. Is the criteria for maintenance by cannibalization being complied with? (MCO P4400.19B Chapter 3, MCO P4790.2, par. 1002.4, current edition of AirStaO P4790.1) _____

j. Are there open ERO's/SRO's for all equipment requiring second echelon or higher maintenance? _____

k. Are ERO priorities assigned in accordance with the instructions in the current edition of MCO 4400.16? _____

l. When warranties are in effect on equipment, are they understood and complied with? _____

m. Are there interservice/contract maintenance agreements in effect? _____

n. Are the procedures for interservice/contract agreement utilization understood and in compliance with current directives? _____

8. Support and Test Equipment and Facilities Support

a. Are authorized allowances of support and test equipment on hand or on valid requisition? _____

b. Are sets, chests and kits inventoried as required? (Current edition of MCO P4400.16) _____

c. Are unused equipment, tool sets, kits and other property properly identified and stored in a serviceable ready-to-use condition? _____

d. Are tools and equipment being properly utilized? _____

e. Are personnel trained in the use and care of support and test equipment? _____

f. Are the maintenance facilities adequate for the activity's needs? _____

Figure H-2 - Inspection Checklist - Continued

g. Are the maintenance facilities arranged for efficient utilization? _____

h. Does the layout of maintenance work areas contribute to the effective execution of maintenance? _____

i. Is lighting, ventilation, and cleanliness of maintenance work area adequate for efficiency and personnel safety? _____

9. Supply Support

a. Does the activity supply SOP adequately set forth procedures for the acquisition of maintenance parts and supplies? _____

Are these procedures utilized? _____

b. Are pre-expended bins established, where feasible, for maintenance facilities within the activity? (Current editions of MCO P4400.5 and MCO P4790.2) _____

c. Does the activity have an SOP which adequately covers the establishment and operation of pre-expended bins? _____

d. Can nonexpendable repair parts held in a shop be identified with a specific ERO/SRO? _____

e. Are control measures utilized to grard against hoarding and layering of repair parts and expendables? (MCO P4400.15H, paragraphs 02000, 03001, 03012, and 03013)

f. Are supply requisitions reconciled on a timely basis to sufficiently support the maintenance efforts? _____

g. Is appropriate action taken on unacceptable status received? _____

h. Has the activity established supply issue points? _____

10. Safety

a. Has an activity safety officer/NCO been assigned? _____

b. Are safety inspections conducted? _____

c. Are maintenance/operational personnel aware of the location of safety devices? _____

d. Is safety training included in the activity training program? _____

e. Are safety procedures utilized in accordance with current directives? (Current editions of NAVMAT P5100 and MCO 5100.8) _____

f. Is weight lifting equipment load tested in accordance with the current edition of MCO 5100.17?

Figure H-2 - Inspection Checklist - Continued

Foreman Shop 52

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO P5000.1A
MAIN/RES/jik

MAINTENANCE ORDER P5000.1A

From: Base Maintenance Officer
To: Distribution List

Subj: Standing Operating Procedure for Administration

Ref: (a) BO P5000.41A

Encl: (1) LOCATOR SHEET

1. Purpose. To establish procedures regarding administrative matters within the Base Maintenance Division.

2. Cancellation. Maintenance Order 5000.1

3. Applicability. The contents of the Order are applicable to all activities within the Base Maintenance Division upon receipt.

4. Certification: Reviewed and approved this date.

B W Elston

B. W. ELSTON
By direction

DISTRIBUTION: B

LOCATOR SHEET

Subj: Standing Operating Procedures for Administration

Location:_____
(Indicate the Location(s) of the Copy(ies) of this publication)

STANDING OPERATING PROCEDURES FOR ADMINISTRATION

RECORD OF CHANGES

Log completed change action as indicated:

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

SOP FOR ADMINISTRATION

TABLE OF CONTENTS

SOP FOR ADMINISTRATION

SECTION I

101. CORRESPONDENCE

1. General. Originators of official correspondence emanating from this Division will ensure that such correspondence meets the highest standards of accuracy, tone, neatness and speed of action.

2. Format. Correspondence will be prepared in accordance with the Navy Correspondence Manual and the supplemental instructions contained herein and in the reference.

3. "For Official Use Only" Correspondence. Incoming "For Official Use Only" correspondence will be hand carried between branches for appropriate action. Outgoing "For Official Use Only" correspondence will be delivered to the Secretary, Base Maintenance Officer for processing and mailing to outside agencies.

4. Classified Correspondence. Classified correspondence will not be retained on a permanent basis by Branches. Any incoming classified material will be hand carried immediately to Classified Files, Building 1 for disposition. Classified documents receipted from Classified Files will not be retained overnight by the user.

102. PREPARATION OF CORRESPONDENCE

1. General. All correspondence originating from this Division to outside agencies will be from the "Base Maintenance Officer" except as noted in paragraph 103 below.

2. Assembly of Correspondence. Correspondence will be assembled as follows:

a. Original and one white manifold copy for addressee, one white manifold copy for each "Via" addressee, and one white manifold copy for each "Copy to" addressee.

b. One yellow manifold copy for the Base Maintenance Officer/Reading file. Yellow manifold copies are not required for individual personnel actions.

c. One pink manifold copy for the originator's file.

d. Correspondence presented to the BMO/ABMO for signature will be assembled with the completed original on top, first page first, last page last. Enclosures, if any, will be placed in chronological order under the last page. Extra white copies of correspondence and enclosures will be placed immediately under the original, followed by the pink copy and the yellow copy. Each copy will be stapled and the completed action will be placed in a manila folder and paper clipped to the right-hand side. All references, working papers, etc. will be appropriately tagged and attached to the left-hand side of the folder.

e. After signature, the BMO/ABMO secretary will forward the correspondence to the appropriate agency, returning the pink copy and reference material to the originating branch.

103. PREPARATION OF CORRESPONDENCE FOR THE COMMANDING GENERAL.

1. Letterhead Stationery. Marine Corps Base letterhead stationery will be used for correspondence addressed from the "Commanding General" to activities outside the command and for Letters of Appreciation signed by the Commanding General.

2. Processing Procedures. In addition to requirements outlined in paragraph 102.2 above, the following procedures will be accomplished:

a. An additional pink copy will be prepared for the Base Maintenance Officer's "Hold" file.

b. One "green ladder" manifold copy will be prepared for the Marine Corps Base official files.

3. Action Brief. An "Action Brief" will accompany correspondence presented for signature of the Commanding General or Chief of Staff. The "Action Brief" format is contained in Appendix A of the reference.

4. Review. All correspondence prepared for the Commanding General's or designated representative's signature will be placed in a Commanding General folder and then reviewed by the BMO/ABMO. After review, the completed folder will be forwarded for signature. The BMO/ABMO secretary will retain the pink copy until one pink copy has been returned by the Base Adjutant. At that time, the pink copy will be returned to the originating branch.

5. Correspondence Signatures

a. Correspondence presented for signature by the Commanding General, or Chief of Staff will be prepared with the signature section left blank and will be undated.

b. Correspondence addressed from the Commanding General to be signed by the Base Maintenance Officer will include "By direction" in the BMO's signature block.

c. Business form correspondence signatures will be prepared in accordance with the reference.

104. AUTHORITY TO SIGN CORRESPONDENCE

1. Policy

a. The Base Maintenance Officer shall sign all official correspondence addressed to higher headquarters relating to the mission or efficiency of this Division. In addition, the Base Maintenance Officer will normally sign the following types of correspondence:

(1) Correspondence containing matters of policy.

(2) Correspondence containing matters of major importance to the Division.

(3) Replies to correspondence signed by the Chief of Staff, Assistant Chief of Staff, and major commanders.

(4) Personal awards and decorations.

(5) Maintenance Orders.

(6) Any correspondence containing, directly or by inference, any degree of censure to a subordinate activity or any correspondence directly or indirectly taking a position contrary to that of an adjacent or higher headquarters.

(7) Other correspondence which, by law or designated by higher authority, must be signed by the Base Maintenance Officer.

When specifically authorized by the Base Maintenance Officer, the Assistant Base Maintenance Officer may sign the foregoing types of correspondence with the exception of (7) above.

b. Authority is hereby delegated to personnel occupying billets listed in Appendix A to sign "By direction" all routing official correspondence pertaining to matters within the cognizance of their respective branches. In the temporary absence of the Base Maintenance Officer, the person acting in his stead is authorized to sign as "Acting" all correspondence for the Base Maintenance Officer.

SOP FOR ADMINISTRATION

SECTION II

201. FILES

1. Office of Record. The Base Maintenance Division does not maintain a central Office of Record. Each Branch will be responsible for maintaining an Office of Record for correspondence applicable to their branch.

2. Commanding General's Correspondence. Correspondence which requires the Commanding General's signature and correspondence signed "By direction" by the Base Maintenance Officer for the Commanding General will be maintained by the originating branch.

SOP FOR ADMINISTRATION

SECTION III

301. REPRODUCTION

1. General. The Base Maintenance Xerox Reproduction capability is under the supervision of the Director, Administrative Branch. Each Branch is responsible for performing their own reproduction.

2. Economy. Inasmuch as the reproduction machine is leased on a per copy basis, it is mandatory that copy work be restricted to absolute needs. Copy work should not be accomplished when appropriate utilization of carbon paper or other duplication means will serve the purpose at less expense to the government.

3. Specific Instructions Regarding Use of the Xerox Machine

a. The Xerox Room will be secured at all times. Branch secretaries, P&E Section, Work Management Section and F&A Section will be issued keys for access to the room. Other personnel desiring Xerox reproduction will submit work to Branch secretaries for reproduction.

b. It is recommended the reproduction requirements within each Branch be compiled and reproduced at one time, whenever possible.

c. Non-official reproduction will not be accomplished without the express permission of the Director, Administrative Branch.

c. Branch Secretaries and representatives of the Section noted in paragraph 3a, above, will be sufficiently trained to properly operate and correct stoppages in the machine. Machine failures that cannot be corrected will be reported to the Administrative Branch.

e. Maximum use of the capabilities of the machine will be utilized (i.e., printing on both sides, collating, etc.).

f. Correspondence, reports, etc., which originate within the Division will be submitted to the Director, Administrative Branch for reproduction by the Base Printing Plant when duplication consists of:

(1) more than two pages and requires 20 or more copies;

(2) two pages or less and requires 35 or more copies.

4. Printing/Duplicating Requirements. All requirements for printing/duplicating service will be forwarded through the Administrative Branch for review and processing.

APPENDIX A

DELEGATION OF AUTHORITY TO SIGN
"BY DIRECTION" OF THE BASE MAINTENANCE
OFFICER

Assistant Base Maintenance Officer

Director, Administrative Branch

Director, Operations Branch

Director, Utilities Branch

Director, Maintenance and Repair Branch

LIMITED "BY DIRECTION" AUTHORITY

Supervisory Budget Analyst - routine accounting matters only

APPENDIX B

DISTRIBUTION CODES

CODE	DISTRIBUTION
A	Orders, Directives and Letters of policy, guidance and information. Distribution to all Branches, Sections and First-line Supervisors.
B	Orders, Directives and Letters of policy, guidance and information. Distribution to all Branches and Sections (including Foremen).
C	Orders, Directives and Letters of policy, guidance and information. Distribution to all Branches.
D	Orders, Directives and Letters of policy, guidance and information applicable to Marine personnel. Distribution limited to Section assigned Marine personnel.
E-L	Not Used
M	Orders, Directives and Letters of policy, guidance and information applicable to Maintenance and Repair Branch. Distribution limited to Shops/Sections in M&R Branch.
N	Not Used
O	Orders, Directives and Letters of policy, guidance and information applicable to Operations Branch. Distribution limited to Sections in Operations Branch.
P	Orders, Directives and Letters of policy, guidance and information applicable to Admin Branch. Distribution limited to Sections in Admin Branch.
Q-T	Not Used
U	Orders, Directives and Letters of policy, guidance and information applicable to Utilities Branch. Distribution limited to Shops/Sections in Utilities Branch.
V-Y	Not Used
Z	Orders, Directives and Letters of policy, guidance and information. Distribution to all civilian employees.

	A	B	C	D	M	O	P	U	Z
Base Maintenance Officer	x	x	x	x					x
Assistant Base Maint Officer	x	x	x	x					x
Admin Dir	x+10	x+10	x+10						
Personnel Asst	x	x					x		x+5
F&A Supv	x	x					x		x
Prop Mgmt Supv	x	x					x		x+6
Opns Dir	x	x	x	x+1		x+5	x		x+1
Wk Mgmt Supv	x	x				x			x+3
Wk Rec Supv	x	x				x			x+11
P&E Supv	x	x				x			x+3
Insp Supv	x	x				x			x+9
M&R Dir	x	x	x		x+5				x+5
Veh Opns Supv	x	x		x	x				x+5
Gen Trades Gen F	x	x			x				x
Bldg Trades Gen F	x	x		x					x
Foreman Shop 41	x+4	x			x+4				x
Foreman Shop 43	x+1	x			x+1				x+60
Foreman Shop 44	x	x			x				x+28
Foreman Shop 45	x	x			x				x+12
Elec Gen F	x	x			x				x+11
Foreman Shop 51	x+1	x			x+1				x
Foreman Shop 52	x	x			x				x+30
Foreman Shop 53	x	x			x				x+12
Pipe Gen F	x	x			x+1				x+20
Foreman Shop 61	x+1	x			x+1				x
Foreman Shop 62	x+1	x			x+1				x+25
Foreman Shop 63	x+1	x			x+1				x+36
Emer Svc Gen F	x	x			x				x+20
Foreman AS	x+1	x			x+1				x
Foreman TT	x	x			x				x+38
Foreman CHB	x	x			x				x+20
Foreman MP	x	x			x				x+10
Foreman FC	x	x			x				x+10
Foreman PP	x	x			x				x+17
Gen Svcs Gen F	x	x			x				x+10
Rds & Gres Gen F	x	x			x				x+1
Foreman Rds & Gds	x+4				x+4				x+3
Foreman Shop 72	x+1	x			x+1				x+65
Foreman Shop 75	x	x			x				x+15
Foreman Shop 76	x+1	x			x+1				x+20
Foreman Shop 78	x	x			x				x+20
Utilities Dir	x	x	x						x+50
UMACS	x	x						x+5	x+3
Shop 81 Gen F	x	x						x	x+9
Foreman Shop 81	x+5							x	x
Shop 83 Gen F	x	x						x+5	x+80
Foreman Shop 83	x							x	x
Shop 84 Gen F	x	x						x+5	x+45
Foreman Shop 84	x							x	x
Foreman Shop 85	x	x						x+5	x+45
MAINT NCO		x		x+4				x	x+6
NUMBER OF COPIES	81	57	16	11	52	10	4	14	819

LIST OF BASE ORDERS UNDER THE
COGNIZANCE OF THE BASE MAINTENANCE
DIVISION

TITLE	SERIES	DATE	PROPONENT BRANCH
Lawn mowers	4400.16	Mar 79	Opns
Turn-in of Scrap Lumber, etc.	4570.1C	Jan 78	M&R
Utilities Appraisal Board	5420.18D	Apr 80	Admin
Control of Household Pests	6250.4E	Oct 81	M&R
Base Maintenance Order	P11014.1G	Jun 81	Opns
Prohibition of Litter Aboard MCB	11014.8A	Jul 78	M&R
Utilities Conservation	11300.1G	Aug 76	Admin
Refuse Disposal Procedures	11350.2	Jul 80	M&R
Fluorescent Lighting	11360.1	Aug 76	M&R
Moratorium on Installation of Air Conditioning	11380.4	Sep 79	Opns

Foreman Shop 52

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO P5100.1B
MAIN/RES/jik
NOV 0 3 1982

MAINTENANCE ORDER P5100.1B

From: Base Maintenance Officer
To: Distribution List

Subj: Base Maintenance Division Safety Program

Ref: (a) MCO 5100.8E
(b) BO P5100.3F

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate the active concern of the Division in implementing safety programs as outlined in references (a) and (b) and to provide internal safety guidance.

2. Cancellation. Maintenance Order 5100.1A.

3. Applicability. The provisions of this Order are applicable to all personnel and activities within the Base Maintenance Division upon receipt.

4. Certification. Reviewed and approved this date.

B W Elston
B. W. ELSTON
By direction

DISTRIBUTION: B

LOCATOR SHEET

Subj: Base Maintenance Division Safety Program

Location: _____
(Indicate the location(s) of the copy(ies) of this publication)

BASE MAINTENANCE DIVISION SAFETY PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

BASE MAINTENANCE DIVISION SAFETY PROGRAM

TABLE OF CONTENTS

SECTION I

GENERAL

101. POLICY. It is the policy of this Division to establish and enforce a comprehensive accident and injury preventive program in accordance with current safety regulations and publications.

102. RESPONSIBILITIES

1. The Base Maintenance Officer is responsible for the establishment and enforcement of programs and procedures for accident prevention and safety consistent with current directives, and for providing a safe working environment for personnel under his command.

2. Supervisors at all levels are responsible for:

a. Maintaining a safe working environment through the elimination of safety hazards.

b. Enforcing the adherence to all safety regulations by employees under their jurisdiction.

c. Providing adequate safety training and equipment for employees.

3. Employees at every echelon are responsible to ensure they understand and observe safety standards and regulations established for the prevention of injury to themselves and other persons, and to property and equipment.

103. APPOINTMENTS. The incumbent Administrative Officer, Administrative Branch, is designated as the Base Maintenance Division Safety Officer. Duties of the Safety Officer are contained in paragraph 302.2 below.

104. SAFETY LITERATURE

1. The Base Maintenance Safety Officer is responsible for obtaining and distributing safety literature.

2. Supervisors desiring specific safety literature applicable to their shop or plant operations should submit requests to the Administrative Branch for action.

3. Applicable safety literature should be made available for reading by supervisors and employees at all levels.

105. PROTECTIVE CLOTHING AND EQUIPMENT

1. Protective clothing and equipment is furnished for the express purpose of preventing injuries to employees working in hazardous areas and/or occupations.

2. Supervisors will ensure that employees utilize clothing and equipment when engaged in operations requiring their use.

3. Protective clothing and equipment required for use in designated areas can be obtained by contacting the Property Management Section, telephone 5300.

4. Employees and supervisors will periodically inspect safety equipment to ensure that it has not become unserviceable. Unserviceable equipment will be turned in to the Property Management Section for disposal.

BASE MAINTENANCE DIVISION SAFETY PROGRAM

SECTION II

SAFETY STANDARDS AND PROCEDURES

201. SAFETY STANDARDS

1. All personnel must give active support through initiative and leadership in safety matters.

2. Safety must be considered important in both work improvement and production.

3. Environments must be provided and maintained to assure maximum safety to personnel in offices, shops, utility plants, and in the field.

4. Methods and operating procedures must be such that personnel will not be exposed unnecessarily to accidents or industrial health hazards.

5. Personnel will be instructed to work in a safe way at all times, and methods must be continually revised to ensure that jobs are being performed safely as well as efficiently.

6. Safety devices and machine guards will be furnished for hazardous operations and danger points, and use is mandatory.

7. Ample protection from electrical shock must be provided.

8. Personal protective equipment will be worn by personnel engaged in hazardous work, and its use will be mandatory.

9. Personnel will be assigned only to jobs they are physically qualified to perform and permitted to work only when physically fit.

10. Equipment, tools and component parts used by personnel will be so designed and built so that work can be carried out safely and efficiently.

11. Injuries, however minor, and diseases arising from industrial operations will be treated and reported promptly in accordance with safety rules and regulations.

202. SHOP SAFETY PROCEDURES

1. The intent of this Order is to provide general safety guidance and not specific shop procedures. Therefore, shop supervisors will institute written shop safety procedures for their respective shop or plant.

2. Shop Safety Procedures will as a minimum contain the information and location of shop hazard areas (i.e., noise, eye, foot, etc.), equipment hazards and safeguards, smoking/non-smoking areas, location of protective equipment, and other safety information deemed applicable by the shop supervisor.

3. The Shop Safety Procedures and this Order will be permanently displayed on all shop bulletin boards.

203. SAFETY ORIENTATION AND TRAINING

1. New shop employees will be given a safety orientation by the shop supervisors which will include the Shop Safety Procedures and the contents of this Order.

2. Appropriate training will be given new employees on equipment and/or operations of high hazard risks.

3. Employees returning to duty from safety related on-the-job injuries will be critiqued by the supervisor to prevent recurrence of similar accidents.

204. SAFETY INSPECTIONS

1. Inspections will be conducted by supervisors at all levels on a continuing basis to determine and correct unsafe practices or conditions before they cause accidents.

2. Discrepancies noted on safety inspections will be corrected immediately. Corrective action not within the scope of a shop supervisor will be reported to the Base Maintenance Safety Officer.

3. In the event corrective action cannot be immediately accomplished, appropriate action will be taken to inform personnel, deadline equipment, etc. to avoid a possible accident.

205. Lock-out and Tagging of Power Sources

1. Employees are required to lock-out and tag the main source of power before any maintenance, inspection, cleaning, adjusting, or servicing of equipment or systems (electrical, mechanical or other) that requires entrance into, or close contact with, machinery, equipment or systems that have potential to cause injury or death. The lock-out shall be of a technique that physically prevents a reactivation of a main power source by means of padlocks, blank flanges, padlock-with-chains, or similar devices, and accompanied by a tag that has the installer's full name, shop, phone number and date of installation.

2. In any instance where a physical lock-out of the main power source is not possible, a "watch stander" is required to be located at the control device for the duration of any work efforts. Employees performing the work are responsible for complying with either the physical lock-out or the watch-standing arrangement.

3. Supervisors are responsible for training or reviewing lock-out/tagging procedures with each employee not less than on an annual basis and each training/review session shall be documented accordingly. Documentation will include the signature of each employee as confirmation that training/review of lock-out/tagging has been conducted and understood.

4. Every shop that conducts work involving electrical, mechanical, hydraulic, pneumatic, or any potentially harmful power source is required to conduct training/review sessions.

5. New employees are to receive training prior to any work assignment. Typically, this is to be done during shop check-in.

6. All employees required to perform lock-out/tagging will be furnished appropriate locks and tags at all times. Each employee required to perform lock-out/tagging will also be furnished with the OSHA Standard Requirements For Locking and Tagging Guide for reference. Respective shop foremen are responsible for providing and maintaining an appropriate supply of items.

7. The Directors of Utilities and Maintenance and Repair Branches are responsible for implementing, verifying, and associated record-keeping requirements to ensure compliance with the procedures as described in this paragraph.

SECTION III

SAFETY COMMITTEES

301. POLICY. The following Safety Councils and Committees are established as a part of the Maintenance Safety Program to initiate and take action to prevent accidents and injuries, through supervision, education of personnel, and by stressing safety consciousness.

302. BASE MAINTENANCE SAFETY POLICY COMMITTEE

1. The Safety Committee will meet when called by the Chairman and will consist of the following members:

Maintenance Division Safety Officer, Chairman
Administrative Branch, one member
Operations Branch, one member
Maintenance and Repair Branch, three members
Utilities Branch, one member

2. The responsibilities of the Safety Committee Chairman, with assistance from members as required, shall be as follows:

a. Represent the Base Maintenance Division at Base Safety meetings as required.

b. To coordinate with the Base Safety Director and to study safety problems inherent in the Maintenance Division.

c. To formulate safety policy for the Maintenance Division and to provide guidance for a successful safety program.

d. To provide adequate safety information, publications and other educational materials.

e. To keep the Maintenance Officer informed at all times of the safety problems encountered and the progress of the program.

f. To conduct periodic safety inspections within the Division and to provide guidance and technical advice.

g. To review minutes of the meetings held by Committees established in paragraphs 303 and 304 and to follow up on any items considered necessary.

303. SUPERVISORS' SAFETY COMMITTEE

1. Organization. The Maintenance and Repair and Utilities Branches will each establish a Supervisors' Safety Committee. Meetings will be held as called by the Chairman and a copy of minutes submitted to the Safety Policy Committee.

2. Membership. Membership will be designated by the Director of the Branch and it will be headed by a senior supervisor who will serve as Chairman, and a clerk-typist will be assigned as recorder.

3. Purpose

a. To consider accident prevention problems on a high supervisory level within each Branch and to increase interest of supervisors in the safety program.

b. To work in close cooperation with the Maintenance Safety Officer, Base Safety Director, and the Shop Safety Committees.

c. To arouse and maintain interest in safety at the workers level and to recommend disciplinary action for safety violations.

d. To review and evaluate recommendations of the Shop Safety Committees and forward to the Maintenance Safety Officer with recommendations.

e. To conduct frequent and adequate safety inspections of work areas and to investigate accidents and determine their cause.

f. To assure that personal protective equipment is provided to personnel and properly used when required and that sound safety policies are adopted and enforced.

304. SHOP SAFETY COMMITTEE

1. Organization. Each Office/Shop/Plant within the Branches will establish a Shop Safety Committee. Meetings will be held monthly and a copy of the minutes submitted to the Maintenance Safety Officer.

2. Membership. Membership will be designated by the Branch supervisor and the senior supervisor in each shop will be designated as the Chairman. Members may be either appointed or elected.

3. Purpose

a. To increase interest at the worker level, discover existence of accident hazards, and solicit suggestions for corrective action.

b. To assist in and solicit cooperation of fellow employees in maintaining safety principles, good housekeeping and safe work habits.

c. To be alert for unsafe acts and discourage horseplay among fellow workers.

d. To assure all accidents, however minor, are reported promptly and that personnel involved receive first aid or medical attention as appropriate.

e. To assure that all hazardous areas within their respective shops are properly identified and regulations are enforced.

f. To work in close cooperation with the Supervisors' Safety Committee.

g. To study causes of accidents and consider preventive measures to eliminate them.

SECTION IV

ACCIDENT AND INJURY REPORTING

401. ACCIDENT AND INJURY REPORT, NAVMC 10767

1. An Accident/Injury Report shall be prepared for each accident as required by MCO 5101.8D.

2. In the case of civilian employees the report is prepared only if the employee sustains an occupational injury or illness that results in a fatality or causes loss of employment for any full day or shift following the day of the accident.

3. A report is also required if an accident causes damage to government property or equipment (excluding motor vehicles) of $100 or more.

402. PROCEDURES

1. Upon determination that a report is required, the immediate supervisor will contact one of the persons indicated below for assistance in preparing the report:

a. Supervisors, Operations Branch contact Secretary, Operations Branch

b. Supervisors, Utilities Branch contact Secretary, Utilities Branch

c. Supervisors, General Trades and Emergency Service Section contact Secretary, Maintenance and Repair Branch

d. Supervisors, General Services Section contact Secretary, General Services Section

e. Supervisors, Administrative Branch contact Secretary, Administrative Branch

2. The supervisor should have all pertinent information available when preparing the form to preclude delays in submitting the report.

403. REPORT PREPARATION

1. Assistance in preparing the report can be obtained by following the step by step instruction when completing the report.

2. The report is required to be submitted in duplicate within 10 days of the date of the accident or injury, however, the report requires the signature of the injured person which may delay final submission of the report. Supervisors should, however, conduct their investigation and complete the report as soon as possible to determine if immediate corrective action is required to eliminate a possible hazard to other employees.

3. Specific attention should be paid to items 28, 29 and 31 of the report. Comments such as "None, N/A, and no corrective action required" are not considered acceptable. 97% of all accidents can be attributed to unsafe acts or personal factors and some corrective action is applicable. It should be noted that the Accident/Injury Report does not reflect any adverse action nor does it affect compensation or other employee entitlements. The report is used only for statistical purposes and determination of safety standards.

404. STAFFING

1. The completed report will be staffed and reviewed by branch heads as a matter of information and to identify possible hazard areas.

2. Upon review by branch heads the report will be forwarded to the Maintenance Safety Officer (Director, Administrative Branch) for final review.

3. All Accident/Injury reports will be discussed and critiqued at all levels of safety meetings within the Maintenance Division.

UNITED STATES MARINE CORPS
Base Maintenance Division
Marine Corps Base
Camp Lejeune, NC 28542

MO P5400.1B
MAIN/RES/rsm

MAY 0 7 1984

MAINTENANCE ORDER P5400.1B

From: Base Maintenance Officer
To: Distribution List

Subj: Base Maintenance Division Organization and Functions Manual

Encl: (1) LOCATOR SHEET

1. Purpose. This Order promulgates the official organization and functions of the Base Maintenance Division.

2. Cancellation. MO 5400.1A

3. Applicability. The provisions of this Order are applicable to all activities within the Base Maintenance Division.

4. Certification. Reviewed and approved this date.

J. T. Marshall
J. T. MARSHALL

DISTRIBUTION: B

LOCATOR SHEET

Subj: Base Maintenance Division Organization and Functions Manual

Location: _____
(Indicate the Location(s) of the Copy(ies) of this Publication)

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CONTENTS

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 1

GENERAL

FIGURE

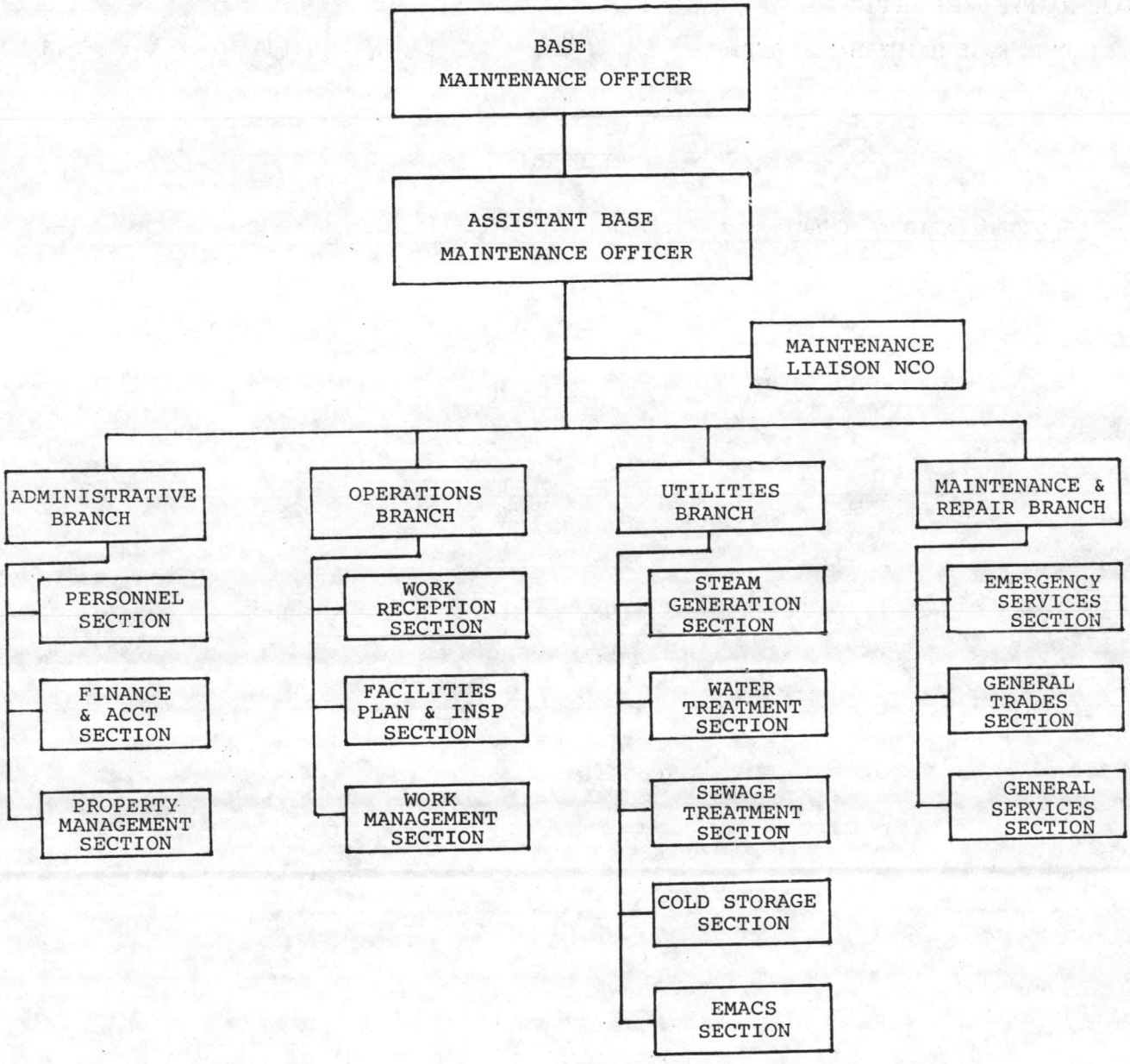


Figure 1-1.--Organizational Chart Base Maintenance Division

CHAPTER 1

GENERAL

1001. MISSION. To provide maintenance and repair of buildings, grounds, paved surfaces, utilities systems, and other real property facilities; operation of utilities systems, including utility purchases; energy management; engineering support services, such as Division administration, pest control, refuse and garbage collection and disposal; minor construction; work support for government owned property encompassing installation, fabrication, technical inspection, and repair of personal property and miscellaneous services for other than real property which is not the responsibility of the user.

1002. BASE MAINTENANCE OFFICER. The Base Maintenance Officer is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. The Base Maintenance Officer is responsible for the management of the real property maintenance and repair program, utilities operations, and energy management.

1003. ASSISTANT BASE MAINTENANCE OFFICER. Provides executive direction for the internal management and operations of the Division. Responsible for coordinating efforts and duties of the special staff and the four Branch Directors. Performs the day-to-day responsibilities with the directed authority of the Base Maintenance Officer and acts for same in his absence.

1004. SPECIAL STAFF. Maintenance NCO. Liaison between military and civilian work force in areas of maintenance and area police. Maintenance representative on inspections and conferences.

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 2

ADMINISTRATIVE BRANCH

FIGURE

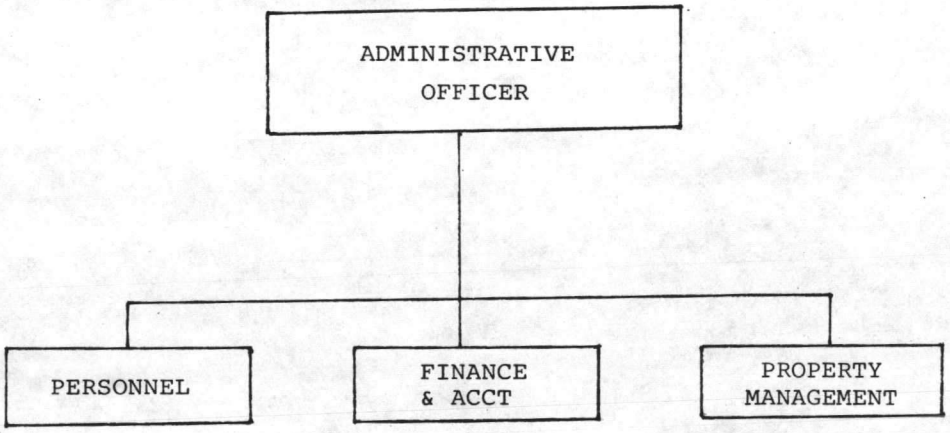


Figure 2-1.--Organizational Chart, Administrative Branch

CHAPTER 2

ADMINISTRATIVE BRANCH

2001. ADMINISTRATIVE BRANCH. Advises and furnishes assistance to management at all levels of supervision on matters involving administration, office services, personnel relations, property control and accountability, and fiscal policy and programs.

2002. PERSONNEL SECTION. Provide assistance and support to supervisors and civilian employees in matters regarding disciplinary actions, appeals, grievances, complaints, attendance, leave, security clearances, incentive awards, hours of work, contributions, collections, employment and classification, personnel actions, timekeeping, travel orders, and fund drives.

2003. FINANCE AND ACCOUNTING SECTION. Provides management and accountability for all obligations and expenditures chargeable to Fund Administrator 23. Formulates the Base Maintenance Division budget, analyzes variances and executes internal fiscal review and control. Maintains utilities usage data for reimbursable customer billing.

2004. PROPERTY MANAGEMENT SECTION. Coordinates and expedites supply support. Maintains records and accountability of classes III and IV plant property, Garrison Mobile Engineer Equipment, and minor property items. Conducts audits and reviews of on hand property and equipment.

CHAPTER 3

OPERATIONS BRANCH

FIGURE

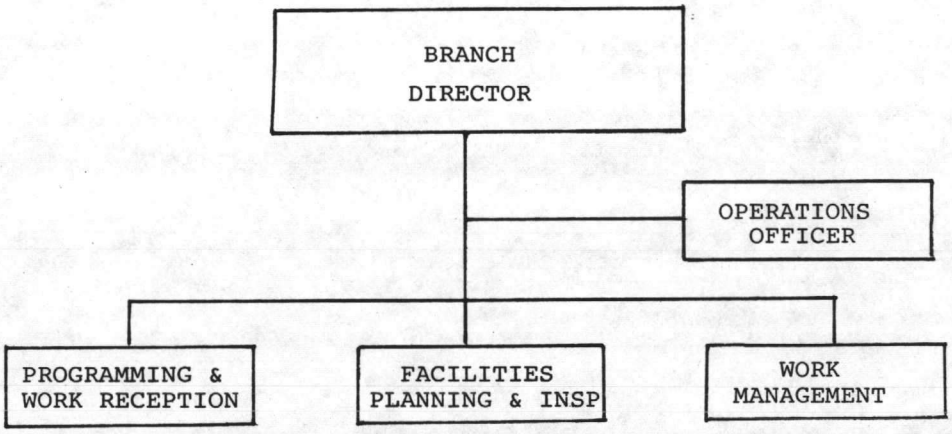


Figure 3-1.--Organization Chart, Operations Branch

CHAPTER 3

OPERATIONS BRANCH

3001. OPERATIONS BRANCH. Responsible for the planning and execution of the Controlled Maintenance Program. Prepares and maintains the Long Range Maintenance Plan. Screens and classifies all work requests. Issues job orders for authorized work and schedules quarterly/annual work programs for the accomplishment of work by the maintenance and repair shops. Conducts Type "A" Annual Inspection Summary and inspects completed projects. Approves and monitors self-help and troop training projects. Determines needs for engineering advice and maintains liaison with Public Works Division.

3002. PROGRAMMING AND WORK RECEPTION SECTION. Maintains a service desk for emergency maintenance and repair of factilities. Reviews and approves routine work requests. Prepares the quarterly/annual work programs. Maintains the Facilities History File.

3003. FACILITIES PLANNING AND INSPECTION SECTION. Provides inspection and cost estimates for new work required to correct maintenance and repair deficiencies. Prepares controlled maintenance job orders denoting labor and material requirements and costs. Develops and maintains the Long Range Maintenance Plan. Maintains liasion with the Public Works Divison and provides scope of work information for the preparation of projects and contracts. Reviews contract plans and specifications and represents the Division at final inspection of contract work.

3004. WORK MANAGEMENT SECTION. Responsible for the scheduling of minor and specific work authorizations. Orders and maintains accountability for project materials. Maintains and issues a weekly schedule of work by shop. Coordinates starting dates of work with customers.

CHAPTER 4

UTILITIES BRANCH

FIGURE

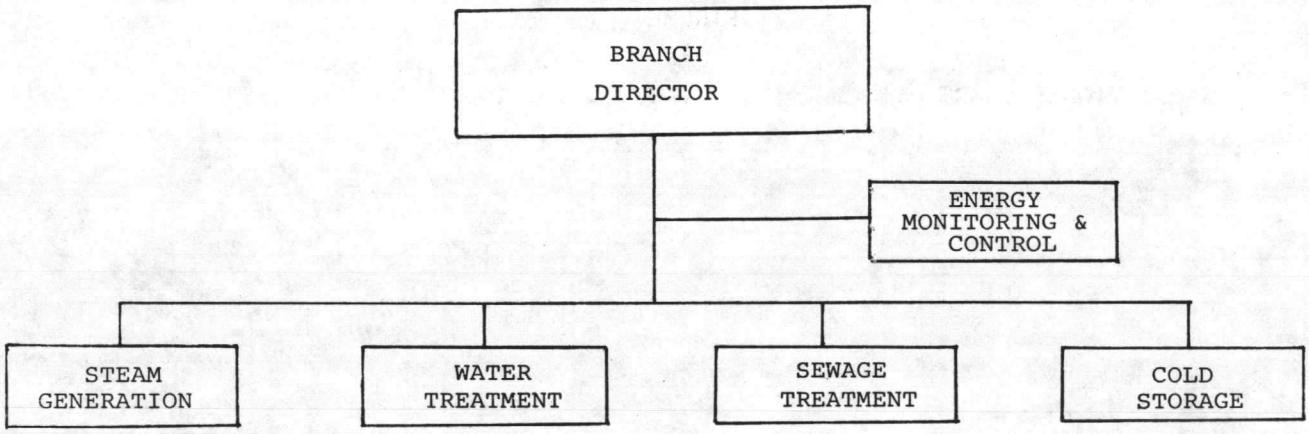


Figure 4-1.--Organizational Chart, Utilities Branch

CHAPTER 4

UTILITIES BRANCH

4001. UTILITIES BRANCH. Provides utilities services for the Camp Lejeune complex through the operation of steam, water and sewage plant facilities. The Branch also has the responsibility for maintaining cold storage facilities.

4002. STEAM GENERATION. Facilities consist of seven central heating plants of both coal and oil types containing 25 boilers ranging in size from 125 HP to 3000 HP which require continual shift operators. There are an additional 60 automatic heating plants that require daily checks. Plant personnel perform inspections and schedule replacement programs.

4003. WATER TREATMENT. Facilities consist of seven water treatment plants and 96 wells. All treatment plants require full or part-time watch. All wells are checked on each shift. Plant personnel perform inspections and schedule replacement programs.

4004. SEWAGE TREATMENT. Facilities consist of seven treatment plants with 75 lift stations to provide sewage treatment for the Camp Lejeune complex. All plants require full or part-time watch. All lift stations are checked on each shift. Plant personnel perform inspections and schedule replacement programs.

4005. COLD STORAGE. Plant personnel operate equipment required for the refrigeration of perishable items. The plant has nine compressors with two systems for direct expansion and circulation. Plant personnel perform inspections and schedules replacement programs.

4006. ENERGY MONITORING AND CONTROL SECTION. Facility consists of a MODCOMP II and Hewlett-Packard A700 digital computer to monitor and control utility usage and assist in the identification of areas relative to energy conservation. The section also employees a Motorola load management system to control peak electrical demand requirements.

CHAPTER 5

MAINTENANCE AND REPAIR BRANCH

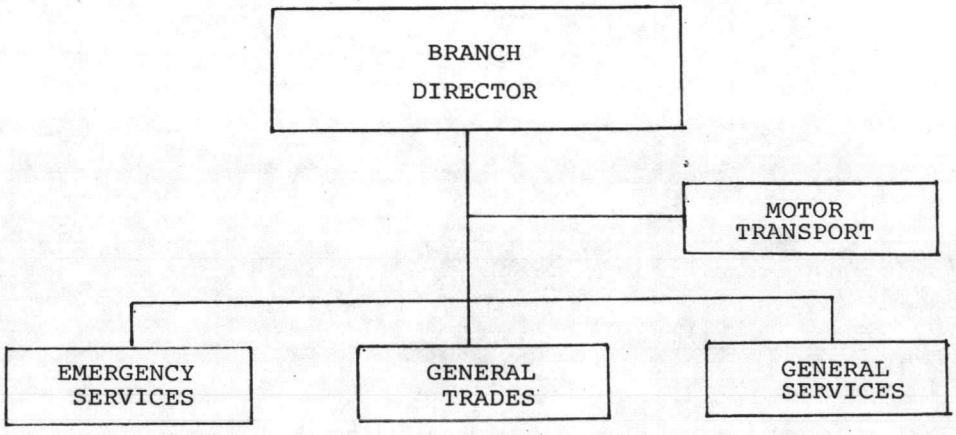


Figure 5-1.--Organizational Chart, M & R Branch

CHAPTER 5

MAINTENANCE AND REPAIR BRANCH

5001. MAINTENANCE AND REPAIR BRANCH. Responsible for the maintenance and repair of buildings, structures, roads, grounds, distribution systems, air conditioning, and assorted equipment. Performs services such as insect and rodent control, horticultural management, refuse collection and the operation and maintenance of heavy equipment.

5002. EMERGENCY SERVICES SECTION. Performs emergency service type work utilizing personnel of the mechanical and buildings trades at Marine Corps Base and outlying areas.

5003. GENERAL TRADES SECTION. Performs a variety of maintenance and repair in the mechanical and building trades to include carpentry, plastering, masonry, painting, electrical and electrical distribution system, refrigeration, water and sewage systems, and metal working.

5004. GENERAL SERVICES SECTION. Responsible for the maintenance and repair of roads, hardstand, storm sewers and ditches, and improved and unimproved lands. Directs and controls insect and rodent control programs. Collects and disposes of refuse and garbage and maintains sanitary landfill facilities. Provides for the operation and maintenance of construction equipment. Operates and maintains the Onslow Beach Bridge.

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

MO 5560.1D
MAIN/RES/jik
NOV 1 2 1981

MAINTENANCE ORDER 5560.1D

From: Base Maintenance Officer
To: Distribution List

Subj: Assignment of Parking Spaces in front of Building 1202 and Building 1103

Encl: (1) Diagram of Assignment of Parking Spaces

1. Purpose. To assign parking spaces in front of Building 1202 and Building 1103.

2. Cancellation. MO 5560.1C

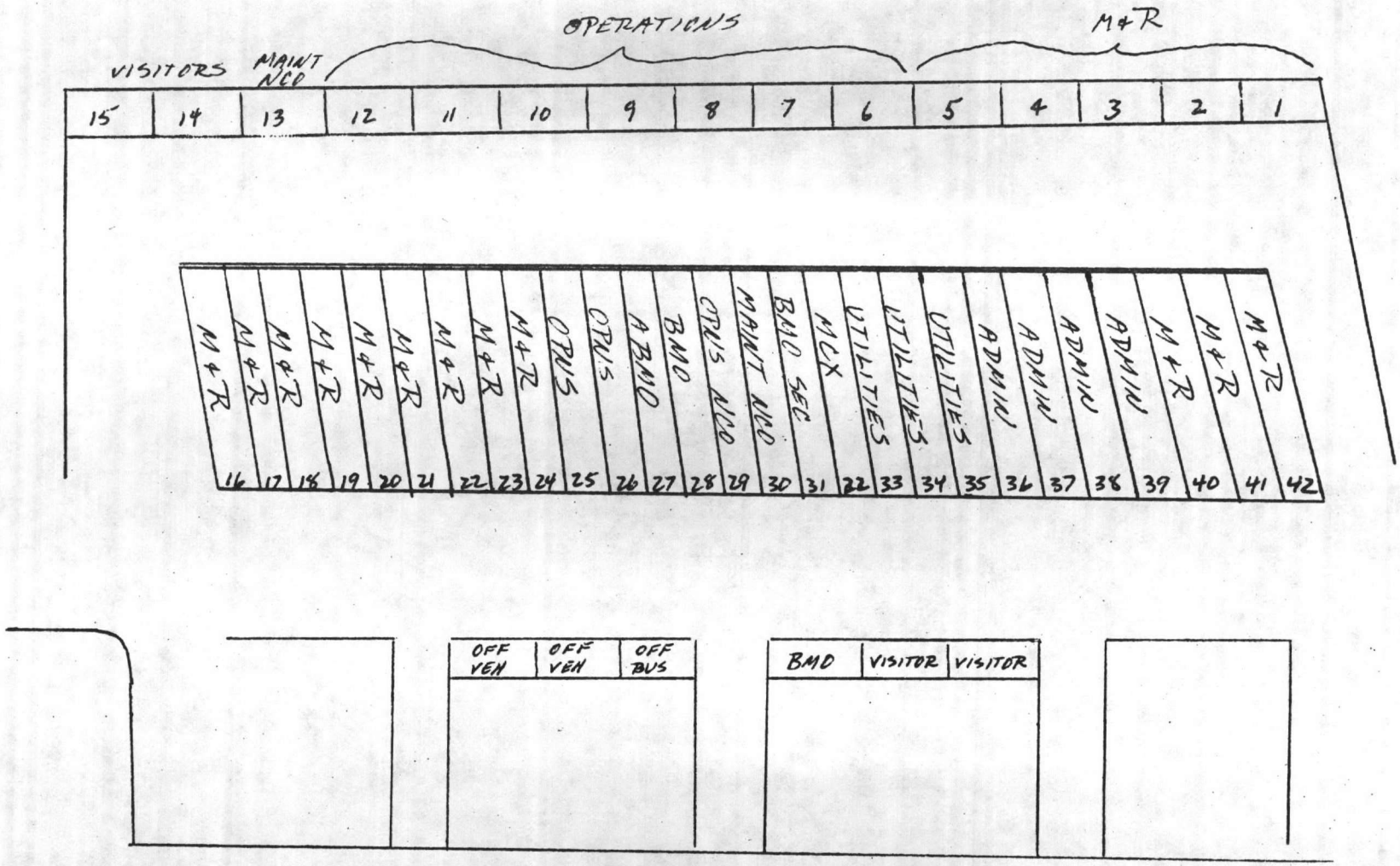
3. Assigned parking spaces. Enclosure (1) contains assigned parking spaces for individuals and branches. Branch heads are responsible for the assignment of parking spaces within their respective branch. Parking spaces in front of Building 1103 are reserved for the NREA Branch.

4. Personnel not assigned spaces. Personnel not assigned a parking space may park in the lot adjacent to Building 1203. Parking of civilian vehicles is prohibited in the rear of Building 1202. Parking violators will be subject to a traffic citation.

5. Official Vehicle/Business spaces. Spaces in the immediate front of Building 1202 are reserved for visitors conducting business with the Base Maintenance Division. Permanent personnel within Building 1202 are directed to refrain from the use of such spaces.

F. H. Mount
F. H. MOUNT

Distribution:
BMO (3)
Admin Br (5)
M&R Br (45)
NREA Br (7)
Opns Br (7)
Util Br (7)
Bulletin Boards (9)
Maint NCO (1)


OPERATIONS
M&R
VISITORS
MAINT NCO
15 14 13 12 11 10 9 8 7 6 5 4 3 2 1
M&R 16
M&R 17
M&R 18
M&R 19
M&R 20
M&R 21
M&R 22
M&R 23
M&R 24
OPNS 25
OPNS 26
ABMO 27
BMO 28
OPNS NCO 29
MAINT NCO 30
BMO SEC 31
MCX 32
UTILITIES 33
UTILITIES 34
UTILITIES 35
ADMIN 36
ADMIN 37
ADMIN 38
ADMIN 39
M&R 40
M&R 41
M&R 42
OFF VEH
OFF VEH
OFF BUS
BMO
VISITOR
VISITOR

Enclosure (1)

H. Ireland 52

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO P7400.1 Ch 1
MAIN/RES/jik
AUG 2 6 1983

MAINTENANCE ORDER P7400.1 Ch 1

From: Base Maintenance Officer
To: Distribution List

Subj: Timekeeping and Labor Distribution Procedures

Encl: (1) New page inserts to MO P7400.1

1. Purpose. To transmit new page inserts to Maintenance Order P7400.1.

2. Action. Remove and destroy pages 1 and 2, 1-5, 1-6 and 1-7 and replace with the enclosure hereto. Remove page 3-1.

R. E. Scales
R. E. SCALES
By direction

Distribution: A

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28540

MO P7400.1 Ch 1
MAIN/RES/jik

MAINTENANCE ORDER P7400.1 Ch 1

From: Base Maintenance Officer
To: Distribution List

Subj: Timekeeping and Labor Distribution Procedures

Ref: (a) BO 7420.2C
(b) BO 7430.1C
(c) BO 12630.1G
(d) BO 12532.1P
(e) BO 12810.1

Encl: (1) LOCATOR SHEET

Reports Required: I. MCBCL 5330 Overtime Report

1. Purpose. To establish procedures for timekeeping administration and labor distribution for all civilian personnel of the Base Maintenance Division in accordance with references (a) through (e).

2. Background. The Bi-weekly Timecard and Labor Distribution Card are the sole methods by which individual pay entitlements and specific job labor costs are identified and accumulated. The accurate recording of data on the cards by supervisory personnel is of prime importance to employee morale and the effectiveness of the Cost Accounting System.

3. Responsibilities.

a. Director, Administrative Branch:

(1) Informing supervisors of current procedures for the completion of timecards and labor distribution cards.

(2) Publishing annually an index of standing job order numbers to assist in accurate allocation of labor costs.

(3) Periodic review of Bi-weekly Timecards and Labor Distribution Cards to ensure that current procedures are being followed.

(4) Rendering assistance and instruction to supervisors and other personnel in timekeeping and labor distribtuion functions.

(5) Distribution of blank cards to appropriate work centers and the delivery of completed cards to Civil Payroll.

b. Supervisors:

(1) Ensuring that a timecard and, where applicable, a labor distribution card is maintained daily for each employee.

(2) Monitoring and enforcing clocking in and out procedures.

(3) Submitting changes in work schedules, shift schedules, and job assignments.

(4) Verifying the content and accuracy of time and labor distribution cards.

4. Falsification of Timecards. The intentional recording or certification of fraudulent entries on the timecard is a violation of federal law. Any employee who knowingly allows erroneous data to be entered on the timecard will be subject to immediate disciplinary action.

5. Overtime and Holiday Work.

a. Scheduled overtime is not authorized to be performed unless approved in advance by the AC/S Comptroller. Branch Directors who foresee a requirement for scheduled overtime will forward a request to the AC/S Comptroller via the Base Maintenance Officer denoting the number of hours expected overtime and the reason why overtime is required.

B. The Base Maintenance Officer has been delegated authority to approve and order unscheduled overtime/work relative to emergency repairs to utility systems and other facilities. The Base Maintenance Officer further delegates this responsibility to the incumbents of the following positions:

(1) Assistant Base Maintenance Officer
(2) Director, Utilities Branch
(3) Director, Operations Branch
(4) Director, Maintenance and Repair Branch
(5) Director, Administrative Branch
(6) Assistant Operations Officer
(7) Utilities General Foreman
(8) General Foreman, Shop 81*
(9) General Foreman, Shop 83*
(10) General Foreman, Shop 84*
(11) General Foreman, General Trades
(12) General Foreman, General Services
(13) General Foreman, Emergency Services
(14) On Shift night/weekend supervisor*
* Approval of overtime only. Cannot certify timecards.

c. The Director, Administrative Branch will provide the Civil Payroll Branch a current list of all persons authorized to certify overtime and holiday pay along with a specimen of signatures.

d. An overtime report (MCBCL 5330) will be prepared by the Administrative Branch and forwarded to the AC/S Comptroller each Tuesday denoting overtime/holiday work performed for the preceding week. Branch Directors will provide necessary input to the Administrative Branch NLT 1200 hours each Monday.

6. Procedures

a. Procedures for the completion of the Bi-weekly Timecard are contained in Section I.

b. Procedures for the completion of the Labor Distribution Card are contained in Section II.

7. Applicability. The provision of this order are applicable to all personnel and activities within the Base Maintenance Division upon receipt.

8. Certification. Reviewed and approved this date.

J. T. MARSHALL

DISTRIBUTION: A

n. Leave without Pay

(1) Leave Without Pay (LWP) is a temporary non-pay status and absence from duty, granted upon an employee's request. An employee may not be placed on LWP by the supervisor without his/her consent.

(2) The basic conditions and requirements for granting LWP are contained in reference (c). Normally supervisors should not grant LWP if the employee has accumulated annual or sick leave.

(3) Employees who are on worker's compensation (after the initial 45-day traumatic injury leave) will be carried in a leave without pay status as outlined in sub-paragraph u below.

(4) Since leave without pay is a non-pay status there is no JON available to reflect the costs. Supervisors/Timekeepers should not charge this time to other leave JON's.

(5) Examples of leave without pay entries are contained in Figure 1-9.

o. Military Leave

(1) Permanent employees who are members of a reserve component or National Guard must be granted military leave under circumstances outlined in reference (c). Temporary or intermittent employees are not entitled to military leave.

(2) When an employee must be excused from work due to periods of active duty he/she should request, through the immediate supervisor, that military leave be shown on his/her timecard.

(3) Upon completion of the active duty, the employee will submit a certified copy of his/her orders to the Civilian Personnel Division for approval. The approval will then be forwarded to Civil Payroll for inclusion in the employee's records. If the military leave is disapproved, arrangements will be made to change the military leave to annual leave or leave without pay.

(4) An example of a military leave entry is shown in Figure 1-10.

p. Overtime

(1) Overtime is actual work performed in excess of the regularly scheduled eight hour shift or 40 hours work week. Time required for travel between residence and place of employment is not work and is not overtime.

(2) Only the persons noted in paragraph 5b of the Order are authorized to approve overtime.

(3) Any timecard denoting overtime must be certified by an individual described in paragraph 5b. This signature will appear below the signature of the certifying official for regular time.

(4) Under the Fair Labor Standards Act (FLSA), a nonexempt employee (includes most non-supervisory Base Maintenance employees) is entitled to overtime compensation for all work which management "suffers or permits". This includes any work in excess of 40 hours per week, any work performed prior to or after shift hours, or work performed during the prescribed lunch period. Under FLSA this entitlement is authorized, whether requested or not, if the supervisor has reason to believe it is being performed. Supervisors will ensure that overtime work is not performed except when payment for such overtime is intended.

(5) Overtime is paid at 1 1/2 times the rate of the employee's normally scheduled shift.

Example:

- Employee normally works 0800-1630 is called in at 2300. Employee is paid regular overtime (CO).

- Employee working 1600-2400 is required to replace employee for 2 hours on third shift. Employee is paid overtime at 2nd shift rate (CS).

- Employee whose last shift was third shift is on day off and is required to work overtime 1200-1600. Employee is paid third shift overtime rate (CT) since this was his/her last scheduled shift.

(6) Overtime is credited in increments of 1/4 hour. Whenever an employee is required to return to work (call back), the employee is entitled to a minimum of two hours overtime.

(7) Example of overtime entries are contained in Figure 1-11.

q. Sick Leave

(1) Sick leave will be granted an employee under circumstances noted in reference (c).

(2) Sick leave will not be granted to employees on extended leave without pay.

(3) Sick leave will not be annotated on the timecard unless the employee has requested it. An employee who has not reported for work will initially be carried as absent without leave until such time as the employee notifies the supervisor of his/her status. When an employee reports that he/she is incapacitated and unable to work, such notice is considered tantamount to a request for leave. Such absence will be shown on the timecard as sick leave. (Civil Payroll will take any necessary action to charge the leave to another form if the employee does not have sufficient accrued sick leave.)

(4) Sick leave in excess of three days will be documented on a SF-71 and submitted with the timecard or forwarded to Civil Payroll upon the employee's return.

(5) If, upon the employee's return to duty the substantiating evidence as may be required is disapproved, the absence will ordinarily be changed to absent without leave. There may be circumstances where the granting of sick leave cannot be granted but approval of annual leave or leave without pay is warranted. In such instances, supervisors should exercise judgement and approve such leave.

(6) Examples of sick leave entries are shown in Figure 1-12.

r. Shift Differential (Ungraded)

(1) Second Shift - An authorized shift differential of 7 1/2% will be paid for the entire shift when five or more hours of the employee's regularly scheduled non overtime hours of work fall between the hours of 3 p.m. and midnight.

(2) Third Shift - An authorized shift differential of 10% will be paid for the entire shift when five or more hours of the employee's regularly scheduled non overtime hours fall between the hours of 11 p.m. and 8 a.m.

(3) Examples of shift differential entries are shown in Figure 1-13.

s. Sunday Premium

(1) Sunday premium pay is additional compensation for employees whose regular basic work schedule includes any of the 24 hours on Sunday. This period begins midnight Saturday and ends midnight Sunday.

(2) Premium pay is 25% of the employee's basic hourly rate.

(3) Examples of Sunday premium entries are shown in Figure 1-14.

t. Temporary Additional Duty (TAD)

(1) Employees on TAD will have timecards annotated as shown in Figure 1-15.

(2) Supervisors/Timekeepers should not use JON's identified for TAD or Tuition/Registration Fees. These JON's are established to capture costs associated with TAD travel, etc. Timecard entries should reflect appropriate shop overhead JON's.

(3) Employees should be advised that they may be charged annual leave or leave without pay if travel times noted in TAD vouchers and the timecard do not agree or are unreasonable. Example: An employee TAD to Raleigh departs from Raleigh at 0800 Thursday. His timecard reflects that he does not return to normal duty until 0800 Friday. Unless the employee can offer some reasonable explanation he/she will be charged annual leave or leave without pay for a portion of the Thursday work day since normal travel time from Raleigh would not exceed 4 hours.

*u. Traumatic Injury/Compensation

(1) Specific requirements and further information regarding Traumatic Injury (TI)/Compensation are contained in reference (e).

(2) Employees receiving an on-the-job injury which precludes them from returning to work that same day will have their timecard annotated "OCC INJ" for that day. The employee will be signed out at the end of his/her regular shift even though he/she may have left work earlier to seek treatment or was sent home by on-base medical authorities. Note: The timecard/labor distribution card (whichever is used to record daily JON charges) will reflect the work JON through the time of the injury (nearest 1/4 hour) and the appropriate shop overhead JON for the remainder of the shift. See examples in Figures 1-16 and 2-6.

(3) If the employee is returned to work the same day with limited duty restrictions which can be accommodated, the timecard will still be annotated "OCC INJ" for that day.

(4) If the injury is sufficient to preclude the employee from returning to work, he/she is entitled to up to 45 calendar days continuation of pay (COP). In these instances the timecard will be annotated "TI" to reflect traumatic injury for each day the employee is absent after the initial injury date. After the 45 day period, if the employee has not returned to work and he/she files for compensation, the timecard will be coded "WCP" to reflect leave without pay for purposes of claiming compensation.

(5) If the injury results in limited duty restrictions which can be accommodated, the timecard will be annotated "LDTI". Since the employee is in a working status the Labor Distribution Card will reflect normal work JON's.

(6) Any medical appointments relating to the injury will be recorded as "TI" during the 45 day period the employee is entitled to continuation of pay.

(7) If the employee returns to work after the 45 day period (or is still working under limited duty restrictions) and has medical appointments related to the injury, the employee has the option of using sick leave or claiming compensation. However, in order to received payment the employee must be absent three consecutive days. It is, therefore, recommended that the employee use sick leave in such instances.

(8) Examples of Traumatic Injury entries are shown in Figures 1-16 and 1-17.

Foreman Shop 52

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28540

MO P7400.1
MAIN/RES/jik
MAR 2 6 1982

MAINTENANCE ORDER P7400.1

From: Base Maintenance Officer
To: Distribution List

Subj: Timekeeping and Labor Distribution Procedures

Ref: (a) BO 7420.2C
(b) BO 7430.1B
(c) BO 12630.1G
(d) BO 12532.1M
(e) BO 12810.1

Encl: (1) LOCATOR SHEET

Reports Required: I. MCBCL 5330 Overtime Report

1. Purpose. To establish procedures for timekeeping administration and labor distribution for all civilian and military personnel of the Base Maintenance Division in accordance with references (a) through (e).

2. Background. The Bi-weekly Timecard and Labor Distribution Card are the sole methods by which individual pay entitlements and specific job labor costs are identified and accumulated. The accurate recording of data on the cards by supervisory personnel is of prime importance to employee morale and the effectiveness of the Cost Accounting System.

3. Responsibilities.

a. Director, Administrative Branch:

(1) Informing supervisors of current procedures for the completion of timecards and labor distribution cards.

(2) Publishing annually an index of standing job order numbers to assist in accurate allocation of labor costs.

(3) Periodic review of Bi-weekly Timecards and Labor Distribution Cards to ensure that current procedures are being followed.

(4) Rendering assistance and instruction to supervisors and other personnel in timekeeping and labor distribution functions.

(5) Distribution of blank cards to appropriate work centers and the delivery of completed cards to Civil Payroll.

b. Supervisors:

(1) Ensuring that a timecard and, where applicable, a labor distribution card is maintained daily for each employee.

(2) Monitoring and enforcing clocking in and out procedures.

(3) Submitting changes in work schedules, shift schedules, and job assignments.

(4) Verifying the content and accuracy of time and labor distribution cards.

4. Falsification of Timecards. The intentional recording or certification of fraudulent entries on the timecard is a violation of federal law. Any employee who knowingly allows erroneous data to be entered on the timecard will be subject to immediate disciplinary action.

5. Overtime and Holiday Work.

a. Scheduled overtime is not authorized to be performed unless approved in advance by the AC/S Comptroller. Branch Directors who foresee a requirement for scheduled overtime will forward a request to the AC/S Comptroller via the Base Maintenance Officer denoting the number of hours expected overtime and the reason why overtime is required.

b. The Base Maintenance Officer has been delegated authority to approve and order unscheduled overtime/work relative to emergency repairs to utility systems and other facilities. The Base Maintenance Officer further delegates this responsibility to the incumbents of the following positions:

(1) Assistant Base Maintenance Officer
(2) Director, Utilities Branch
(3) Director, Operations Branch
(4) Director, Maintenance and Repair Branch
(5) Director, Natural Resources Branch
(6) Director, Administrative Branch
(7) Assistant Operations Officer
(8) Utilities General Foreman
(9) General Foreman, Shop 81*
(10) General Foreman, Shop 83*
(11) General Foreman, Shop 84*
(12) General Foreman, General Trades
(13) General Foreman, General Services
(14) General Foreman, Emergency Services
(15) On Shift night/weekend supervisor*

* Approval of overtime only. Cannot certify timecards.

c. The Director, Administrative Branch will provide the Civil Payroll Branch a current list of all persons authorized to certify overtime and holiday pay along with a specimen of signatures.

d. An overtime report (MCBCL 5330) will be prepared by the Administrative Branch and forwarded to the AC/S Comptroller each Tuesday denoting overtime/holiday work performed for the preceding week. Branch Directors will provide necessary imput to the Administrative Branch NLT 1200 hours each Monday.

6. Procedures

a. Procedures for the completion of the Bi-weekly Timecard are contained in Section I.

b. Procedures for the completion of the Labor Distribution Card are contained in Section II.

c. Procedures for the completion of the Bi-weekly Timecard for military personnel are contained in Section III.

7. Applicability. The provision of this order are applicable to all personnel and activities within the Base Maintenance Division upon receipt.

8. Certification. Reviewed and approved this date.

F. H. Mount
F. H. MOUNT

DISTRIBUTION: A

LOCATOR SHEET

Subj: Timekeeping and Labor Distribution Procedures

Location: _____
(Indicate the Location(s) of the Copy(ies) of this publication

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

RECORD OF CHANGES

Log completed change action as indicated:

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

TABLE OF CONTENTS

SECTION I

THE BI-WEEKLY TIMECARD

101. PROCEDURES

1. Preparation and Distribution of Timecards

a. A Bi-weekly Timecard will be issued for each employee for each pay period. Two timecards will be issued whenever a pay period begins in one month and ends in the succeeding month in order that appropriate cost reports reflect monthly expenses.

b. A blank timecard will be utilized for new employees and headed in the same manner as cards of employees already on board. If it is necessary to remake a card that has been received, the information will be shown across the top as was on the original card and the original card appended thereto.

c. Timecards will be distributed by the Admin Branch to the appropriate work centers upon receipt from Civil Payroll.

2. Timecard Entries. All entries on the timecards must be legible and, if done manually, in blue or black ink. Erroneous entries will be deleted by drawing a line through the entry and making the correct entry. No erasures or corrections with Sno-Pak are permitted and all entries will be initialed by the timekeeper.

3. Recording Attendance

a. Time Clocks

(1) All civilian employees will utilize time clocks when clocks are available except personnel who are GS-9/WS-9 and above and other equivalent pay grades such as WD and WN.

(2) Clock stations are identified in appendix A. Clock malfunctions will be reported to the Admin Branch.

(3) Employees will be informed that under no circumstances will an employee clock in or out another employee. In instances where an employee cannot report or return to their clock stations, the supervisor or timekeeper will check the employee in or out manually.

(4) Whenever the time clock is inoperative, the supervisor will establish muster procedures as outlined in paragraph b below.

(5) Supervisors will ensure that clock out lines do not form earlier than five minutes before the end of the shift.

b. Musters. Sections not using a time clock will establish a Muster by which either the supervisor will "call the roll" at the beginning and end of a shift, or the employee logs in and out on a muster sheet.

c. Immediately after the beginning of a shift the supervisor or timekeeper will collect the timecards (or muster sheets) and retain them until approximately 30 minutes prior to the end of the shift when they are replaced in the racks or posted.

4. Timekeeping.

a. The supervisor may designate a responsible person as timekeeper to record and monitor employee attendance. However, this does not relieve the supervisor of his (or her) responsibilities as noted above.

b. The timekeeper is responsible for the following actions:

(1) Racking of timecards.

(2) Monitoring of clocking stations or muster sheets.

(3) Entering information on timecards in accordance with established procedures.

(4) Reporting irregularities to the supervisor.

c. Under no circumstances will the timekeeper maintain their own or their supervisor's timecard.

d. The timekeeper will enter daily the timekeeping information for that day.

e. The timekeeper will place their initials in the appropriate block at the completion of the reporting period.

5. Certification of Timecards.

a. Bi-weekly Timecards will be certified by the employee's supervisor, the certification will be accomplished by an individual operating in a supervisory capacity who possesses knowledge of the employee's actual attendance.

b. No employee will certify his (or her) own timecard nor will an employee in a subordinate position certify the timecard of an employee in a senior position.

c. Any timecard denoting overtime or Holiday work must be certified by an individual in a position described in paragraph 5b of this order. This signature will appear below the signature of the certifying official for regular time.

d. Timecards will not be certified in advance of the completion of the reporting period.

e. The Admin Branch will provide Civil Payroll with a list by work center of current supervisors designated to sign timecards. Shop General Foremen are responsible for notifying the Admin Branch of any changes.

6. Completion of Timecards. Listed below are specific procedures and guidance for the completion of timecards. In most instances examples are provided to further assist the timekeeper.

a. The following symbols will be used on timecards to indicate the various types of absence.

A - Annual Leave

AWL - Unauthorized Leave

C - Compensatory Time

CL - Court Leave

EA - Excused Absence

H - Holiday (no work performed)

L - Authorized Leave Without Pay

ML - Military Leave

OCC INJ - Occupational Injury

S - Sick Leave

TAD - Temporary Additional Duty

TI - Traumatic Injury w/pay (NTE 45 calendar days)

WCP - Leave Without Pay for purposes of claiming compensation

b. Exception Work Codes. A list of exception work codes to denote hazardous, overtime, premium and other additional pay is contained in Appendix B.

c. Work Generator Codes. Work Generator Codes to be used by Base Maintenance employees are contained in Appendix C.

d. The top portion of the timecard denoting labor distribution must be completed on all employees in Base Maintenance. An exception is made for employees in Shops 31 thru 78 who also use Labor Distribution Cards. In this instance no entries are required.

e. Routine Pay Period. An example of a completed timecard for a routine pay period with no leave or exceptions is shown in Figure 1-1.

f. Annual Leave.

(1) All Annual Leave must be approved by the supervisor.

(2) Generally all annual leave may be approved on the timecard.

This is accomplished by the employee and approving supervisor placing their initials in the "Extra In and Out" column opposite the day involved. The initials of the supervisor are not required in those cases where he or she also certifies the timecards or when a Standard Form 71 is used. In cases where the employee is not available to initial the card, a Standard Form 71, Application for Leave, will be completed and forwarded to Civil Payroll as soon as possible after the employee's return to duty.

(3) It is recommended that the SF-71 be used whenever the leave is in excess of three days to eliminate the requirement of both the supervisor and employee to initial the card. The SF-71 should be attached to the timecard when forwarded to Civil Payroll. If the leave period overlaps two pay periods, the SF-71 is attached to the first timecard. There is no requirement to initial the entries on the succeeding timecard as long as the SF-71 denotes the leave days.

(4) Examples of Annual Leave entries are shown in Figure 1-2.

g. Absent Without Leave/Unauthorized Absence.

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

(1) Absent without leave should not be confused with leave without pay. Absence without leave is an absence for which an employee did not obtain advance approval or for which a subsequent request has been disapproved.

(2) An employee who is not present for work and does not have permission from his or her superior to be absent will initially be charged absent without leave until such time as an explanation is received from the employee. If appropriate, the timecard can then be changed to reflect another leave or absence.

(3) An employee to be charged absent without leave for tardiness will be charged for the exact amount of time he or she is absent rather than a minimum of one hour.

(4) An annotation on the timecard of Absent Without Leave must be followed by a pre-action investigation.

(5) Since absence without leave is a non-pay status there is no JON available to reflect the costs. Supervisors/Timekeepers should not charge this time to other leave JON's.

(6) Examples of Absent Without Leave entries are shown in Figure 1-3

h. Compensatory Time.

(1) Compensatory time is time off during regular work hours with pay granted in lieu of overtime or holiday premium pay for irregular or occasional overtime/holiday work that has been ordered and approved.

(2) Compensatory time is earned and granted in amounts of time equal to the amount of overtime/holiday work which the employee is required to perform.

(3) In the case of graded employees, individuals whose basic pay is at or below the maximum schedule for GS-10 will be given the opportunity to choose between overtime/holiday pay and compensatory time. Employees whose basic pay is above the GS-10 maximum rate will not be paid for overtime/holiday work but will be required to take compensatory time off.

(4) Additionally, graded employees subject to the Fair Labor Standards Act must use their compensatory time within the same administrative work week or the accumulated compensatory time will be paid as overtime.

(5) Wage grade personnel are not entitled to compensatory time for overtime/holiday work. Compensatory time may only be earned and granted with respect to the exercise of religious beliefs that require an employee to abstain from work during certain periods.

(6) Examples of compensatory time entries are shown in Figure 1-4.

i. Court Leave

(1) Any full time, temporary or part-time employee is entitled to Court Leave when he or she is called for jury duty or as a witness in a non-official capacity on behalf of a private party in connection with a case to which the federal, state or local government is a party.

(2) An employee is considered to be in an "on duty" status when summoned to testify by his/her agency on behalf of the United States Government. Such time will not be charged as court leave.

(3) Employees are not entitled to court leave if they volunteer to be a witness in any type court proceeding. Also, employees are not entitled to court leave when summoned as a witness in cases involving only private parties.

(4) A night shift employee who performs such service during the day is entitled to court leave for the regularly scheduled night tour, and is entitled to the night differential.

(5) Employees excused for court leave are excused for the entire period of the court proceedings, however, such service does not include periods in which the employee is excused or discharged by the court or appropriate official. When no hardship will result, an employee is required to return to duty or suffer a charge against annual leave if excused for one day or even a substantial part of the day.

(6) Employees entitled to court leave may not elect to take annual leave in lieu of court leave in order to retain fees.

(7) Further information as well as specific procedures for the reporting and turn-in of fees by employees is contained in reference (c).

(8) Examples of court leave entries are shown in Figure 1-5.

j. Days Off

(1) Supervisors/timekeepers should annotate a D/O on the timecard in the "Out" column for shift employees on day off to assist key punch operators and clarify status.

(2) An example is shown in Figure 1-5.

k. Excused Absence.

(1) A brief absence from duty and/or tardiness of less than one hour may be excused by the supervisor when reasons appear to be adequate. Excusals during the last hour of the work day can only be approved by the Base Maintenance Officer.

(2) An excused absence of up to four hours may be granted to employees who volunteer as donors to the Tidewater Regional Bloodmobile.

(3) It should be noted that tardiness can also be charged to another form of leave such as absent without leave (see paragraph 6.g. above), annual leave, leave without pay, or compensated by additional work. A charge of annual leave or leave without pay must be in multiples of one hour, in which case the employee will not be permitted to work during the hour.

(4) Examples of excused absence entries are shown in Figure 1-6.

l. Environmental/Hazard

(1) Types and rates of environmental/hazard pay are continued in reference (d).

(2) An environmental differential shall be paid to an eligible employee when the employee is performing assigned duties which expose the employee to a hazard or working condition noted in reference (d). There are two types of payment: One type is authorized on an actual exposure basis and the other type on a shift basis.

(3) An employee entitled to environmental differential on an actual exposure basis will be paid a minimum of one hour's differential pay for the exposure. For exposure beyond one hour, the employee is paid in increments of one-quarter hour for each 15 minutes or portion thereof in excess of 15 minutes. For example, exposure of one hour and 20 minutes would entitle the employee to extra pay for one hour and 30 minutes. When the exposure is at intermittent times during the day, each exposure is considered separately, however, the differential can not exceed the number of hours the employee worked on the day of the exposure.

Examples:

- Employee is exposed from 0910 to 0930 and from 1000 to 1015. (Employee is entitled to 1 hour and 15 minutes pay since the first exposure was only 20 minutes but pay was given for one hour (0910-1010. The second exposure began within the period covered by the first hour but ended 5 minutes afterwards (1015) which is equivalent to a 15 minute increment).

- Employee is exposed from 0830 to 0900 and again from 1020 to 1030. (Employee is entitled to 2 hours since each of the first and second exposures are separated by more than one hour).

- Employee is exposed for 1230 to 1450 and again from 1600 to 1615. (Employee is entitled to 3 hours 30 minutes differential: First exposure was for 2 hours and 20 minutes = 2 1/2 hours and the second exposure is for the minimum 1 hour).

(4) When the employee is exposed to a hazard for which differential is paid on a shift basis, the employee receives the differential for all hours of that shift.

(5) Examples of differential entries are shown in Figure 1-7.

m. Holiday

(1) Holidays occurring during the basic workweek for which the employee performs no work will be denoted by the symbol H and the appropriate JON for holiday leave.

(2) Ungraded employees appointed for 90 days or less are not entitled to holiday benefits. Employees in this category will be charged leave without pay.

(3) Employees on shift who are required to work the holiday will be paid holiday pay for that day.

(4) A shift employee whose day off falls on a holiday will be scheduled the holiday based on the reprinted schedule noted in Appendix D. If the employee is required to work on the rescheduled day then the employee is entitled to holiday pay for that day.

(5) An employee on holiday who is called in to work overtime during his or her regular working hours is entitled to holiday pay for the time worked.

(6) An employee on holiday who is called in to work overtime at a time other than his or her regular working hours is entitled to overtime only.

(7) Examples of holiday entries are shown in Figure 1-8.

n. Leave without Pay

(1) Leave Without Pay (LWP) is a temporary non-pay status and absence from duty, granted upon an employee's request. An employee may not be placed on LWP by the supervisor without his/her consent.

(2) The basic conditions and requirements for granting LWP are contained in reference (c). Normally supervisors should not grant LWP if the employee has accumulated annual or sick leave.

(3) Employees who are on worker's compensation (after the initial 45-day traumatic injury leave) will be carried in a leave without pay status as outlined in sub-paragraph u below.

(4) Since leave without pay is a non-pay status there is no JON available to reflect the costs. Supervisors/Timekeepers should not charge this time to other leave JON's.

(5) Examples of leave without pay entries are contained in Figure 1-9.

o. Military Leave

(1) Permanent employees who are members of a reserve component or National Guard must be granted military leave under circumstances outlined in reference (c). Temporary or intermittent employees are not entitled to military leave.

(2) When an employee must be excused from work due to periods of active duty he/she should request, through the immediate supervisor, that military leave be shown on his/her timecard.

(3) Upon completion of the active duty, the employee will submit a certified copy of his/her orders to the Civilian Personnel Division for approval. The approval will then be forwarded to Civil Payroll for inclusion in the employee's records. If the military leave is disapproved, arrangements will be made to change the military leave to annual leave or leave without pay.

(4) An example of a military leave entry is shown in Figure 1-10.

p. Overtime

(1) Overtime is actual work performed in excess of the regularly scheduled eight hour shift or 40 hour work week. Time required for travel between residence and place of employment is not work and is not overtime.

(2) Only the persons noted in paragraph 5b of the Order are authorized to approve overtime.

(3) Any timecard denoting overtime must be certified by an individual described in paragraph 5b. This signature will appear below the signature of the certifying official for regular time.

(4) Under the Fair Labor Standards Act (FLSA), a nonexempt employee (includes most non-supervisory base maintenance employees) is entitled to overtime compensation for all work which management "suffers or permits". This includes any work in excess of 40 hours per week, any work performed prior to or after shift hours, or work performed during the prescribed lunch period. Under FLSA this entitlement is authorized, whether requested or not, if the supervisor has reason to believe it is being performed. Supervisors will ensure that overtime work is not performed except when payment for such overtime is intended.

(5) Overtime is paid at 1 1/2 times the rate of the employee's normally scheduled shift.

Example:

- Employee normally works 0800-1630 is called in at 2300. Employee is paid regular overtime (CØ).

- Employee working 1600-2400 is required to replace employee for 2 hours on third shift. Employee is paid overtime at 2nd shift rate (CS).

- Employee whose last shift was third shift is on day off and is required to work overtime 1200-1600. Employee is paid third shift overtime rate (CT) since this was his/her last scheduled shift.

(6) Overtime is credited in increments of 1/4 hour. Whenever an employee is required to return to work (call back), the employee is entitled to a minimum of two hours overtime.

(7) Example of overtime entries are contained in Figure 1-11.

q. Sick Leave

(1) Sick leave will be granted an employee under circumstances noted in reference (c).

(2) Sick leave will not be granted to employees on extended leave without pay.

(3) Sick leave will not be annotated on the timecard unless the employee has requested it. An employee who has not reported for work will initially be carried as absent without leave until such time as the employee notifies the supervisor of his/her status. When an employee reports that he/she is incapacitated and unable to work, such notice is considered tantamount to a request for leave. Such absence will be shown on the timecard as sick leave. (Civil Payroll will take any necessary action to charge the leave to another form if the employee does not have sufficient accrued sick leave.)

(4) Sick leave in excess of three days will be documented on a SF-71 and submitted with the timecard or forwarded to Civil Payroll upon the employee's return.

(5) If, upon the employee's return to duty the substantiating evidence as may be required is disapproved, the absence will ordinarily be changed to absent without leave. There may be circumstances where the granting of sick leave cannot be granted but approval of annual leave or leave without pay is warranted. In such instances, supervisors should exercise judgement and approve such leave.

(6) Examples of sick leave entries are shown in Figure 1-12.

r. Shift Differential (Ungraded)

(1) Second Shift - An authorized shift differential of 7 1/2% will be paid for the entire shift when five or more hours of the employee's regularly scheduled non overtime hours of work fall between the hours of 3 p.m. and midnight.

(2) Third Shift - An authorized shift differential of 10% will be paid for the entire shift when five or more hours of the employee's regularly scheduled non overtime hours fall between the hours of 11 p.m. and 8 a.m.

(3) Examples of shift differential entries are shown in Figure 1-13.

s. Sunday Premium

(1) Sunday premium pay is additional compensation for employees whose regular basic work schedule includes any of the 24 hours on Sunday. This period begins midnight Saturday and ends midnight Sunday.

(2) Premium pay is 25% of the employee's basic hourly rate.

(3) Examples of Sunday premium entries are shown in Figure 1-14.

t. Temporary Additional Duty (TAD)

(1) Employees on TAD will have timecards annotated as shown in Figure 1-15.

(2) Supervisors/Timekeepers should not use JON's identified for TAD or Tuition/Registration Fees. These JON's are established to capture costs associated with TAD travel, etc. Timecard entries should reflect appropriate shop overhead JON's.

(3) Employees should be advised that they may be charged annual leave or leave without pay if travel times noted in TAD vouchers and the timecard do not agree or are unreasonable. Example: An employee TAD to Raleigh departs from Raleigh at 0800 Thursday. His timecard reflects that he does not return to normal duty until 0800 Friday. Unless the employee can offer some reasonable explanation he/she will be charged annual leave or leave without pay for a portion of the Thursday work day since normal travel time from Raleigh would not exceed 4 hours.

u. Traumatic Injury/Compensation

(1) Specific requirements and further information regarding Traumatic Injury (TI)/Compensation are contained in reference (e).

(2) Employees receiving an on-the-job injury which prevents them from returning to work will have their timecard annotated "OCC INJ" on the injury date. The employee will be signed out at the end of his/her regular shift even though he/she may have left work earlier to seek treatment or was sent home by on-base medical authorities.

(3) If the injury is sufficient to preclude the employee from returning to work, he/she is entitled to up to 45 calendar days continuation of pay. In these instances the timecard will be annotated TI to reflect traumatic injury.

(4) After the 45 day period, if the employee has not returned to work and he/she files for compensation, his/her timecard will be coded "WCP" to reflect leave without pay for purposes of claiming compensation.

(5) If the employee returns to work before the end of the 45 day period and has medical appointments related to the injury, he/she will be carried TI during the absence.

(6) If the employee returns to work after the 45 day period and has medical appointments related to the injury, the employee has the option of using sick leave or claiming compensation. However, in order to receive payment the employee must be absent three consecutive days. It is, therefore, recommended that the employee use sick leave in such instances.

(7) Examples of Traumatic Injury entries are shown in Figure 1-16 and 1-17.

ROUTINE PAY PERIOD

BI-WEEKLY TIME & COST CARD

DO NOT FOLD
KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2381
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE
CLOCK STATION
PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K705	2381	40 :00		03	
23	K710	2381	40 :00		03	
TKPRS → INITIALS	BLM		80 :00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BOW	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1630			8				
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									
SUN									
MON	0800	1630			8				
TUE	0800	1630			8				
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T HRS.

CODE

REG HRS.

HOURS

AMICO 999

Distribution of labor is required except for Shops 31-78

Use only the fourth thru thirteenth digits of the JON

FIGURE 1-1

ANNUAL LEAVE

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2392

BADGE NUMBER: 12345

NAME: SMITH, JOHN J

HOURLY RATE:

CLOCK STATION:

PERIOD:

FA	JOS	WC	HOURS		WG	EXC.
23	M105	2392	22 :00		03	
98	9950	2392	34 :00		13	
23	M106	2392	24 :00		03	

TKPRS → INITIALS: TML — 80 :00 TOTAL HOURS

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1430		js	6			A	
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									
SUN									
MON								A	
TUE								A	
WED								A	
THU								A	
FRI	0800	1630			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY — O.T. HRS.

CODE	REG HRS.
HOURS	

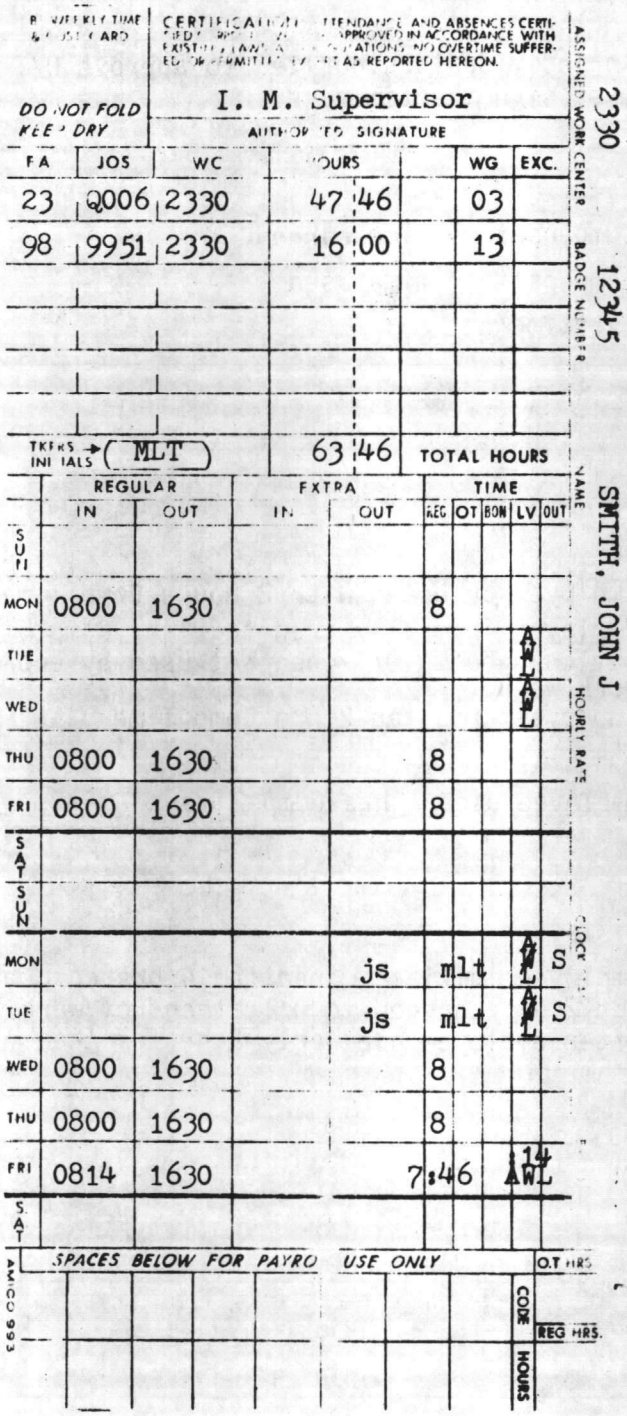
AMCO 993

Entry for annual leave

Annual leave initialed by employee. Supervisor's initial not required since he/she certified timecard.

Annual leave supported by SF-71. No initials required.

FIGURE 1-2



BI-WEEKLY TIME & ATTENDANCE CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED, PRE-AUTHORIZED OR APPROVED IN ACCORDANCE WITH EXISTING LAWS & REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

DO NOT FOLD KEEP DRY

I. M. Supervisor
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2330
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE:
CLOCK:

FA	JOS	WC	HOURS	WG	EXC.
23	Q006	2330	47:46	03	
98	9951	2330	16:00	13	

TKPRS INITIALS → (MLT) 63:46 TOTAL HOURS

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE								AWL	
WED								AWL	
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									
SUN									
MON				js	mlt			AWL	S
TUE				js	mlt			AWL	S
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0814	1630			7:46			14 AWL	
SAT									

SPACES BELOW FOR PAYRO USE ONLY — O.T. HRS — CODE — REG HRS. — HOURS

Entry for sick leave

NOTE: There is no JON for Absent Without Leave

Employee charged AWL for failing to report for work

Employee initially charged AWL but changed to sick leave. Employee and timekeeper initialed the timecard. Supervisor's initials are not required since he/she signed the timecard.

Employee charged 14 minutes AWL for unexcused tardiness. Supervisor must initiate a pre-action investigation.

FIGURE 1-3

COMPENSATORY TIME
(Graded Employees Subject To FLSA)

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

I. M. Director

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2310

BADGE NUMBER: 12345

NAME: SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K801	2310	74 00		03	
23	K809	2310	6 00		15	
23	0991	0020	6 00		15	
23	K801	2310	3 00		03	CØ
TKPRS → INITIALS	1pz		89 00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BON	LV	OUT
SUN									
MON	0800	1630	1630	1830	8		2C		
TUE	0800	1630	1630	1730	8	1	1pz ~~1C~~		C Ø
WED	0800	1630	0600	0800	8		2C		
THU	0800	1630			8				
FRI	0800	1200			4			4	C
SAT									
SUN									
MON	0800	1630			8				
TUE	0800	1630	1630	2030	8	2	1pz ~~4C~~ 2		C Ø
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1430			6			2	C
SAT									

SPACES BELOW FOR PAYROLL USE ONLY — O.T HRS.

CODE — REG HRS.

HOURS

An individual authorized to approve O/T must sign the timecard

Compensatory time earned

Compensatory time used

Overtime

Employee credited with 2 hours Comp Time

Employee initially credited 1 hr Comp Time but changed to O/T when not used by end of work week.

Employee credited 2 hrs Comp Time

Employee used 4 hrs Comp Time

Employee initially credited 4 hrs comp time but 2 hrs changed to O/T at end of work week after employee used only 2 hrs of the comp time.

Comp time used

FIGURE 1-4

COURT LEAVE

BI-WEEKLY TIME & COST CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

AUTHORIZED SIGNATURE

DO NOT FOLD KEEP DRY

ASSIGNED WORK CENTER: 2383

BADGE NUMBER: 12345

NAME: SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.	
23	K734	2383	12:00		03		
98	9955	2383	20:00		13		JON reflecting court leave
23	K735	2383	8:00		03	PS	Sunday premium (2d shift)
23	K735	2383	16:00		03	SØ	2d shift
23	K734	2383	8:00		03	PØ	Sunday premium
98	9955	2383	16:00		13	SØ	Court leave, night differential
TKPRS INITIALS → wrt			80:00	TOTAL HOURS			

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	REG	OT	BON	LV	OUT	
SUN	0800	1600			8		8		PØ	
MON	0800	1600			8					
TUE								CL		Court leave
WED								CL		
THU	1230	1600			4			CL		Court leave 4 hrs. Returned to work
FRI									DO	
SAT									DO	
SUN	1600	2400			8		16		PØ	
MON							8	CL	SØ	Court leave. Not required to work and entitled to night differential.
TUE							8	CL	SØ	
WED	1600	2400			8		8		SØ	
THU	1600	2400			8		8		SØ	
FRI									DO	
SAT									DO	

SPACES BELOW FOR PAYROLL USE ONLY — O.T. HRS.

CODE — REG HRS.

HOURS

FIGURE 1-5

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER 2320

BADGE NUMBER 12345

NAME SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	E037	2320	76:00		11	
98	9955	2320	4:00		13	
TKPRS INITIALS → bom			80:00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	1ms 0812	1630			8				
WED	0800	1630			8				
THU	0800	1115	1230	1630	7			EA	
FRI	0800	1630			8				
SAT									
SUN									
MON	0800	1630			8				
TUE	0800	1630			8				
WED	0800	1330			5			EA	
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS

CODE

REG. HRS.

HOURS

AMICO 6693

JON reflecting regular time

JON reflecting excused absence

Supervisor initialed tardiness thereby approving it as excused absence

Employee given excused absence from 1115 to 1200

Employee given excused absence for blood donation. Supervisor is requested to denote "Blood Donor" on reverse side of timecard.

FIGURE 1-6

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor
I. M. Gen Foreman
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2352
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE
CLOCK STATION
PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	A045	2352	75:45		02	
23	A045	2352	:30		02	CØ
23	A045	2352	1:30		02	CK
23	A045	2352	4:15		02	KØ
TKPRS → INITIALS	bet		82:00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1630			8				
WED	0800	1630			8		1½		KØ
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									
SUN									
MON	0800	1630			8				
TUE	0800	1630	0200	0340	8	½ CØ	1½		CK
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8		2¾ KØ		
SAT									

SPACES BELOW FOR PAYROLL USE ONLY — O.T. HRS.

								CODE	REG. HRS.
								HOURS	

Person authorized to approve overtime must sign the timecard

1/2 hour of regular overtime

1 1/2 hours of overtime w/hazard pay

4.25 hours hazard pay

Entry depicting 1.5 hours hazard differential.

Entry for call back. Employee paid only for time exposed to hazard. Remaining time charged to regular O/T.

Entry depicting differential entitlement of 2.75 hours.

FIGURE 1-7

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor
I. M. Director
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2385
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE:
CLOCK STATION:
PERIOD:

FA	JOS	WC	HOURS		WG	EXC.
23	K745	2385	48 00		02	
98	9998	2385	22 00		13	
23	K745	2385	10 00		02	FØ
23	K745	2385	4 00		02	CØ
TKPRS → INITIALS ddk			84 00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE								H	
WED	0800	1630			8				
THU			0930	1100		2 FØ		H	
FRI	0800	1630							
SAT									
SUN									
MON	0800	1630			8				
TUE			1900	2300		4 CØ		H	
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8		8		FØ
SAT									

SPACES BELOW FOR PAYROLL USE ONLY — O.T. HRS.

								CODE	REG. HRS.
								HOURS	

AN100 693

Requires certification by person authorized to approve overtime

Entry for employee on holiday leave

Entry for employee on holiday leave and called back during his/her normal shift

Entry for employee on holiday leave and called back other than his/her normal shift.

Entry for employee required to work on a holiday.

FIGURE 1-8

LEAVE WITHOUT PAY

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2310

BADGE NUMBER: 12345

NAME: SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K801	2310	12 00		11	
TKPRS INITIALS → kob			12 00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1230			4			L	
WED								L	
THU								L	
FRI								L	
SAT									
SUN									
MON								L	
TUE								L	
WED								L	
THU								L	
FRI								L	
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

CODE

REG. HRS.

HOURS

AMCO 693

JON entry for time worked

No JON for LWP

FIGURE 1-9

BI-WEEKLY TIME & COST CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

DO NOT FOLD KEEP DRY

I. M. Supervisor

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER 2310

BADGE NUMBER 12345

NAME SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K801	2310	36 00		11	
98	9950	2310	4 00		13	
98	9955	2310	40 00		13	
TKPRS → INITIALS	sit		80 00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1630			8				
WED	0800	1200		jjs	4			A	
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									
SUN									
MON								ML	
TUE								ML	
WED								ML	
THU								ML	
FRI								ML	
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

CODE

REG. HRS.

HOURS

AMDC 9-63

Reflects military leave

Entry for military leave

FIGURE 1-10

MO P7400.1

BI-WEEKLY TIME & COST CARD

DO NOT FOLD
KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor
I. M. Gen Foreman
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2381
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE
CLOCK STATION
PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K708	2381	40:00		03	
23	K708	2381	3:00		03	CØ
23	K708	2381	40:00		03	SØ
23	K708	2381	3:00		03	CS
TKPRS → INITIALS	bom		86:00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1630			8	1			CS
WED	0800	1630			8				
THU	0800	1630	1930	2030	8	2			CS
FRI	0800	1630			8				
SAT									
SUN									
MON	1600	2400			8		8		CS
TUE	1600	2400			8		8		CS
WED	1600	2400	0001	0300	8	3 CS	8		CS
THU	1600	2400			8		8		CS
FRI	1600	2400			8		8		CS
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

CODE	HOURS

O.T. HRS.
REG. HRS.

AMICO 993

Signature required of person authorized to approve overtime.

Entry for regular overtime

Entry for 2d shift

Entry for overtime while on 2d shift

Entry for O/T. Employee entitled to 1 hour (no call back)

Entry for O/T. Employee entitled to a minimum of 2 hrs. for call back.

Entry for 2d shift overtime

FIGURE 1-11

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2310
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE
CLOCK STATION
PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K801	2310	38 :00		03	
98	9951	2310	42 :00		13	

TKPRS INITIALS → bom — 80 :00 TOTAL HOURS

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1000	1230	1630 jjs	6			S	
WED				jjs				S	
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									
SUN									
MON								S	
TUE								S	
WED								S	
THU								S	
FRI	0800	1630			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY — O.T. HRS.

AMICO 995 — CODE — REG. HRS. — HOURS

Entry for sick leave

Entry for sick leave. Employee must initial.

Entry for sick leave. Employee must initial.

Entry for sick leave. Leave must be supported by a SF-71

FIGURE 1-12

SHIFT DIFFERENTIAL

BI-WEEKLY TIME & COST CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

DO NOT FOLD KEEP DRY

I. M. Supervisor
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2383
BADGE NUMBER: 12345
NAME: SMITH JOHN J
HOURLY RATE
CLOCK STATION
PERIOD

FA	JOS	WC	HOURS		WG	EXC.	
23	K728	2383	8 00		03	PT	Entry for 3d shift (Sunday premium)
23	K728	2383	32 00		03	TØ	Entry for 3d shift
23	K728	2383	3 00		03	SB	Entry for dirty pay (2d shift)
23	K728	2383	37 00		03	SØ	Entry for 2d shift
TKPRS INITIALS → lob			80 00	TOTAL HOURS			

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT	
SUN	2400	0800			8		16		PT	3d shift (Sunday Premium) & notation of 16 hours bonus pay
MON	2400	0800			8		8		TØ	3d shift & notation of 8 hours bonus pay
TUE	2400	0800			8		8		TØ	
WED	2400	0800			8		8		TØ	
THU	2400	0800			8		8		TØ	
FRI									DO	Entry for day off
SAT									DO	
SUN									DO	
MON	1600	2400			8		8		SØ	Entry for 2d shift
TUE	1600	2400			8		8		SØ	
WED	1600	2400			8		8		SØ	
THU	1600	2400			8		8		SØ	
FRI	1600	2400			8		3 5		SB SØ	Entry for 3 hours dirty pay while on 2d shift
SAT										

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

CODE

REG. HRS.

HOURS

AMICO 993

FIGURE 1-13

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

I. M. Director

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER 2384

BADGE NUMBER 12345

NAME SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K738	2384	16 00		03	
23	K738	2384	8 00		03	PØ
23	K738	2384	48 00		03	SØ
23	K738	2384	8 00		03	PS
23	K738	2384	1 00		03	CS
TKPRS → INITIALS	cde		81 00	TOTAL HOURS		

	REGULAR		EXTRA		TIME				
	IN	OUT	IN	OUT	REG	OT	BON	LV	OUT
SUN	0800	1630			8		8		PØ
MON	0800	1630			8				
TUE	0800	1630			8				
WED									DO
THU									DO
FRI	1600	2400			8		8		SØ
SAT	1600	2400			8		8		SØ
SUN	1600	2400	0001	0050	8	1 CS16			PS
MON	1600	2400			8		8		SØ
TUE	1600	2400			8		8		SØ
WED									DO
THU									DO
FRI	1600	2400			8		8		SØ
SAT	1600	2400			8		8		SØ

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

CODE

REG. HRS.

HOURS

AMICO 993

Signature required of person authorized to approve overtime

Entry for Sunday premium (1st shift)

Entry for Sunday premium (2d shift)

Sunday Premium (1st shift)

Sunday Premium (2d shift). Employee also worked 1 hour overtime.

FIGURE 1-14

BI-WEEKLY TIME & COST CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

DO NOT FOLD KEEP DRY

I. M. Supervisor

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER 2383

BADGE NUMBER 12345

NAME SMITH JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K728	2383	40 00		03	
23	K759	2383	40 00		14	
TKPRS INITIALS → lms			80 00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON	0800	1600			8				
TUE	0800	1600			8				
WED							TAD		
THU							TAD		
FRI							TAD		
SAT									
SUN									
MON							TAD		
TUE							TAD		
WED	0800	1600			8				
THU	0800	1600			8				
FRI	0800	1600			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

AMCO 993

CODE

REG. HRS.

HOURS

Charge TAD/Travel to Shop overhead JON

FIGURE 1-15

BI-WEEKLY TIME & COST CARD

DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

I. M. Supervisor

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2383

BADGE NUMBER: 12345

NAME: SMITH, JOHN J

HOURLY RATE

CLOCK STATION

PERIOD

FA	JOS	WC	HOURS		WG	EXC.
23	K728	2383	48	00	03	
23	K759	2383	4	00	14	
98	9958	2383	28	00	13	
TKPRS INITIALS → ims			80	00	TOTAL HOURS	

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	OT	BON	LV	OUT
SUN									
MON	0800	1600			8				
TUE	0800	1600			8				
WED	0800	1600	OCC	INJ	8				
THU								T I	
FRI								T I	
SAT									
SUN									
MON								T I	
TUE	0800	1600			8				
WED	0800	1400			6			T I	
THU	0800	1400			6			T I	
FRI	0800	1600			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

CODE

REG. HRS.

HOURS

AMDOOGE

Reflects overhead time on injury date JON reflecting T/I

Entry on day of injury

Employee returns to work but has medical appointments related to the on the job injury.

FIGURE 1-16

BI-WEEKLY TIME & COST CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

DO NOT FOLD
KEEP DRY

I. M. Supervisor
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 2383
BADGE NUMBER: 12345
NAME: SMITH, JOHN J
HOURLY RATE:
CLOCK STATION:
PERIOD:

FA	JOS	WC	HOURS		WG	EXC.
98	9958	2383	24:00		13	
TKPR's INITIALS → ims			24:00	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG.	OT	BON	LV	OUT
SUN									
MON								TI	
TUE								TI	
WED								TI	
THU						WCP			
FRI						WCP			
SAT									
SUN									
MON						WCP			
TUE						WCP			
WED						WCP			
THU						WCP			
FRI						WCP			
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

								CODE	REG. HRS.
								HOURS	

AMICO 993

JON reflecting T/I

End of 45 calendar days

Entry for leave without pay for purposes of claiming compensation.

FIGURE 1-17

THE LABOR DISTRIBUTION CARD

201. PROCEDURES

1. Preparation and Distribution of Labor Distribution Cards.

a. Labor Distribution Cards will be issued for each employee in Shops 31 thru 78 for each week of the year.

b. There are normally two preprocessed cards for each employee for each work week. Additional blanks, if required, should be made up by the supervisor to include the same heading information as on the original cards.

c. Cards will be distributed to the appropriate work centers upon receipt from Civil Payroll.

2. Labor Distribution Card Entries

a. It is imperative that entries on the card be printed concisely and legibly and that the correct JON's are annotated for the type work performed.

b. Entries on the Labor Distribution Card must coincide with the timecard. The Timekeeper/Supervisor will review both cards and place their initials in the appropriate column on the Distribution Card.

c. Hours will be reflected in 1/4 hour increments and noted as .25, .50, or .75.

d. Exception code entries must be coded in the appropriate column. A list of exception codes is contained in Appendix B.

e. The symbols noted in paragraph 101.6a are not required to be used on the Labor Distribution Card except to clarify the non-pay status of an employee.

f. Examples of various Labor Distribution Card entries are contained in Figures 2-1 thru 2-7.

3. Entries for Contract administration

a. Specific information regarding entries required for the administration of contracts (i.e. Family Housing, etc.) will be contained in separate publications.

b. Presently, the "Units" column of the Labor Distribution Card will be used to identify the amount of work units completed in support of the Family Housing Contract. The use of a diagonal line in the "day" columns to denote units and hours is optional. If the supervisor uses the diagonal, units will be displayed in the upper portion and hours in the lower portion of the diagonal. Examples of entries relating to the family housing contract are shown in Figure 2-7.

4. Turn-in of Cards

a. Supervisors will turn-in Labor Distribution Cards to the Finance and Accounting Section NLT 1000 hours each Monday or as requested. Cards will be sorted by Shop and pay number.

b. After entry of labor distribution information into SCAN Data, the cards will be forwarded to Civil Payroll for filing.

2331 ASSIGNED WORK CENTER | 12345 BADGE NUMBER | SMITH, JOHN J NAME | EMPL TYPE | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	A078	2331	32:00					8.0	4.0	8.0	6.0	6.0	
23	A076	2331	4:00						4.0				
23	J903	2331	2:00								2.0		
23	A014	2331	2:00									2.0	
hyb TIMEKEEPER INITIALS		TOTAL HOURS	40:00					8.0	8.0	8.0	8.0	8.0	

FIGURE 2-1

ANNUAL LEAVE

2331 12345 SMITH, JOHN J

ASSIGNED WORK CENTER | BADGE NUMBER | EMPL TYPE | NAME | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	A089	2331	14:25					4.25	6.0		4.0		
23	A087	2331	3:00					3.0					
23	Q308	2331	:75					.75					
23	P319	2331	16:00							8.0	4.0		
98	9950	2331	10:00						2.0			8.0	
beg	TIMEKEEPER INITIALS	TOTAL HOURS	40:00					8.0	8.0	8.0	8.0	8.0	

FIGURE 2-2

2351 12345 SMITH, JOHN J

ASSIGNED WORK CENTER | BADGE NUMBER | EMPL TYPE | NAME | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	P105	2351	8:00					8.0					
23	J804	2351	8:00								8.0		
23	A018	2351	7:75									7.75	
									AWL	AWL		(.25) AWL	
bbm TIMEKEEPER INITIALS		TOTAL HOURS	23:75					8.0			8.0	7.75	

NOTE: The unexcused absence on Friday is shown on the Labor Distribution Card in the nearest quarter hour increment. The timecard should reflect the absence to the nearest minute. There is <u>no</u> JON for Absent Without Leave.

FIGURE 2-3

ENVIRONMENTAL PAY
(Timecard example - see Figure 1-7)

2352 ASSIGNED WORK CENTER | 12345 BADGE NUMBER | SMITH, JOHN J NAME | EMPL TYPE | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	A045	2352	38:50					8.0	8.0	8.0	8.0	6.5	
23	A045	2352	1:50			KØ						1.5	
beg TIMEKEEPER INITIALS		TOTAL HOURS	40:00					8.0	8.0	8.0	8.0	8.0	

2352 ASSIGNED WORK CENTER | 12345 BADGE NUMBER | SMITH, JOHN J NAME | EMPL TYPE | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	A045	2352	37:25					8.0	8.0	8.0	5.25	8.0	
23	A045	2352	1:50			CK			1.5				
23	A045	2352	:50			CØ			.5				
23	A045	2352	2:75			KØ					2.75		
beg TIMEKEEPER INITIALS		TOTAL HOURS	42:00					8.0	10.0	8.0	8.0	8.0	

FIGURE 2-4

SHIFT DIFFERENTIAL
(Timecard example - see Figure 1-13)

2331 — ASSIGNED WORK CENTER
12345 — BADGE NUMBER
SMITH, JOHN J — NAME

EMPL TYPE | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	A038	2331	8:00			PT	8.0						
23	A038	2331	32:00					8.0	8.0	8.0	8.0		
11 TIMEKEEPER INITIALS		TOTAL HOURS	40:00				8.0	8.0	8.0	8.0	8.0		

2331 — ASSIGNED WORK CENTER
12345 — BADGE NUMBER
SMITH, JOHN J — NAME

EMPL TYPE | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	P101	2331	18:75			SØ		1.5	4.25	8.0		5.0	
23	P104	2331	7:00			SØ		4.0	3.0				
23	P106	2331	6:00			SØ					6.0		
23	A038	2331	3:50			SØ		2.0			1.5		
23	P101	2331	3:00			SB						3.0	
23	E034	2331	1:75			SØ		.5	.75		.5		
nml TIMEKEEPER INITIALS		TOTAL HOURS	40:00					8.0	8.0	8.0	8.0	8.0	

FIGURE 2-5

TRAUMATIC INJURY
(Timecard example - see Figure 1-16)

2331 12345 SMITH, JOHN J

ASSIGNED WORK CENTER | BADGE NUMBER | EMPL TYPE | NAME | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	Y135	2331	12:25	16				4.25	8.0				
23	Y235	2331	6:25	8				2.25		4.0			
23	Y635	2331	1:00	1				1.0					
23	E034	2331	4:50					.5		4.0			
98	9958	2331	16:00								8.0	8.0	
blm TIMEKEEPER INITIALS		TOTAL HOURS	40:00					8.0	8.0	8.0	8.0	8.0	

2331 12345 SMITH, JOHN J

ASSIGNED WORK CENTER | BADGE NUMBER | EMPL TYPE | NAME | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
98	9958	2331	12:00					8.0		2.0	2.0		
23	Y135	2331	15:50	9					7.5			8.0	
23	Q308	2331	:50						.5				
23	Y635	2331	12:00	9						6.0	6.0		
blm TIMEKEEPER INITIALS		TOTAL HOURS	40:00					8.0	8.0	8.0	8.0	8.0	

FIGURE 2-6

2331 12345 SMITH, JOHN J

ASSIGNED WORK CENTER | BADGE NUMBER | EMPL TYPE | NAME | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	Y102	2331	10:00	125				7.5	1.0	1.5			
23	Y110	2331	7:75	7					3.25			4.5	
23	Y112	2331	1:00	1						1.0			
23	Y720	2331	11:00	18					3.0		8.0		
23	Y127	2331	8:00	25						5.5		2.5	
23	Q308	2331	1:50					.5				1.0	
23	Q313	2331	:75						.75				
afs	TIMEKEEPER INITIALS		TOTAL HOURS 40:00					8.0	8.0	8.0	8.0	8.0	

OR

2331 12345 SMITH JOHN J

ASSIGNED WORK CENTER | BADGE NUMBER | EMPL TYPE | NAME | CLOCK STATION | HRLY RATE | PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV. 2-82)

FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	Y102	2331	10:00	125				100/7.5	10/1.0	15/1.5			
23	Y110	2331	7:75	7					3/3.25			4/4.5	
23	Y112	2331	1:00	1						1/1.0			
23	Y720	2331	11:00	18					6/3.0		12/8.0		
23	Y127	2331	8:00	25						17/5.5		8/2.5	
23	Q308	2331	1:50					.5				1.0	
23	Q313	2331	:75						.75				
afs	TIMEKEEPER INITIALS		TOTAL HOURS 40:00					8	8	8	8	8	

FIGURE 2-7

SECTION III

MILITARY LABOR DISTRIBUTION

301. PROCEDURES

1. Responsibilities: The following sections are responsible for the completion of timecards on assigned military personnel as indicated:

a. BMO Secretary - Base Maintenance Officer (Maintenance Liaison NCO)

b. Maintenance NCO - All Marines assigned to grounds maintenance

c. Operations Branch - Marines assigned to the Operations Branch

d. NREA Branch - Marines assigned to Game Warden Section

e. M&R Branch - Marines assigned to Transportation Section

2. Preparation and Distribution of Timecards:

a. Timecards for military personnel are issued in the same frequency and manner as for civilian employees.

b. A blank card will be utilized for newly assigned marines and headed in the same manner as other employees/marines. If after 30 days, pre-printed cards are not received on an assigned marine, the Maintenance NCO will be informed. The Maintenance NCO will be responsible for appropriate follow-up action.

c. Cards will be distributed by the Administrative Branch to the appropriate work centers upon receipt.

3. Recording Attendance

a. All prescribed hours of work will be recorded and reported against established job order numbers except as follows:

JON	Description
23 9940 23XX	Includes military time spent on watches, working parties or funeral details (relates to CAC1AX1).
23 9941 23XX	Includes time spent on leave, liberty, compensatory time off, time off for sickness (relates to CAC 1ZX2).
23 9942 23XX	Includes time spent on personal affairs such as going to the exchange, commissary, etc. (relates to CAC 1AX3).
23 9943 23XX	Includes time spent on inspections, parades, drill, marksmanship, training, formations (relates to CAC 1AX4).
23 9944 23XX	Includes time spent in confinement of under 30 days for disciplinary reasons (relates to CAC 1AX5).

b. The standard work period will be based on the 8-hour workday and the 40-hour work week in order to determine the point at which overtime may or may not exist. All productive work (excluding leave, training, duty, TAD, etc.) in excess of the 8-hour work day or 40-hour work week will be reported as overtime. The Exception Code CØ will be cited to denote overtime.

c. Hours of work will consist of those hours of scheduled productive work that are directly related to primary job assignments and time spent for leave, training, duty, TAD, etc., will be reported. Time spent for leave, training, duty, TAD, etc., after the normal scheduled 8-hour work day will not be reported.

4. Turn-in of Timecards. Cards will be turned in to the Administrative Branch whenever graded employee timecards are turned in.

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

APPENDIX A

CLOCK STATIONS

STATION #	LOCATION	SHOP	SERIAL NO.
1	Bldg. 1202	Graded	A16663-EO-85JDG
2	Bldg. 1202	41	A16660-EO-85JDG
3	Bldg. 1304	41	L27245
4	Bldg. 1304	44	L27268
5	Bldg. 1202	43	L27274
6	Bldg. 1202	51/52	L27256
7	Bldg. 1202	53	L27252
8	Bldg. 1202	61/62	M20114
9	Bldg. 1202	63	E81412-JS-85JDG
10	Bldg. 1103	61	G95341
11	Bldg. 45	72	A16655
12	Bldg. 1105	71	A16657
13	Bldg. 1105	71	A16649
14	AS-122	31	S66804
15	Bldg. 1919	31	G95337-11T-85JDG
16	M-103	31	L27276
17	FC-301	31	L27269
18	TT-42	31	L27271
19	BB-31	31	L27279

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

APPENDIX B

EXCEPTION WORK CODES

A. Environmental/Hazardous Differential

Exception Code	Description
AØ	Ammo and toxic chemicals-high degree asbestos
BØ	Dirty work, cold work, hot work, low degree ammo/toxic chemicals
DØ	Fibrous glass work
EØ	High work, unshored work, fire fighting, hazardous weather or terrain
KØ	High voltage electrical energy
MØ	Low level flights/wildlife surveys and forest fighting

B. Shift Differential

SØ	Second shift
SA	Second shift ammo and toxic chemicals - high degree asbestos
SB	Second shift dirty work, cold work, hot work, low degree ammo/toxic chemicals
SD	Second shift fibrous glass work
SE	Second shift high work, unshored work, fire fighting, hazardous weather or terrain
SK	Second shift high voltage electrical energy
SM	Second shift low level flights/wildlife surveys and forest fighting
TØ	Third shift
TA	Third shift ammo and toxic chemicals high degree asbestos
TB	Third shift dirty work, cold work, hot work, low degree ammo/toxic chemicals
TD	Third shift fibrous glass work
TE	Third shift high work, unshored work, forest fighting, hazardous weather or terrain
TK	Third shift high voltage electrical energy
TM	Third shift low level flights/wildlife surveys and forest fighting

C. Sunday Premium

PØ	Sunday premium pay
PA	Sunday premium pay ammo and toxic chemicals - high degree asbestos
PB	Sunday premium pay dirty work, cold work, hot work, low degree ammo/toxic chemicals
PD	Sunday premium pay fibrous glass work
PE	Sunday premium pay high work, unshored work, forest fighting, hazardous weather or terrain
PK	Sunday premium pay high voltage electrical energy.
PM	Sunday premium pay low level flights/wildlife surveys and forest fighting
PS	Sunday premium pay second shift
PT	Sunday premium pay third shift

D. Holiday

FØ	Holiday pay
FA	Holiday pay ammo and toxic chemicals - high degree asbestos
FB	Holiday pay dirty work, cold work, hot work, low degree ammo/toxic chemicals
FD	Holiday pay fibrous glass work
FE	Holiday pay high work, unshored work, forest fighting, hazardous weather or terrain
FK	Holiday pay high voltage electrical energy
FM	Holiday pay low level flights/wildlife surveys and forest fighting
FS	Holiday pay second shift
FT	Holiday pay third shift

E. Overtime

CØ	Overtime
CA	Overtime ammo and toxic chemicals - high degree asbestos
CB	Overtime dirty work, cold work, hot work, low degree ammo/toxic chemicals
CD	Overtime fibrous glass work
CE	Overtime high work, unshored work, forest fighting, hazardous weather or terrain
CK	Overtime high voltage electrical energy
CM	Overtime low level flights/wildlife surveys and forest fighting
CS	Overtime second shift
CT	Overtime third shift

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

APPENDIX C

WORK GENERATOR CODES

Code	Description
01	Emergency Work. Work requiring immediate action to correct or prevent loss or damage to Government property, to restore essential services disrupted by a breakdown of utilities operations or to eliminate hazards to personnel or property. When emergency work is not completed within the maximum limit of 16 man-hours, the remainder of the work will be authorized on a specific job order.
02	Service Work. Work that is relatively minor in scope; is not emergency work by nature; is estimated to require 16 man-hours or less to accomplish; requires a maximum involvement of two work centers and labor and material costs totaling less than $400.00.
03	Standing Job Orders - Not Estimated. Work which consists of miscellaneous tasks which have no identifiable recurring pattern for establishing the frequency of each occurrence or the overall work scope, and tasks which are too small to warrant detailed control.
04	Standing Job Orders - Estimated. Work which consists of recurring tasks which have an identifiable pattern for establishing the scope and frequency and which can be planned and estimated; e.g., preventive maintenance inspection, custodial work, grounds care, cyclic maintenance, refuse collection and utilities operation.
05	Specific Job Orders. Work which is authorized for the accomplishment of a specific amount of work for which individual job costs are desired for financial and performance evaluation.
10	Shop Supervision. Man-hours expended by group IVa civilian and equivalent military personnel within the various work centers of the Maintenance Division. This includes shops officer, Superintendent II (PW), General Foreman II, General Foreman I, and Foreman.
11	Administrative and Clerical. Man-hours expended by group IVb civilian and equivalent military personnel assigned to management, administrative and clerical duties.
12	Indirect Support. Man-hours of civilian and military personnel assigned to tasks, such as inspection, planning and estimating, scheduling, shop planning, toolroom attendant, and shop cleanup. Shop and jobsite cleanup directly related to a specific job order may be charged to that job order as productive work.
13	Leave. Man-hours expended for approved absences such as annual, sick and administrative leave; holidays; and jury duty.
14	Allowed Time. Nonproductive man-hours expended for rework, delay (awaiting material, transportation, and assignment), approved tardiness, participation in charity campaigns, blood donations, etc.
15	Compensatory Time. Includes work performed on a compensatory basis and leave taken.

TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

APPENDIX D

DETERMINING DAYS ON WHICH HOLIDAY BENEFITS ACCRUE

1. General. The table below is useful in determining on which day of the workweek a holiday is observed when the holiday occurs on one of the two nonworkdays indicated in Column 1. When there are more than two nonworkdays in the administrative workweek, **do not use the table.**

2. Instructions for the use of the table. To use the table, first find the right combination of nonworkdays in Column 1 and then apply the following:

a. When a holiday falls on a nonworkday listed under "A" Column 1, find the day of the week marked "A" in Column 2. This is the day on which holiday benefits are observed.

b. When a holiday falls on a nonworkday listed under "B" Column 1, find the day of the week marked "B" in Column 2. This is the day on which holiday benefits are observed.

c. Holidays falling on the nonworkdays indicated in Column "1-A", with the exception of Sunday, will be observed on the workday immediately preceding the holiday.

Column 1 Nonworkdays		Column 2													
A	B	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sunday-Monday								B			A				
Monday-Tuesday									A			B			
Monday-Wednesday									A				B		
Monday-Thursday									A					B	
Monday-Friday									A						B
Monday-Saturday		A							B						
Tuesday-Wednesday										A			B		
Tuesday-Thursday										A				B	
Tuesday-Friday										A					B
Tuesday-Saturday			A						B						
Tuesday-Sunday			A							B					
Wednesday-Thursday											A			B	
Wednesday-Friday											A				B
Wednesday-Saturday				A					B						
Wednesday-Sunday				A						B					
Thursday-Friday												A			B
Thursday-Saturday					A				B						
Thursday-Sunday					A					B					
Friday-Saturday						A			B						
Friday-Sunday						A				B					
Saturday-Sunday							A			B					

Herman Ireland

UNITED STATES MARINE CORPS
Base Maintenance Division
Marine Corps Base
Camp Lejeune, North, Carolina 28542

MO 8020.1
MAIN/RES/jik
5000/689

MAINTENANCE ORDER 8020.1

From: Base Maintenance Officer
To: Distribution List

Sub: Storage and Handling of Ram Gun Ammunition; procedures for

Ref: (a) MCO 8020.1F

1. Purpose. To promulgate policy and procedures governing the storage and handling of ram gun ammunition (safety boosters) within the Base Maintenance Division.

2. Background. Recent decisions by the Field Supply Maintenance and Analysis Team (FSMAO) indicate that Base Maintenance Divisions are not in full compliance with the reference witn regard to the storage and handling of ram gun safety boosters.

3. Procedures

a. Storage. Effective immediately all sections/shops having ram gun safety boosters will transfer their boosters to the Electrical Shop Planner. Henceforth, all ram gun safety boosters will be centrally stored in the Electrical Shop Planner's area. (Sections assigned to the Air Station will turn in boosters to the Shop 32 Shop Planner).

(1) The Electrical/MCAS Shop Planner will take necessary action to procure a suitable steel container, capable of being locked, and of sufficient size to store the safety boosters. All safety boosters would then be stored in this cabinet.

(2) Sections/shops requiring safety boosters will draw them from the Electrical Shop Planner (or MCAS Shop Planner). Sections/shops will only draw the amount necessary to complete the project, returning any unused boosters to the Shop Planner at the completion of the project.

b. Handling. All employees will be carefully instructed by trained supervisors in the correct procedures for using ram gun safety boosters. No employee will be allowed to use a ram gun without first being fully briefed in its operation and hazards.

c. Inventory.

(1) The Electrical Shop Planner (or MCAS Shop Planner) will establish an inventory control card on the safety boosters and determine, after an initial 90 day period, an appropriate stock level quantity based on a 30 day inventory.

(2) The Shop Planners will be responsible for reordering safety boosters in an amount not to exceed the authorized stock level.

d. Duds. Safety boosters which malfunction will be turned into the Shop Planner who will deliver them to the Explosive Ordinance Disposal Section, Building 1308 for disposal.

4. Applicability. This order is applicable to all Base Maintenance employees upon receipt.

J. T. Marshall
J. T. MARSHALL

Distribution: B

Ireland

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO 11200
MAIN/RES/jis
FEB 2 1982

MAINTENANCE ORDER 11200

From: Base Maintenance Officer
To: Distribution List

Subj: On-site Dispatching Procedures for Garrison Mobile Engineer Equipment

Ref: (a) TM-4700-15/1D

Encl: (1) Sample Engineer Equipment Operational Record (NAVMC 10523)
(2) Sample Equipment Usage Negative Report
(3) Listing of Equipment Requiring Operational Reports

1. Purpose. To establish procedures and responsibilities for the on-site dispatch of Garrison Mobile Engineer Equipment assigned to the Base Maintenance Division as required by reference (a).

2. Responsibilities

a. Supervisors having custody of Mobile Engineer Equipment are directly responsible for on-site dispatching. The supervisor will ensure that an Engineer Equipment Operational Record (NAVMC 10523) is prepared and issued daily for each piece of equipment when operated. A sample completed NAVMC 10523 is shown in enclosure (1).

b. Supervisors will ensure that operators utilizing the equipment:

(1) Have a valid Government Motor Vehicle Operator's Identification Card for the type equipment to be operated.

(2) Perform and record applicable operators preventive maintenance as listed on the reverse side of NAVMC 10523.

(3) Accurately record hour meter readings and fuel, oil and lubrication usage.

(4) Properly complete all other block of the NAVMC 10523.

3. Procedures

a. An Engineer Equipment Operational Record (NAVMC 10523 will be forwarded to the Heavy Equipment Unit, Building 45, by supervisor having custody of the Mobile Engineer Equipment on

a daily basis for each day the equipment is in operation.

b. A negative report will be forwarded to the Heavy Equipment Unit whenever on-site equipment has not been operated during the reporting period (26th of one month thru the 25th of the following month). A sample report is shown in enclosure (2).

c. Utilization time for equipment that does not have hour meters installed will be estimated (time equipment was in actual operation). Broken or inoperative hour meters will be reported in the remarks block of the NAVMC 10523.

d. A listing of all Mobile Engineer Equipment that requires completion of NAVMC 10523 is contained in enclosure (3).

4. Applicability. The contents of this order are applicable to all activities within the Base Maintenance Division upon receipt.

F.H. Mount
F.H. MOUNT

Distribution: B

ENGINEER EQUIPMENT OPERATIONAL RECORD

(SAMPLE)

DATE	EQUIPMENT	USMC OR SERIAL NO.	ORGANIZATION
12-9-81	Tractor, wheel	270472	Heavy Equipment

OPERATIONAL		TIME		HOURS OR MILES		REPORT TO (Location)	RELEASED BY (Signature – Time)
1ST OPERATOR Mills, J. D.	IN	1600	STOP	54		500 Area	1600 J.R. Jones
DISPATCHER'S SIGNATURE John Smith	OUT	0800	START	49			
	TOTAL	8	TOTAL	5			
2ND OPERATOR	IN		STOP				
DISPATCHER'S SIGNATURE	OUT		START				
	TOTAL		TOTAL				

WORK PERFORMED	
1ST OPERATOR Mills J.D.	
2ND OPERATOR	

Sample

SERVICE	FUELS		LUBES			OIL CHANGE		LUBRICATION		PM SERVICE		
	DIESEL (GAL)	GAS (GAL)	OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILE DUE	HOUR/MILE COMPLETED	HOUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM DUE	HOUR/MILE DUE	HOUR/MILE COMPLETED
	4	0	1	0	0							

REMARKS

- List Repair Required
- List Job Order Number

1ST OPERATOR'S SIGNATURE J.D. Mills

2ND OPERATOR'S SIGNATURE

EQUIPMENT FOREMAN'S SIGNATURE R. Jones

ENGINEER EQUIPMENT OPERATIONAL RECORD (11245) NAVMC 10523 (REV. 12-72) PREVIOUS EDITIONS MAY BE USED. SN:0000-00-005-6303 U/I:BG

FRONT

ENGINNER EQUIPMENT OPERATIONAL RECORD

(SAMPLE)

BACK

DAILY "A" PM SERVICE

Legend for marking

A — Adjust S — Service X — Adjustment/Repair Required
C — Check V — Verify O — Defect Corrected
L — Lubricate / — Not applicable

ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR	
		BEFORE	DURING	AFTER			
1	DAMAGE, PILFERAGE, LOSS	C	/	C	JDM		
2	LEAKS, GENERAL	C		C	JDM		
3	FUEL, OIL, WATER	V		S	JDM		
4	ENGINE WARMUP	C	/		JDM		
5	INSTRUMENTS	C	C		JDM		
6	SAFETY DEVICES	C			JDM		
7	TOOLS AND EQUIPMENT	C			JDM		
8	PUBLICATIONS	V	/		JDM		
9	CLUTCH	V	C		JDM		
10	STEERING	C	C		JDM		
11	ENGINE OPERATION	/	C		JDM		
12	UNUSUAL NOISES	C	C		JDM		
13	LIGHTS AND REFLECTORS	C			JDM		
14	AIR TANKS	S		S	NA		
15	DRIVE BELTS	C		C	JDM		
16	BATTERY ELEC. LEVEL	C	/	S	JDM		
17	ANTIFREEZE TEST TO -05 ° F	V	/		JDM		
18	SERVICE BRAKES	V	C		JDM		
19	TRANSMISSION	C	C		JDM		
20	AIR FILTER	V		S	JDM		
21	FUEL FILTERS	S	/	S	JDM		
22	TIRES/TRACK	C		C	JDM		
23							
24							
25							

NOTES:
1. *Add other coverages and procedures designated by the appropriate technical manual.*
2. *8 and 10 hour scheduled PM's are considered as daily PM services.*
3. *If repairs are required, notify the equipment chief.*

REMARKS

USGPO: 1979—640-022/206

ENCLOSURE (1)

ENGINEER EQUIPMENT OPERATIONAL RECORD
(SAMPLE)

CRANE OPERATORS DAILY CHECKLIST
MCBCL 11262

CRANE NO.	TYPE/CAP	LOCATION/ASSIGN	SHIFT	HOUR METER START	HOUR METER STOP	HRS OPERATED	DATE
256389	Truck	LOT 201	X 1 / 2 / 3	0100	0106	6	1-2-82

OPERATORS NAME	OILERS NAME
J.D. Mills	-None-

INSTRUCTION — Check all items indicated. Inspect and indicate as satisfactory = S, unsatisfactory = U, or not applicable = NA.

1 WALK AROUND INSPECTION	S	U	2 MACHINERY HOUSE INSPECTION	S	U	3 OPERATOR CAB INSPECTION	S	U	4 OPERATION INSPECTION	S	U
a Safety Guards & Plates	✓		a Housekeeping	✓		a Gauges	✓		a Area Safety	✓	
b Carrier Frame/Rotate Base *	✓		b Engine/Compressor	✓		b Warning/Indicator Lights	✓		b Unusual Noises	✓	
c General Hardware	✓		c Leaks Fuel/Lube/Oil/Water	✓		c Control/Brakes	✓		c Control Action	✓	
d Wire Rope *	✓		d Lubrication	✓		d Visibility	✓		d Brakes/Boom/Load/Rotate	✓	
e Reeving *	✓		e Battery	✓		e Load Rating Charts	✓		e Crane Stability	✓	
f Block *	✓		f Lights	✓		f Safety Devices	✓		f No Load Test	✓	
g Hook *	✓		g Glass	✓		g Emergency Stops	✓		g Fleeting Sheave	✓	
h Sheaves *	✓		h Clutch/Brake Linings	✓		h List/Trim Indicators	✓		h Limit Switches	✓	
i Boom/Jib *	✓		i Electric Motors	NA		i Boom Angle/Radius Indicator	✓				
j Gantry/Pendants/Boom Stops *	✓		j Warning Tags	✓							
k Walks/Ladders/Handrails	✓		k Fire Extinguisher(s)	✓							
l Windlocks/Chocks/Stops	✓										
m Tires/Wheels/Tracks	✓										
n Leaks, Fuel/Lub/Oil/Water	✓										
o Radius Indicator	✓										
p Outrigger/Locking Device *	✓										

INSTRUCTIONS — Inspect all applicable items indicated each shift. Suspend all operations immediately when observing an unsatisfactory condition of any item indicated above with an asterisk thus (*). In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions not affecting safety shall be noted under "Remarks" and reported to supervisor.

OPERATORS SIGNATURE: John D. Mills
DATE: 1-2-82

REMARKS

SUPERVISOR SIGNATURE: Don A. Smith
DATE: 1-2-82

CRANE ONLY

Date

From: Supervisor_____

To: Heavy Equipment Unit, Building 45

Subj: On-site Dispatching, Negative Report

1. The below listed equipment was not utilized from the period of 26 June 81 through 25 July 81:

USMC#	Nomenclature

SIGNATURE

ENCLOSURE (2)

Equipment having USMC Numbers assigned, requiring Engineer Operational Records (NAVMC 10523):

Trailers
Floodlights
Generators
Pumps
Steam Cleaners
Sewer Cleaners
Warehouse Sweepers
Aerifiers
Insect Sprayers
Welders
Terrain King Mowers
Power Lawn Mowers
Lawn Sweepers
Rotary Mowers
Cranes
Ditching Machines
Fire Plows
Discs
Gradalls
Graders
Loaders
Tractors, Crawler
Tractors, Wheeled
Backhoes
Compactors
Distributor Trucks
Air Compressors
Asphalt Kettles
Railroad Cars
Rollers
Scrapers
Cleaners, Vacuum
Street Sweepers
Lubricators

UNITED STATES MARINE CORPS
Base Maintenance Division
Marine Corps Base
Camp Lejeune, North Carolina 28542-5000

MO 11240.1A
MAIN/RES/rsm

NOV 2 8 1984

MAINTENANCE ORDER 11240.1A

From: Base Maintenance Officer
To: Distribution List

Subj: Procedures for the Management of Motor Transport Equipment

Encl: (1) Operator Checklist for Preventive Maintenance

1. Purpose. To promugate guidance and instructions for the management of motor transport equipment within the Base Maintenance Division.

2. Cancellation. MO 11240.1.

3. Objectives

a. Provide for the efficient assignment, utilization and maintenance of all motor transport equipment within the Division.

b. Control all equipment in such a manner as to obtain the most effective use of equipment, material and money.

c. Ensure a maintenance management program which will enhance the life and use of equipment.

4. Responsibilities

a. The Base Maintenance Officer has overall responsibility for the management of motor transport equipment within the Division.

b. Each section/unit/shop supervisor is responsible for motor transport equipment assigned or charged to their organization. Specific requirements are contained in subsequent paragraphs of this Order.

c. Each employee is responsible for ensuring that proper measures are taken to protect, maintain and properly utilize government motor transport equipment under their control.

d. The Director, Maintenance and Repair Branch, is responsible for:

(1) Managing a motor transport equipment program to ensure effective utilization and coordination of vehicle resources.

(2) Providing the Mobile Equipment Dispatcher with information and guidance regarding the control of motor transport equipment.

e. The Mobile Equipment Dispatcher is responsible for:

(1) Ensuring proper dispatch of vehicles to include the assignment and transfer of vehicles to meet Division requirements.

(2) Maintaining and safeguarding all records and documents applicable to assigned motor vehicle equipment.

(3) Managing an effective preventive maintenance program.

(4) Providing liaison with Base Motor Transport personnel and coordinating the turn-in of vehicles for scheduled maintenance or repairs.

(5) Leading assigned maintenance personnel in accomplishing minor adjustments, repairs and equipment changes.

5. Preventive Maintenance Program

a. Preventive Maintenance should be performed on all vehicles to ensure systematic care, servicing and inspection of equipment. The following goals should be attained in a successful preventive maintenance program.

(1) Maintenance of vehicles in a serviceable condition.

(2) Detection and correction of early failures.

(3) Optimum utilization and life of available vehicles.

b. The operator is the most important single factor of the preventive maintenance program. Each operator should perform daily/weekly checks of their vehicle to ensure that the vehicle is in a serviceable (and safe) condition. Enclosure (1) contains a checklist of items each driver should inspect for on a daily/weekly basis.

c. Any discrepancies found during preventive maintenance checks should be corrected immediately by the operator or reported to the Mobile Equipment Dispatcher, extension 3939.

d. Vehicles requiring repairs to correct deficiencies will be delivered to Motor Transport via the Mobile Equipment Dispatcher. Tools and material will be removed from vehicles prior to being sent to Motor Transport for repairs.

6. Inspections

a. Shop supervisors will ensure proper preventive maintenance is being accomplished by performing routine inspections of vehicles. Corrective action should be taken as required.

b. The Mobile Equipment Dispatcher will perform random and semi-annual inspections of vehicles. Vehicle Discrepancy Reports will be forwarded to the appropriate General Foreman via the Director, Maintenance and Repair for corrective action.

7. Reports

a. All supervisors will provide a monthly report consisting of the vehicle number and odometer reading to the Mobile Equipment Dispatcher on the 25th (or first workday following the 25th) of each month.

b. An accident report Standard Form 91 will be filled out by the operator whenever he or she is involved in an accident. The operator is required to notify the Mobile Equipment Dispatcher whenever a vehicle is damaged regardless of the extent of damage. The Mobile Equipment Dispatcher will provide a copy of the Standard Form 91 to the Administrative Officer who will review for safety purposes and forward to appropriate Branch Directors for information/action.

8. Operation and Safety

a. No person will operate a government motor vehicle without a valid Motor Vehicle Operators Permit (Standard Form 46) and a current state driver's license in his or her possession. Additionally, the permit and, when applicable, the state driver's license will indicate the appropriate vehicle class/type qualifications.

b. The operator of the motor vehicle is responsible for the safe operation of the vehicle and for the safety of passengers and cargo during operation.

c. The operator of the motor vehicle is responsible for the security and maintenance of all tools and accessories such as tires, jacks, lug wrenches, etc. assigned to the vehicle.

d. The operator will ensure that the vehicle has an Operator's Report of Motor Vehicle Accident, Standard Form 91. In the event of an accident the operator will immediately notify the Provost Marshall, extension 3635 and complete the Standard Form 91.

e. All operators will comply with the instructions and regulations contained in the current edition of the of the Base Motor Vehicle and Traffic Regulations.

f. The operator will wear a seat belt at all times when the vehicle is in motion. The operator will furtner ensure that all passengers utilize seat belts while the vehicle is in motion.

9. Licensing Procedures

a. Effective upon receipt, supervisors will be responsible for the licensing and renewal of licenses for employees under their jurisdiction. Referral to the General Services Section will no longer be required.

b. Procedures for processing requests for initial licenses, renewals, upgrades or duplicates.

(1) The supervisor will have the employee complete NAVMC 10964 (Application for Government Vehicle Operator's Permit, Standard Form 46) in duplicate. The information may be hand written provided it is printed legibly. The supervisor will sign and date the form in item 18 and print his/her name and telephone number in item 17.

(2) The employee will also complete one copy of Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators). NOTE: This form is not required when requesting a duplicate or upgrade of a current permit.

(3) The employee may then handcarry the application, first to the Occupational Health Nurse, Building 15 and then to the Licensing Section, Building 1502; or the paperwork may be forwarded via guard mail to the Occupational Health Nurse for review. After review by the Health Nurse, the NAVMC 10964 and the Standard Form 47 will be forwarded to the Licensing Section. Upon receipt, Licensing Section personnel will call the supervisor at the number noted on the application to arrange for an appointment.

(4) Employees requiring only a duplicate or upgrade of current license are not required to process through the Health Nurse.

(5) Supervisors with personnel assigned to the Air Station or Camp Geiger should use the guard mail procedure whenever possible since testing and licensing is available every Wednesday morning at the Air Station. Further information can be obtained from the Licensing Section, extension 3244.

c. Employees will be advised that they are responsible for ensuring that their Government Driver's Permit remains valid and for notifying their supervisor whenever a license is due to expire. In most instances government permits expire concurrently with state licenses. And since renewal of a state license must be accomplished before a new permit is issued, employees should not wait until the last moment before taking renewal action.

d. Supervisors should maintain a "tickler file" denoting license expiration dates to further ensure that employees remain fully licensed.

10. Liaison With Base Motor Transport. The Mobile Equipment Dispatcher will provide primary liaison with personnel of the Base Motor Transport Division. Operators and supervisors will coordinate any transactions with Base Motor Transport through the Dispatcher. The Dispatcher will be informed prior to any turn-in or pick up of vehicles from Motor Transport.

11. Radios. Vehicle mounted radios may be repaired through coordination between the supervisor and the Radio Repair Section, Building 23. Since the supervisor has signed for the radio, it is imperative that he/she receive a receipt if the radio

is removed for repairs. Radios will not be removed from or transferred between vehicles without coordinating the transfer with the Property Management Section.

12. Vehicle Modifications. Vehicles will not be modified in any manner from the original design without previous approval of the Base Motor Transport Officer. Modifications are classified as installation or removal of bins, ladder racks, pipe racks, warning lights, etc.

13. Applicability. This Order is applicable to all Base Maintenance employees upon receipt.

H. L. Luttrell
H. L. LUTTRELL

DISTRIBUTION: B

OPERATOR CHECKLIST

FOR

PREVENTIVE MAINTENANCE

A. Before Operation (daily)

1. Damage and/or pilferage
2. Leaks, general
3. Fuel, oil, water
4. Engine, warm-up
5. Instruments
6. Safety devices
7. Tools and equipment

B. During Operation (daily)

1. Instrument brakes
2. Brakes
3. Clutch
4. Steering
5. Engine operation
6. Unusual noises

C. After Operation (daily)

1. Lights and reflectors
2. Safety devices
3. Brakes
4. Air tanks (drain)
5. Fuel, oil, water (refill)

D. Weekly Checks

1. Drive belts
2. Battery level
3. Anti-freeze
4. Tires (damage, gauge)
5. Clean (as required)

ENCLOSURE (1)

Foremen Shop 52

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO 11262.1
MAIN/RFS/jik
OCT 0 6 1982

MAINTENANCE ORDER 11262.1

From: Base Maintenance Officer
To: Distribution List

Subj: Inspection and Load-Testing of Load-Lifting Equipment

Ref: BO 11262.1

1. Purpose. To establish procedures for the inspection and load-testing of load-lifting equipment located within the Base Maintenance Division; and provide supplemental instructions to load testing personnel assigned to the Heavy Equipment Unit.

2. Background

a. The reference establishes requirements for all units owning or using Marine Corps load-lifting equipment to ensure that inspections and annual load-testing are conducted.

b. Load-lifting equipment includes cranes, wreckers, forklifts, "A" frames, chain hoists, winches, used to lift loads vertically; and overhead industrial cranes located in maintenance shops. Hydraulic jacks and jack stands do not require load-testing, but they must be permanently marked with the rated load capacity as shown in paragraph 5d below.

3. Appointments

a. Branch Directors will appoint certifying officers in each shop maintaining load-lifting equipment. Certifying officers will be designated in writing.

b. The Transportation General Foreman, Heavy Equipment Unit, is hereby designated certifying officer for the Base Maintenance Division with responsibilities noted in paragraph 4 below.

4. Responsibilities

a. The certifying officer is responsible for ensuring the safety and reliability of all weight handling equipment under their control and is responsible for the prompt scheduling and testing of load-lifting equipment.

b. The Transportation General Foreman (as certifying officer) is responsible for the appointment of test directors and inspection/test personnel capable of performing required tests as outlined in the reference. The incumbent is also responsible for the scheduling and conduct of requested inspections from user organizations as required by the reference.

5. Procedures

a. Each item of weight handling equipment shall be condition-inspected, load-tested, and certified at least once annually as prescribed by the reference.

b. Upon receipt of load-lifting equipment, the certifying officer shall determine if the annual load test requirement has been met. When this cannot be verified by equipment records and/or by test data stenciled on the equipment, a load-test will be conducted as part of the equipment acceptance check.

c. The certifying officer shall ensure that shop equipment is scheduled for testing a minimum of 45 days prior to the expiration of the annual condition inspection and load-test. Inspection/testing may be scheduled by calling the Heavy Equipment Unit, telephone ext. 5909.

d. The marking of load lifting equipment is the responsibility of the shop certifying officer. Load-lifting equipment shall be stenciled in a position clearly visible to the operator but in an area where the marking will not be worn off through normal use of the equipment. Examples of markings are:

(1) Tested Equipment: CAP. 3000 lb. Tested 7/11/82

(2) Nontested Equipment: CAP. 3000 lb. CAUTION NOT TESTED

6. Applicability. The provisions of this order are applicable to all activities within the Base Maintenance Division upon receipt.

R F Calta
R. F. CALTA

DISTRIBUTION: B

Ireland

BASE MAINTENANCE DIVISION
Marine Corps Base
Camp Lejeune, North Carolina 28542

MO 12250.1
MAIN/RES/jik
JAN 0 5 1982

MAINTENANCE ORDER 12250.1

From: Base Maintenance Officer
To: Distribution List

Subj: Personnel Management Procedures

Ref: (a) BO 12451.1G
(b) BO 12315.1
(c) BO 12335.2C
(d) BO 12630.1G
(e) BO 12810.1
(f) MO 5100.1A
(g) BO 12771.1
(h) BO 12750.1H
(i) BO 12792.2A

1. Purpose. To establish policies and procedures for Civilian Personnel Management within the Base Maintenance Division.

2. Information. Management of people is of prime importance because only through their efforts are the objectives, missions, projects and work of the Division accomplished. As such, a basic objective of the Base Maintenance Division is the establishment of effective and efficient personnel management policies.

3. Responsibilities.

a. Effective personnel management is the responsibility of all managers and supervisors who participate in the planning and accomplishment of work within the organization. Additionally, first-line supervisors are responsible for ensuring that employees under their cognizance are afforded sufficient assistance in resolving personnel related problems.

b. The Personnel Section, Administrative Branch is responsible for:

(1) Planning, organizing, directing, coordinating and controlling all personnel management programs within the Division.

(2) Determining that personnel management programs support the Division's mission, meet the needs of management and employees, and are consistent with the basic goals of the Division.

(3) Insuring that personnel management is carried out effectively and efficiently in accordance with applicable regulations and standards.

(4) Providing assistance to management and employees regarding personnel management matters.

4. Applicability. The contents of this order are applicable to all activities within the Base Maintenance Division upon receipt.

F. H. Mount
F. H. MOUNT

Distribution: A

PERSONNEL MANAGEMENT PROCEDURES

TABLE OF CONTENTS

SECTION IV

GRIEVANCES AND DISCIPLINE

SECTION V

PERSONNEL ASSISTANCE

SECTION I

STAFFING

101. MANPOWER REQUIREMENTS.

1. General. Manpower requirements for the Base Maintenance Division are governed by the Table of Organization (T/O) which is the official staffing document for personnel authorization for the Division. The Administrative Branch has overall responsibility for management of the T/O and insuring that personnel staffing is in accordance with the document.

2. Manpower Requirements Review. Annually, the Base Maintenance Officer will meet with Branch Directors and review manpower requirements to determine present and long-range personnel needs. Recommended adjustments to the T/O will be fully justified and forwarded to the Base Maintenance Officer for consolidation and submission to the AC/S,Manpower.

3. Interim Adjustments. Branch Directors requiring adjustments to the T/O subsequent to the review will submit recommended changes with justification to the Base Maintenance Officer for review. Unless otherwise authorized by the ABMO, recommendations will include a corresponding billet for deletion. Final approval for T/O changes is the responsibility of the AC/S,Manpower.

4. Temporary Staffing. Requirements for temporary staffing will be in accordance with the following procedures:

a. Requirements for summer hires (to include temporary promotion) will be submitted to the Administrative Branch NLT 15 February each year for review and approval by the Assistant Base Maintenance Officer.

b. Temporary over staffing of less than 90 days will be submitted with appropriate justification to the Administrative Branch for review and approval by the ABMO. Requests will be submitted in sufficient time to allow hiring based on availability of the required trade.

c. Temporary over staffing other than summer hires, of 90 days or more will require (in addition to the requirements noted in paragraph 4b above) the identification of correspondingly graded vacant billets that will remain unfilled during the duration of the overstaffing. This action is required to preclude over expenditure of budgeted labor costs.

102. RECRUITMENT.

1. General. Requests for the hiring of permanent personnel is limited to those positions authorized by the T/O.

2. Procedures.

a. Requests for the hiring of new personnel may be submitted to the Administrative Branch whenever a vacancy (or expected vacancy) exists. Requests should be submitted as soon as possible in the event advertisement of the position is required. The Request for Personnel Action (SF 52) will be typed by the Personnel Section and returned to the Branch for the signature of the Branch Director prior to submission to the Civilian Personnel Division.

b. The Personnel Section will not automatically submit SF 52's to fill vacancies since supervisors may elect to fill the position at a lower grade level or establish a trainee billet, or Directors may wish to use the billet to fulfill requirements noted in paragraph 101.4c.

c. Actual hiring cannot be accomplished until the vacancy actually exists, however, this does not preclude Directors from submitting requisitions to fill projected vacancies. This procedure is encouraged to reduce hiring lag. Directors wishing to hire personnel to overlap an incumbent in a critical position may request such action. The request will include reasons for the overlap and the desired period of time required to complete the overlap training.

103. SELECTION.

1. Policy. All personnel involved in the selection process are responsible for implementing positively and vigorously the principle of selection and promotion on the basis of ability, merit and fitness without regard for discriminatory factors.

2. Panels. Advisory selection panels are required when filling supervisory, managerial (including trainee), and other key positions. The use of panels is discouraged when filling other positions. The panel will be comprised of three members, including a chairperson, appointed by competent authority.

3. Selecting Official. The Selecting Official is defined as that individual one level above the person interviewing or the senior panel member. The Selecting Official may concur in the recommendations of the interviewer or selection panel or non-concur and select any other certified competing candidate (or non-select all candidates). However, in the latter case the Selecting Official will be required to fully document in writing his or her reasons for the action.

4. Interviews.

a. When a panel is used, all candidates for the position must be interviewed unless they are not available.

b. In non-panel selections, the interviewer is required to interview all available candidates unless:

(1) The interviewer previously interviewed the candidate for a similar position in the past 60 days.

(2) The interviewer is the first line supervisor of all the candidates being considered.

104. RETENTION.

1. Policy. Personnel turnover caused by incumbents seeking other employment, early retirement, etc., results in lowered productivity, increased training costs and a greater maintenance backlog. It is imperative that each supervisor provide for the welfare and morale of their employees in order to promote the retention of qualified individuals.

2. Guidance. In order to retain qualified employees and reduce personnel turnover, supervisors are responsible for:

a. Promoting a safe working environment commensurate with current safety directives.

b. Informing the employee on a periodic basis of his or her performance. Discuss weak as well as strong points.

c. Providing incentives of outstanding achievement through the use of verbal and/or written commendation or special achievement awards as noted in reference (a). Conversely, unsatisfactory performance must be corrected at the earliest possible moment.

d. Taking immediate action to correct errors or adverse actions by employees. If disciplinary procedures are required, do it as soon as possible.

e. Informing employees of all actions which may affect them.

SECTION II

PERSONNEL ACTIONS

201. PROMOTIONS.

1. General. All permanent promotions will be accomplished using the procedures outlined in paragraph 103 above and a certificate of eligibles provided by the Civilian Personnel Division.

2. Temporary Promotions.

a. Temporary promotions may be effected when a position is expected to be vacant for more than 60 days.

b. Appointments of more than 120 days will be made competitively utilizing a certificate of eligibles provided by the Civilian Personnel Division.

c. Appointments of 60 to 120 days may be made non-competitively from Division employees who meet the basic eligibility requirements. It is recommended, however, that supervisors utilize the names of individuals on current merit promotion registers when possible.

d. Filling a position for less than 60 days will be effected through the use of Details. Procedures are contained in paragraph 202 below.

e. Temporary appointments will commence at the beginning of the next full pay period if processing time allows (normally five working days). Otherwise appointments will be effective on the following pay period.

3. Probationary Period.

a. Newly promoted employees initially assigned to a managerial position are required to serve a 12 month probationary period except when such an employee has previously served satisfactorily as a supervisor in the Federal Service.

b. Supervisors of employees identified as serving a probationary period will be familiar with the requirements contained in reference (b).

202. DETAILS.

1. General. A detail is an assignment on a temporary basis of an employee to perform duties not covered by their job/position description. It is important to ensure that those assignments which are advantageous in future promotion actions are rotated among eligible employees to the maximum extent possible.

2. Guidelines.

a. Specific procedures governing the use of details are contained in reference (c).

b. Requests should be forwarded to the Administrative Branch in sufficient time to prepare and submit the Standard Form 52 to the Civilian Personnel Division prior to the effective date of the detail.

c. Details in excess of two weeks will be documented through the use of a SF 52. Details of less than two weeks need not be recorded, however, it is recommended that supervisors prepare a Memorandum noting the detail to be sent to Civilian Personnel Division for inclusion in the employee's file.

203. TRANSFERS.

1. Outside Agencies. The transfer of employees to outside agencies will only be done at the direction of the Civilian Personnel Division.

2. Intra-Department. The transfer of employees within the Department will be governed by the following conditions:

a. Employees transferring to like trades within a Branch (e.g. Plumber Shop 61 to Plumber Shop 31) may be accomplished at the discretion of the Branch Director based on mission requirements.

b. Employees transferring to like trades in another Branch may be accomplished with the concurrance of the effected Branch Directors or by direction of the Assistant Base Maintenance Officer.

c. Transfer of employees to unlike trades will not be accomplished without prior coordination with the Director, Administrative Branch. This is to preclude possible malassignment, grievance action, or violation of merit promotion procedures.

d. All transfers will be effected coincidental with the beginning of a pay period. The Administrative Branch will be notified (by memorandum) (at least two weeks in advance of the transfer) in order to effect changes to time cards, labor distribution cards, etc.

204. RESIGNATIONS.

1. General. The resignation by a permanent employee can have an adverse effect on shop effectiveness, therefore, supervisors at all levels should counsel employees contemplating resignation to determine the reason for such action. Supervisors should attempt to resolve problems of job dissatisfaction internally or refer employees to other assistance agencies if such action will serve to retain a valuable employee.

2. Policy.

a. It is the employee's right to resign at any time without advance notice, however, employees should be notified that the procedure may have an adverse effect on future employment. Established policy of the Division is that an employee give a minimum of two weeks notice to allow for the selection of a replacement and to allow sufficient time to properly outprocess the resigning employee.

b. Supervisors will immediately notify the Administrative Branch whenever an employee has notified them that he or she desires to resign. The Personnel Assistant (Administrative Branch) will also inform the supervisor as to when the employee should report to the Administrative Office to sign a resignation statement.

205. RETIREMENT.

1. General. Employees contemplating retirement will notify their immediate supervisor who will contact the Employee Relations Office (CPD) to arrange for an appointment for pre-retirement processing.

2. Length of Service Retirement. Employees contemplating length of service retirement should be encouraged to notify their supervisors at least 30 days in advance of the retirement date in order to ensure that the employee is given full out-processing consideration and to allow the Division to requisition a replacement.

3. Disability Retirement. Employees wishing to file for disability retirement will be referred to the Civilian Personnel Division for action.

SECTION III

LEAVE AND INJURY REPORTING

301. ABSENCE AND LEAVE.

1. Annual Leave.

a. The taking of annual leave is an absolute right of the employee, subject to the right of management to fix the time at which leave may be taken. Accordingly leave should be scheduled whenever possible to allow adequate planning by both the employee and the supervisor. In this connection supervisors will solicit leave requests, for normally not more than two weeks, during the following periods.

(1) 1-15 November. For leave during the first half of the next leave year and for annual leave that may be forfeited at the end of the current leave year.

(2) 1-15 May. For leave during the last half of the current leave year.

b. Proper work scheduling is dependent upon an accurate estimate of available productive manhours. The use of unscheduled leave within a work center will distort these estimates and result in rescheduling or inefficient production. Therefore, supervisors are discouraged from approving unscheduled leave except in unusual circumstances.

c. Specific procedures and further information regarding the use of annual leave are contained in enclosure (2) of reference (d).

2. Sick Leave.

a. Specific procedures and guidelines for administering a Sick Leave program are contained in enclosure (3) of reference (d). Supervisors at all levels will be familiar with the contents of this reference.

b. The indiscriminate use of sick leave by an employee will be a matter requiring immediate action by supervisors. Exact procedures are outlined in reference (d).

c. Employees who have been absent from duty seven or more calendar days will be referred to Health Nurse (Bldg. 15) for examination before being allowed to return to work.

d. Employees absent for a prolonged period are required to make application for leave every four weeks. Their application must be supported by a signed medical certificate indicating the employee's diagnosis, prognosis and probable return-to-duty date. The supervisor is responsible for informing the employee of this requirement. Failure by the employee to comply with the requirement will be reported to the Director Administrative Branch for further action.

3. Excused Absence. A brief absence from duty and/or tardiness of less than an hour may be excused (except for the last hour of the work day) when reasons appear adequate to the supervisor. Absences during the last hour of the work day can only be approved by the Base Maintenance Officer. This approval can be made verbally through coordination between the supervisor and the Assistant Base Maintenance Officer.

302. WORKER'S COMPENSATION.

1. Guidelines. Specific guidelines and procedures for processing and handling employees injured on-the-job are contained in reference (e). Enclosure (1) of the reference provides step-by-step instructions for supervisors.

2. Traumatic Injury. Employees suffering a disabling traumatic injury while on-the-job are entitled to continuation of pay for a period of up to 45 days. In many instances, the injury is of a nature that may allow the employee to work but under limiting conditions (light duty). Supervisors will make every effort to utilize these employees where ever possible. Temporary appointments will not be effected to positions vacated by employees on traumatic injury until such time that it can be reasonably ascertained that the employee cannot be used in a "light duty" status.

3. Compensation. Employees whose injuries extend beyond 45 days may be eligible for compensation payments from the Department of Labor. Employees with injuries that are expected to preclude their return to work within 45 days should contact their supervisor and the Civilian Personnel Division (Employee Relations) as soon as possible. Supervisors are authorized to effect temporary appointments (provided total T/O authorizations are not exceeded) to replace employees on compensation. Long term compensation cases (12 months or more) should be reported to the Director Administartive Branch who will ascertain the possibility of the employees return to duty and make a recommendation regarding a permanent replacement.

303. INJURY REPORTING.

1. General. Employees are responsible for reporting any on-the-job injury they may incur. Supervisors are obligated to ensure that an injured employee receives adequate medical treatment no matter how slight the injury may appear to be.

2. Compensation Forms. Enclosure (1) to reference (e) outlines responsibilities for completing injury forms relating to compensation (i.e. CA-1, CA-2, etc.) Any on-the-job injury which results in Continuation of Pay will also require completion of MCBCL Form 12810/1 by the supervisor in accordance with paragraph 9 of reference (e).

3. Mishap and Injury Report.

a. A NAVMC 10767, Mishap and Injury Report, will be prepared for each mishap involving a civilian employee when:

(1) The employee sustains a duty-connected occupational injury or illness which results in a fatality or which causes loss of duty for any full day or any full shift on any day subsequent to the mishap (or onset of the disease.)

(2) Any mishap causing damage to Government owned or based property or equipment (other than motor vehicles) where the amount is $300 or more in direct costs to the government.

b. The report will be filled out following the procedures set forth in reference (f).

SECTION IV

GRIEVANCE AND DISCIPLINE

401. GRIEVANCES.

1. Policy. It is generally accepted that there will be occasional labor management conflicts which will require clarification and/or resolution. It will be the policy of this Division to attempt to seek satisfactory clarification and/or resolution of the grievance at the lowest possible supervisory level.

2. Navy Grievance Procedure. Non-unit employees will submit grievances under these procedures. Specific guidance is contained in reference (g).

3. Negotiated Agreement. Unit employees will submit grievances under the procedures outlined in the current Negotiated Agreement.

4. Specific Procedures:

a. In many instances grievances are resolved daily between supervisors and an employee through informal discussions without either party being aware that they have exercised the grievance procedures noted above. However, there are occasions when the immediate supervisor and employee cannot come to an agreement. In these instances the employee should inform the immediate supervisor that he/she is officially filing a grievance and state what corrective action is desired. The supervisor will acknowledge the grievance, take whatever investigative action is required, and give an answer to the employee within the time frames noted in the appropriate grievance procedure.

b. Whenever an employee states a grievance that may require corrective action beyond the control of the immediate supervisor, the supervisor will so inform the employee. The employee should then submit the grievance in writing to the applicable individual. Immediate supervisors will not refer employees to other intermediate supervisory personnel at the Step 1 level.

5. REPRESENTATION. When an employee elects to have representation for any grievance filed under the Negotiated Agreement, the Union will be the sole representative. Further, if representation is requested, the representative must be the Steward designated to serve that shop or area.

402. DISCIPLINE.

1. General. It is recognized that an intergal part of a successful Personnel Management Program is the maintenance of good order and discipline.

2. Procedures. Specific procedures outlining the administration of discipline are contained in reference (h). All supervisors should become familiar with the contents of that regulation especially the guidance noted in enclosure (2) of the reference.

3. Pre-Action Investigation.

a. A pre-action investigation will be conducted whenever a supervisor has reason to believe an employee has violated an established rule or procedure and possible corrective disciplinary action is warranted.

b. The investigation should constitute a complete inquiry into the facts and circumstances of the incident and may cease at any part of the investigation if the investigator determines that a violation did not occur or that sufficient mitigating matters exist that disciplinary action is not warranted. An interview with the employee involved may be especially important to the inquiry and is highly recommended.

c. Upon completion of the inquiry portion of the investigation, it will be reviewed by the Director, Administrative Branch who will coordinate and provide any recommendations in conjunction with the Civilian Personnel Division.

d. The investigator will then hold a discussion with the employee after advising the employee of the right to be represented during the discussion. The discussion should be limited to the investigator, the employee, the employee's representative (if desired), and when necessary one other management official. Investigators will refrain from the appearance of intimidating the employee by having several supervisors present during the discussion. The investigator will present the pre-action to the employee and provide an opportunity to comment orally and/or in writing. The investigator will inform the employee that any reply will be considered in arriving at a decision. If the employee desires to make a written reply, the investigator should allow the individual some time to turn in the reply (several days is sufficient). Based on any oral replies, the investigator will then advise the employee whether or not corrective action will be recommended.

e. The investigator will then complete the pre-action investigation to include the employee's oral and/or written comments. If the investigator has not already advised the employee whether or not corrective action will be recommended, the investigator will have another discussion with the employee and so inform him. The investigator will then make a recommendation based on the findings and forward the completed investigation to the Director, Administrative Branch for final review.

f. Further requirements based on the type of corrective action are contained in reference (h).

4. Authority to Effect and/or Propose Corrective Action.

a. Supervisors at any level are authorized to effect the following corrective actions:

(1) Oral Admonishment

(2) Letter of Admonishment

(3) Letter of Requirement

(4) Letter of Reprimand

b. Branch Directors are authorized to propose suspensions of 14 days or less.

c. The Base Maintenance Officer or his designated representative is authorized to effect suspensions of 14 days or less, and propose Appealable Adverse Actions (i.e. removal, suspension of more than 14 days, reduction in grade or pay, or furlough for 30 days or less).

SECTION V

PERSONNEL ASSISTANCE

501. PERSONNEL ASSISTANCE.

1. General. The Personnel Section of the Administrative Branch is chartered to provide personnel assistance to employees of the Division. However, employees are required to initially use their supervisor to resolve a problem or provide assistance before utilizing the Personnel Section. When necessary, employees will be referred to other appropriate agencies if assistance cannot be obtained by the section.

2. Visits to Civilian Personnel Division.

a. Employees will refrain from visiting the Civilian Personnel Division without first contacting the Personnel Section of the Division except under the following conditions:

(1) When specifically requested by an employee of the Civilian Personnel Division.

(2) When filing for retirement, insurance, beneficiary changes, and compensation claims. (Appointment will be scheduled by the supervisor.)

(3) When seeking assistance under the Employee Assistance Program. (Appointment will be scheduled by the supervisor.)

b. In all instances, an employee will require a Civilian Employee Pass, MCBCL 5512/5, filled out by the supervisor before going to Civilian Personnel.

3. Employee Assistance Program. Marine Corps Base has a program to assist and advise employees who have alcohol or drug related problems. Specific guidelines and procedures are contained in reference (i). Supervisors should be familiar with the program and are obligated to make a referral if circumstances warrant it. This is one instance where professional counseling and assistance can be very effective so supervisors should not delay the referral or attempt to solve the "problem" internally.

502. AWARDS.

1. General. Information concerning the Civilian Awards Program to include the Beneficial Suggestion Program is contained in reference (a).

503. TRAVEL.

1. General. All expected travel requirements (TAD) are required to be budgeted in the Budget Program whenever possible. Approval for non-budgeted TAD will be made only by the Base Maintenance Officer or higher authority.

2. Permissive TAD. Permissive TAD will be used to allow an employee or group of employees to attend a function (i.e. seminar, training, certification) at no cost to the government where travel is involved and the duration of the TAD does not normally exceed one day. Requests must be initiated by the individuals concerned, approved by the Branch and forwarded to the Administrative Branch with appropriate justification NLT 10 days prior to the scheduled TAD.

3. TAD other than Training.

a. Branch Directors are responsible for programming required TAD to attend conferences, seminars, etc. Programming is done annually in conjunction with the budget formulation. Final approval of requested TAD will be made by the Base Maintenance Officer based on available funds and priorities. Subsequent TAD requests must be approved by the Base Maintenance Officer. Such requests will contain justification for the TAD and the identification of a previously approved TAD to be cancelled in order to provide funding.

b. Application for approved TAD should be submitted to the Administrative Branch for processing NLT 30days prior to the TAD. Previous experience has shown that a minimum of two weeks is required to process the requests and insure that the individuals have ample time to draw advance pay if authorized and make any personal arrangements. The individuals and their respective branches are responsible for making lodging and travel arrangements other than commercial airline reservations.

4. TAD (Training)

a. Requests for training involving TAD will be submitted annually by the Branch Directors as required by separate correspondence. Training needs will be prioritized by the branches, consolidated by the Administrative Branch, and submitted to the Base Training Committee for review and approval based on available funding. The Director Administrative Branch will inform branches of approved training. Requirements for training not previously approved will be submitted to the Director Administrative Branch who will forward the request to the Civilian Personnel Division. Due to limited training funds, Directors can expect to identify a previously approved training requirement to be cancelled in order to fund the training request.

b. The Civilian Personnel Division is responsible for scheduling and processing TAD orders relating to training, however, individuals are responsible for making lodging and travel arrangements other than commercial air reservations.

5. Travel Claims. Personnel returning from TAD will report to the Administrative Branch as soon as possible after completion of travel to initiate travel claims. Employees should retain all receipts applicable to the TAD and have them available to substantiate and verify travel expenses.