FILE FOLDER

DESCRIPTION ON TAB:

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Confidential Records Management, Inc. New Bern, NC 1-888-622-4425 9/08

ASHTON Brynn T. TAD "One-day seminar presented by the U.S. Corps 1 November 1985 of Engineers on "Design of Construction of Rolled Concrete pavements...Norfolk, VA PHILLIPS, Mary Lynn TAD 2 days at LANTDIV to become familiar with more advanced 6-7 Nov 85 glossary functions to better utilize the NAVFAC GUIDE SPECS and learn more about editing techniques ESTES, Fred TRNG (MAIN money) To attend Special Projects Seminar, Jacksonville, FL...14-15 Nov 85 BRANT, Larry TRNG (MAIN money) To attend Special Projects Seminar, Jacksonville, FL....14-15 Nov 85 BAKER, Carl - "Military Traffic Operations & Analysis Techniques" Evanston, ILL 3-7 Feb 86 TRNG - Economic Analysis Course, Leesburg, VA 24-28Mar will mothe ESTES, Fred W. Facilities Planner - Leesburg, VA 17-21Mar

BRANT, Larry

TRNG - Air Installations Compatible Use Zones Seminar

East Coast...5-6Mar 86 Florida

PHILLIPS, Lynn

TRNG - Specifications & Construction Contracts 10-12 Mar 86....Boston, Mass

FITCH, Jim

TRNG - Facilities Support Contracting, Leesburg, VA will not be going 24-28 Mar 86

ASHTON, Brynn

TRNG

BAKER, Carl TRNG - Military Traffic operations + Analysis Tech. 836.63 Evanston, Il 3-7 Feb 86

Werner, Keith (ENERG) A/C Design Systems, madison, WI

1,680.00

\$157.20

161.36

550.00

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Lucrner, Keith (ENERG) A/C Gracian Septems, medicon, W1 1,680.00

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Memorandum

DATE: 20 Aug 85

FROM: Civilian Personnel Officer, Marine Corps Base, Camp Lejeune

TO: Distribution List

SUBJ: FY 86 CIVILIAN TRAINING

Ref: (a) CG MCB CLNC ltr 12410 CPD 14 Dec 85

Encl: (1) Subject listing

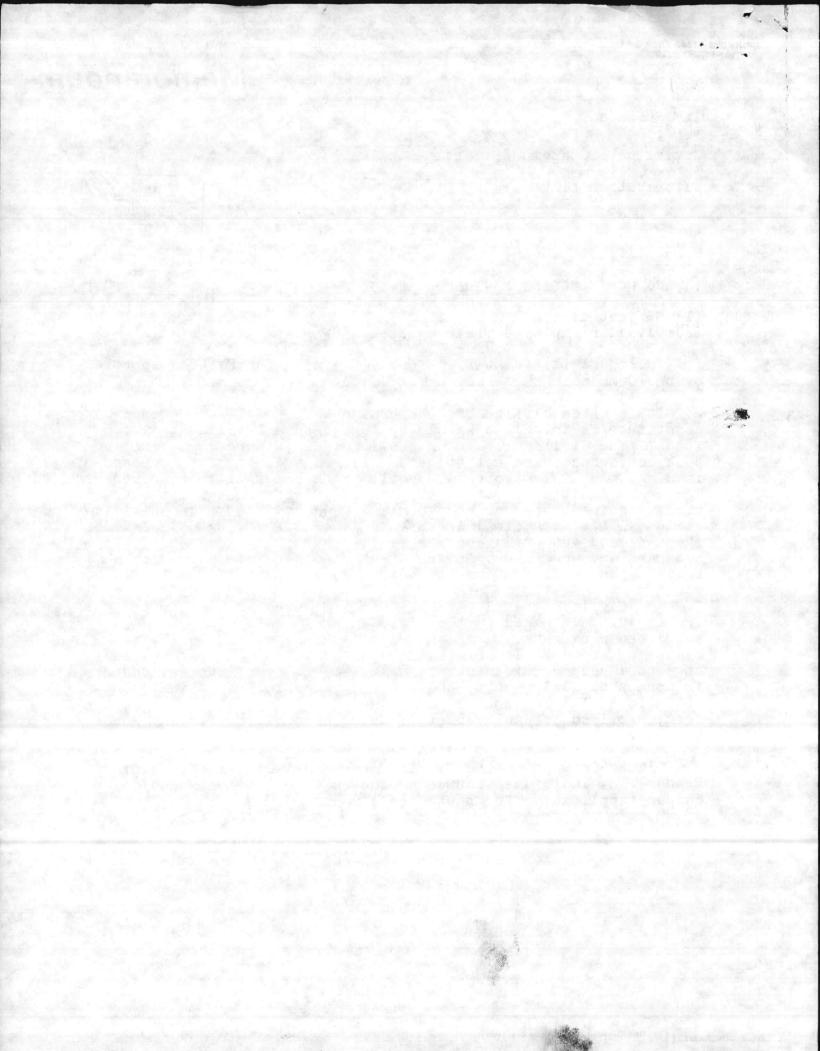
(2) Civilian Employee Training Request Form

1. Enclosure (1) identifies funded training for FY86 as approved by the Commanding General.

- 2. It is often difficult to determine when and if conferences constitute training and should be funded from civilian training funds. The Civilian Training Committee has, therefore, resolved that conferences are not to be considered training for purposes of funding. As of 1 October 1985, all conferences will be funded with Temporary Additional Duty (TAD) funds. Conference registrants are still required, however, to submit a DD Form 1556 to the Civilian Personnel Division, Training Branch, when submitting DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel). Seminars and workshops, on the other hand, are considered to be training and will continue to be funded as such.
- 3. The Civilian Training Office will implement funded training for the individuals named on the Civilian Employee Training Request forms submitted during the Civilian Training Requirements Survey announced by the reference. It is realized that changes in personnel and/or courses may be required due to nonavailability of quotas, changes in personnel assignments, and other changes in priorities. Substitutions will be considered. A new Civilian Training Request Form, provided as enclosure (2), must be submitted for any substitutions.

4. Please forward to the Civilian Personnel Division (Training Branch) any individual course brochures, announcements and/or company application forms when received.

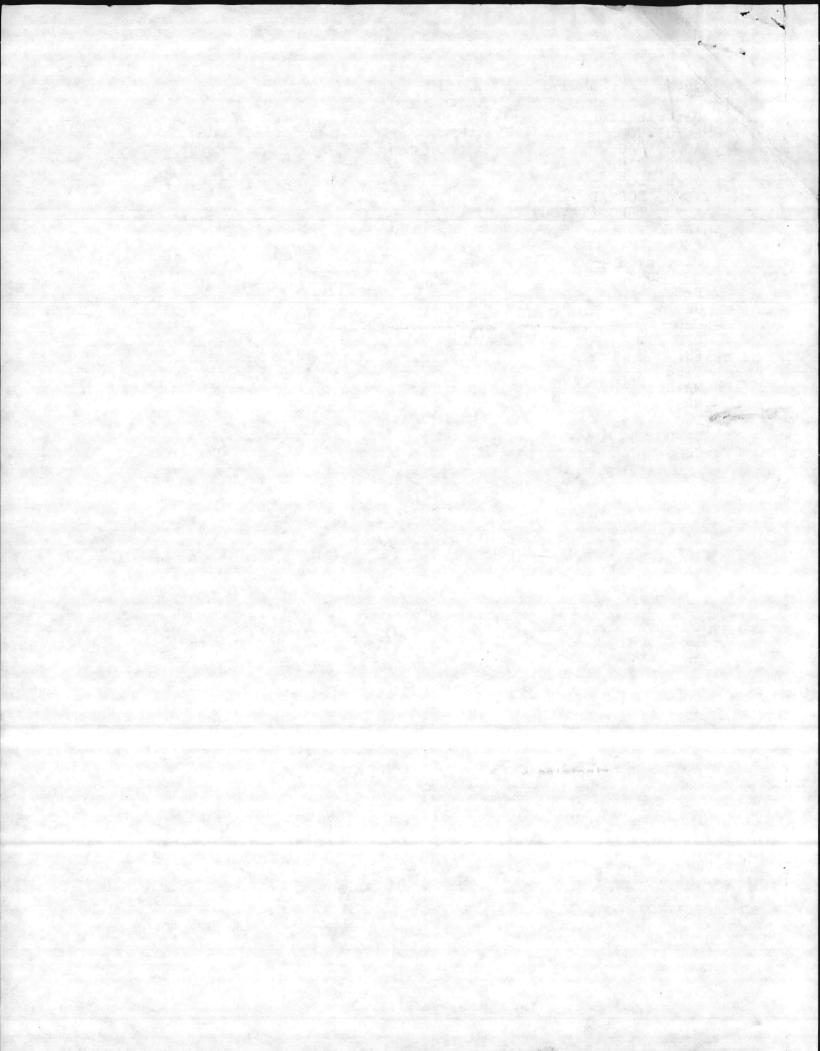
HOSEA HORNE, JF



Subj: FY 86 CIVILIAN TRAINING

Distribution:
AC/S, COMP
AC/S, FAC
AC/S, MANP
AC/S, LOG
AC/S, BOSMAD
AC/S, TRNG (TAVSC)
INSP
PMO
Dir, RASC
CO, MCSSS
CPD
CEO
BHD
DFH
FSC
FIRE
MAIN
NREA
PWO
SAFD

CCMS



FY 1986 CIVILIAN TRAINING Public Works

COURSE TITLE AND LOCATION	INDIRECT	DIRECT	TOTAL
Funded Training			
Design Contract Management 3-5 Dec CECOS (New Course for FY-85) 5.7 3 W	- Norfolk 675	\$ 0	\$ 675
NAVFAC Specification System- PWC/PWD Wang Operators Port Hueneme, California	814	0	814
Carl Traffic Management 3-73486	715	595	1310
Water Distribution system Analysis, Testing & Evaluation Blacksburg, Virginia	505	495	1000
Air Installations Compatible Use Zone Seminar (A-4A-0035) CECOS CICOS (East) 26-27 Jul 86-East C	root 425	0	425
Facilities Planning and Economic Analysis 18-22 Nov 86 Lead 24-28 May 86 Lead 24-28 May 86 Lead 24-28 May 86 Lead	burex 1100	8	1100
24-28 May 86 Total	\$ 4234	\$ 1090	\$ 5324
Special Projects Seminar (A-4A-0048) CECOS (East)			
	\$ 675	\$ 0	\$ 675
Specifications and Construction Contracts Ballas, Texas	630	425	1055
Lighting Design: Principles & Practices Raleigh, NC	238	140	378
Construction Costs: Estimating and Bidding Dallas, Texas	580	545	1125
Kuth Air Conditioning Design-Systems	905	790_	1695
Total	\$ 3028	\$.1900	\$ 4928

MAIN Poid for t Vi Bulli odoni.

Employee Name	Grade	Organization
Course Title	- Winde	organization
Length of Course Location		
Employees Last Official Performance Rating		
COST: Registration \$ Per Diem \$	Travel	\$ Total \$
1. Priority assigned to the training requir	ement.	
/ / PRIORITY ONE - ESSENTIAL: Trainin essential to mission accomplishmen	g required d	uring FY 1985 that is consider more of the following reasons
// Training Needed to ensure a		
/ Training needed to correct	serious perf	ormance deficiencies
// Training required by law, r	egulation or	higher authority
Training required for opera	tion/maintena	ance of new equipment
Training required for employ		
PRIORITY TWO - NEEDED: Training who on complete and qualitative mission three fiscal years. Example: Training who replacement of skilled employees.) accomplish	nont during the
PRIORITY THREE - USEFUL: Training helpful in enhancing the overall peconsidered to be competent.	of a broaden	ring nature that might be evels of employees already
2. Provide more specifically why this traini	ing is being	requested.
3. How many of your employees have already r	eceived this	or similar training?
What will be the impact on the organizati not received?		
. Certification of training requirement:		
I certify that I have reviewed the training my opinion that the training is necessary and the command; and that the priority assets	to cumport	
Immediate Supervisor		2d Level Supervisor



Memorandum

DATE:

12 MAR 1986

FROM:

Commanding General, Marine Corps Base, Camp Lejeune

TO:

Distribution List

FY 1986 CIVILIAN TRAINING

Encl:

(1) FY 1986 Civilian Training Cancellations

1. Due to the fund reductions caused by the Gramm/Rudman/Hollings Budget Reduction Act, the Fiscal Year 1986 Civilian Training Budget has been reduced by \$28,000. Consequently many previously funded training events must now be cancelled.

2. The enclosure identifies the training events in your organization that have been deleted. If you feel it more advantageous to delete some other event vice the one identified. or if you have any other questions, contact the Civilian Training Office, extension 1539.

Distribution:

AC/S, COMP

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AC/S, TRNG

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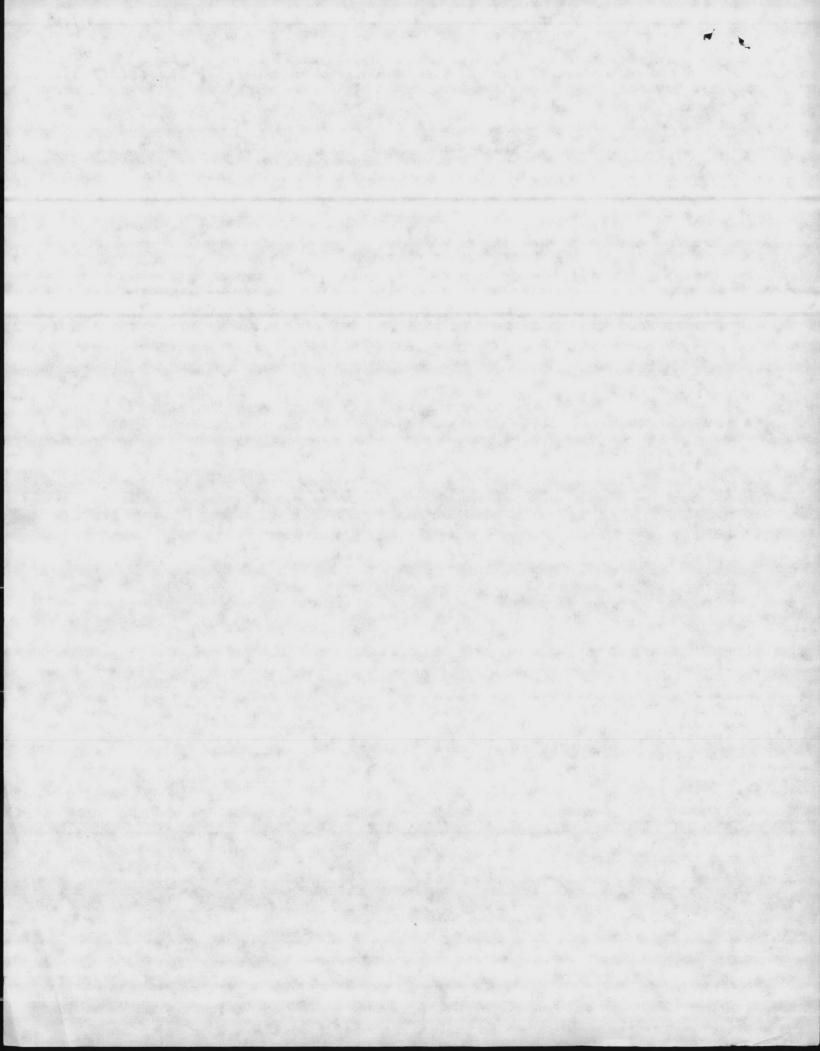
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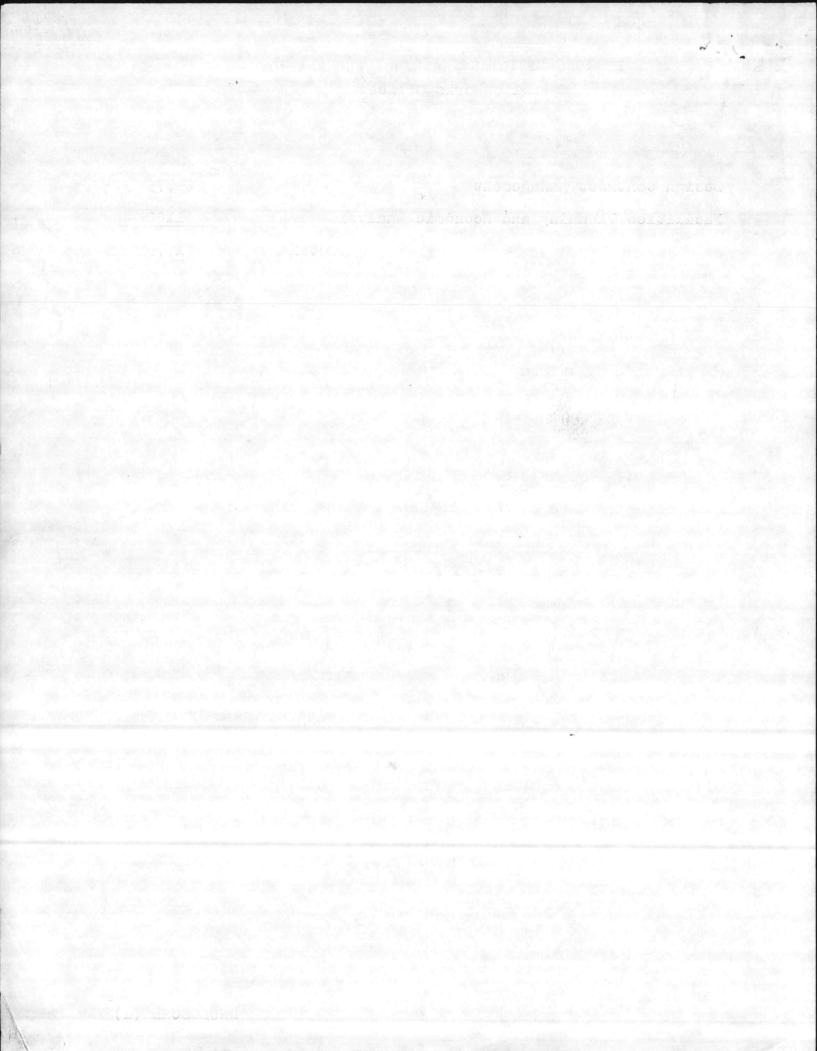
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CCMS



FY 1986 CIVILIAN TRAINING-CANCELLATIONS Public Works Office

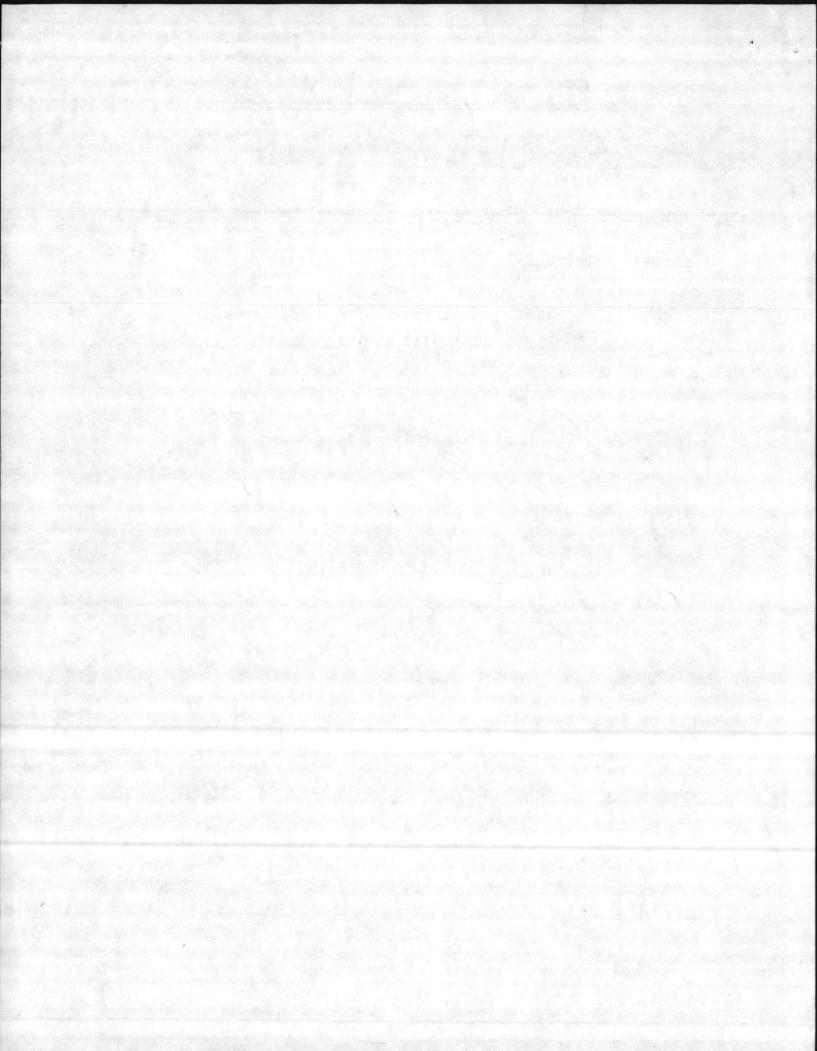
Course	Cost
Design Contract Management	\$ 675
Facilities Planning and Economic Analysis	1100
Total	\$1775



Civilian DMET Training Requirements FY87

Note: Quotas requested in response to FY87 DMET Survey conducted 11-28 February 1985. Include them, if still required, in Civilian Training Requirements Survey, FY1987.

Requesting Department	Course	Civilian Quota
Natural Resources and Environmental Affairs	Managers' Environmental Course	1
Regional Automated Services Center	Contemporary ADP Workshop	2
	Financial Planning and Control Techniques	1
	VSAM for Application Programming	1
AC/S, Manpower	Efficiency Reviews .	1
	Management Analysis Workshop	1

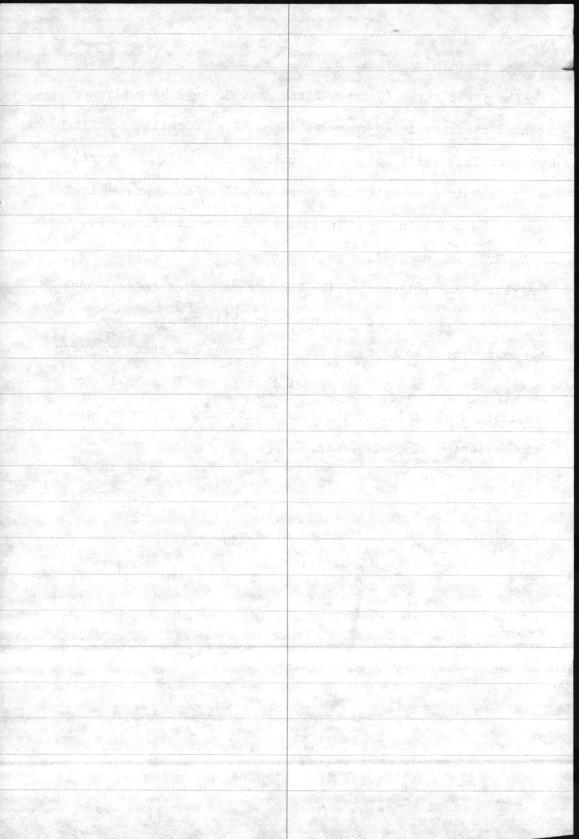


On these training courses...

The first three (Werner, Fitch, and Foskey) have already attended their training courses. From "X's" (Stallings - Fitch) down, workload will not permit training in April. Personnel need to submit a substitution course. All other approved training needs to have 1556's typed including all substitutions. Mr. Moran at CPD Training would like to have these forms NLT Wednesday, 28 April. Comptroller's office keeps threatening to pull back all monies by 1 May that have not been obligated.

1556's need to be typed for all courses so that Mr. Moran can obligate the money. He stated that it would probably not be a real big deal if later, the course title again changes because of cancellation of course, etc.

Mornins 1x3°



THE FOLLOWING TRAINING COURSES WERE APPROVED AS SPECIAL OWN "P" PROG FUNDING FOR FY86 For those courses that have been cancelled or already taught, substitution courses are listed, which have been recommended by the sections.

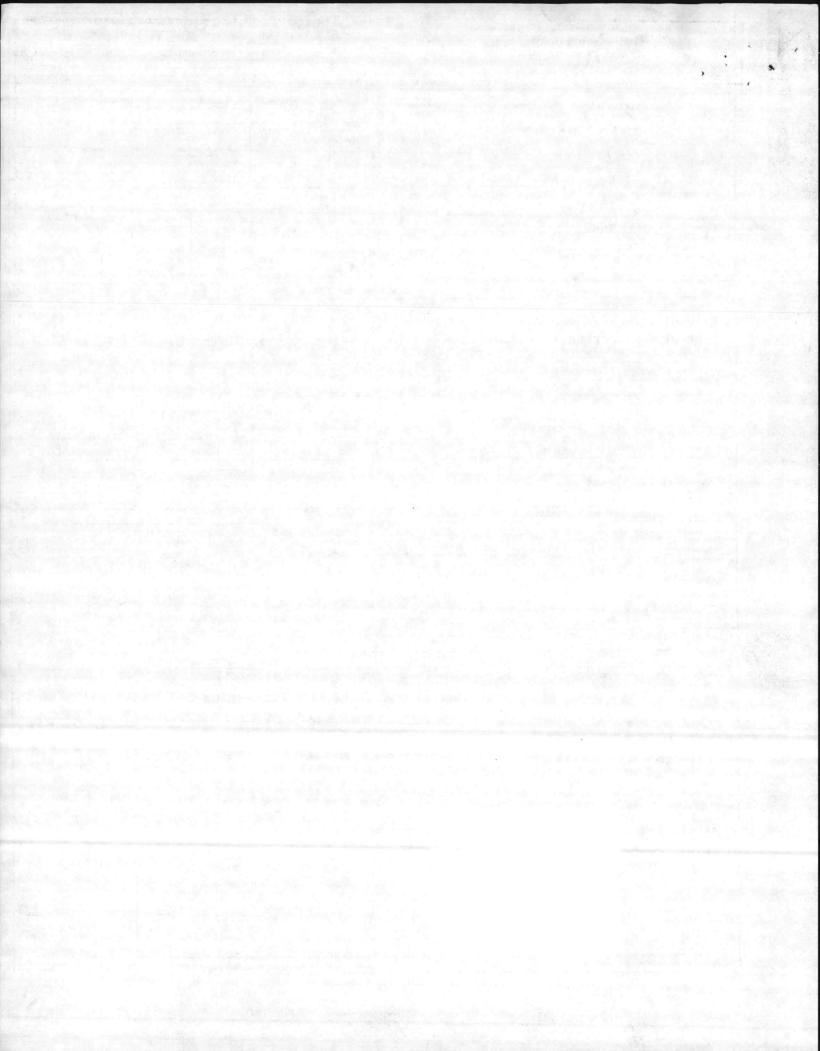
	risted, which have been recommended by the	ne sections.		1
attender	AIR CONDITIONING PIPING SYSTEM Sub. A/C DESIGN SYSTEMS	10-14 Mar	1680 √	WERNER
1 May 1	(Madison, WI - already attended)		ALC: YES	
0.0	ENERGY THERMAL STORAGE		1700	FITCH
theredo	Sub. ENERGY TECHNOLOGY CONFERENCE & EXPOSITION	17-21 Ma		
	(Washington, DC - attending this week)			
	AIR CONDITIONING AIR DISTRIBUTION			FOSKEY
Hender	Sub. FUNDAMENTALS OF ENERGY AUDITING	14-17 Apr	1.350	
,	(Madison, WI)			
	V FUNDAMENTALS OF ENERGY AUDITING	14-17 Apr	1350	STALLINGS O
	X (Madison, WI)			
	ENERGY THERMAL STORAGE	14-19	1700	HANKINS () -
	X Sub. EXISTING VENTILATION SYSTEMS	17 18 Apr		
du .	TROUBLESHOOTING & REDESIGN			
	COMPREHENSIVE LIGHTING DESIGN	21-25 Apr	1600	YOUNG O
3.4	(Madison, WI)			
	SPECIFYING UNINTERRUPTIBLE POWER	29-30 Apr	1230	FITCH O
	X SYSTEM (UPS)			
do.	(Madison, WI)			
	FUNDAMENTALS OF ENERGY AUDITING	21-24 Jul	1350	YOUNG
	(Madison, WI)		Cy Bully	
	VFUNDAMENTALS OF ENERGY AUDITING	21-24 Jul	1350	GAVIN
	(Madison, WI)			
	WATER SUPPLY & DISTRIBUTION	12-13 Aug	1000	ACHHON
	(Madison, WI)	12-13 Aug	1000	ASHTON
	CANTENDY CEMED LIES CHARTON DECTOR	GANGET LED	7.400	
	SANITARY SEWER LIFT STATION DESIGN Needs Substitution Course	CANCELLED	1400	BAKER
			44.0	3
	RESIDENTIAL ENERGY AUDITING	Dec 85	1600	STALLINGS O
	Needs Substitution Course			
	RESIDENTIAL ENERGY AUDITING	Dec 85	1600	GAVIN O
	Needs Substitution Course			
	ADVANCED ENERGY AUDITING	Feb 86	1700	HANKINS
	Needs Substitution Course			AND THE

I asked each person to submit to me the dates, place, time, etc., of the approved course, noting that substitutions would have to be of similar costs and be approved by the Design Director, Public Works Officer and Training.

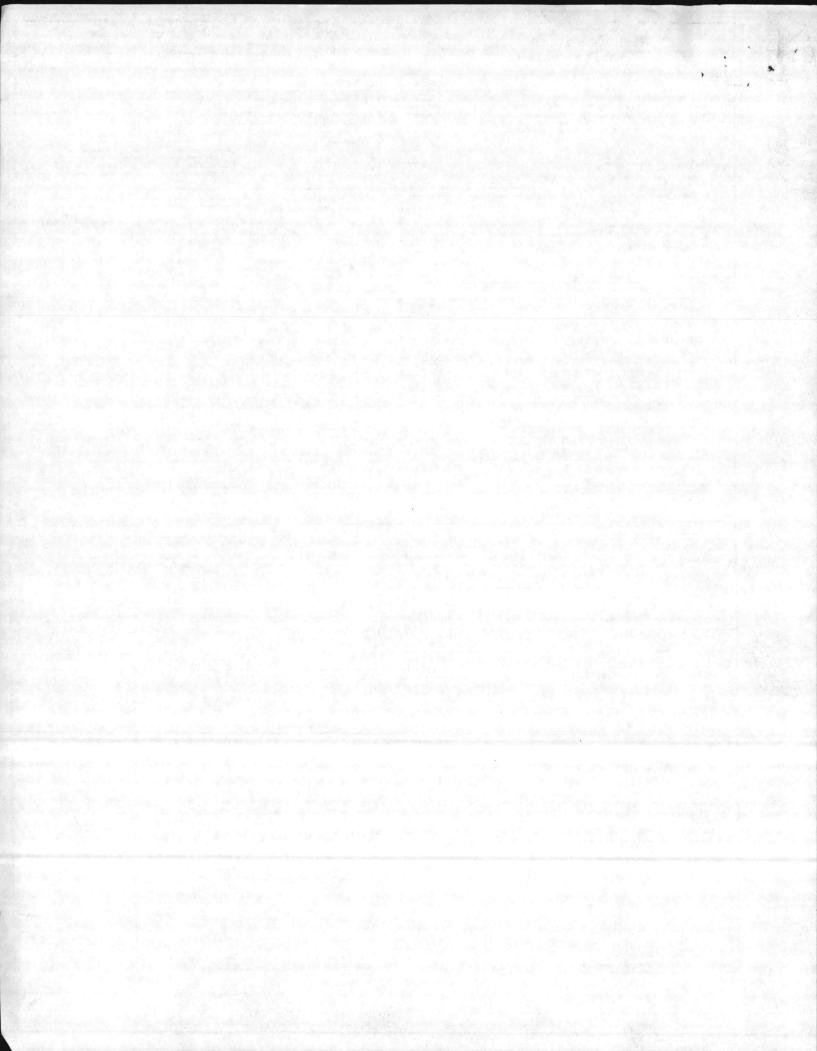
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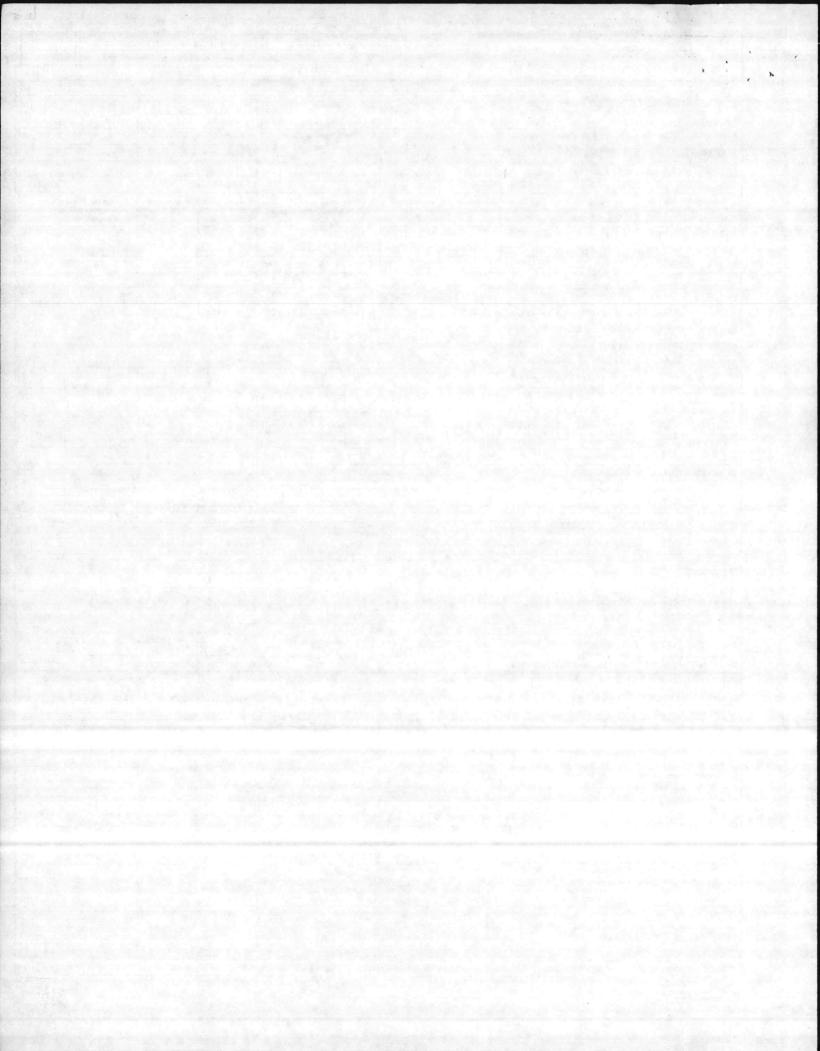


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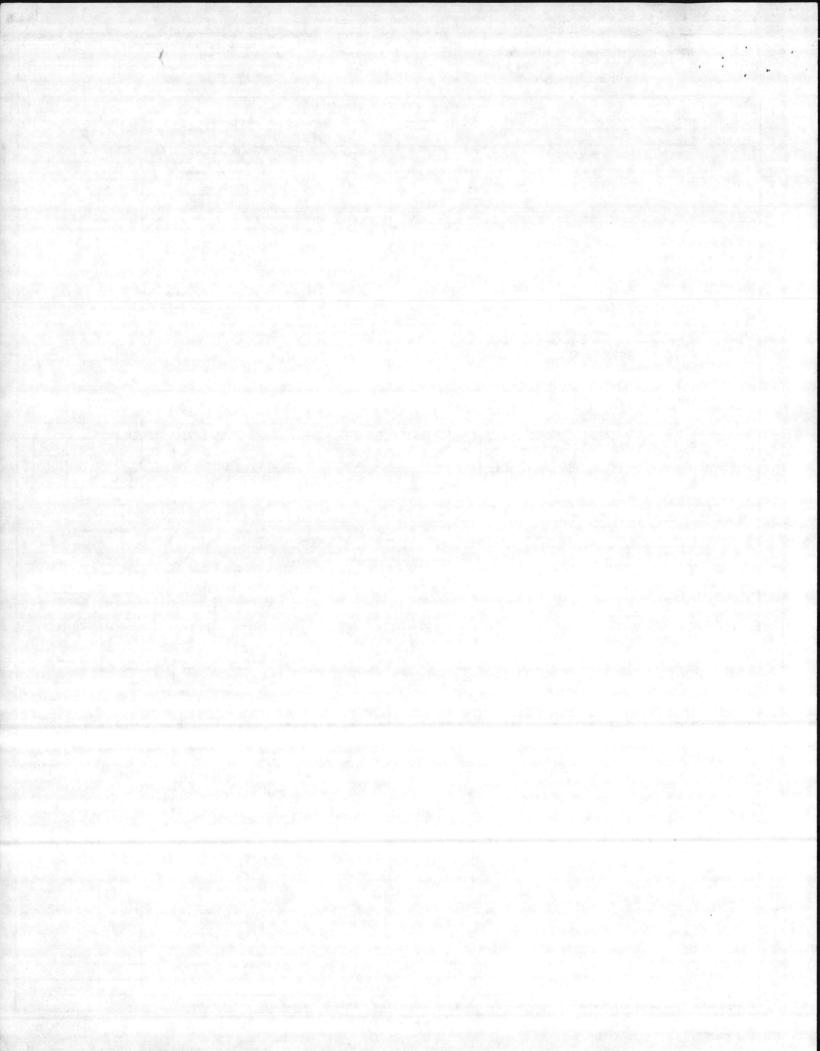


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TRAINING FACILITY Invoice should be sent to office indicated in item 28b. Please refer to Standard document number given in item 8 at top of page to assure prompt payment. DOD overp	TRAINING FACILITY Invoice sho	ould be sent t	to office i	indicated	in item 28	b. Please	refer to S	Standard docu	ment	t number given in i	tem B at	top of pag	e to	ssure prom	pt payn	nent.	w.Siri?	Sa e	1987	r Vacua		di

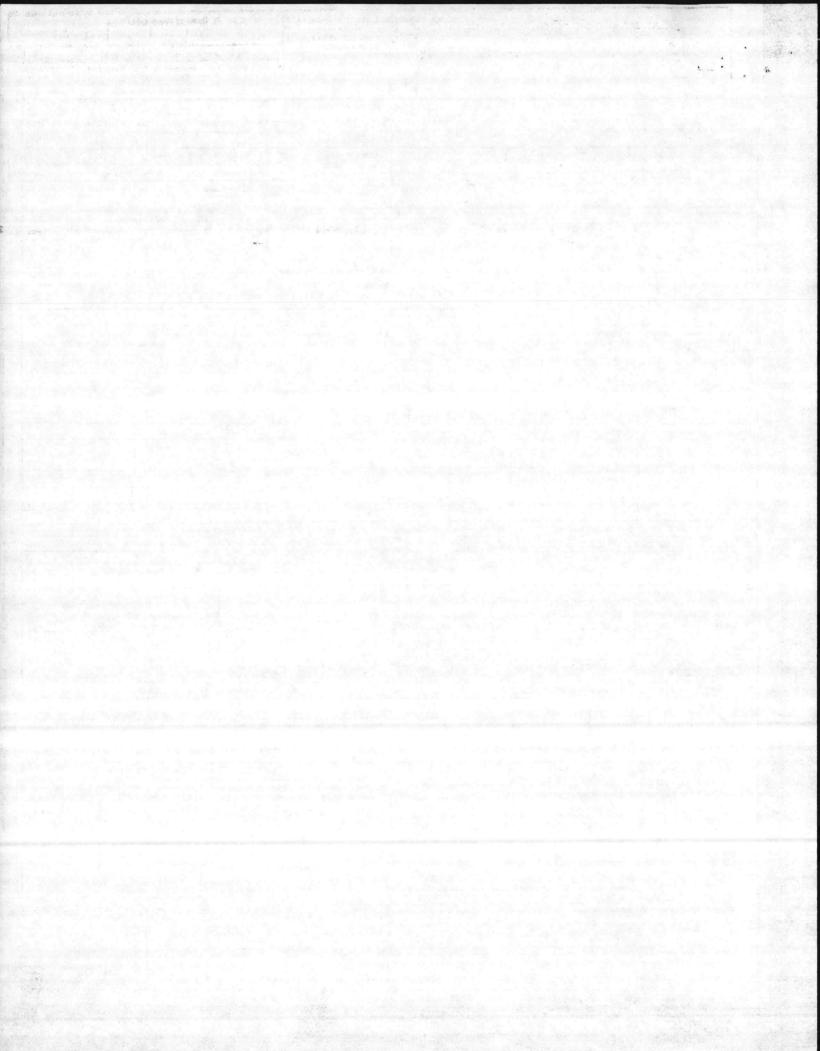
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		7 76 3			Sect	ion A - TRAIN	EE INFORMATIO	N				14			. 4
Applicant's name (Last - First Indicate preferred title (example)	t - Middle Initial	1 170	etc l	40.0		First 5 letters 03	2. Social Securit	y Numbe	r 04	3a. Organiza		C-4- 0.00	b. Date o	of birth Month	06
YOUNG. Andrew							281 36 88	318	-13	Unit Iden	itification	Code (UIC)	Tear	Month	
4. Home address (Optional - to	notify in case of	emergen	icy)				5. Home telepho		nal)	6. Position I	evel (X a	only one)	a Variable	11 45	
							Area code/Num	ber		Non-sup	ervisory		Man	ager	
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	Dept.									Other (Specify)				
7. Organization mailing address	(Branch - Division	on/Office	e/Bureau/	Agency	Service/	Command)	8. Office telepho			9. Continuo	us federa	l service		ber of pric	
Public Works: D	ivision						Area code/AUTOV	DN/Numb	er/Ext	Years		fonths		ing days .	
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Camp Lejeune.		2		100			919-91-	-5507	7 .]			2			
11. Position title/function							12. Pay plan/seri Rank/MOS/			esignator		Type of appointme		4. Educat	ion level
Electrical Eng	ineer							12	1			reer			是 500
			1072	Wilder .	Secti	on B - TRAIN	ING COURSE DAT	A			, ,				4
15a. Name and mailing address							b. Location of tr	aining sit	e (If sa	me, mark bo	x./	(If not red	quired, use	for remark	(2)
College of Eng Engineering Pr	ofession	al I	evel	opme	nt		Madie	200	WT.						
432 N Lake Str							Madis	son,	MT.						
Madison, WI 5	3707			100											
16a. Training Type/	b. Course title	or traini	ng services	- AV.									e. Dispu	te code	
Subject Area Identifier	Fundam	enta	als o	f Er	ergy	Auditi	ng								
17a. Catalog/Course No.	18. Training pe	riod (6 a	ligits)	06	c.	19. Number o	of course hours (4 d	ligits)	07	20. PART I	— trainin	g codes (s	ee instructi	ions)	
	146.72	Year	Month	Day	Record		a. During duty					Code			Code
b. Offering	a. Start	86	07	21			b. Non-duty			a. Pi	urpose *		08 c. Sou	rce	10
	b. Complete	86	07	24			c. TOTAL	40		b . т	ype	1 100	09 d. Spec	ial Interest	11
20. PART II - DOD use (See in	structions)					d. Training cree	lits			e. Priority			h. Training	program	
Training Facility / Vendor Unit Identification Code (UIC)	b. Security Clears	ence				Continuing e	ducation units			f. Training le	wel		i. Reason	for selec.	
	c. Allocation Sta	tus		THE VALUE		Other (colleg	e, etc.)			g. Method of	training		j. Method	of eval.	1/
Section C -	ESTIMATED CO	STS AN	D BILLIN						olve ex	penditures of	funds of	ther than s	alary, pay,	or compen	sation.
a. Total est. 12 dolla	ers cents	lb Tu	ition cost	7			c. Books, materi	_	1	dollars	cents	d Fun	ding source	. 1	1
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e. Accounting classification(s)											f. Signa	ture of fis	cal officer	Jollow loc	al procedure
							图图 20		1 1	4 6.4					
22. Job order number (Optiona	1)			23.	Labor	costs (Optional)					24. Tot	tal estimat	ed costs (C	ptional)	
				\perp	•	26 1-4									
a. Total est. 13 dollar	rs cents	b. Tra	vel cost	Т.	dollar		c. Per diem/othe	r costs	Τ.	dollars	cents	d. Tra	vel order n	umber	
indirect costs \$	CHAIN DOWN			\$	382	00			\$4		150				
P	Section D -	APPROV								E - APPRO		NCURREN	1		
26. Supervisor (Name and title)						er/Extension	29. Authorizing			Profession of	200			/Number/E	
M. I. KIMBALL,	ASSTPWO		{	19-4	151-	2213	M. I. K	TWRYI	<u> 1</u>	Acting	PWC	·		451-2 Date	281 -
					1 4/	30/86	Signature	PA	(00		-	Approved	1 4/3	586
Signature D	200				1"		10		00	OX DYLENGATION		DÁTAUNC	Disapprove	9	
Signal Rel	all	V	Al-		o, attach	waiver request		Section		RTIFICATIO			1 1		1. 5.4
27. Does nominee meet prerequ	isites?	Yes	No	If No					ed reti		1 8	Actual	Year M	onth Day	b. Grade
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	g meets regulato		ement:	10	le/Numbe	r/Extensio 4		anatory r	nemo.		d	ompletion ate		Date	
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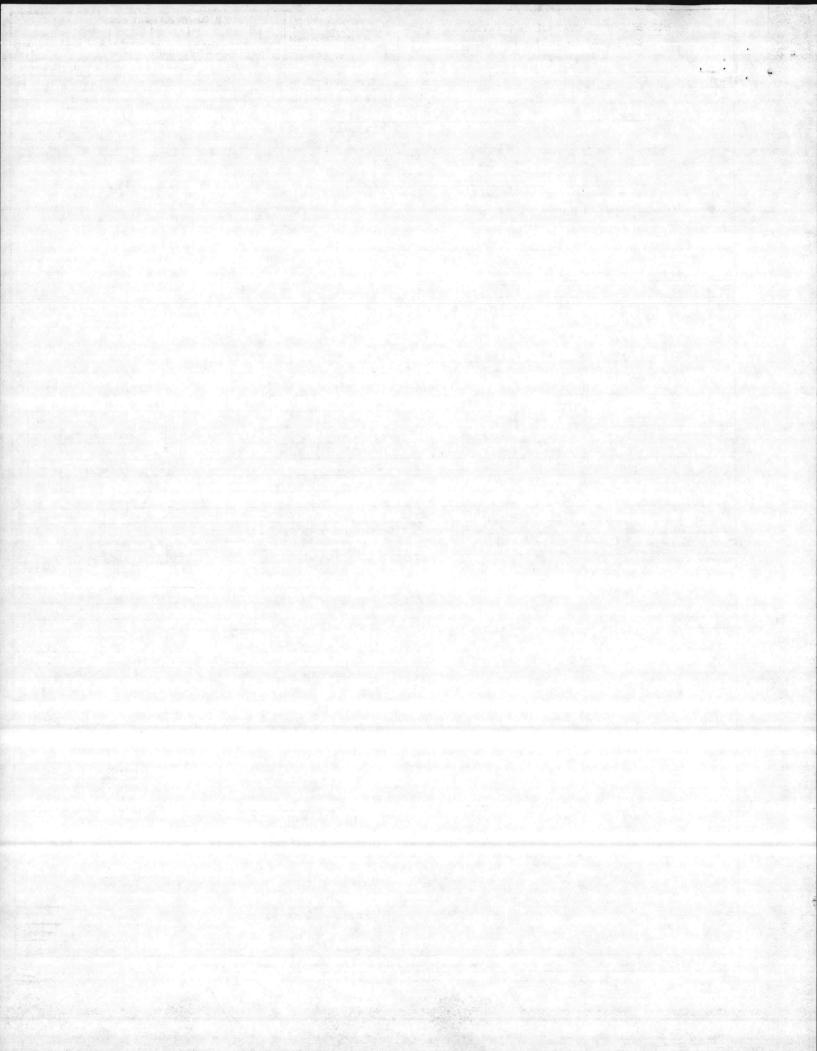
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Marine Corps B							Language Committee				Years	١. ١	Months	'	raining day		
Camp Lejeune,		2					919-91-	5507									
11. Position title/function	NC 2034						12 Pay plan/	series / nra	de/steo	-		13	Type of	1	14. Edu	cation	level
Civil Engineer	CS-11						GS 10	S/AFSC.	or Navy	Design	ator		appointme	nt r			
b	, 00 11				Secti	on B - TRAIN	ING COURSE D							411			•
15a. Name and mailing addres	s of recommender	d training	source, so	hoof o			b. Location o		site (If s	ame. n	nark box	.,	(If not re	quired.	use for ren	arks.)	
College of Eng			The second secon									″Ш					
Engineering Pr					nt												
432 N Lake St,	Madison	, WI	537	07			! Madi	son,	WI								
16a. Training Type/	b. Course title	or traini	ing services								e E e			c. Di	spute code	T	
Subject Area Identifier	Water	Sup	plv &	Di	stri	bution											
17a. Catalog/Course No.	18. Training po	-		06	c.		of course hours /	4 digits)	07	20. PART I — training cod			ng codes /s	(see instructions)			
		Year	Month	Day	Record	1000	a. During duty			AND		Code	1	The India		ode	
b. Offering	a. Start	86	08	14.	1.0		b. Non-duty			1	a. Pu	rpose		08 c.	Source	-	10
	b. Complete	86		7.			c. TOTAL 32			b. Type			09 d. Special		st	11	
20. PART II - DOD use (See i	nstructions)	100	100	<u> </u>	VIIII	d. Training cre	dits	1 02		e. Pr	iority		200	h. Tra	ining program	,	1
a. Training Facility/Vendor	b. Security Clear	ance					education units				aining lev	rel		1 3	100000		
Unit Identification Code (UIC)	c. Allocation Sta	tus		100		Other (colle	ge, etc.)			g. M	ethod of	training		j. Me	thod of eval.		
Section C -	ESTIMATED C	OSTS AN	D BILLIN	G INF	ORMAT	ION [Training	does not i	nvolve e	xpendi	tures of	funds o	ther than s	salary, p	ay, or comp	ensatio	on.
				2			propriation/fund		e			1	-		7 1000	-1	- 777
a. Total est. dol s	lars cents	b. Tu	iition cost	15	dollar	cents	c. Books, mar other costs		s	doll	ars	cents	d. Fur	nding so	urce		1//
e. Accounting classification(s)				4, 3							90.00	f. Signa	ture of fis	cal offi	cer (follow)	local pi	rocedure
	36.35		90.									3 11					
22. Job order number (Option	al)			23.		costs (Optional	")						tal estimat	ed cost	(Optional	,	
					\$	e vegation								7		, M. 10	
a. Total est. 13 doll	ars cents	b. Tr	avel cost	1	dollar		c. Per diem/o	ther costs		1011	ars	Lean	d Tra	vel orde	r number		
indirect costs \$		1		\$3	82.0	00	c. rei diem/o	00505	\$4	87°		50	la. Iia	.c. orde			
	Section D -	APPRO	VALS			1.1							NCURRE	_	100		4
26. Supervisor (Name and title	1 /1					er/Extension	29. Authorizi							1000			
J. F. GAVIN, B	rygr /		9	19-	 -	3658 _	M. I. K	IMBAI	LL,	Act	ing	PWO_		919-		58]	<u> </u>
Signature	/ XN/	1	~	1	Date		Signature	2	0 (00			_	Approx		1201	90
www	/ 4/	/		9.2			11/7	1	الم	4			با	Disapp	oved .	29	10
27. Does nominee meet presen	uisites?	Yes	No	If No	, attach	waiver request	AT 180	Section	n F – C	ERTIF	ICATIO	NOFT	RAINING	COMP	LETION		
I CERTIFY that this traini		ry requir	ement:	Area cor	la/Numba	r/Extension	30. If course with an e				is form		. Actual ompletion	Year	Month I	Day t	b. Grade
Training Officer (Name and	title/code)			TIES CO.	e/ivambe	·	School of				(code)		ate	1			- 63
										N T					Date		
Signature					. Date		70.78	CHE LINE		87.1			75.44	<u> </u>		9	
		,,,,,,,,,,		,,,,,,,			31. I certify t					oper fo	r payment	in the	amount of:		
28a. Station						SF-1080	Certifying	official ((Name ar	nd title	(code)			\$_	- т		
Symbol	of the			-	1										Date		
 Billing instructions (Identified Furnish original invoice at 		s %		days	.)		Signature			. –				т –	_ L _		
							DSSN number			Chec	k numbe	er		Vouc	her numbe		
								59.0			- 144		10 /		Date of birth Manager Executive Number of prior non-government training days 14. Education level d, use for remarks.) Dispute code Structions Code d. Special Interest Interior of prior pay, or compensation. Source ficer (follow local procedure) osts (Optional) reder number ar Month Day b. Grade Date Date Date Date Date Date		
							32. School of	ficial (Na	me and t	itle)				Acce	ptance appr	oval	
					,									100	Yes Nom	nee ac	cepted
			100				Signature								No Not a	ccepte	d
TRAINING FACILITY Invoice sho	uld be sent to office	indicated	in item 28b	. Please	refer to	Standard docume	nt number given in	item B at t	op of page	to assi	re promp	t payme	nt.				



the transfer of the contraction	AUTHORIZ			IENT,		5	Agency code, agency 01 ubelement and	1	В.	Standard	document i	number				
	TIFICATIO						ubmitting office number xx-xx-xxxx)	C. Requ	uest Status o	or Process	Code (X or	ne block)		α		
	AND REIM	BORSEMI	EN I						Initial		mission	Correction	Cancella	_		
	247, -1399	12 17 12 17	rg/sy		Secti	on A - TRAIN	IEE INFORMATION	4-16	T Great				E-75.1%	<		
Applicant's name (Last - Fi Indicate preferred title (examp YOUNG Andre)	le - Miss. Mrs., M	nitial) Mr., Ms., LTC,	etc.)		i F	irst 5 letters f last name	2. Social Security Num 281 36 8818		3a. Organ Unit Id		Code (UIC)	b. Date of bi	irth Month	0		
4. Home address (Optional - I		se of emerge	ncy)			70.00	5. Home telephone (Op		6. Position	n level (X	only one)		-			
							Area code/Number		Non-s	upervisory		Manager	7500			
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7. Organization mailing addres	ss (Branch - D	ivision/Offic	e/Bureau/.	Agency,	Service/C	Command)	8. Office telephone		9. Continu	ous federa	al service	10. Number				
Public Works D	ivisio	n					Area code/AUTOVON/Nu	mber/Ext	Years	_ N	Months	non-gove training o				
Marine Corps B							4 411									
Clamp Lejeune,	NC 28	542					919-91-550 12. Pay plan/series/gra		100							
Electrical Eng	inoor						GS 1850		Designator		Type of REER XEER		Education leve	1		
b	Theer			9	Section	n R _ TRAINI	ING COURSE DATA	12	-4	PAI	CEEK			-		
15a. Name and mailing addres	s of recommer	nded training	source, so	hool or		II D - TITAIN	b. Location of training	site (If sa	me. mark b	ox. /	(If not rea	quired, use for I	remarks)			
Mr. W. S. Fish								5.te (2) 50	me, mark o	0.7	11) 1101 114	uirea, use jor i	remarks. y			
General Electr			Inst	itut	e		Cleveland	d. OH								
Nela Park, Cle	_		4411	_ 22					de faire							
16a. Training Type/	b. Course t	title or traini	ng services	80 S						46.0,4		c. Dispute co	ode	1		
Subject Area Identifier	Fun	dament	als	'1"	Cour	se in	Commercial 8	& Ind	lustri	al Li	ghtir	ing				
17a. Catalog/Course No.	18. Trainin	g period (6	digits)	06		19. Number o	f course hours (4 digits)	07	20. PART	l – trainin	g codes (se	es (see instructions)				
	1-6143	Year	Month	Day	Record ID		a. During duty			W Constitution	Code	-	Code	780		
b. Offering	a. Start	86		08	,,,,,,,		b. Non-duty	10	a. I	Purpose		08 c. Source	Property of	10		
20 DADT II DOD ///	b. Complet	e 86	09	12			. TOTAL 40 b. Typ					09 d. Special In	terest	11		
20. PART II - DOD use (See i.	1					d. Training cred			e. Priority			h. Training prog	10°9 X2 8 4 7 X 10°			
Unit Identification Code (UIC)	b. Security C					Continuing ed		•	f. Training			i. Reason for se				
Section C -	- ESTIMATED		ID RILLIN	G INF	RMATI	Other (college	Training does not i	nyolye evi	g. Method o			j. Method of ev				
							opriation/fund changeable		pondituit; c	, runus ot	ner triair sa	ial y, pay, or col	inpensation.	_		
a. Total est. dol dol s	lars ce	ents b. Tu	ition cost	\$	300	0 cents	c. Books, material or other costs	\$	dollars	cents	d. Fund	ding source				
e. Accounting classification(s)										f. Signat	ture of fisc	al officer (follo	w local proced	ure		
					A STATE OF THE STA				1	100	in an in					
22. Job order number (Option	al)		Pa.	V 100		osts (Optional)				1	al estimated	d costs (Option	nal)			
				1	\$			F4		\$		55 KK	and a second			
a. Total est. 13 dollar	ars ce	ents b. Tra	ivel cost	Τ.	dollars	25. Indire	c. Per diem/other costs		dollars	cents	d. Trave	el order numbe	r			
indirect costs \$	Castian D	A BBB 01	/410	\$				\$						_		
26. Supervisor (Name and title		O – APPROV		rea code	/Number/	Extension	29. Authorizing official		E - APPRO		CURREN			_		
M. I. KIMBALL.		DUO			451-2			Marine Contract	100		,	Area code/Num 9 19 45 1	-2581			
Signature O O	ASSL I	rwo _		19-5	Date	,213	M. I. KIMBA	<u>, , , , , , , , , , , , , , , , , , , </u>	ACLIII	g_rwc	F	Approved Da		-		
N Relall						30/86	Mas	le				Disapproved 5	1/30/80			
27. Does nominee meet prerequisites? Yes No If No						aiver request	Section	n F – CEI	RTIFICATI	ON OF TE	RAINING (COMPLETION	age off			
I CERTIFY that this training	ng meets regula	atory require	ment:				30. If course not compl		rn this form		Actual	Year Month	Day b. Gra	ade		
Training Officer (Name and			4	rea code	/Number/	Extension	with an explanatory			da	mpletion					
							School official/Trai	inee (Sign	ature coae			Dar	te			
Signature					Date				W. See	2.7	18-	to the testing	eer it is	VSS		
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28a. Station Symbol					SI	F-1080	Certifying official (Name and	title/code)			\$		_		
b. Billing instructions (Identi	ify discount te	erms %		days.	1%							Dat	te			
Furnish original invoice an	The state of the s						Signature	1			— – т	L		-		
	d 3 copies to:								Check numb	Del.	100000000000000000000000000000000000000	Voucher numb	per			
	nd 3 copies to:				ta est		DSSN number									
	nd 3 copies to:				1							Acceptance an	proval			
	nd 3 copies to:				1		32. School official (Nan					Acceptance ap				
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DOD overprint of Optional Form 170.

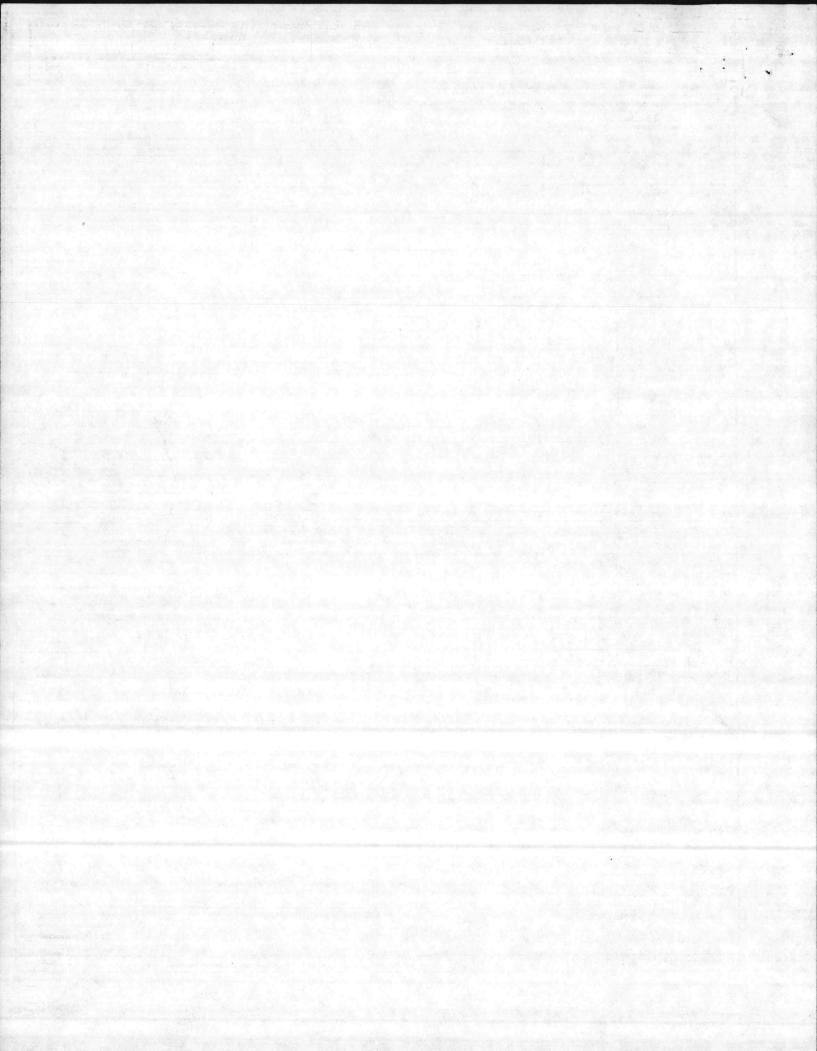


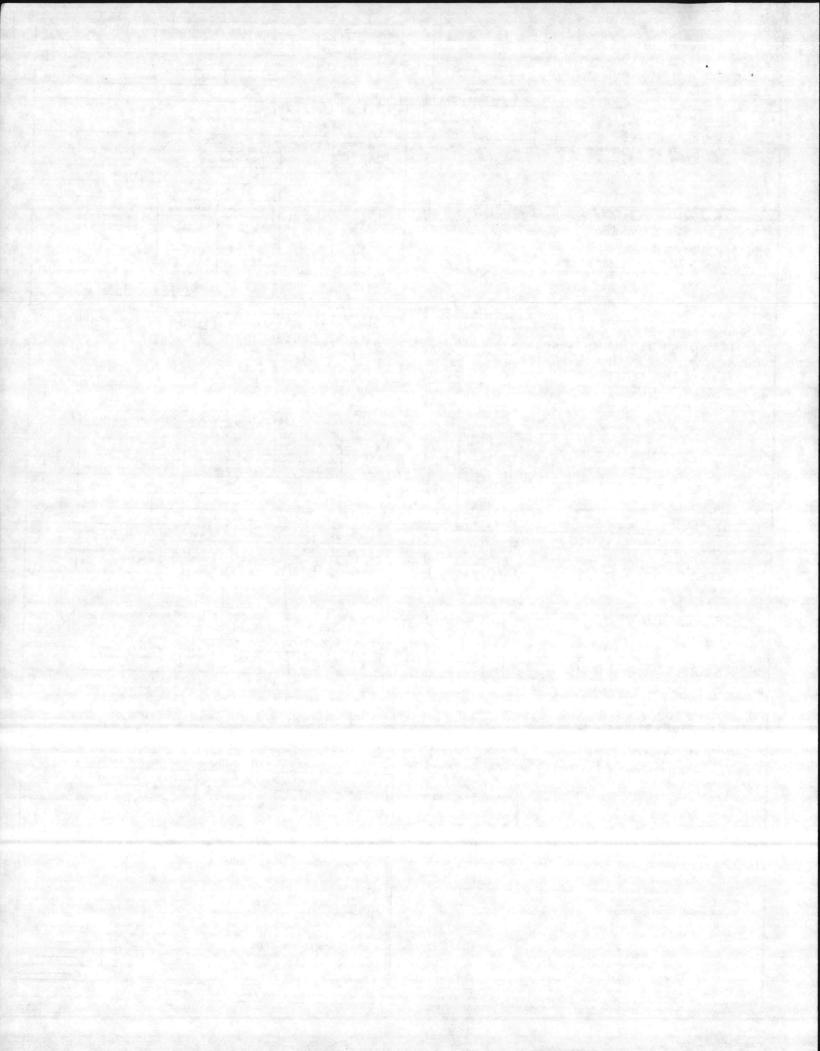
CERTIFICATION OF TRAINING AND REIMBREMENT Section A - TRAINE INFORMATION Location of termine (fast - Prot - Modific Initial) Location of termine (fast - Prot - Modific Initial) Location of termine (fast - Prot - Modific Initial) Location of termine (fast - Prot - Modific Initial) Location of termine (fast - Prot - Modific Initial) Location of termine (fast - Prot - Modific Initial) Location (formation of termine) Location (formation of term	REQUEST,					MENT,			subelement and submitting office n	umber	1											
Paper											C. Req	uest S	Status or	Process	Code (X o	ne block)	Charles of	9				
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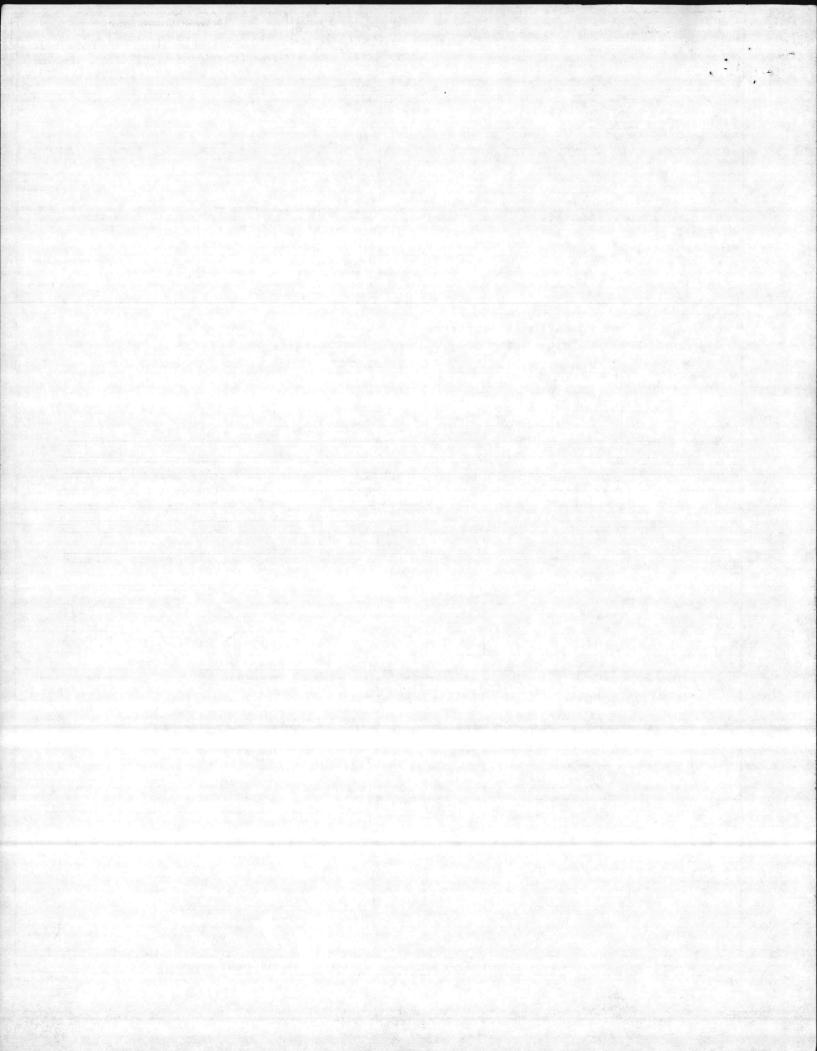




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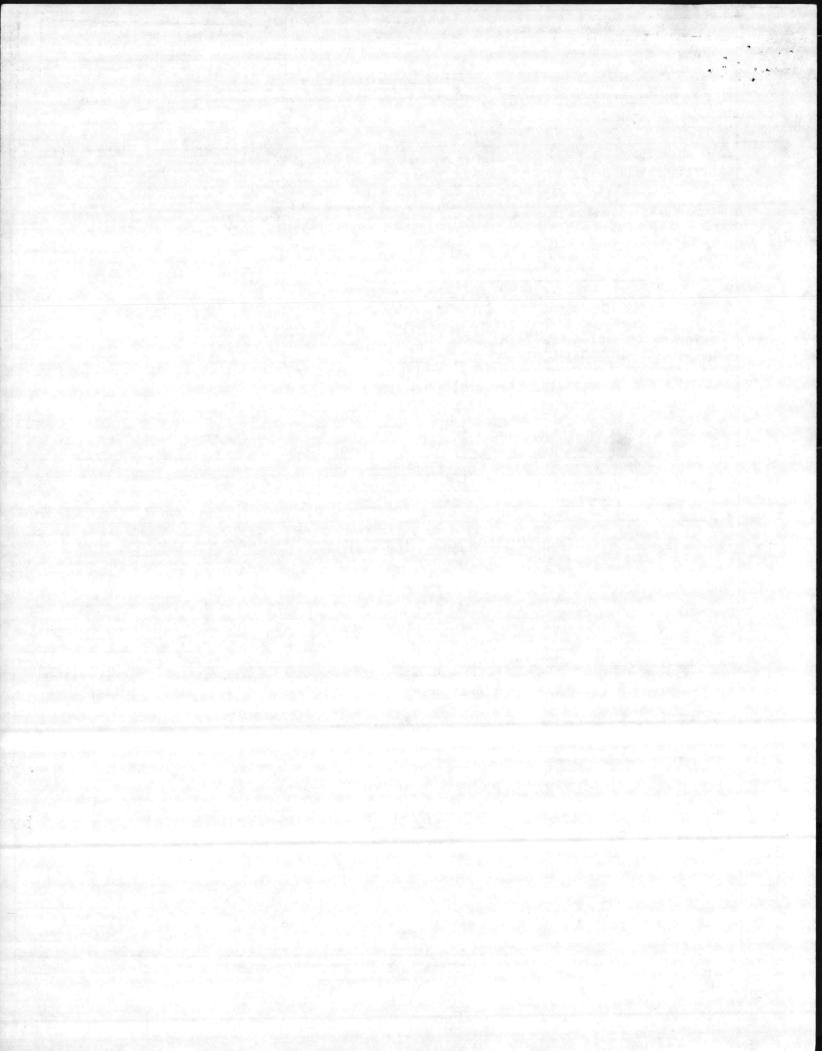


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15a. Name and mailing add	fress of recom	mended	training	source, se	chool or fa	cility		b. Location of train	ning sit	e (If sa	ne, mari	k box.)		(If not req	uired, u	se for rema	rks.)	
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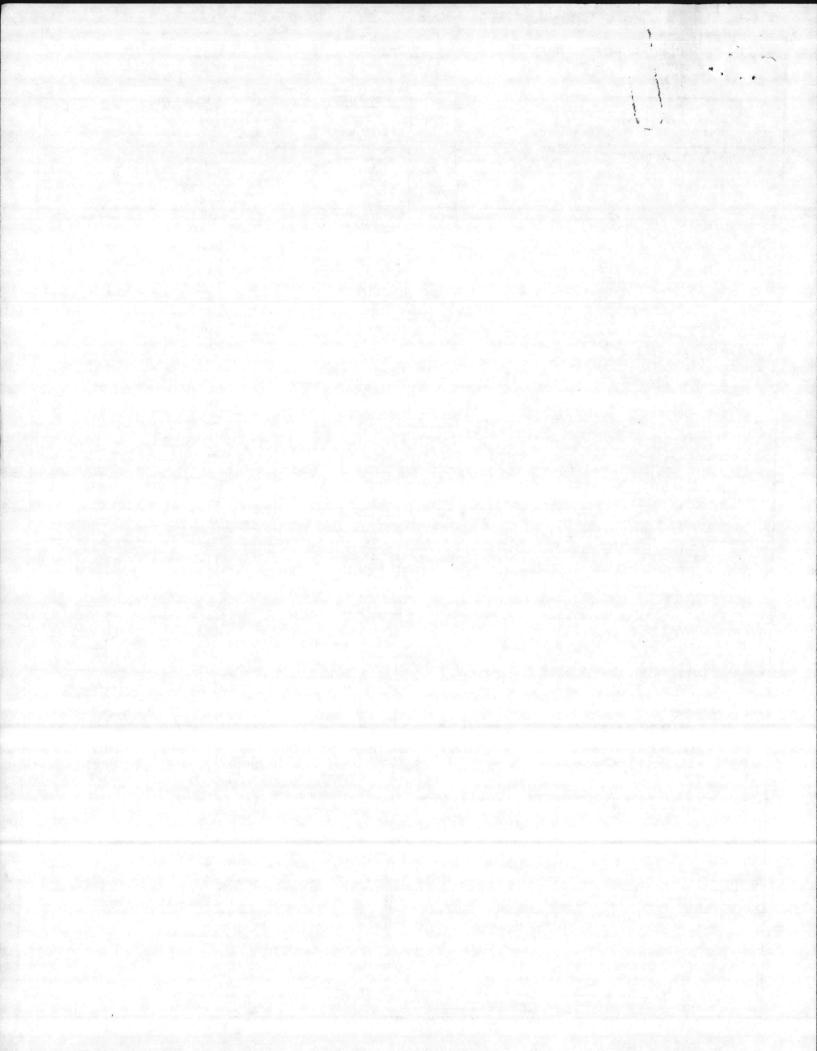
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		TIFICAT							(xx-xx-xxxx)	umber	C. Req	uest	Status or	Process	Code (X	one bl	ock)			0
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Applicant's name (Indicate preferred title	Last - Fil e (exampl	rst - Middi le - Miss, Mi	le Initial rs., Mr., M	s., LTC,	etc.)			First 5 letters of last name	2. Social Secur	ity Num	ber 04	3a.		zation entification	Code (UI	b. Yea	Date of	birth Month		0
4. Home address (Opt	tional - to	o notify in	a case of	emerge	ncy)		- 1	and the same	5. Home teleph	100	tional)	6.	Position	level (X	only one)					
									Area code / Nui	mber			Non-su	pervisory	,	1	Manag	jer		_
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7. Organization mailin	ng addres	s (Branch	- Divisio	on/Offic	e/Bureau/	Agency	/Service	(Command)	8. Office teleph Area code/AUTO		nber/Ext	9.	Years		al service Months	10.	non-go	er of prio overnmer ng days		
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11. Position title/fund	ction	100 m							12. Pay plan/se Rank/MOS			Desig	nator		Type of appointm	ent	14	. Educat	tion lev	el
									NING COURSE DA	TA						96	4			<
15a. Name and mailing 16a. Training Type/	y address	ifix .	41		ng service		r Tacility		b. Location of t	raining	site (If s	ame,	mark bo	x.)	(If not re		10 d d d d d d d d d d d d d d d d d d d	or remark	ks. /	
Subject Area Ide	ntifier	J. 554	Je title t	or truiii	ing service											C. I	Dispute	code		
17a. Catalog/Course N	lo.	18. Tra	ining per	riod /6 a	ligits)	06	c.		of course hours (4)	digits)	07	20.	PART I	– trainir	g codes (see ins	truction	15)		VII
			W.	Year	Month	Day	Record		a. During duty						Code	1			Code	1
b. Offering		a. Start							b. Non-duty	7.00			a. P	urpose		08 c	. Source			10
A CARLO		b. Com	plete						c. TOTAL				b. T	уре		09 d	. Special	Interest		11
20. PART II – DOD us	se (See in	structions	5)			ell no.		d. Training cre	edits			e. P	riority	1		h. T	raining p	rogram		
 Training Facility / Ve Unit Identification Co 		b. Securi	ty Clearan	nce				Continuing	education units	ARE	•	f. T	raining le	vel		i. R	eason for	r selec.		
			ation Statu					Other (colle		1961			lethod of		10.73	1.	ethod of			
Sec	tion C –	ESTIMA	IED CO	STS AN	ID BILLIN				Training do			pend	itures of	funds of	her than s	alary,	pay, or	compens	ation.	<u> </u>
a. Total est. direct costs \$	dolla	ars	cents	b. Tui	ition cost	\$	dollar				\$	dol	lars	cents	d. Fur	nding s	ource			
e. Accounting classifica	ation(s)													f. Signa	ture of fis	cal off	icer (fo	llow loca	d proced	dure,
22. Job order number	(Optiona	il)				23.	Labor o	costs (Optional	")					24 . Tot	al estimat	ed cos	ts (Opti	ional)		
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indirect costs \$				15.00	3,409	\$		- N			\$					3.4	er num	Dei		
26. Supervisor (Name a	and title		on D — A	APPROV		Maria Carl			-	_					CURRE	ICE			13.00	⋖
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			E le						Jiginataro						73	Appro		Jate		
27. Does nominee meet	prerequ	isites?		Yes	No	If No	, attach	waiver request		Section	F - CE	RTIF	ICATIO	NOFT	RAINING	COMP	LETIO	N		
I CERTIFY that the Training Officer (No.	is trainin	g meets re title/code	gulatory e)	require	ment:	Area cod	e/Number	r/Extensio ≜	30. If course not with an expl. School offic	anatory	memo.				Actual mpletion te	Year		h Day Date	b. Gr	ade
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b. Billing instructions Furnish original in				%		days.)		Signature DSSN number	i yeer.		— Chec	— — k numbe			Vou	cher nur			
									32. School offici	al (Nam	e and tit	le)				Acce	ptance	approval	1909	
																77	Yes N	lominee	accepte	d
Let be a pushion in	The same of	(Performan)	gestarte	NAME OF	- 2715	Suing		the calling	Signature		Frinal			Allego I	eri garatta	neroo	No N	lot accep	oted	198
FRAINING FACILITY Inve	oice shoul	d be sent to	office in	dicated in	n item 28b.	Please	efer to Si	tandard documen	it number given in iten	B at top	of page 1	to assu	re promp	t payment	Sale of		Russia		4-5-58	Mily

TAB \$ STUP

THIS IS A MULTI-PURPOSE FORM. IT WILL BE USED FOR ALL TRAINING INCIDENTS. SPECIFIC GUIDELINES FOR DATA INPUT WILL BE SET BY EACH DOD COMPONENT. DATA REQUIRED BY THE CIVIL SERVICE COMMISSION ESTABLISHES A BASE.

Items A & B-Follow DOD component instructions.

Item C-Follow local procedures

Section A-TRAINEE INFORMATION

Item 1-Fill in trainee's name. Put the first five letters of last name in shaded box.

Item 2-Use nine digits of SSN

Item 3a-Organization unit identification code (UIC), six digits.

Item 3b-Enter year and month of birth (e.g., if Jan. 14, 1943, it would appear as 43/01).

Items 4 & 5-Follow local procedures.

Item 6-Follow DOD component instructions.

Items 7 & 8-Self-explanatory.

Item 9-Put years and months of continuous Federal Government service.

Item 10-To be computed and filled by the nominating training office.

Items, 11 & 12 -Self-explanatory

Item 13-Enter appropriate code or abbreviation.

CC Career Conditional C Career T Temporary 3 National Guard 1 Regular 2 Reserve

Item 14 Enter appropriate code

.,,	em 14 Enter appropriate code.				
0	0 Not applicable	07	Started college	15	1st professional
0	1 Some elementary	08	1 year of college	17	Master degree
0	2 Elementary grad.	09	2 years of college	18	Post master
0	3 Some high school	10	Associate	19	6th year degree
0	4 High schoo! grad.	11	3 years of college	20	Post 6th year
	5 Terminal Occupational	12	4 years of college	21	Doctorate degre
	Program (TOP)	13	Bachelor degree	22	Post Doctorate
0	6 TOP Cortificate	14	Post Rachelor		

Section B-TRAINING COURSE DATA

Item 15-Self-explanatory.

Item 16a-Follow DOD component instructions

Item 16b -Self-explanatory. If more space required, attach sheet.

Item 16c-Follow local data processing instructions.

Item 17a-Enter training source catalog/course ID number.

Item 17b-Follow DOD component instructions.

Items 18a & b-Enter in year, month, day sequence the course start and complete dates (e.g., June 15, 1977 would be entered as 77/06/15).

Item 18c-Follow local data processing instructions.

Items 19a-c-Total hours is determined by multiplying hours attended per week by the number of weeks of the course. Duty and non-duty hours are self-explanatory.

Items 20 Part I, a-d-Enter appropriate codes from those listed below

Item 20 Part I, a-Purpose

6 Develop unavailable skills 1 Mission or program change Trade or craft apprenticeship 2 New technology 3 New work assignment 8 Orientation 9 Adult basic education 4 Improve present performance

5 Meet future staffing needs

Item 20 Part I b -- Type

5 Speciality and technical 1 Executive and management 6 Clerical Supervisory Trade or craft 3 Legal, medical, scientific Orientation or engineering
4 Administration and analysis 9 Adult basic education

Item 20 Part I, c-Source/Vender

A US Air Force B US Army C US Navy D US Marine Corps

E Defense Supply Agency F Other DOD

G Allied

Item 20 Part I, d-Special Interest

1 Executive Development 2 Supervision 0 No special program

Items 20 Part II, a-j-(DOD use)

Item 20 Part II, a-Follow DOD component instructions.

Item 20 Part II. b-Enter appropriate code

S Secret C Confidential

SI Special Interest

TS Top Secret

Government-Interagency Non-Government-designed for agency

Non-Government-off-shelf

5 State or local Government

Item 20 Part II, c-Enter appropriate code

1 Primary 2 Alternate

3 Space Available

Item 20 Part II, d-Follow DOD component instructions.

Item 20 Part II, e-Enter priority 1, 2, or 3 in accordance with DOD Instruction 1430.5

Items 20 Part II. f-i-Enter appropriate codes from DOD component instructions.

Item 20 Part II, f-School or Training Level

 Elementary Vocational/Technical/ College, undergraduate Secretarial/Business/
Commercial/Administrative High School College, graduate College, post graduate

Item 20 Part II, q-Method of Training

• On-the-job training (formal) Rotation of work assignment

Seminar (training)

 Conference/meeting/ symposium

Directed study Classroom (resident)

 Correspondence Classroom (on site)

Test/Equivalency

Item 20 Part II, h-Training Program DOD/CSC Rotation

Management Intern

 Engineer-In-Training Administrative Intern

Shop Trainee College Work Study

Assignment

Upward Mobility

Agreement Apprentice

 Helper to Journeyman Long term

 Junior Development Cooperative Program Student Trainee

Executive Development Mid-Manager Development

Other

Item 20 Part II, i-Reason for Selection of Source

 Quality of Training Most Cost Effective

Economic analysis

source

Unique capability of training

 Location Not available in Government

Incidental to Procurement of Equipment

Timeliness

Item 20 Part II, j-Method of Evaluation

 Questionnaires Accomplishment of stated objectives Tests

Interview and Follow-up

• Other

knowledge and attitudes

► Section C-ESTIMATED COSTS AND BILLING INFORMATION First block if there is no expense other than salary, pay or compensation.

Item 21a-Sum of Items 21h&c

Post-training performance,

Items 21b & c-Self-explanatory.

Items 21d & e-Follow DOD component instructions.

Item 21f-Follow local procedures.

Items 22 & 23-Follow local procedures.

Item 24-Sum o.: items 21a & 25a.

Item 25a-Sum of items 25b & c. Items 25b & c-Self-explanatory.

Item 25d-Follow DOD component instructions.

► Section D-APPROVALS

Items 26 & 27-Follow local procedures

Item 28a-Fill in 8-digit station symbol of the Nominating Agency Finance Office which will report the payment in SF-224, Statement of Transactions. If a nominating agency does not report on SF-224 and will issue a check, type "SF-1080" in this block

Item 28b-Enter name and mailing address of Finance Officer for billing purposes.

Section E-APPROVAL/CONCURRENCE

Item 29-Follow local procedures.

► Section F-CERTIFICATION OF TRAINING COMPLETION

Item 30-If course completed, enter date and grade; if not, return form with explanatory memo to Training Officer identified in Item 27.

Item 31-Follow local procedures.

Item 32-Self explanatory.

PRIVACY ACT STATEMENT

General—This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal nomination for training forms.

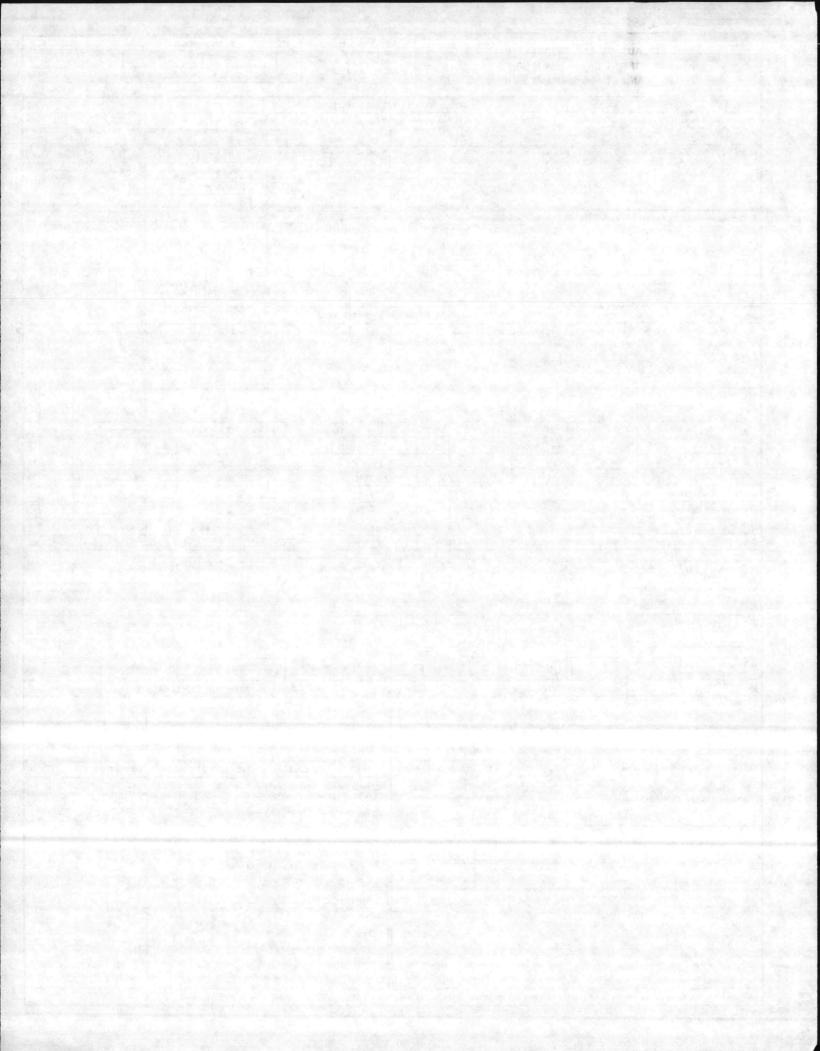
Authority—The Government Employees Training Act of 1953 (U.S. Code, Title 5, sections 4101 to 4118).

Purposes and Uses—The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs which they participaet. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

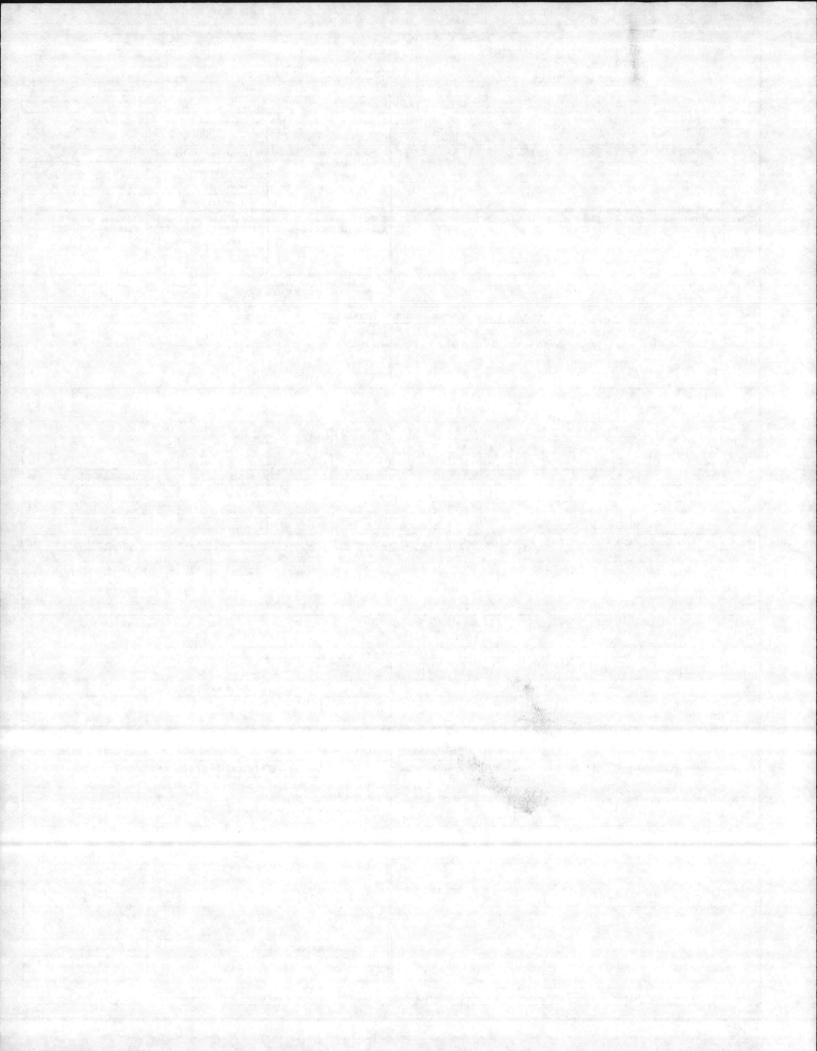
Effects of Nondisclosure-Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

Information Regarding Disclosure of Your Social Security Number (John Public Lnw 93-579, Section 7(b)—Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the training you are seeking. Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier to match be person completing the training with the correct master record in the Central Personnel Data File (CPDF). It will be used primarily to give you recognition for completing the training and to accumulate government-wide training statistical information. The information gathered through the use of the number will be used only as necessary in training administration processes carried out in accordance with established regulations. The SSN also will be used for the selection of persons to be included in statistical studies of training management matters. The use of the SSN is made necessary because of the large number of present Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

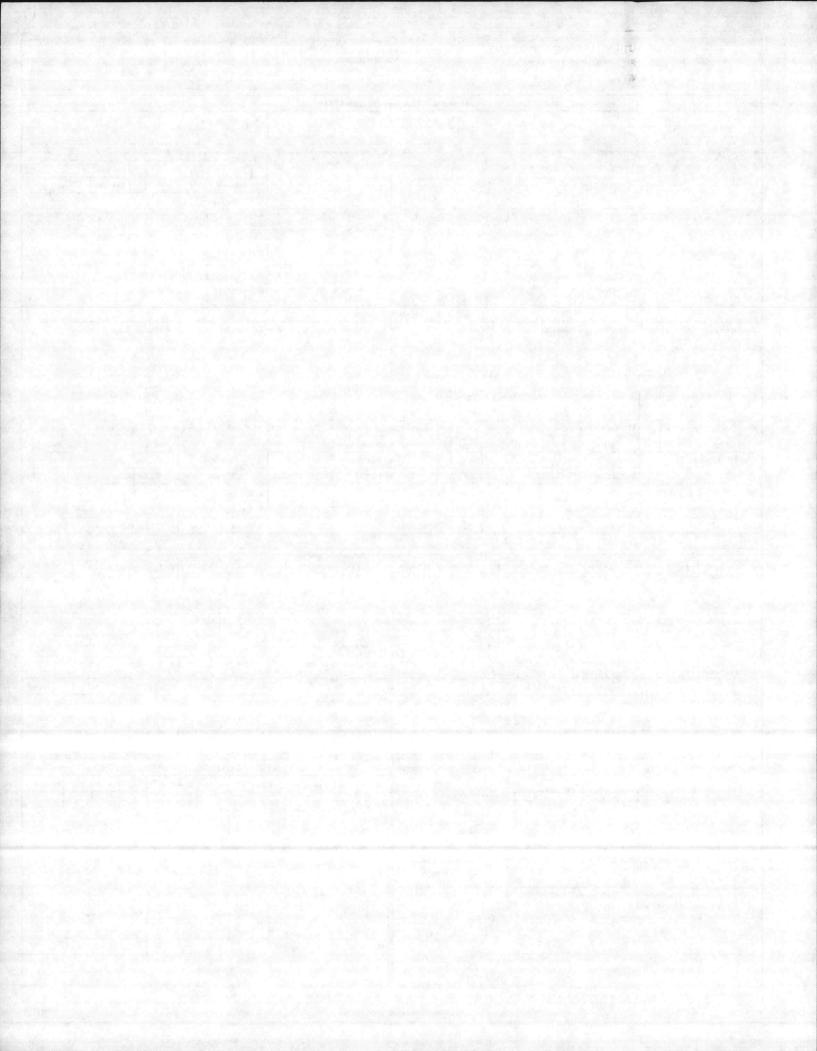
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CE		ATION O					_		xx-xx-xxxx)		C. Req	uest Statu	s or Pi	rocess Co	de (X or	ie block	k)	77. S. S.		02
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•				100		Sec	tion A - Ti	RAIN	EE INFORMATIO	N			1.7			and the same		- 1	le Mari	4
Applicant's name (Last - Indicate preferred title (example)	First - Miss	iddle Initial s, Mrs., Mr., M	Is., LTC.	etc.)			First 5 letter of last name	03	2. Social Securi	ty Num	ber 04	3a. Org. Unit		ion fication C	ode (UIC)		te of bi	irth Month		05
4. Home address (Optional	- to notif	y in case of	emerge	ncy)	1.10/4		C-		5. Home telepho		tional)	6. Posit	ion lev	el (X on	ly one)	100	Tal	1/2 1/		
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15e. Name and mailing add 16e. Training Type/ Subject Area Identifie	b. (Course title				·			b. Location of to		site (2) S		, box.,	· · · · · · · · · · · · · · · · · · ·	If not req		spute co			
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e. Accounting classification	(s)		1		5				other costs		\$		f.	Signatu	re of fisc	al offic	er (follo	ow loca	al procee	lure
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a. Total est. indirect costs	dollars	cents	b. Tra	ivel cost	s	dollar		ents	c. Per diem/othe	r costs	s	dollars	1.7	cents	d. Trav	el orde	r numbe	er	TO A Second	
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26. Supervisor (Name and t					Area cod	e/Numbe	er/Extension		29. Authorizing	officia				2,00,10			ode/Nun	nber/Ex	tension	
Signature						Date			Signature				-			Approve	-	ate		
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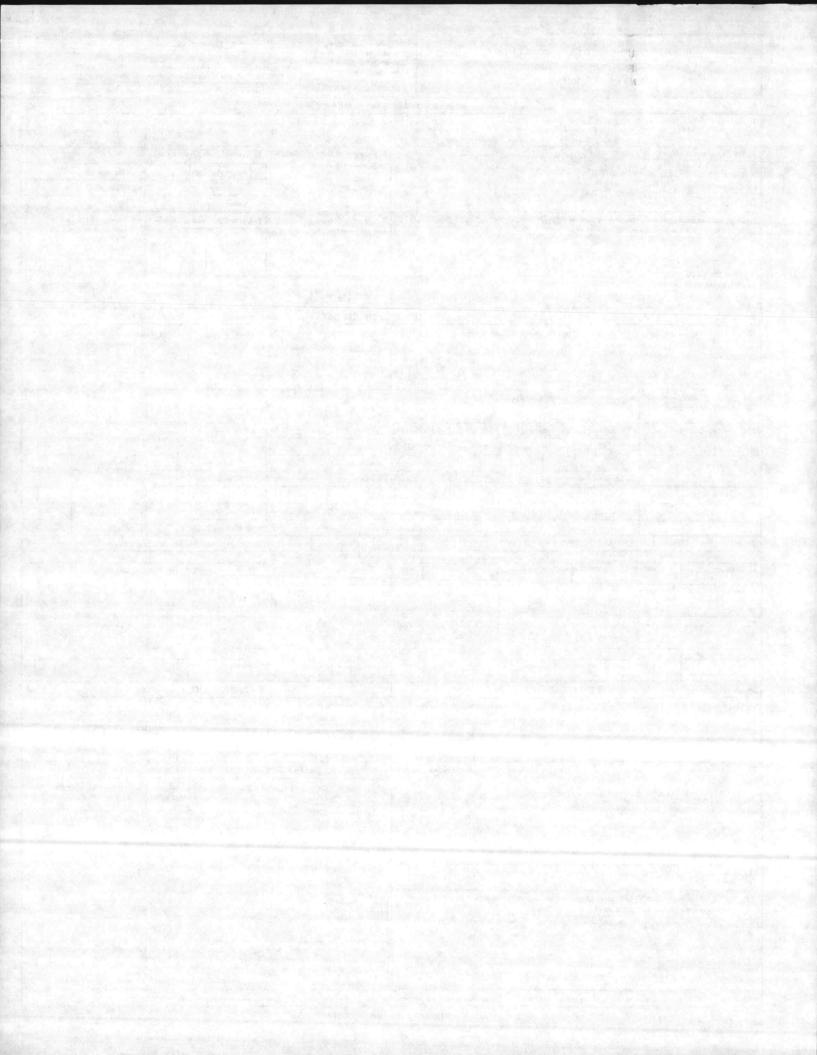
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•				44.4		Secti	ion B - TRA	AINII	NG COURSE D	ATA	No.				la lange	1		76.7.0		4
15a. Name and mailing addres	s of recomm	mended	training	source, s	chool o	r facility			b. Location of	training	site (If s	ame, mai	k box.j		(If not rec	uired	use for	r remark	s.)	V //
16a. Training Type/ Subject Area Identifier	b. Cour	se title o	or traini	ng service	\$											c. D	ispute o	code		
17a. Catalog/Course No.	18. Trai	ning per	riod (6 a	ligits)	06	c.		er of	course hours /4	digits)	07	20. PA	RT I – tr	raining	codes (se	e inst	ruction	s)	All all	
			Year	Month	Day	Record			. During duty						Code			27	Code	
b. Offering	a. Start		100	1	- 41		100	b	. Non-duty	1.30			a. Purpo	96		08 c.	Source		1 100	10
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20. PART II - DOD use (See i	nstructions	1		17 10 16	10.70		d. Training	credi	ts			e. Prior	rity			h. Tr	aining pr	ogram		
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	c. Allocat						Other (co	ollege.				-	od of train	_		1.	thod of			1//
Section C -	- ESTIMAT	ED CO	SISAN	ID BILLI		_		20010	Training d			penditu	res of fun	nds oth	ner than sa	ilary, p	ay, or c	compens	ation.	4
direct costs 2	lars	cents	b. Tu	ition cost		dollar		nts	c. Books, mate other costs	-	s	dollars		cents	d. Fun					
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26. Supervisor (Name and title	:/code)				Area cod	le/Numbe	er/Extension		29. Authorizin	ng officia	I (Name	and title	/code)			Area	code/Nu	umber/Ex	tension	
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27. Does nominee meet prereq	uisites?		Yes	No	If No	, attach	waiver requi	est	manda (Am)	Sectio	n F – CE	RTIFIC	ATION (OF TE	AINING	COMP	LETIO	N	-	3472 ji
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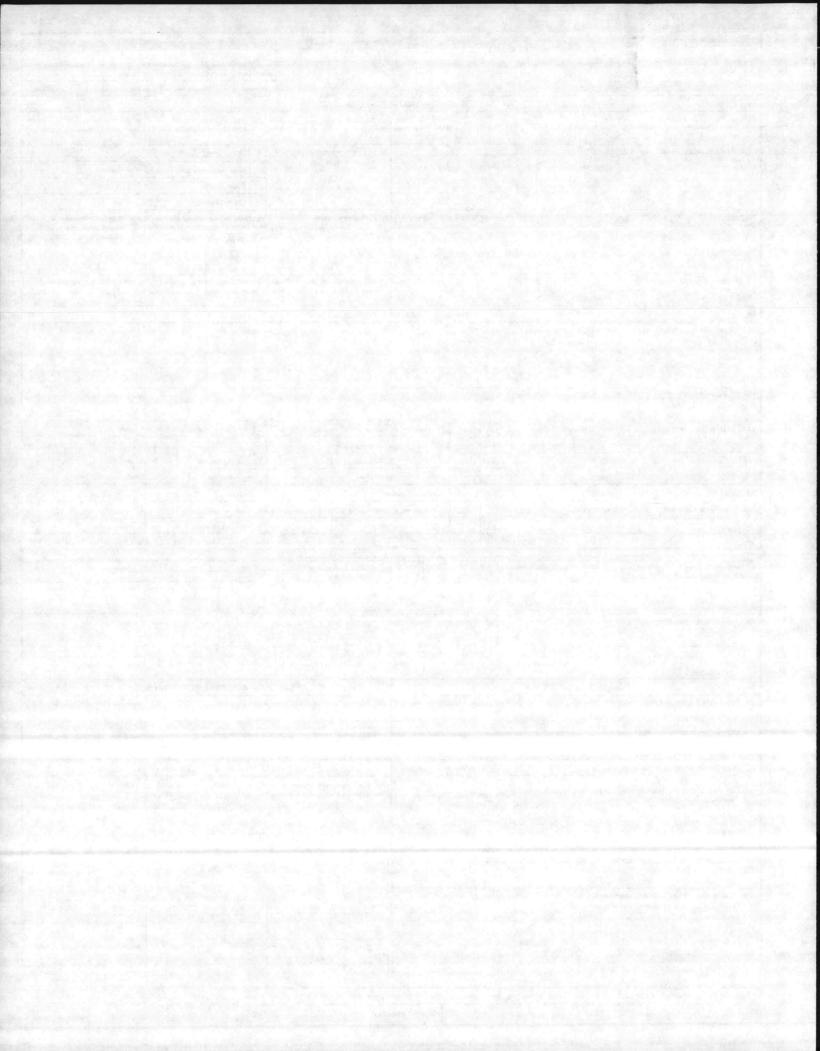
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D		- 10			Section	on R - TRAI	NING COURS	FDATA	70	- 10							4
15a. Name and mailing address								n of training	site (If s	ame, m	nark box.	іШ ::	(If not red)
16a. Training Type/ Subject Area Identifier	b. Course title o												5		spute coo	le	
17a. Catalog/Course No.	18. Training per	1	1 1	06	C. Record	19. Number	of course hou	1	07	20. P	ART I -	trainin	g codes /s	ee instri	ictions)		
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20 BARTH 000 (5			\Box				c. TOTAL				b. Typ	De				120	7/1
20. PART II - DOD use (See in						d. Training or				e. Pri				28	ning progr		- 11
Training Facility/Vendor Unit Identification Code (UIC)	b. Security Clearan		N .				education units		•		aining leve				son for sel		- 1
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a. Total est. 12 doll	ars cents	b. Tu	ition cost	-	dollars		c. Books,	material or	\$	dolla	ers	cents	d. Fun	nding sou	ırœ		1//
e. Accounting classification(s)				1			other o	osts	1.		f	. Signat	ure of fise	cal offic	er (follo	w local	procedure)
												in.					
22. Job order number (Optional	al)	Test		23.	Labor c	osts (Option	al)				2	24. Tot	al estimate	ed costs	(Option	al)	
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a. Total est. indirect costs \$	cents	b. Tra	ivel cost	s	dollars	cent	s c. Per dier	n/other costs	\$	dolla	ers	cents	d. Trav	vel order	number		
► 1 March 1 (Page Annie)	Section D - A	APPROV	VALS			and a like	4.00	- BALL 11 11 11	Section	E - A	PPROVA	AL/CON	CURREN	NCE		N.	4
26. Supervisor (Name and title	(code)	A:		Area cod	le/Number	/Extension	29. Autho	orizing officia	al (Name	and tit	le/code)			Area c	ode/Numb	er/Exte	ension
Signature		e in			Date		Signat	ure						Approve	-	te	
27. Does nominee meet prerequ	uisites?	Yes	No	If No	, attach	waiver reques	t	Section	on F - Cl	ERTIF	ICATION	VOFTE	RAÎNING	COMPL	ETION		
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	AND REI						-	(x	xx-xx-xxxx)	6.5	C. Requ	uest !	Status or	Process	Code (X o	ne blo	ck)		Last 1	02
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15a. Name and mailing address	s of recomm	nended	training	source s	chool o		011 0 - 1117	-	b. Location of		ite //f s	ame	mark ho	-11	(If not re	equired	i use f	or remar	ks I	
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	Section	n D - A	APPRO	VALS	den.	5 Select	THE SECTION				Section	E-	APPROV	AL/CO	NCURRE	NCE				4
26. Supervisor (Name and title	/code)				Area co		r/Extension		29. Authorizin	g official	(Name	and i	itle/code	·)		L.		Number/E	x tension	
Signature		T	. T			Date			Signature		Technology Technology	SIG					proved	Date	25.	
27. Does nominee meet prerequ	uisites?	L.	Yes	No	It No	o, attach	waiver requ	est			45.04	_			RAINING	1		1	1.	
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16a. Training Type/ Subject Area Identifier	b. Cour	se title c	or traini	ng service	s				10 m							c. 1	Dispute	code		
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Section C	- ESTIMAT			ID BILLI	NC INE	DDMAT	Other (co	ollege.	Training do	ar not	nuclus es	-	Method of		her than	-	Method of		ation	VIII
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e. Accounting classification(s)				in .					other costs				, s . n	f. Signa	ture of fis	ical of	ficer (fo	ollow loca	al proce	dure
22. Job order number (Option	nal)				23.	Labor (costs (Optio							24. Tot	al estimat	ted co:	sts (Opt	ional)		
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26. Supervisor (Name and title	e/code)				Area cod	le/Numbe	er/Extension		29. Authorizin	g officia	I (Name	and	title/code	e)		Are	a code/N	umber/Ex	tension	
Signature						Date			Signature	7						-	oved	Date		
27. Does nominee meet prereq	quisites?		Yes	No	If No	, attach	waiver requ	est		Section	n F – Cl	ERT	FICATIO	ON OF T	RAINING	COM	PLETIC	IN	100	
I CERTIFY that this training Officer (Name and			y requir	ement:	Area cod	. -	er/ExtensioA		30. If course no with an exp	lanator	y memo.			di	Actual ompletion ate	Yea	I	th Day Date	b. G	rade
Signature		W.				. Date			31. I certify th	at this a	ccount is	corr	ect and p	oroper for	payment	t in the	e amour	it of:	196	
28a. Station Symbol	,,,,,,,,,,,				,,,,,,,		SF-1080		Certifying	official	Name an	d tit	le/code)			\$_	- T		_	á
 Billing instructions (Idens Furnish original invoice a 			%		days	.).			Signature DSSN number			Che	 eck numb	er –		Tvoi	ucher nu	ımber		-
									32. School offi	cial (Na	me and t	itle)		July 1	o de	Acc	eptance	approva	al	
																19,00	Yes	Nominee	accept	ted
									Signature								No	Not acce	pted	44
TRAINING FACILITY Invoice sho	uld be sent to	o office in	ndicated	in item 28	. Please	refer to S	Standard docu	ment	number given in it	em B at t	op of page	to a	sure prom	pt paymer	ıt.		8.74	9 4 6	100	



TAB T STOP Agency code, agency 01 B. Standard document number REQUEST, AUTHORIZATION, AGREEMENT, submitting office numbe CERTIFICATION OF TRAINING (xx·xx·xxxx) 02 C. Request Status or Process Code (X one block) AND REIMBURSEMENT Initial Resubmission Correctio Cancellation Section A - TRAINEE INFORMATION -Applicant's name (Last - First - Middle Initial) Indicate preferred title (example - Miss, Mrs., Mr., Ms., LTC, etc.) First 5 letters 03 2. Social Security Number 3e. Organization
Unit Identification Code (UIC) b. Date of birth 05 4. Home address (Optional - to notify in case of emergency) 5. Home telephone (Optional) 6. Position level (X only one) Area code / Numbe Non-supervisory Manager Supervisory Executive Other (Specify) 7. Organization mailing address (Branch - Division/Office/Bureau/Agency/Service/Command) 8. Office telephone 9. Continuous federal service 10. Number of prior non-government Area code/AUTOVON/N training days 12. Pay plan/series/grade/step .
Rank/MOS/AFSC or Navy Designator 11. Position title/function 13. Type of 14. Education level appointment Section B - TRAINING COURSE DATA 15a. Name and mailing address of recommended training source, school or facility b. Location of training site (If same, mark box.) (If not required, use for remarks.) 16e. Training Type/ b. Course title or training services c. Dispute code Subject Area Identifier 20. PART I - training codes (see instructions) 07 17a. Catalog/Course No. 18. Training period (6 digits) 06 19. Number of course hours (4 digits) Recor Code Year Month Day ID a. During duty Code a. Start b. Offering b. Non-duty a. Purpose 08 c. Source 10 11 b. Complete c. TOTAL 09 d. Special Interest b. Type 20. PART II - DOD use (See instructions) e Priority d. Training credits h. Training program Training Facility / Vendor Unit Identification Code (UIC) b. Security Clearance Continuing education units f. Training level i. Reason for selec c. Allocation Status Other (college, etc. g. Method of training i. Method of eval Section C - ESTIMATED COSTS AND BILLING INFORMATION Training does not involve expenditures of funds other than salary, pay, or compensation. 21. Direct costs and appropriation/fund changeable a. Total est. b. Tuition cost c. Books, material or d. Funding source 12 5 direct costs e. Accounting classification(s) f. Signature of fiscal officer (follow local procedure 22. Job order number (Optional) 23. Labor costs (Optional) 24. Total estimated costs (Optional) 25. Indirect costs a. Total est. cents b. Travel cost dollars dollars cents d. Travel order number cents c. Per diem/other costs 13 indirect costs Section D - APPROVALS Section E - APPROVAL/CONCURRENCE 26. Supervisor (Name and title/code) 29. Authorizing official (Name and title/code) Area code/Number/Extension Area code/Number/Extension Date Signature Date Signature Approved Section F - CERTIFICATION OF TRAINING COMPLETION 27. Does nominee meet prerequisites? Yes No If No, attach waiver request a. Actual b. Grade 30. If course not completed return this form Day Year Month I CERTIFY that this training meets regulatory requirement: Training Officer (Name and title/code) with an explanatory memo. completio Area code/Number/Extension date School official/Trainee (Signature | code) Date Signature Date 31. I certify that this account is correct and proper for payment in the amount of:

DD 1 AUG 77 1556

28a. Station

Symbol

b. Billing instructions (Identify discount terms

Furnish original invoice and 3 copies to:

Signature

DSSN number

SF-1080

TRAINING FACILITY Invoice should be sent to office indicated in item 28b. Please refer to Standard document number given in item B at top of page to assure prompt payment.

Certifying official (Name and title/code)

32. School official (Name and title)

Check number

Nominee accepted

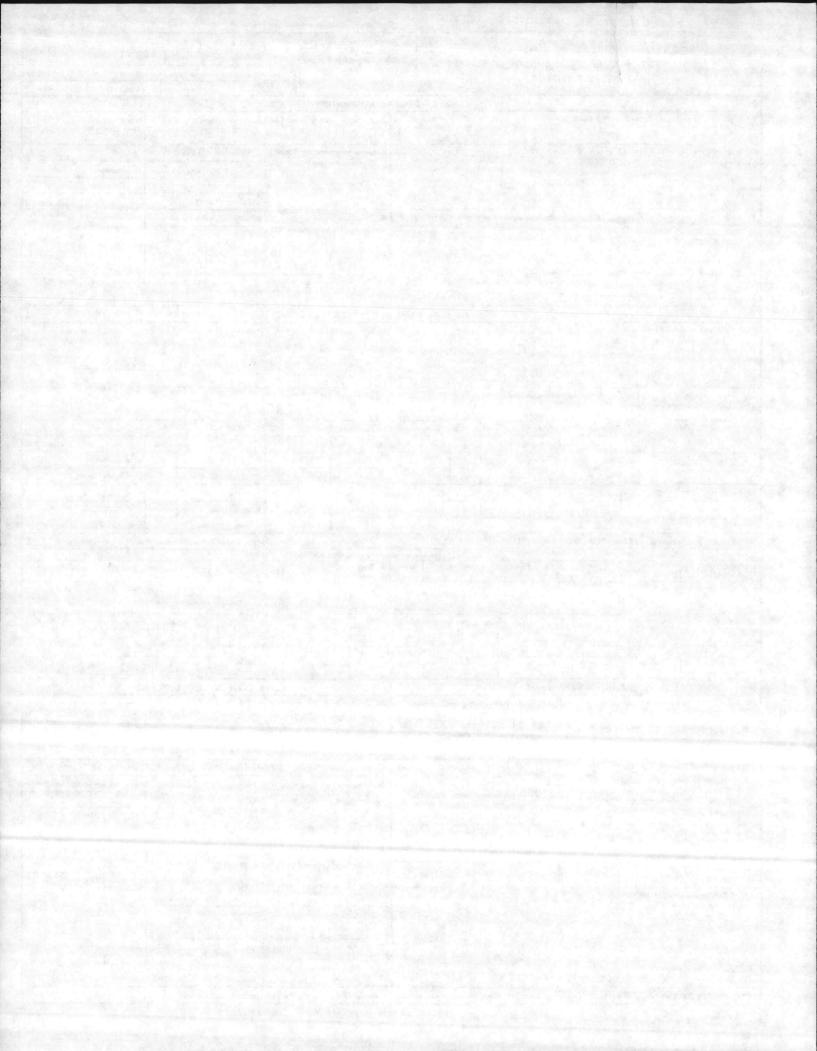
Not accepted

Date

Voucher number

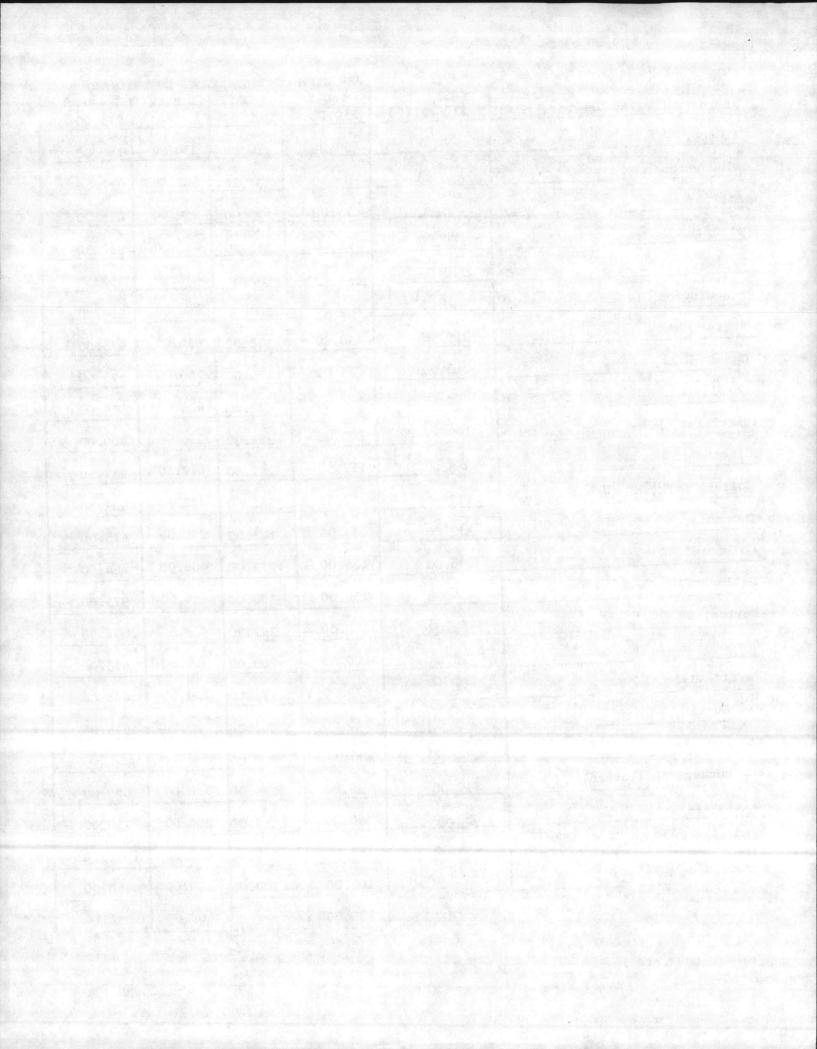
Acceptance approval

Yes



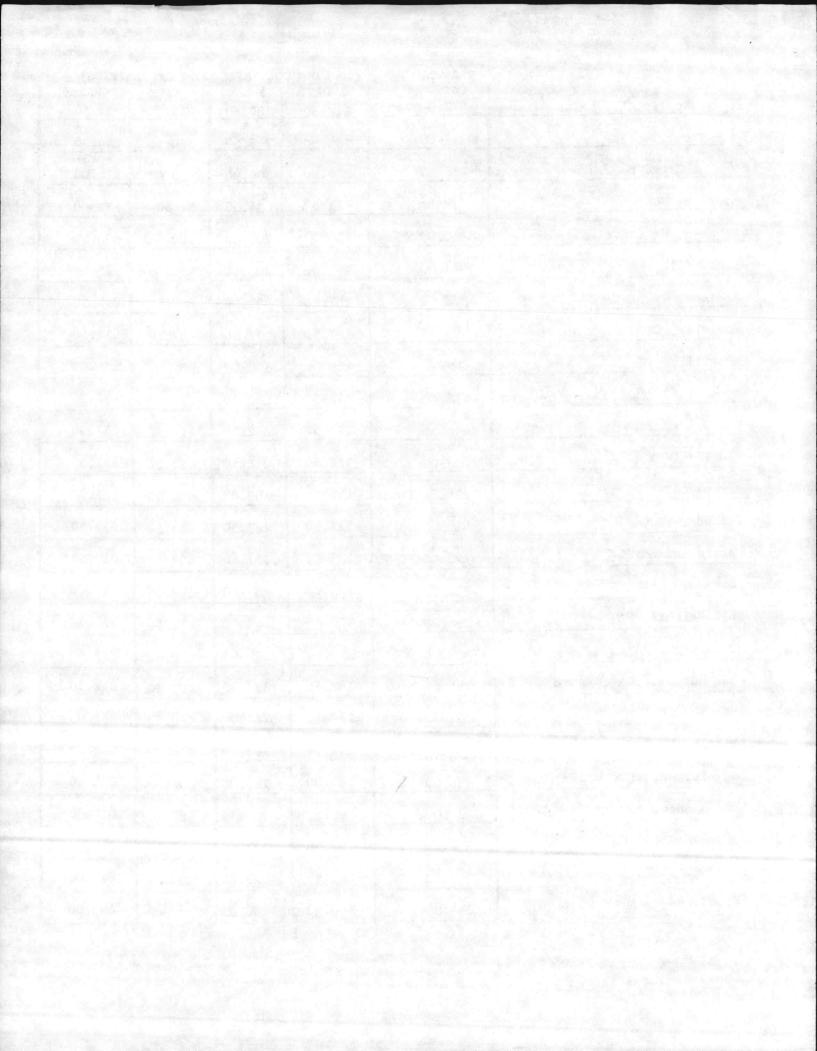
Aberdeen Proving Grounds, MD	COST \$168.51(PO	1 DAY	COST BY L		PRAINING 2 WEEK 975.00
Albany, GA	316.00	90.00	210,00	330.00	
Albuquerque, NM	470.00	187.50	337.50	487.50	750.00
Athens, GA	298.00	75.00	175.00	250.00	1012.50
Atlanta, GA	180.00	112.50	262.50	412.50	625.00
Bethesda, MD		112.50		412.50	937.50
Bloomington, IN .	418.00	100.00	262.50	300.00	937.50
Boston MA	206.00	150.00	200.00		650.00
Chapel Hill, NC	63.96(POV)	And Name of Street	300.00	450.00	975.00
Charleston, SC	93.48(POV)	73.00	175.00	408.00	625.00
Charlotte, NC	109.47(POV)	230.00	272.00		884.00
Cincinnati, OH	368.00	200100	. 252.00	396.00	900.00
College Park, MD (Wash., D.C.)	112.00	112.50	262.50	412.50	937.50
Columbia, MD (Baltimore, MD)	112.00		262.50	412.50	937.50
Columbia, SC	258.00	75.00 136.00	175.00	250.00	625.00
Dallas, TX	344.00		272.00	408.00	884.00
Dayton, OH	362.00	150.00	300.00	450.00	975.00
Daytona Beach, FL		112.50	262.50	412.50	937.50
Cayetteville, NC	420.00 61.91(POV)	100.00	200.00	300.00	675.00
t. Eustis, VA	. 94.30(POV)	75:00	175.00	250.00	625.00
t. Lee, VA	88.15(POV)	150.00	300.00	450.00	975.00
t. Rucker, AL (Dothan)		100.00	200.00	300.00	650.00
ainesville, FL	· 312.00	75.00	175.00	250.00	625.00
alveston, TX (Houston, TX)	460.00	90.00	210.00	330.00	750.00
reensboro, NC	454.00	187.50	337.50	487.50	1012.50
untsville, AL (Decatur, AL)	82.00(POV)	100.00	200.00	300.00	650.00
	324.00	136.00	272.00	408.00	884.00

Air Fare does not include \$25 limo fee. Per Diem includes travel time.



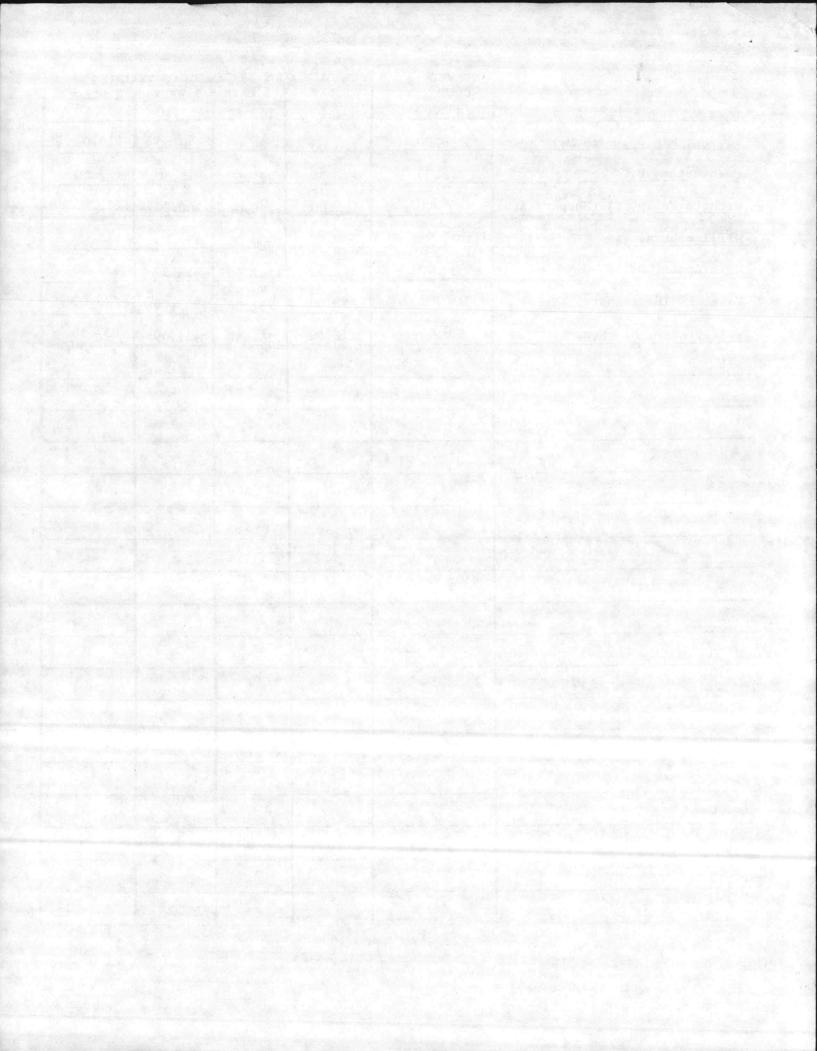
	TRAVEL		COST BY LE	NGTH OF T	RAINING
Indianapolis, IN	372.00	1 DAY	3 DAYS	1 WEEK	2 WEEKS
		112.50	262.50	412.50	937.50
Jacksonville, FL	344.00	106.50	248.50	390.50	958.50
Kansas City, MO	388.00	150.00	300.00	450.00	975.00
Kinston, NC	20.50(POV)	11.50	34.50	57.50	138.00
Lebanon, PA (Harrisburg)	210.00	100.00	200.00	300.00	650.00
Louisville, KY	378.00	150.00	300.00	450.00	975.00
Madison, WI	382.00	187.50	337.50	487.50	1012.50
Monterey, CA	546.00	187.50	337.50	487.50	1012.50
Nashville, TN	400.00	. 150.00	300.00	450.00	975.00
Newark, NJ	218,00	112.50	262.50	412.50	937.50
New Orleans, LA	410.00	112.50	262.50	412.50	937.50
New York, NY	218,00	112.50	262.50	412.50	937.50
Norfolk, VA	79.54(POV)	150.00	300.00	450.00	975.00
Orlando, FL	416.00	112.50	262.50	412.50	937.50
Parris Island, SC	123.00(POV)	187.50	337.50	487.50	1012.50
Pensacola, FL	338.00	126.00	252.00	378.00	819.00
Philadelphia, PA	290.00	112.50	262.50	412.50	937.50
ittsburgh, PA	302.00	150.00	300.00	450.00	975.00
ort Hueneme, CA (Oxnard)	448.00	187.50	337.50	487.50	1012.50
uantico, VA	. 127.92(POV)	157.50	284.00	410.00	851.00
aleigh, NC	50.02(POV)	148.00	296.00	444.00	962.00
ock Island, IL (Moline, IL)	. 320.00	125.00	225.00	300.00	675.00
an Antonio, TX	404.00	187.50	337.50	487.50	1012.50
an Francisco, CA	454.00	187.50	337.50	487.50	1012.50
avanna, IL (Clinton, Iowa)	374.00	125.00	225.00	300.00	675.00
troudsburg, PA (Allentown)	254.00	100.00	200.00	300.00	650.00

Air Fare does not include \$25 limo fee. Per Diem includes travel time.



TRAVEL	PER DIEM COST BY LENGTH OF TRAINING			
348.00	112.50	262.50	412.50	937.50
244.00	140.00	280.00	420.00	910.00
112.00	112.50	262.50	412.50	937.50
454.00	125.00	225.00	300.00	675.00
101.27(POV)	150.00	300.00	450.00	975.00
., 350.00.	112.50	262.50	412.50	937.50
210.00	99.00	231.00	363.00	825.00
218.00	112.50	262.50	412.50	937.50
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	348.00 244.00 112.00 454.00 101.27(POV) 350.00. 210.00	cost 1 DAY 348.00 112.50 244.00 140.00 112.00 112.50 454.00 125.00 101.27(POV) 150.00 210.00 99.00 218.00 112.50	COST 1 DAY 3 DAYS 348.00 112.50 262.50 244.00 140.00 280.00 112.00 112.50 262.50 454.00 125.00 225.00 101.27(POV) 150.00 300.00 2350.00 112.50 262.50 210.00 99.00 231.00 218.00 112.50 262.50	COST 348.00 1 DAY 112.50 3 DAYS 262.50 1 WEEK 412.50 244.00 140.00 280.00 420.00 112.00 112.50 262.50 412.50 454.00 125.00 225.00 300.00 101.27(POV) 150.00 300.00 450.00 350.00 112.50 262.50 412.50 210.00 99.00 231.00 363.00 218.00 112.50 262.50 412.50

Air Fare does not include \$25 limo fee. Per Diem includes travel time.



281,360,8618

EMPLOYEE'S NAME: ANDREW YOUNG

TITLE OF COURSE: FUNDAMENTALS "1" COORSE IN

COMMERCIAL & INDUSTRIAL LIGHTING

DATES & LOCATION OF COURSE : SEP 8 - 12, CLEVELAND, OHIO

DESCRIPTION OF COURSE: PROVIDES AN UNDERSTANDING

OF LIGHTIMG SYSTEMS REQUIREMENTS, THEIR

CHARACTERISTICS, LIMITATIONS, & COLOR PHENOMENA,

& THE UNDERSTANDING TO ACHIEVE

EFFICIENT, COST-EFFECTIVE LIGHTING SYSTEMS

DESIGNS

COST OF COURSE:\$ 300

BENEFITS OF COORSE: ABILITY TO APPLY THE LATEST

ENGINEERING TECHNIQUES TO ACHIEVE EFFICIENTY

(05T-EFFECTIVE LIGHTING DESIGN WITH

MODERN ENERGY-EFFICIENT LIGHTING FIXTURES.

POC: MR. W. S. FISHER, MAUSUER

GENERAL ELECTRIC LIGHTING INSTITUTE

NELA PARK,

CLEVELSNO, OHIO 44112

PHONE: (216) 266-2614

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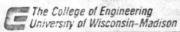
Preve: (216) 266-2014.
CLEVELOND, CHO 44112
NELA PARK
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GENERAL FLECTURE LIGHTIME INSTITUTE
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HORER FREREY - EFFICIENT FICHTING FLATURES.
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EPFICIENT, COST- EFFECTIVE LIGHTING SYSTEMS
& THE CHOGRSTANDING TO GEHTEVE
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COMMERCION & INDUSTRUE DIGHTIMO
TITLE OF COURSE: FUNDAMENTALS "1" COORSE IN
EMPLOY CE & NAME! FROMEN YOUNG
TROIDING

Energy Auditing Series

- · Residential Energy Auditing
- · Fundamentals of Energy Auditing
- HVAC Systems and Controls
- · Advanced Energy Auditing

This course meets part of the requirements for the nation's first formal advanced Energy Management Diploma.

Energy Technology Center



Engineering Professional Development 432 North Lake Street Madison, Wisconsin 53706

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CAMP LEJEUNE NC 28542



Department of Engineering Professional Development

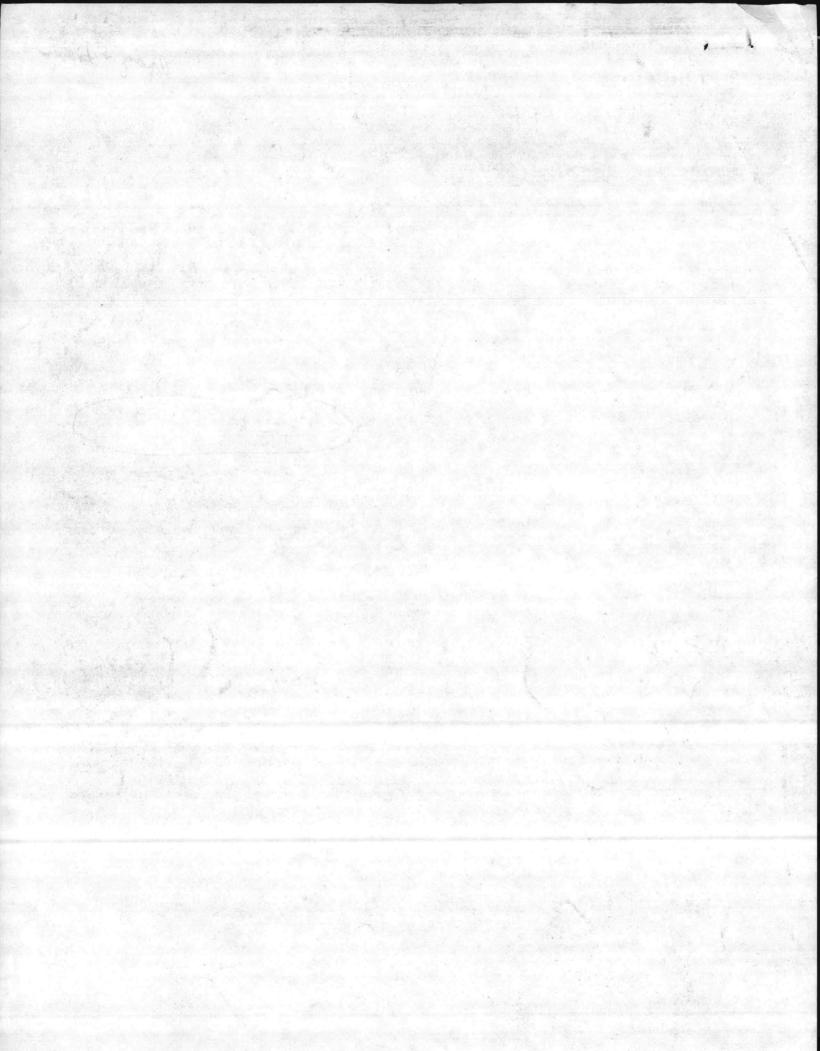
Fundamentals of Energy Auditing

Practical energy analysis for small commercial and apartment buildings

April 14-17, 1986 July 21-24, 1986

Energy Technology Center

The College of Engineering
University of Wisconsin-Madison.



Fundamentals of Energy Auditing April 14-17, 1986 July 21-24, 1986

Why This Course

Many organizations must train energy auditors to deal effectively with small commercial buildings-the targets of a new federally mandated program for gas and electric utilities. The auditing of these buildings demands skills different from those used on single-family residential structures.

Utility auditors will learn to understand mechanical, electrical, and process energy systems as well as small business practices. Auditors for restaurant, hotel, and retail chains will need the same systems knowledge plus an understanding of utility issues. Government energy auditors reviewing offices, shops, or service facilities will need similar information. This course provides that breadth of knowledge.

What You Will Learn

A mix of classroom lectures and on-site fieldwork will give you both theoretical background and practical experience. This workshop will help you to understand the basic energy systems found in commercial buildings and apartments. It will present a methodology for energy surveys and reporting and provide field experience for a wide range of facilities and systems.

Energy auditing is a set of skills combined with a base of knowledge. You will review basic systems-HVAC, plumbing, electrical, building envelope-as they apply to specific buildings. You will learn how to do energy audits properly.

- · What procedures to use
- · How much time to budget
- What experience is necessary
- What instruments are useful
- What energy savings to expect
- · How to calculate economic benefits

Who Should Attend

Anyone interested in energy conservation in existing light commercial buildings will find the information helpful. This course is specifically designed for:

- · Public utility auditors
- Consultants
- Facilities managers
- · Fuel suppliers
- Educators from vocational schools, community colleges, or universities working in technical programs related to energy conservation.

Basic knowledge of building systems, energy analysis, and heat transfer is required.

Not Just Another Seminar

University of Wisconsin-Madison, Department of Engineering Professional Development has trained more than 700 energy auditors from the public utilities, consulting firms, vocational schools, community energy agencies, and state conservation programs. Auditors trained through our program have conducted hundreds of thousands of audits since 1977 throughout the United States and Canada. Our experience, combined with the practical, field-oriented approach of this course will help you develop and operate a sensible energy auditing program for apartments and small commercial buildings.

Workshop Speakers

William Dries, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

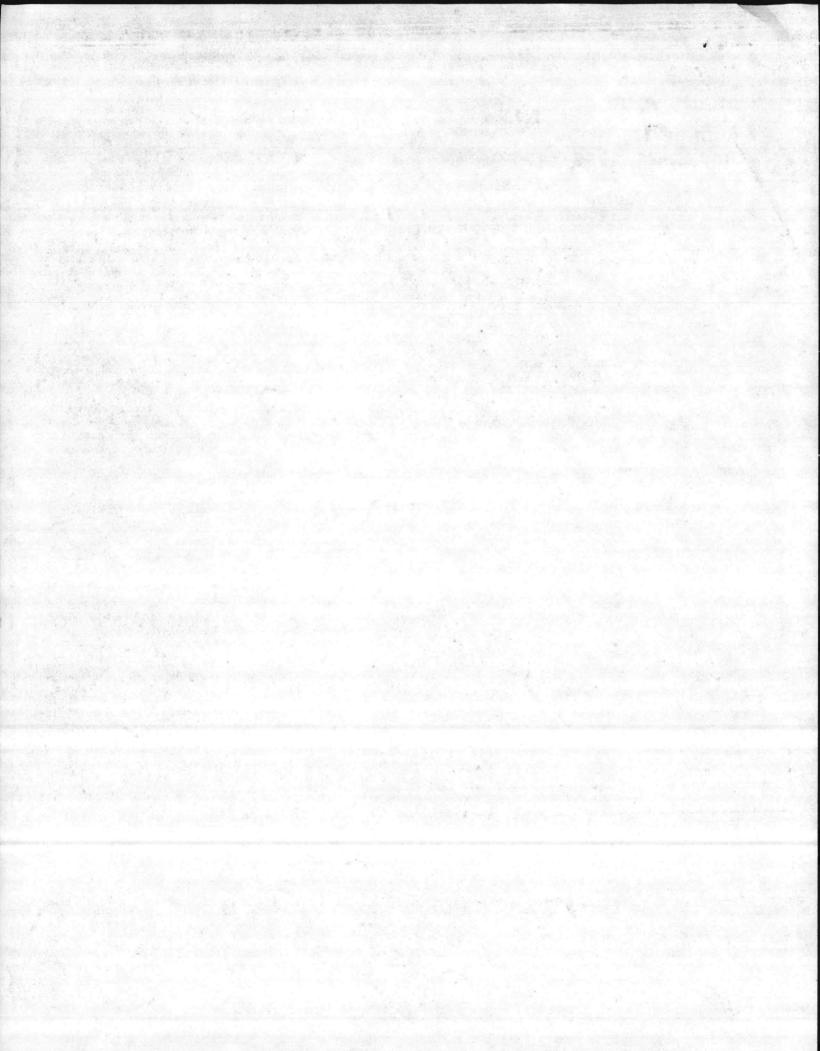
John C. Jenkins, Project Coordinator, Wisconsin Power & Light, Madison, Wisconsin

Keith Kempski, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

Donald R. Schramm, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

Thomas W. Smith, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

outline inside .



Program Outline

Day One

Welcome and Introduction

What Is an Audit?: Commercial Building Case Study

How Buildings Use Energy

- Energy Analysis Procedures-conduction, ventilation, infiltration, and internal loads
- Potential Energy Reduction

Lunch-Lowell Hall

Workshop: Audit Preparation Audit Fieldwork I: Apartment Workshop: Audit Report

Social Hour and Dinner Buffet-Lowell Hall

Day Two

Workshop: Problem Review

Energy Estimating Methods

- Average Temperature
- Modified Degree Day
- · Bin Data
- Evaluating Computer Programs

Lighting Systems Basics

- Lighting Budgets
- Illumination Levels
- Energy-Saving Strategies
- Daylighting

HVAC Systems Basics

- Single Zone
- Reheat
- Multizone and Dual Duct
- Variable Air Volume
- Heat Recovery and Optimization

Lunch-Lowell Hall

Workshop: Audit Preparation
Audit Fieldwork II: Restaurant
Workshop: Analysis Calculations

Day Three

Workshop: Problem Review
Energy Codes/Standards Impact

Audit Instruments and Measurements

- Temperature, Air Flow, and Combustion Analyzers
- Use of Continuous Readout Equipment to Improve Analysis
- · Evaluation and Selection

Lunch-Lowell Hall

Workshop: Audit Preparation
Audit Fieldwork III: Office/Retail

Workshop: Audit Reports

Day Four

Workshop: Final Problem Review

Automatic Temperature Control

- Control Fundamentals
- Types of Controls-electric, electronic, pneumatic, system powered
- Flow Control Devices-valves, dampers, electric heat controllers
- Control Systems-economizers, enthalpy, OA/hot water reset and dead band strategies

Energy Cost Analysis Techniques

Lunch-Lowell Hall

Computers in Energy Auditing

Your Next Step

Adjourn at 3:00 P.M.

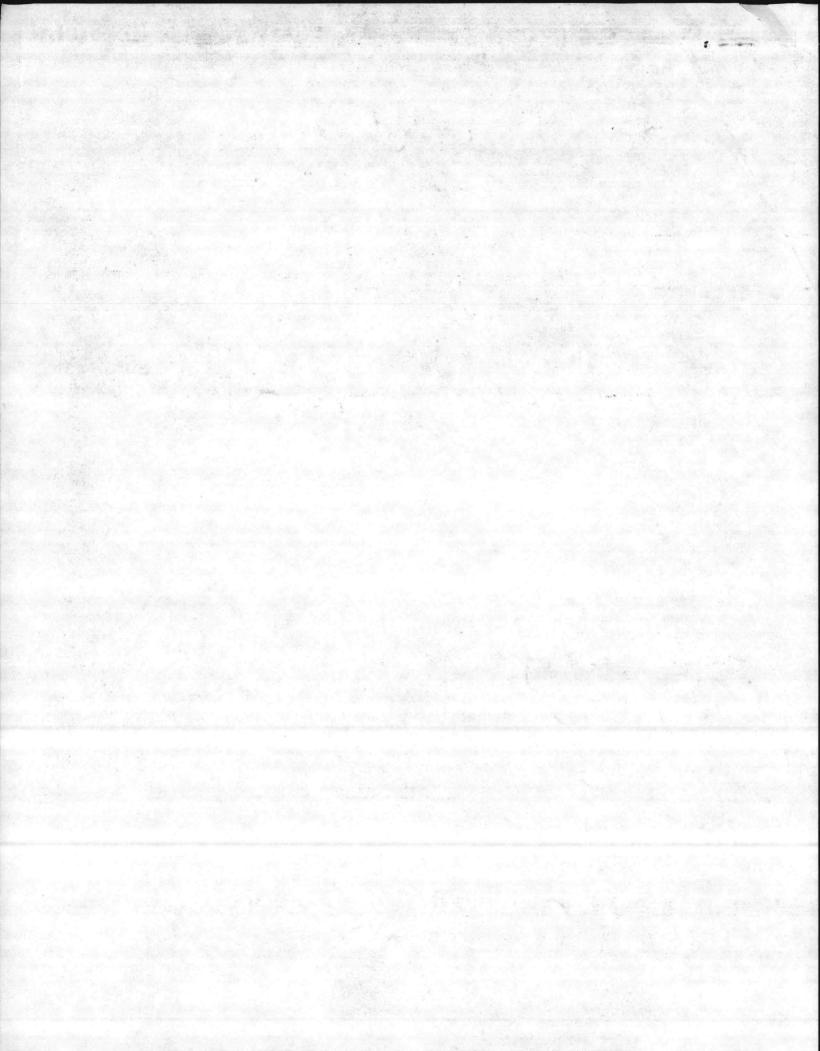
Limited Class Size

To maximize your learning opportunities, we limit the class size. You will benefit from individualized attention, workshop situations, and personalized problem solving. Work shop teams will prepare and present energy audit reports, guided by our experienced instructors.

Daily Schedule

Registration will be at 8:00 A.M., Monday, in The Wisconsin Center Guest House (Lowell Hall), 610 Langdon Street, Madison, Wisconsin.

The typical daily schedule will be from 8:00 A.M. to 4:30 P.M. with conveniently scheduled midmorning and midafternoon breaks and a one-hour luncheon period. Day One will include an evening social hour and buffet.



Special Note

Please bring a pocket calculator and be prepared for fieldwork. Notetaking materials and clothing appropriate for wear on rooftops and boiler rooms will be necessary.

Copies of ASHRAE Fundamentals, 1977 Edition, will be available for your use.

In-Plant Training

This and many other programs offered by Engineering Professional Development can be tailored to meet your specific on-site training needs. For more information about in-plant training opportunities, please inquire.

General Information

Fee Covers Notebook, program materials, break refreshments, lunches, one scheduled buffet, and certificate.

Refund We prefer registration in advance. If you cannot attend, please notify us immediately. We will refund your fee, or you can have someone take your place.

Accommodations Your enrollment confirmation will include hotel/motel information. Advise us at time of registration if you are handicapped and desire special accommodations. Requests will be kept confidential. Republic, Northwest, Ozark, Frontier, United, and Air Wisconsin airlines serve Madison. Please make your own reservations.

Location The Wisconsin Center Guest House (Lowell Hall), 610 Langdon Street, Madison, Wisconsin.

Related Courses To receive information on future courses and seminars, just check the box on the enrollment form, write in your name, title, etc., and mail.

Our programs are supported, in part, by funds administered through UW-Extension.

If you cannot attend this year, call us for information on future scheduling of this and other courses in ENERGY AUDITING.

Enrollment Form

Mail To Engineering Registration The Wisconsin Center 702 Langdon Street Madison, WI 53706

Or Call Toll Free 800-262-6243 (608-262-1299 direct)
Ask for Engineering Registration
Wisconsin residents call 800-362-3020

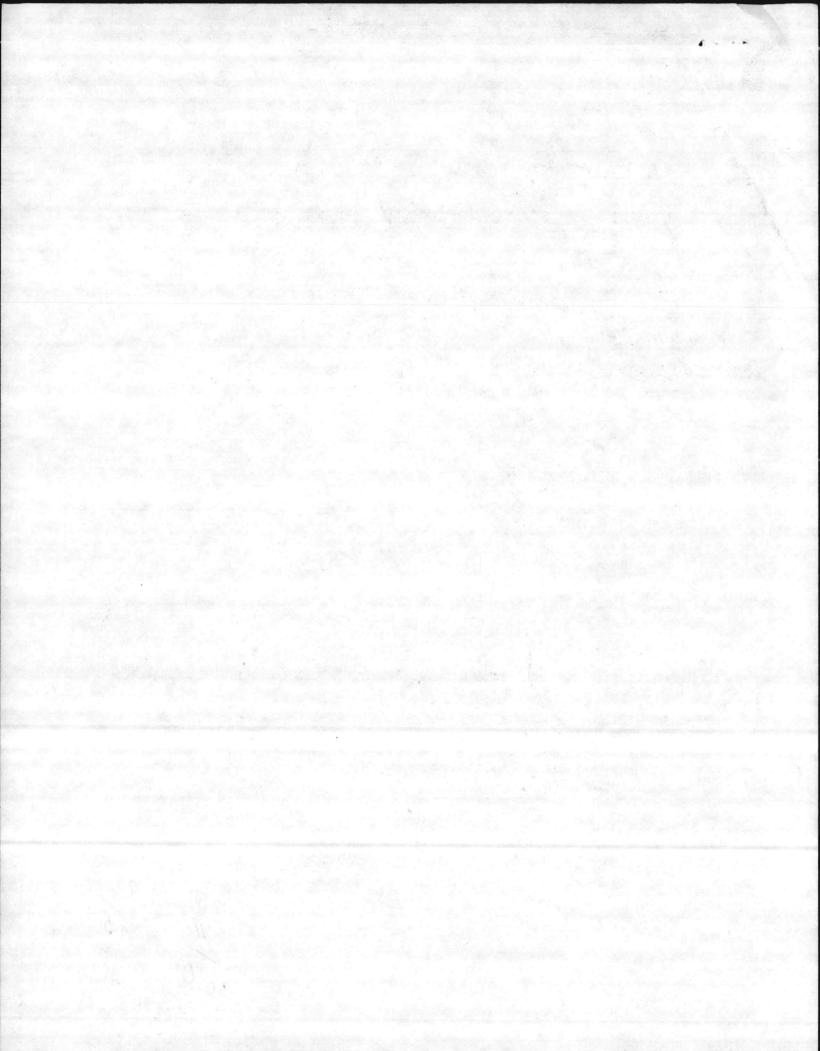
Program Information Dial the Toll Free number above, ask for Engineering Information, request:

Program Director, Don Schramm

Program Assistant, Linda Hook (Direct phone 608-263-7757)

☐ Please send me information on related courses
Please enroll me in Fundamentals of Energy Auditing □ April 14-17, 1986, Course No. 6411 W I
☐ July 21-24, 1986, Course No. 7372 W I Fee: \$595 (2.4 CEU)
☐ MasterCard ☐ VISA
Cardholder's Name
Card No Expires
☐ Bill my company ☐ P.O. or check enclosed (Checks payable in U.S. funds to UW-Extension)
Name
Title
SS#*
Company
Address
City State
Zip Phone ()
*Assures prompt enrollment confirmation and an accurate record.
This information is collected to enhance the programming efforts of University of Wisconsin-Extension and is voluntary. Sex: □ Female □ Male
Month Day Year Birthdate:
Heritage: ☐ American Indian ☐ Asian ☐ Black ☐ Hispanic ☐ White or Other
Occupational Area:
☐ 100 Professional, technical and managerial occupations
□ 700 Other

75 75 4 37 3 30 40



THE FOLLOWING TRAINING COURSES WERE APPROVED AS SPECIAL O&M "P" PROG FUNDING FOR FY-86

V	COMPREHENSIVE LIGHTING DESIGN Apr 21- 25	1600	Young
	AIR CONDITIONING PIPING SYSTEM -/D-14Mav	1700	WERNER
V	Sundamentals & Energy Ruditing AIR CONDITIONING AIR DISTRIBUTION Apr 14-17	1700	FOSKEY
	WATER SUPPLY & DISTRIBUTION Aug 12+ 1386	1000	ASHTON
	SANITARY SEWER LIFT STATION DESIGN - 24 28 (2) Course has been concelled will need publication.	1400	BAKER
	RESIDENTIAL ENERGY AUDITING ? 9.85	1600	STALLINGS
	RESIDENTIAL ENERGY AUDITING 7 985	1600	GAVIN
	ADVANCED ENERGY AUDITING 7 786	1700	HANKINS
	SPECIFYING UNINTERRUPTIBLE POWER SYSTEM (UPS) Apr 29-30	1230	FITCH
<u></u>	FUNDAMENTALS OF ENERGY AUDITING	1350	YOUNG
	guly 21-24		
	FUNDAMENTALS OF ENERGY AUDITING Apr 14-17	1350	STALLINGS
	FUNDAMENTALS OF ENERGY AUDITING	1350	GAVIN
	ENERGY THERMAL STORAGE	1700	FITCH
	ENERGY THERMAL STORAGE = ? Critica Ventilahor Septens - 14-16 ? Trouble shooling + Reclession	1700	FITCH Hankins

Each person needs to submit to me the <u>dates</u>, <u>place</u>, <u>time</u>, <u>etc.</u>, of the approved course. Any substitutions will have to be of similar costs and be approved by the Design Director, Public Works Officer and Training.

Thanks,

Sue J

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Air-Conditioning Design— Testing, Adjusting, and Balancing April 7-11, 1986

Purpose

Proper maintenance and operation of HVAC air and water systems can reduce operating energy costs and improve the comfort of building occupants. New buildings must be balanced to achieve the design objectives of the consulting engineer, while existing buildings must be rebalanced as needed to acknowledge changes in functional use.

Testing, adjusting, and balancing is the process of checking and adjusting all building environmental systems. Our intensive five-day course can assist you in this process of

· balancing air and water systems

adjusting new and existing systems to provide design quantities

 verifying equipment and automatic controls performance

measuring sound and vibration.

Who Should Attend

If your interest is efficient energy operation of commercial buildings, plan to attend. This course will especially assist

 consulting engineers who need to understand initial and supplemental testing, adjusting, and balancing requirements

 building operating staff seeking in-depth training or qualified service organizations

 contractors interested in operation and service of all building environmental systems.

Labs and Workshops

Labs and workshops will stress "how to do it" in a setting where you encounter new and existing air and water systems. Over \$20,000 in TAB equipment will be available for demonstration and use during the week. Working in small groups you will apply classroom lectures and material in actual fieldwork. This arrangement will insure a thorough transfer of knowledge, promote group discussion, and provide additional student-instructor interaction.

Instructors

Darrel J. Hermans, P.E., president of TAB Services, Ltd., has over 14 years experience in balancing and troubleshooting HVAC system problems—from single unit to nuclear power plant ventilation systems. Prior to forming TAB Services, Ltd., in 1980, he was national manager of Fluid Engineering Services (FES), Division of Johnson Controls, Inc. For the past 10 years he has conducted seminars for training personnel and accepted final responsibility for all air and water balancing projects performed by FES offices.

Mr. Hermans has a B.S.M.E. from the Milwaukee School of Engineering. He is a registered P.E. in eight states and a member of ASHRAE and its technical committee for testing and balancing. He is also a member of NEBB, a national organization of testing and balancing agencies.

Keith J. Kempski, program director, University of Wisconsin-Madison, Department of Engineering Professional Development, has over 18 years experience in energy auditing and temperature control system design, installation, and service. He has extensive experience in HVAC and temperature control system analysis and evaluation.

Text and Materials

You will receive a copy of Air Conditioning—Testing, Adjusting, and Balancing; A Field Practice Manual, by John Gladstone, and other related materials that supplement current published balancing manuals.

Department of Engineering Professional Development

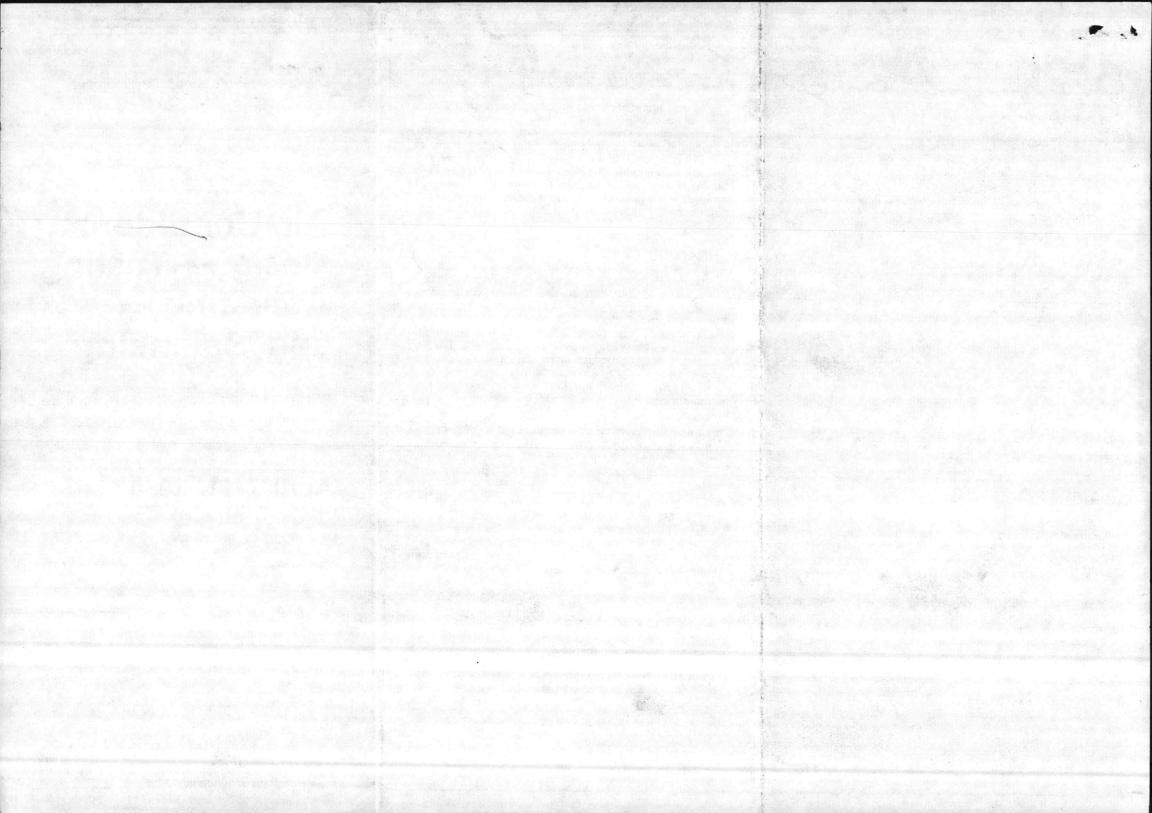
Air-Conditioning Design—Testing, Adjusting, and Balancing

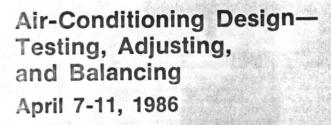
A course to improve the performance of new and existing systems

April 7-11, 1986



The College of Engineering University of Wisconsin-Madison.





Course Outline

Duct Design

· Air flow theory · Duct sizing

· Pressure, pressure loss, and measurement

Psychrometrics

· Properties of dry air and water vapor

· Latent, sensible, and combination processes

· Humidifying and dehumidifying

Use of psychrometric chart

Testing and Measurement

· Instruments and use

-mamometers and pilot tubes

-rotating vane

-swing vane (Alnor velometers)

-balancing hoods

Measurement of flow

-selection of test points

-traverse

-temperature and altitude corrections

Instrument Lab (Optional)

A "hands-on" opportunity to use and evaluate air/water system TAB instruments.

Fans

Types

Performance characteristics: arrangements, noise

Proper selection: fan and system curves, fan laws

Installation practices: inlet and outlet, drive arrangements

Testing

Systems and Terminal Units

Types
 Measurement and adjustment

Automatic Temperature Controls

Relationship to balancing

Electric Motors

· Types and application

Motor performance evaluation

• Troubleshooting • Safety

Air Balance Lab

Groups of 4-5 students will test an HVAC system and prepare a balance report based on course fieldwork.

Preliminary procedures

• Forms • On-the-job procedures

· Presentations and critique

Water Systems and Pumps

Types and design

· Equipment room piping practice

Pump applications and selection: pump/system curves, closed/open systems, pump efficiency

Testing

Water System Balancing

Flow measurement devices

Flow balance procedures

Water Balance Lab

Groups of 4-5 students will test an existing hot water/ chilled water system and prepare a balance report based on course fieldwork.

Preliminary procedures

• Forms • On-the-job procedures

· Presentations and critique

Using TAB for Energy Auditing

HVAC system analysis

· Evaluation of system performance

· Selection of flow measurement locations

• Temperature control analysis

Troubleshooting Existing Air and Water Systems

· Finding obstructions and leaks

Evaluating fan/pump size and motor size

Sound and Vibration in Systems

Cost Estimating Techniques

Variables and task requirements

Estimating procedures

Report and Submittal Requirements

Note: Please bring your calculator! A calculator having exponent and memory functions will be useful.

Enrollment Form

Mail To Engineering Registration The Wisconsin Center 702 Langdon Street Madison, WI 53706

Or Call Toll Free 800-262-6243 (608-262-1299 direct)
Ask for Engineering Registration

Wisconsin residents call 800-362-3020 **Program Information** Dial the Toll Free number above,

ask for Engineering Information, request: Program Director, Keith J. Kempski Program Assistant, Connie L. Quamme (Direct phone 608-262-0468)

Ai	r-Condi	itionin	a D	esign-	Testi	ng,	Adju	stir	ng,	
	Please	enrol	l me	in Cou	rse N	10.6	194	W		
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and Balancing
April 7-11, 1986

Fee: \$695 (4.0 CEU) Enrollment Limit of 25 ☐ MasterCard ☐ VISA

Cardholder's Name

Card No.	Expires
☐ Bill my company	☐ P.O. or check enclosed

(Checks	payable in U	S. funds to U	W-Extension)	
Name				

Tittle	
SS#*	

Address ______

Zip _____ Phone () ______

'Assures prompt enrollment confirmation and an accurate record.

This information is collected to enhance the programming efforts of University of Wisconsin-Extension and is voluntary.

Sex: □ Female □ Male

Month Day Year

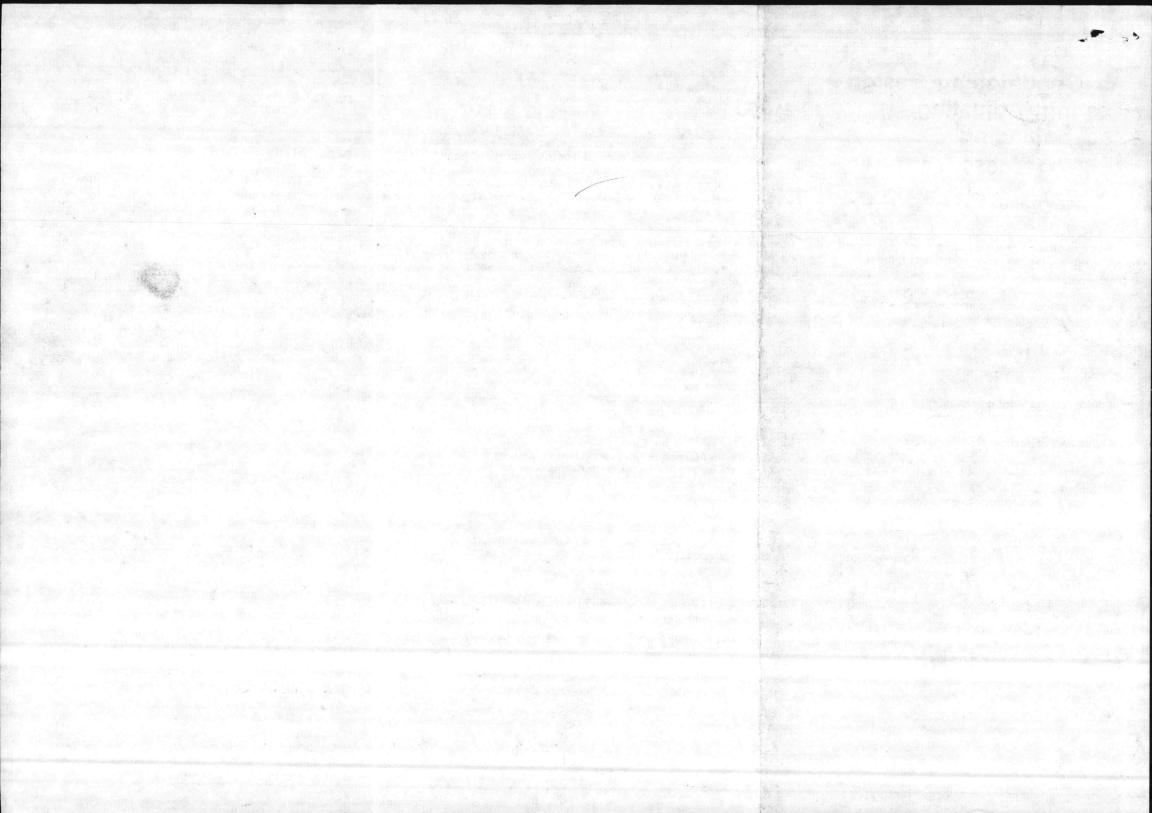
Heritage: ☐ American Indian ☐ Asian ☐ Black
☐ Hispanic ☐ White or Other

Occupational Area:

☐ 100 Professional, technical and managerial occupations

[] 700 Other

F-5645



ENROLLMENT FORM:

B-19-80-0

MAIL TO:

OR CALL:

Engineering Registration 929 North Sixth Street (414)-224-1833 (direct)

Outside Wisconsin 1-800-222-3623

Wisconsin residents 1-800-222-4643 Milwaukee, WI 53203 FOR MORE INFORMATION CALL (414) 224-4193 John T. Snedeker, Program Director 1864 Please enroll me in Course No. UNINTERRUPTIBLE POWER SYSTEMS: DESIGN, SELECTION AND SPECIFICATION April 29-30, 1986 Fee: \$435 (1.2 CEU) P.O. or Check enclosed ☐ Bill my company ☐ MasterCard ☐ VISA Cardholder's Name Exp. Date Cr. Cd. Acct.# (Make check payable in U.S. funds to University of Wisconsin Milwaukee) Name Title SS#* Company _____ Address ____ City ____ Zip State Telephone (please include area code) * While not mandatory, the Soc. Sec. number assures you prompt enrollment confirmation and gives you an accurate, readily accessible educational record. The following information is collected to enhance the programming effort. of University of Wisconsin System and is voluntary Sex: Female Male Month Day Birthdate: Heritage: American Indian Asian Black Hispanic White or Other

Occupational Area:

100 Professional, technical and managerial occupations

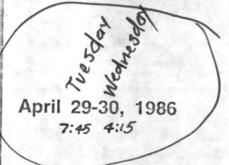
700 Other occupations

Specifying Engineer

Jim Fitch

Center for Continuing Engineering Education
UNIVERSITY OF WISCONSIN-MILWAUKEE

UNINTERRUPTIBLE
POWER SYSTEMS:
DESIGN,
SELECTION
AND
SPECIFICATION



professional development

A Program at the Civic Center Campus in downtown Milwaukee

UNINTERRUPTIBLE POWER SYS

April 29-30, 1986 Milwaukee. Wisconsin

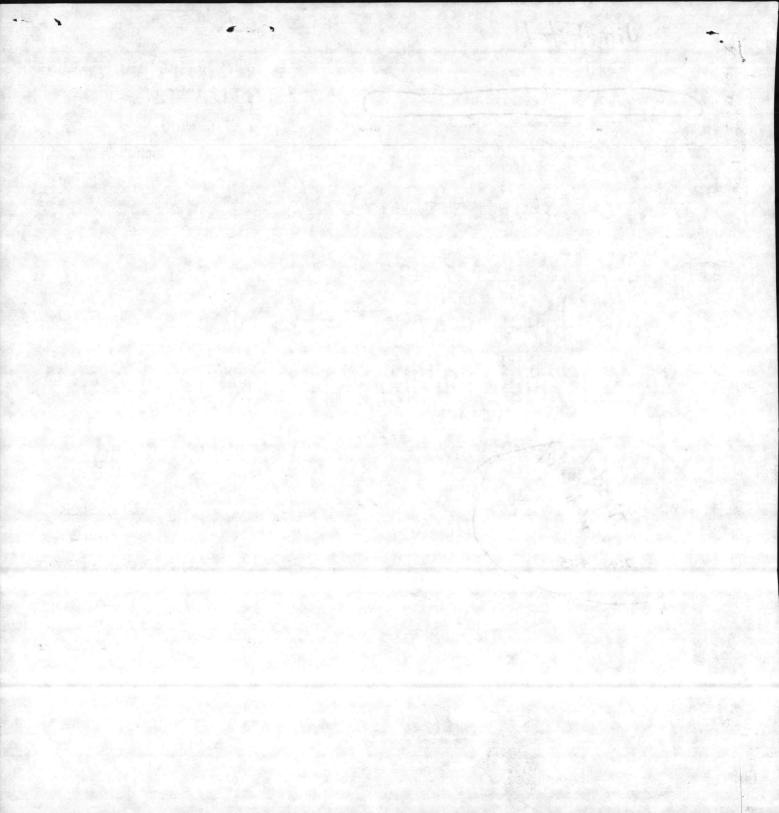
COURSE OBJECTIVE:

The objectives of this institute will have been accomplished if, upon completion, the attendee can answer satisfactorily the following questions:

- Where is UPS needed?
- When is it needed?
- Should the system be redundant?
- How should components be chosen?
- How is a system designed?
- What are system maintenance requirements?
- What grounding and noise problems need consideration?

WHO SHOULD ATTEND:

This institute is directed primarily towards systems managers, engineers, designers and others whose responsibilities include the selection and/or design of uninterruptible power systems. Utility personnel should also find the information presented useful. Previous attendees will find that considerable new material has been added to the program.



UNINTERRUPTIBLE POWER SYSTEMS: DESIGN, SELECTION AND SPECIFICATION

April 29-30, 1986

Milwaukee, Wisconsin

COURSE OBJECTIVE:

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COURSE OUTLINE:

TUESDAY, April 29, 1986

7:45 A.M. Registration

South Hall, Civic Center Campus 929 North Sixth Street Milwaukee, WI

8:10 Welcome

John T. Snedeker
Program Director, Center for Continuing
Engineering Education
University of Wisconsin-Milwaukee

8:15 Power Line Disturbances

- · Frequence and Duration
- · Downtime Data
- · Catastrophic System Outages

William P. Rades
Superintendent, Technical Services
. . . and

James Holtz Principal Test Engineer Wisconsin Electric Power Company Milwaukee, WI

9:15 Coffee Break

9:30 Power Quality Requirements of Critical

- Interaction Between Loads and Power
- Typical Power/Computer Interface Problems and Solutions

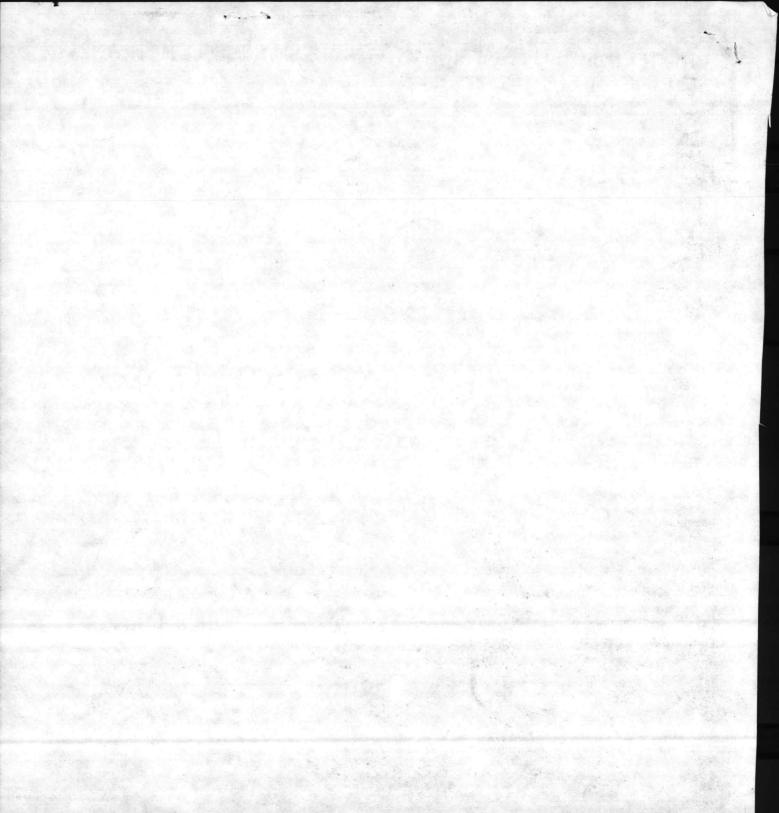
J. Fred Kalbach Consultant Kalbach Engineering Altadena, CA

11:00 Diagnosing Power Quality-Related Computer Problems

- Monitoring Equipment
- Case Studies

Thomas S. Key Member, Technical Staff Sandia National Laboratories Albuquerque, NM

12:00 Lunch



12:45 Conducting and Understanding a Power Line Study

· Significant Past Power Line Studies

Monitoring Power Lines Disturbances

· Analyzing a Power Study

C. Mayo Tabb, Jr.

Power Marketing Manager/Northeast Div. Liebert Corp.

Columbus, OH

1:45 AC Power Conditioning Systems - 25KVA and Below

· Isolation Transformers

· Line Regulators

· UPS

John Waterman President

Failsafe Power Corp.

Vista, CA 2:45 Soft drink break

3:00 AC Power Conditioning Systems - 25KVA and Up

· Power Distribution Systems

· Power Line Conditioners

· Static UPS

Dave Griffith

Sr. Vice President

Cyberex Inc.

Mentor, OH

4:15 Multi-Unit UPS Systems

· Paralleling

Redundancy

John D. Mock

Manager, Applications Engineering

EXIDE Electronics Inc. Raleigh, NC

5:00 Adjourn

6:00 Hospitality hour (cash bar)

6:30 Dinner

John Ernst Cafe

600 E. Ogden, Milwaukee

Dinner Speech:

"'Doc' Lewis' Medicine Show on Computer Room Wiring"

· Warren Lewis

Lewis Consulting & Engineering San Juan Capistrano, CA

WEDNESDAY, April 30

8:15 Rotating UPS Solutions

Advantages
 Limitations

Art Freund
Senior Editor
Electrical Construction & Maintenance
New York, NY

9:15 Coffee break

9:45 Writing Specifications for UPS

Usual Hardware

· Pitfalls to Avoid (application hazards)

David Bratton
President
HDR Power Systems
Columbus, OH

10:45 Grounding and Noise Control

Basic Mechanisms

· Control of Current

Systems Interconnection

Warren Lewis

11:45 Lunch

12:30 Batteries for UPS Systems

Battery Characteristics

Floor Loading

Charging

Maintenance

Dick Scarvaci
Applications Engineer – Spec. Prds.
Globe Battery–Div. of Johnson Controls
Milwaukee, WI

1:30 Soft drink break

1:45 UPS Design Workshop Various Speakers

4:15 Certificates Distributed Final Adjournment

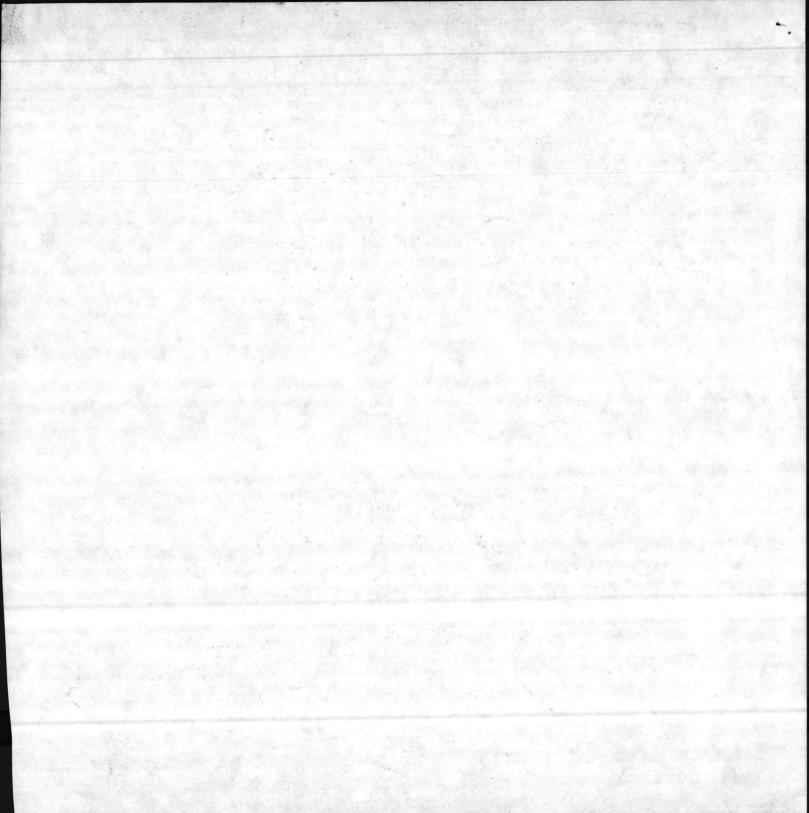
Enroll Today!

CALL SEMINAR HOTLINES! (414)-224-1833

1-800-222-3623 (outside Wisconsin) 1-800-222-4643 (Wisconsin Residents)

FUTURE COURSE OF INTEREST:

Computer Room Design May 1-2, 1986 – Madison, WI Program Director: Keith Kempski (608) 262-0468



Comprehensive Lighting Design April 21-25, 1986

· Learn about modern lighting systems, new light sources, and the latest lighting design requirements.

Identify the operating characteristics and limitations

of various types of illumination designs.

· Learn to design for illumination quality as well as quantity-Add the aesthetic component to your

 Gain experience in using the latest microcomputer techniques to solve your lighting design problems and in using CAD graphics to implement them.

· Learn about new retrofit systems.

The College of Engineering
University of Wisconsin-Madison

Engineering Professional Development 432 North Lake Street Madison, Wisconsin 53706

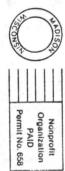
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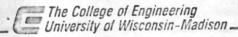
Department of Engineering Professional Development

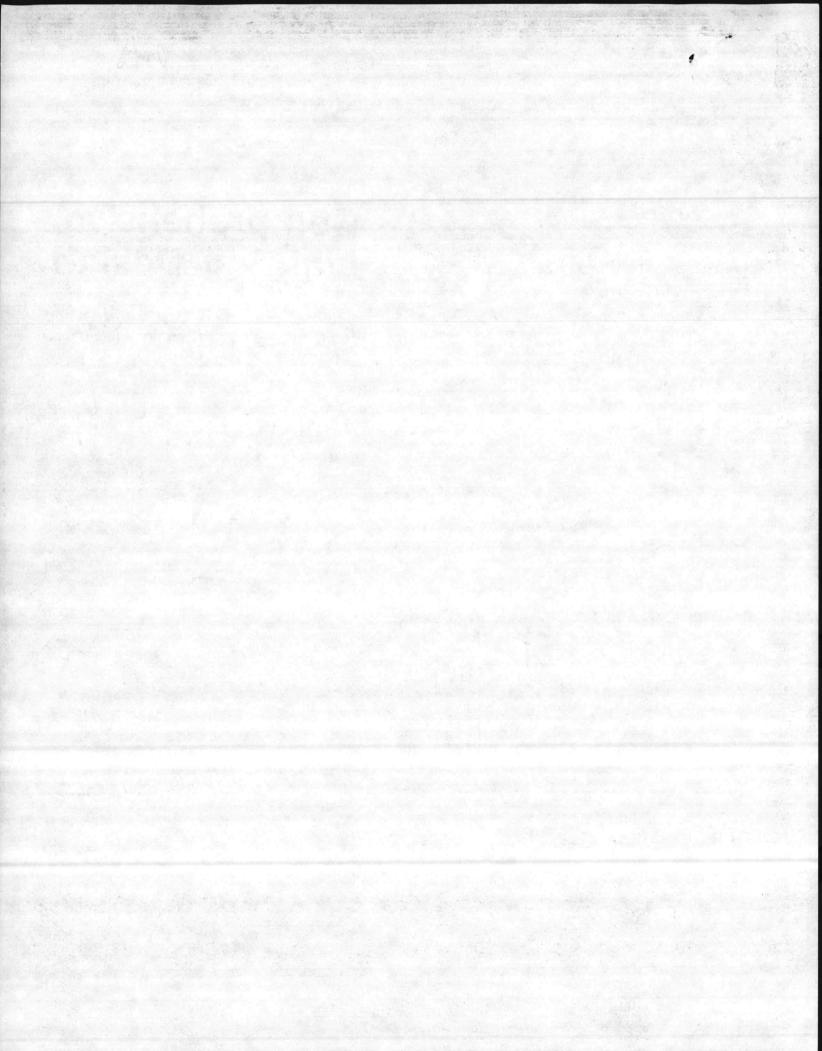
Comprehensive Lighting Design

One of a series of intensive industrial and commercial electrical engineering short courses.

April 21-25, 1986







Comprehensive Lighting Design April 21-25, 1986

. . . for engineers, architects, energy managers, and designers responsible for the design, specifications, layout, and analysis of interior lighting systems in institutional, commercial, and industrial buildings and manufacturing plants.

Course Objective

This course is structured to provide the attendees with systematic and step-by-step procedures for implementing comprehensive illumination designs. This course emphasizes the industrial and commercial illuminating engineering design and analysis techniques that most influence life-cycle costs and effective electrical energy management. The purpose of this course is to provide the participants with a sound understanding of the advanced principles and design techniques used to select interior lighting systems. Sample problem exercises and computer workshops in this course allow the participants "hands-on" experience with the design techniques demonstrated during the course. Microcomputer software tools will be used to analyze several case studies, and computer-aided design (CAD) will be introduced as a design tool in lighting design.

Who Will Benefit . . .

Engineers, architects, and designers responsible for interior lighting systems will benefit from this course. Plant engineers, consulting architects and engineers, electrical contractors, and energy management specialists will also find it valuable. Lighting equipment manufacturers and others who may not have had a complete and formal course in specifying and designing illumination systems will find this course helpful in their work.

... And Why

You will learn how to provide an environment in which people can function effectively, efficiently, and comfortably. You will study the principles, design techniques, and calculations used to select a lighting system and explore how lighting interacts with the physical, physiological, and psychological components of human behavior. You will acquire the necessary working knowledge required to solve many of the complicated problems involved in energy-conscious lighting design.

Instructors

The course instructors are acknowledged experts in the field of illuminating engineering design and analysis, particularly for industrial, commercial, and institutional facilities. They have participated in this program in prior years. Each instructor has developed specialized interest and expertise in such areas as design methods, lighting and color controls, glare, thermal/illumination factors, lighting system case studies, and microcomputer design. They are active in the Illuminating Engineering Society (IES) as well as other professional engineering groups, and most have written numerous technical publications presented in such journals as Illuminating Engineering, Journal of IES, and ASHRAE Journal.

Dr. Robert E. Levin, Optics & Illumination Science, GTE-Sylvania Lighting Products, Salem, Massachusetts

Mr. John Hibbs, Lighting Consultant, Computer-Aided Lighting Analysis, Inc., Boulder, Colorado

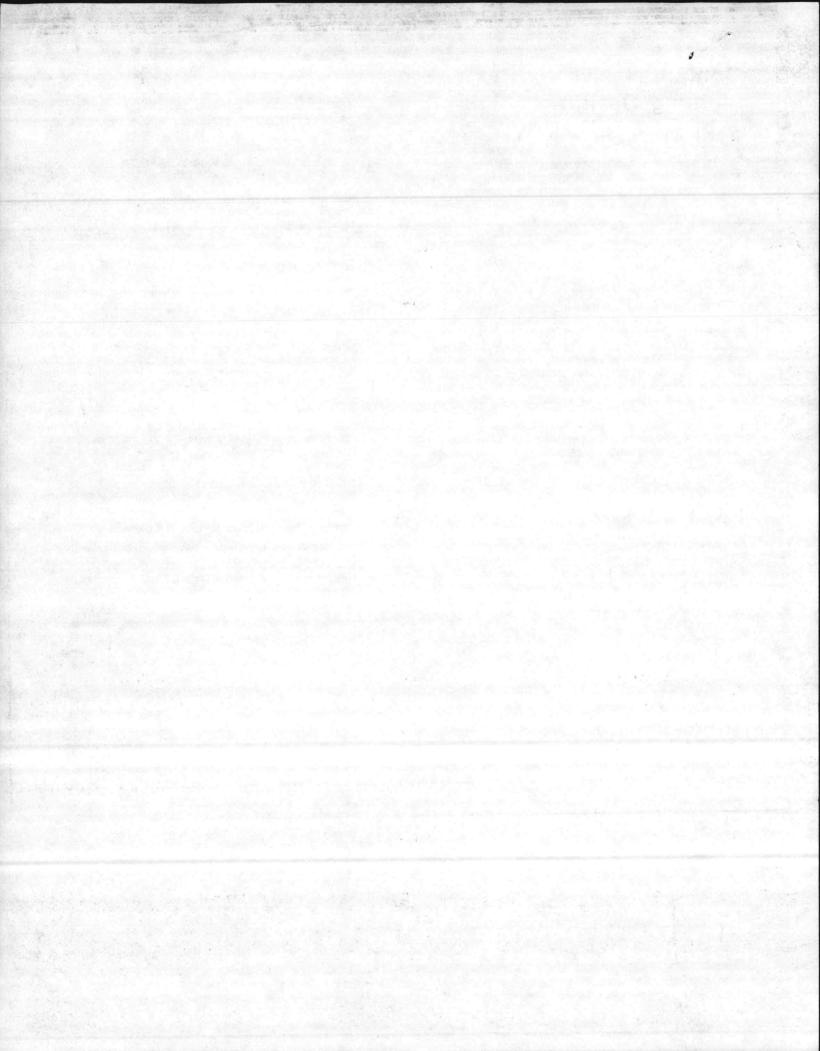
Mr. Roy Jones, Lighting Consultant, Arcadia, California

Mr. Terry J. McGowan, Specialist, Lighting Technology Department, General Electric Company, Salem, Massachusetts

Mr. Gary Steffy, IES, IALD, Lighting Consultant, Gary Steffy Lighting Design, Inc., Ann Arbor, Michigan

Mr. James W. Griffith, James W. Griffith, Inc., Dallas, Texas

outline inside



Course Outline

Monday, April 21

8:00 Registration and Welcome The Wisconsin Center 702 Langdon St. Madison, Wisconsin Dr. Ken Greenwald Program Director Engineering Professional Development University of Wisconsin-Madison

Basic Definitions and Concepts in Lighting 8:30

· Elementary Definitions Fundamental Equations

The Inverse Square Law

Example Problems

12:00 Lunch

1:00 The Zonal Cavity Metric Fundamental Example

· The Procedure and Its Limitations

 Problem Session Roy Jones

3:30 Class Problem Dr. Robert E. Levin

Tuesday, April 22

8:00 Instrumentation, Testing, and Interpreting Photometric Data

 Test Instruments Testing Procedures

 Presenting and Interpreting Data Dr. Robert E. Levin

10:30 Color and Vision

Basic Concepts

Color Rendition

· The Use of Color Dr. Robert E. Levin

12:00 Lunch

1:00 The Point-by-Point Metric

Fundamental Example

The Procedure and Its Limitations

 Problem Session Roy Jones

Hands-On Microcomputer Examples

· Zonal Cavity Analysis

· Point-by-Point Analysis

Energy Analysis

Roy Jones

Wednesday, April 23

8:00 Lighting Equipment Specification

Sources

Optical Controls

Electrical Controls

Retrofit Example

Terry J. McGowan

12:00

1:00 Lighting Design Using a Computer-Aided Design (CAD)

Designing with a CAD System

Case Studies

 Hands-on Lighting CAD Demonstration John Hibbs

Thursday, April 24

8:00 Lighting by Design

Criteria Checklist

Design Process

Case Studies

 Subjective Impressions Gary Steffy

10:30 A Design Problem

In-class Analysis of Real Project

 Quick Estimating Calculations Gary Steffy

12:00 Lunch

1:00 Lighting for Electronic Offices

Proposed Legislation

European Standards

IES Proposed Guidelines

 State-of-the-art Applications Gary Steffy

3:00 Open Plan Office Building

Guidelines

Case Studies

Gary Steffy

Friday, April 25

8:00 Life-Cycle Cost Analysis of Lighting Systems

Fundamental Relationships

 Computerized LCC Analysis James W. Griffith

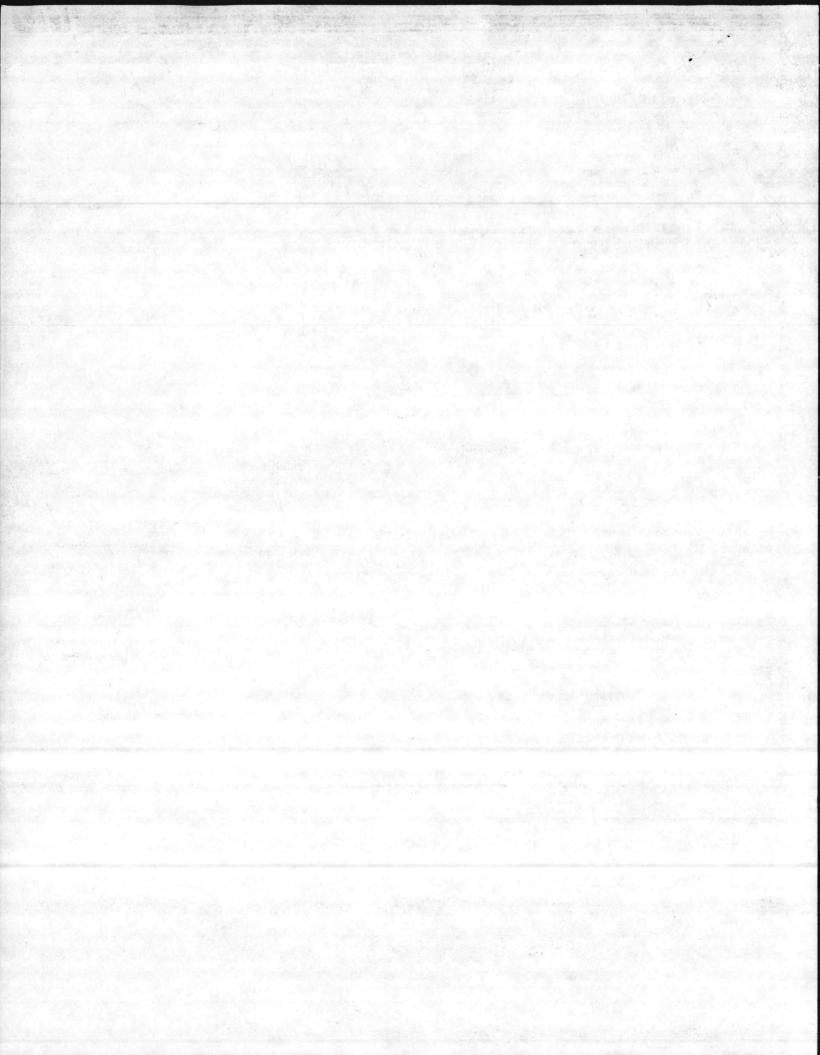
12:00 Lunch

1:00 Daylighting as an Illumination Source

Recommended Practice

Economics of Daylighting

 Thermal and Lighting Trade Offs James W. Griffith



3:00 Course Adjournment

Course Material

Each participant will receive selected reference material. We encourage you to bring copies of the IES Handbook and other compact reference material.

Hand Calculator

Each attendee should bring a hand calculator for effective and rapid calculations, required for both classroom and homework problems.

Daily Schedule

Coffee, tea, and rolls will be provided at 7:45 A.M. prior to the start of morning sessions Tuesday-Friday. Coffee and tea will be provided at morning breaks; soft drinks at the afternoon breaks.

General Information

Fee Covers Notebook, program materials, break refreshments, lunches, and certificate.

Refund We prefer registration in advance. If you cannot attend, please notify us immediately. We will refund your fee, or you can have someone take your place.

Accommodations Your enrollment confirmation will include hotel/motel information. Advise us at time of registration if you are handicapped and desire special accommodations. Requests will be kept confidential.

Location The Wisconsin Center, 702 Langdon Street, Madison, Wisconsin.

Related Courses To receive information on future courses and seminars, just check the box on the enrollment form, write in your name, title, etc., and mail.

Our programs are supported, in part, by funds administered through UW-Extension.

Enrollment Form

Mail To Engineering Registration
The Wisconsin Center
702 Langdon Street
Madison, WI 53706

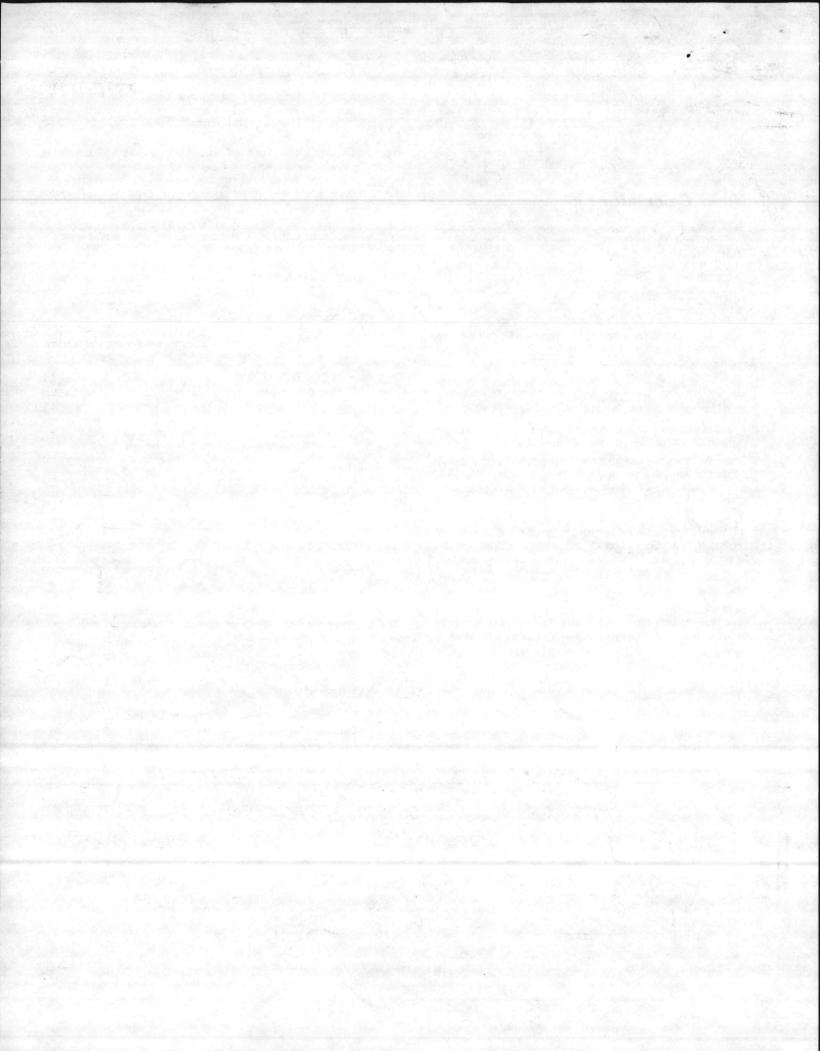
Or Call Toll Free 800-262-6243 (608-262-1299 direct)
Ask for Engineering Registration
Wisconsin residents call 800-362-3020

Program Information Dial the Toll Free number above, ask for Engineering Information, request:

Program Director, E. K. Greenwald Program Assistant, Patricia Butler (Direct phone 608-262-0573)

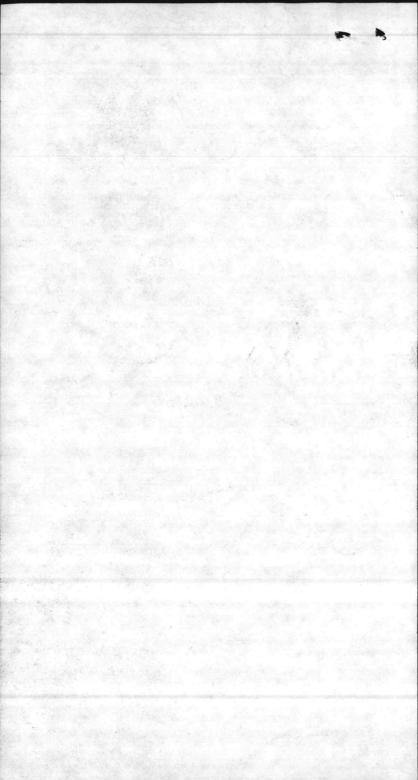
(Direct ph	ione 608-262-0573)				
□ Please	send me information on related courses				
☐ Please	Please enroll me in Course No. 6269 W				
April 21-2 Fee: \$695 pany or a ☐ MasterCa	ensive Lighting Design 5, 1986 (3.0 CEU) ; \$625 each if two or more from the same com- gency register and attend together ard □ VISA 's Name ————————————————————————————————————				
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Occupation					
	essional, technical and managerial occupations				
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Wisconsin residents call 800-362-3020 Program Information Dial the Toll Free number above, ask for Engineering Information, request: Program Director, Don Schramm Program Assistant, Linda Hook (Direct phone 608-263-7757)
□ Please send me information on related courses
Please enroll me in Fundamentals of Energy Auditing April 14-17, 1986, Course No. 6411 W I
□ July 21-24, 1986, Course No. 7372 W I Fee: \$595 (2.4 CEU)
□ MasterCard □ VISA
Cardholder's Name
Card No Expires
☐ Bill my company ☐ P.O. or check enclosed (Checks payable in U.S. funds to UW-Extension)
Name
Title
SS#*
Company
Address
City State
Zip Phone () * *Assures prompt enrollment confirmation and an accurate record.
This information is collected to enhance the programming efforts of University of Wisconsin-Extension and is voluntary. Sex: Female Month Day Year
Birthdate: Heritage. American Indian Asian Black Hispanic White or Other
Occupational Area:
D 100 Professional, technical and managerial occupations



Fundamentals of Energy Auditing

April 14-17, 1986 July 21-24, 1986

Why This Course

Many organ attent must train energy archites to do at effectively with small commercial buildings—the targets of a new federally mandated program for gas and electric utilities. The auditing of these buildings domains skills different from those used on single-family residential structures.

Utility auditors will learn to under third mechanical, electrical, and process energy systems as welfas small business practices. Auditors for restaurant should, and retail chains will need the same systems knowledge plus an understanding of utility issues. Government energy of the same rewing offices shops, or service facilities will reside similar information. This course provides that breadth of knowledge.

What You Will Learn

A mix of classificam fectures and on-site fieldwork will give you both theoretical background and practical experience. This workshop will help you to understand the basic energy systems found in commercial buildings and apartments. It will present a methodology for energy surveys and reporting and provide field exemperience for a wide range of facilities and systems.

Energy auditing is a set of skills combined with a base of knowledge. You will review basic systems-HVAC, plumbing, electrical, building envelope as they apply to specific burgings. You will learn how to do energy audits properly.

- · What procedures to use
- How much time to budget
- What experience is necessary
- What instruments are useful.
- · What enemy savings to expect
- · How to calculate economic hanelits

Who Should Attend

Anyone interested in energy conservation in existing light commercial buildings will find the information helpful. This course is specifically designed for:

- · Public utility auditors
- Consultants
- Facilities managers
- · Fuel suppliers
- Educators from vocational schools, community colleges, or universities working in technical programs related to energy conservation.

Rasic knowledge of building systems, energy analysis, and heat transfer is required.

Not Just Another Seminar

University of Wisconsin-Madison, Department of Engineering Professional Development has trained more than 700 energy auditors from the public utilities, consulting the vocational schools, community energy agencies and state conservation programs. Auditors trained the engh our program have conducted hundreds of thous has of audits since 1977 throughout the United States and Canada. Our experience, combined with the practical, field-oriented approach of this course will help you develop and operate a sensible energy auditing program for apartments and small commercial buildings.

Workshop Speakers

William Uries, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

John C. Jenkins, Project Coordinator, Wisconsin Power & Light, Madison, Wisconsin

Keith Kempski, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

Donald R. Schramm, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

Thomas W. Smith, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

outline inside .

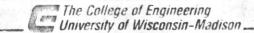
Department of Engineering Professional Development

Fundamentals of Energy Auditing

Practical energy analysis for small commercial and apartment buildings

April 14-17, 1986 July 21-24, 1986

Energy Technology Center



Program Outline

Day One

Welcome and Introduction

What is an Audit?: Commercial Building Case Study

How Buildings Use Energy

- Energy Analysis Procedures-conduction, ventilation, infiltration, and internal loads
- * Potential Energy Reduction

Lunch-Lowell Hall

Workshop: Audit Preparation

Audit Fieldwork I: Apartment

Workshop: Audit Report

Social Hour and Dinner Buffet-Lowell Hall

Day Two

Workshop: Problem Review

Energy Estimating Methods

- · Average Temperature
- Modified Degree Day
- Bin Data
- Evaluating Computer Programs

Lighting Systems Basics

- · Lighting Budgets
- Illumination Levels
- Energy-Saving Strategies
- Daylighting

HVAC Systems Basics

- · Single Zone
- Reheat
- . Multizone and Dual Duct
- Variable Air Volume
- · Heat Recovery and Optimization

Lunch-Lowell Hall

Workshop: Audit Preparation

Audit Fieldwork II: Restaurant

Workshop: Analysis Calculations

Day Three

Workshop: Problem Review

Energy Codes/Standards Impact

Audit Instruments and Measurements

- Temperature, Air Flow, and Combustion Analyzers
- Use of Continuous Readout Equipment to Improve Analysis,
- Evaluation and Selection

Lunch-Lowell Hall

Workshop: Audit Preparation
Audit Fieldwork III: Office/Retail

Workshop: Audit Reports

Day Four

Workshop: Final Problem Review

Automatic Temperature Control

- Control Fundamentals
- Types of Controls-electric, electronic, pneumatic, system powered
- Flow Control Devices-valves, dampers, electric heat controllers
- Control Systems-economizers, enthalpy, OA/hot water reset and dead band strategies

Energy Cost Analysis Techniques

Lunch-Lowell Hall

Computers in Energy Auditing

Your Next Step

Adjourn at 3:00 P.M.

Limited Class Size

To maximize your learning opportunities, we limit the class size. You will benefit from individualized attention, workshop situations, and personalized problem solving. Work shop teams will prepare and present energy audit reports, guided by our experienced instructors.

Daily Schedule

Registration will be at 8:00 A.M., Monday, in The Wisconsin Center Guest House (Lowell Hall), 610 Langdon Street, Madison, Wisconsin.

The typical daily schedule will be from 8:00 A.M. to 4:30 P.M. with conveniently scheduled midmorning and midafternoon breaks and a one-hour luncheon period. Day One will include an evening social hour and buffet.

Special Meta

Please bring a pocket calculator and be prepared for fieldwork. Notetaking materials, and clothing appropriate for wear on rooftops and boiler rooms, will be necessary.

Copies of ASHRAE Fundamentals, 1977 Edition, will be available for your use.

In-Plant Training

This and many other programs offered by Engineering Professional Development can be tailored to meet your specific on-site training needs. For more information about in-plant training opportunities, please inquire.

General Information

Fee Covers Notebook, program materials, break refreshments, funches, on scheduled buffet, and certificate.

Retund We prefer registration in advance. If you cannot attend, please notify us immediately. We will refund your fee, or you can have someone take your place.

Accommodations Your enrollment confirmation will include hotel/motel information. Advise us at time of registration if you are handicapped and desire special accommodations. Requests will be kept confidential. Republic, Northwest, Ozark, Frontier, United, and Air Wisconsin airlines serve Madison. Please make your own reservations.

Location The Wisconsin Center Guest House (Lowell Hall), 610 Langdon Street, Madison, Wisconsin.

Related Courses To receive information on future courses and seminars, just check the box on the enrollment form write in your name, title, etc., and mail.

Our programs are supported, in part, by funds administered through UW-Extension.

If you cannot attend this year, call us for information on future scheduling of this and other courses in ENERGY AUDITING.

Landamentals of anergy Auditing oril 14-17, 1986

Thy This Course

any organizations must train energy and the standard discount of the st

ctrical, and process energy systems as well, a small chains will need the same systems knowledge and the same systems knowledge and understanding of utility issues. Government and additional additional systems will need similar information. This course provides that breadth of knowledge.

That You Will Learn

A mix of classroom lectures and on-site fieldwork will give you both theoretical background and practical perience. This workshop will help you to understand the basic energy systems found in commercial background and apartments. It will present a methodology for energy surveys and reporting and provide field appearence for a wide range of facilities and systems.

Inergy auditing is a set of skills combined with a U seek howledge. You will review basic systems IIVAG, blumbing, electrical, building envelope-as they apply specific buildings. You will learn how to do energy audits properly.

- What procedures to use
- How much time to budget
- What experience is necessary.
- What instruments are useful
- What energy savings to expect
- How to calculate economic benefits

Who Should Attend

Anyone interested in energy conservation in existing light commercial buildings will find the information helpful. This course is specifically designed for:

- · Public utility auditors
- Consultants
- · Facilities managers
- · Fuel suppliers
- Educators from vocational schools, community colleges, or universities working in technical programs related to energy conservation.

Basic knowledge of building systems, energy analysis, and heat transfer is required.

Not Just Another Seminar

University of Wisconsin-Madison, Department of Engineering Professional Development has trained more than 700 energy auditors from the public utilities, consulting firms, vocational schools, community energy agencies, and state conservation programs. Auditors trained through our program have conducted hundreds of thousands of audits since 1977 throughout the United States and Canada. Our experience, combined with the practical, field-oriented approach of this course will help you develop and operate a sensible energy auditing program for apartments and small commercial buildings.

Workshop Speakers

William Dries, Program Coordinator, Engineering Professional Development, University of Wisconsin– Madison

John C. Jenkins, Project Coordinator, Wisconsin Power & Light, Madison, Wisconsin

Keith Kempski, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

Donald R. Schramm, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

Thomas W. Smith, Program Coordinator, Engineering Professional Development, University of Wisconsin-Madison

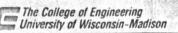
outline inside . . .

Energy Auditing Series

- · Residential Energy Auditing
- Fundamentals of Energy Auditing
- HVAC Systems and Controls
- Advanced Energy Auditing

This course meets part of the requirements for the nation's first formal advanced Energy Management Diploma.

Energy Technology Center



Engineering Professional Development 432 North Lake Street Madison, Wisconsin 53706

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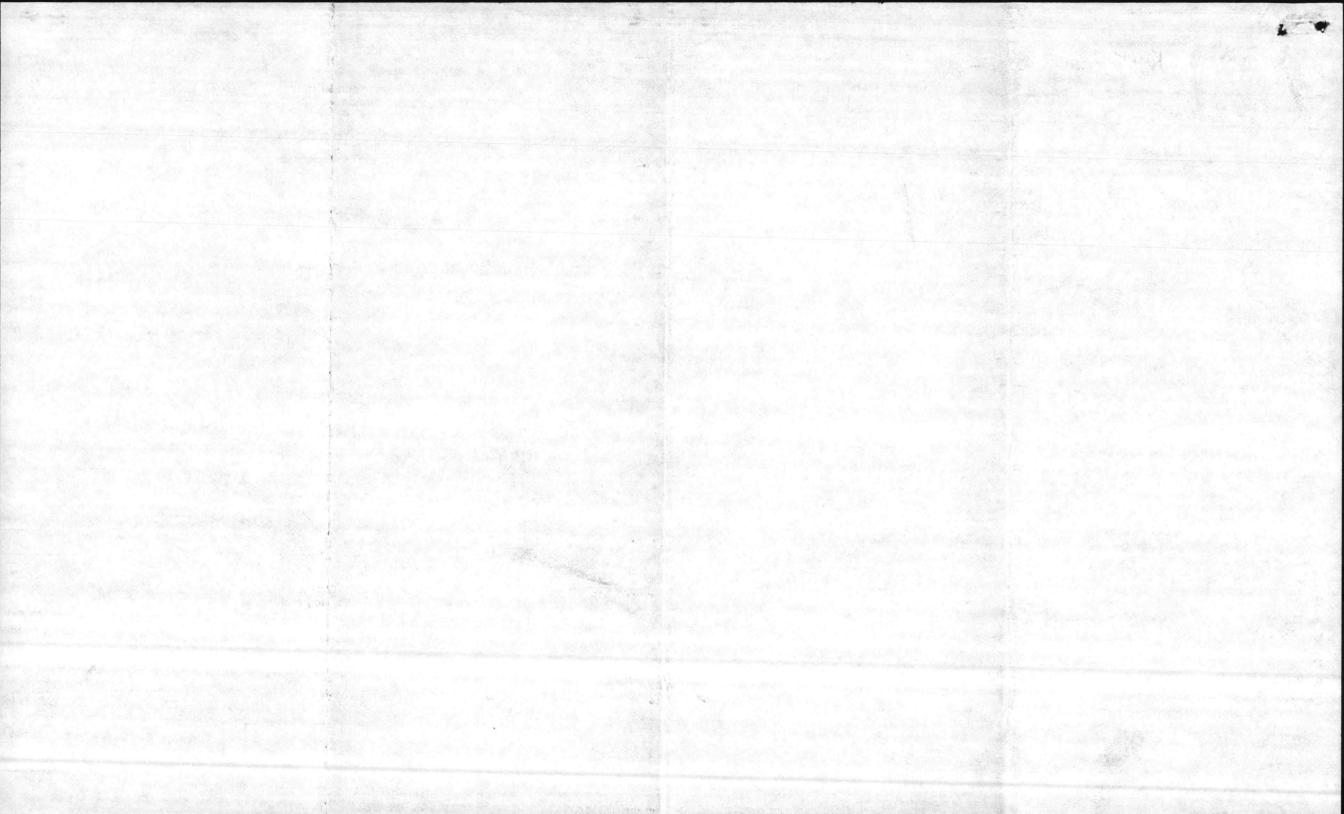
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Enrollment For

Mall To Engineering Re The Wisconsin 702 Langdon Madison, WI 53 Or Call Toll Free 800-2 Ask for Engine

Wisconsin resid

Program Information Dia ask for Engineering Infor-Program Director, Don Sc Program Assistant, Linda (Direct phone 608-263-7

☐ Please send	me into	
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Please enroll me in Fundamentals of Energy ☐ April 14-17, 1986, Co.

☐ July 21-24, 1986, Cour Fee: \$595 (2.4 CEU)

☐ MasterCard ☐ VISA Cardholder's Name

Card No.

☐ Bill ray company (Checks payable in U.S. to

Name

SS#*

Company Address _

*Assures prompt enrollment This information is collecte efforts of University of Wisco

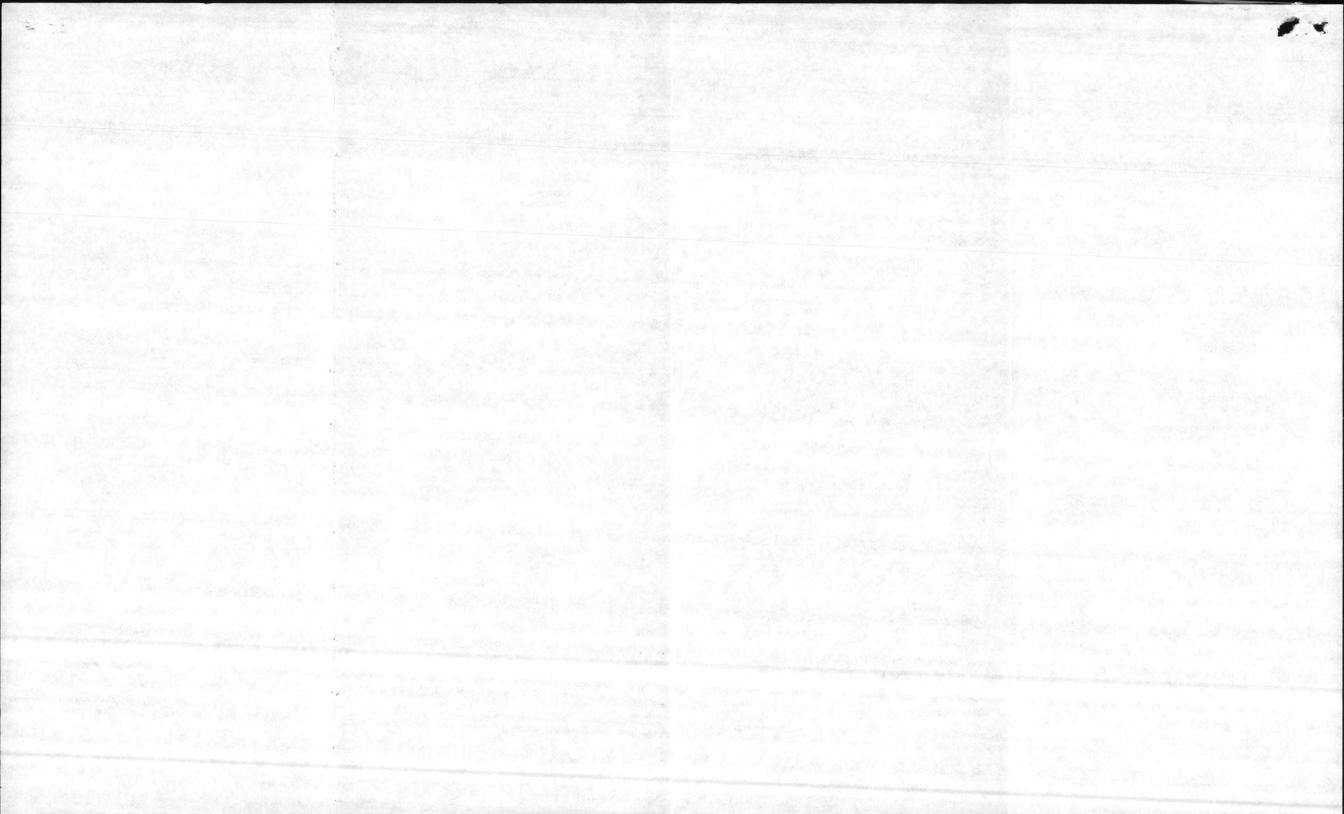
Sex: ☐ Female ☐ Male Month Birthdate:

Heritage: American India ☐ Hispanic

Occupational Area:

□ 100 Professional, technic

☐ 700 Other



OPNAV 5216/144A (Rev. 8-81) 5/N 0107-LF-052-2320

Memorandum_

17Sep 1985 DATE:

045 FROM:

All Branch Managers TO:

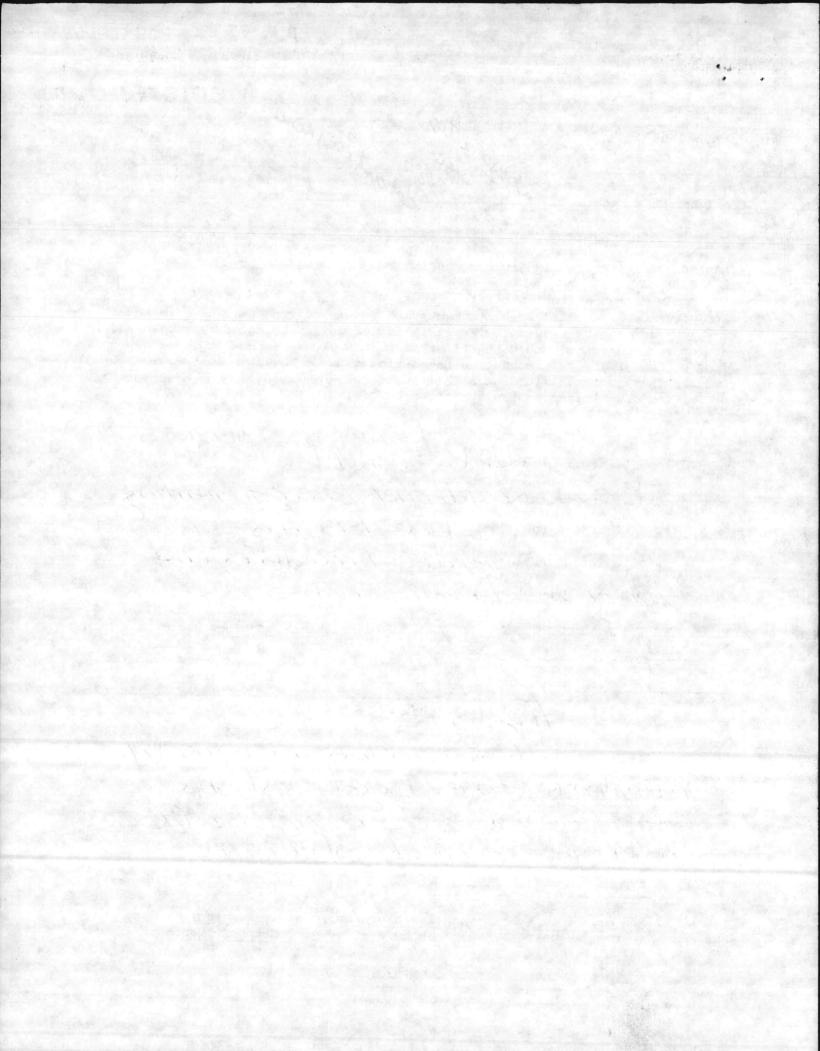
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1. Funds to accomplish studies, surveys, and training related to the FY86 activity energy/utilities requirements are available from Headquarters under the subject special funding. I need a list of any training courses that you and/or your personnel could benefit from that would fall under this category (courses should be offered during the period from 15 November 1985 - 31 October 1986). Actual funding of all submitted courses will be subject to priorities established by the Public Works Officer, Facilities and CMC.

2.	I need the following information: ARRY N. STAULINGS
a.	Employee's Name: SAMOS F. GAUIU
b.	Title of Course: Residential Energy Auditing
c.	Dates of Course & Location: Dec 9-13, 1985
d.	Description of Course: Audit Mcedines and
	Program Development
	1188011 01101 11
e.	Cost of Course: \$62500
f.	Benefits of course: What procedures to use, useful
	instruments, time I budget constraints,
	energy sevines and Economic penetits
	in Evaluating recidential structures,
	111 Cocionita Contrata

Suc Let mon SUE JARMAN

^{3.} In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.



Memorandum

17Sep 1985 DATE:

045 FROM:

All Branch Managers TO:

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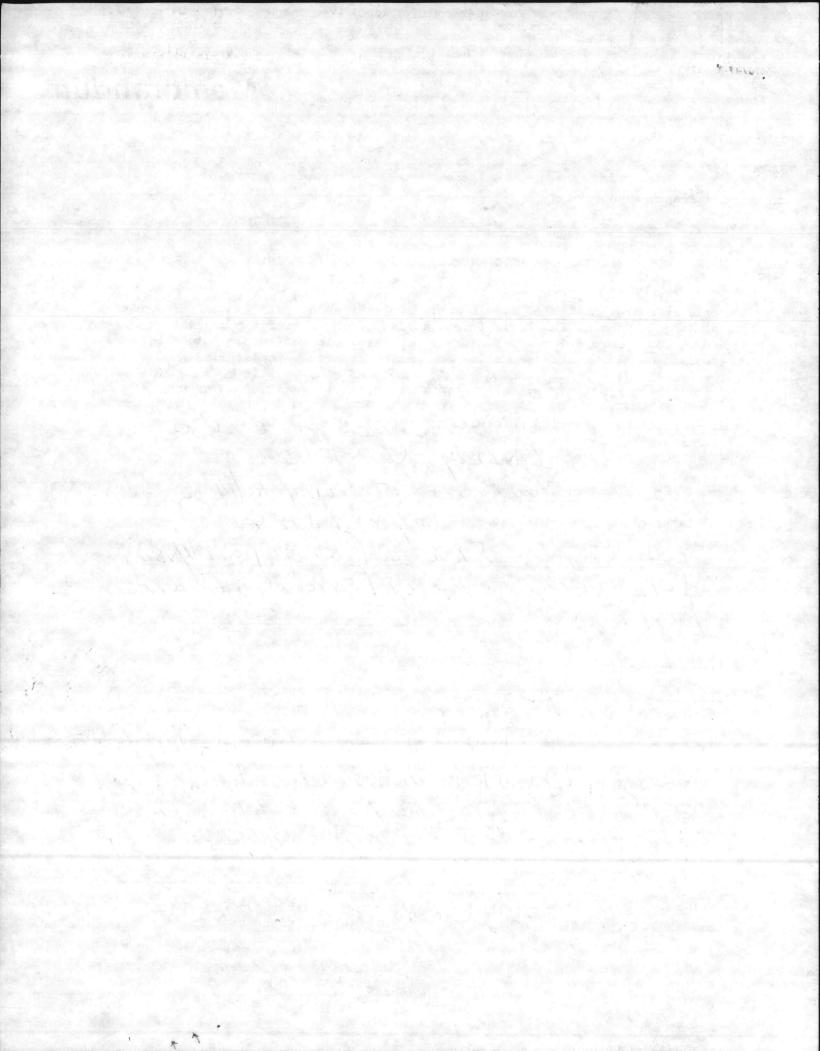
Employee's Name:

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b.	Title of Course: Findments of Energy Housing
c.	Dates of Course & Location: 100,6-9,1986
a.	For small commercial and apartment
	buildings.
e.	Cost of Course: \$5.25
f.	Benefits of course: Procedures to be used time to be buttered
_	energy experience necessary instruments that
	are Useful and how to calculate savings
	¿ ecoponic benefits concerping energy
	auditine

3. In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.

SUE JARMAN



Memorandum

DATE: 17Sep 1985

FROM: 04S

TO: All Branch Managers

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- 2. I need the following information:
- a. Employee's Name: O Homas H. HANKINS JA.
- b. Title of Course: ADYANCE ENERGY AUDITING
- c. Dates of Course & Location: FEB. 17-21 1986 MADISON, WI
- d. Description of Course: THE COURSE TEACHES, BOTH IN THE

METH O DOLDGY FOR LARGE SORLE FACILITIES.

		11	
	Cost of Course:	#795	
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f. Benefits of Course: LAST YEAR THE EMPLOY EE TOOK A COURCE FUNDA

OF EVERGY AUDITING" THE PROPOSED COURSE WILL COM PLEMENT

LAST YEARS COURSE AND WILL HELP THE ENGINEER TO BETERUSE THE EXPERENCE GRINED OVER THE YEARS IN PERFORMING ENERGY BUDITS & SUR VEYS. THE COURSE WILL BETTER EQUIP.

THE ENGINEER TO DESIGN MORE ENERGY EFFICIENT

3. In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.

Sue Jarman

406 Choice #2

DATE: 17Sep 1985

FROM: 04S

.TO: All Branch Managers

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- 2. I need the following information:
- b. Title of Course: Specifying Uninterruptible Power System (UPS)
- c. Dates of Course & Location: 4/28/86 thru 4/30/86; Univ. of Wisc. at Milwaukee 3 days
- d. Description of Course: How to specify and design a UPS system. How to select and specify desired components. How to pinpoint probable grounding and noise problems and specify and design to minimize them.
 - e. Cost of Course: \$475 tuition + travel & per diem
 - f. Benefits of Course: Marine Corps Base, Camp Lejeune, and Marine Corps Air—Station, New River, have installed many UPS in recent years. We feel that our greatest problem with new UPS is poor specifications. As UPS support the critical installations in comm. centers, command posts, data processing centers, etc., the Public Works Specifier needs to become more knowledgeable in specifying UPS.
 - 3. In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.

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406 Choice #1

DATE: 17Sep 1985

FROM: 04S

.10: All Branch Managers

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 - I need the following information:
 - a. Employee's Name: James H. Fitch, P.E.
 - b. Title of Course: THERMAL STORAGE ENERGY
 - c. Dates of Course & Location: 3/3/86 thru 3/8/86; University of Wisconsin at Madison; 5 days
 - d. Description of Course: A study of current method of Thermal Energy Storage using ice and/or water. Methods of specifying storage liquids and related equipment. An emphasis on off-peak electric power saving and electric usage leveling systems.
 - e. Cost of Course: \$790 tuition + travel and per diem
 - Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River.

 Our electric power rate structure with CP&L allows a considerable reduction in rate during off-peak hours. PWD Design needs to become familiar with thermal energy storage to accommodate systems designed to save taxpayers' dollars without reducing service.
 - 3. In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.

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- 2. I need the following information:
- a. Employee's Name: RICHARD KEITH WERNER
- b. Title of Course: AR CONDITIONING PIPING SYSTEMS UNIVERSITY OF WISCONSIN
- c. Dates of Course & Location: 2-10-86 THRU 2-14-86 MADISON, WISCONSIN
- d. Description of Course: FLUID SYSTEMS ENCOUNTERED IN AIR CONDITIONING
- OF BLOGS. AND SPECIFICALLY THE PIPING SYSTEMS FOR WATER,

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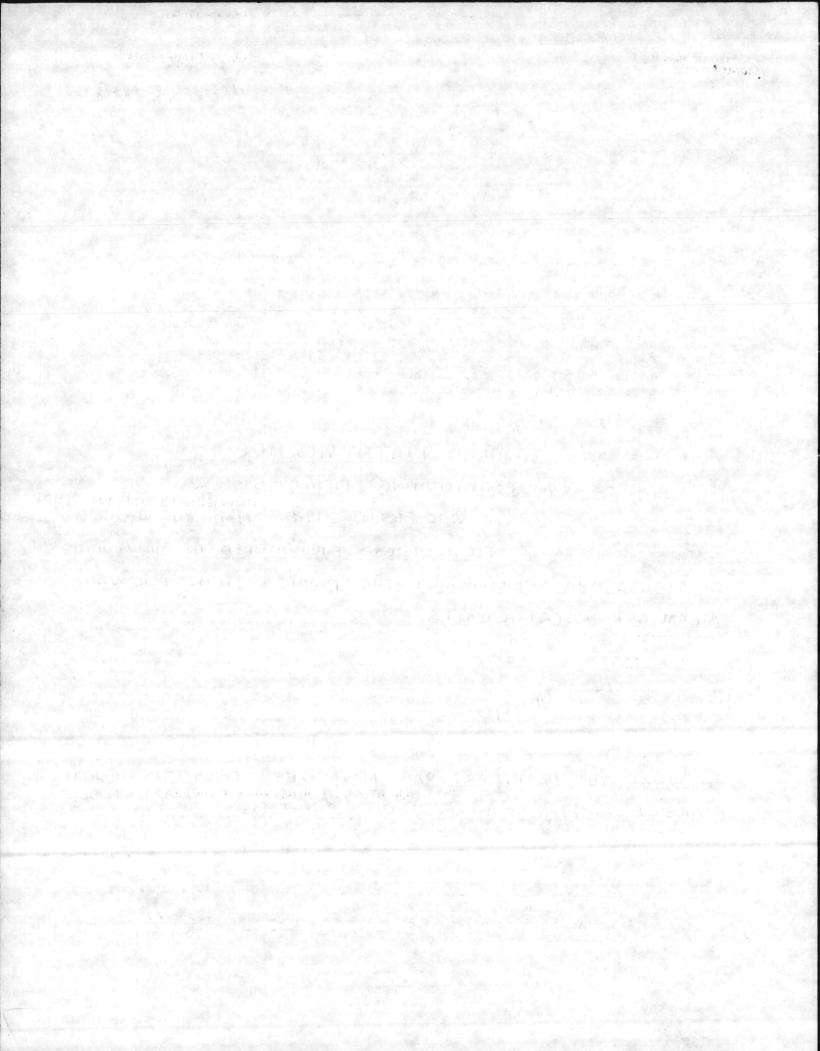
-,		#	
e.	Cost of Course:	#790	

f. Benefits of Course: TO BETTER UNDERSTAND PIPING SYSTEMS

MORE ENERGY EFFICIENT PHENDS SYSTEMS.

Sue Jerman

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2. I need the following information:
a. Employee's Name: THOMAS H. HANKING VE
b. Title of Course: ENERGY THER MAL STORAGE
c. Dates of Course & Location: MARCH 24-28, 1985 MADISON, WISCONSIN
d. Description of Course: THE COURSE STUDIES THE CURRENT METHOD
USING ICE AND WATER FOR THE RMAL STORAGE AND WILL
EMPHASIZE OFF PEAR AND LEVELING SYSTEMS
e. Cost of Course: 8/790
The latest methods to concern
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the new Comp I yours Algo Sakool. Ob need the mounder in the experience
so the Knowledge can be incoporated in review and new designs

^{3.} In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.

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- 2. I need the following information:
- a. Employee's Name: KAREN MURRELL FOSKEY
- b. Title of Course: AIR COUDITIONING AIR DISTRIBUTION
- c. Dates of Course & Location: NOY 11-15 1985 MADISON WI
- d. Description of Course: THE COURSE HELPS THE' ENGINEER

DEVELOP A UNDERSTANDING OF AIR DUCT

SIZING, SELECTION AND BALANCING

e.	Cost	of	Course:	
-	0000	-		

HOW TO DESIGN A MIRE ENERGY EFFICIENT SYSTEM.

IT TEACHES SELECTION OF RELATED ENERGY EFFICIENT

EDUPMENT, INSULATION AND DUCT WORK DESIGN

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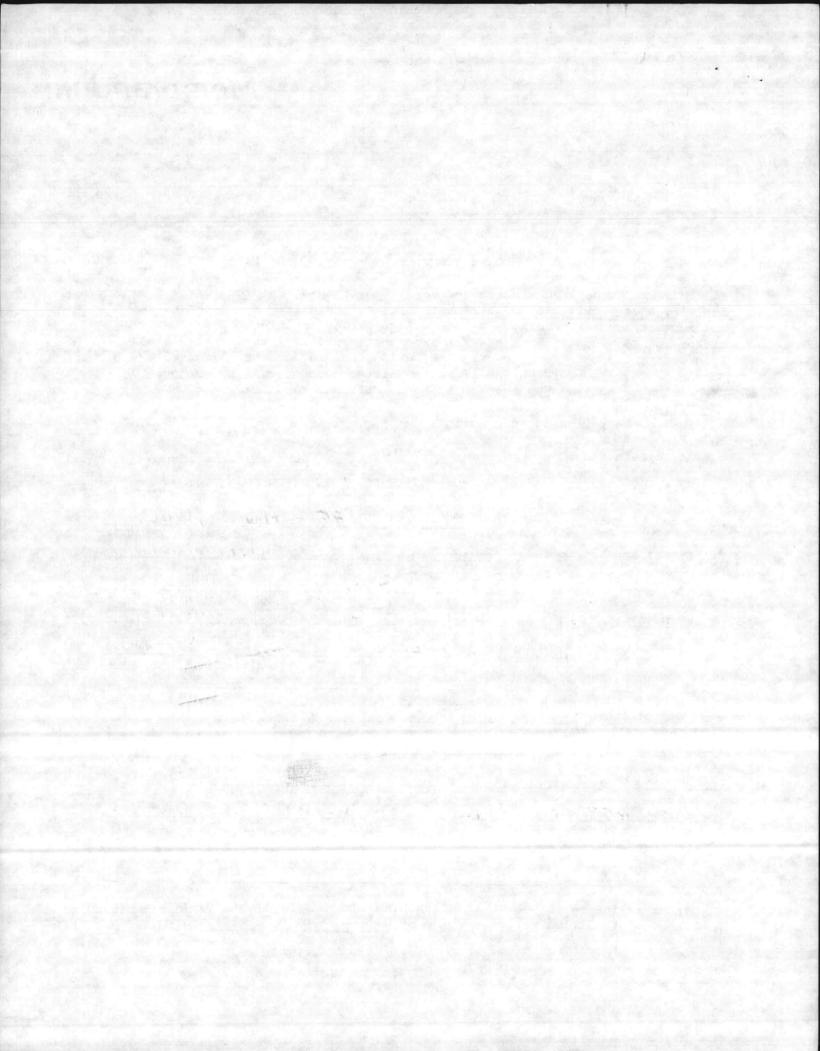
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2. I need the following information:
a. Employee's Name: ANDREW YOUNG
b. Title of course: COMPREHENSIVE LIGHTING DESIGN
c. Dates of Course & Location: 4/21-26 /86, MADISON, WISC.
d. Description of Course: PROVIDES AN UNDERSTANDING
OF LIGHTING SYSTEMS REQUIREMENTS, ITS
CHARACTERISTICS & LIMITATIONS & ACHIEVES
EFFICIENT, COST- EFFECTIVE LIGHTING SYSTEMS
DESIGNS
e. Cost of Course: \$695
f. Benefits of Course: ABILITY TO APPLY THE LOTEST
ENCINEERING TECHNIQUES TO ACHIEVE EFFICIEN
COST- EFFECTIVE LIGHTING DESIGNS & LAYOUTS.

^{3.} In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.



HARU ANDREW YOUNG

TITLE: FUNDAMENTALS OF ENERGY AUDITING

DATE OF COURSE & LOCATION JAN 06, 1882, MADISON, WISE.

DETERIPTION: PROVIDES AN UNDERSTANDING OF
MODERN METHORS OF EVALUATING & ANALYSISING
ENERGY REQUIREMENTS OF BUILDINGS.

Cost. \$ 585

BENEFITS: ABILITY TO APPLY THE LOTEST ENGINEERIAL
TECHNIQUES TO PETERMINU ENGLEY REQUIREMENTS
OF BUILDINGS.

Jan John Stranger John San Jan Fire with Fred Corress on Charles Hopenson Part of Course Place To John Super 12 M. 1970 Care Wednesday of President and Constitution of many of grange of Edging a rive of an oversion A STATE OF THE STA Commence of games CONTRACT FROM THE REACTION LAWS CO. - FOR CO. STEERINGS I PERSON AND CHESTER PERSONS

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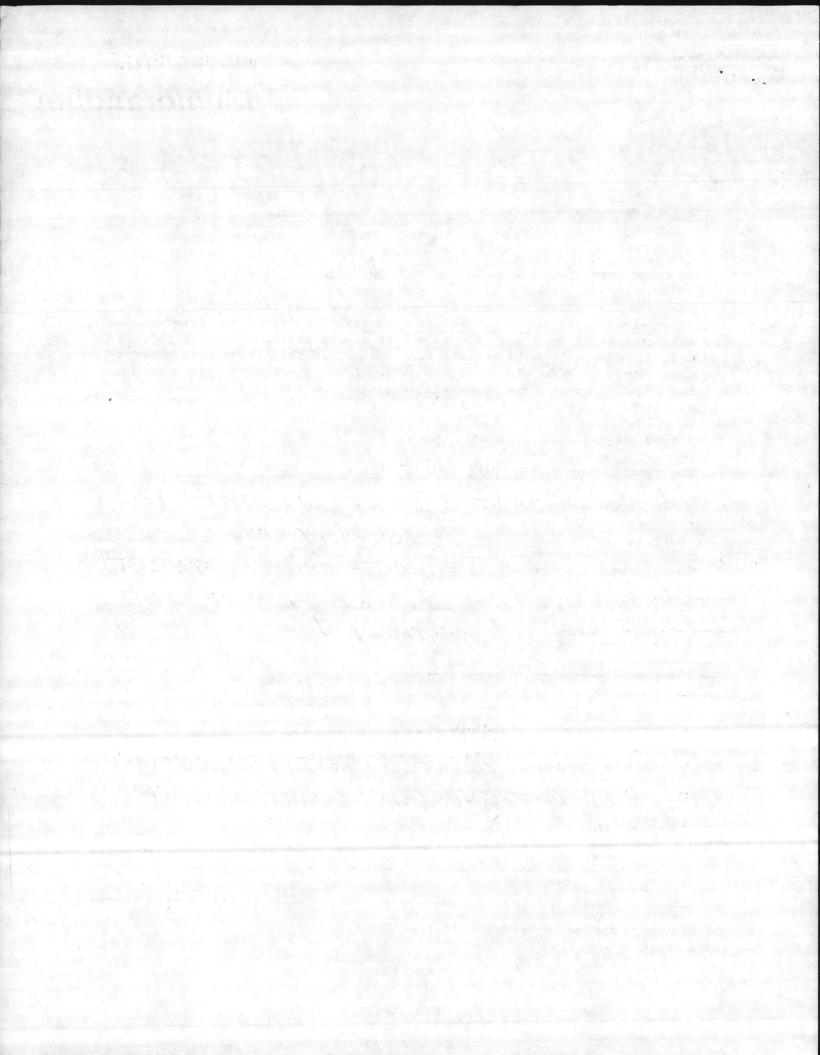
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2.	I need the following information:
a.	Employee's Name: CARL H. BAKER
b.	Title of Course: SANITARY SEWER LIFT STATION DESIGN
	Dates of Course & Location: MARCH 24-28, 1986
d.	Description of Course: DESIGN TECHNIQUES FOR LIFT
	STATION DESIGN & DETERMINATION OF MOST
	COST - EFFECTIVE INSTALLATION
e.	Cost of Course: \$500.00
f.	Benefits of Course: PROVIDE CURRENT DESIGN TECHNIQUES
_	TO ENABLE COST SAVINGS IN CONSTRUCTION AND
	OPERATIONS.

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DATE: 17Sep 1985

FROM: 04S

TO: All Branch Managers

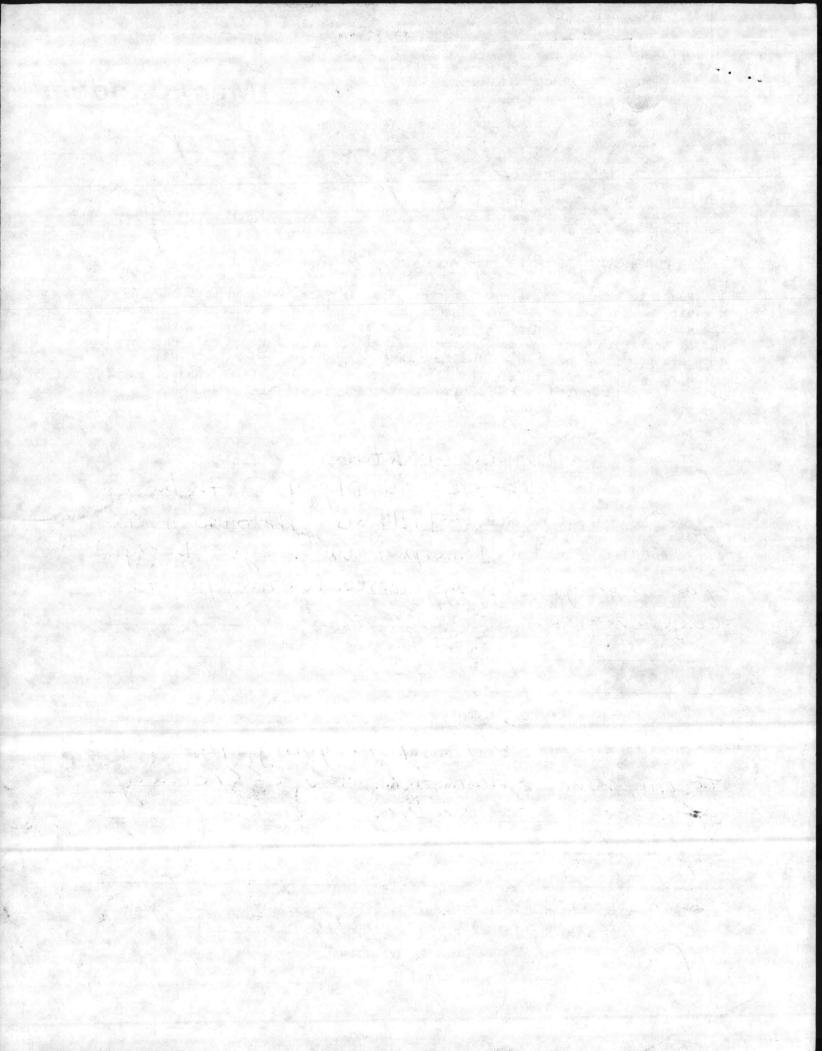
SUBJ: MARINE CORPS SPECIAL OWM PROGRAM FUNDING FOR TRAINING FOR FY86

mond the following information:

1. Funds to accomplish studies, surveys, and training related to the FY86 activity energy/utilities requirements are available from Headquarters under the subject special funding. I need a list of any training courses that you and/or your personnel could benefit from that would fall under this category (courses should be offered during the period from 15 November 1985 - 31 October 1986). Actual funding of all submitted courses will be subject to priorities established by the Public Works Officer, Facilities and CMC.

4.	I need the lottowing intormeters.
a.	Employee's Name: Bryan Ashton
b.	Title of Course: WATER Supply & Distribution
c.	Dates of Course & Location: 8/17486, MADISON, WIS-
đ.	Description of Course: Municipal Water Syst. Design
1	or storage, energy conservation, & water
	on servation.
е.	Cost of Course: #325
f.	Benefits of Course: Will aid on soing program
to	Improve of man tain the efficiency
to	our water supply system
to	Benefits of Course: will aid on going program Improve of man tain the efficiency our water supply system

^{3.} In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.



Adult Registrar
Donaldson Brown Center
Continuing Education
Virginia Tech
Blacksburg, VA 24061-0 24061-0102 for

Non-Profit (U.S. POSTAG PAID Blacksburg, Permit No.

it Org

INDUSTRIAL VENTILATION DESIGN April 14-16, 1986

EXISTING VENTILATION SYSTEMS-TROUBLESHOOTING AND REDESIGN April 17-18, 1986

presented by the

Donaldson Brown Center for Continuing Education and the Department of Mechanical Engineering Virginia Tech Blacksburg, Virginia

to be held at the

Sheraton Red Lion Inn Blacksburg, Virginia

INDUSTRIAL **VENTILATION DESIGN** April 14-16, 1986

YOU WILL LEARN

The purpose of this course is to provide instruction on the evaluation of your equipment and technical alternatives. Using experience-proven methods, you will learn how to properly select fans and motors. You will also learn why rules of thumb and "guesstimates" -- sometimes considered satisfactory for HVAC design -- so very often produce wasteful and ineffective industrial exhaust ventilation systems.

Your learning will focus on six key objectives --

- · determine ventilation needs
- ·recognize wasteful faults in existing systems
- ·design an efficient collecting hood for dusts and chemicals.
- ·calculate optimal duct sizes for balanced system distribution, minimal setting, and least static pressure drop
- ·calculate the parameters for determining the most appropriate fan size and RPM
- · select the right type of collector for different contaminants.

WHO SHOULD ATTEND

This program will benefit manufacturing, design and maintenance engineers; plant and production managers; safety engineers and industrial hygienists; and others responsible for the design, purchase, implementation or maintenance of an industrial ventilation system.

1 1 1 1

EXISTING VENTILATION SYSTEMS April 17-18, 1986

YOU WILL LEARN

During this course you will learn how to troubleshoot and redesign an existing system. You will learn how to determine if a system can be made to work. You will also discover how to predict the effects of changes in the fan or the system - including the effects of blast gates. Your studies will include altitude and temperature corrections.

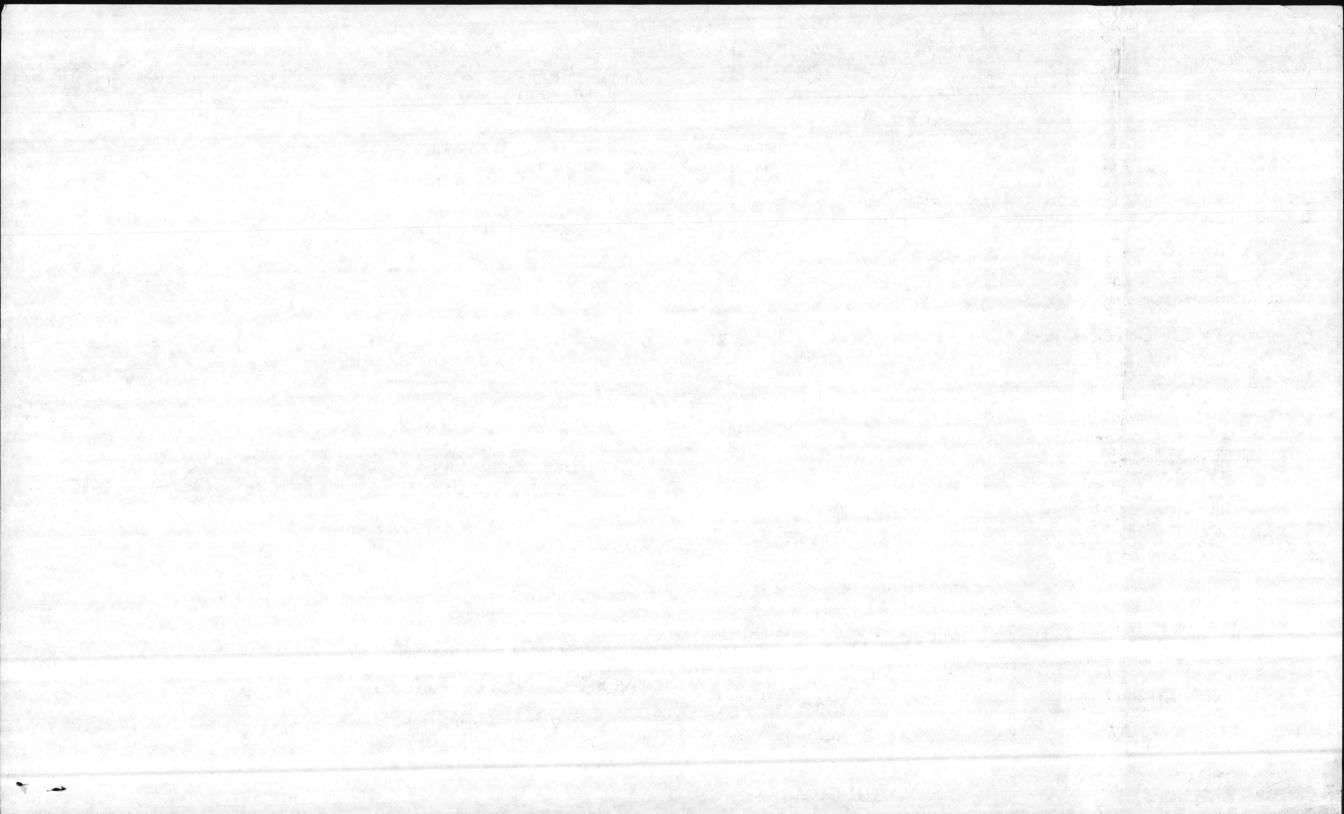
You will benefit from a unique approach to system redesign. Mr. Guffey, the course instructor, will teach you how to upgrade a poorly functioning ventilation system to satisfactory level of performance with minimum changes in the system. Mr. Guffey has developed innovative techniques that make redesign of systems rational, yet reasonab simple mathematically. Instead of using h or miss methods so prevalent in the field you will learn how to calculate the effect of ANY change in the system. You also wi discover what changes in system layout, damper settings, duct diameters, fan RPM etc., will be necessary to achieve any desired change in the system's performance With them you will be able to pinpoin changed conditions in the system.

WHO SHOULD ATTEND

Engineers and technical personnel reponsible for design, specification, maintenance or operation of environmental building system can benefit greatly from the practica information and innovative techniques taud. in this program.

ABOUT THE INSTRUCTOR

Mr. Steven E. Guffey is associated with the University of North Carolina at Chapel Hill, School of Public Health, Occupational Safety and Health Educational Resource Center. Mr. Guffey has developed and presented programs on industrial ventilation design to many Fortune 500 companies. He has visited more than 400 industrial plants. checking for air contaminant exposure to employees and identifying properly functioning ventilation systems. Mr. Guffey has a B.S. in engineering mechanics and the Master of Industrial Engineering degree from North Carolina State University. Belonging to several professional organizations, he is certified for Comprehensive Practice of Industrial Hygiene by the American Board of Industrial Hygiene. Mr. Guffey has developed a mathematical technique for redesign of industrial ventilation systems and an easy to understand modified velocity pressure method for designing new systems.



INDUSTRIAL VENTILATION DESIGN

Program Outline

BEHAVIOR OF GASES AND PARTICLES

Dilution Ventilation

- · Applications
- · Limitations
- · Calculating Airflow Volume

lood Design

- · Types and Proper Application
- · Determining Required Airflow
- · Minimizing Airflow
- · Achieving Proper Distribution

lass Workshop

Static Pressure Requirements

- ·Relationship of Static Pressure, Velocity Pressure and Total Pressure
- · Hood Losses
- ·Losses for Straight Pipe, Elbows, Entries, Expansions and Contractions
- ·Collector Losses

Class Workshop

Ductwork Sizing

- · Achieving Required Airflow
- · Maintaining Transport Velocities for Ducts
- · Modified Velocity Pressure Method and Its Advantages Over the Equivalent Foot Method
- · Duct Sizing to Achieve Balancing
- . Recognizing Good and Bad Design and Installation

Class Workshop

MAKE-UP AIR - SIGNS AND SYMPTOMS

Balancing of Air Systems

- · Principles
- · System Characteristics
- · Balancing by Blast Gates
- · Balancing by Duct Sizing
- · CFM Correction
- · Velocity Pressure Correction

Class Workshop

Plenum Systems

- · Principles
- · Where Useful

Class Workshop

Computer-Aided Design: Program Demonstration

1 1

- · Recommend Duct Diameters
- · Calculate Static Pressure Requirements
- · Provide New System Damper Settings

Testing and Measurement - Lecture

- · Instruments and Use
- · Measurement of Flow

Fans

- · Types
- · Performance Characteristics
- · Proper Selection
- · Installation

Collectors

- · Dust Collectors
- · Wet Methods
- · Absorption, Adsorption

EXISTING VENTILATION SYSTEMS

Program Outline

Review of Static Pressure Calculations

- · Hood Static Pressure
- · System Losses
- ·Fan SP and Fan TP

Predicting Actual System Performance

- · Constructing Fan Curves
- · Constructing System Curves
- · System Operation Point

Adding On to Existing Systems

- · Calculating Effects of Improper Work
- · Where You Can Add On

Dampers or Blast Gates

- · Balancing
- · Shutting Off Unused Branches

Computer-Aided Balancing: Program Demonstration

- · Recommend New Damper Settings
- · Set Dampers Without Need for Readjustment

Troubleshooting Systems

- · Finding Obstructions -
- ·Finding Leaks
- *Using Hood Static Pressure
- ·Settling in Ducts
- ·Poor Distribution
- · Evaluating the Adequacy of Fan Size and Fan Motor Size

Rational Method for Salvaging Systems

- · Evaluating Effect of Replacing Poorly Constructed Components
- ·Determining New Duct Sizes to Improve Distribution and Stop Plugging
- · Calculating New Fan and Motor Requirements

Temperature and Altitude Corrections ·Static Pressure Corrections

- · CFM Corrections
- · Fan SP Corrections

REGISTRATION

The conference fee for Industrial Ventilation Design (April 14-16) is \$450; the fee for Existing Ventilation Systems (April 17-18) is \$325. To register, please fill out the attached form. Formal registration will be conducted at the Sheraton Red Lion Inn in Blacksburg, Virginia, from 8:00-8:30 a.m. on the first day of both courses.

Requests for refunds will be honored if they are received four working days prior to the starting date of the program. However, names of individuals may be substituted for at any

LOCATION

Both courses will be held at the Sheraton Red Lion Inn. 900 Plantation Road, Blacksburg, VA 24060. For lodging reservations for these workshops, please contact the Sheraton directly by calling (703) 552-7770. Please identify yourself with the workshop to receive the special lodging rates.

Blacksburg is southwest of Roanoke on U.S. 460. From the east, Route 460 is reached by Interstate 81 and U.S. 11 at Christiansburg. Follow the 460 Bypass to the Prices Fork Road exit. The Sheraton is located near the exit on Prices Fork Road.

CONTINUING EDUCATION UNITS

Participants successfully completing this workshop will be awarded a Continuing Education Unit certificate. The CEU is designed to serve as a uniform measure of attainment in non-credit educational programs.

BRING YOUR CALCULATOR

As you will be solving problems in both programs, you should possess a calculator to insure rapid and accurate calculations. You will not need a programmable calculator, but a calculator with exponent and memory functions will be essential.

FOR MORE INFORMATION

For more information about either program. please contact Professor William Mashburn, Department of Mechanical Engineering, Randolph Hall, Virginia Tech, Blacksburg, VA 24061. Phone - (703) 961-6684.

INDUSTRIAL VENTILATION DESIGN April 14-16, 1986

Center fo Tech, Bla	or Continuin	ng Education, Virginia A 24061-0102
PLEASE PR	INT OR TYPE	
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Title		
Social Se	c. #	
Organizat	ion	
		Zip
Make chec	ion Fee: \$ k payable t	to: The Center for Conti
please i	nclude the	erson plans to attend, above information for eparate sheet.
The second second second second	XISTING VENT	TILATION SYSTEMS - TING AND REDESIGN 17-18, 1986
MAIL TO:	Adult Regi	istrar, Donaldson Brown

Center for Continuing Education, Virginia

*Name

Signature

Office Phone

Address

City

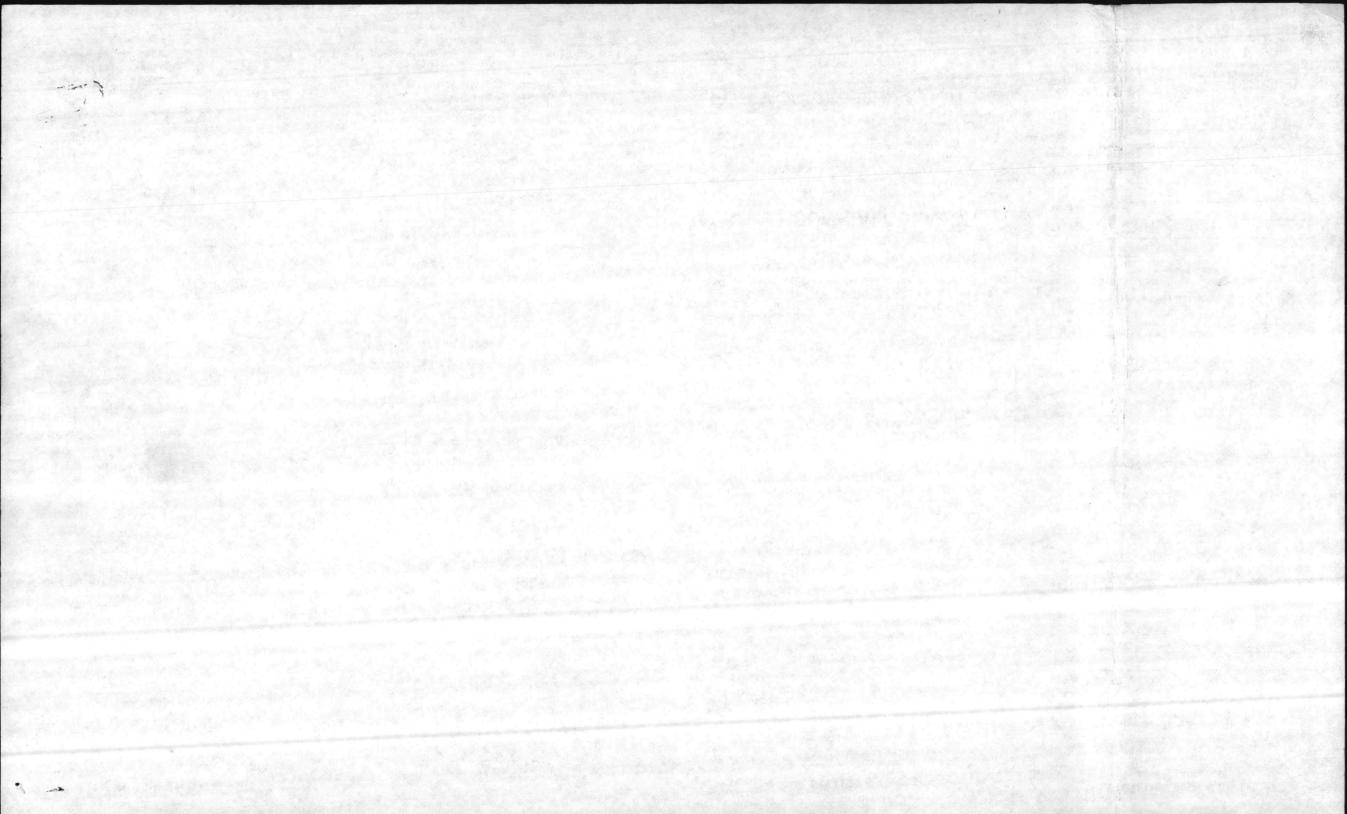
Tech, Blacksburg, VA 24061-0102

Phone: (703) 961-5182

PLEASE PRINT OR TYPE

Zip Registration Fee: \$325.00 Make check payable to: The Center for Continuing Education, VPI&SU

*If more than one person plans to attend, please include the above information for each person on a separate sheet,



ASSISTANT CHIEF OF STAFF, FACILITIES HEADQUARTERS, MARINE CORPS BASE

TO:

BASE MAINT O

PUBLIC WORKS O

COMM-ELECT O

DIR, FAMILY HOUSING

DIR. UNACCOMPANIED PERS HSG

BASE FIRE CHIEF

ATTN:

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Your file copy

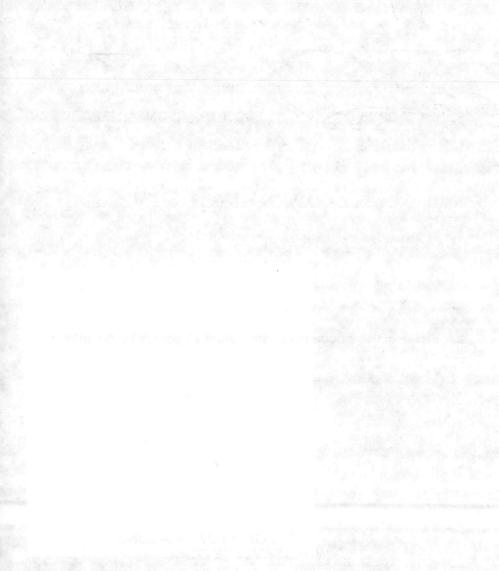
This is what I got back. Verbal instructions Please initial, or com from Linda Passingham, Irng at CPD, said all 14 Courses

were funded. She did state that "pubstitutions"

might not fly but to try as many as we needed to.

"LET'S THINK OF A FEW REASONS

WHY II CAN DE DUNE



ASSISTANT CHIEF OF STAFF, FACILITIES HEADQUARTERS, MARINE CORPS BASE

DATE 3-Man 86

TO:

PUBLIC WORKS O

COMM-ELECT O

DIR, FAMILY HOUSING

DIR, UNACCOMPANIED PERS HSG

BASE FIRE CHIEF

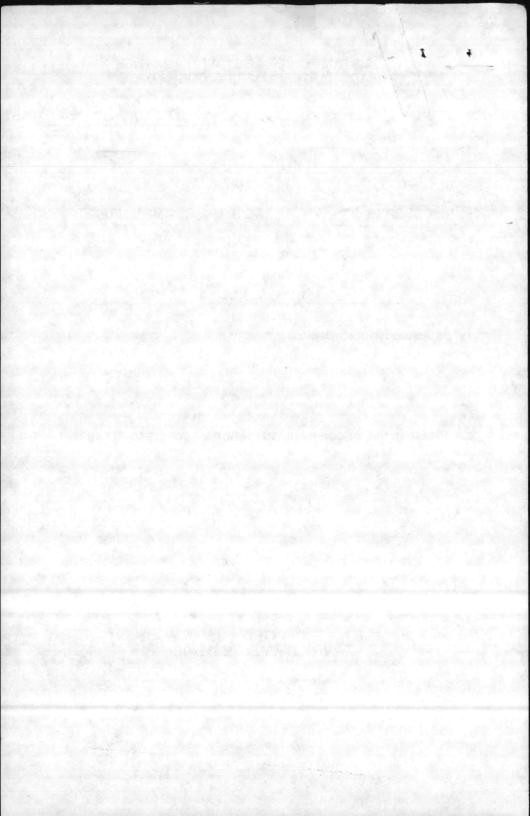
ATTN: _____

1. Attached is forwarded for info/action.

2. Please initial, or comment, and return all papers to this office.

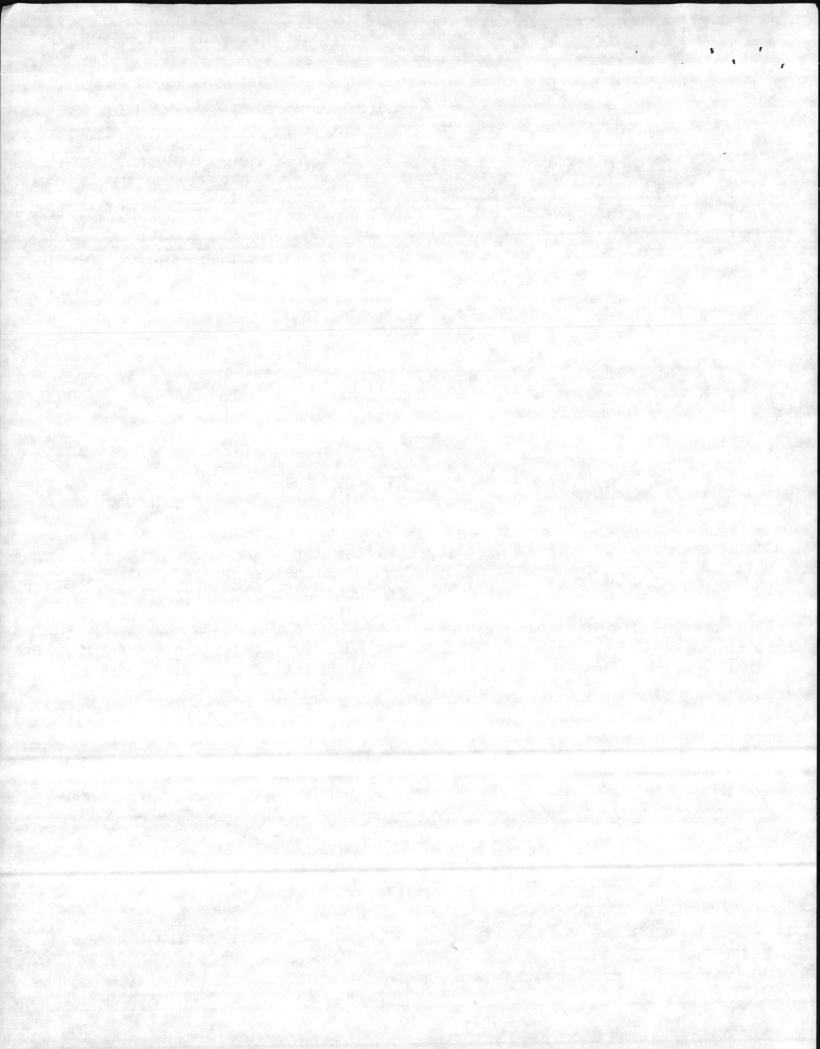
3. Your file copy

"LET'S THINK OF A FEW REASONS WHY IT CAN BE DONE"

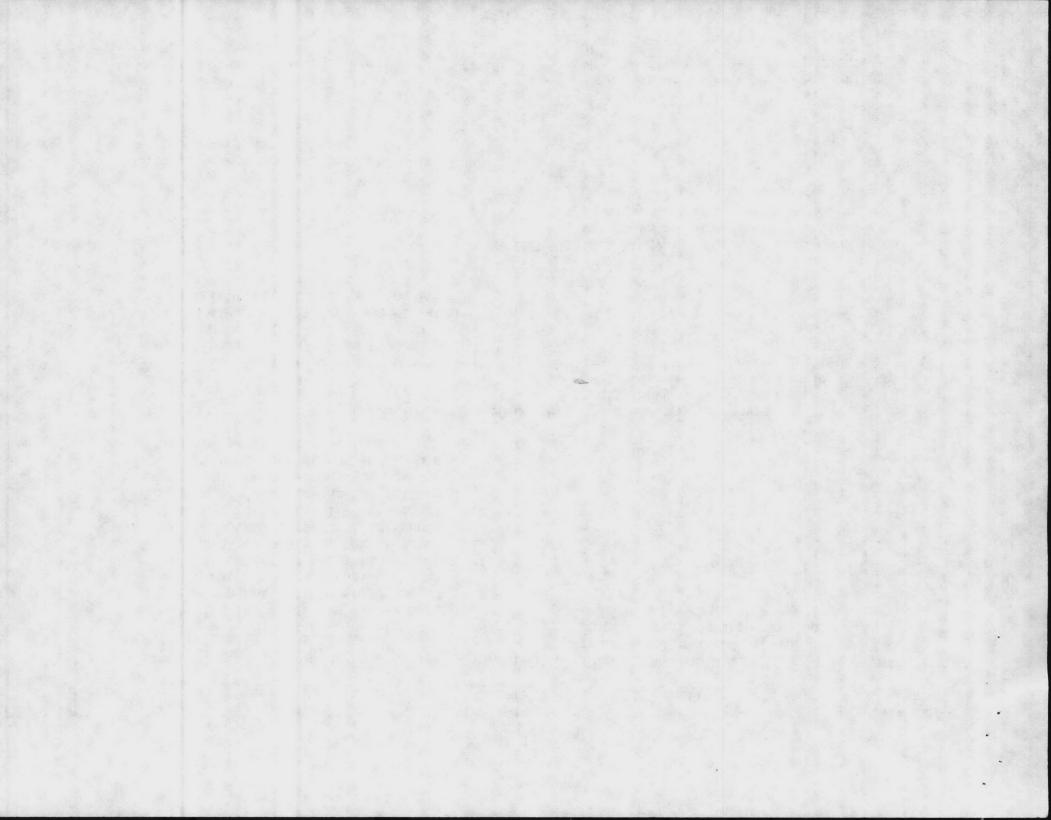


Naval Speedletter PNAV 5216/145 (Rev. 3-71) DO NOT CLEAR THROUGH USE FOR URGENT COMMUNICATIONS OFFICE LETTERS, ONLY. CLASSIFICATION CHECK TYPE OF MAIL INSTRUCTIONS REGISTERED REGULAR UNCLASSIFIED CERTIFIED 1. Message type phraseology is permissible. IN REPLY REFER TO 15 OCT 1985 2. Both addresses must be appropriate for window SPECIAL DELIVERY 12410 FAC envelope or bulk mailing, as intended. Include attention codes, when known. Use dots and brackets as guides for window envelope addresses. Commandant of the Marine Corps (Code LFF-2) 3. Give priority to processing, routing, and action required. Avoid time-consuming controls. Headquarters Marine Corps 4. In order to speed processing, a readily identifi-Washington, DC 20380 able, special window envelope, OPNAV 5216/145A, Speedletter Envelope, is provided for unclassified speedletters where bulk mailing is not used. Other window envelopes also may be used. In bulk mail, speedletters should be placed on top of regular correspondence. Fold STANDARD REFERENCES AND ENCLOSURES, IF ANY; TEXT AND SIGNATURE BLOCK MARINE CORPS SPECIAL O & M "P" PROGRAM FUNDING FOR FY-85 Ref: (a) CMC Washington DC msg 281426Z Aug 85 Encl: (1) Studies (2) Courses/Training The enclosures are submitted as requested by the reference. R. A. TIEBOUT By direction Jeny Freedman 694-2171/1425 Fold ADDRESS Commanding General Attn: AC/S Facilities REPLY AS SHOWN AT LEFT: Marine Corps Base OR, REPLY HEREON AND Camp Lejeune, NC 23542=5001 RETURN

UNCLASSIFIED

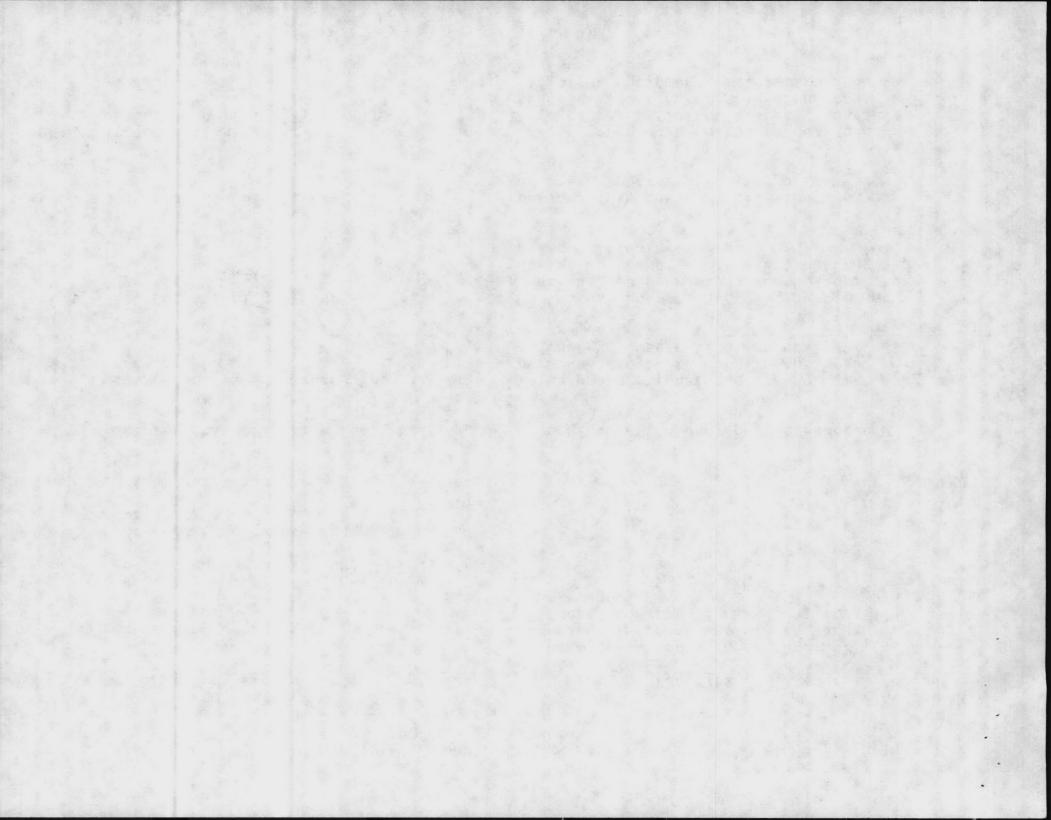


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Priority	Study/Survey Description	Estimated Cost	Benefits	Number of Attendess
1	Monitoring of Water and Wastewater Treatment Plants Provide a feasibility study of monitoring the water and wastewater treatment plants. This study should develop methods of monitoring the chemical content of the influent and effluent at each plant; the elevated tanks and reservoirs for levels and intrusion; wastewater lift stations for power failure, generator failure, high level and hazardous gas presence, in plant equipment status and in plant treatment processes.	\$60,000	This study should make recommendations and provide complete cost data to develop a project.	
2	Investigate the Water Distribution System Serving Marine Corps Air, New River This study should investigate the entire distribution system for the Geiger-Air Station Area, including all delivered water pumps and elevated or ground storage tanks for capacities, dead ends and pressure losses.	\$80,000	The study should provide preliminary drawings and cost estimates sufficient to develop a project to resolve the problems	S.
3	Study of the Ground Water Acquired by U.S. Geological Survey Ground water supply needs, coupled with the threat of present and future contamination of existing wells by disposed wastes or brackish and saline waters prompted this study.	\$80,000	This study will determine ground water use and management practice in order to reduce chances of fur contamination and help assure fur water supply needs are met.	es ture
4	Facilities Energy Plan Perform a F.E.P. survey for 80 miscellaneous buildings aboard Camp Lejeune.	\$80,000	This study will identify energy conservation investment opportunity which will be submitted as project at a later date.	

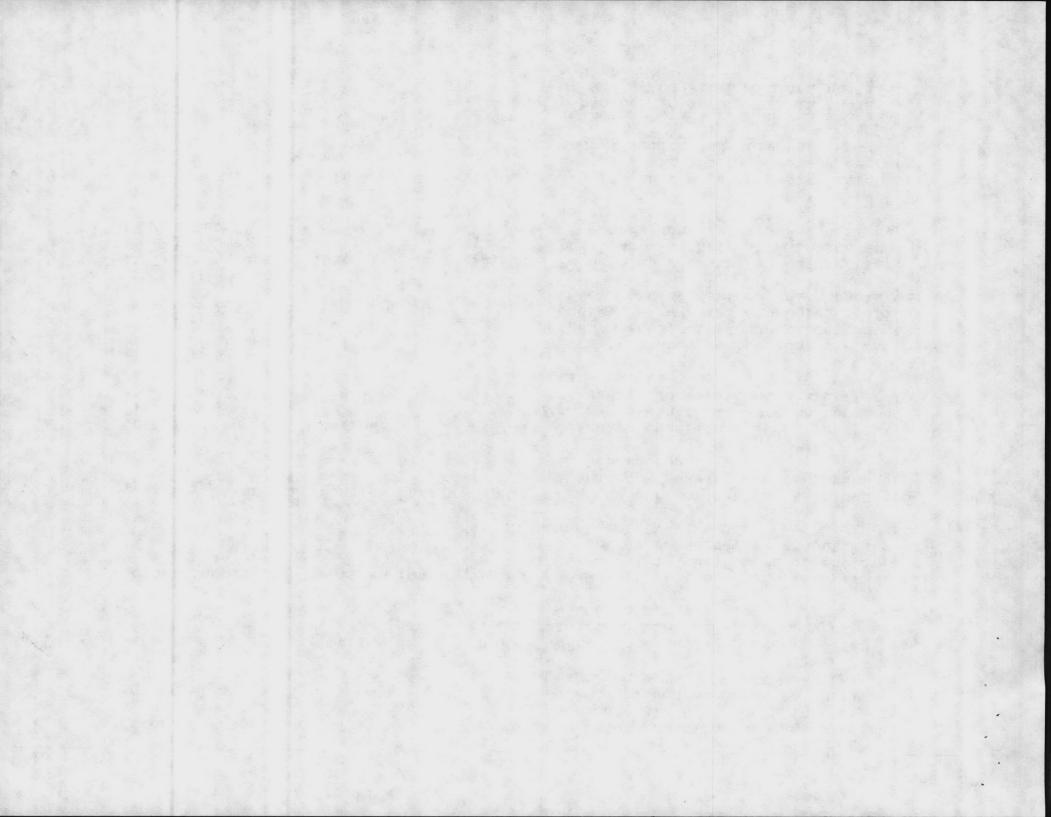


TRAINING COURSES AND SEMINARS PROPOSED FOR FY86

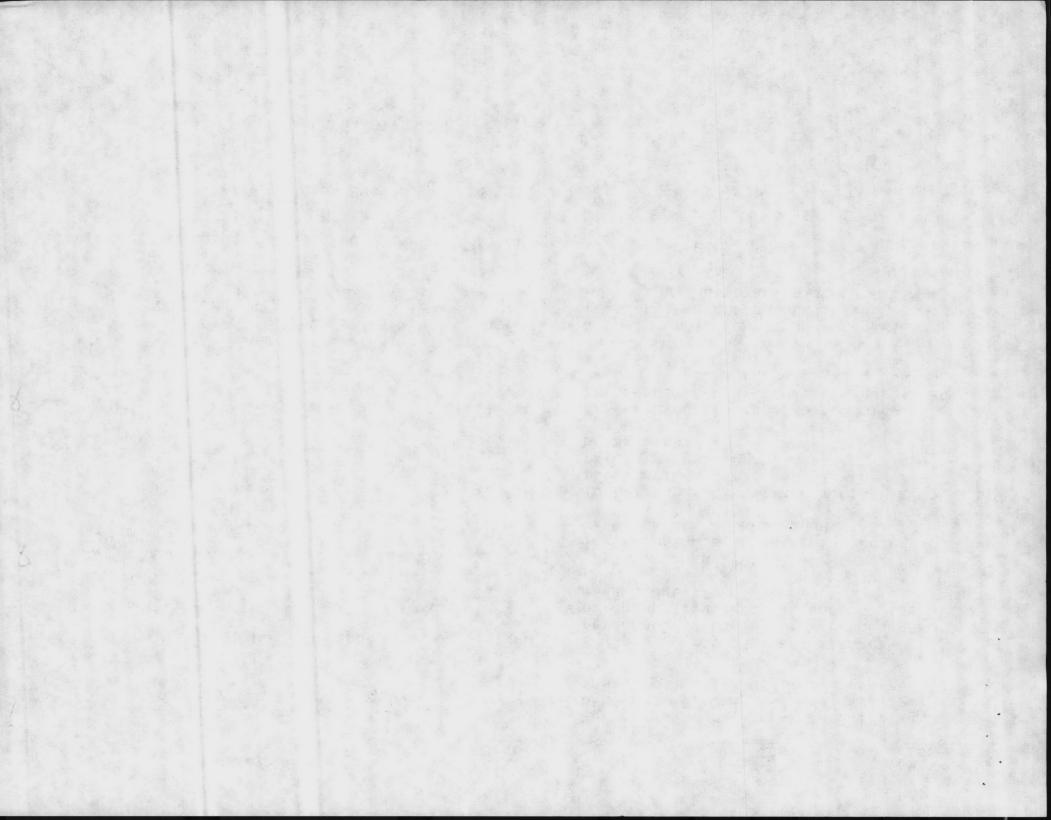
Priority	Course/Seminar Description	Cost		umber of ttendees
1	Wallace & Tiernan Chlorinator School Belleville, NJ	\$2,700	To help operational and managerial personnel in their work in the area of energy conservation and utility management.	3
2	Energy Management (CECOS)	\$1,500		1
3.	Steam Turbine Maintenance Nor olk, VA	\$ 500		1
4. '	Boiler Maintenance and Repair Nomiolk, VA	\$1,500	n e	1
P 5. V	Comprehensive Lighting Design	\$1,600	To achieve efficient, cost effective highting systems designs.	1
6.	Energy Auditing Seminar Anaheim, CA	\$1,906	To help operational and managerial personnel in their work in the area of energy conservation and utility management.	1
₽7. ✓	Air Conditioning Piping Systems (Keith)	\$1,700	To better understand piping systems so that the designer may have the tools to design more energy efficient heating arair conditioning systems.	
8.	Electronics/Electrical Controls, San Diego, CA	\$4,500	To help operational and managerial personnel in their work in the area of energy conservation and utility management.	3
₽9. ✓	Air conditioning Air Distribution Karen	\$1,700	Latest techniques on how to design a more energy efficient system. Course teaches selection of related energy efficient equipment, insulation and ductwork design.	1



To help operational and managerial 2 personnel in their work in the area of energy conservation and utility management. Water Supply & Distribution \$1,000 Boiler Inspection Certification \$3,000 Sanitary Sewer Lift Station Design \$1,400 Certification for Backflow Preventors Residential Energy Auditing Sanitary Sewer Lift Station Design \$1,600 Combustion Control (Network 90) \$2,500 Bailey Meter Wickliffe, OH Advanced Energy Auditing Sanitary Sewer Lift Station Sanitary Sewer	Priority	Course/Seminar Description	Cost		mber of tendees
Boiler Inspection Certification \$3,000 To help operational and managerial personnel in their work in the area of energy conservation and utility management. Sanitary Sewer Lift Station Design \$1,400 Certification for Backflow Preventors 14 Certification for Backflow Preventors Sanitary Sewer Lift Station Design \$1,400 Provide current design techniques to 1 enable cost savings in construction and operations. To help operational and managerial personnel in their work in the area of energy conservation and utility management. Correct procedures to use, useful instruments, time/budget constraints, energy savings and economic benefits in evaluating residential structures. To help operational and managerial personnel in their work in the area of energy conservation and utility management. To help operational and managerial personnel in their work in the area of energy conservation and utility management. To help operational and managerial personnel in their work in the area of energy audits and surveys. To help operational and managerial personnel in their work in the area of energy conservation and utility management.	10	Conference	\$3,000	personnel in their work in the area of energy conservation and utility	2
personnel in their work in the area of energy conservation and utility management. Provide current design techniques to 1 enable cost savings in construction and operations. To help operational and managerial personnel in their work in the area of energy conservation and utility management. To help operational and managerial personnel in their work in the area of energy conservation and utility management. Correct procedures to use, useful instruments, time/budget constraints, energy savings and economic benefits in evaluating residential structures. Combustion Control (Network 90) \$2,500 Bailey Meter Wickliffe, OH Advanced Energy Auditing \$1,700 Provide knowledge to design more energy conservation and utility management. Provide knowledge to design more energy efficient systems and perform energy audits and surveys. To help operational and managerial personnel in their work in the area of energy efficient systems and perform energy audits and surveys. To help operational and managerial personnel in their work in the area of energy conservation and utility	Mi G	Water Supply & Distribution	\$1,000	and maintain the efficiency of our	1
enable cost savings in construction and operations. 14 Certification for Backflow Preventors \$3,700 Preventors \$1,600 ea Combustion Control (Network 90) \$1,600 Ealley Meter Wickliffe, OH Advanced Energy Auditing \$1,700 Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys. Provide knowledge to design more energy audits and surveys.	12	Boiler Inspection Certification	\$3,000	personnel in their work in the area of energy conservation and utility	1
Preventors Preventors Preventors Preventors Preventors Preventors Preventors Preventors Preventors Preventors Preventors Preventors Preventor Preve	13		n \$1,400	enable cost savings in construction	1
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energy efficient systems and perform energy audits and surveys. Energy Conservation Trng Films \$ 600 To help operational and managerial personnel in their work in the area of energy conservation and utility	16	Bailey Meter	\$2,500	personnel in their work in the area of energy conservation and utility	1
of energy conservation and utility	17		\$1,700	energy efficient systems and perform	
	18	Energy Conservation Trng Films	\$ 600	of energy conservation and utility	



Priority	Course/Seminar Description	Cost	Benefits Number Atten	
P. 19.	Specifying Uninterruptible Power System (UPS)	\$1,230	To provide knowledge in specifying 1 UPS, as MCB, Camp Lejeune has installed many UPS's in recent years.	
20	Cleaver Brooks Workshop	\$1,200	To help operational and managerial 2 personnel in their work in the area of energy conservation and utility management.	
P 21 David	Fundamentals of Energy Auditing	\$1,350	Ability to apply the latest engineer- ing techniques to determine energy requirements of buildings.	3
22.,	Boiler Optimization Atlanta, Ga	\$1,000	To help operational and managerial personnel in their work in the area of energy conservation and utility management.	2
Q 22 Johnson	Energy Thermal Storage	\$1,700	To learn current design techniques in thermal storage, one of the latest methods to conserve energy in heating and air conditioning.	2
22	Coal Fired Industrial Workshop New York, NY	\$1,605	To help operational and managerial personnel in their work in the area of energy conservation and utility management.	1
23	General Air Conditioning Manassas, Va	\$1,200	u .	1
24	A/C & Refrigeration Systems York, Pa	\$2,106		2
25	Hagan Controls Westinghouse Training Division Pittsburgh, Pa	\$1,738	"	2



Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune DISTRIBUTION

MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

Ref: (a) CMC Washington DC 281426Z Aug 85

1. The reference requests training courses, seminars, studies, surveys, etc., for possible funding FY-86. Request you please provide a prioritized list in the following format to this office no later than 7 October 1985 for consolidation and submission.

Course/Seminar Description Cost Benefits No. Attendees

B. W. ELSTON By direction

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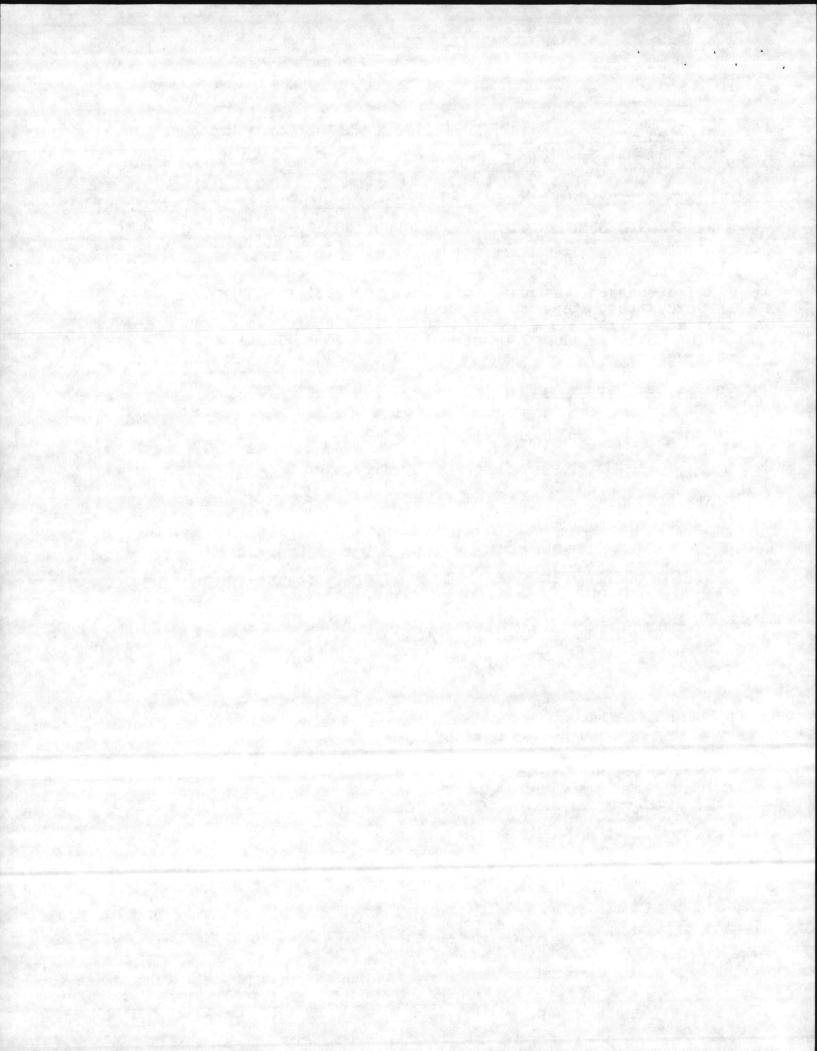
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PBH

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Drafter: B. Elston

Typist: J. Peterson, 5 Sept 85



12410 FAC

DATE: 5

5 SEP 1985

FROM: Assistant Chief of Staff, Facilities, Marine Corps Base,

Camp Lejeune

TO: DISTRIBUTION

SUBL: MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

Ref: (a) CMC Washington DC 281426Z Aug 85

1. The reference requests training courses, seminars, studies, surveys, etc., for possible funding FY-86. Request you please provide a prioritized list in the following format to this office no later than 7 October 1985 for consolidation and submission.

Course/Seminar Description

Cost

Benefits

B. W. ELSTON By direction No. Attendees

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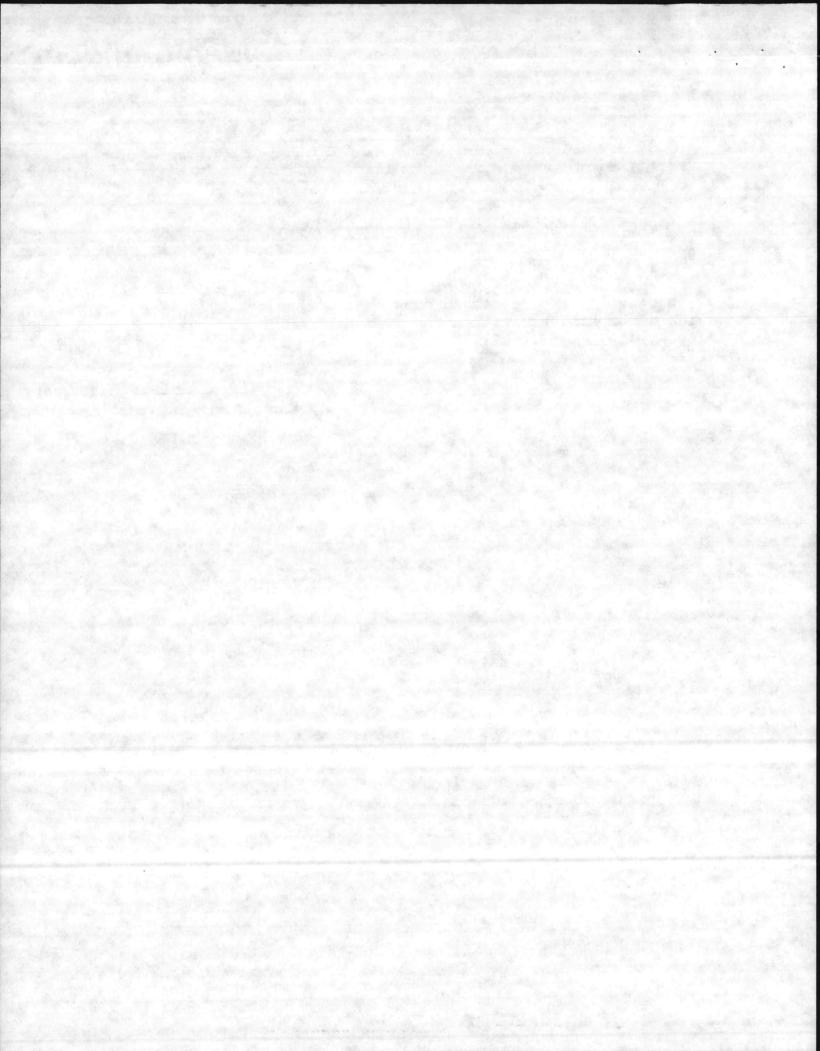
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นเบบบเบบบราบบบบบบบน ชื่อบบบบบบบบบ AUG 3 0 1985 UNCLASSIFIED O O O C L A S S I F I F D FAC BOULING ACTION I INFO Elsten INT FACO Coord Brunch 43 ROUTINE 40 4000 40 R 281426Z AUG 85 FM CMC WASHINGTON DC TO AIG ZERO ZERO EIGHT UNCLAS //NO4101// CMC//CDDEXLFF-2// SUBJ: MARINE CORPS SPECIAL DEM "P" PROG FUNDING FOR FY86

- 1. SPCL PROG FUNDING IS AVAILABLE IN FY86 FOR ENERGY CONSERVATION AND UTILITIES OPERATIONS/MANAGEMENT. THESE FUNDS ARE MADE AVAILABLE FROM HOOTRS TO FIELD ACTIVITIES FOR STUDIES, SURVEYS, AND TRAINING RELATED TO ACTIVITY FY86 ENERGY/UTILITIES REQUIREMENTS WHICH ARE IN EXCESS OF TARGETED OTHER ENGINEERING SUPPORT AMTS PROVIDED IN COMMAND OPERATING BUDGETS.
- 2. ADDRESSES ARE REQUESTED AND HIGHLY ENCOURAGED TO SUBMIT, TO THIS HOOTRS (CODE LFF-2) BY 15 OCT 1985, THE FOLLOWING FOR SPCL PROG CONSIDERATION AND POSSIBLE FUNDING. PLEASE PUT THE REQUEST IN YOUR DESIRED PRIORITY OF ACCOMPLISHMENT.

 A. TRAINING COURSES AND SEMINARS_PROPOSED FOR FY86.
- B. STUDIES AND SURVEYS PROPOSED FOR FY86.
 INCLUDE DESCRIPTION, COST, AND BENEFITS. ACTUAL FUNDING OF THE SUBMITTED ITEMS WILL BE SUBJ TO PRIORITIES ESTABLISHED IN HEST INTEREST OF THE MARINE CORPS AND THE AVAILABLE FUNDING.
- 3. PDC (AV 224-1425, 2171, 3188) IS MR. JERRY FRIEDMAN (HOMC/LFF-2).

BT

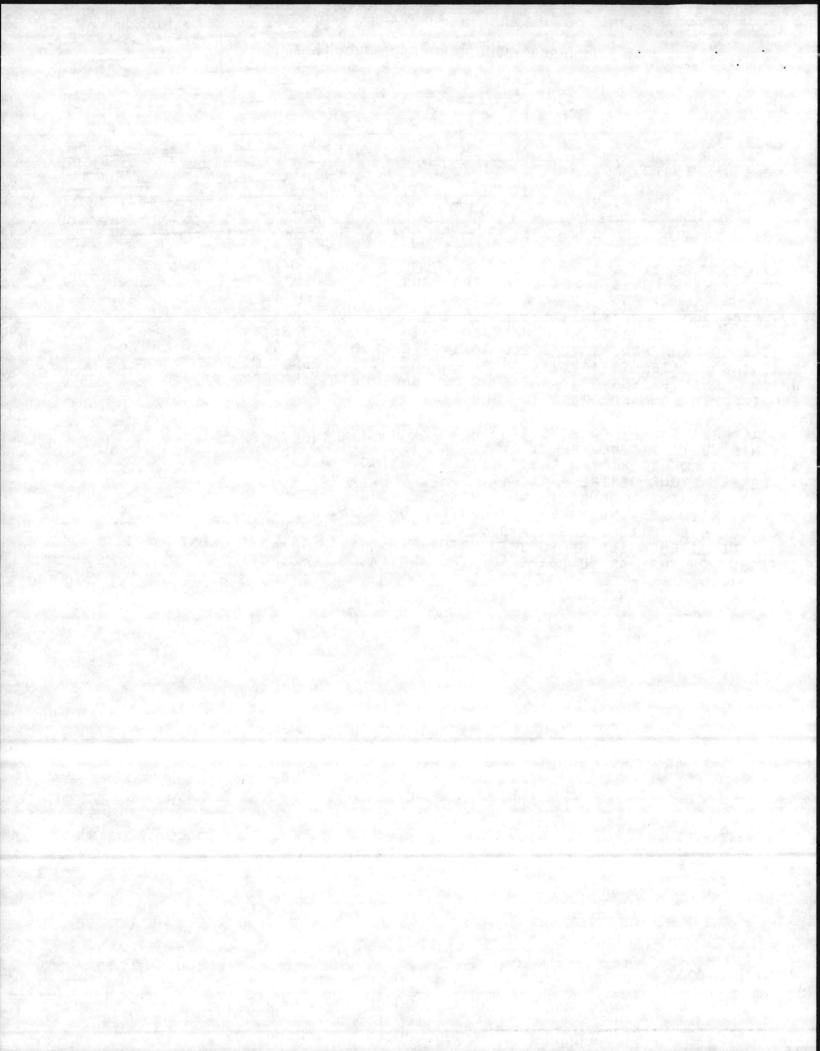
BFAC(2)...ACT FOR CG MCB CAMP LEJEUNE(11)
BADJ(4) BCOS(1) BMAD(1) BSDD(1) CEDB(1) DIC3(1)

17000/ 2/0369

Kf0:000-000/CGPIES:0011

179004/241 CSN:AUIA00537 1 OF 1 MATA0176 241/09:26Z

281426Z AUG 85 CMC WASHINGTON



7100 NREAD

DATE: 3 Oct 1985

FROM: Director, Natural Resources and Environmental Affairs Division,

Marine Corps Base, Camp Lejeune

TO: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp

Lejeune

SUBJ:

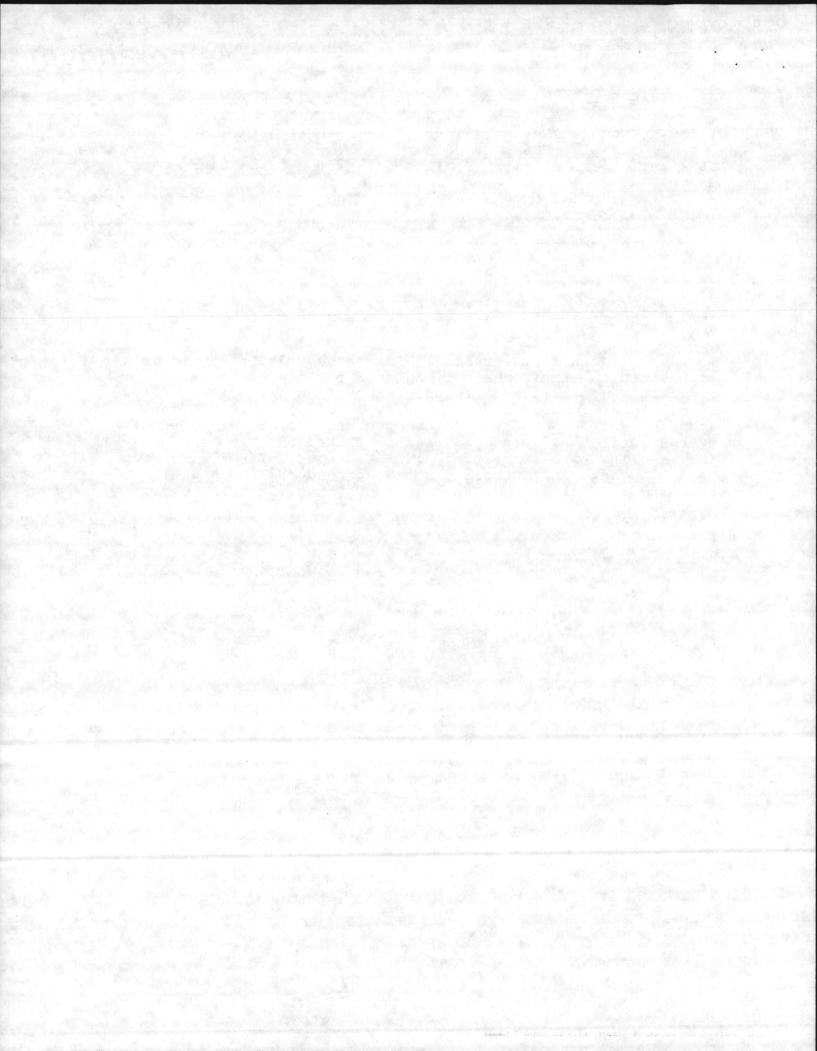
MARINE CORPS SPECIAL O & M "P" PROG FUNDING FOR FY-86

Ref: (a) AC/S FAC memo 12410 FAC of 6 Sep 85

Conty

- 1. The reference has been reviewed and a negative response is submitted.
- 2. As mentioned in the Base EIRB meeting of 3 Oct 85, it is recommended the Environmental Engineer explore the possibility of funding a potable water supply study (new well field). Also, a request for funding to study means of disposal of POL contaminated soil should be considered. Mr. Shiver, Division of Environmental Management, advised on 25 Sep 85 that he had discussed in a recent meeting with AC/S Facilities forthcoming State POL contaminated soil disposal procedures which would prohibit disposal in the Base Sanitary Landfill as is currently done.

Julian 1. Wooten



Memorandum 12400 DFH

DATE: 16 Sep 85

FROM: Director, Family Housing Division, MCB, Camp Lejeune

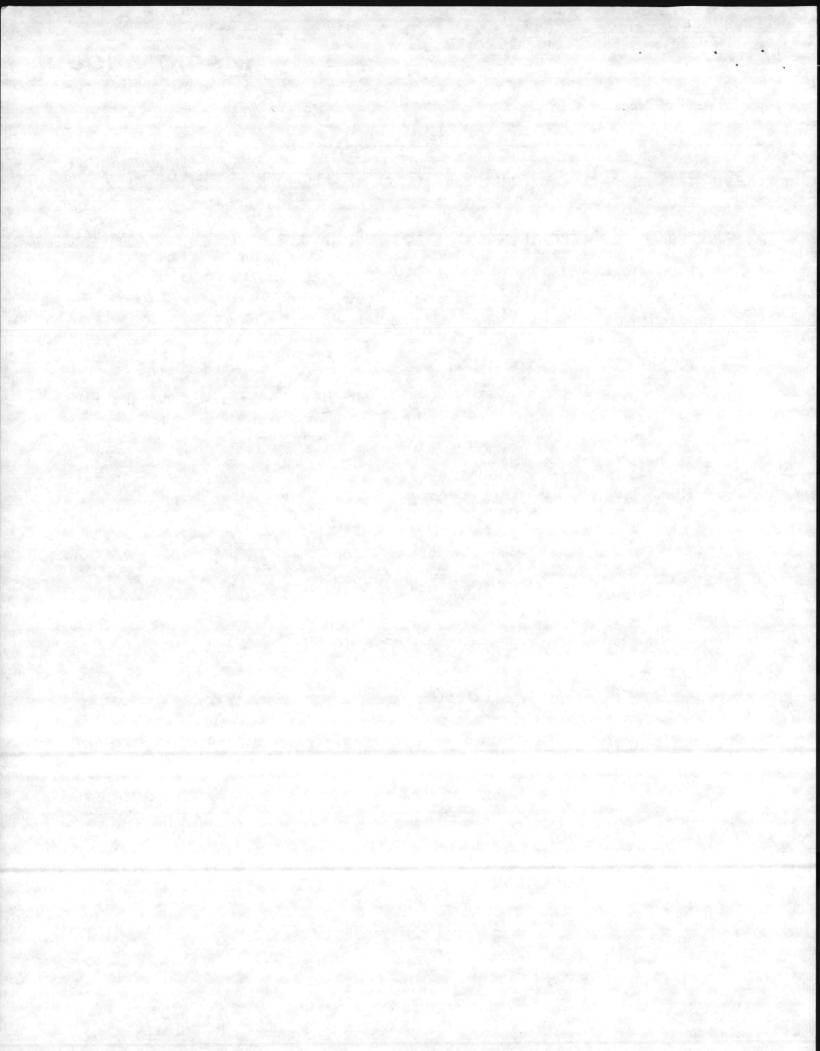
TO: Assistant Chief of Staff, Facilities, MCB, Camp Lejeune

SUBJ: MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY86

Ref: (a) Your memo 12410 FAC dtd 6 Sep 85

1. The reference requested a prioritized list for subject funding; a negative report is submitted.

Very respectfully,



OPNAV 5216/144A (Rev. 8-81) S/N 0107-LF-052-2320 **DEPARTMENT OF THE NAVY**

Memorandum

12410 CEO

DATE: 12 September 1985

FROM: Communications-Electronics Officer, Marine Corps Base, Camp Lejeune

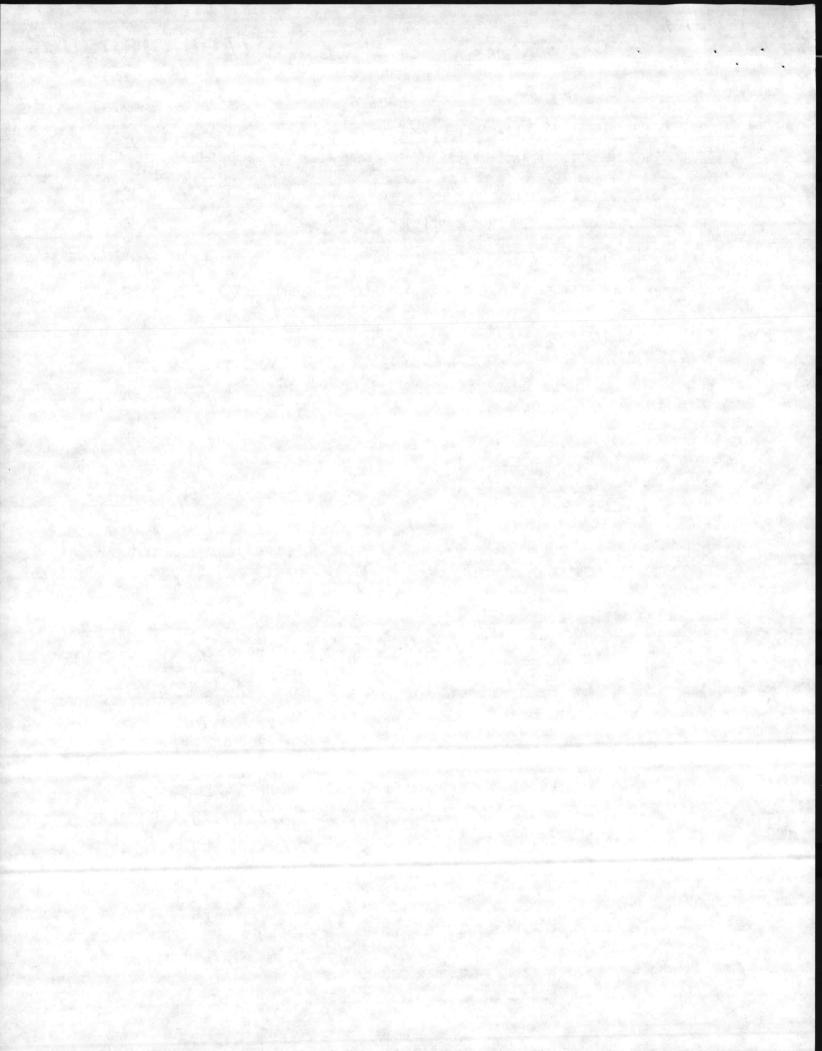
TO: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

SUBJ: MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

Ref: (a) AC/S Facilities Memo 12410 FAC dtd 6 Sep 1985

1. In accordance with the reference, a negative response is submitted.

Leslie a. Stensen



DATE: 8 Oct 1985

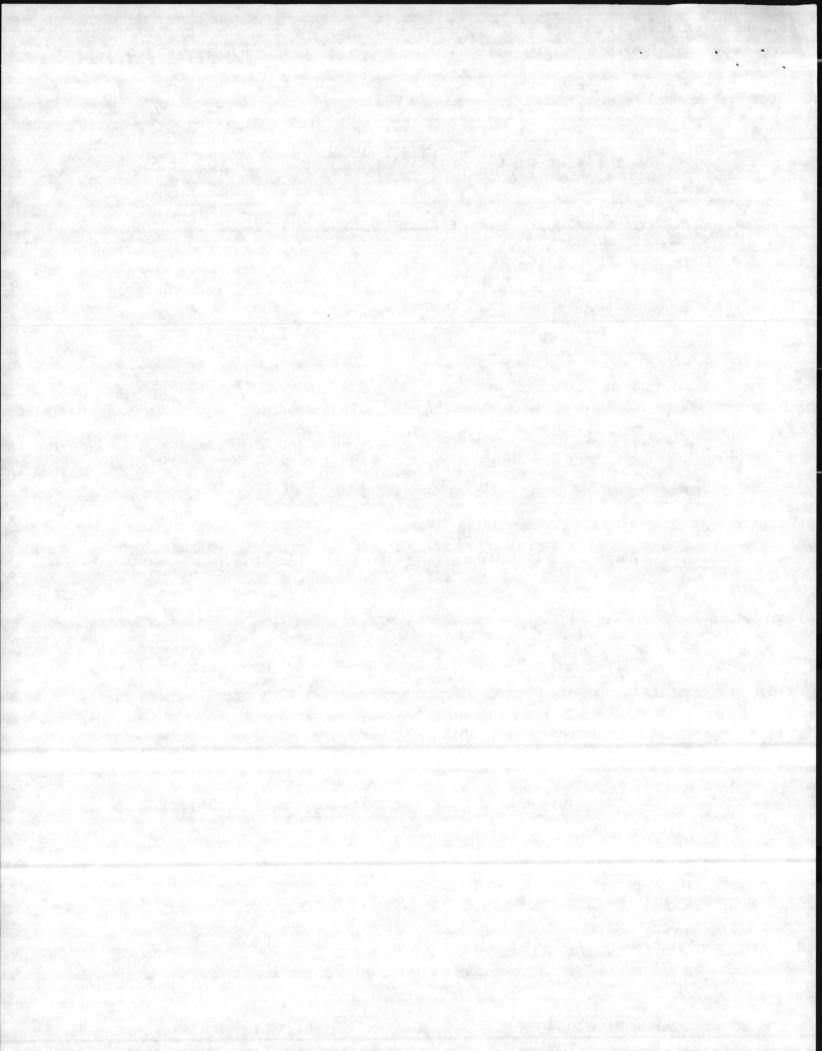
FROM: Base Fire Chief

TO: Assistant Chief of Staff, Facilities

SUBJ: MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

1. A negative response for funding is submitted.

By direction



DATE: 07 OCT 1985

FROM: Base Maintenance Officer

TO: Assistant Chief of Staff, Facilities

SUBJ: MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

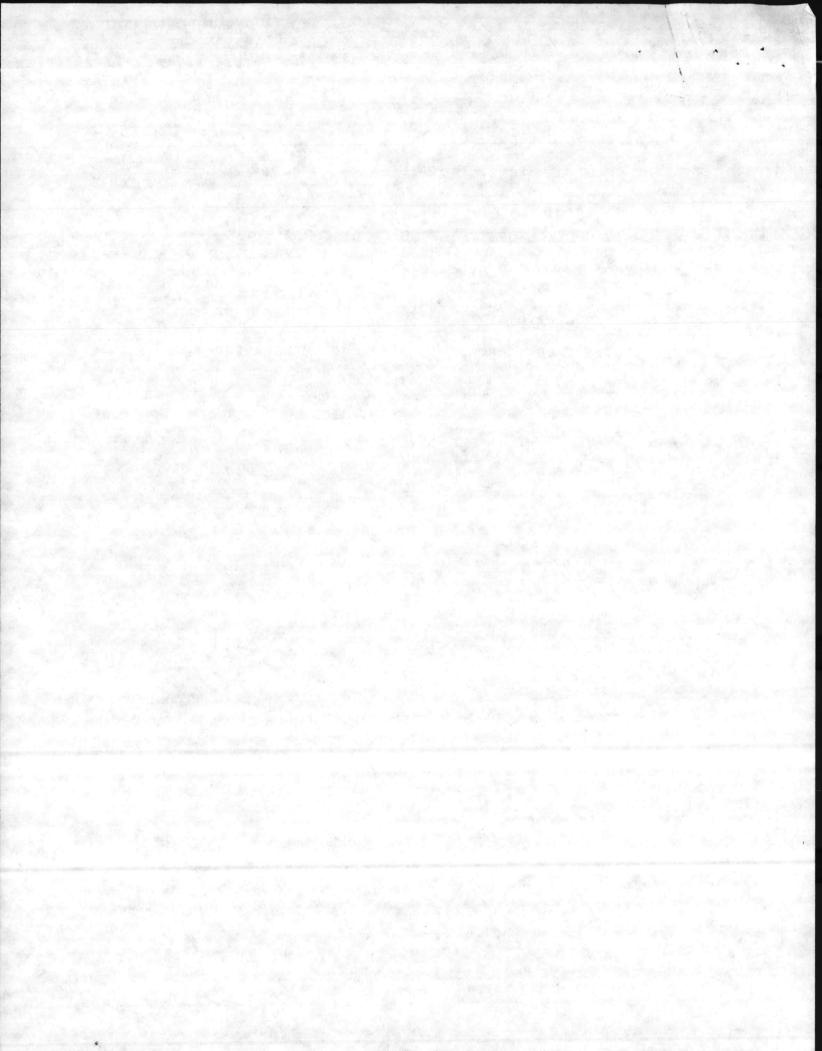
Ref: (a) Your memo 12410 FAC of 8 Sep 85

Encl: (1) Training Courses and Seminars

(2) Studies and Surveys

1. Per your request, enclosures (1) and (2) are forwarded.

* U.S. GPO 1984 - 705-012/8623



This was submitted in Oct 85.

7 Oct 1985

Public Works Officer, Marine Corps Base, Camp Lejeune
Assistant Chief of Staff, Facilities

MARINE CORPS SPECIAL OWM "P" PROG FUNDING FOR FY-86

Ref: (a) Your memo 12410 FAC of 6 Sep 1985

 In response to the reference, the following training courses are submitted in priority as listed for possible FY-86 funding:

Course Description	Cost	Benefits Attende	es
Comprehensive Lighting Design	\$1600	To achieve efficient, cost effective lighting systems designs.	1,
Air Conditioning Piping Systems	\$1700	To better understand piping systems so that the designer may have the tools to design more energy efficient heating and air conditioning systems.	
Air Conditioning Air Distribution	\$1700	Latest techniques on how to design a more energy efficient system. Course teaches selection of related energy efficient equipment, insulation and ductwork design.	1
Water Supply & Distribution	\$1000	Will aid on-going program to improve and maintain the efficiency of our water supply system.	1
Sanitary Sewer Lift Station Design	\$1400	Provide current design techniques to enable cost savings in construction and operations.	1
Residential Energy Auditing	\$3200	Correct procedures to use, useful instruments, time/budget constraints, energy savings and economic benefits in evaluating residential structures. (Cost includes total for two)	2*
Advanced Energy Auditing	\$1700	Provide knowledge to design more energy efficient systems and perform energy audits and surveys.	1
Specifying Uninterruptible Power System (UPS)	\$1230	To provide knowledge in specifying UPS, as MCB, Camp Lejeune has installed many UPS's in recent years.	1

^{*}Second attendee prioritized as #14

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7 Oct 1985

Public Works Officer, Marine Corps Base, Camp Lejeune
Assistant Chief of Staff, Facilities

MARINE CORPS SPECIAL OWM "P" PROG FUNDING FOR FY-86

Ref: (a) Your memo 12410 FAC of 6 Sep 1985

1. In response to the reference, the following training courses are submitted in priority as listed for possible FY-86 funding:

Course Description	Cost	NO. <u>Benefits</u> <u>Attende</u>	es
Comprehensive Lighting Design	\$1600	To achieve efficient, cost effective lighting systems designs.	1
Air Conditioning Piping Systems	\$1700	To better understand piping systems so that the designer may have the tools to design more energy efficient heating and air conditioning systems.	
Air Conditioning Air Distribution	\$1700	Latest techniques on how to design a more energy efficient system. Course teaches selection of related energy efficient equipment, insulation and ductwork design.	1
Water Supply & Distribution	\$1000	Will aid on-going program to improve and maintain the efficiency of our water supply system.	1
Sanitary Sewer Lift Station Design	\$1400	Provide current design techniques to enable cost savings in construction and operations.	1.
Residential Energy Auditing	\$3200	Correct procedures to use, useful instruments, time/budget constraints, energy savings and economic benefits in evaluating residential structures. (Cost includes total for two)	2*
Advanced Energy Auditing	\$1700	Provide knowledge to design more energy efficient systems and perform energy audits and surveys.	1,
Specifying Uninterruptible Power System (UPS)	\$1230	To provide knowledge in specifying UPS, as MCB, Camp Lejeune has installed many UPS's in recent years.	1

^{*}Second attendee prioritized as #14

Subj: MARINE CORPS SPECIAL OSM "P" PROG FUNDING FOR FY-86

Fundamentals of Energy Auditing \$4050 Ability to apply the latest engineer- 3**
ing techniques to determine energy
requirements of buildings (Cost includes
total for three).

Energy Thermal Storage

\$3400 To learn current design techniques in 2***
thermal storage, one of the latest methods
to conserve energy in heating and air conditioning. (Cost includes total for two)

**Second attendee prioritized as #11 and third attendee prioritized as #13
***Second attendee prioritized as #12

E. L. ROUSE By direction

at agreement to the state of th

Public Works Officer, Marine Corps Base, Camp Lejeune
Assistant Chief of Staff, Facilities

MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

Ref: (a) Your memo 12410 FAC of 6 Sep 1985

1. In response to the reference, the following training courses are submitted in priority as listed for possible FY-86 funding:

Energy Mitility Requirements

1350

2700 2700

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ing:

		5 42 2000 2 F- 70-		NO.	
	fri .	Course Description	Cost	Benefits Attended	
W(3)	0 -	Comprehensive Lighting Design	gn 🗸 1600	effective lighting systems designs.	andy
(A)	8	Fundamentals of Energy Auditing	2700	Ability to apply the latest engineer- 33 ing techniques to determine energy requirements of buildings.	James Barn. Sarry Stalling
75	(F)	Regidential Energy Auditing	/ 1600	Correct procedures to use, useful 2 instruments, time/budget constraints, energy savings and economic benefits in evaluating residential structures.	Larry & . James Baver
134	9	Sanitary Sewer Dift Station Design	V 1400	Provide current design techniques to lenable cost savings in construction and operations.	carl
13° 4	(A)	Water Supply & Distribution	1000	Will aid on-going program to improve land maintain the efficiency of our water supply system.	Brynn
P (1	OL	Mar Conditioning Diping	1700	To better understand piping systems so that the designer may have the tools to design more energy efficient heating and air conditioning systems.	Keith
(2)	9	Energy Thermal Storage	3400	To learn current design techniques in thermal storage, one of the latest method to conserve energy in heating and air con ditioning.	2 Jim titch is Jonny H.
9		Air conditioning Air	1700	Latest techniques on how to design a more energy efficient system. Course teaches selection of related energy efficient equipment, insulation and ductwork design.	1 Karen
(17)	0	Advanced Energy Auditing	1700	Provide knowledge to design more energy efficient systems and perform energy audits and surveys.	1 January
(19)	1	Specifying Uninterruptible Power System (UPS)	V 1230	To provide knowledge in specifying UPS, as MCB, Camp Lejeune has installed many UPS's in recent years.	1 gim Fitch

Exign Contract Magnet ??

Design Contract Magnet ?

NAMPAC Spec. Suptem . Lynn

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air Installation Comp. Use Larry Bront

For Planning & Econ. Enaly I see

of year they approved 15 courses, for a total of 5, 930.00.

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Public Works Distuer, Marine Corps Bas

Assistant Chief of Staff Fillliffes

MARINE CORPS SPECIAL OWN "P" PROG FUNDING FOR IT-80

(a) Your memoriality PAC of 6 329 1985

1. In response to the reference, the tolkowing a thing dumber at cuburce in priorie, as listed for possible FY-90 randing:

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x and you kneed readlywood

The Traffic Management course originally approved for Carl Baker has been cancelled. The attached course is offered by the same people, so we would like to substitute.

If there are any questions, please call me.

Thanks, Sue Jarman Public Works (Extension 2213) n fills that course originally an rower's for Carlo Ca

f thure any questions, is se estima

Line James

under office.

Department of Engineering Professional Development

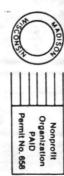
The College of Engineering University of Wisconsin-Madison

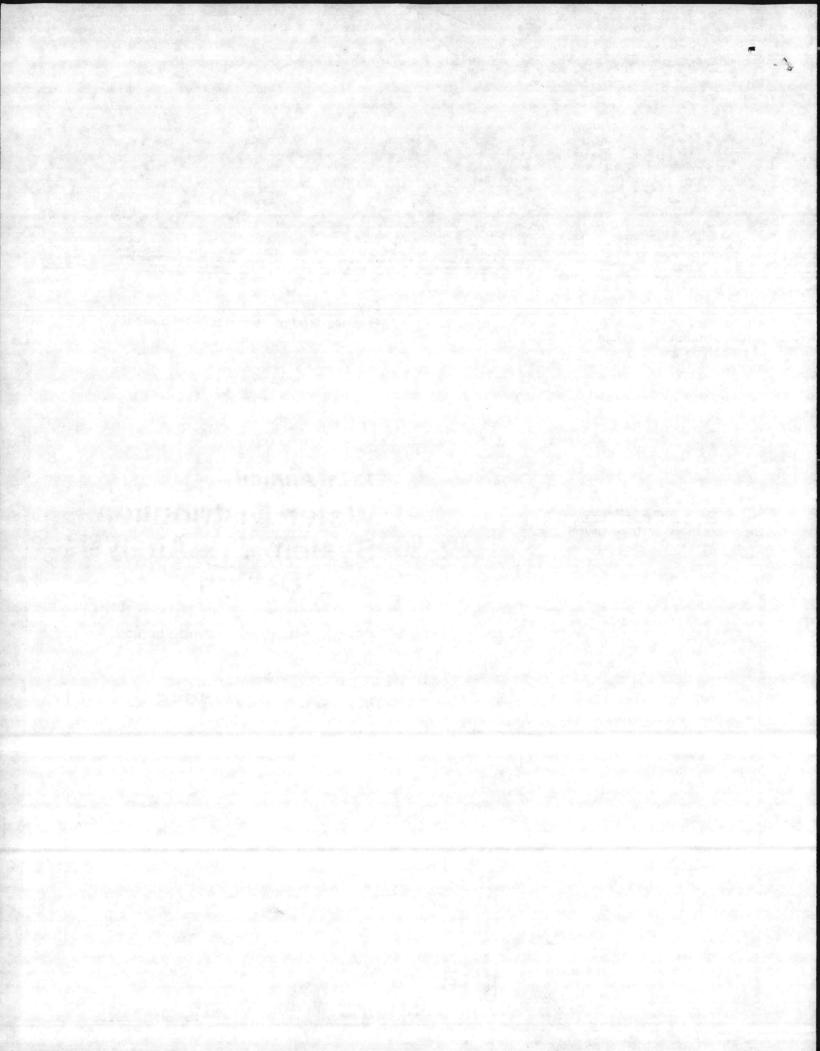
Engineering Professional Development 432 North Lake Street Madison, Wisconsin 53706 Water Distribution
System . . . Analysis
and Design

Featuring personal computer use

August 4-7, 1986

The College of Engineering University of Wisconsin-Madison





Water Distribution System . . . Analysis and Design August 4-7, 1986

Course Outline

Monday, August 4

Review of Fundamental Concepts

- Principles of Hydraulics
- · Flow Through Pipe Networks
- · Workshop-Problems Utilizing Basic Principles
- Introduction to System Analysis Problem
- Pumping-Pump Performance and Selection
- Workshop—System Head Curves and NPSH
- Pumping—Booster and Pneumatic Pressure Systems
- PC Workshop—Use of WATER Program
- Optional Evening PC Workshop—Computer Input for WATER

Tuesday, August 5

Required Data and Methodology for Distribution System Analysis

- Population Analysis and System Demands
- Estimating Storage Requirements
- Fire Demands
- Skeletonization
- Pipe Network Analysis by Computer Program
- PC Workshop—Computer Runs for Evaluation of System Analysis Problem-Use of WGRAPH Program
- · Optional Evening Session-Continuation of Computer Workshop

Wednesday, August 6

Network Model Applications; Field Testing

- Extended Period Simulation and Automating System Operation-A Case Study
- Personal Computers-Types and Application to Network Analysis
- Introduction to System Testing—Types and Purpose
- System Field Evaluations—Leakage
- Workshop—Continuation of Computer Runs
 - -Graphical Input-Digitizing from System Maps
 - -Summary of System Analysis Problem

Thursday, August 7

System Data Management, Design and Rehabilitation

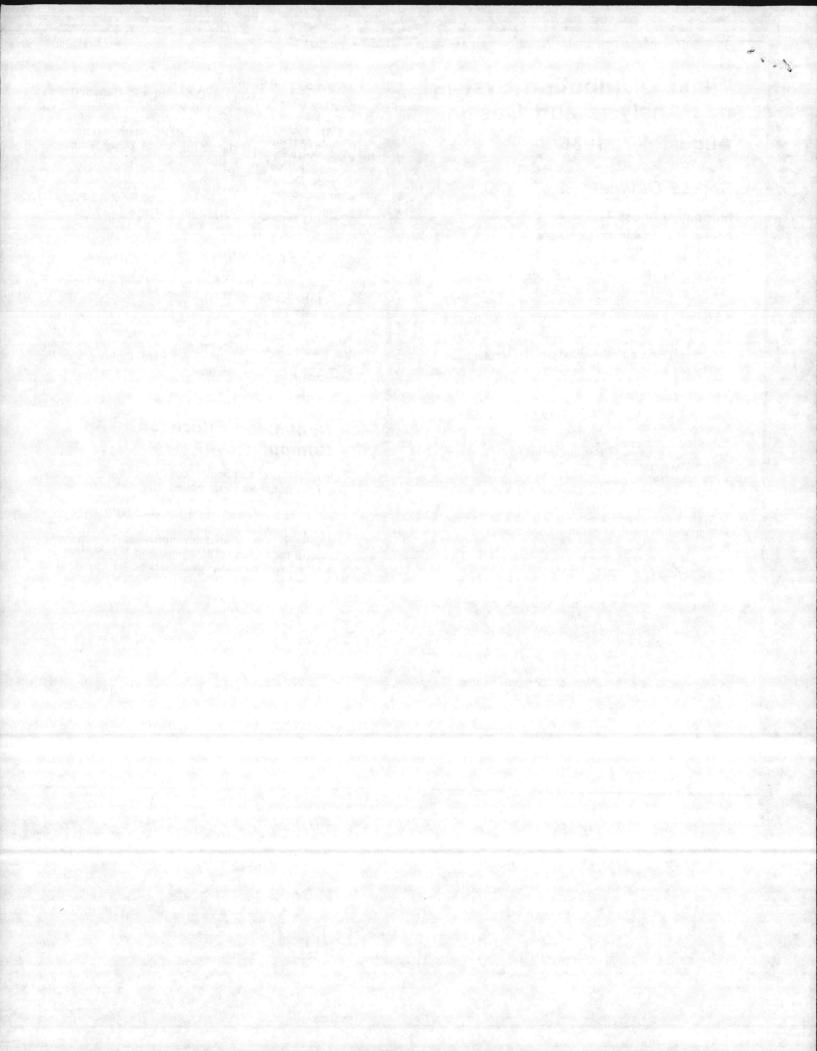
- Data Management for the Water Utility
- Data Management Software in Network Analysis
- Data Management Software for System Maintenance Optimization and Rehabilitation of Water Transport
- and Distribution Systems
- Code Design Considerations • Introduction to External Pipe Corrosion
- Improving Flow Characteristics of Existing Pipes
- Thrust Blocks and Restrained Joints

Daily Schedule

Registration will be at 8:00 a.m. Monday, August 4, at Lowell Hall, 610 Langdon Street, Madison, Wisconsin. Daily sessions will convene at 8:30 a.m. and conclude at 4:30 p.m. Each half day will consist of a one- to two-hour lecture period and a workshop for applying the learned material. Noon lunches and mid morning/ midatternoon breaks will be provided. Optional evening sessions may be scheduled.

Continuing Education Computer Lab

You will use a specially designed facility for adult education in computer applications which includes a demonstration room with a 100-inch projection monitor and a lab with 20 IBM-PC's. The computers are equipped with color monitors, graphics, and all standard software. The room is set up for hands-on learning, and a technical staff is available to provide individual attention.



General Information

Fee Covers Notebook, program materials, break refreshments, lunches and certificate.

Refund We prefer registration in advance. If you cannot attend, please notify us immediately. We will refund your fee or you can have someone take your place.

Accommodations Your enrollment confirmation will include hotel/motel information. Advise us at time of registration if you are handicapped and desire special accommodations. Requests will be kept confidential. Republic, Northwest, Ozark, Frontier, United and Air Wisconsin airlines serve Madison. Please make your own reservations.

Location Lowell Hall, 610 Langdon Street, Madison, Wisconsin.

Related Courses To receive information on future courses and seminars, just check the box on the enrollment form, write in your name, title, etc., and mail.

Our programs are supported, in part, by funds administered through UW-Extension.

Future Courses

Analysis of Uncertainty in Water Resources August 18-20, 1986

Industrial Waste Monitoring, Treatment and Disposal October 8-10, 1986, at the University of Wisconsin-Green Bay

Detention Basin Design I December 1-2, 1986

Detention Basin Design II December 3-5, 1986

Wastewater Treatment and Disposal with CAPDET December 8-12, 1986

Water Well Hydraulics January 5-9, 1987

Water Well Design and Construction January 26-29, 1987

For more information about these courses, contact Roy Holub, Department of Engineering Professional Development, University of Wisconsin-Madison, 432 North Lake Street, Madison, WI 53706, 608-262-5361.

Enrollment Form

□ Hispanic

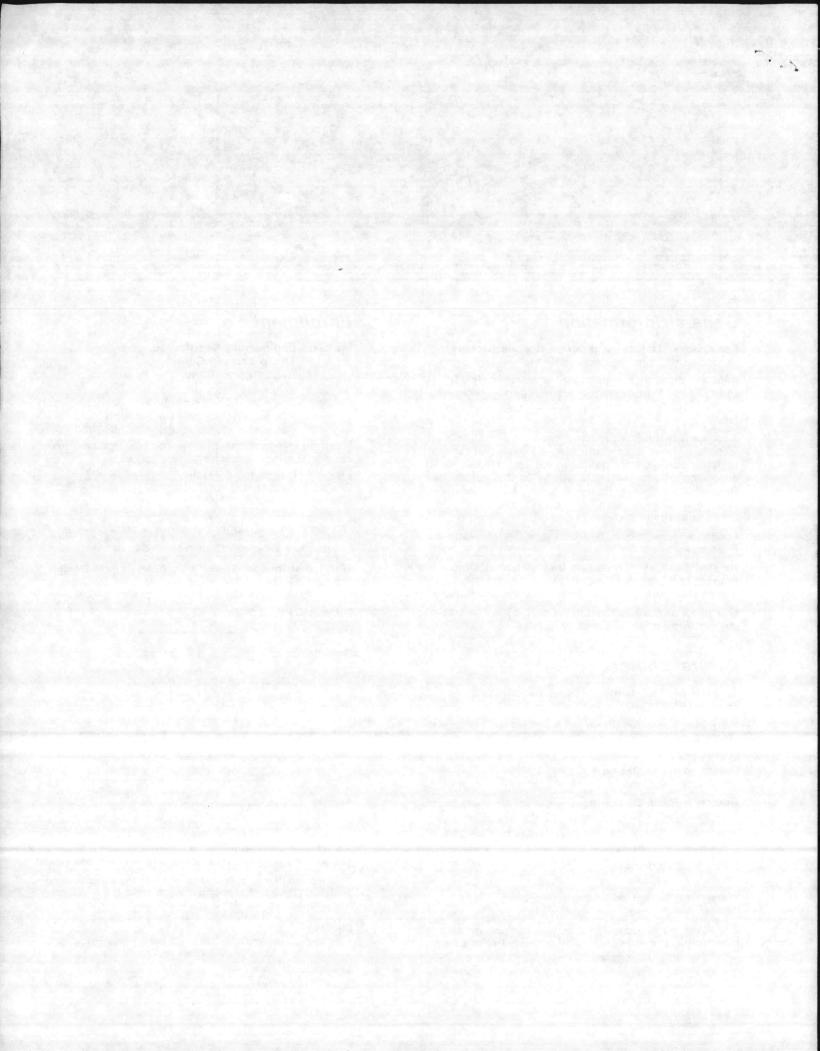
Occupational Area:

☐ 700 Other

Engineering Registration The Wisconsin Center 702 Langdon Street Madison, WI 53706 Or Call Toll Free 800-262-6243 (608-262-1299 direct) Ask for Engineering Registration Wisconsin residents call 800-362-3020 Program Information Dial the Toll Free number above, ask for Engineering Information, request: Program Director, Roy Holub Program Assistant, Patricia Butler (Direct phone 608-262-5361) □ I can't attend; notify me about related courses □ Please enroll me in Course No. 7564 Water Distribution System . . . Analysis and Design August 4-7, 1986 Fee: \$650 (2.4 CEU) □ MasterCard □ VISA Cardholder's Name Card No. -Expires _ ☐ Bill my company ☐ P.O. or check enclosed (Checks payable in U.S. funds to UW-Extension) Name SS#* Company . Address _ State _ Phone (*Assures prompt enrollment confirmation and an accurate record. This information is collected to enhance the programming efforts of University of Wisconsin-Extension and is voluntary. Sex: ☐ Female ☐ Male Month Day Year Birthdate: Heritage: ☐ American Indian ☐ Asian ☐ Black

☐ White or Other

□ 100 Professional, technical and managerial occupations



DATE: 26 Mar 86

FROM: Civilian Personnel Officer, Marine Corps Base, Camp Lejeune

TO: Distribution List

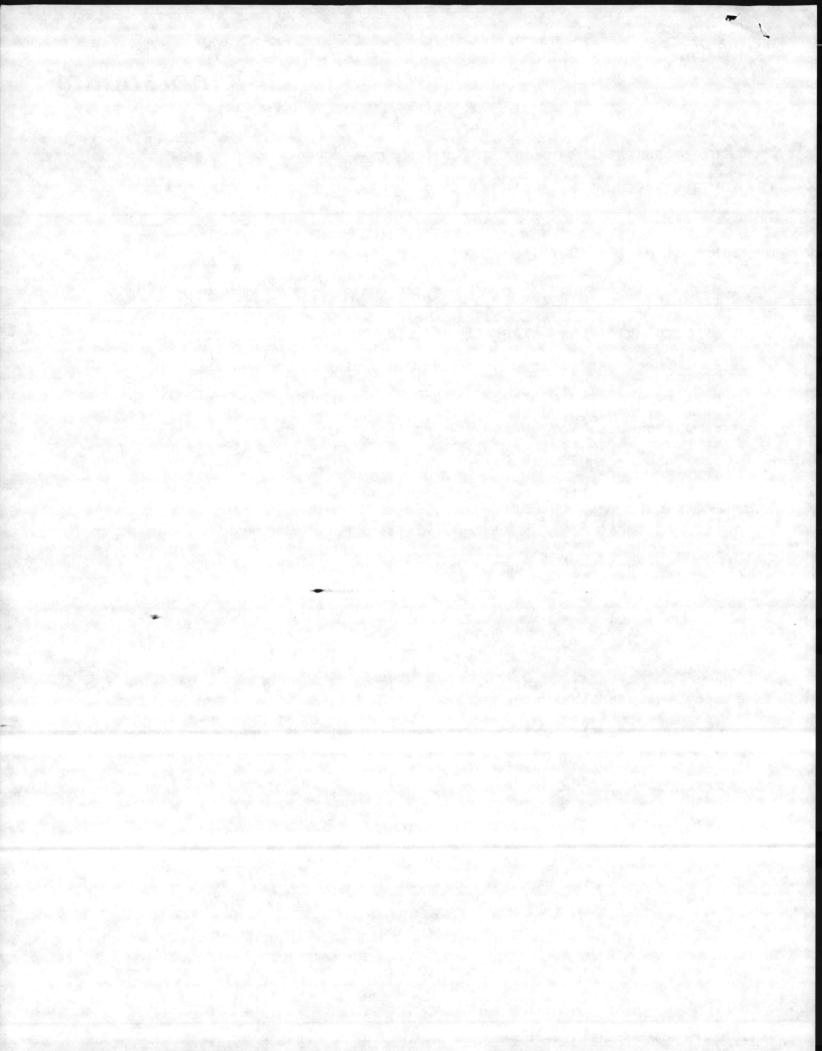
SUBJ: NUMBER SKILLS TRAINING PROGRAM

1. The Civilian Personnel Division will be conducting subject training from 5 to 9 May 1986 in the Civilian Training Classroom, Building 1003. Class will be held from 0930 to 1130 daily. By regulation this class is offered only to civil service employees.

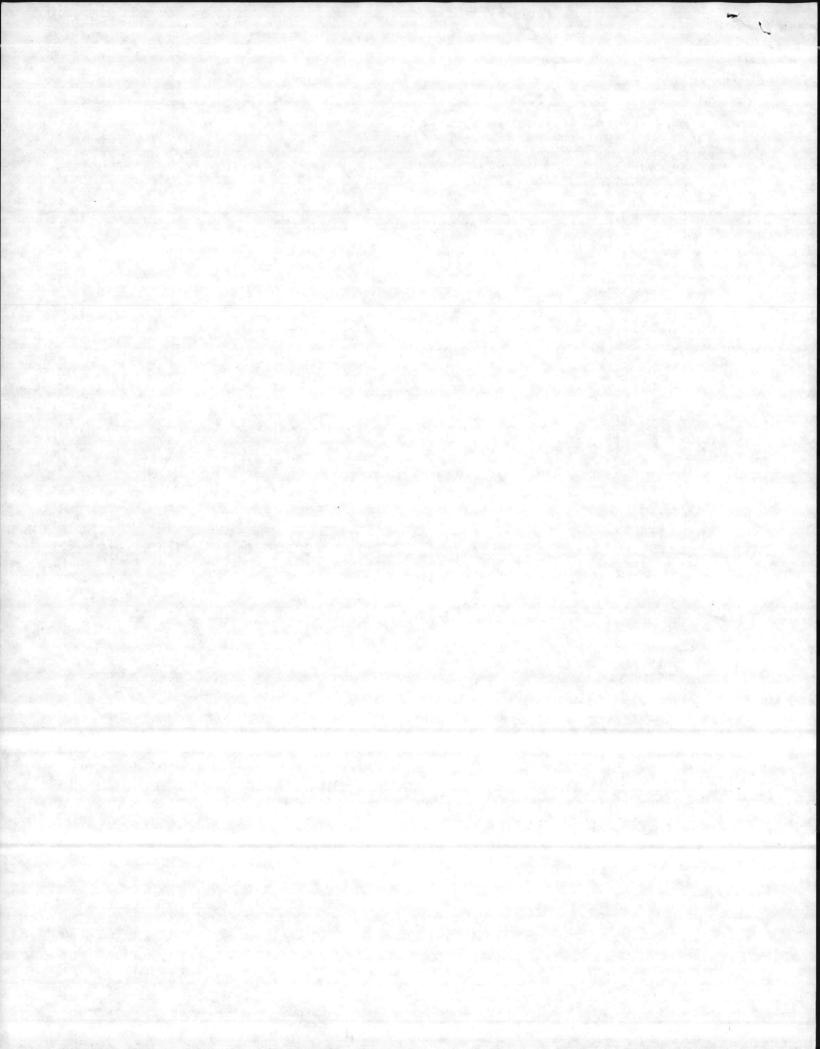
all interested

- 2. Number Skills is a training program designed to improve the accuracy and speed of those who key, record, transfer, and check numbers. Participants learn number accuracy, number perception, number retention, number patterning, and number checking. These skills enable employees who work in number-intensive departments to reduce both their error rate and the time it takes to perform the number-handling task.
- 3. You are invited to submit nominations for this class by memorandum to this office, attention Training Branch, not later than 14 April 1986 providing the following information:
 - a. Name
 - b. Department
 - c. Grade and Title
 - d. Previously nominated but not selected
- 4. Nominees selected to attend will be notified via their work sections not later than 25 April 1986.
- 5. Number Skills will be offered periodically on a continuing basis for an indefinite period. Although space is limited for the class, all employees who might benefit from the training will have the opportunity to attend future (lesses.

HOSEA HORNE JR



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Distribution:
 CG
 AC/S, COMP
AC/S, FAC
AC/S, MANP
 AC/S, MWR
AC/S, BOSMAD
AC/S, LOG
AC/S, TRNG
 INSP
 PMO
 SJA
 Dir, RASC
CO, SPTBN
CO, HQBN
 CO, RRDET
 CHAP
 CPD
 CEO
 CO, CORRFAC
 DRMO
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 DFH
 DISB
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 NREA
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PWO
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 CG, 2d Mar Div
 CG, 2d FSSG
SSVCS
 CO, MCES
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OPNAV 5216/144A (Rev. 8-81) S/N 0107-LF-052-2320 we have no action

DEPARTMENT OF THE NAVY \$ 04 Coch

Memorandum

DATE:

20 Mar 86

Sue

FROM:

Civilian Personnel Officer, marine Corps Base, Camp Lejeune

TO:

Distribution List

SUBJ:

LABOR RELATIONS FOR THE LINE MANAGER

- 1. The subject 2 1/2 day course will be presented at Marine Corps Base, Camp Lejeune 28 through 30 May 1986. It will be conducted by the Office of Civilian Personnel Management, Southeast Region.
- 2. This course is designed to give supervisors and managers an overview of Navy labor relations policy and the Federal labor relations law with particular attention to the rights of employees, supervisors, and union; the scope of bargaining; formal discussions; the "Weingarten" right; contract administration and the negotiated grievance procedure; and unfair labor practices. The course emphasizes how each of these facets of the labor relations program has an impact on supervisors and managers in their day to day working in an environment where their employees are represented by a union.
- 3. The number of class spaces is limited and will only be open to supervisors and managers whose employees are represented by a labor organization. Therefore, nominations for this course must be submitted to the Civilian Personnel Division, Training Branch, not later than 14 April 1986. Each nomination should include name, grade and job title.
- 4. You will be notified of selections by 9 May 1986. Mr. John Moran, extension 1539, can provide additional information.

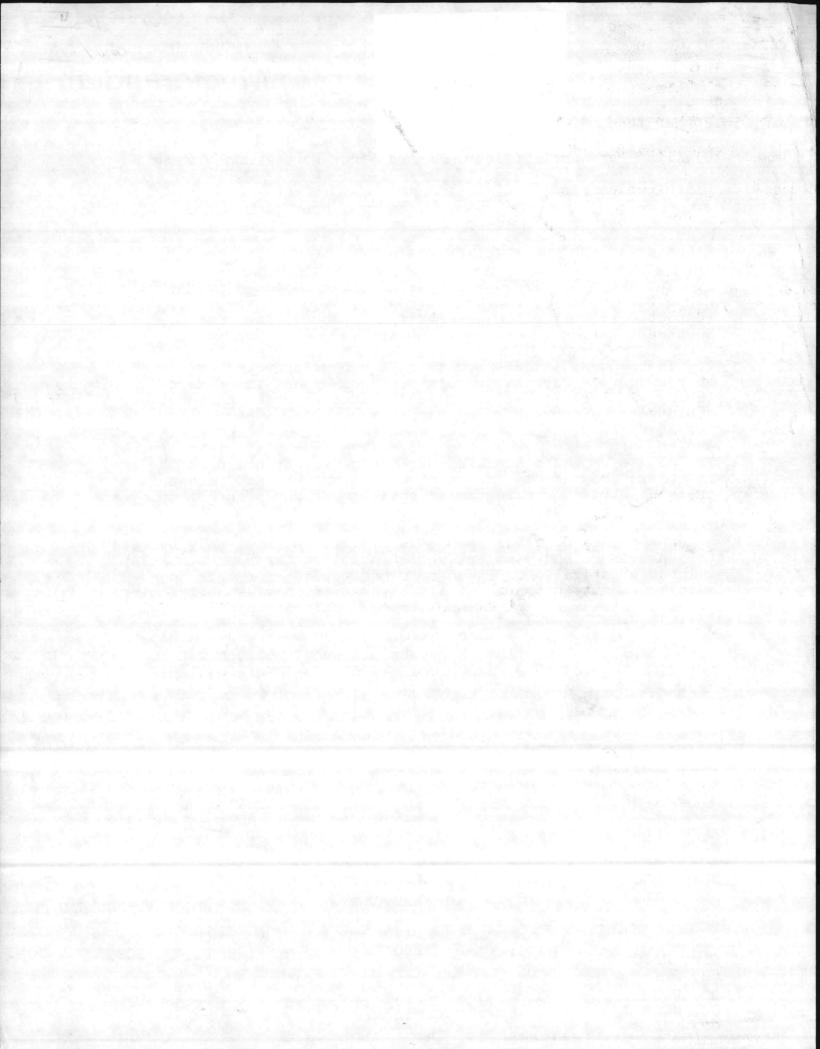
HOSEA HORNE, JR.

Distribution:

CG
AC/S, COMP
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AC/S, TRNG
INSP
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SJA
Dir, RASC
CO, SPTBN
CO, HQBN
CO, MCES
CO, MCSSS

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CEO
CO, CORRFAC
DPDO
BHD
DFH
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EDO
FSC
FIRE
JPAO
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PWO
SAFD
SCOL
CO, MCAS
CO, NavHosp
CO, NAVDENCLINIC
ECCC
CG, 2d Mar Div
CG, 2d FSSG
FMSS
CFAO
PersSptDet
CCMS



DATE:

20 Mar 86

FROM:

Civilian Personnel Officer, Marine Corps Base, Camp Lejeune

TO:

Distribution List

SURI:

LABOR RELATIONS FOR THE LINE MANAGER

- The subject 2 1/2 day course will be presented at Marine Corps Base, Camp Lejeune 28 through 30 May 1986. It will be conducted by the Office of Civilian Personnel Management, Southeast Region.
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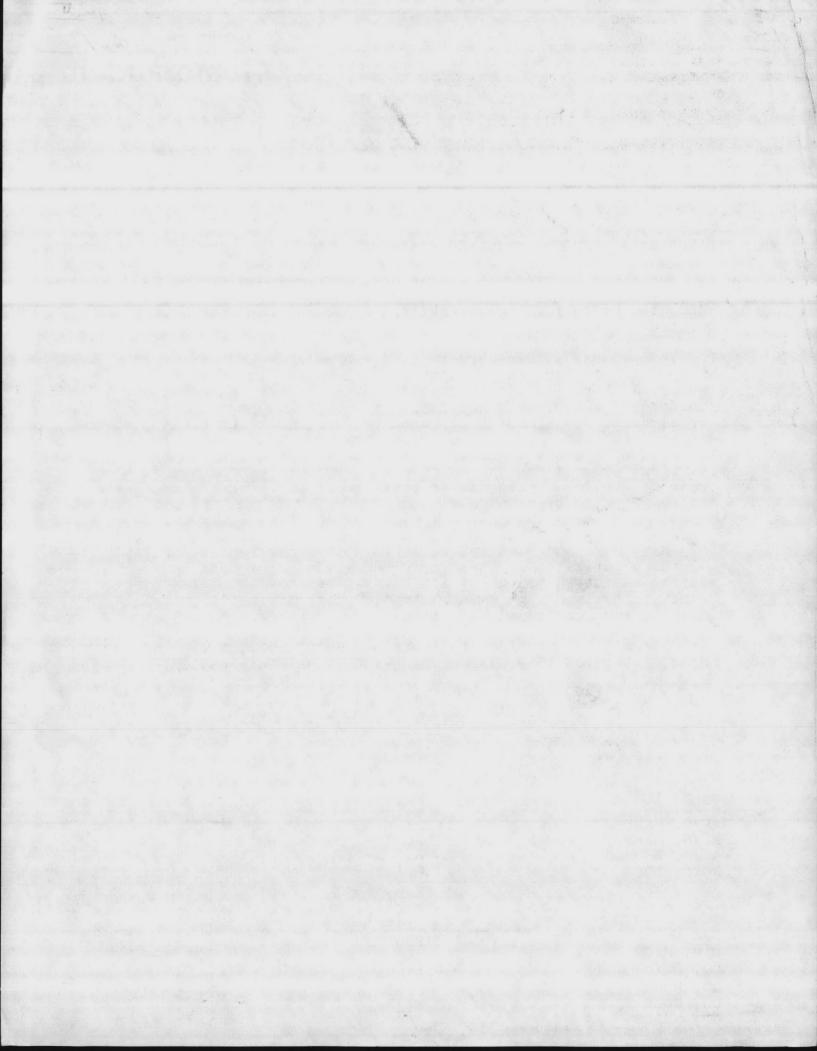
HOSEA HORNE, JR

Distribution:

CG AC/S, COMP AC/S, FAC AC/S, MANP AC/S, MWR AC/S, BOSMAD AC/S, LOG AC/S, TRNG INSP PMO SJA Dir, RASC CO, SPTBN CO, HQBN CO, MCES CO MCSSS

CO, RRDET ADJ CHAP CPD CEO CO, CORRFAC DPDO BHD DFH DISB EDO FSC FIRE **JPAO**

PERS PO PWO SAFD SCOL CO, MCAS CO, NavHosp CO, NAVDENCLINIC ECCC CG, 2d Mar Div CG, 2d FSSG **FMSS** CFAO PersSptDet CCMS SSVCS



TRAVEL VOUCHER OR SUBVOUCHER	(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)			or ball use pencil)	10. FOR DO USE ONLY			
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9. POC TRAVEL: OWNER/OPERATOR (See Item 2)	2d)	Tale 1		PASSENG	ER		13. BAS RATE	- A - A - 1
PENALTY: The penalty for willfully making a false claim is: A M		FINE O	F \$10,000 C	OR MAXIM	UM IMP	RISONMENT (OF 5 YEARS, OR BOTH (U.S. Code, Title	18, Section 287.)
I hereby claim any amount due me. The statements of attached are true and complete. Payment or credit has	on face,	reverse,	and	The second second second	7 27 17 17	OF CLAIMAN	CATALOG TO MINE TO PERSON AND AND AND AND AND AND AND AND AND AN	CONTRACTOR OF THE PROPERTY OF
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THE THE PARTY OF T	INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974
AUTHORITY:	5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.
PRINCIPAL PURPOSE:	Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.
ROUTINE USES:	To substantiate claims for reimbursement for official travel.
DISCLOSURE:	Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.
22.	CLAIMANT'S STATEMENT

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

25a. SYMBOLS (Use two letters)	25b. SYMBOLS
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(own expense) (8) RAIL R	(4) AUTHORIZED DELAY AD
(4) PRIVATELY-OWNED (9) VESSEL	(5) TEMPORARY DUTY TD

26. REMARKS

APPROVED FOR PAYMENT (When required by individual service regulations)							
DATE		SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER					
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(a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

I,	KAREN	FOSKEY	(20)

certify that itemized amounts are actual and necessary expenses

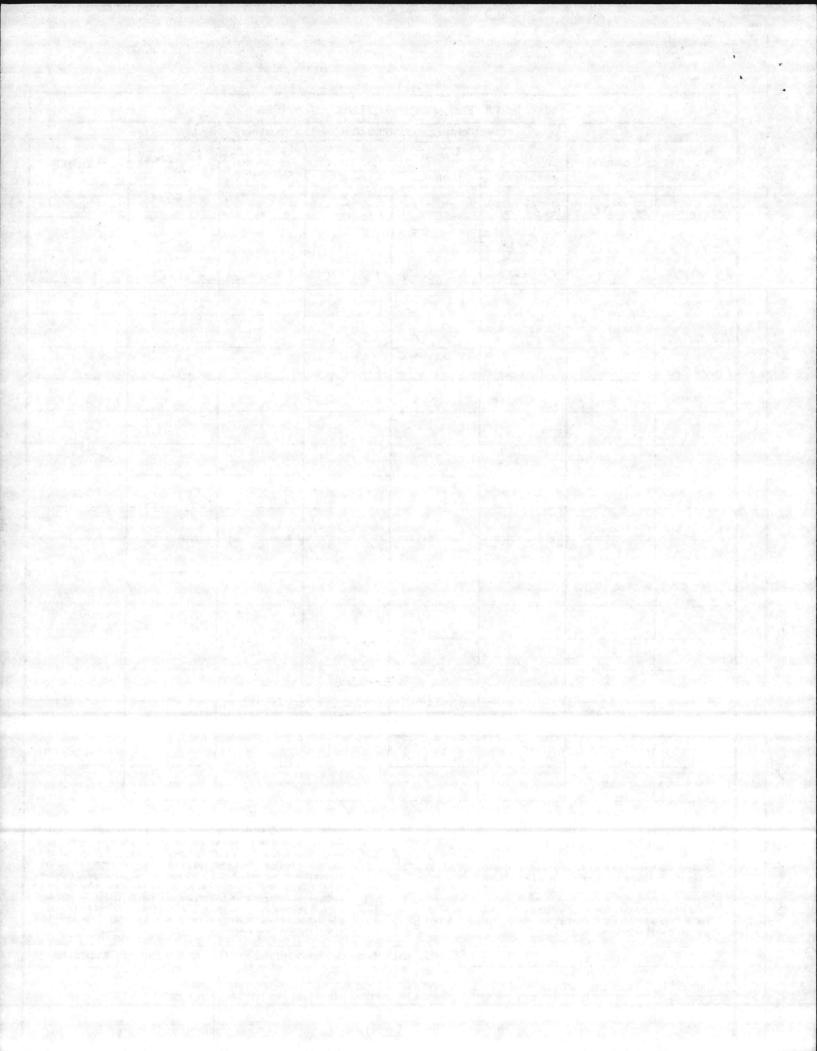
(Type or Print Name) incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE

DD 500M 4004 0

^{2/} Cost of each meal and tip to be shown as single a cost of alcoholic beverages may not be included.

^{3/} Cost of local transportation and tips betting or duty points to and from places whenot otherwise reimburgoble.



STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

00 3116

THE	E FOLLOWING STATEMENTS (INDICATED BY X) APPLY TO TRAVEL ORDER NO
FOI	R Xaren M. Foskey SSN: 243-21-5434
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.	No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
10.	Rental Car authorized.
11.	Other

WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.

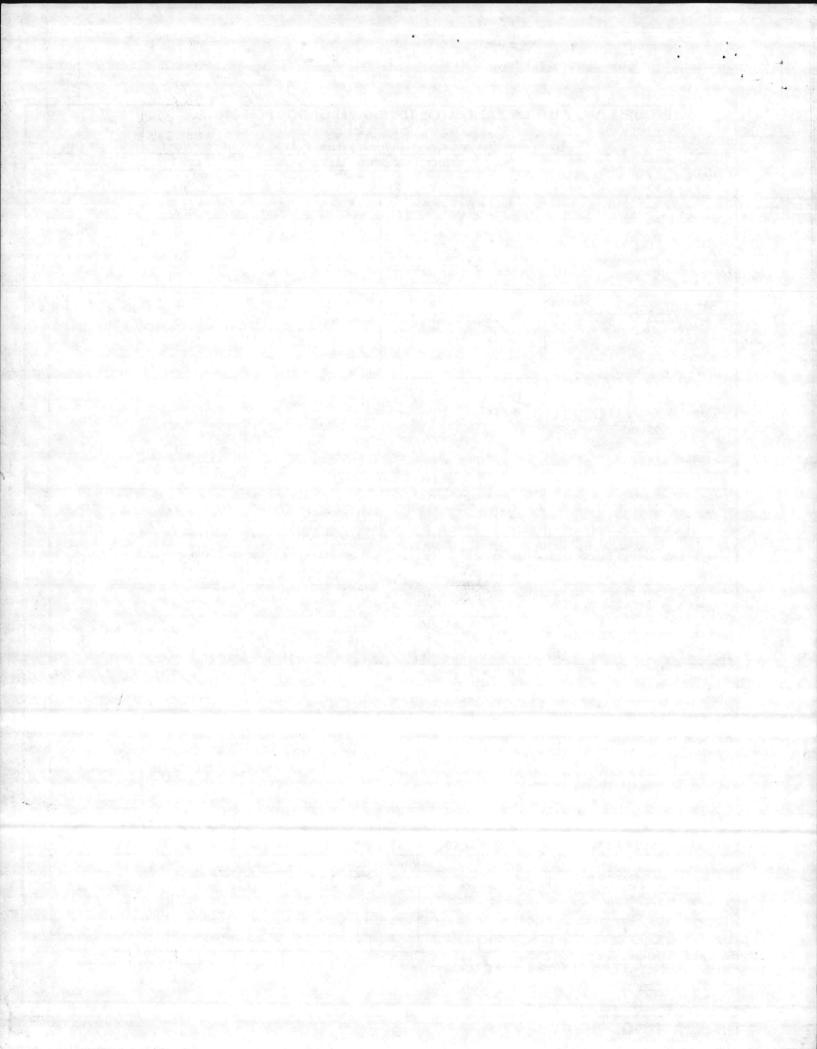
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NOTE:	ITEMS CHECKED BELO	W APPLY TO ABOVE TR	AVEL.	
1.	Advance - maximum	that can be author	ized is \$ 765.00.	
₹ 2.	Reservations - ma	ke reservations wit	h Passenger Transportati	on, extension 1971.
X 3.	High Cost Area -	on the form attache	he own arrangement d to the travel order, t	raveler must keep
2	record of each me	al, tip, and any ot	her expense incurred. F	Receipts for lodging
	are required.			
☐ 4.	Constructive Trav	el - POV is authori	zed for the traveler's	convenience. Work
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\square 7.	Submit DD 1556 wi	th travel order if	purpose of TDY is other	than for work.
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Am REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERS DATE OF (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21. 8 Apr 86 REQUEST FOR OFFICIAL TRAVEL 2. NAME (Last, First, Middle Initial) 3. POSITION TITLE AND GRADE OR RATING Foskey, Karen M. 243-21-5434 Mechanical Engineer GS-75. ORGANIZATIONAL ELEMENT 6. PHONE NO. Marine Corps Base Camp Lejeune, NC 2213 Public Works TYPE OF ORDERS 8. SECURITY CLEARANCE To attend Fundamentals of Energy Auditing, Single N/A 10 a. APPROX NO. OF DAYS OF TDY (Including travel time) h. PROCEED O/A(Date) Madison, WI 14-17 Apr 86 5 1/2 13 Apr 86 VARIATION AUTHORIZED From XXXXXXXXXXX. NC to Madison, WI and return Kinston 12. MODE OF TRANSPORTATION COMMERCIAL GOVERNMENT PRIVATELY OWNED CONVEYANCE (Check one) RAIL AIR BUS VEHICLE SHIP AIR RATE PER MILE: MORE ADVANTAGEOUS TO GOVERNMENT TRAVELER WILL MAKE OWN RESERVATIONS MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CON-STRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR. AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) AND PURCHASEKX HER OWN TICKETS PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. OTHER RATE OF PER DIEM (Specify) 5. ADVANCE AUTHORIZED ESTIMATED COST 14. PER DIEM 975595.00(reg fee) \$ 412.50 \$ 414.00 \$ 25.00(limo fee) 1446.50 \$ 765.00 16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Travel meets criteria of SECDEF 18Jan82 memo. TO BE BILLED. MCBCL 12570/1 (Estimated Cost Information for TDY) is required to be submitted upon liquidation of these orders. Item 6 of the attached Statement of Instructions apply to this travel order. REQUESTING DEFICIAL (Title and signature) 18. APPROVING OFFICIAL (Title and signate J. F. SHARPE HOSEA HORNE, JR. Civilian Personnel Employee Development Superintendent AUTHORIZATION AUTHORIZATION TRAVEL ORDER APPROPRIATION BUREAU OBJECT SUB-CLASS CONTROL ACCOUNTING (Tango)NO. COST CODE AUTH TYPE SUBHEAD 1761106.2720 1761106.2720 AA6 10 0484 1022E 067001 067001 003116 000 7007 2D 2D 000 67001 0 AA6 10 0485 10220 003116 20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION HOSEA HORNE, JR. 21. DATE ISSUED 10 Apr 86

By direction of the Commanding General

22. TRAVEL ORDER NUMBER 003116

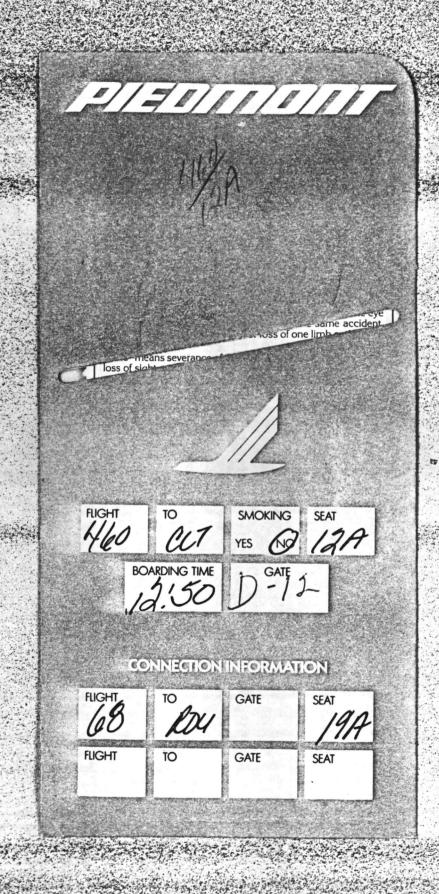


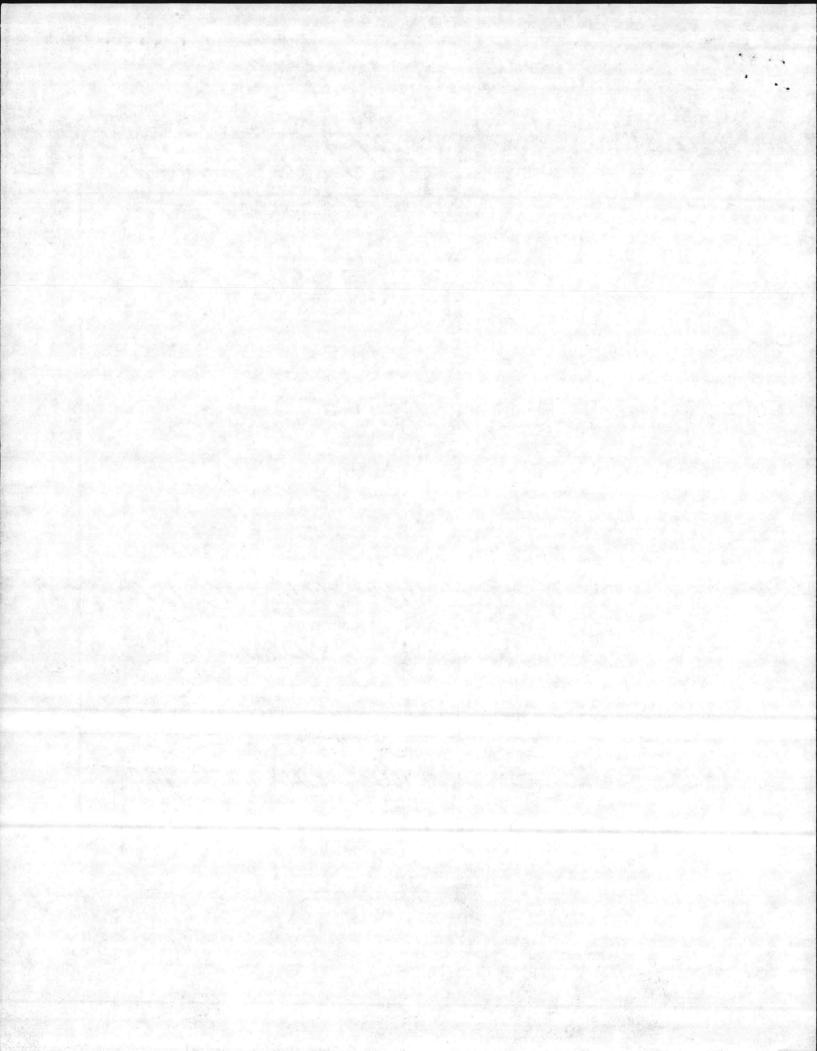
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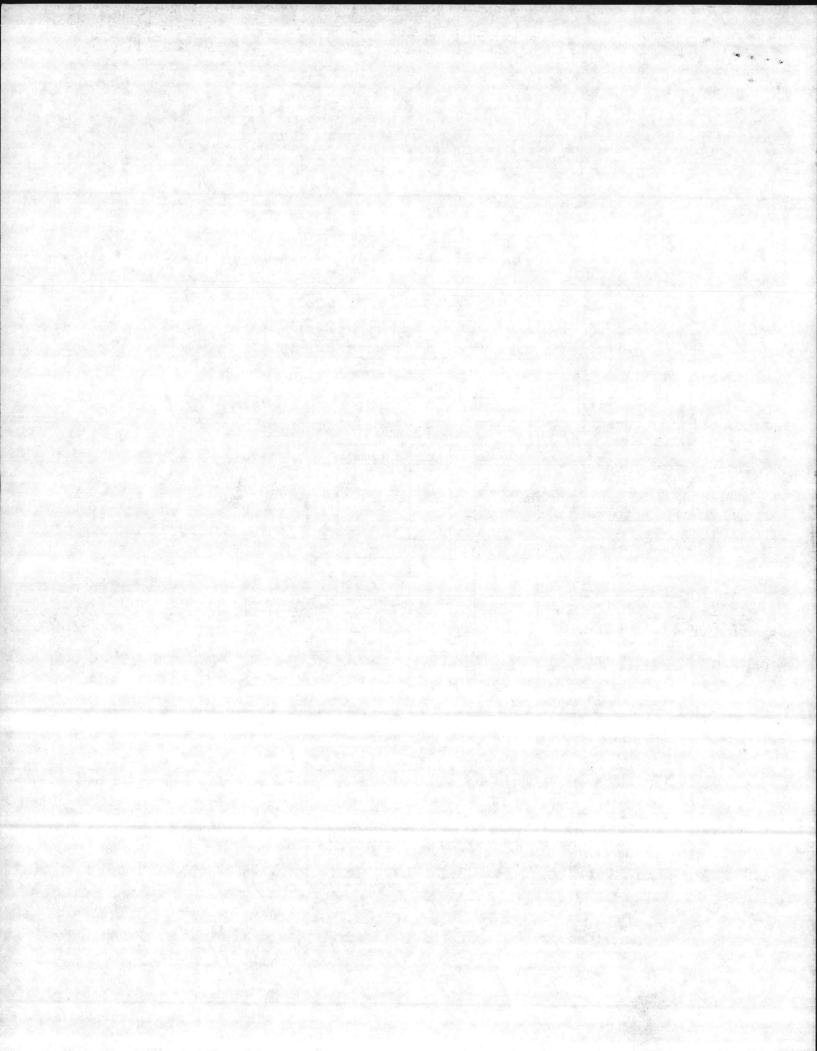
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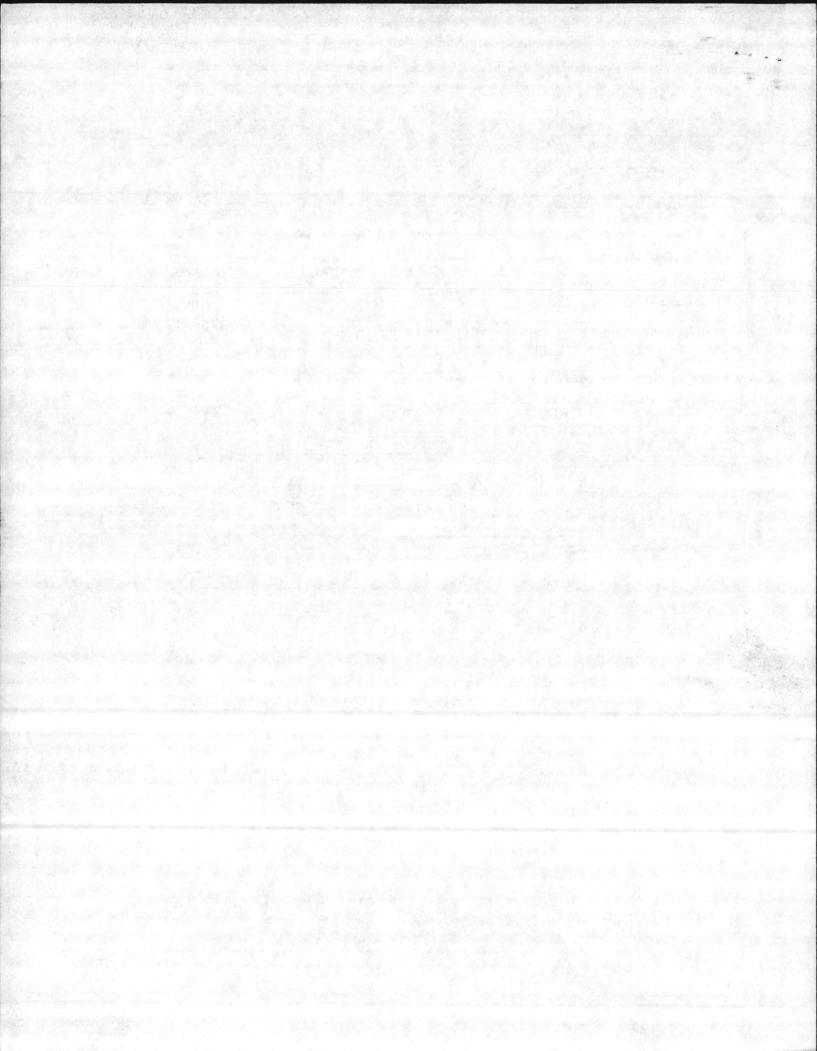




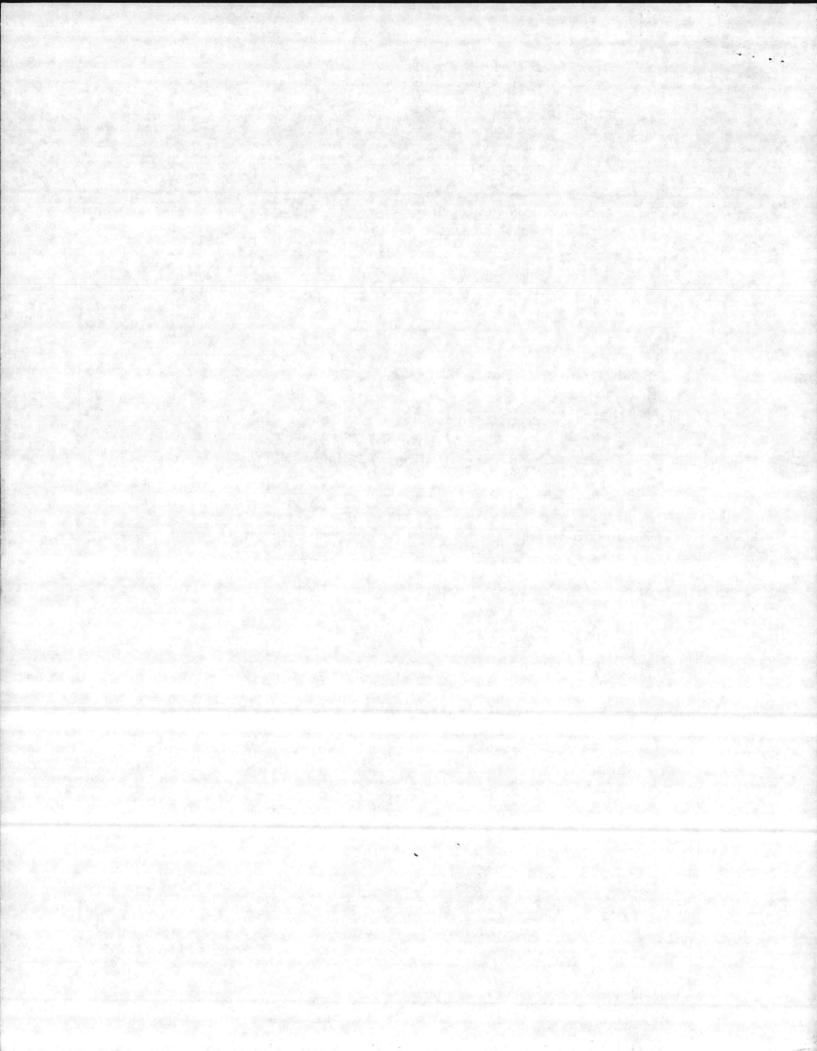
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Memorandum

DATE: 2 Apr 86

FROM: Civilian Personnel Division, Marine Corps Base, Camp Lejeune

TO: Distribution List

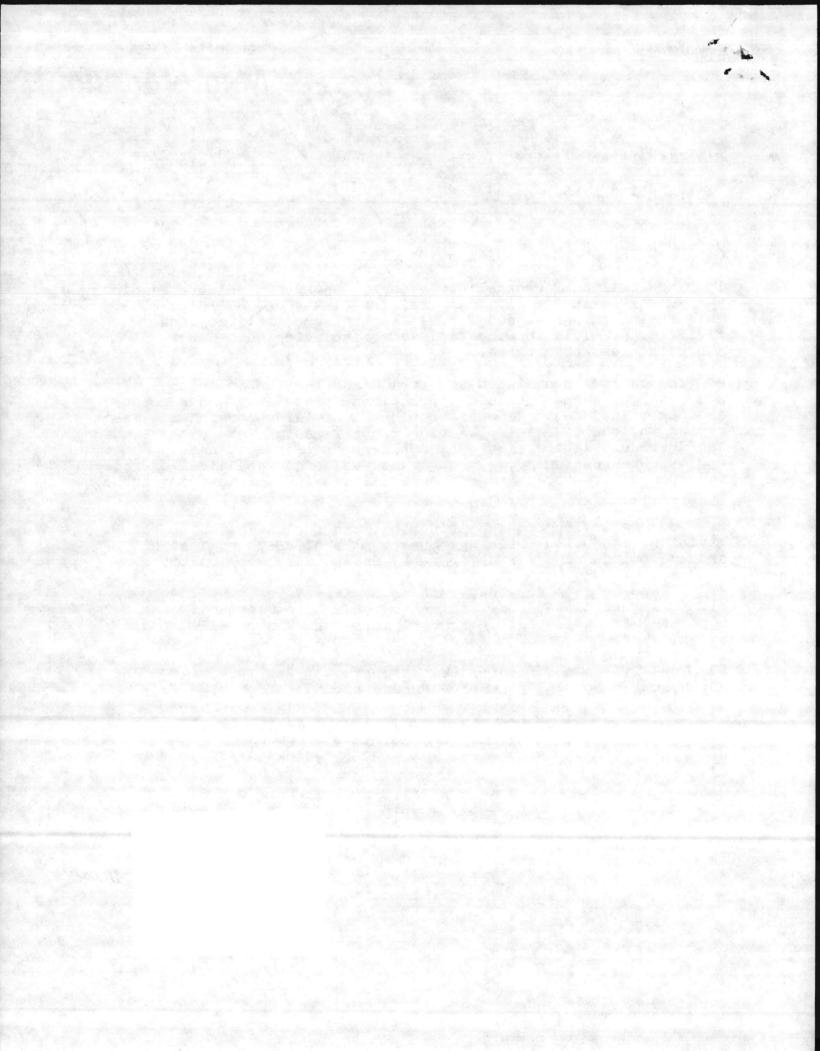
SUBJ: CIVILIAN PERSONNEL ADMINISTRATION COURSE

- 1. The Civilian Personnel Division will conduct subject training 2-6 June 1986 in the Civilian Training Classroom, Building 1003. This training is intended for all supervisors, military and civilian, of civil service employees, including those who supervise less than three.
- 2. The course is designed to provide instruction in federal, Navy and local personnel policies, practices, procedures and regulations as they relate to the administration of civilian personnel. Specific topics include staffing, position classification, employee relations and services, labor relations, employee development, safety and equal employment opportunity. Through discussion and practical exercises, the supervisor's role and responsibilities in administering these programs is emphasized.
- 3. You are invited to submit nominations for the class to this Division, attention Training, by 9 May 1986. Each nomination should include name, grade or rank, and position or job title.
- 4. Please be reminded that this is mandatory training for probationary supervisors. Any that have not yet completed it should be nominated for this class. Probationary supervisors will be given priority consideration for selection.

5. You will be notified of selections by 19 May 1986. Mr. John Moran, extension 1539 can provide additional information.

HOSEA HORNE, JA

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Memorandum

DATE: 2 Apr 86

FROM: Civilian Personnel Division, Marine Corps Base, Camp Lejeune

TO: Distribution List

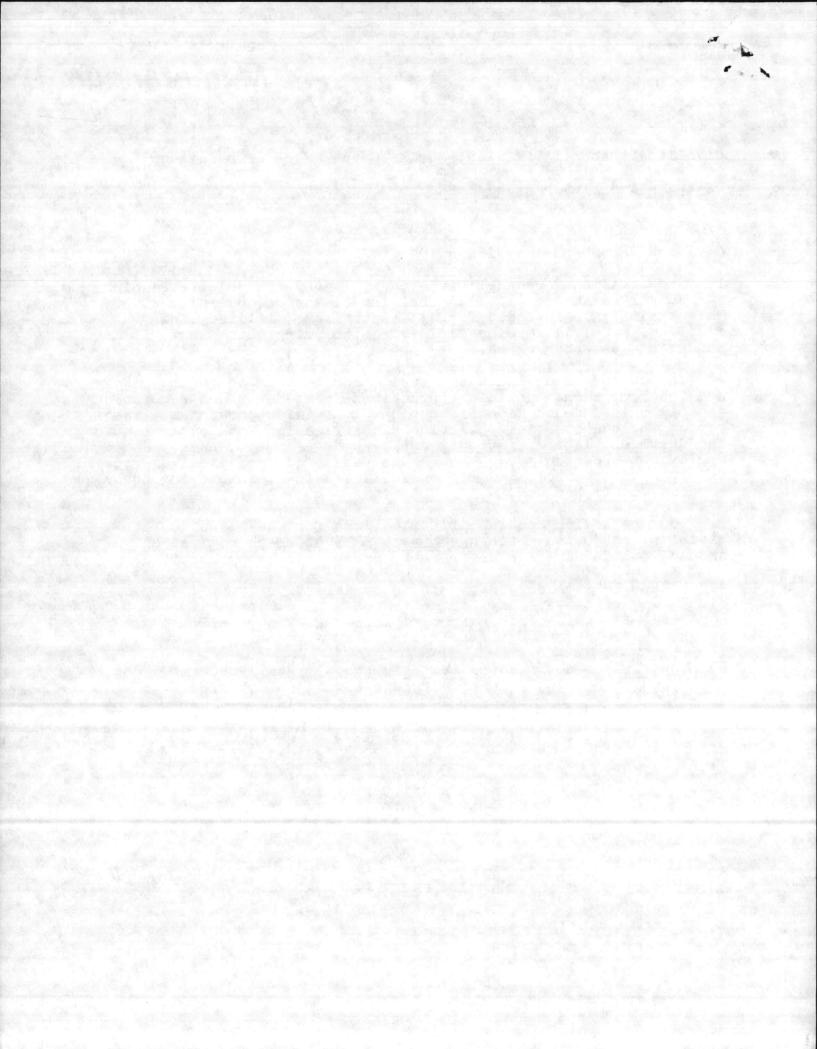
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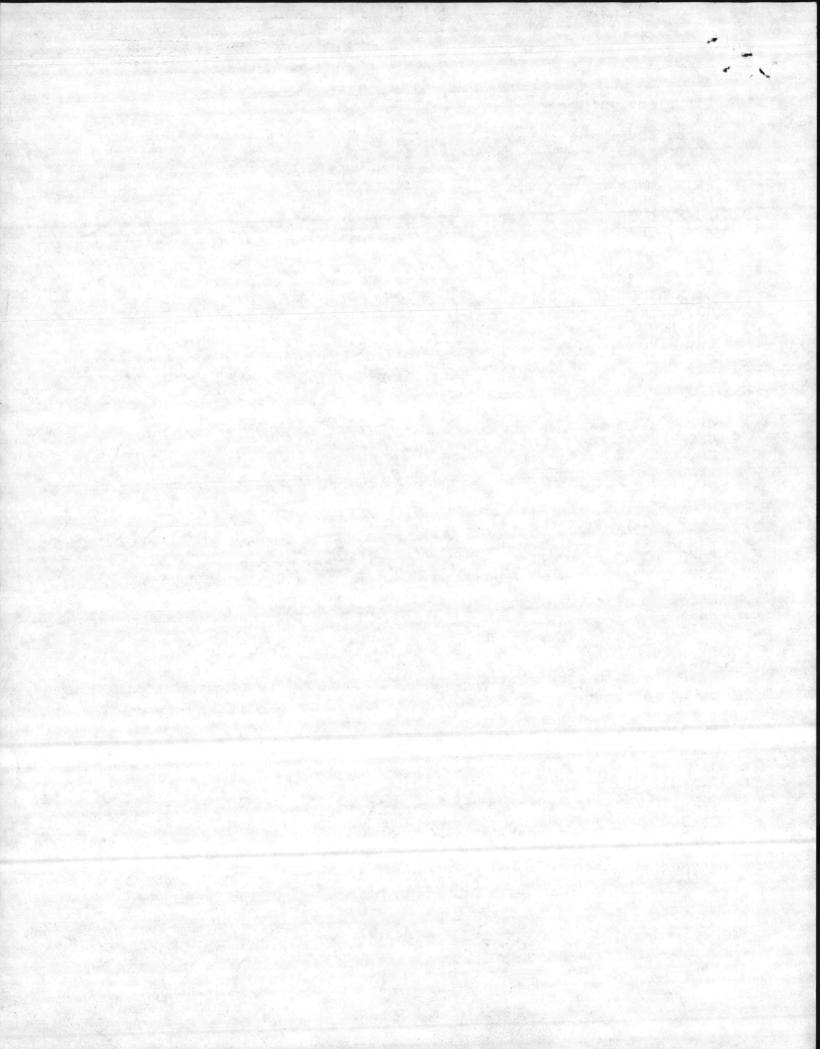
HOSEA HORNE, JA

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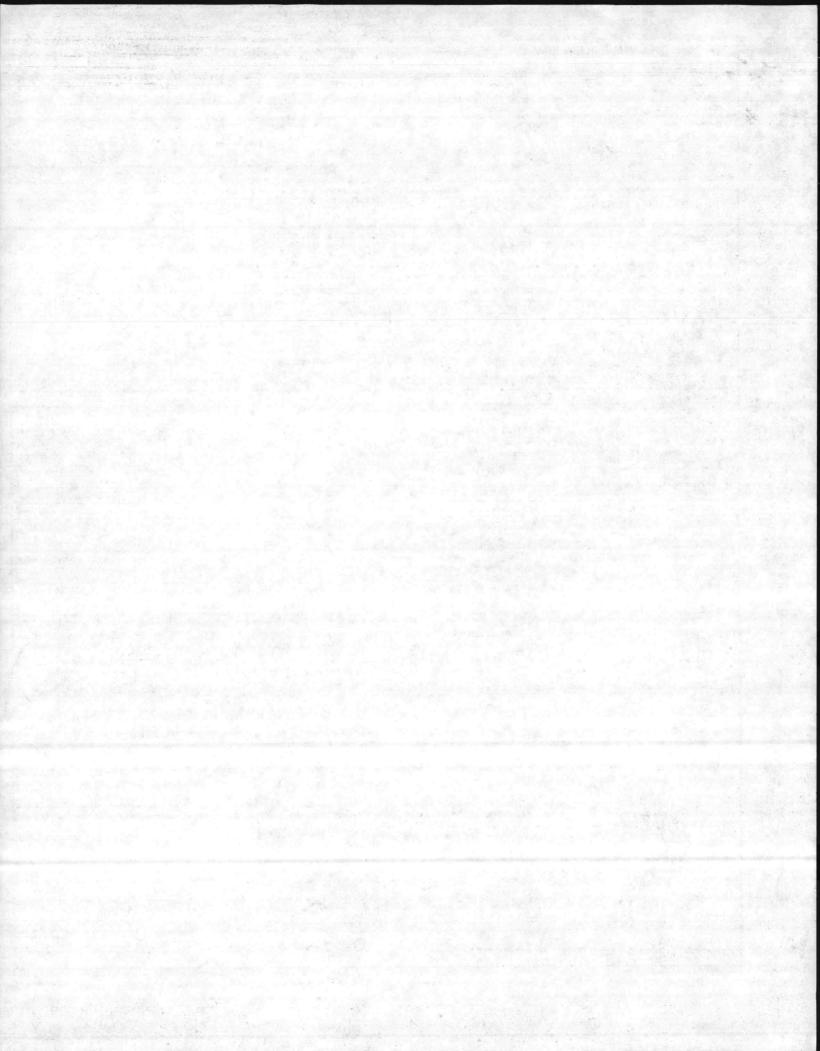
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PWO
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 CO, MCAS
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SSVCS



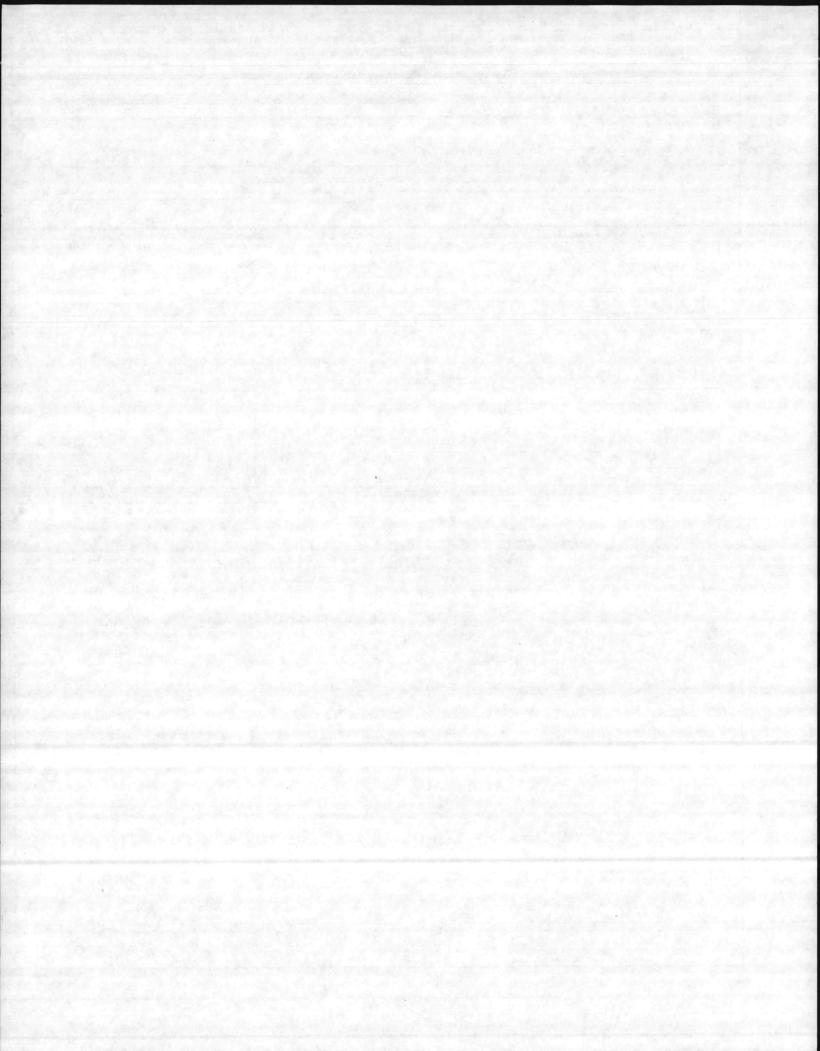
	AUTHORIZAT			MENT,		A	sub	ency code, agency belement and bmitting office num	-	1	В.	Standard d	ocument	number			
	AND REIMBUI		Car (100 4				(xx	x · xx · xxxx)	C	Reque	est Status	or Process C	ode (X o	ne block)			02
	7	. IOC.VII			196	SID TO SERVICE	1 50			1	nitial	Resubra	ission	Correcti	on	Cancell	ation
	4 A	100			Secti	on A - TRA	AINE	E INFORMATION			4 3-45		1 / 27		A STATE OF		4
Applicant's name (Last · Fi Indicate preferred title (example FOSKEY, Kare)	le - Miss. Mrs., Mr., M	is. LTC.	etc.)		F	irst 5 letters if last name	03	2. Social Security 2 43-21-5		04	3a. Organ Unit Id	ization dentification	Code (UIC		of birth Mont	h	05
4. Home address (Optional - to		emerge	ncy)				- 10	5. Home telephone		nal)	6. Position	n level (X o	nly one)				5-19 5-19
P. O. Box 38							-	Area code / Numbe	r .	-	X Non-s	upervisory	are de	Ma	nager	a seeks	Walania I
Trenton, NC	28585										Super	visory	L 2/2	Ex	ecutive	a sha	
											Other	(Specify)	1 10 8	10.00	St. Way		114
7. Organization mailing addres Public Works	Division		re/Bureau/	Agency	Service C	Command)		8. Office telephone Area code/AUTOVON			9. Continu	uous federal	service	nor	mber of pro- n-governmening days		
Marine Corps Camp Lejeune		42						(919)451-	183	3							
11. Position title/function Mechanical E	ngineer	il di en	e tradition of					GS 830	/grade/ FSC or I	step Navy Da	signator		ype of ppointme	nt	14. Educa	ation lev	el
>					Section	on B - TRA	AININ	G COURSE DATA							100	4	4
The Wisconsing 702 Langdon Madison, WI 16a. Training Type/ Subject Area Identifier	n Center Street	or traini	ing service:			Audi+		b. Location of trai				ox.) X	77 1101 115		e for remain		
17a Catalon/Course No.		100000000000000000000000000000000000000	WORLD STREET		1		-			1	A 100 A2						1//2
17a. Catalog/Course No.	18. Training per	1	1	06	C. Record	19. Numbe		course hours (4 dig	its)	07	20. PART	1 - training	codes (s	ee instruc	tions)		
		Year	Month	Day	ID		a.	During duty					Code			Code	
b. Offering	a. Start	86	04	14	1111111		b.	Non-duty			a.	Purpose		08 c. Sou	rce		10
	b. Complete	86	04	17			c.	TOTAL	32		b.	Туре		09 d. Spe	cial Interest	1	11
20. PART II - DOD use (See in	nstructions)					d. Training c	credits				e. Priority	A 647	25	h. Trainir	g program		
Training Facility / Vendor Unit Identification Code (UIC)	b. Security Cleara	nce				Continuin	ng educ	cation units		1	f. Training	level	Top	i. Reason	for selec.		
	c. Allocation State	us				Other (col	llege, e	etc.)		9	g. Method o	of training	1 4	j. Method	d of eval.		
Section C -	ESTIMATED CO	STS AN	D BILLIN					Training does		lve exp	enditures o	of funds oth	er than sa	alary, pay,	or comper	nsation.	4
a. Total est. 12 doll	lars cents	b. Tu	ition cost	2	1. Direct dollars	costs and ap		c. Books, material	TO THE CONTRACTOR		dollars	cents	J. c			1	VIII
e. Accounting classification(s)				\$			1	other costs	OI .	\$				al officer	follow loc	cal proces	dure)
22. Job order number (Optional	al)		THE STATE OF	23.	Labor co	osts (Option	nal)					24. Tota \$	l estimate	d costs /()ptional)		
a. Total est. indirect costs 13 \$ 595		b. Tra	avel cost	\$	dollars 382	25. In	-	c. Per diem/other c	osts	\$ 4	dollars	cents	d. Trav	el order n	umber		
	Section D -	APPRO	VALS		10 0			· · · · · · · · · · · · · · · · · · ·	Se	ction E	- APPRO	VAL/CON	CURREN	CE			4
26. Supervisor (Name and title	(code)			Area cod	e/Number/	Extension	12	29. Authorizing of	ficial (A	lame an	d title/cod	de)	Santa 4	Area code	/Number/E	xtension	
E. G. JONES,	Engineer	ing	Tech	9	19-4. Date	51-18:	33	M. I. K	IMBA	ALL,	_Asst	tPWC)	919- Approved	451-2 Date	2213	
Tone					17/	7/86		SA	la	Y				Disapprove	9/8/	86	
27. Does nominee meet prerequ	uisites?	Yes	No	If No	, attach w	aiver reques	est	Se	ction F	- CER	TIFICATI	ON OF TR	AINING	COMPLET	TION		
I CERTIFY that this training Training Officer (Name and	ng meets regulatory d title/code)	y require	ement:	Area cod	e/Number/	Extension	3	30. If course not co with an explana School official	tory me	emo.		con	Actual npletion e	Year M	Date	b. G	rade
Signature					Date		3	31. I certify that th	is accou	unt is co	orrect and	proper for r	navment i	n the amo	unt of:		
28a. Station Symbol	nannananan a	,,,,,,,,		,,,,,,,	SI	F-1080	///	Certifying offic					Jayment 1	s	T _{Date}		-
 Billing instructions (Identi Furnish original invoice an 		%		days.)			Signature		- c	heck numl	 ber		Voucher	number		-
							3	32. School official	(Name a	and title	')	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	# # /## # /# /##		nce approv		
														Yes	-	e accepte	bs
TRAINING FACULTY Issues 1	ld be re-t to -tr.	ndiest-d	in item 201	Di			Я	Signature						No	Not aco	epted	\dashv
TRAINING FACILITY Invoice shou	nu be sent to office in	noicated i	in item 28b.	Please	refer to Sta	indard docum	nent nu	umber given in item B	at top of	page to	assure pron	npt payment.					

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	AND REIMBU	DCEME	NIT				xx-xx-xxxx)	C.	. Req	uest Status o	r Process (Code /X	one bloc	k)		278
	AND REINIBU	NSEME	:NI							Initial	Resubr	nission	Corre	ection		Cancellation
	Printer and the				Sec	tion A - TRAIN	VEE INFORMATI	ON			14.72					
Applicant's name (Last - Fit Indicate preferred title (example FOSKEY, Kare)		is., LTC.	etc.)			First 5 letters of last name	2. Social Secur 243-21			3a. Organi Unit Id	ization entification	Code (UI		ate of	birth Month	
4. Home address (Optional - to		emerge	ncy)	-5.4		4. 70	5. Home teleph			6. Position	level (X	only one	,	A Valle	M.	4
P. O. Box 38	6						Area code/Nu		X Non-si	Manager						
Trenton, NC	28585							Supervisory			++	Executive				
											(Specify)				. 1,5452	
7. Organization mailing addres	s (Branch - Division	on/Offic	e/Bureau	/Agency	/Service	(Command)	8. Office teleph	none		9. Continu		l service	10. 1	Numbe	er of pric	or
Public Works							Area code/AUTO	VON/Numbe	r/Ext	-37	25	CNE		non-go	vernmer g days	
Marine Corps		•								Years	N	onths			goays	
Camp Lejeune		42					(919)45	1-183	3				100			
11. Position title/function	, 110 203	-	3 - 0 - 0		14 15		12. Pay plan/se	ries/grade/	step		13.	Гуре of		14	Educat	ion level
Mechanical En	ngineer						GS 1 8	30 or 1	Navy	Designator		ppointm	nent			
		-			Secti	ion B - TRAIN	ING COURSE DA	-					7			
15a. Name and mailing address	of recommended	training	source,	school o			b. Location of		e (If so	ime, mark b	ox.) X	(If not r	required.	use fo	r remark	(.2.)
The Wisconsin 702 Langdon S Madison, WI	Street															
16a. Training Type/ Subject Area Identifier	b. Course title					A d d a . d .						a wai	c. Di	spute	code	
17a Catalan (Carres No.	Fundame	- 100/100000			100	1			_							E
17a. Catalog/Course No.	18. Training pe	1	T	06	Record		of course hours (4	digits)	07	20. PART	I – trainin	1		uction	5)	
h 0#i	a. Start	Year	Month	Day	LD		a. During duty					Code	-			Code
b. Offering	b. Complete	86	04	14	VIIIII	1	b. Non-duty	20		NAME OF TAXABLE PARTY.	Purpose		08 c. s			
20. PART II - DOD use (See in		100	04	117	V//////	1.	c. TOTAL	32			Туре	-			Interest	
a. Training Facility/Vendor	1.	40,25			1	d. Training cred	T			e. Priority	4855	+	h. Trai		7 100.00	- 8
Unit Identification Code (UIC)	b. Security Cleara					Maria Landa	ducation units	•		f. Training		-	i. Rea	17.7		
Section C -	ESTIMATED CO	-	D BILL				Training do		lve ex	g. Method o		her than	j. Met salary, pa	75 32 616		ation.
a. Total est. 12 doll.	ars cents	b Tu	ition cos		dollar		opriation/fund ch		1	dollars	cents	d Fu	nding so	urce	1	E
11212	cents	1														
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REQUEST, AUTHORIZATION, AGREEMENT,



Memorandum

3 Apr 86 DATE:

FROM: Civilian Personnel Officer, Marine Corps Base, Camp Lejeune

Distribution List TO.

SUPERVISORS' TRAINING LUNCHEON SUBJ:

- 1. A supervisors' training luncheon will be held at the Marine Corps Exchange Steak House from 1130 to 1300 each day during the week of 12 through 16 May 1986. The after lunch topic, from 1200-1300, will be Workmans' Compensation. All civilian supervisors are encouraged to attend the training.
- A buffet lunch, with selections from the days menu, will be served. Cost will be determined by individual choices from the buffet.
- There is a limit to the number of personnel who can attend each day. To facilitate planning, departments should respond by telephone to the Civilian Training Branch, extension 1539, not later than 5 May 1986 with names and dates of those attending.

4. Training records will be credited with one hour of Supervisory Development.

Distribution:

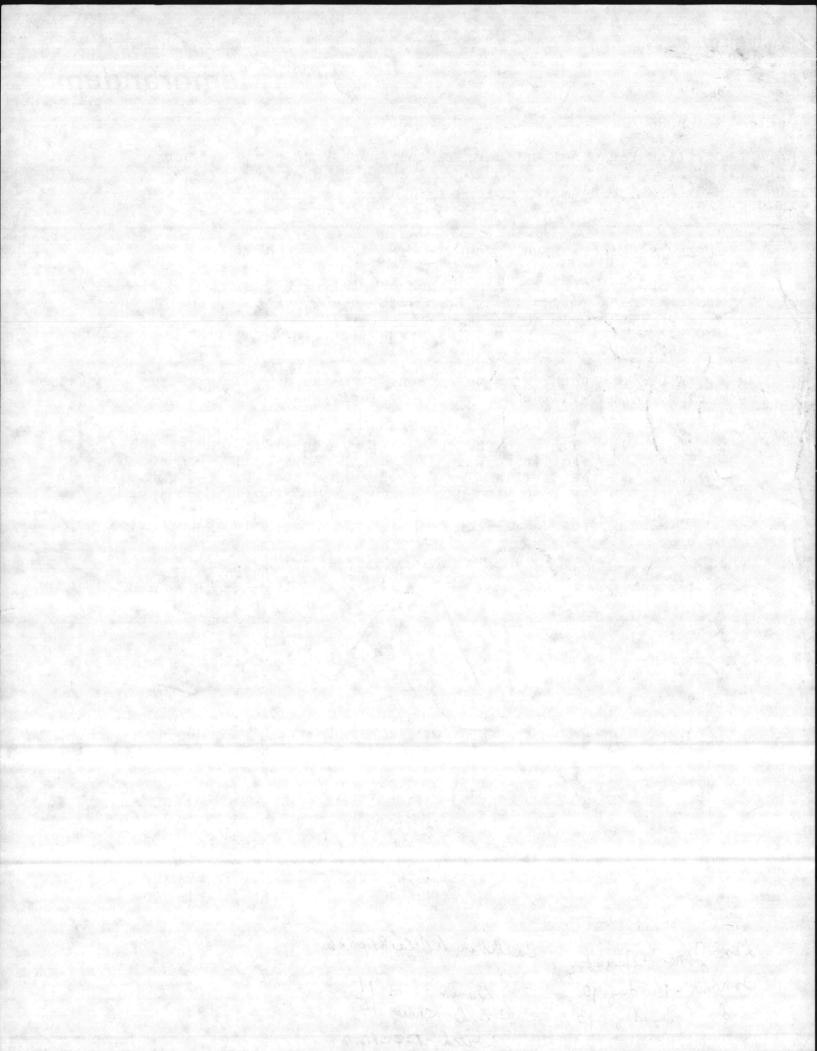
CG CO, RRDET AC/S, COMP ADJ AC/S, FAC CHAP AC/S, MANP AC/S, MWR CPD CEO AC/S, BOSMAD CO, CORRFAC AC/S, LOG **DPDO** AC/S, TRNG BHD INSP DFH PMO DISB SJA EDO Dir, RASC FSC CO, SPTBN FIRE CO, HQBN **JPAO** CO, MCES MAIN

PERS PO PWO SAFD SCOL CO, MCAS CO, NavHosp CO, NAVDENCLINIC ECCC CG, 2d Mar Div CG, 2d FSSG FMSS CFAO PersSptDet CCMS SSVCS

Jone Jones - Regetine Jonny - Monday 12

NREA

ICE: 1985 - 505-012/18049 July - Decline



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AUTHORITY: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397. PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims. ROUTINE USES: To substantiate claims for reimbursement for official travel. DISCLOSURE: Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

25a. SYMBOLS (U	Ise two letters)	2	5b. SYMBOLS	
MEANS/MOD	E OF TRAVEL	95	REASONS FOR STOPS	- High
FIRST LETTER	SECOND LETTER	Line 1		
(1) TRNSPN REQ T	(5) AUTO	A	(1) AWAITING TRNSPN	AT
(2) GOVT TRNSPN G	(6) BUS	В	(2) LEAVE EN ROUTE	LV
(3) COML TRNSPN C	(7) PLANE	P	(3) MISSION COMPLETE	MC
(own expense)	(8) RAIL	R	(4) AUTHORIZED DELAY	AD
(4) PRIVATELY-OWNED	(9) VESSEL	V	(5) TEMPORARY DUTY	TD
CONVEYANCE P	(10) MOTORCYCLE	M		

26. REMARKS

27. APPROVED FOR PAYMENT (When required by individual service regulations)										
DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER									

STATEMENT OF ACTUAL EXPENSES

100		REIMB	URSABLE EXPE	NSES (JTR, C4612	AND M4009)		The American
DATE	1/LODGING		2/MEALS	- i	LAUNDRY PRESSING	3/ & 4/ LOCAL TRANSP	4/other
19 86	100	BREAKFAST	LUNCH	DINNER	CLEANING	THANGE	
16 Feb			4.50	15.00			5.00
17 Feb	27.50	3.50	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	18.50		Se transfer	2.00
18 Feb	27.50	3.00	Property de la	17.50			2.00
19 Feb	27.50	4.00		16.95			2.00
20 Feb	27.50	3.50		19.50			2.00
21 Feb	27.50	3.50	6.00	19.00			2.00
22 Feb		3.50					
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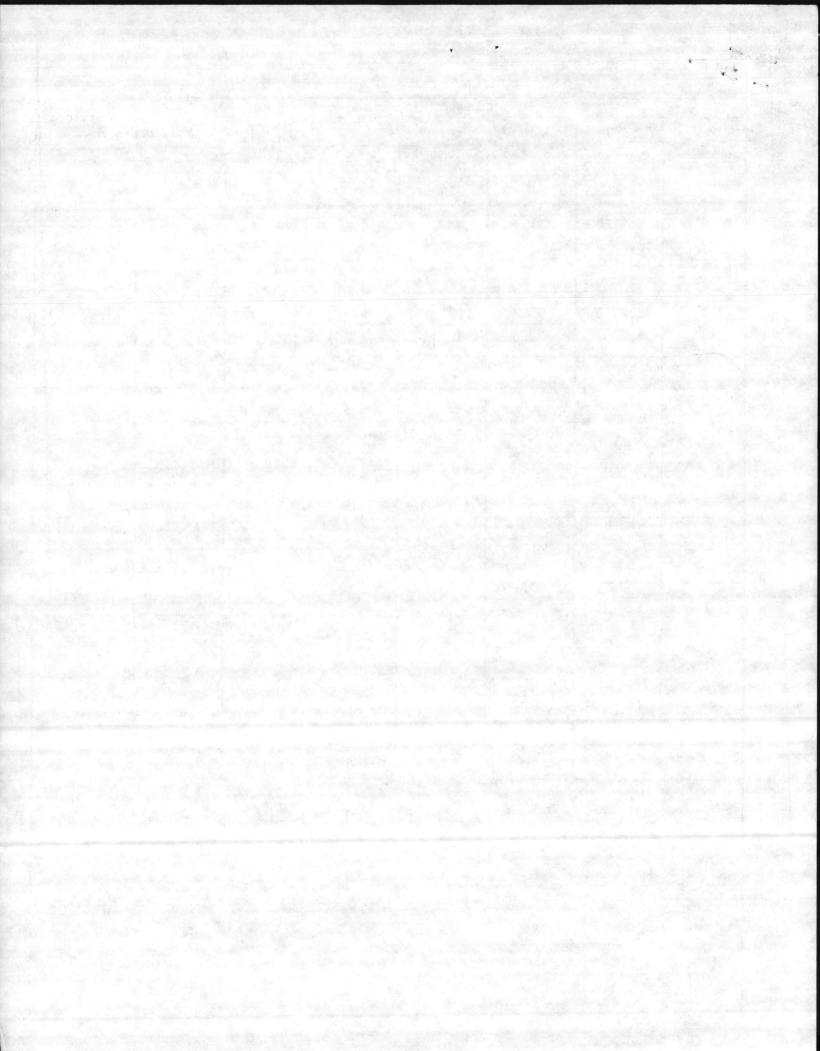
4) (a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

I,	Brynn Ashton	certify that itemized amounts are actual and necessary expenses
incuri	(Type or Print Name) ed by me in performance of o	fficial travel for which I have not been reimbursed.
SIGNATI	IRE	DATE

¹¹ Attach lodging receipt(s) as supporting document(s).

²¹ Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

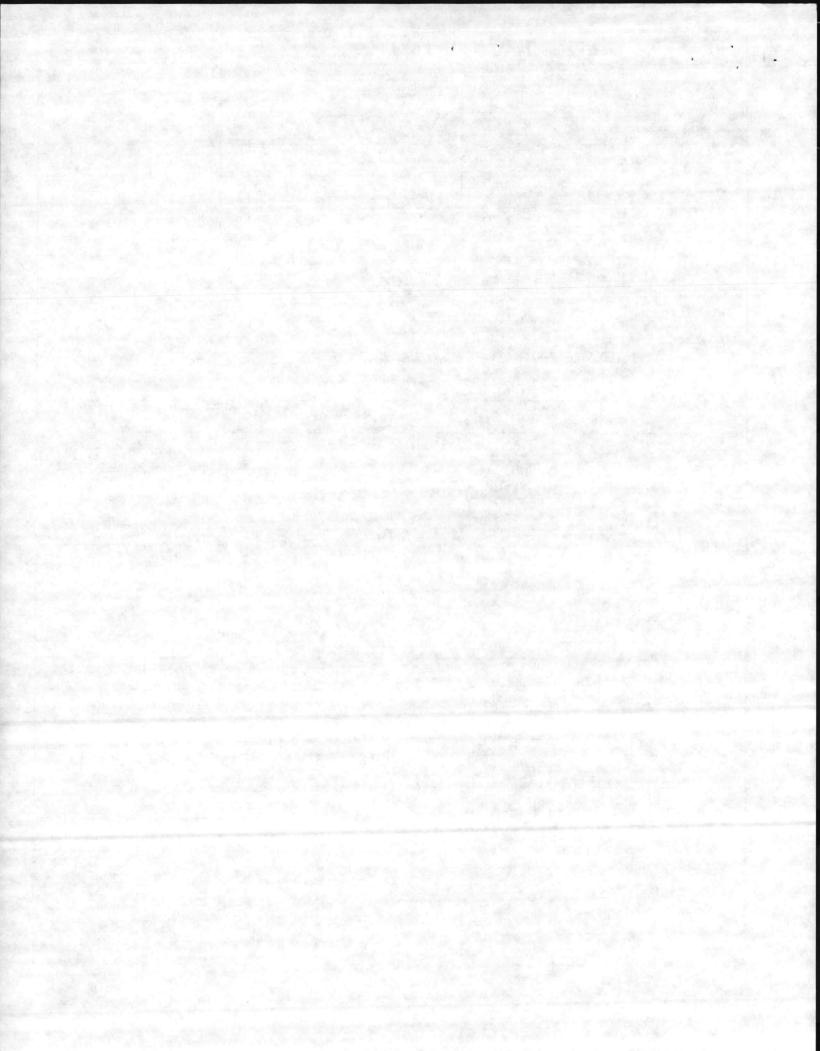
³¹ Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.



	RAVEL VO	UCHER	V	BOREAU VI	OUCHER NUMBER	D.O. VOUCHER N			
. 46		PAYME	NT FOR			PAID BY	Lay Fath		
1. ADVANCE OF TRAVEL ALLOW	VANCES (TDY,	7/TADI	6. TRANSP	ORTATION OF D	DEPENDENTS		57001 SYM 5190 MCB CLNC		
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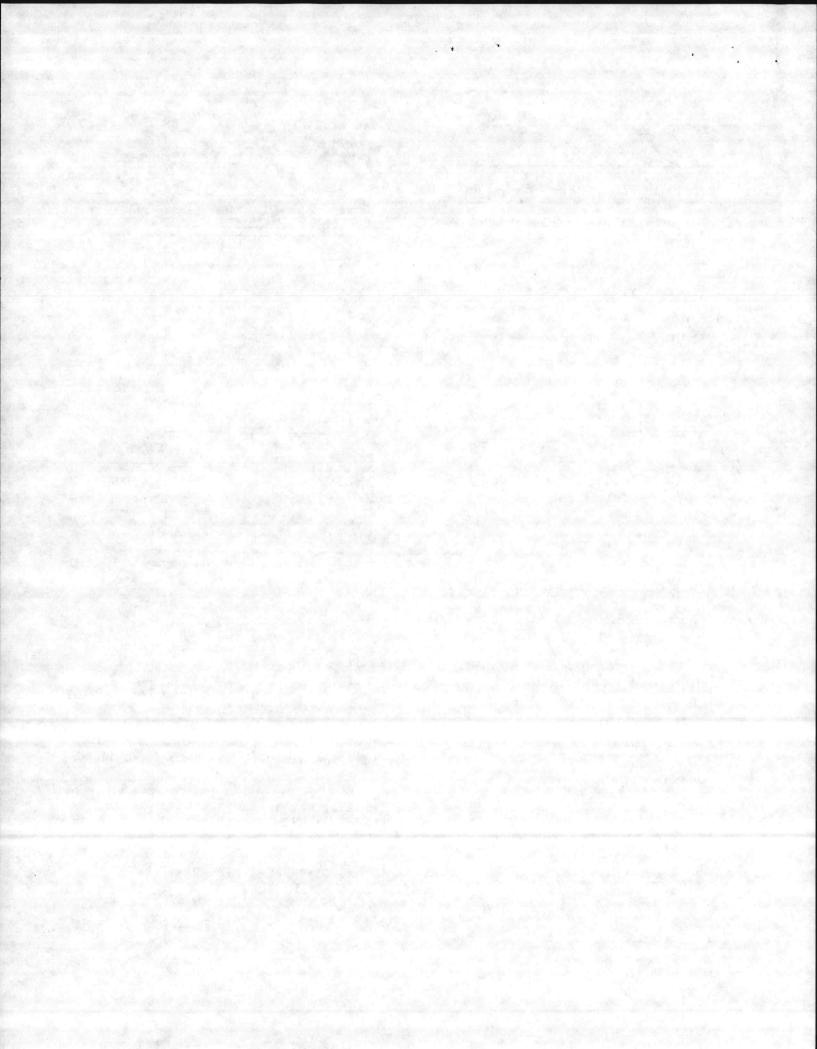
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ESTIMATED COST INFORMATION FOR TDY

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3/	1 22 fel	56.25	Registration Fees	
14	day 22 Feb	487.50	TOTAL	1489.50
7 1. 7 2. 7 3.	High Cost Area - on the record of each meal, are required. Constructive Travel - time spent in travel	eservations with VATIONS MADE ne form attached tip, and any othe	Passenger Transportation 23Jan8 to the travel order, to respense incurred. Re	raveler must keep eceipts for lodging onvenience. Work
4 5	leave or LWOP.	e number of hours	traveler may be subje	ct to overtime
	based on the above sc exempt under FLSA	hedule is / Title 5, USC.	On has. Justif	ication: // Non-
7 6.	prior to approval of	travel.	travel order for Comp	
7 7.	Submit DD 1556 with to See enclosure (2) to	ravel order if pu BO 12410.3	rpose of TDY is other	than for work.

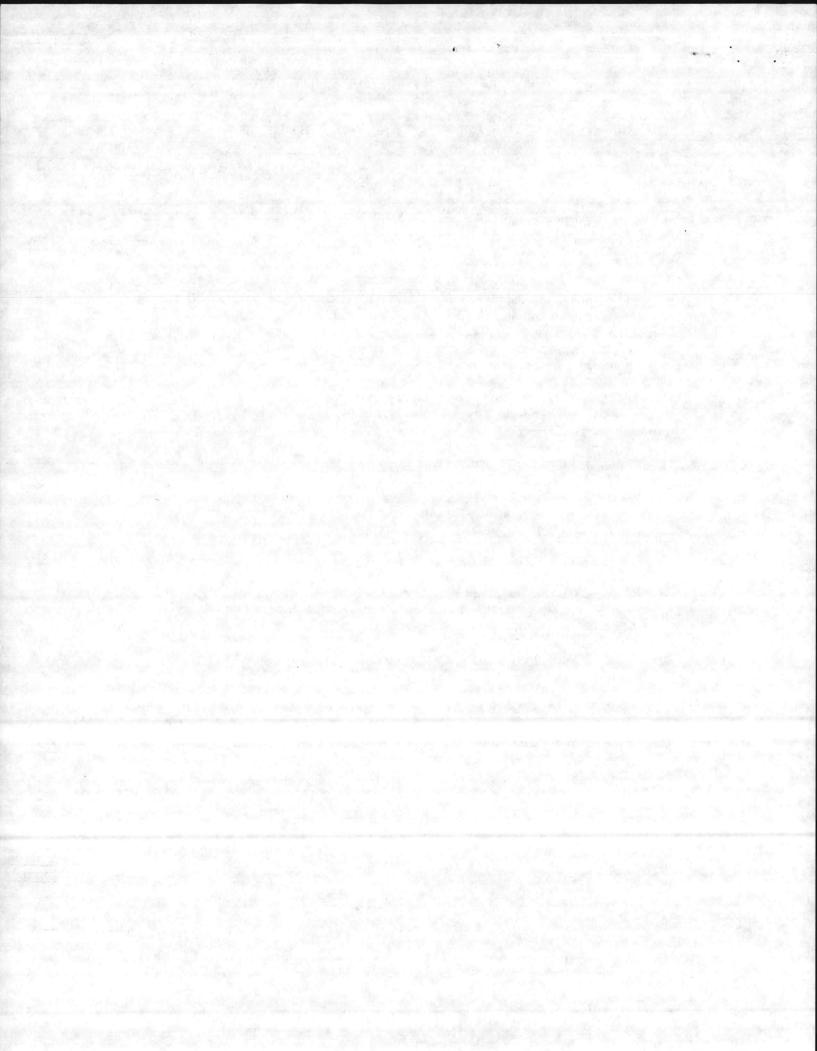


STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

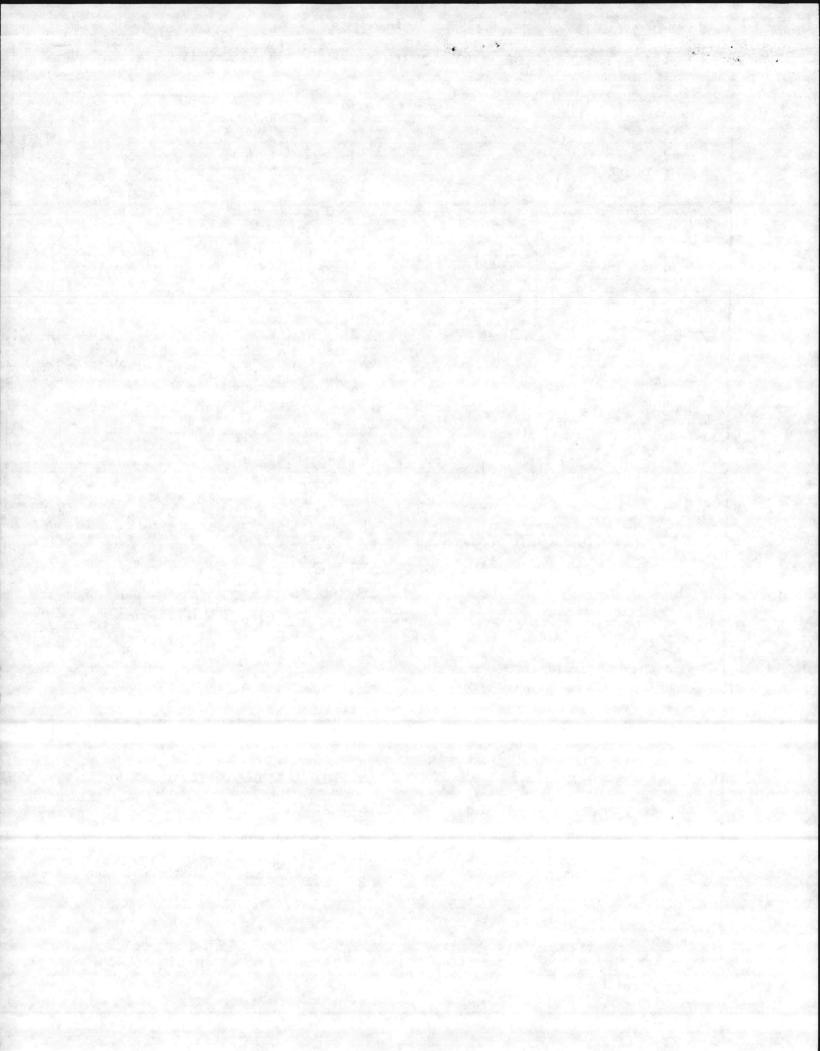
THE	FOLLOWING STATEMENTS (INDICATED BY X) APPLY TO TRAVEL ORDER NO
FOF	Brynn ashfor SSN: 376-66-9944
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.	No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
10.	Rental Car authorized.
11.	Other

WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610. DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.

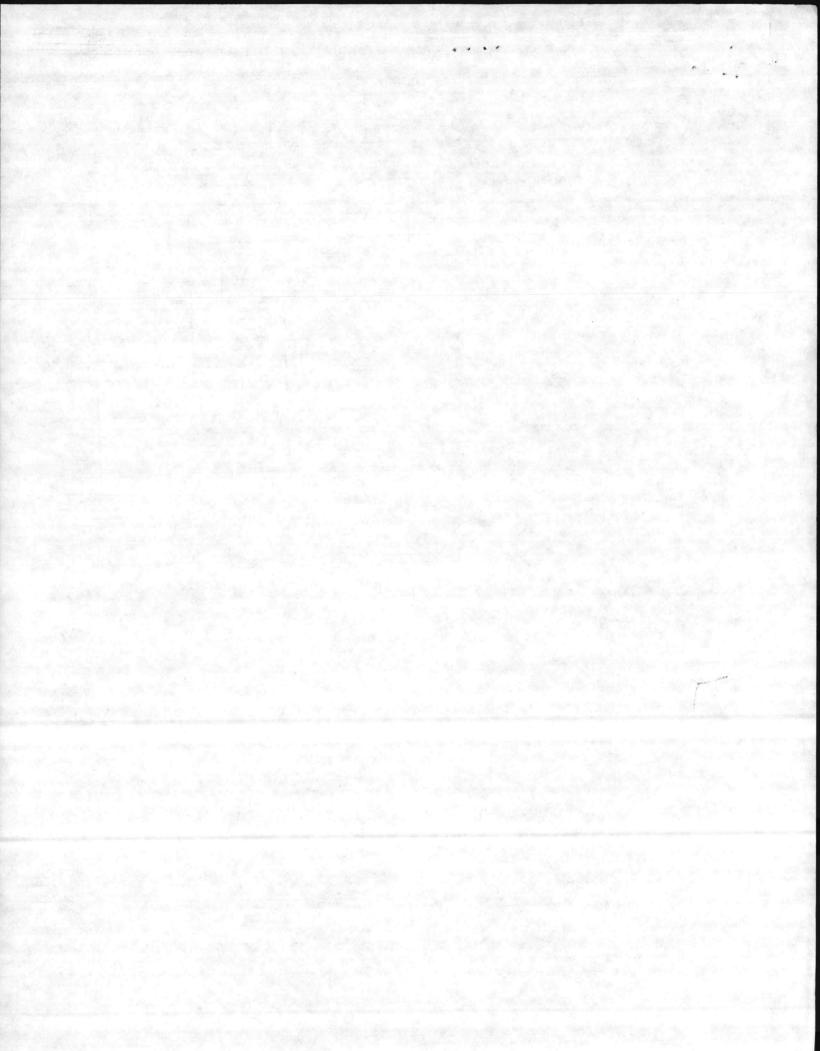


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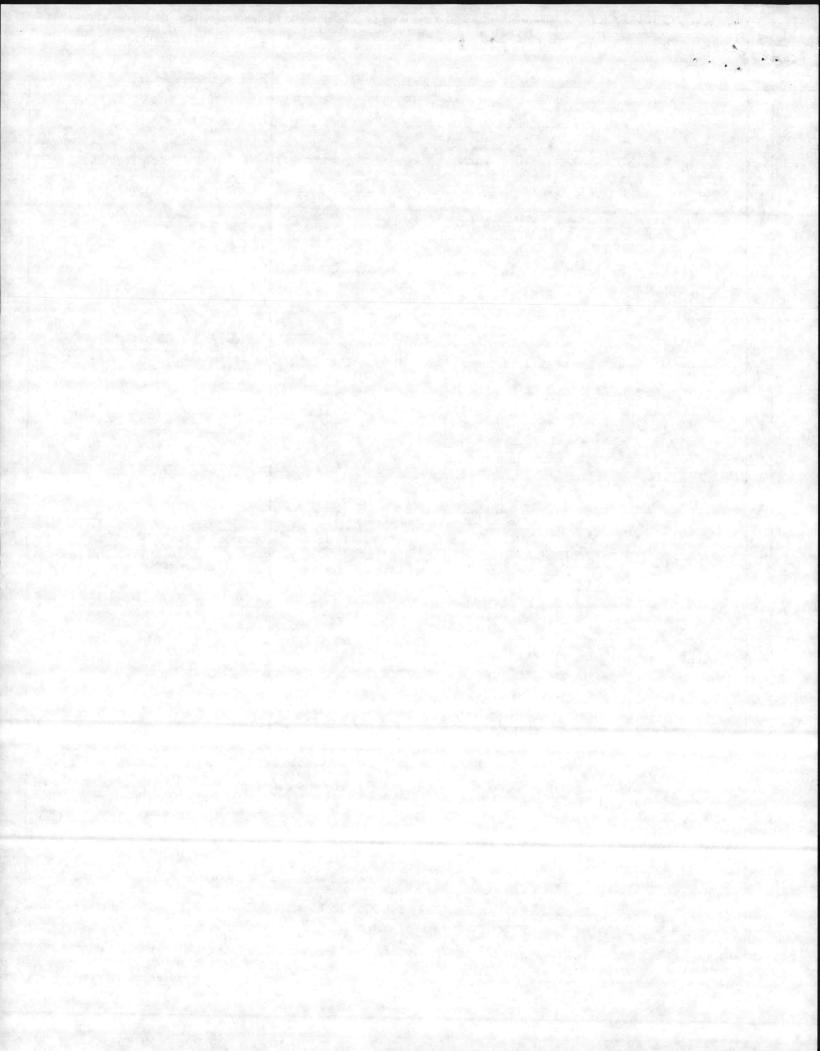
REQUEST AND AUTHORIZATION FOR TDY TO AVEL OF DOD PERSONNEL								REQUEST				
(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.								24 Jan	86			
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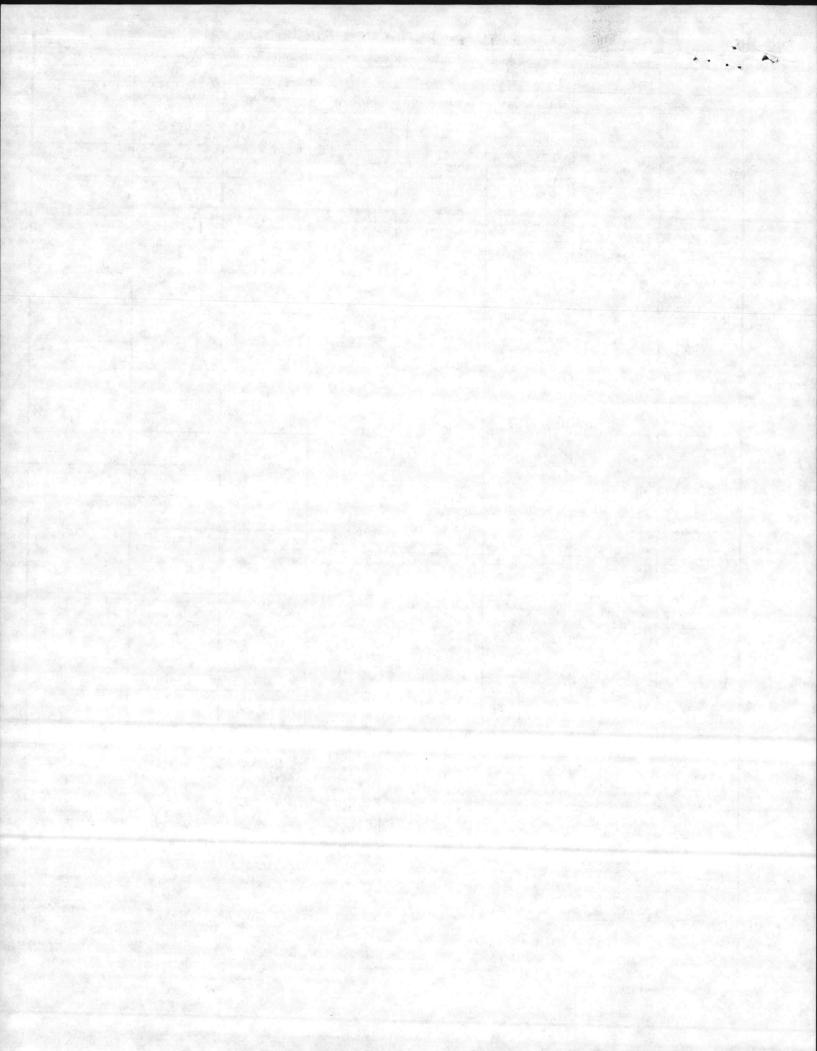
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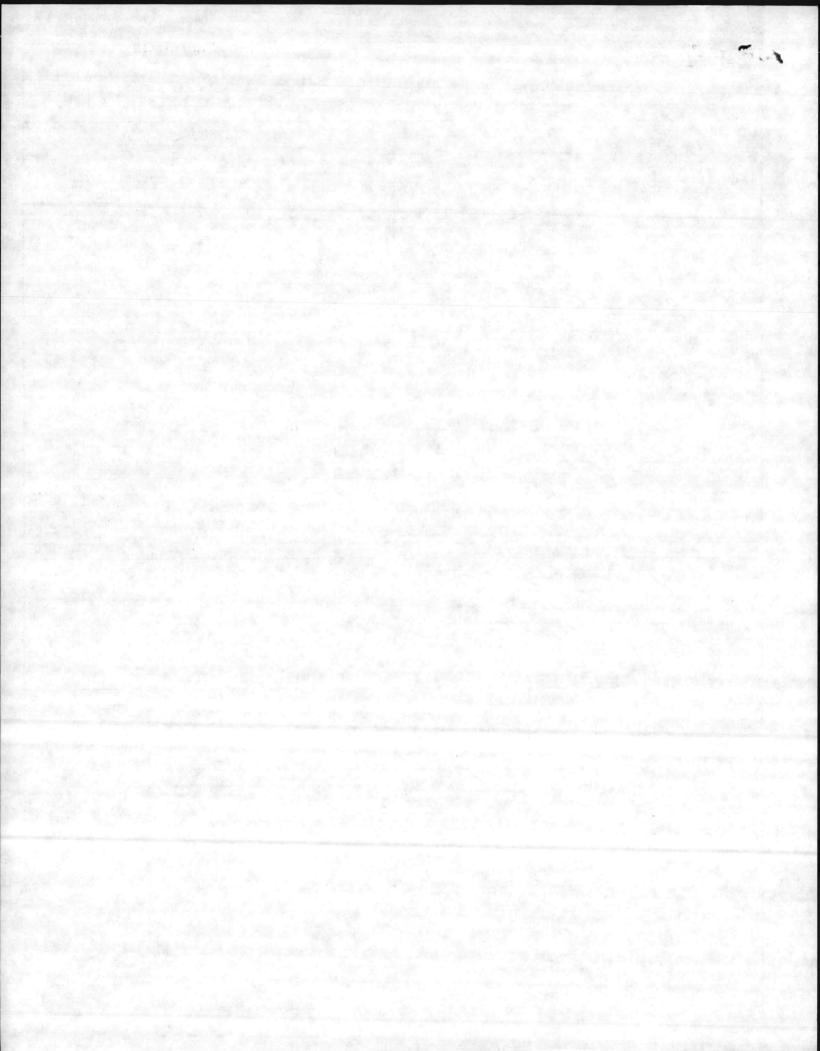
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Memorandum

DATE: 10 Mar 1986

FROM: James H. Fitch, Manager, Specifications and Estimates Section, Public Works

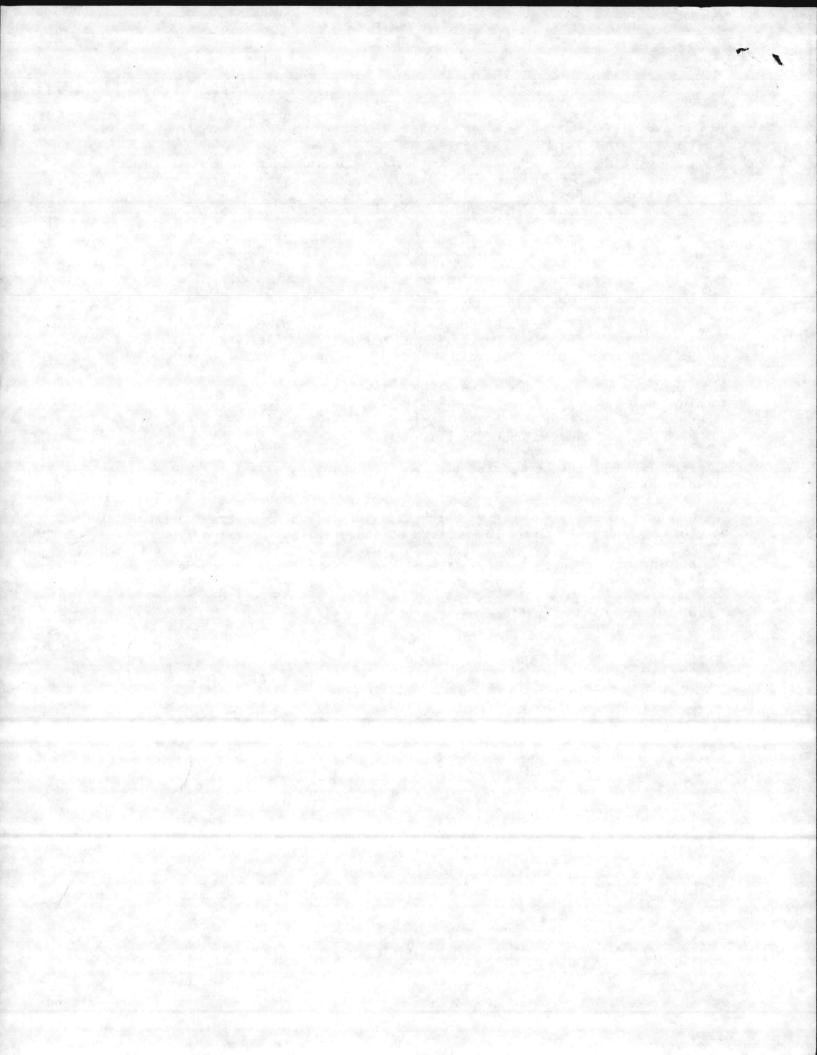
TO: Linda Passingham, Employee Development Superintendent, Civilian Personnel Div.

SUBJ: REQUEST TO SUBSTITUTE ENERGY CONFERENCE COURSE

Encl: (1) DD Form 1556

- 1. The original Energy-Thermal Storage course at the University of Wisconsin was scheduled for March 1-7 and had convened before we were told of the energy money approval.
- 2. I have requested to attend the Energy Technology '86 course at Washington, DC scheduled for March 17-21 as a substitution. The enclosure shows desired registration for the conference course, which is approximately the same cost or cheaper than the original course.
- 3. If this substitution is approved, the following is necessary to accomplish attendance:
- a. Advance ready Wednesday, March 12, as I will be departing Jcksonville very early Friday, March 14 for western NC (annual leave on Friday).
- b. Air departure from Charlotte on Sunday night due to la above. I will be glad to make my own reservations, this time, if I may.
 - c. Return to Jacksonville on Friday night.

JAMES H. FITCH, P.E.



Mark How about Sept 29.30 in New orleans or 22.23 in NFPA 13 Sprinkler Systems by NEPA. This Utilities Money has included sprinker Systems before. Mire NEPA 13 seminar. (\$295.00 for NFPA members.) in Design Division Som tich

Before you approve your next sprinkler plan Make sure you've got the facts you need!

Announcing a New NFPA Workshop: How to Conduct Plans Review and Inspection of Automatic Sprinkler Systems

... in accordance with the new NFPA 13.

The full fee (or a purchase order) is due in advance of the seminar. Members are entitled to the special discount described above, so be sure to put your membership number on the registration form.

25.00 for the two-day

20% discount for groups of 5 or more! Only \$260.00 per person (\$236.00 for NFPA members and their group).

NFPA is certified to award CEU's. These are nationally recognized, standard units of measurement earned for satisfactory completion of qualified programs of continuing education. They are recorded on a permanent transcript and will be sent to you for a nominal fee. You'll receive 1.4 CEUs for this workshop.

"The Automatic Sprinkler System Plan Review and Inspection seminar provided a practical, step-by-step procedure for reviewing sprinkler plans and on-site follow-up field inspections by our Fire Protection Officers. We would highly recommend this type of workshop for others involved in the code enforcement process."

> Jack Essex **Acting Fire Marshal** San Ramon Valley Fire Protection District

Sponsored by the Fire Marshals Association of North America.

Enrollment is limited-Call today! 1-800-344-3555

(Please Print)

☐ YES! Please reserve _ __ spaces for me/us to attend. For additional registrations, please copy this form...

Remember, groups of 5 or more save 20%!

Check the location you will attend

- ☐ February 24–25 San Francisco, CA
- ☐ March 3-4 Dallas, TX
- ☐ April 14–15 West Palm Beach, FL
- 2 September 22–23 Chicago, IL Tve-Wed
- 🖊 🗆 September 29–30 New Orleans, LA Mon- Fri

How about septenge in New Orleans weressin NEPA 13 Sprinkler Systems by NEPPE. This Utilities Morey ras included sprinker Systems before 00.35 E 11111 11 11 11 13 Knowledge he heedred Sept 29-30 New Orland

ng in the design of sprinkler systems and a other fire and life safety services, all Workers have conducted training sessions across States.

Formerly a designer of sprinkler systems, Mr. Schultz now advises clients on design concepts for fire suppression and detection is a member of 7 NFPA Technical Committees the SFPE Seminar Committee. He holds a Protection and Safety Engineering from the itute of Technology and an MBA from iversity.

As a Senior Design Engineer, Mr. Sharp is responsible for the design of sprinkler systems for a wide variety of clients. he is responsible for sprinkler systems an existing 51-story office building. Mr. s a BA from the University of Cincinnati.

Experts!

Schirmer Engineering joins the National Fire Protection Association in a workshop to train you for automatic sprinkler system plan reviews and inspections, and to bring you up-to-date on the latest code requirements.

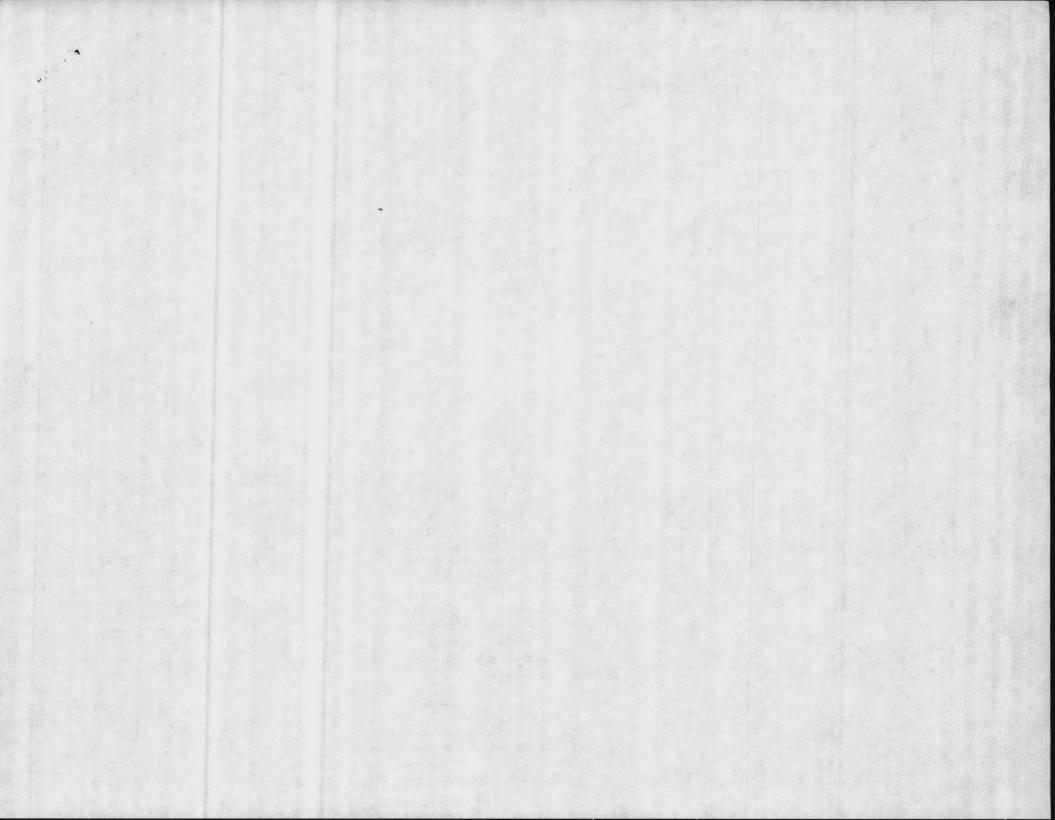
Special Thanks to our Co-Sponsors:

- San Francisco, CA Fire Dept.
- Palm Beach County Fire-Rescue,
 Chief Herman W. Brice, WPB, FL
- Dallas, TX Fire Dept.
- South Suburban Fire Inspectors
 Association, South Cook County, IL
- TBA for New Orleans



National Fire Protection Association Batterymarch Park Quincy, MA 02269 Non-Profit Organization U.S. Postage PAID Permit No. 766 Boston, MA 02210

28542*****MRNCSTLL1005 LARRY N STALLINGS ARCHITECT MARINE CORP PUBLIC WORKS CEPT. BUILDING 1005 CAMP LEJEUNE NC 28542



How to Conduct Plans Review and Inspection of Automatic

.... in accordance with the new NFPA 13: Standard for the Installation of Sprinkler Systems

Reviewing sprinkler system plans is no easy job! It takes professional training to conduct a review of these detailed, technical documents—and to do it right. And that's what this workshop is all about.

Plus, the timing is perfect! With the 1985 edition of NFPA 13: Installation of Sprinkler Systems just published, it is more important than ever for professionals responsible for approving sprinkler plans to have a firm understanding of the latest standard. Review and explanation of the new code is a central part of the workshop.

When you're responsible for approving sprinkler system plans, you want to be sure you're doing the job right-every time. This workshop gives you thorough training for reviews, plus vital information about the technical aspects of automatic sprinkler system installation.

You'll learn about such important topics as analyzing available water supply... determining appropriate system design criteria . . . spacing and location requirements of sprinkler heads . . . material requirements . . . the review of hydraulic calculations . . . and much, much more.

How to Conduct Plans Review and Inspection of Automatic Sprinkler Systems provides training that you can put to use right away in your daily work. Whether you've been conducting sprinkler plan reviews for a number of years or if you're just starting out—you'll find the benefits of this course to be invaluable.

This workshop is packed with valuable information and the format is varied to

make the most out of time spent. Hundreds of slides and overhead projections of sprinkler systems supplement the lectures so you know exactly what you're looking at when you're on site. You'll evaluate actual sprinkler system plans and identify errors, just like you would in a real plan review. Then, you'll walk through a construction site where you and your colleagues will put what you've learned to use by viewing an installation and comparing it to the plan.

Plus, the workshop style of this program gives you the opportunity to discuss topics of concern with your colleagues, and to have your questions answered by sprinkler experts.

You should affer no spice

Anyone responsible for preparing, reviewing, approving, or inspecting automatic sprinkler system plans will benefit by having this course under his belt. And that means:

Fire Service Inspectors Fire Prevention Officers Fire Marshals Building Officials or Building Plan Reviewers Risk Insurance Managers Architects **Building Contractors**

Two days of training include how to read and evaluate sprinkler system plans and how to identify different types of sprinkler installations on location. At an actual construction site, you'll learn how to effectively inspect the system for compliance with the latest standard requirements. Plus, group discussions give you a chance to ask questions and work out problems involving your own specific jobs.

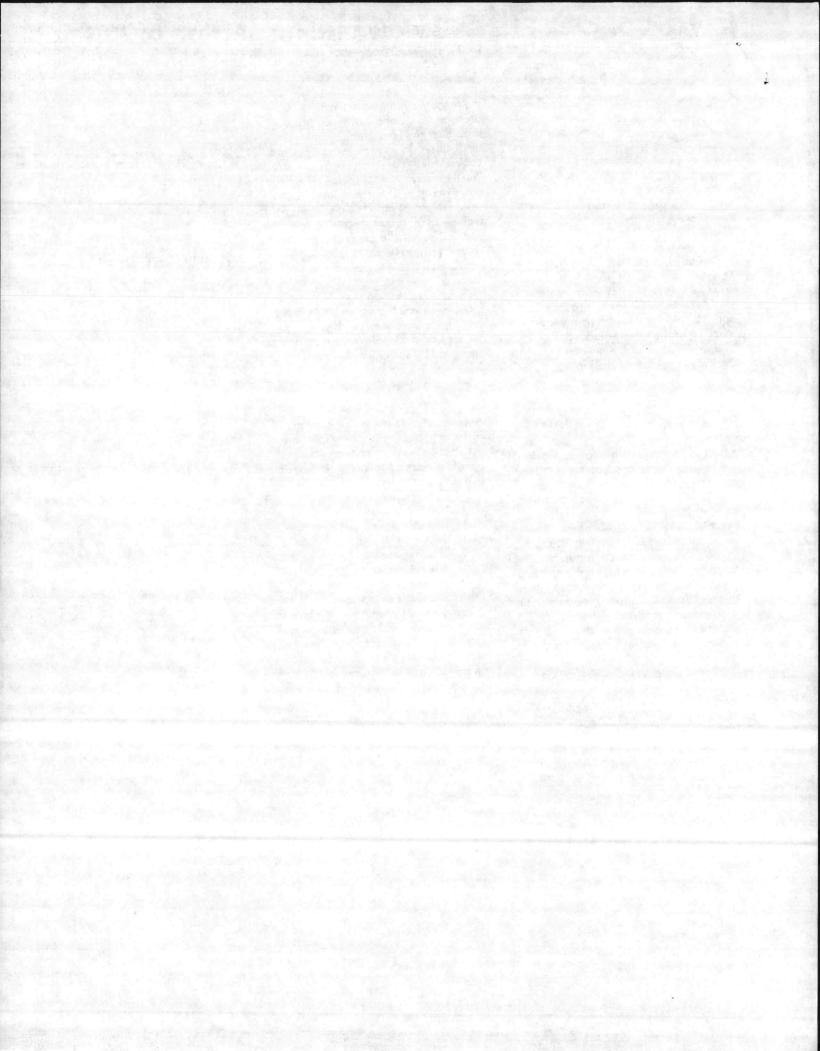
8:30 am to 8:00 pm ET Our Customer Service Reps are ready to help you!

1. Sprinkler System Fundamentals

2.System Components

AThe different types

3. Design Considerations



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Supply

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Print)

is form.

ES! Please reserve_

tions. To round out your sprinkler system library, we also include the three related NFPA standards: NFPA 172: Standard Fire Protection Symbols for Architectural and Engineering Drawings, NFPA 231: Standard for Indoor General Storage, and NFPA 231C: Standard for Rack Storage of Materials.

"The Automatic Sprinkler System Plan Review and Inspection seminar provided a practical, step-by-step procedure for reviewing sprinkler plans and on-site follow-up field inspections by our Fire Protection Officers. We would highly recommend this type of workshop for others involved in the code enforcement process."

Jack Essex Acting Fire Marshal San Ramon Valley Fire Protection District Danville, CA MasterCard and VISA credit cardholders call toll-free, 1-800-344-3555.

Complete the order form and mail to: NFPA, Seminar Registrar, Batterymarch Park, Quincy, MA 02269

\$325.00 for the two-day seminar. (\$295.00 for NFPA members.) The full fee (or a purchase order) is due in advance of the seminar.

Members are entitled to the special discount described above, so be sure to put your membership number on the registration form.

20% discount for groups of 5 or more! Only \$260.00 per person (\$236.00 for NFPA members and their group).

NFPA is certified to award CEU's. These are nationally recognized, standard units of measurement earned for satisfactory completion of qualified programs of continuing education. They are recorded on a permanent transcript and will be sent to you for a nominal fee. You'll receive 1.4 CEUs for this workshop.



☐ I am an NFPA Member. My Member

☐ I enclose a check (payable to NFPA).

☐ I attach a purchase order.

☐ Charge my: ☐ MasterCard

Number is

Check One:

Card No.

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Register by mail: Complete the order form and mail to: NFPA, Seminar Registrar, Batterymarch Park, Quincy, MA 02269

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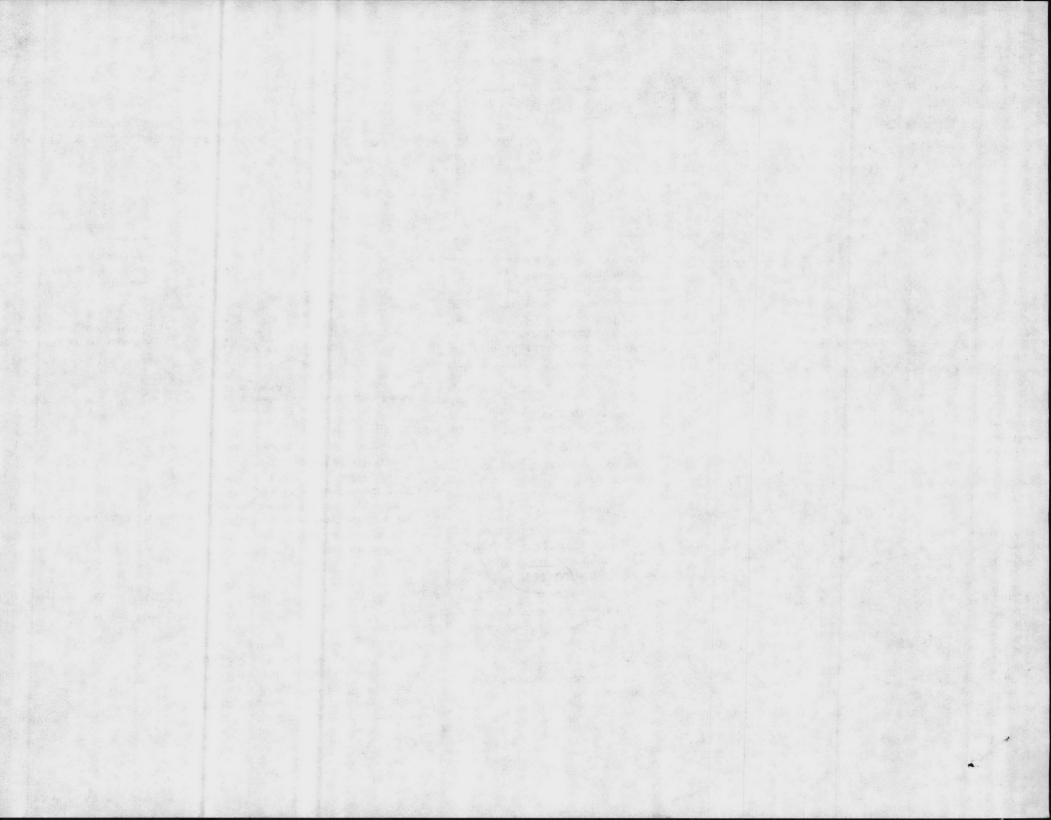
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bruary 24-25 — San Francisco, CA



6. Walk-through of Construction Site

You'll leave this seminar with an illus-

ography, that you'll turn to again and

In addition, you'll receive the new

1985 Automatic Sprinkler Handbook,

NFPA 13: Standard for the Installation of

Sprinkler Systems, plus commentary to

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which includes the complete text of

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"The Automatic Sprinkler System Plan Review and Inspection seminar provided a practical, step-by-step procedure for reviewing sprinkler plans and on-site follow-up field inspections by our Fire Protection Officers. We would highly recommend this type of workshop for others involved in the code enforcement process."

Jack Essex Acting Fire Marshal San Ramon Valley Fire Protection District Danville, CA seminar. (\$295.00 for NFPA members.)
The full fee (or a purchase order) is due in advance of the seminar.

Members are entitled to the special discount described above, so be sure to put your membership number on the registration form.

20% discount for groups of 5 or more! Only \$260.00 per person (\$236.00 for NFPA members and their group).

NFPA is certified to award CEU's. These are nationally recognized, standard units of measurement earned for satisfactory completion of qualified programs of continuing education. They are recorded on a permanent transcript and will be sent to you for a nominal fee. You'll receive 1.4 CEUs for this workshop.

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TELEPHONE

I understand that a portion of the program described above involves touring a construction site. On behalf of myself, my heirs, and assigns, I hereby release the National Fire Protection Association, its employees, and instructors from any injury I may suffer as a result of my participation in the program.

J13

SIGNATURE	Jjj	J12	

this form
Remember, groups of 5 or more save 20%!
Check the location you will attend
☐ February 24–25 — San Francisco, CA
☐ March 3—4 — Dallas, TX
☐ April 14–15 — West Palm Beach, FL
☐ September 22–23 — Chicago, IL
☐ September 29–30 — New Orleans, LA

□ I am an NFPA Member. My Member Number is _______.

Check One:
□ I enclose a check (payable to NFPA).
□ I attach a purchase order.
□ Charge my: □ MasterCard □ VISA

Card No.

Exp. Date Signature

NFPA reserves the right to substitute instructors, and to cancel at any time,

with full refunds.



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	INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974
AUTHORITY:	5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.
PRINCIPAL PURPOSE:	Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.
ROUTINE USES:	To substantiate claims for reimbursement for official travel.
DISCLOSURE:	Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.
22.	CLAIMANT'S STATEMENT

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

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26. REMARKS

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Type or Print Name)

certify that itemized amounts are actual and necessary expenses

incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE

24 MAR 86

^{1/} Attach lodging receipt(s) as supporting document(s).

 $[\]frac{2}{}$ Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

 $[\]frac{3}{2}$ Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.

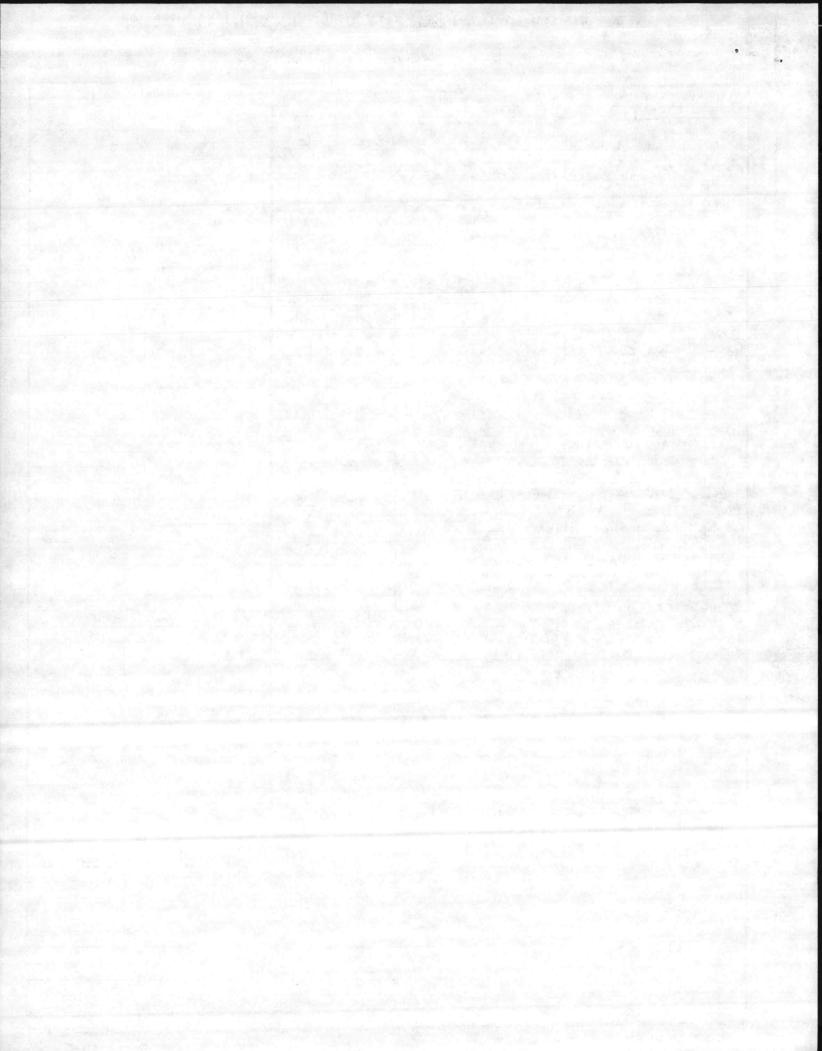
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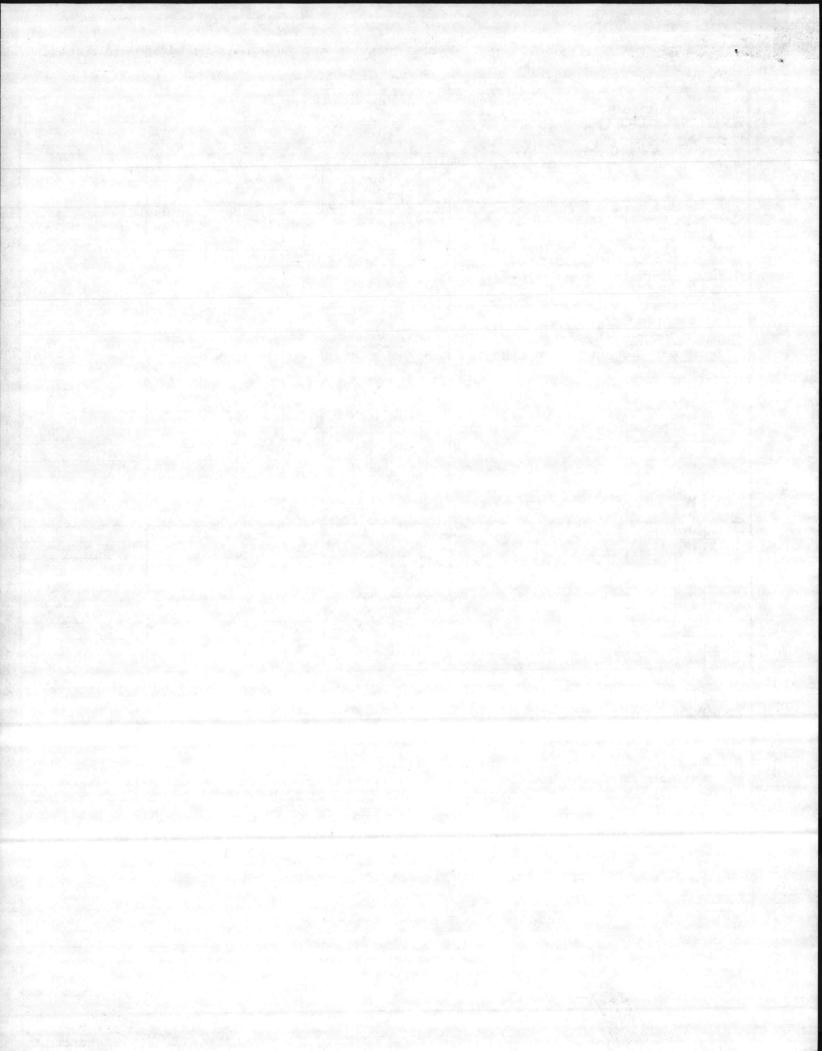
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4-7MARSSA DIR	PORT PARKING	FEE			7.	50		Actual Expense		
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interest of the Governme					-		1 10	Reimbursable Expenses		
7.	TR'S/MTA'S/MT'S	If none, so sto	ate)			1	- 7	Total Entitlement		
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The state of the s			+	part -				11. PAYMENT DESIRED	-	
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8. LEAVE STATEMENT:	days	nours taken	betwee	n .	and			12. PER DIEM RE	QUESTED	
9. POC TRAVEL:	OWNER/OPERATOR (See Item 2	(2d)			PASSENGI	R		13. BAS RATE		
PENALTY: The penalty for w	illfully making a false claim is: A M	AXIMUM F	INE O	F \$10,000 G	R MAXIM	UM IMP	RISONMENT (OF 5 YEARS, OR BOTH (U.S. Code, 1	Title 18, Section 287.)	
	nount due me. The statements complete. Payment or credit h				14. SIGN	TURE	OF CLAMAN		10 MAR-86	
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4/(a) Fees and tips to beliboys and maids; (b) fees and tips to portere and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

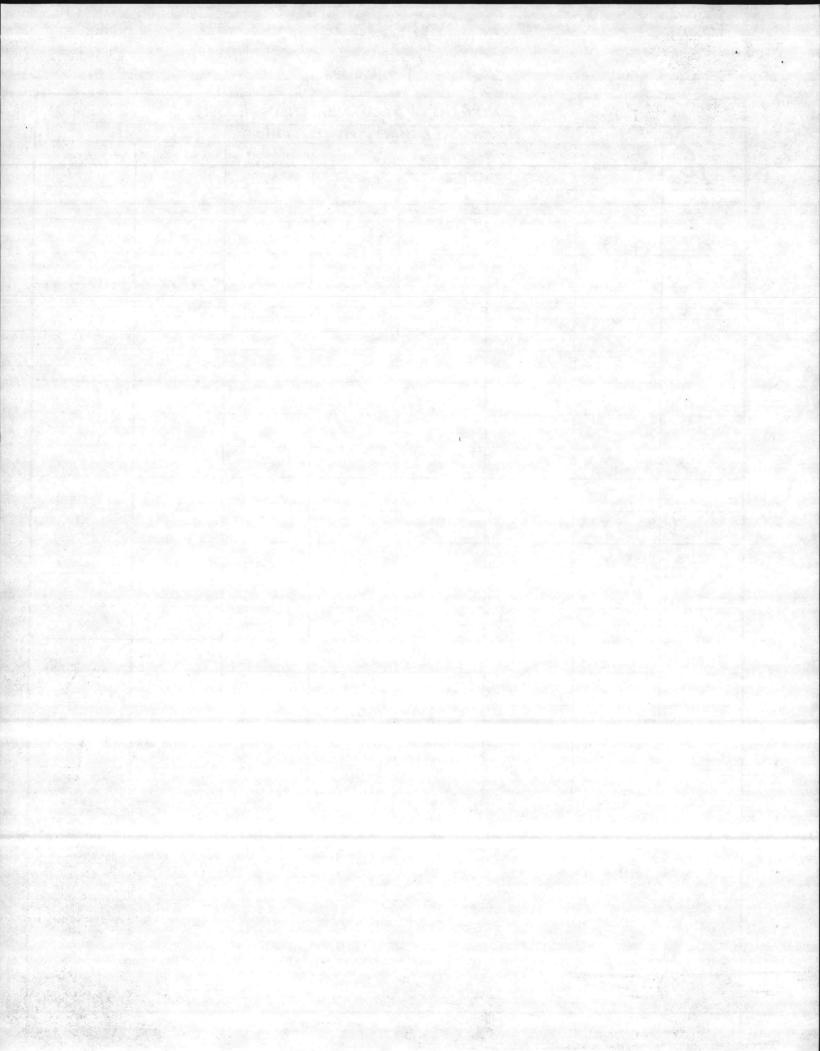
Blaw certify that itemized amounts are actual and necessary expenses (Type or Print Name)

incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE

^{2/} Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

^{3/} Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.



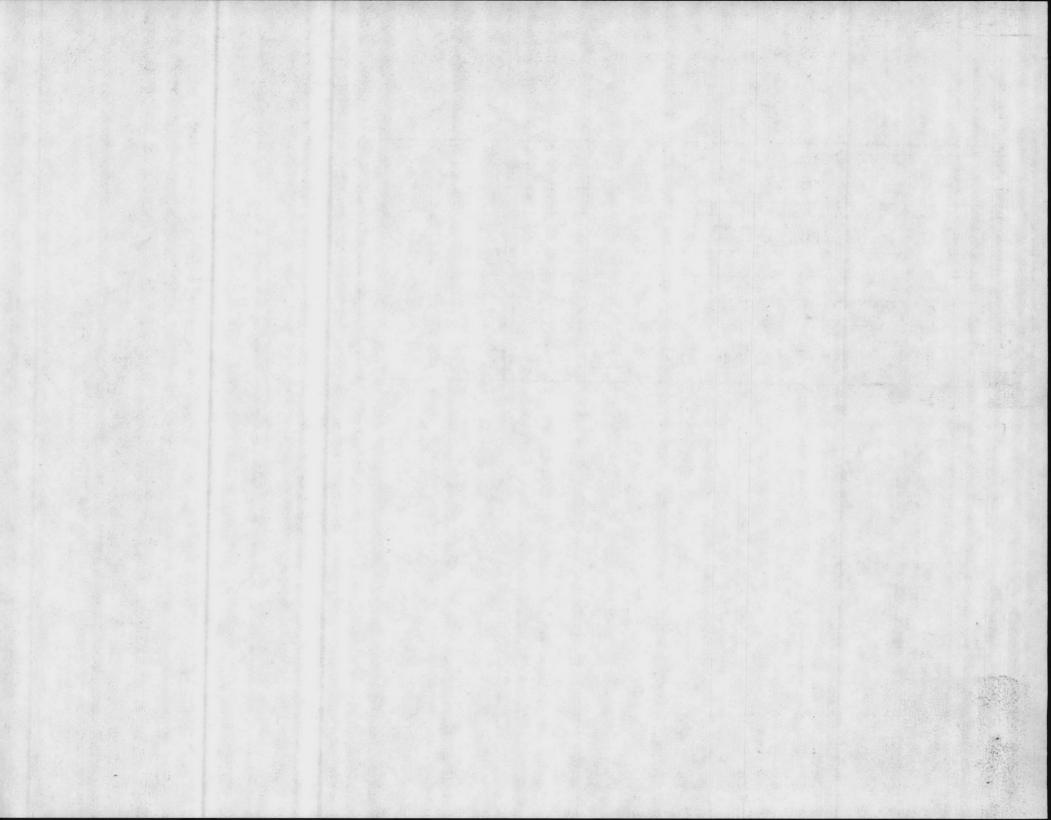
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RICHLANDS, NORTH CAROLINA

OVERNIGHT PARKING

THIS IS A LICENSE. NO BAILMENT CREATED. HOLDER MAY PARK ONE AUTOMOBILE IN THIS AREA AT HIS OWN RISK OF ANY FIRE, THEFT OR DAMAGE TO AUTO OR CONTENTS OF SAME.

3-4-86

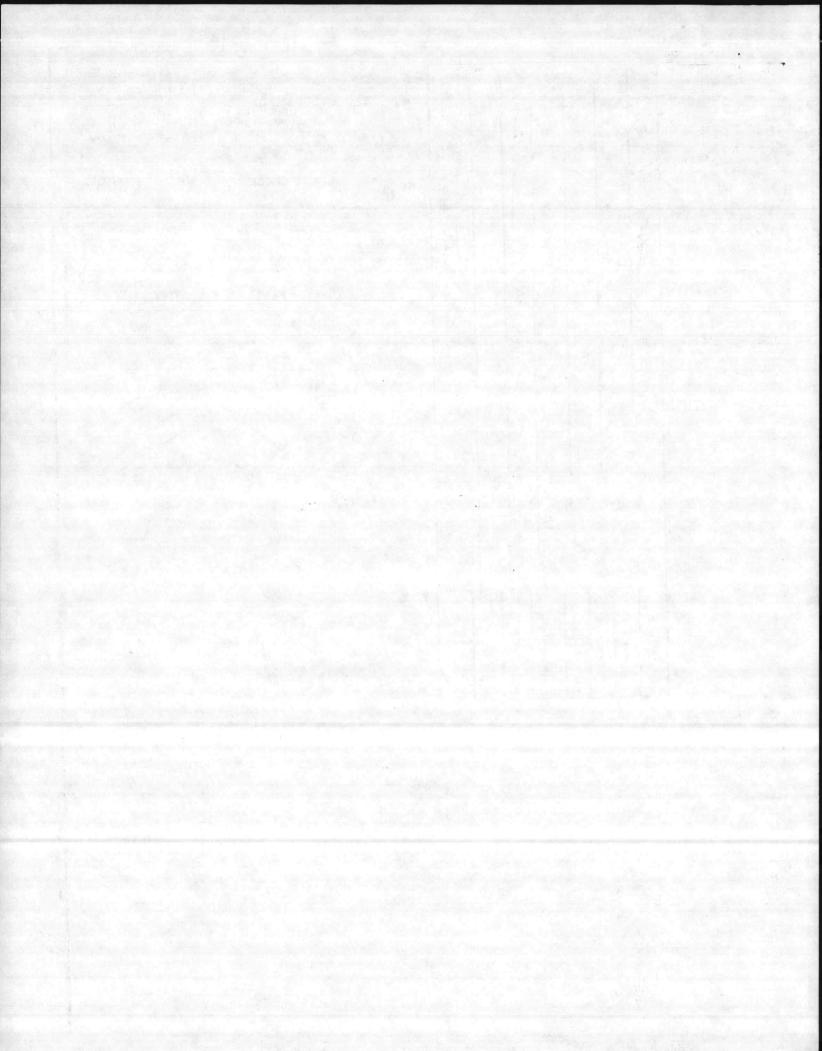
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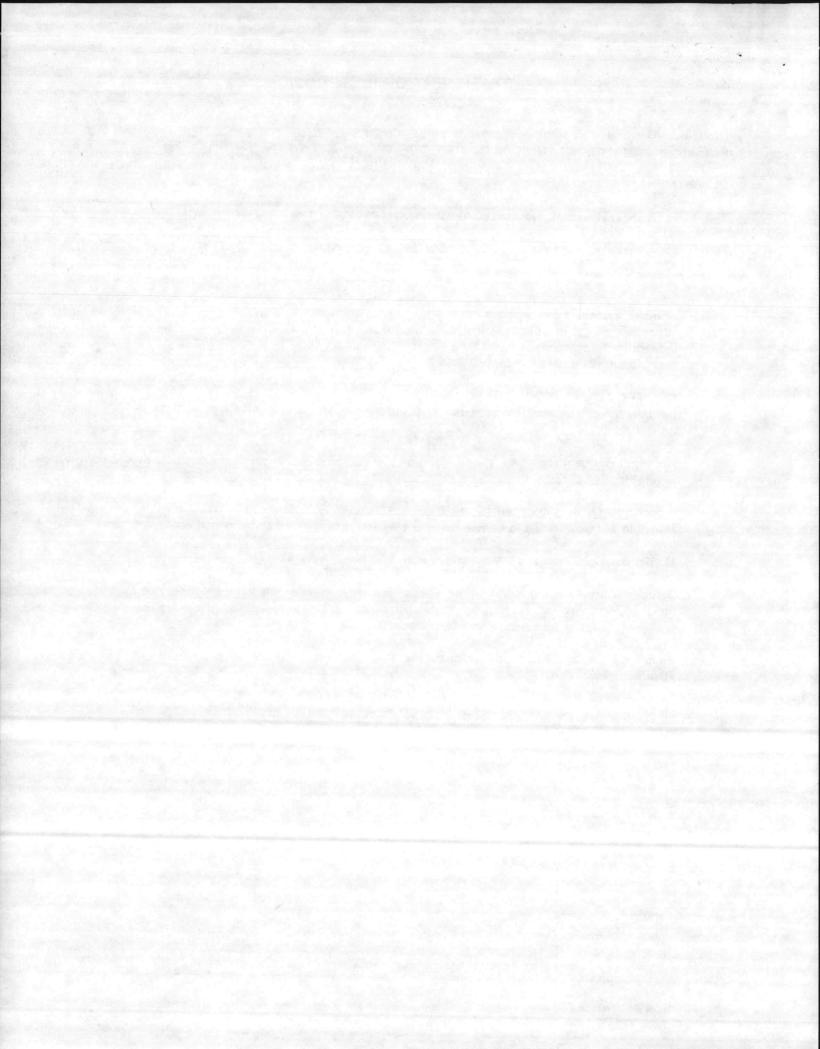
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STATEMENT OF INSTRUCTIONS

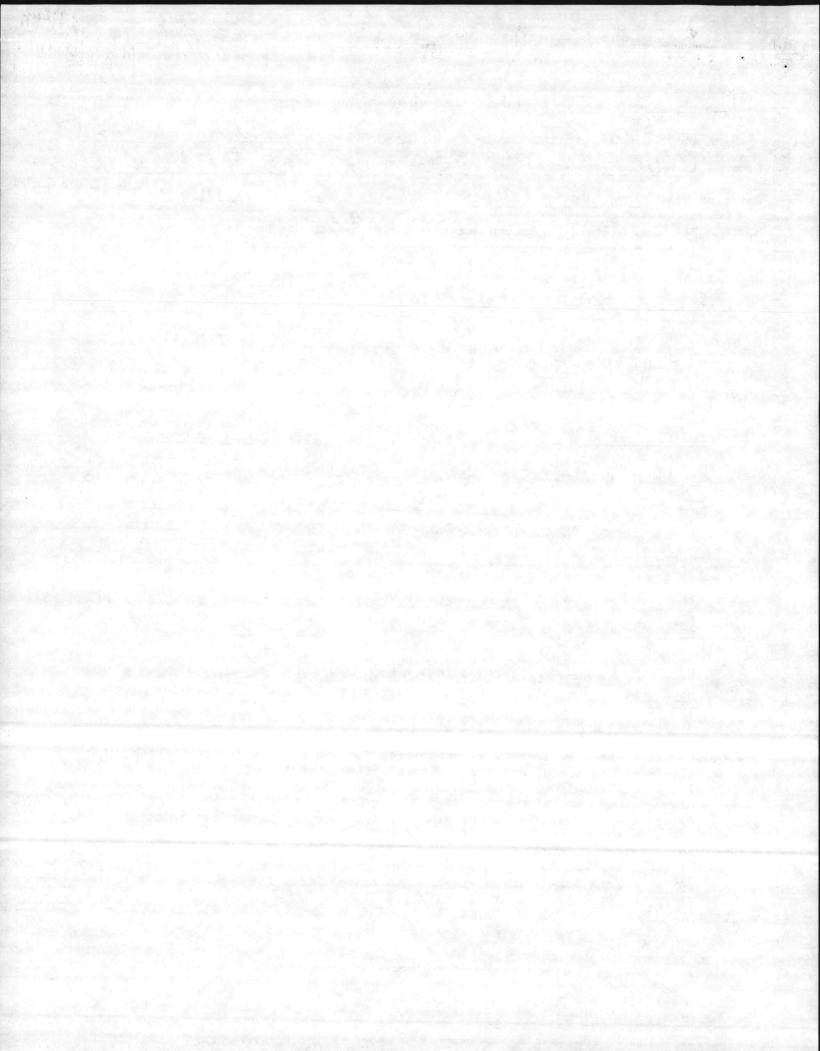
DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

THE	FOLLOWING STATEMENTS (INDICATED BY X) APPLY TO TRAVEL ORDER NO. 200 20 76
FOF	William L. Brand: SSN: 240-98-0766
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	— Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speedometer readings.
3.	No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms ·
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	X Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
10.	Rental Car authorized.
11.	Other.

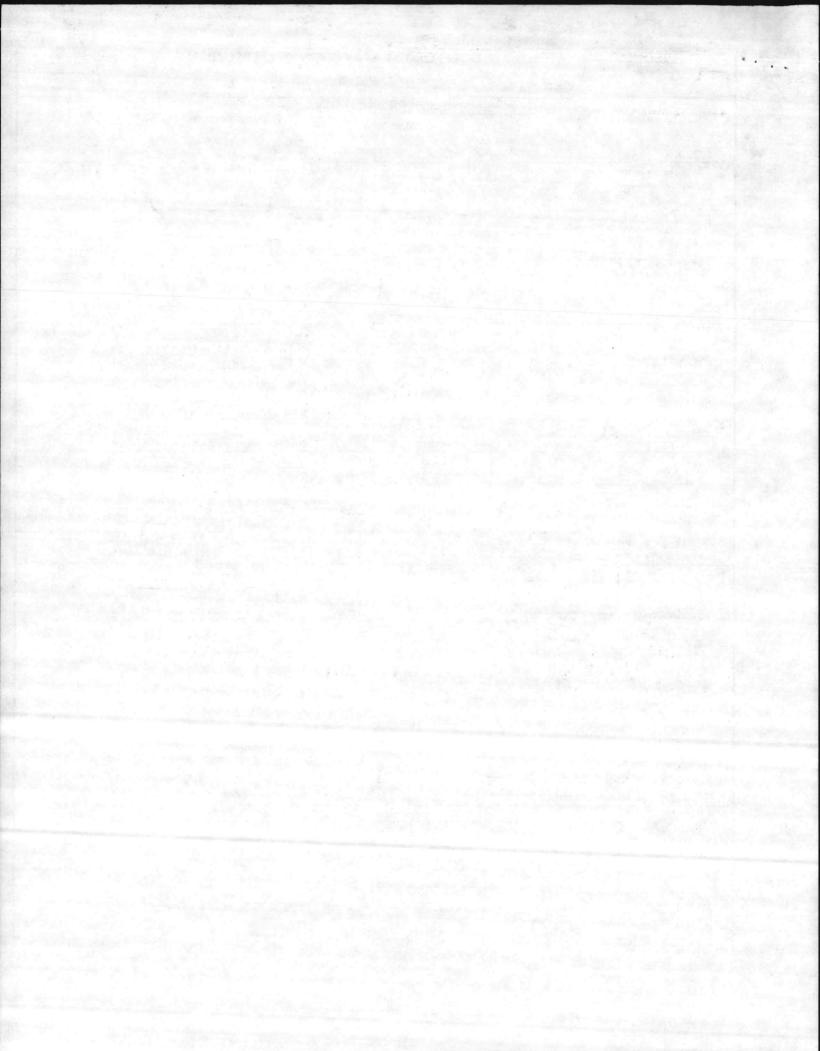
WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.



ESTIMATED COST INFORMATION FOR TDY Organization PWO Ext. 2213 William L. Blank 1986 Dates of Training 5-6 Maximum Per Diem Allowed in Accordance with JTR Cost - Round Trip Lr Jax, nc 4 Mar 1400 Arr Key West, FL 7 Mar 1000 \$419.00 Total Estimated Cost Per Diem Estimate 262.50 Per Diem 1/2 day 4 Mar 37.50 419.00 Travel 225.00 5 - 7 Mar 25.00 Limousine Fees Registration Fees TOTAL ITEMS CHECKED BELOW APPLY TO ABOVE TRAVEL. Advance - maximum that can be authorized is \$ 230.00. Reservations make reservations with Passenger Transportation, extension 1971. RESERVATIONS MADE 14 FEB 86 High Cost Area - on the form attached to the travel order, traveler must keep record of each meal, tip, and any other expense incurred. Receipts for lodging are required. 4. Constructive Travel - POV is authorized for the traveler's convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP. 5. Overtime - approximate number of hours traveler may be subject to overtime Justification: / Nonbased on the above schedule is NONE exempt under FLSA / Title 5, USC. 6. Review - this form must be attached to travel order for Comptroller's review prior to approval of travel. 7. Submit DD 1556 with travel order if purpose of TDY is other than for work. See enclosure (2) to BO 12410.3.



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STATEMENT OF ACTUAL EXPENSES

		REIMB	URSABLE EXPE	NSES (JTR, C4612	AND M4009)		
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15Sep	\$47.96	3.50	8.86	16.89			
16Sep	47.96	5.85	5.50	17.58	5.25		4.00
17Sep	47.96	5.85	5.50	19.95	5.25		
18Sep	47.96	5.85	5.50	18.98	5.25		
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NOTES

41 (a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except babers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

I, WILLIAM L. BRANT

certify that itemized amounts are actual and necessary expenses

(Type or Print Name)
incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE A A A

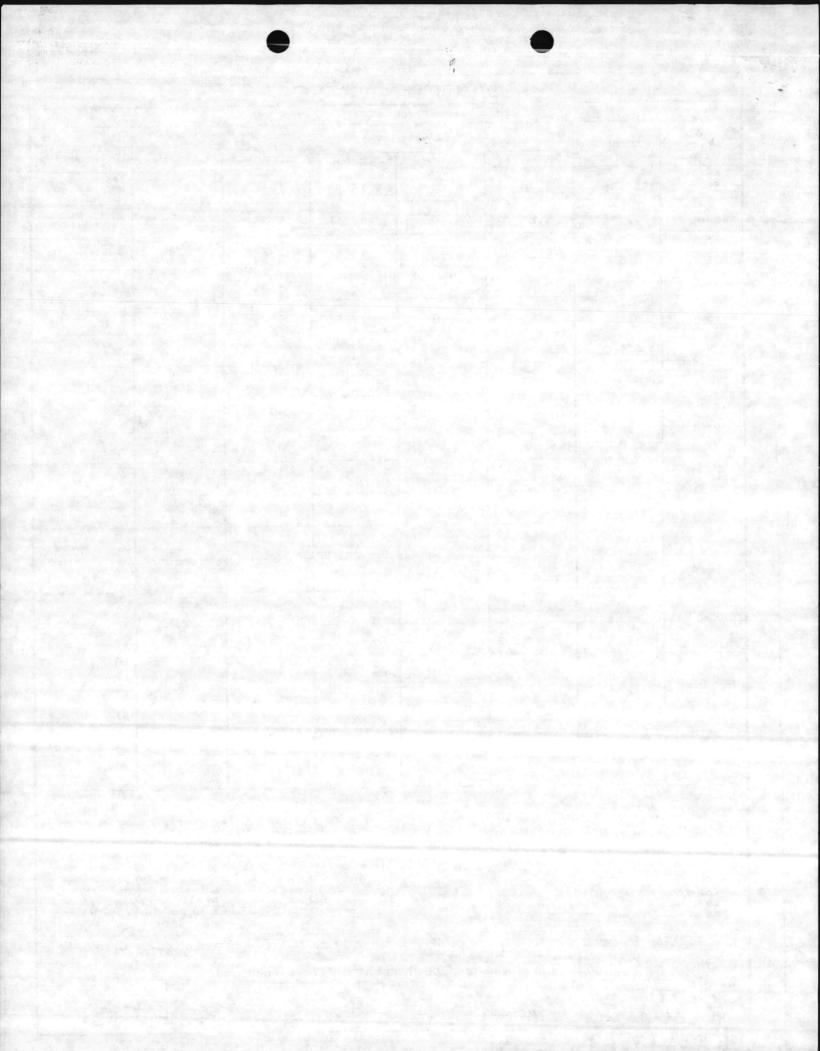
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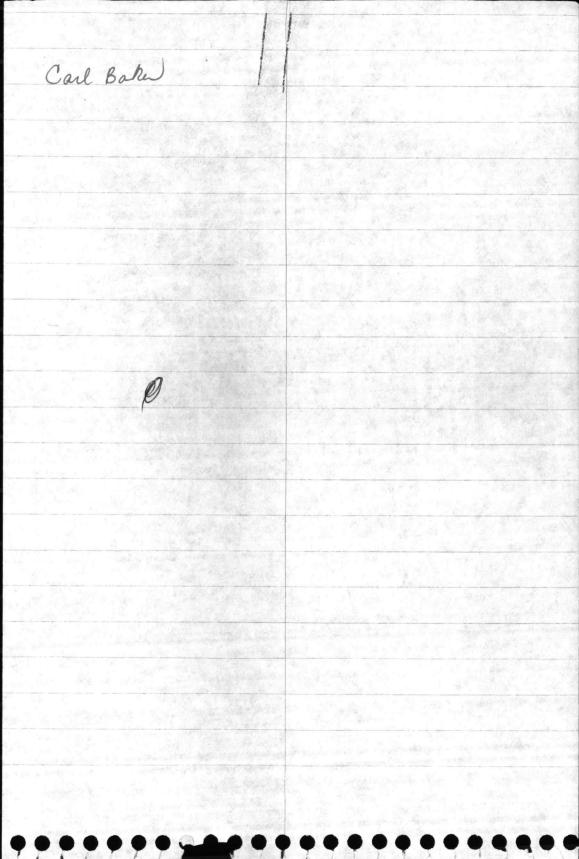
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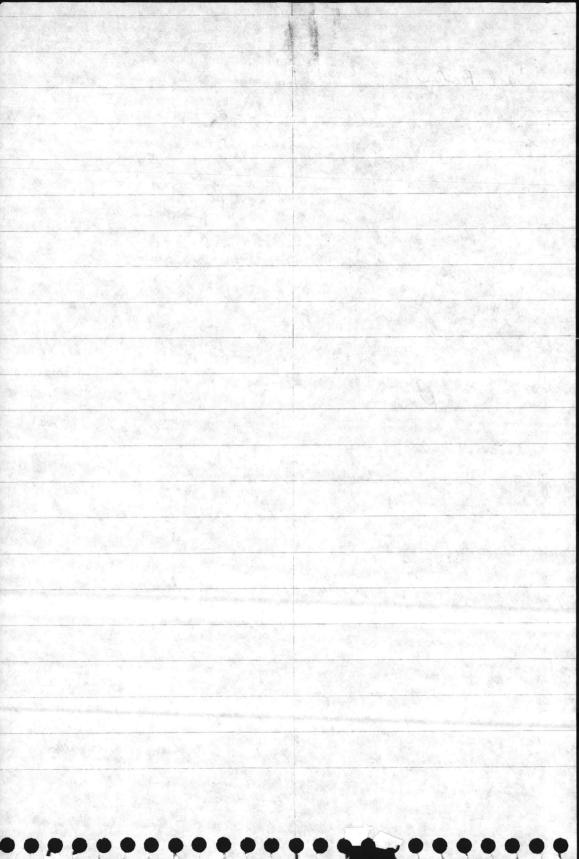
U Attach lodging receipt(s) as supporting document(s).

²¹ Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

³¹ Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.







From James H. Fitch, Fr.

This is a substitution for the want spec. operators Course at Part Huchemie which will not be held in Ff- 86, if ever.

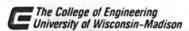
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\$5501 Storm Sewer Design February 17-21, 1986

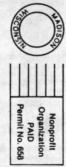
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1	Drainage Engineer
1	Design Engineer
	Street Engineer

Please route duplicate brochures and those undeliverable.



Engineering Professional Development 432 North Lake Street Madison, Wisconsin 53706

JW-Madison provides equal opportunities in employment and programming, including Title IX requires



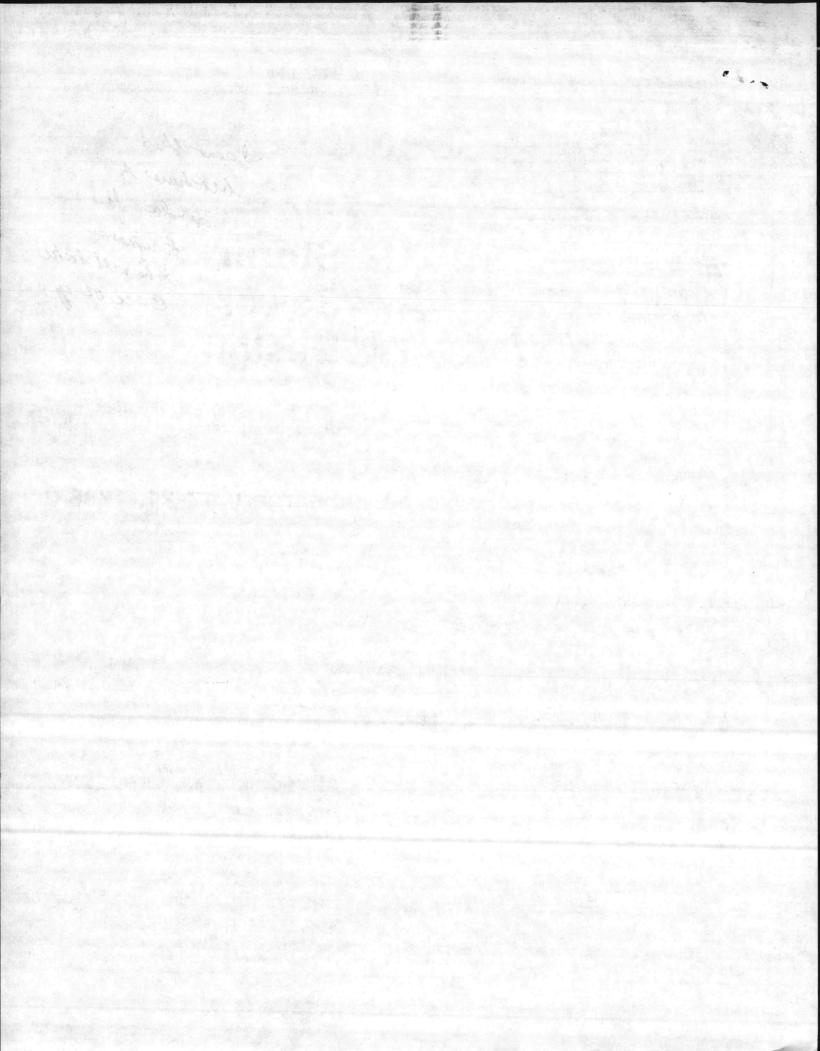
Department of Engineering Professional Development

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Design

Learn to design a balanced drainage system

February 17-21, 1986

The College of Engineering
University of Wisconsin-Madison



Storm Sewer Design February 17-21, 1986

Schedule

Monday, February 17

8:00 Registration
The Wisconsin Center
702 Langdon Street
Madison, Wisconsin

8:30 Welcome

Don Theobald

Program Director

Department of Engineering Professional

Development

University of Wisconsin-Madison

8:45 Lectures and Workshop

Hydrology review

· Rational formula, peak discharge rates

Hydraulics review

 Street flow Professor Ronald Rossmiller Iowa State University

4:30 Adjourn Session

Tuesday, February 18

8:00 Lectures and Workshop

Inlet design

 curb opening inlets
 on grade
 sump
 grate inlets
 on grade
 sump

Connector pipes

4:30 Adjourn Session

Wednesday, February 19

8:00 Lectures and Workshop in IBM Computer Laboratory

Street flow and inlet design using a microcomputer

· Storm sewer sizing

· Friction and minor losses

· Hydraulic grade line determination

Summary

4:30 Adjourn Session

Thursday, February 20

8:00 Lectures and Workshop

 Urban stormwater management -overview

-primary and major systems
-on-site and watershed controls

Inflow hydrographs

· Depth-storage curves

4:30 Adjourn Session

Friday, February 21

8:00 Lectures and Workshop

Depth-outflow curves

Routing procedure

Summary

12:00 Final Adjournment

Lunch on Your Own

Notes for Participants

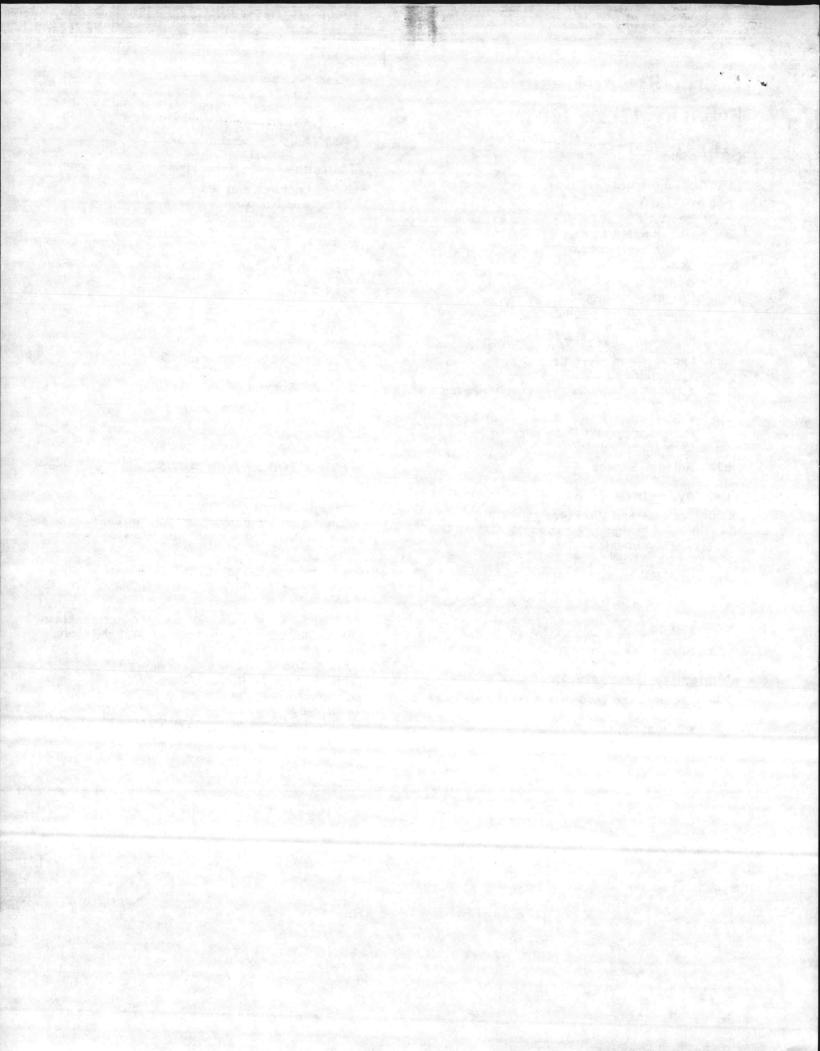
Lunch will be provided at 12:00 noon Monday through Thursday in The Wisconsin Center. Morning and afternoon refreshments breaks will be provided Monday through Thursday, and Friday morning.

For your use in the workshops, please bring a hand-held electronic calculator and an engineer's scale.

You will receive copies of the following manuals for your use in the classroom and in your office library.

USDA Conservation Soil Service TR55
FHWA Highway Culvert Design HEC #5
FHWA Design Charts for Open Channel Flow
HDS #3
FHWA Drainage of Highway Pavement (1985)

HEC #12





Upcoming Programs

Highway Pavement Design, Houston, Texas, March 17-20, 1986

Technical Writing for Engineers and Technicians, Green Bay, Wisconsin, May 15-16, 1986

Detention Basin Design Basics. December 1-2, 1986

Detention Basin Design-Advanced, December 3-4, 1986

For information on these courses, contact Don Theobald, 608-262-3516.

General Information

Fee Covers Notebook, design manuals and other program materials, an IBM or Apple II floppy disk, break refreshments, lunches, and certificate.

Refund We prefer registration in advance. If you cannot attend, please notify us immediately. We will refund your fee, or you can have someone take your place.

Accommodations Your enrollment confirmation will include hotel/motel information. Advise us at time of registration if you are handicapped and desire special accommodations. Requests will be kept confidential.

Location The Wisconsin Center, 702 Langdon Street, Madison, Wisconsin.

Continuing Education Units This course meets criteria for the nationally accepted Continuing Education Unit. Each participant completing it successfully will earn 3.0 CEU.

Professional Development Degree This is an advanced degree for practicing engineers. The course described in this brochure can apply as credit toward this University of Wisconsin degree. Ask for details and qualifications.

Related Courses To receive information on future courses and seminars, just check the box on the enrollment form, write in your name, title, etc., and mail.

Our programs are supported, in part, by funds administered through UW-Extension.

F-470d

Enrollment Form

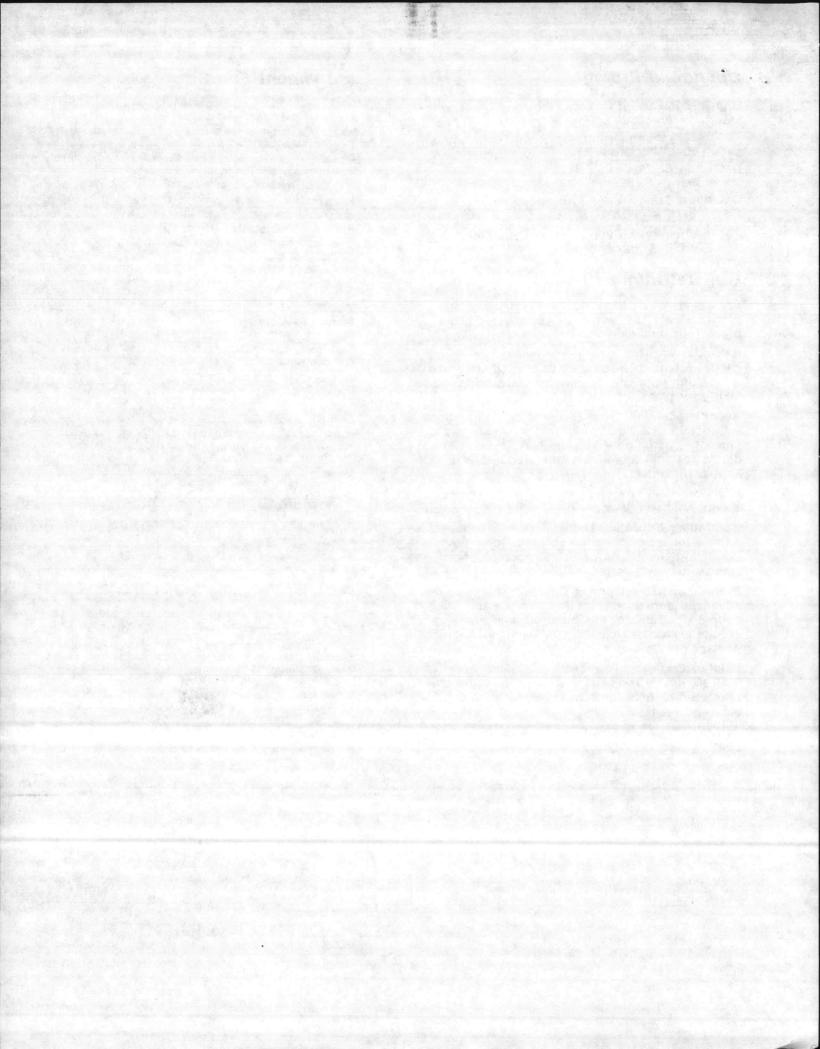
Mail To Engineering Registration The Wisconsin Center 702 Langdon Street Madison, WI 53706

Toll Free 800-262-6243 (608-262-1299 direct) Or Call Ask for Engineering Registration Wisconsin residents call 800-362-3020

Program Information Dial the Toll Free number above, ask for Engineering Information, request:

Program Director, Don Theobald

☐ Please s	end me information on related courses
□ Please e	nroll me in Course No. 6501 W
Fee: \$595; company a	7-21, 1986 (3.0 CEU) \$540 if two or more from same agency or ttend
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*Assures pro	mpt enrollment confirmation and an accurate record.
efforts of Un	ation is collected to enhance the programming iversity of Wisconsin-Extension and is voluntary. nale Male Month Day Year
Birthdate: Heritage:	American Indian
Occupationa	Il Area:
□ 100 Profe	ssional, technical and managerial occupations



Storm Sewer Design February 17-21, 1986

About This Course

Engineers design \$3.5 billion of storm sewers each year, with most of the cost in small diameter pipes. Approximately 90 percent of storm sewer designers use the "rational formula" to design their systems. A storm sewer system consists of street gutters, inlets, connector pipes, and storm sewers. Each part must be carefully designed to yield a balanced system. When this is done, substantial savings are possible.

This course offers you a variety of insights into the use of the rational formula. You will discover various approaches to the layout and design of storm sewer systems. Through hands-on workshops, you will apply different methods of estimating the percentage of total flow intercepted by curb opening and grate inlets; you will also size the pipes and determine the hydraulic grade line.

A half-day, hands-on workshop in the computer laboratory will give you the opportunity to design inlet location and capacity. We will provide you with a floppy disk (either IBM or Apple II) for the "Inlet" computer program. The disk, which is yours to keep, is helpful in determining the depth of flow and width of spread on streets, and in estimating the portion of the flow intercepted by curb opening and grate inlets.

Who Should Attend

Plan to attend if you are an engineer or engineering technician with responsibility for designing or approving drainage facilities including underground piping systems, curb inlets, catchbasins, and detention systems. This short course can benefit you and your employer.

Course Instructor

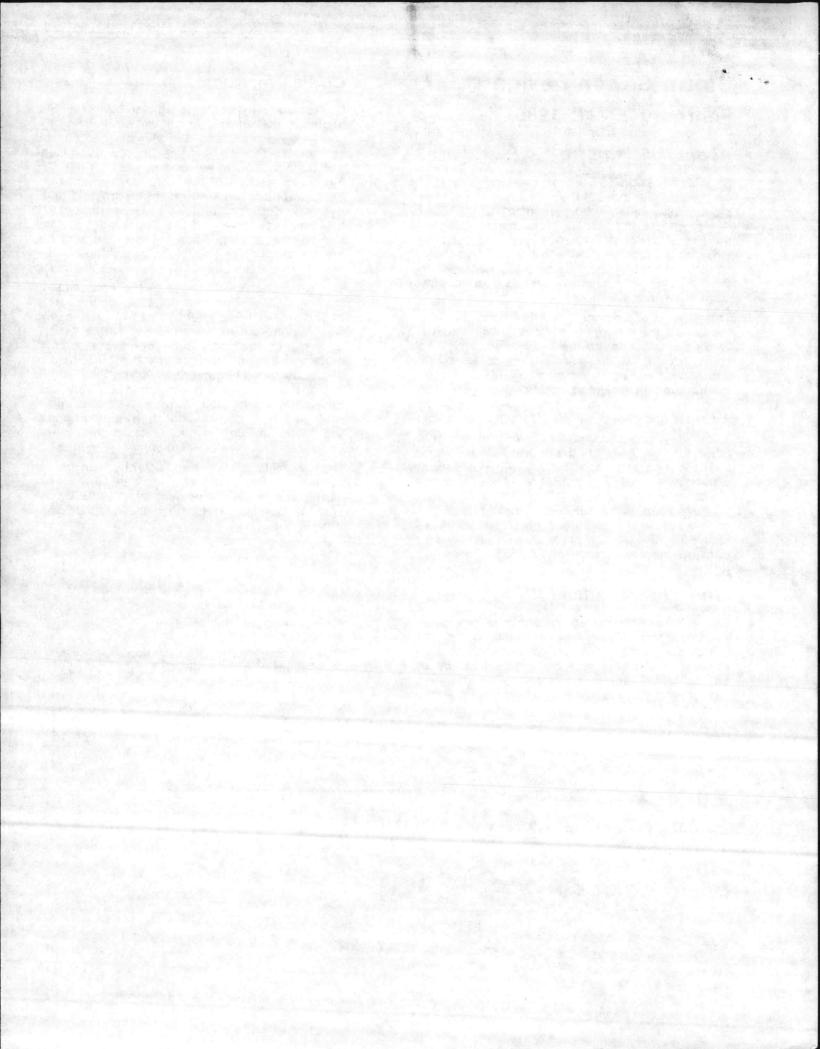
Dr. Ronald L. Rossmiller, a registered professional engineer in California and lowa, worked for 10 years as a planner and designer of flood control systems for the Los Angeles County Flood Control District. He served for five years in the hydraulics section of the lowa Department of Transportation, working on the hydrologic and hydraulic design of bridges and culverts. In 1972 he joined the faculty of the Department of Civil Engineering at Iowa State University, where his present responsibilities include teaching, research, and extension activities.

Dr. Rossmiller is a member of the American Society of Civil Engineers, the National Society of Professional Engineers, the Iowa Engineering Society, and the American Public Works Association. Since 1967 he has been active as a consultant to consulting firms in the general field of water resources engineering. During the last four years, these consulting and extension activities have centered on urban stormwater management problems. He was involved with writing portions of the American Public Works Association's manual on *Urban Stormwater Management Facilities*.

Dr. Rossmiller receives consistently high ratings for the drainage short courses that he teaches. In this course he will present all lectures, supervise the workshops, and lead the question-and-answer sessions.

Enroll by phone, toll free! Dial 800-262-6243. Request Engineering Registration. In Wisconsin, 800-362-3020.

schedule inside . . .



CSI SEMINARS

Jan. 17, 1986

A Cost Classification System for Contractors

The Summit Hotel, Dallas, TX \$170/195

Jan. 21-22, 1986

Standing Seam Metal Roofing

System

(Co-sponsor: RIEI)

Royce Hotel, West Palm Beach, FL \$395

Jan. 31, 1986

Selling to Design Professionals

Tampa Sheraton, Tampa, FL

\$170/195

Feb. 25-26, 1986

Standing Seam Metal Roofing

System

(Co-sponsor: RIEI)

Town & Country Hotel, San Diego, CA

\$395

Feb. 28, 1986

The Project Manual

A Non-specifier's Most

Valuable Tool

Harley Hotel, Atlanta, GA

\$170/195

Mar. 10-12, 1986

Specifications and Construction

Contracts

based on the new

CSI Mamual of Practice)

Parker House, Boston, MA

345/395

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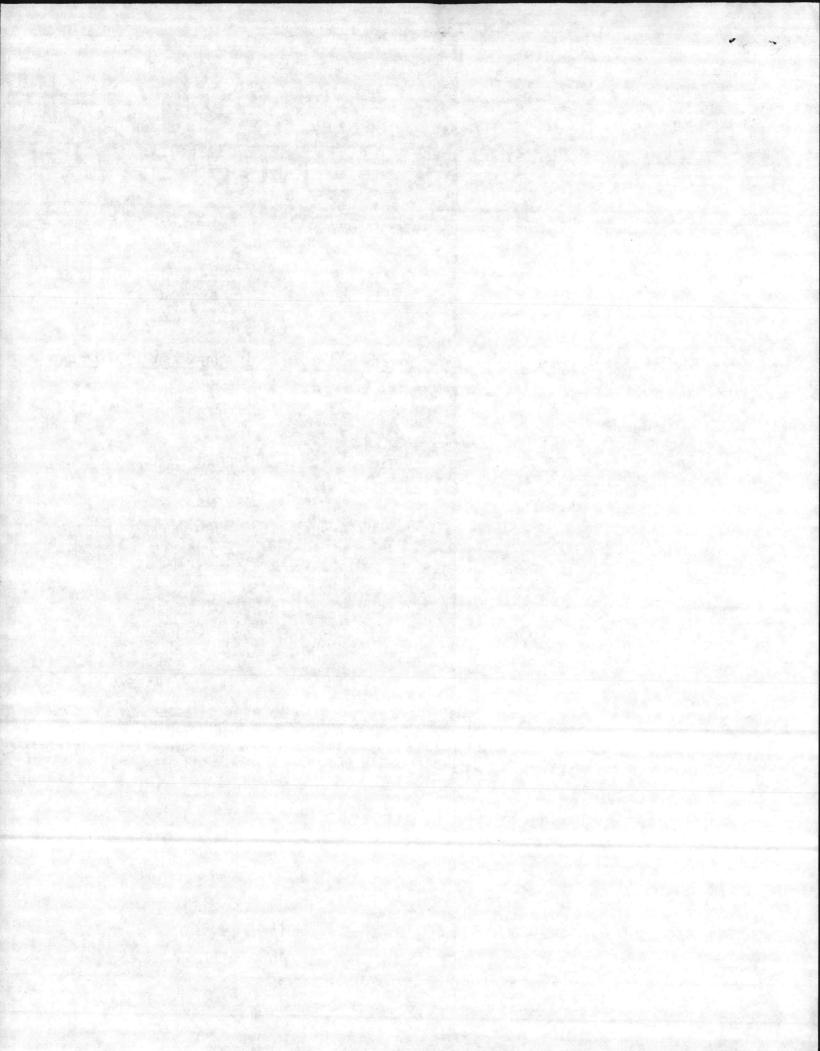
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703) 524=0300

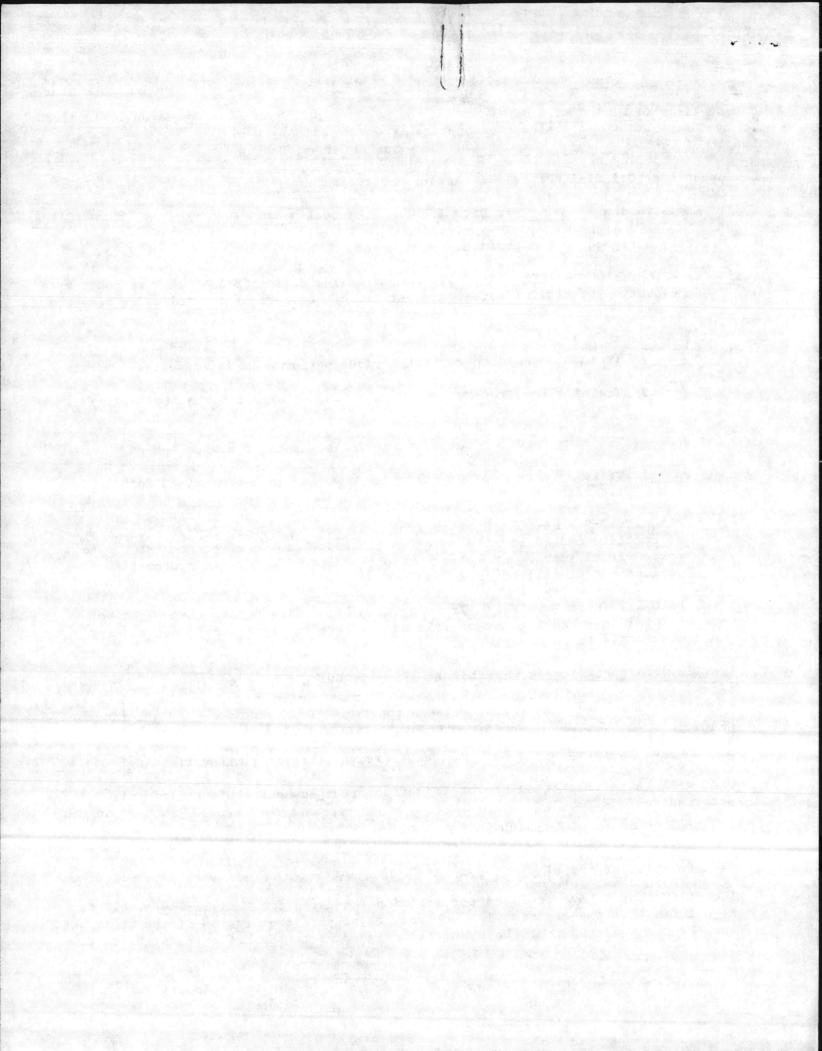
Brochure ordered in oct.

and again i Nov, None recud.

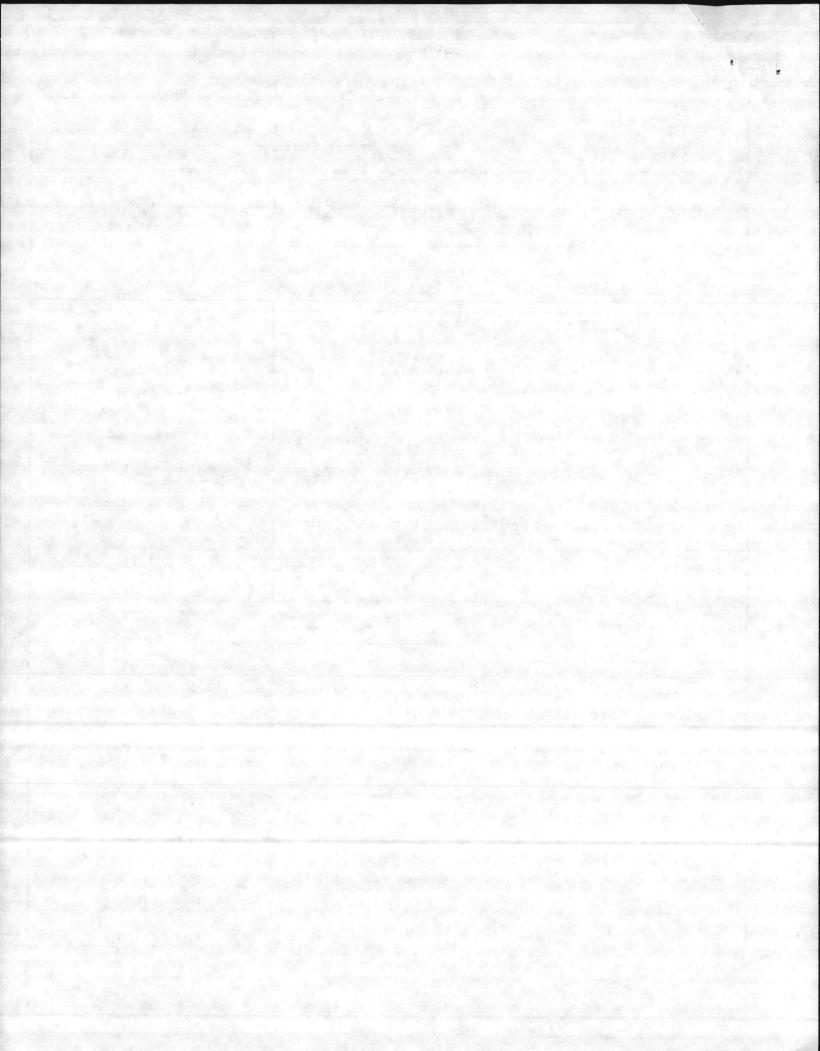


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Employee Name Mary Lynn Phillips Grade GS-5 Organization Public Works	S
Course Title SPECS & CONTRACTS (based on the New DATES OF COURSE: March 10-12, 1986) Manual of Practice - Construction Specifications Institute, USA)	- -
Length of Course 3 days Location Parker House, Boston, Mass.	
40 TO TO TO TO TO TO TO THE TO THE TO THE TOTAL OF THE T	-
Employees Last Official Performance Rating Outstanding	
COST: Registration \$ 395. Per Diem \$ 300. Travel \$ 196. Total \$ 891.00	<u>.</u>
1. Priority assigned to the training requirement.	
PRIORITY ONE - ESSENTIAL: Training required during FY 1986 that is considered essential to mission accomplishment for one or more of the following reasons:	
Training needed to correct serious performance deficiencies	
Training required by law, regulation, or higher authority	
Training required for operation/maintenance of new equipment	
Training required for employees enrolled in a recognized formal training program	
PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.	
PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.	
2. Provide more specifically why this training is being requested.	
To develop and expand employee's knowledge of construction specification and contracts as well as the interrelationship between the two. To provide more insight into how specs are done at varied places, in order to better review Division 1 of A/E submission also to provide new ideas for Camp Lejeune PWD Specs. How many of your employees have already received this or similar training? None	
	-
not received? Employee will not receive broad exposure to specs as prepared in the private sector, by A/E Design Contractors for Government, or by other agencies.	
Enhanced effectiveness and new ideas of how to increase production and accuracy.	
Certification of training requirement: are benefits which can never be achieved in Camp Lejeune's two person PW Spec. Branch.	
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.	
Immediate Supervisor James H. Fitch 2d Level Supervisor M.I.Kimbal	, ,
TO DUPLL VISUL M. I. NIIIDAI	+ + 5

Department Head



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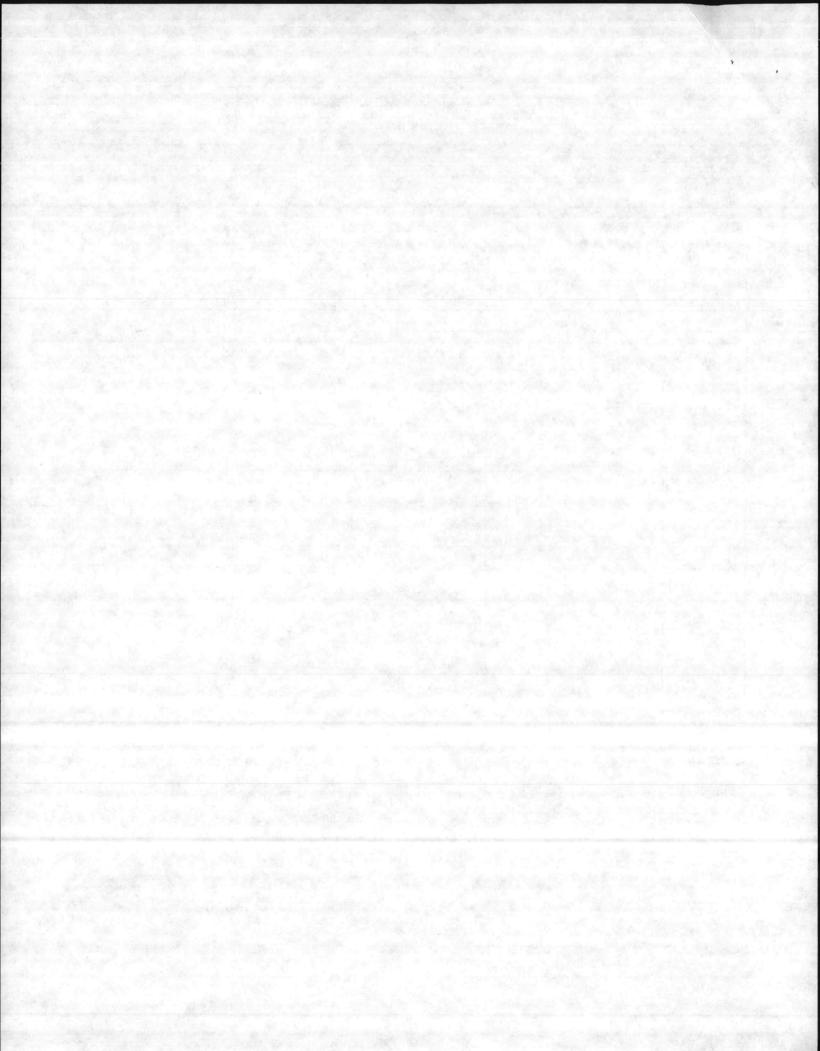
1/	Attach	lodging	receipt(s)	as supporting	document(s).	

I, RICHARD K. WERNER certify that itemized	
incurred by me in performance of official travel for which I have not be SIGNATURE Rechard K Woener	DATE 17 MAR 86

^{2 |} Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.

^{4) (}a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.



STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

THE	E FOLLOWING STATEMENTS (INDICATED BY X) APPLY TO TRAVEL ORDER NO
FOF	R Kichard Keith Werner SSN: 444-44 8865
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.	No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
10.	Rental Car authorized.
11.	Other

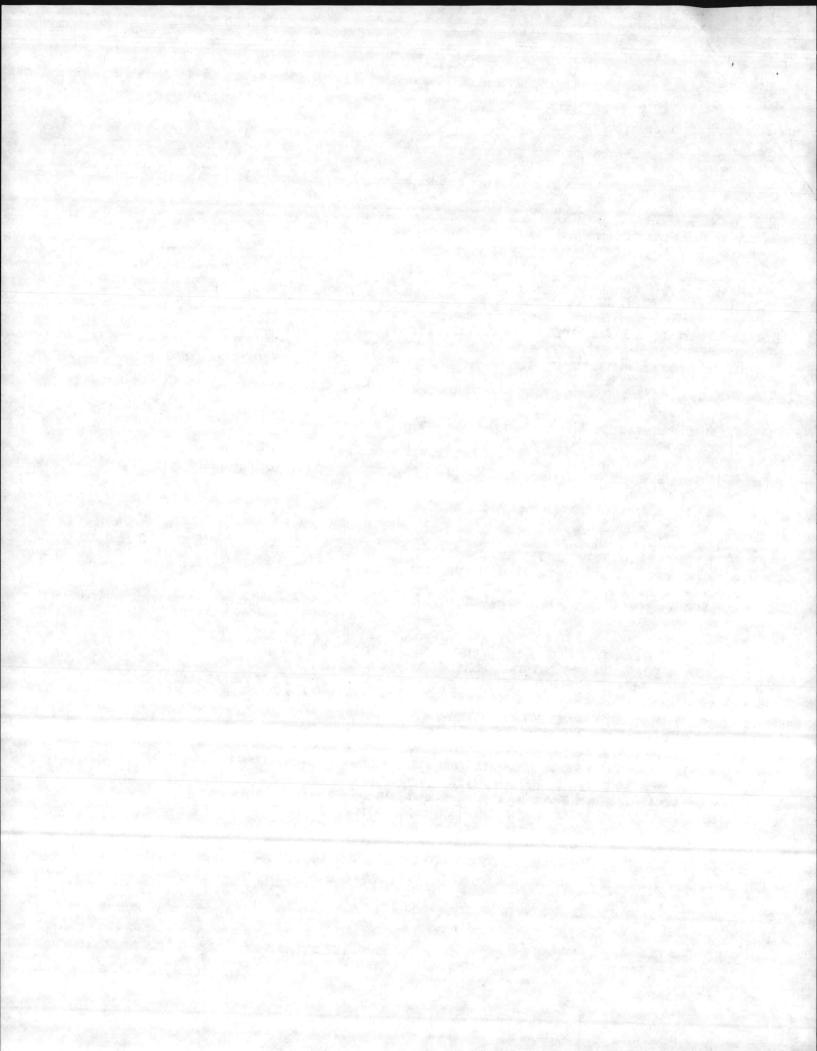
WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.

Richard Heart. We was

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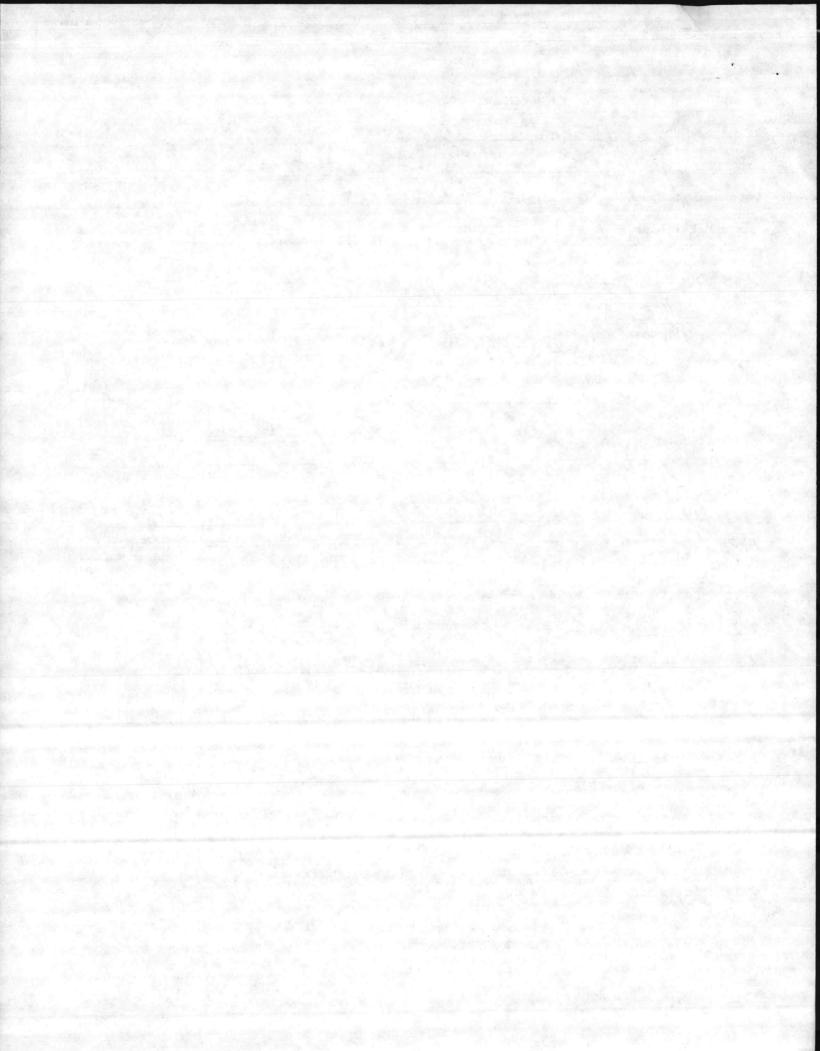
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   THE MAY NOT BE CHANGED FOR PERSONAL CONVENIENCE
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   9. TKT NO 030 5870 007 737/738
  10. MEMO ENDORSEMENT TO BASIC ORDERS...... BE-43/abh
  11.FR TRAFFIC MANAGEMENT OFFICE MARINE CORPS BASE. 4650.1
  12. CAMP LEJEUNE NC 68542-588
  13. MOENTDY
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  16. CERTIFICATION AS TO THE AVAILABILITY PRIOR TO RETURN
  T. ETHERE IS NO REFUND TO TRAVELER FOR UNUSED TICKETS ISSUED
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   9. PAID BY THE TRAVELER
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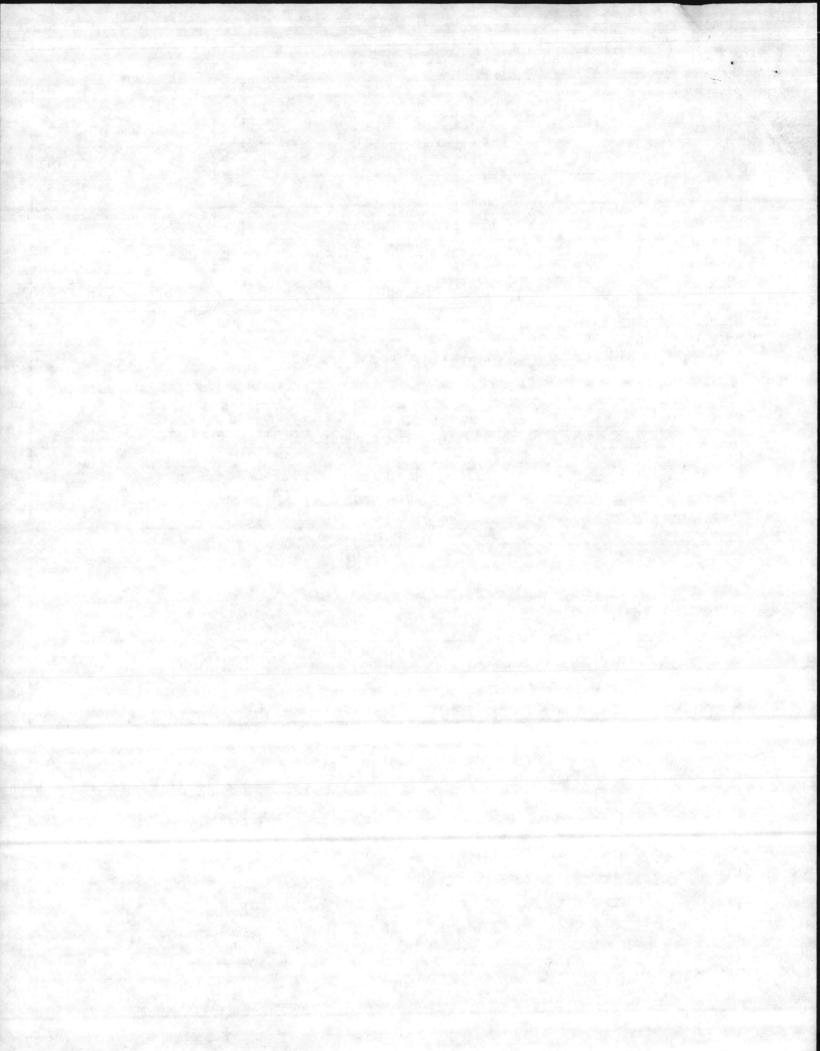


ESTIMATED COST INFORMATION FOR TDY

Itinera	ry for Richard K. Welle	Organization PWO	Ext. 3238
From	Jar, nc To	Madison, U	II YPCh
Dates of	Travel 9 4/5 May 86 Da		14 Mar 86
Maximum	Per Diem Allowed in Accordance with	JTR 975.00	
Arr	Schedule Jax, nc 9 Mar 0735 Madison, WI — 1220 Madison, WI 15 Mar Jax, nc — 1712	1112 # 38	Trip (Z, N)
1	Per Diem Estimate	Total Estimate Per Diem	487.50 382.00
3/4	day 9 Ma 56.25 14 Mar 375.00	Travel Limousine Fees Registration Fees	382.00 25.00 (To be billed)
3/4 d	lay 15 Mar 56.25 487.50	TOTAL	1684.50
	ITEMS CHECKED BELOW APPLY TO ABOVE TR		
△ 1.	Advance - maximum that can be author		
	Reservations - make reservations with RESERVATIONS High Cost Area - on the form attached record of each meal, tip, and any other are required.	ed to the travel order, tr	caveler must keep
	Constructive Travel - POV is authoritime spent in travel outside common leave or LWOP.	ized for the traveler's co carrier schedule will be	onvenience. Work charged to annual
5.	Overtime - approximate number of how based on the above schedule is exempt under FLSA Title 5, USC.	urs, traveler may be subject of the	ct to overtime ication: // Non-
Ø 6.	Review - this form must be attached prior to approval of travel.	to travel order for Compt	troller's review
	Submit DD 1556 with travel order if See enclosure (2) to BO 12410.3	purpose of TDY is other t	than for work.

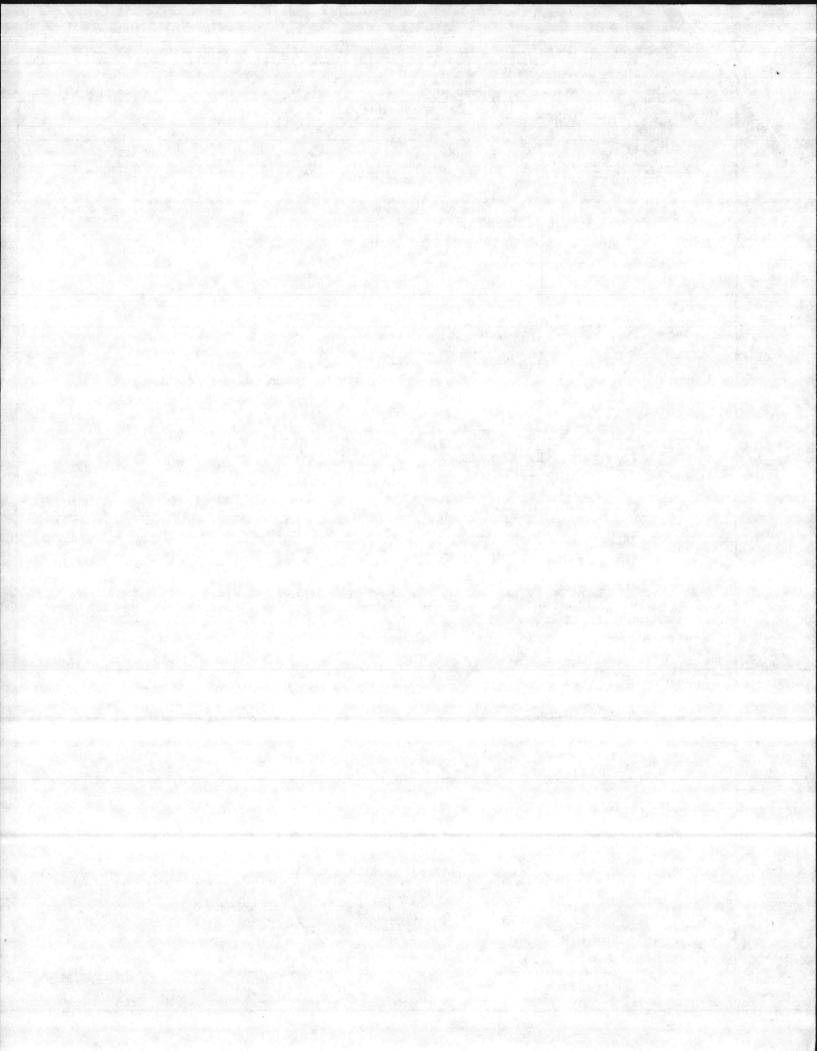


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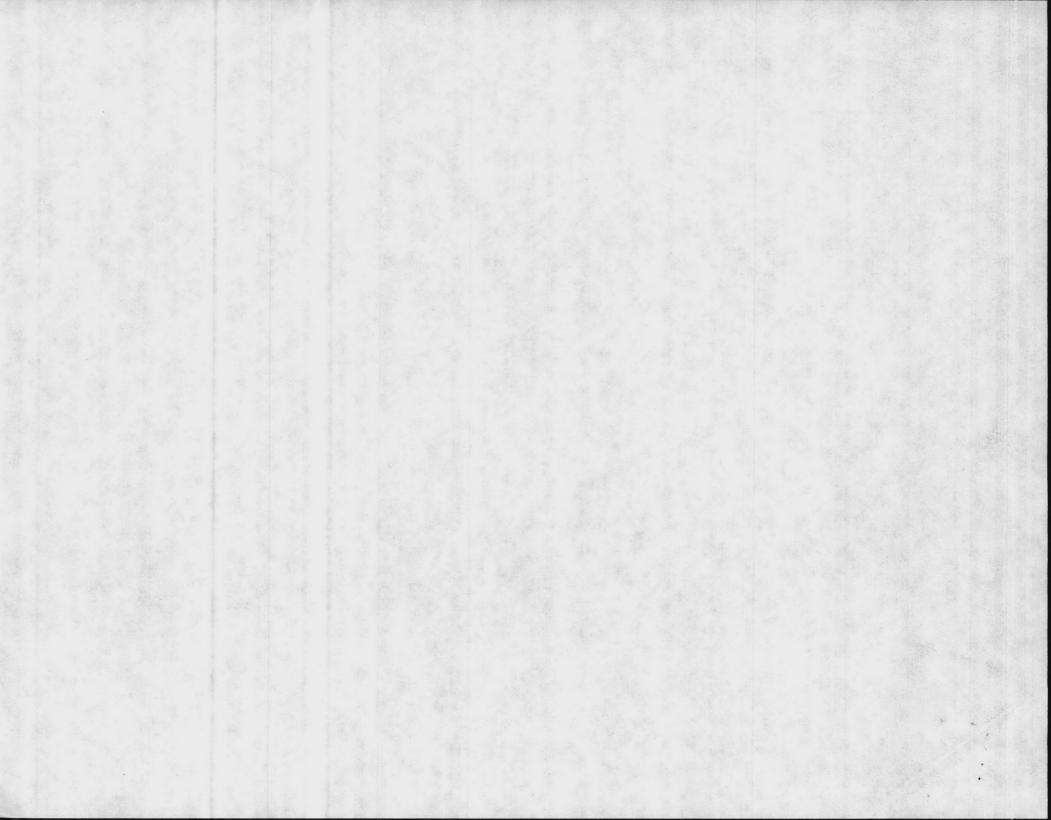


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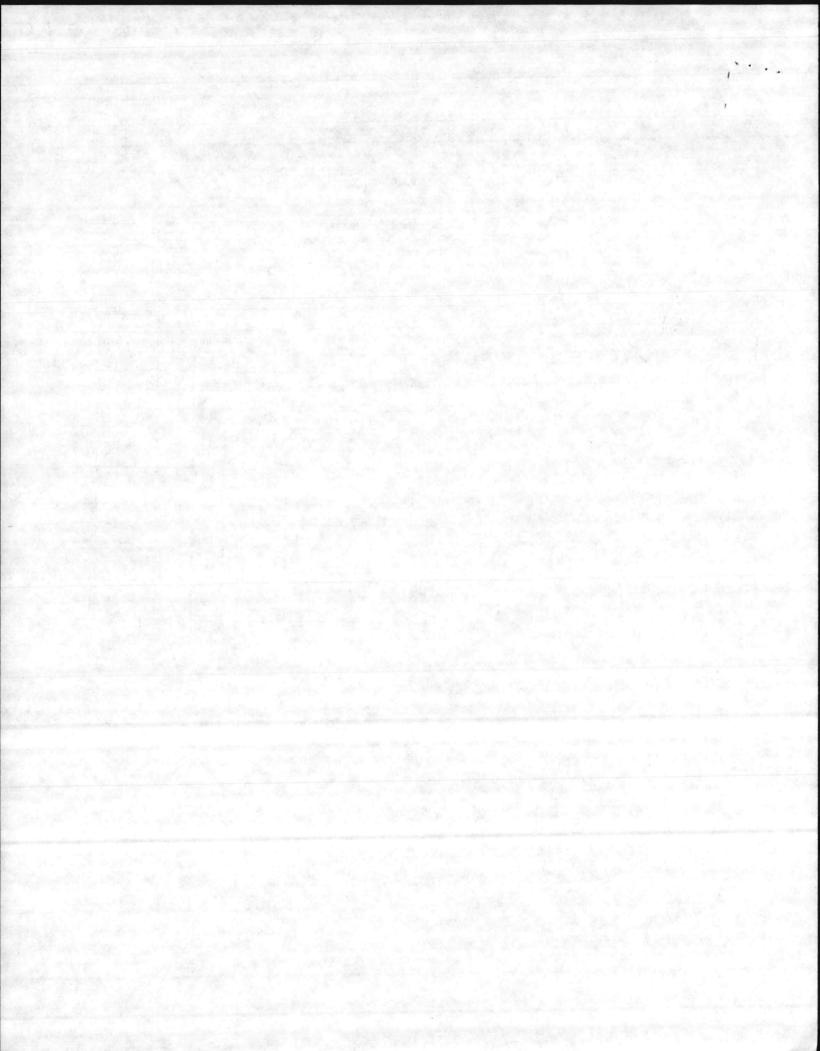
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Memorandum

DATE:

7 Oct 1985

FROM:

Public Works Officer, Marine Corps Base, Camp Lejeune

TO:

Assistant Chief of Staff, Facilities

SUBJ:

MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

Ref:

(a) Your memo 12410 FAC of 6 Sep 1985

1. In response to the reference, the following training courses are submitted in priority as listed for possible FY-86 funding:

submitted in priority	as list	ed for possible FY-86 funding:	
Course Description	Cost	Benefits Attend	
Comprehensive Lighting Desig	m \$1600	To achieve efficient, cost effective lighting systems désigns.	1 andy
Air-Conditioning Piping Systems	\$1700	To better understand piping systems so that the designer may have the tools to design more energy efficient heating an air conditioning systems.	modeson, WI
Air Conditioning Ale Distribution Month Design Jedui, Oclystin + Balonein 7-11 April 6	\$1700 95 for codise	Latest techniques on how to design a more energy efficient system. Course teaches selection of related energy efficient equipment, insulation and ductwork design.	1 Karen
Water Supply & Distribution	\$1000	Will aid on-going program to improve and maintain the efficiency of our water supply system.	1 Brynn
Sanitary Sewer Lift Station Design	\$1400 * 1400 e	Provide current design techniques to enable cost savings in construction and operations.	1 Cail
Residential Energy Auditing	The state of the s	Correct procedures to use, useful instruments, time/budget constraints, energy savings and economic benefits in evaluating residential structures. (Cost includes total for two)	2* Larry S. James D
Advanced Energy Auditing	\$1700	Provide knowledge to design more energy efficient systems and perform energy audits and surveys.	
Specifying Uninterruptible Power System (UPS)	\$1230	To provide knowledge in specifying UPS, as MCB, Camp Lejeune has installed many UPS's in recent years.	1 Jim Fitch

^{*}Second attendee prioritized as #14

andy sain a there ain sain or wind (695/4) Carl gain g Canso + Jonnet am Fitch

Subj: MARINE CORPS SPECIAL OWM "P" PROG FUNDING FOR FY-86

8 1350

Fundamentals of Energy Auditing \$4050 Ability to apply the latest engineer- 3**
ing techniques to determine energy
requirements of buildings (Cost includes
total for three).

Garras Darin Garry Halling Endry young

Energy Thermal Storage

\$3400 To learn current design techniques in 2***
thermal storage, one of the latest methods
to conserve energy in heating and air conditioning. (Cost includes total for two)

Joromy H.

**Second attendee prioritized as #11 and third attendee prioritized as #13

***Second attendee prioritized as #12

E. L. ROUSE

By direction

Yarry Station Jenny H.

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INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397. PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims. ROUTINE USES: To substantiate claims for reimbursement for official travel. DISCLOSURE: Voluntary. Failure to furnish information requested may result in total or partial denial of amount

CLAIMANT'S STATEMENT

claimed.

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

25a. SYMBOLS (U	se two letters)		25b. SYMBOLS	100 To 3
MEANS/MOD	E OF TRAVEL		REASONS FOR STOPS	
FIRST LETTER	SECOND LETTER			
(1) TRNSPN REQ T	(5) AUTO	Α	(1) AWAITING TRNSPN	AT
(2) GOVT TRNSPN G	(6) BUS	В	(2) LEAVE EN ROUTE	LV
(3) COML TRNSPN C	(7) PLANE	P	(3) MISSION COMPLETE	MC
(own expense)	(8) RAIL	R	(4) AUTHORIZED DELAY	AD
(4) PRIVATELY-OWNED	(9) VESSEL	V	(5) TEMPORARY DUTY	TD
CONVEYANCE P	(10) MOTORCYCLE	M		

26 REMARKS

APPROVED FOR PAYMENT	(When required by in	idividual service regulations)

27.

a description	44	REIM	BURSABLE EXP	ENSES (JTR, C46)	12 AND M4009)		
DATE 1/LODGING			2/MEALS		LAUNDRY PRESSING	3/4 4/ LOCAL TRANSP	€/OTHER
19_86_		BREAKFAST	LUNCH	DINNER	CLEANING	TRANSF	
3-9	52.65		5.65	13.80	A STAR THE		
3-10	52.65	4.85	free	18.90			
3-11	52.66	6.77	10.50	15.60			
3-12	50.74	5.40	10.50	20.42	Figure 1		e de la companya de l
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1/ Attach lodging receipt(s) as supporting document(s).

4/(a) Fees and tips to beliboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

I, Mary Lynn Phillips

certify that itemized amounts are actual and necessary expenses

(Type or Print Name)

incurred by me in performance of official travel for which I have not been reimbursed.

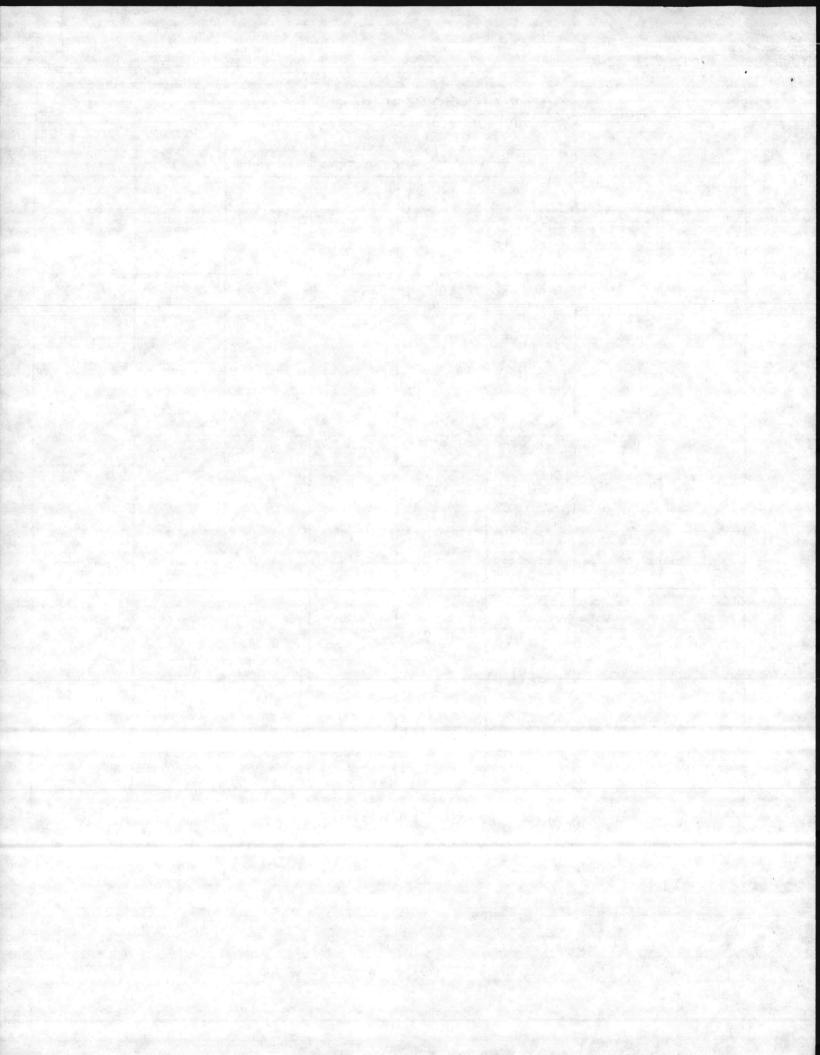
Mary Lynn Phillips

3-18-86

D FORM 1351-3 SIN 0102 IF 013.3

^{2/} Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

^{3/} Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.



PARKER HOUSE AN OMNI CLASSIC HOTEL

AN OMNI CLASSIC HOTEL

60 SCHOOL STREET, BOSTON, MA 02107

617-227-8600

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RINT

PHILLIPS. MARY ADVANCE/ MARINE CORP 125 ANDREA DRIVE JACKSONVILLE. NO 28540



3/09/86 3/12/86 1 48.00

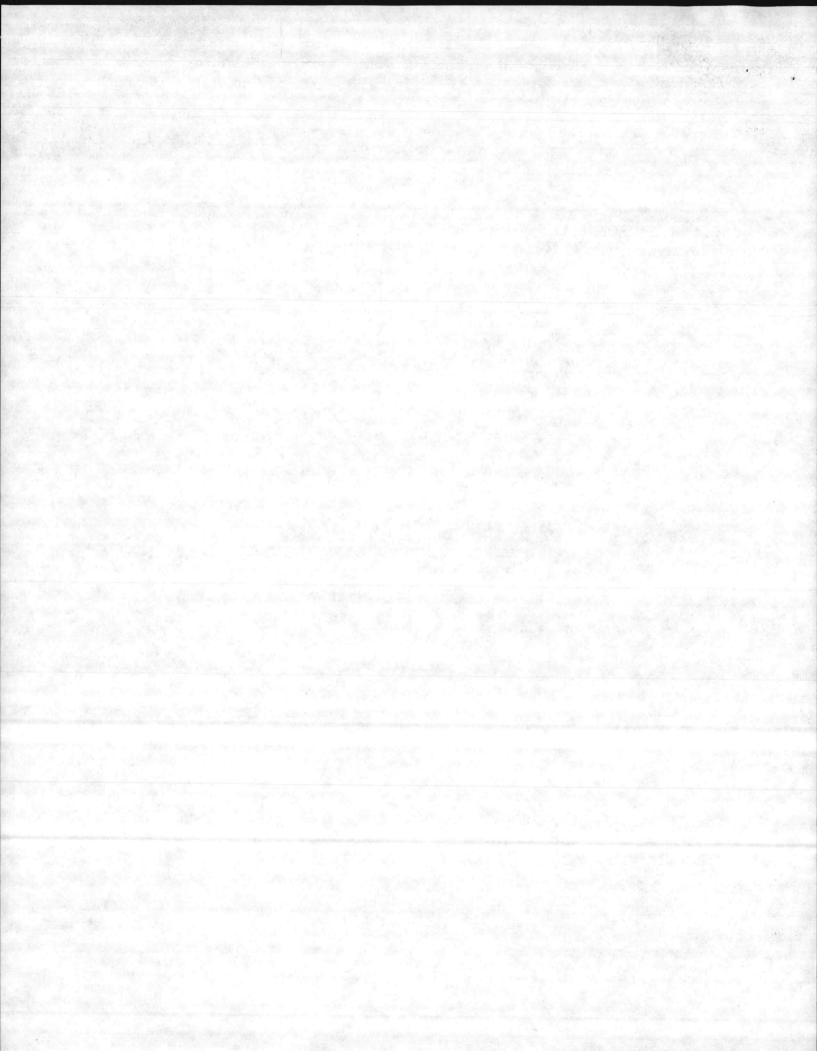
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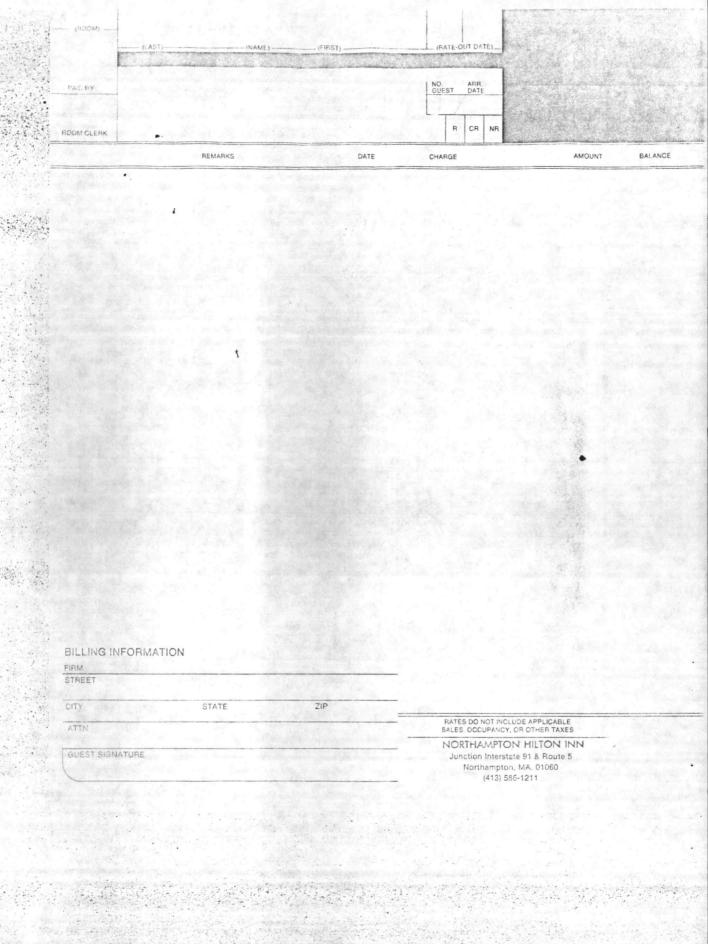
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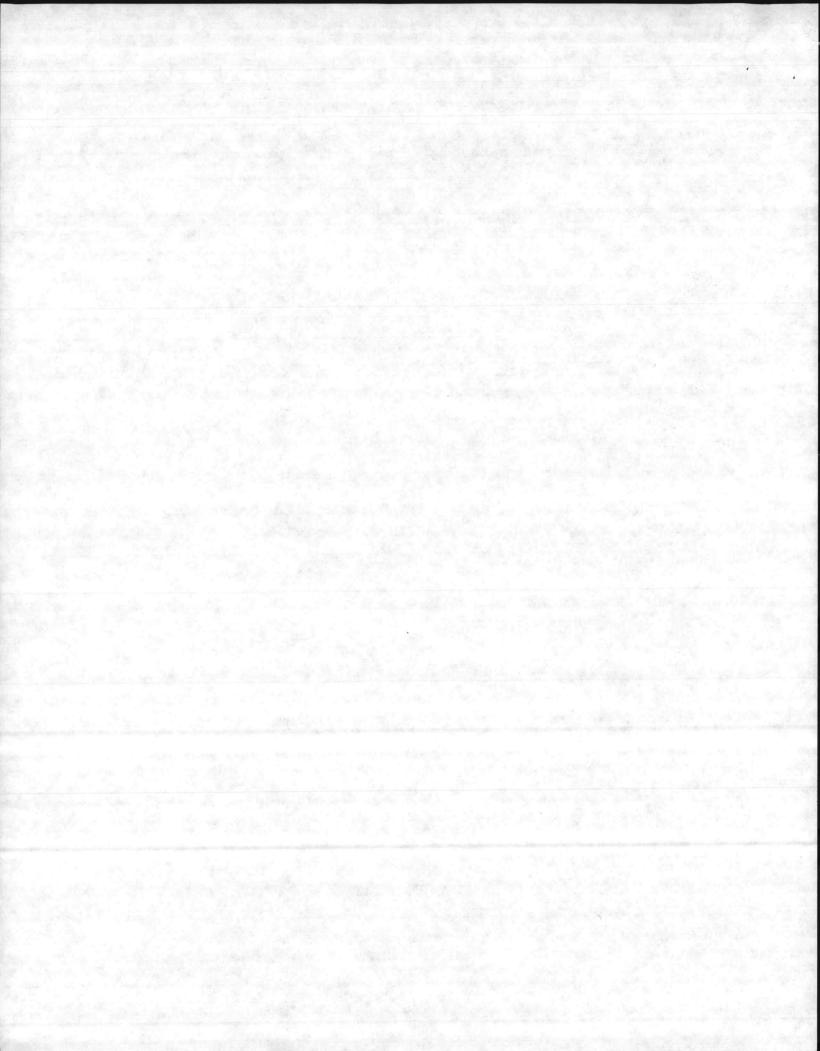
111

#	DATE	DESCRIPTION	AMOUNT
1	3/09/86	ROOM	\$48,00
2	3/09/86	STATE OCCP TAX 5.7%, 1115/27552/1/4/	\$2.74
3	3/09/86	BOSTON OCCP TAX 4% 1115/27553/1/4/	\$1.92
4	3/10/86	CASH PAYMENT 1115/1/1/4 ADVANCE AT C/IN	\$157.96CR
5	3/10/86	LONG DISTANCE-AUTO 1115/3100394003/1/4 08:00/3736184	\$.60
6	3/10/86	LONG DISTANCE-AUTO 1115/3100760015/1/4 19:42/9193471552	\$.460
7	3/10/96	ROOM	\$48,00
8		STATE OCCP TAX 5.7%. 1115/29722/1/4/	\$2.74
9		BOSTON OCCP TAX 4% 1115/29723/1/4/	\$1.92
10		LONG DISTANCE-AUTO 1115/3110346003/1/4 19:06/4135861211	\$.60
11	3/11/86	ROOM 1i15/32047/i/4/	\$48.00
12	3/11/86	STATE OCCP TAX 5.7%. 1115/32048/1/4/	\$2.74
13	3/11/86	BOSTON OCCP TAX 4% 1:15/32049/1/4/	\$1.92
14		CASH PAYMENT 1115/1115/1/4/	\$1.82CR
		BALANCE DUE	\$.00

FOLIO #				400000000000000000000000000000000000000
	COMPANY		STREET	
		CITY	STATE	POSTAL CODE
CUST. NO.	I AGREE THAT MY PERSONAL LIABILITY SHALL NOT BE WAIVED IN THE EVENT OF			
OF CHG	NON-PAYMENT OF THIS BILL.	SIGNATURE	ATTN:	PHONE







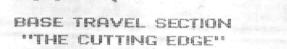
TIRD TIPS

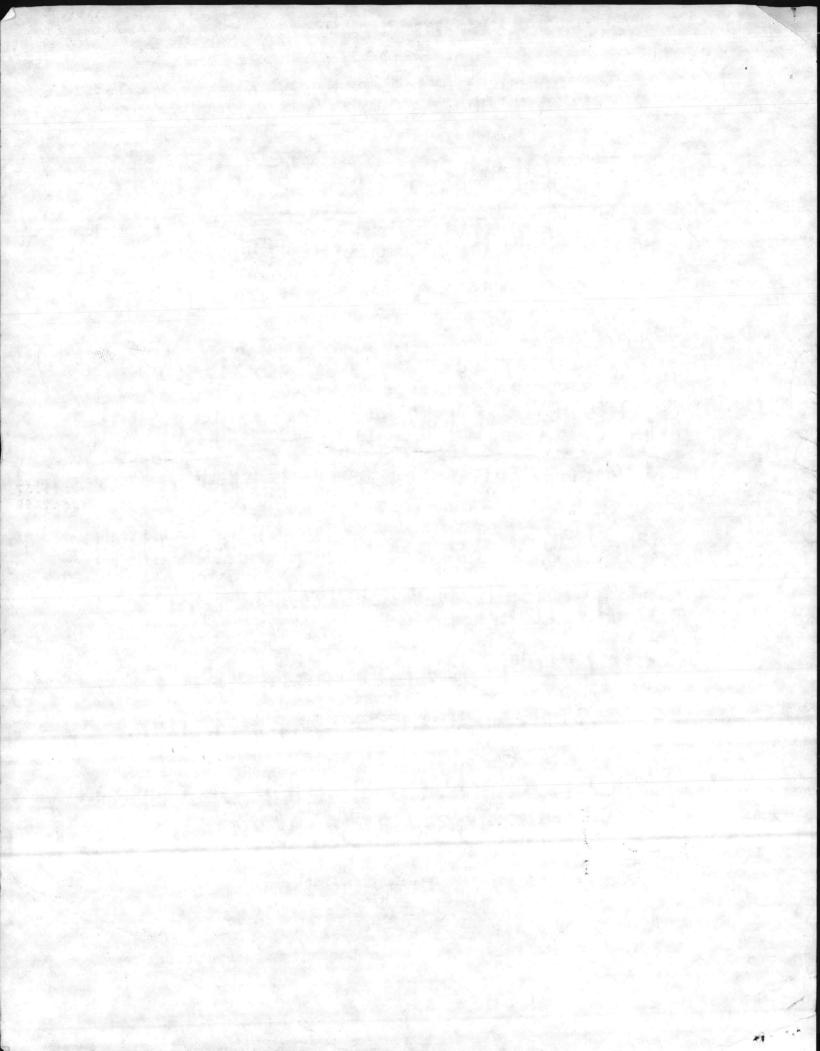


COURTESY OF MCB DISB OFFICE IF YOU HAVE QUESTIONS PLEASE ASK!

E WHEN TAD IS AT A MILITARY COMPAND OFIGUR A QTRS/MESS ENDO 3 OBTAIN LONGING BECEIPT AND RECEIPTS FOR ANY TIEM OVER 25.00 4. WHEN UNDER MOTE 4 REPORT TO TWO FOR ENDO







REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSON (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21. 18 Feb 86 REQUEST FOR OFFICIAL TRAVEL 3. POSITION TITLE AND GRADE OR RATING 2. NAME (Last. First. Middle Initial) Phillips, Mary Lynn
4. OFFICIAL STATION 465-25-6823 Editorial Assistant (Typing). 5. ORGANIZATIONASELEMENT FICE, MOB PHONE NO. Marine Corps Base CAMP LEJEUNE, NC 28542 Camp Lejeune, NC Public Works 360366 7. TYPE OF ORDERS B. SECURITY CLEARANCE ADVANCE To attend Spec Contracts Bo 10-12 Wat 86 Single N/A onstruction 10 a. APPROX NO. OF DAYS OF TDY (Including travel time) b. PROCEED O/A (Date) DLA 47/4 9 Mar 86 Selfillova 11. ITINERARY VARIATION AUTHORIZED LessA From Jacksonville, NC to Boston, MASS and return DOV CV SYM 5190 MODE OF TRANSPORTATIOND. R. RUCH 12. PRIVATELY OWNED CONVEYANCE (Check one) COMMERCIAL GOVERNMENT RATE PER MILEDISBURSING OFFICE, NOB RAIL BUS VEHICLE MORE ADVANTAGEOUS TO CONFIDENCE OF COMMON CARRIER TRANSPORTATION & STRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & AS INDICATED DIEM TO CONFIDENCE OF COMMON CARRIER TRANSPORTATION & AS INDICATED DIEM TO CONFIDENCE OF COMMON CARRIER TRANSPORTATION & AS INDICATED DIEM TO CONFIDENCE OF COMMON CARRIER TRANSPORTATION & AS INDICATED DIEM TO CONFIDENCE OF COMMON CARRIER TRANSPORTATION & CONFIDENCE OF CONFIDE AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) Willeage 13. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. PerDiem 8 USS.00 OTHER RATE OF PER DIEM (Specify) 15. ADVANCE AUTHORIZED ESTIMATED COST DepTvI 14. *395.00(reg fee) ATOTAL PER DIEM TRAVEL 318.75 \$ 206.00 \$ 25.00(limo feet 1 15,944. 75 \$ 485.00 16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration Travel meets criteria of SECDEF 18Jan82 memo. MCBCL 12270 (Estimated Cost Information for TDY) is required to upon liquidation of these orders. Items 4 and 6 of the attached Statement of Instructions Saboly to this order. 17. REQUESTING OFFICIAL (Tille and signature) 18. APPROVING OFFICIAL (Title and signature) L. H. PASSINGHAM ZA HOSEA HORNE, JR.

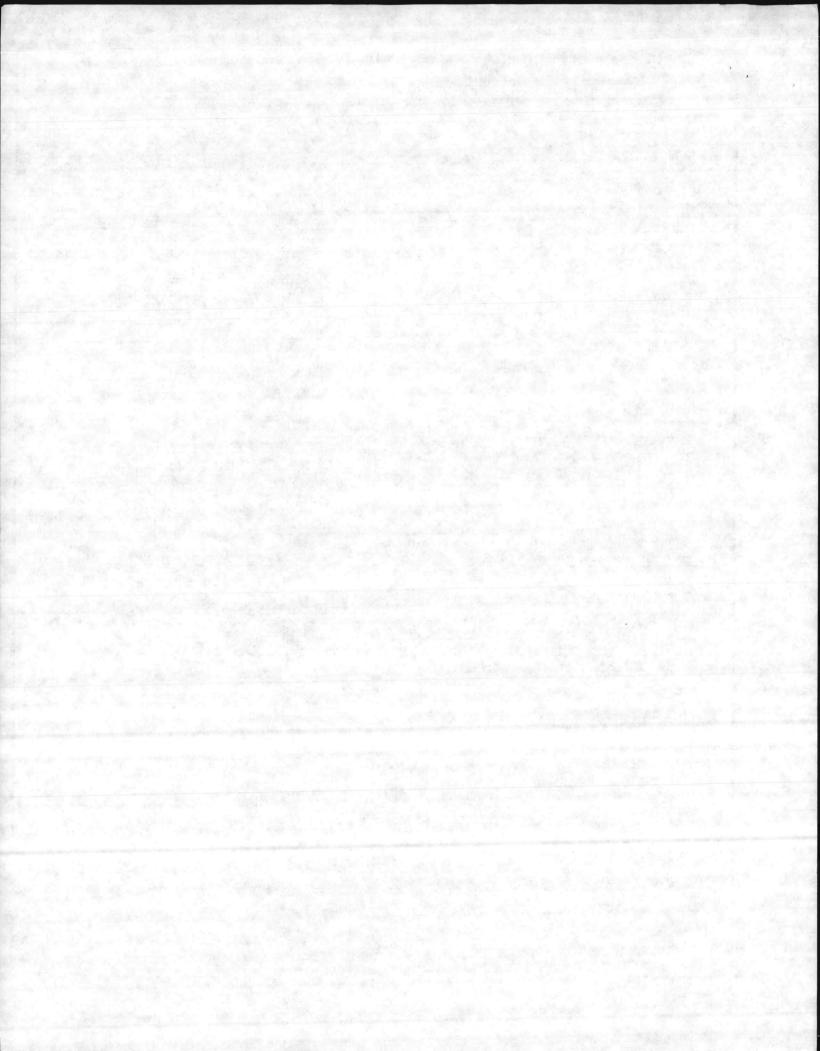
NO.	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB- AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	(Tango)NO.	COST CODE
A	1761106.2720	000	67001	0	067001	2D	002106	AA6 10 0476 3D221
U	*1761106.2720	boo	67001	2	067001	2D	002106	AA6 10 0477 10220

By direction of the Commanding General MCB, Camp Lejeune, NC 28542

22. TRAVEL ORDER NUMBER

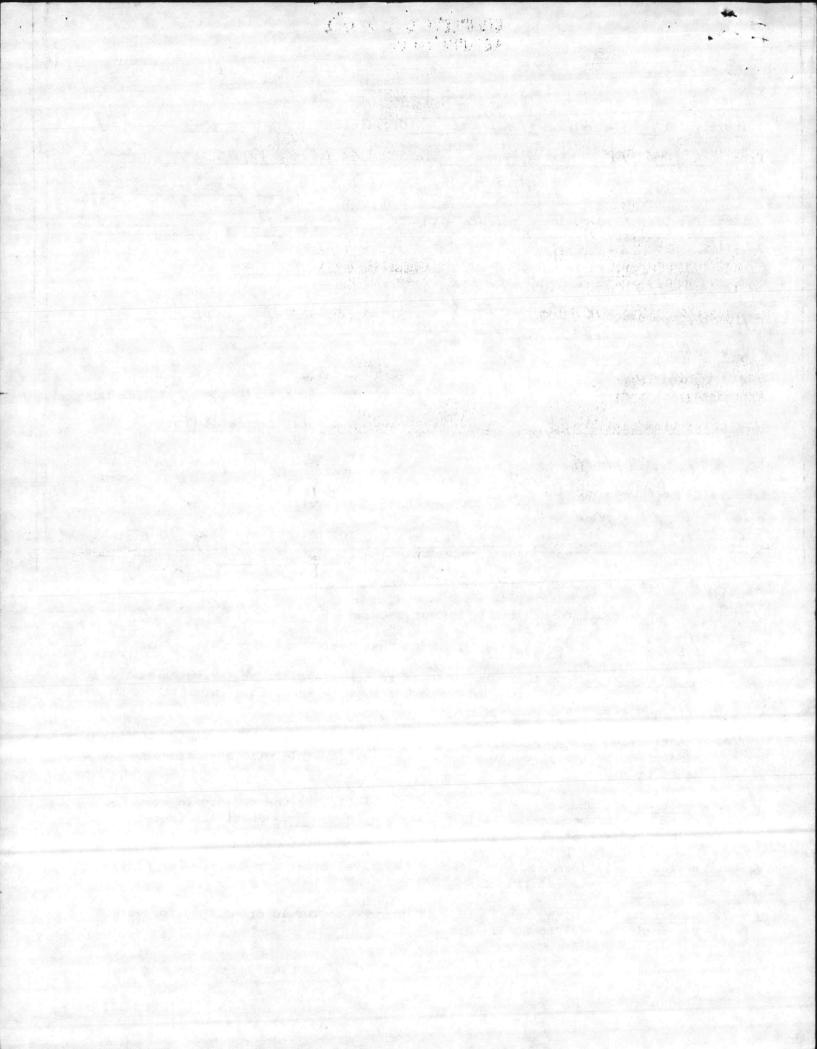
002106

NAVY OVERPRINT - JAN. 1971



ESTIMATED COST INFORMATION FOR TDY

Itinera	ry for Mary Lynn	Phillips or	ganization Pwo	Ext. 22/3
From	Jos, re	То	Boston, MAS.	5 + Storb CLNC
Dates o	f Travel 9 + /3 /	Nov 86 Dates	of Training /0-/2	2 Mar 86
Maximum	Per Diem Allowed in Ad	cordance with JTR	475.00	
L/	Schedule NC 9 Mar	0735	Cost - Round	Trip
Arr	Boston, MASS_ Boston, MASS_	-1050 May 0700	# 201	6.00
Arr	gax, nc _	005		
1	Per Diem Estimate		Total Estimate	d Cost
3/4	day 9 Mr	56.25 225.00 37.50	Per Diem Travel Limousine Fees Registration Fees	318.75 206.00 25.00 (To be billed)
1/2	day 13 mar	318.75	TOTAL	944.75
NOTE:	ITEMS CHECKED BELOW APP			
	Reservations - make re	eservations with P	assenger Transportation	n, extension 1971.
△ 3.	High Cost Area - on the record of each meal, to are required.	ne form attached t cip, and any other	o the travel order, tr expense incurred. Re	aveler must keep ceipts for lodging
4.	Constructive Travel - time spent in travel of leave or LWOP.	POV is authorized outside common car	for the traveler's co rier schedule will be	nvenience. Work charged to annual
5.	Overtime - approximate based on the above schemet under FLSA	nedule is 44	traveler may be subject. Justifi	t to overtime cation: // Non-
6 .	Review - this form must prior to approval of		travel order for Compt	roller's review
□ 7.	Submit DD 1556 with to See enclosure (2) to 1		pose of TDY is other t	than for work.



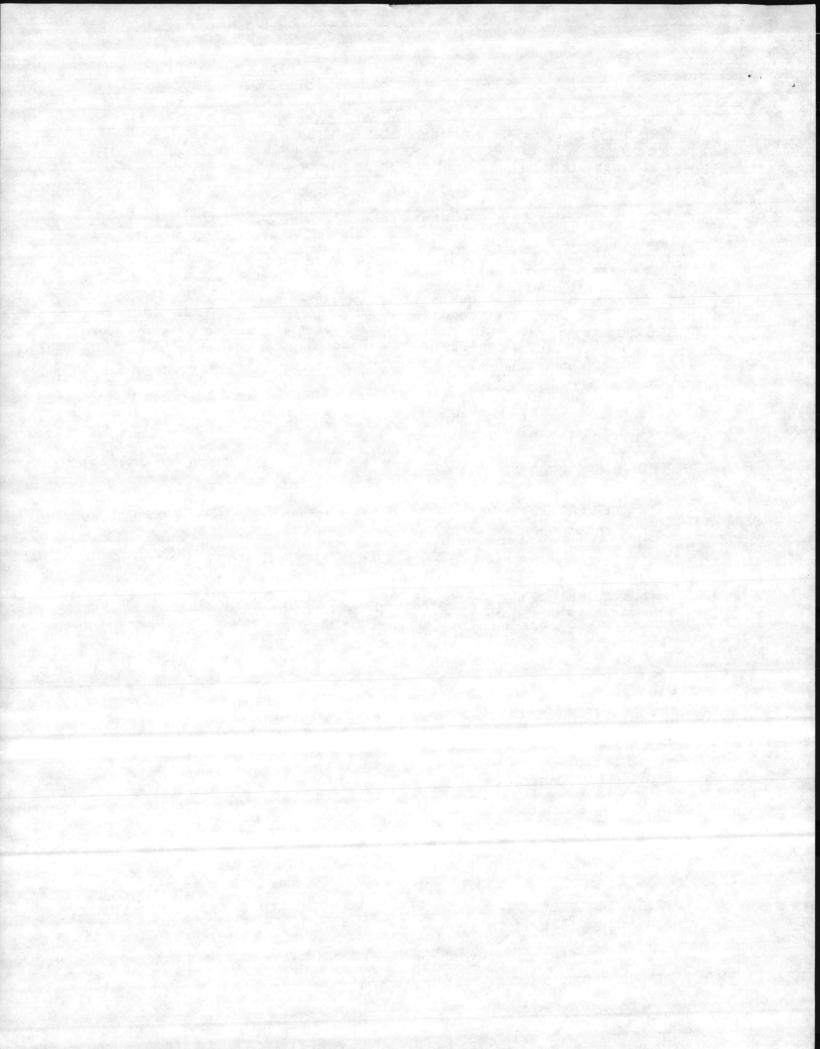
STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

002106

THE	FÇ	DLLOWING STATEMENTS (INDICATED BY X) APPLY TO TRAVEL ORDER NO.
OF		Wary Lynn thellips SSN: 565-25-6823
		O
1.		Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.		Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.		No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.	8	Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.	-	No per diem is authorized if the travel period is 10 hours or less.
6.	X	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.		Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	_	Use of Government quarters directed if available. Endorsement required.
9.		Government vehicle not available.
10.	_	Rental Car authorized.
11.	1	Other.
		그 사용에 들어 보고 있는 것이 없는 것이다.

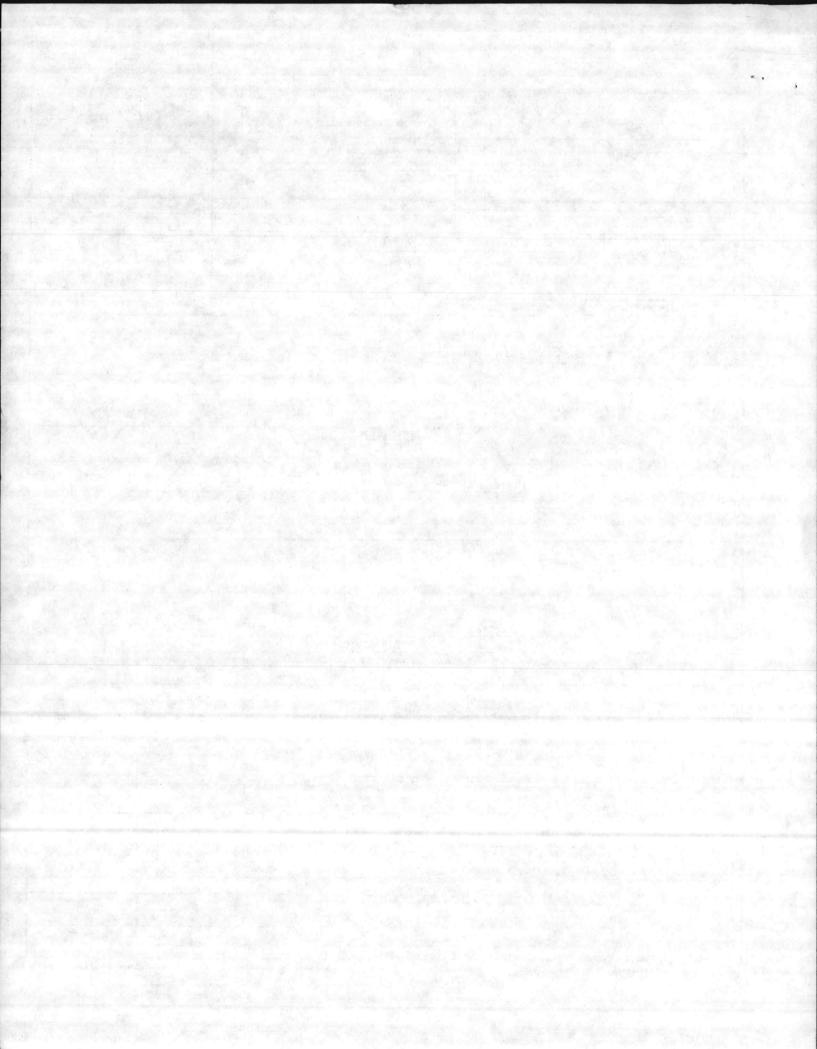
WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.



Ti	RAVEL VOU	ICHER			BUREAU VC	OUCHER NUMBER		D.O. VOUCHER NO		
		PAYME	NT F	OR			18	PAID BY		
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				7. DISLOCATION ALLOWANCE				MCBCLCN SYM 5170		
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	550	330F		\$485·						
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PER SUBVOUCHER NO.	TH	IROUGH		ATTACHED.	2. PER		TRAVE	L ALLOWANCE PAYA	MENT LISTS ATTACHED	
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		NO./SUB. ALLOT. NO.	-	ACTIVITY		COST			: 4465.00	
		NO./SUB. ALLOT. NO.	-	ACTIVITY		COST		94763DRd	: 4465.00	
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275220E - 2720		NO./SUB. ALLOT. NO.	-	ACTIVITY		COST	620	94763DRd	: 6465.00	
275220E+2700	555	NO./SUB. ALLOT. NO.	-	ACTIVITY		COST	620	94763DEC	: 4465.00	
1751106 - 2729	555	NO./SUB. ALLOT. NO.	-	ACTIVITY		COST	620	94763DEC	: 6465.00	
2751106 - 2729	555	NO./SUB. ALLOT. NO.	-	ACTIVITY		COST	620	94763DEC	: 4465.00	
275226 + 2786	555	NO./SUB. ALLOT. NO.	-	ACTIVITY UE 7002	J.K	COST	6.20	94763DEC	: 6465.00	

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PAYEE (Last Name, First, Middle Initial) PHILLIPS MARY LYNN						OR GRADE		3. SSN 465 25 68 23		
ORGANIZATION AND STATIC										
5. TRAVEL ORDER CG MCDCLC	11				4			The state of the s		
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V. R. TICES 111	RUVA			0.56	ARKS	Υ:				
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12410 PWO 1 Mar 1985

Prom: Public Works Officer, Marine Corps Base, Camp Lejeune

To: Civilian Personnel Division, Marine Corps Base, Camp Lejeune

(Attn: Training Branch)

Via: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

Subj: CIVILIAN TRAINING REQUIREMENTS, PY 1986

Ref: (a) CG MCH CLNC ltr 12410 CPD of 14 Dec 1984

Encl: (1) Civilian Employees' Training Request Forms

1. In response to the reference, the enclosure is forwarded.

E. L. ROUSE By direction

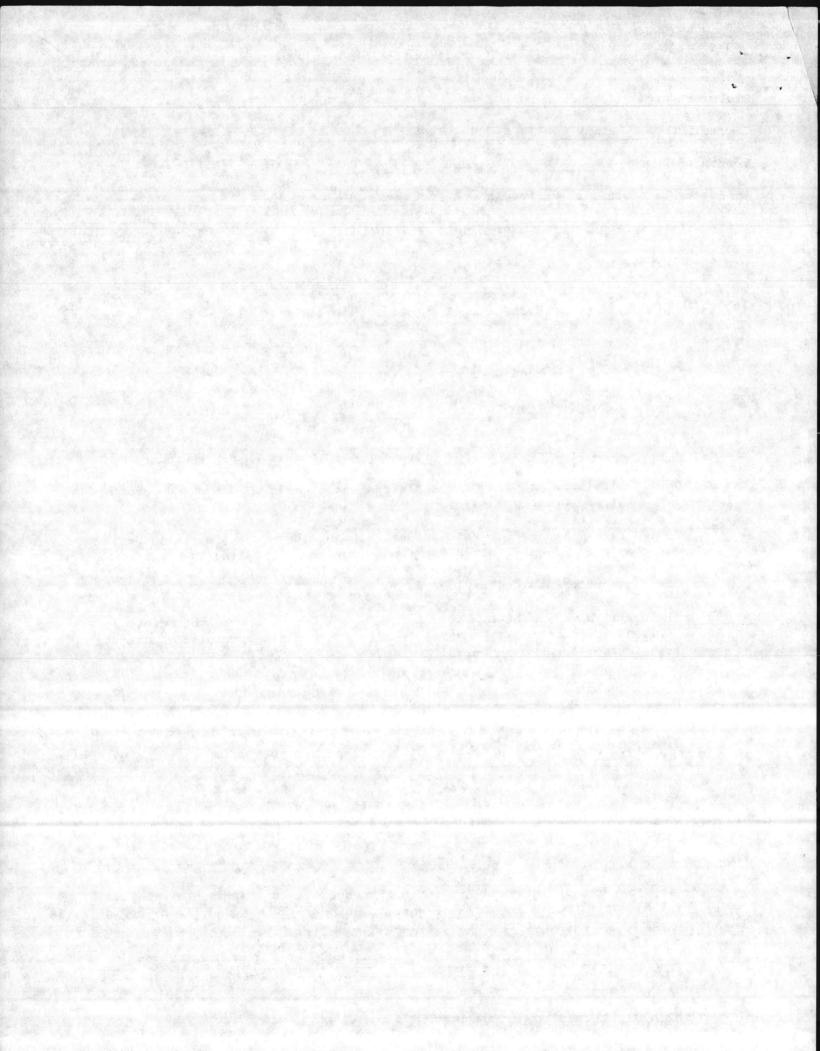
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CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name John J. Jordan Grade GS-9 Organization Public Works
Course Title Design Contract Management
Length of Course 3 days Location CECOS (New course for FY-85)
Employees Last Official Performance Rating Satisfactory
COST: Registration \$ 0 Per Diem \$ 375(Est) Travel \$ 300.00(Est)otal \$ 675.00
l. Priority assigned to the training requirement.
/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
/ X / Training Needed to ensure attainment of performance objectives
/ Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for employees enrolled in a recognized formal training program
/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
 Provide more specifically why this training is being requested. New duties. Position Description is being revised.
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? Proper contractual procedures may not be adhered to making audit
not received? Proper contractual procedures may not be adhered to, making audit requirements difficult or embarrassing.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established. EUGENE G. JONES, JR.
E. B. ROUSE
Immediate Supervisor 2d Level Supervisor

EMCLOSURE (1)

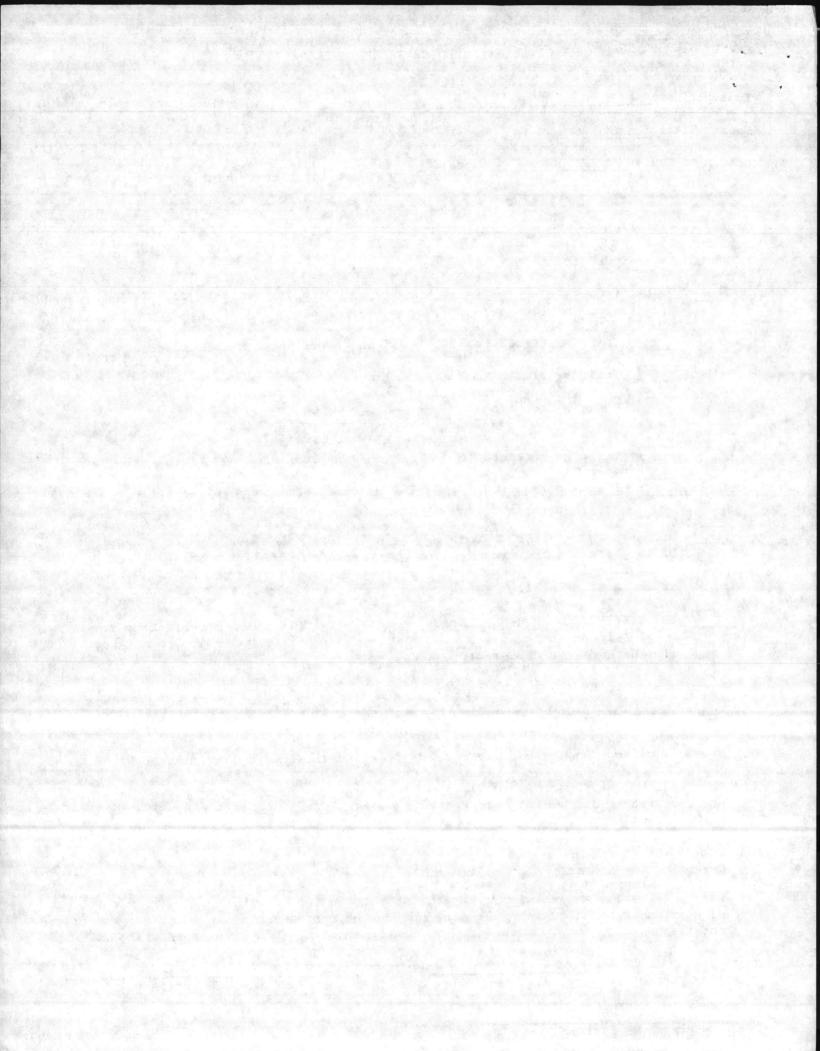
Department Head



Employee Nam	Brynn Ashton Grade GS-11 Organization Public Works
Course Title	
Length of Co	ourse 3 days Location Virginia Polytechnical Institute & State University, Blacksburg, VA
Employees La	ast Official Performance Rating Satisfactory
COST: Regis	stration \$ 495 Per Diem \$ 375 Travel \$ 130 Total \$ 1,000.00
l. Priority	assigned to the training requirement.
/X/PR	RIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered sential to mission accomplishment for one or more of the following reasons:
_	X / Training Needed to ensure attainment of performance objectives
	Training required for employees enrolled in a recognized formal training program
on th	JORITY TWO - NEEDED: Training which if not funded may impact adversely complete and qualitative mission accomplishment during the next two to see fiscal years. Example: Training to provide for the systematic placement of skilled employees.
ne	IORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be lpful in enhancing the overall performance levels of employees already nsidered to be competent.
2. Provide	more specifically why this training is being requested.
additions	of a lack of expertise in this important area, design of major repairs or so to water systems on the Base are contracted to Architectural/Engineering First cost to Marine Corps Base. of your employees have already received this or similar training? None
what will not rece	l be the impact on the organization or employee if this training is ived? Extra costs incurred to Base for Architectural/Engineering Firms for projects pertaining to the Base water system.
. Certifica	ation of training requirement:
my opinio	on that I have reviewed the training requested for this employee. It is on that the training is necessary to support the mission of the organization command; and that the priority assigned meets the criteria established.
CAR	mediate Supervisor 2d Level Supervisor

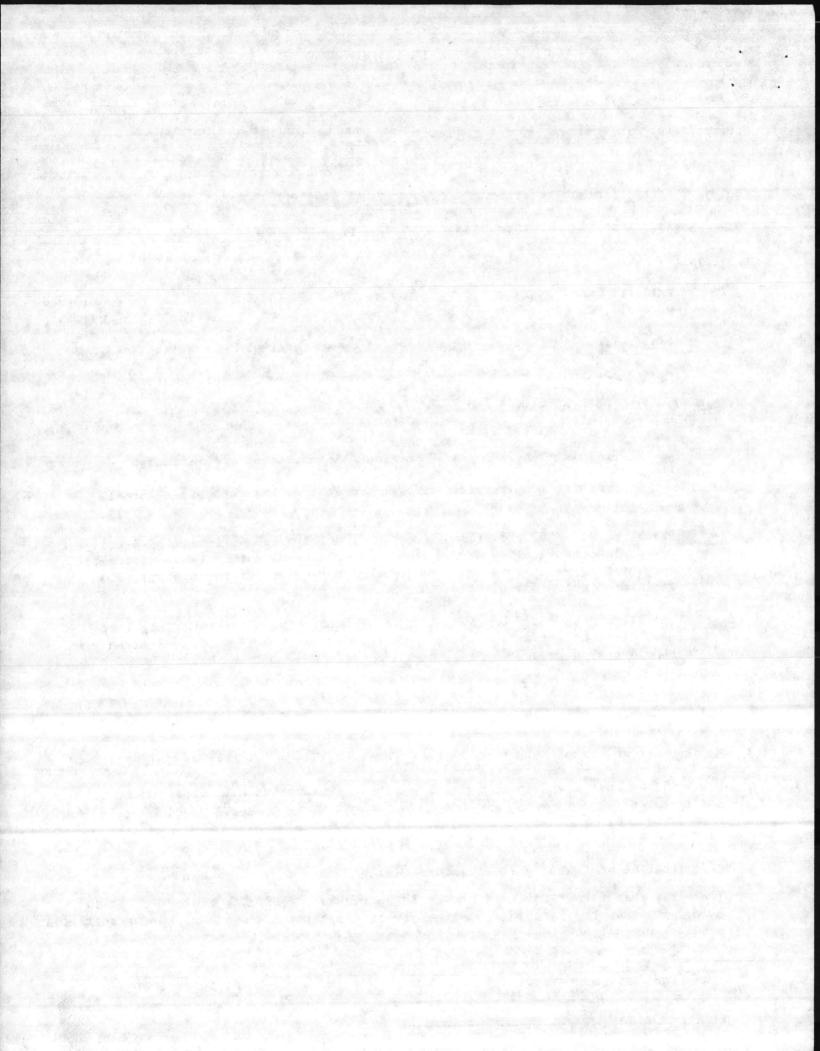
Department Head

ENCLOSURE (1)



CIVILIAN EMPLOYEE TRAINING REQUEST

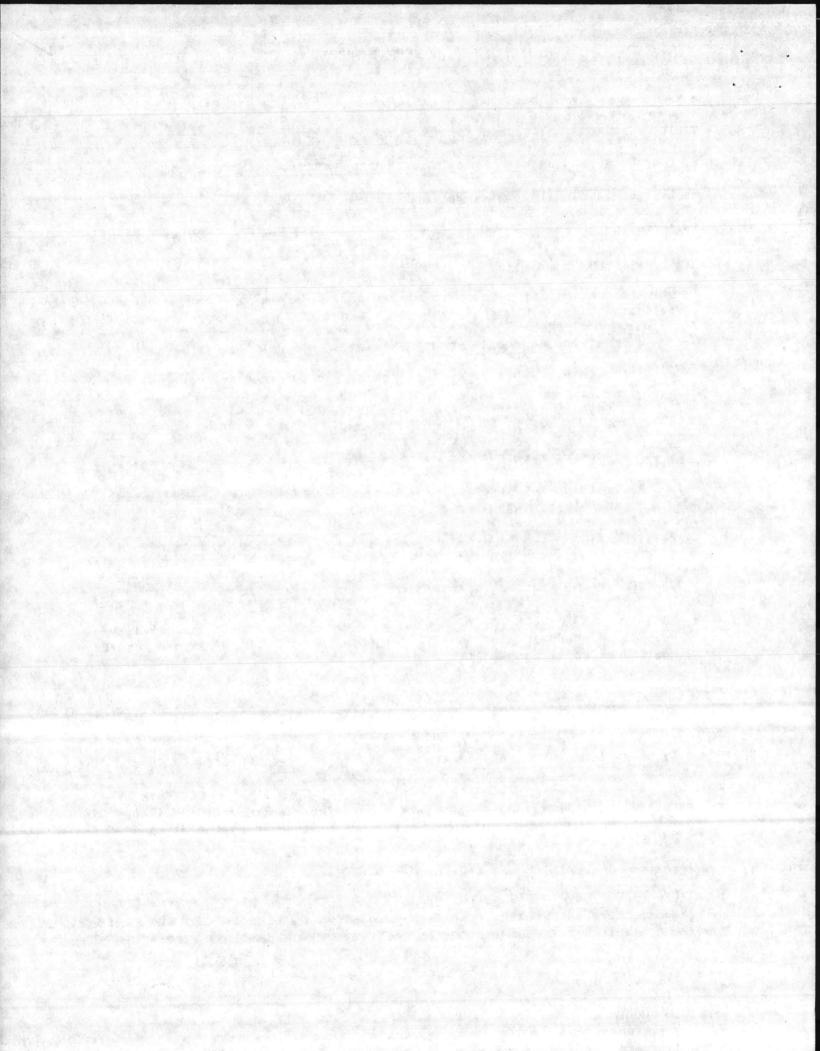
Emp	loyee Name Larry L. Brant Grade GS-9 Organization Public Works
Cou	rse Title Air Installations Compatible Use Zone Seminar (A-4A-0035) CECOS
Len	gth of Course 2 days Location CECOS (EAST)
Етр	loyees Last Official Performance Rating Satisfactory
cos:	T: Regestration \$ 0
1.	Priority assigned to the training requirement.
1	PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
	/X/ Training Needed to ensure attainment of performance objectives
	/ Training needed to correct serious performance deficiencies
	Training required by law, regulation or higher authority
	Training required for operation/maintenance of new equipment
	Training required for employees enrolled in a recognized formal training program
<u> 1</u>	PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
<u>/</u>	PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2.	Provide more specifically why this training is being requested.
]	New employee
3.	How many of your employees have already received this or similar training? None
	What will be the impact on the organization or employee if this training is not received? At present, the Planning Section Manager is the only one of five employees in the Section with any formal training in this field. This position will be vacant around January of 1987.
5.	Certification of training requirement:
	I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.
	EUGENE G. JONES, JR. E. L. ROUSE Immediate Supervisor 2d Level Supervisor



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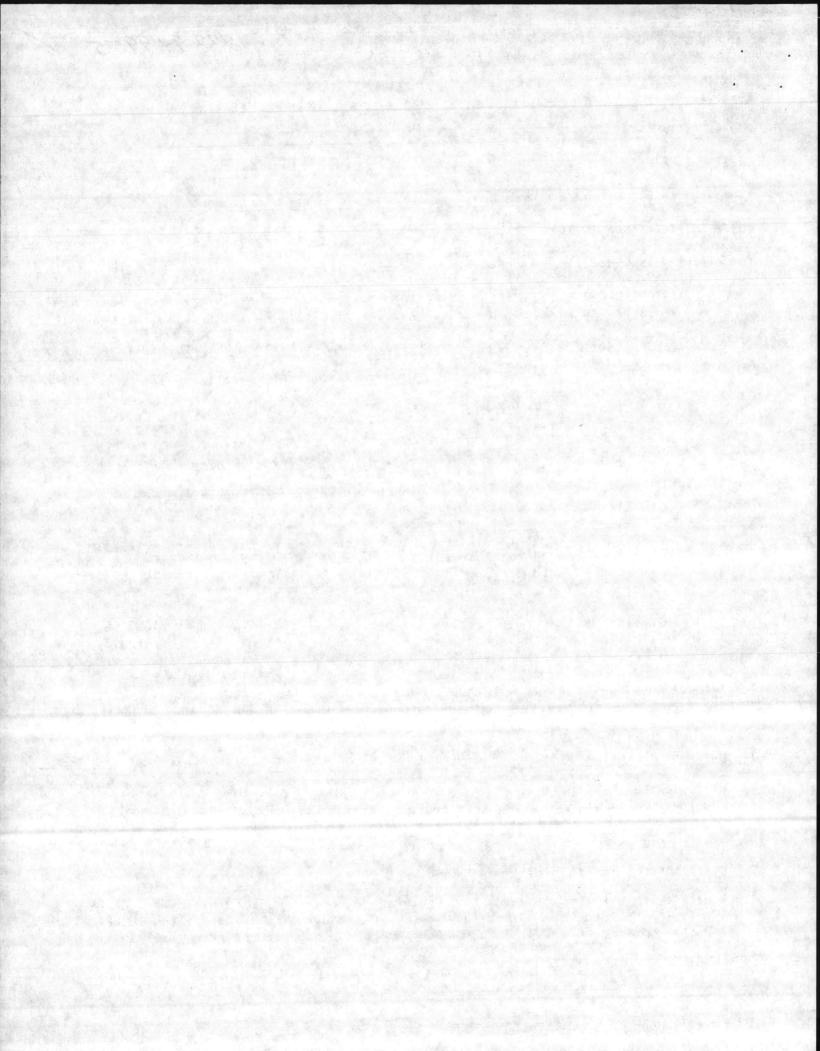
Employee Name Mary Lynn Phillips Grade GS-4/GS-5 Organization Public Works
Course Title NAVFAC Specification System - PWC/PWD Wang Operators
Length of Course 1 to 3 days Location Port Hueneme, CA
Émployees Last Official Performance Rating New Employee
COST: Registration \$ 0 Per Diem \$ 300 Travel \$ 514 Total \$ 814
l. Priority assigned to the training requirement.
/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
/ X / Training Needed to ensure attainment of performance objectives
/ Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being requested. To increase the proficiency of our only WANG operator working with the NAVFAC Guide Specification Program, especially since she receives floppy discs taken off the NAVFAC System to utilize here for Guide Specs.
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? Logg officioney and proficioney of the edition of the flower life.
based Guide Specs according to the marked-up copy prepared by the Specification write
5. Certification of training requirement: I certify that I have reviewed the training requested for this employee. It is
my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the training established.
JAMES H. FITCH E. L. ROUSE
Immediate Supervisor . 2d Level Supervisor
. Zu Level Supervisor

Department Head



CIVILIAN EMPLOYEE TRAINING REQUEST 242 94 9955 /

Employee Name Carl H. Baker Grade GS-12 Organization Public Works
Course Title Traffic Management
Length of Course 5 days Location Orlando, Florida
Employees Last Official Performance Rating Highly Satisfactory
COST: Registration \$ 595 Per Diem \$ 412.50 Travel \$302 Total \$ 1,309.50
1. Priority assigned to the training requirement.
PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
Training Needed to ensure attainment of performance objectives
/ Training needed to correct serious performance deficiencies
X / Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
 Provide more specifically why this training is being requested. Employee serves as Traffic Engineering Coordinator and he has limited training in this field.
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? Organization involved with traffic management and responsible for maki recommendations for safe and efficient traffic control and review of traffic improveme projects.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.
L. ROUSE C. A. JOHANNESMEYER
Immediate Supervisor 2d Level Supervisor

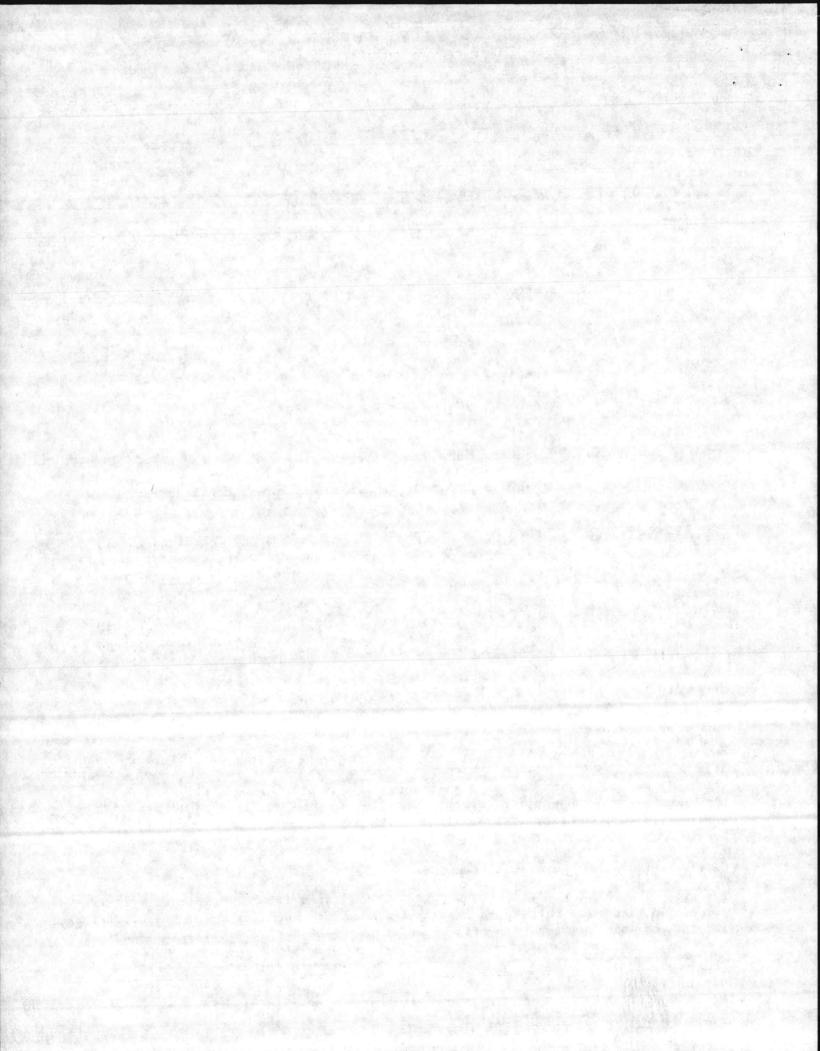


CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name Fred W. Estes Grade GS-11 Organization Public Works
Course Title Facilities Planning (A-4A-0016) CECOS*
Length of Course 5 days Location CECOS (EAST)
Employees Last Official Performance Rating Satisfactory
COST: Registration \$ 0 Per Diem \$ 450 Travel \$ 200 Total \$ 650.00
1. Priority assigned to the training requirement.
/X / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
X / Training Needed to ensure attainment of performance objectives
Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for employees enrolled in a recognized formal training program
PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being requested.
New Employee
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? At present, the Planning Section Manager is the only one of five employees in the Section with any formal training in this field. This position will be vacant around January of 1987.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established. EUGENE G. JONES, JR. E. L. ROUSE
I-modiate & many
2d Level Supervisor

Department Head
*Runs concurrent with course "Economic Analysis"

ENCLOSURE (1)



CIVILIAN EMPLOYEE TRAINING REQUEST
Employee Name Fred W. Estes Grade GS-11 Organization Public Wor
Course Title Economic Analysis (A-4A-0020) CECOS*
Length of Course 5 days Location CECOS (EAST)
Employees Last Official Performance Rating Satisfactory
COST: Registration \$ 0 Per Diem \$ 450 Travel \$ 200 Total \$ 650.00
1. Priority assigned to the training requirement.
/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons
X / Training Needed to ensure attainment of performance objectives
/ Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being requested.
New employee
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? At present, the Planning Branch Manager is the only one of five employees in the Branch with any formal training in this field. This position wi be vacant around January of 1987.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization

and the command; and that the priority assigned meets the criteria established.

EUGENE G. JONES

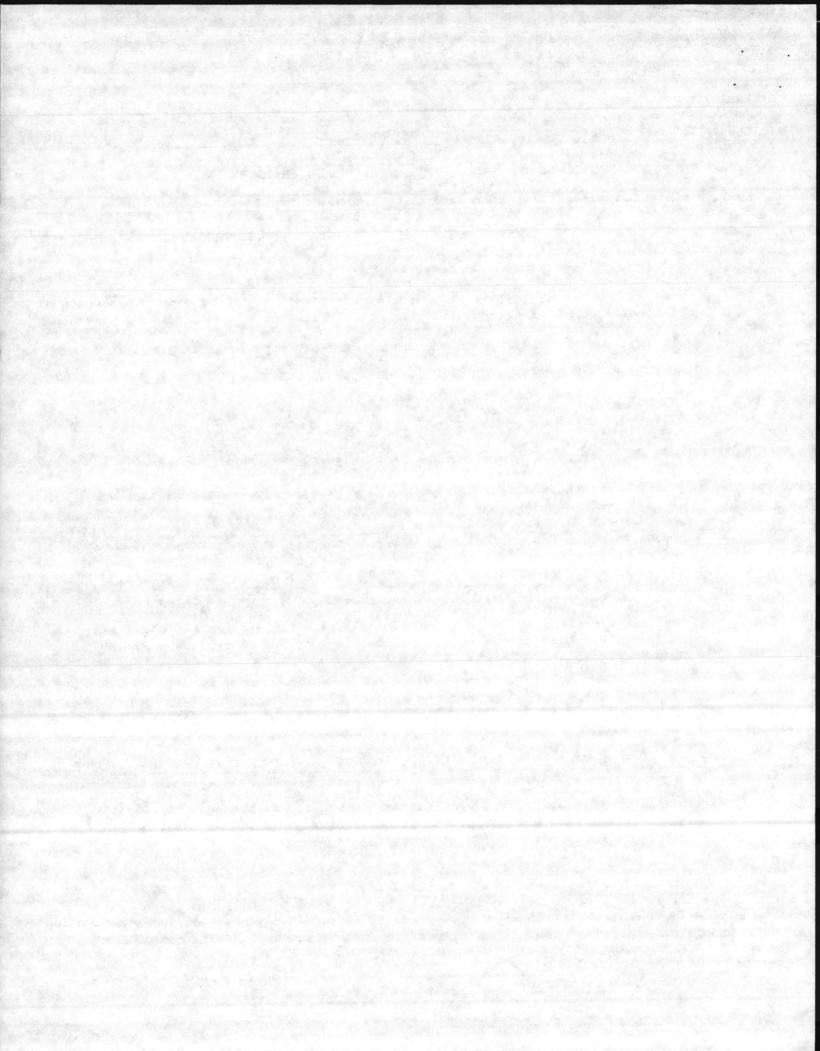
E. L. ROUSE

Department Head *Runs concurrent with course "Facilities Planning"

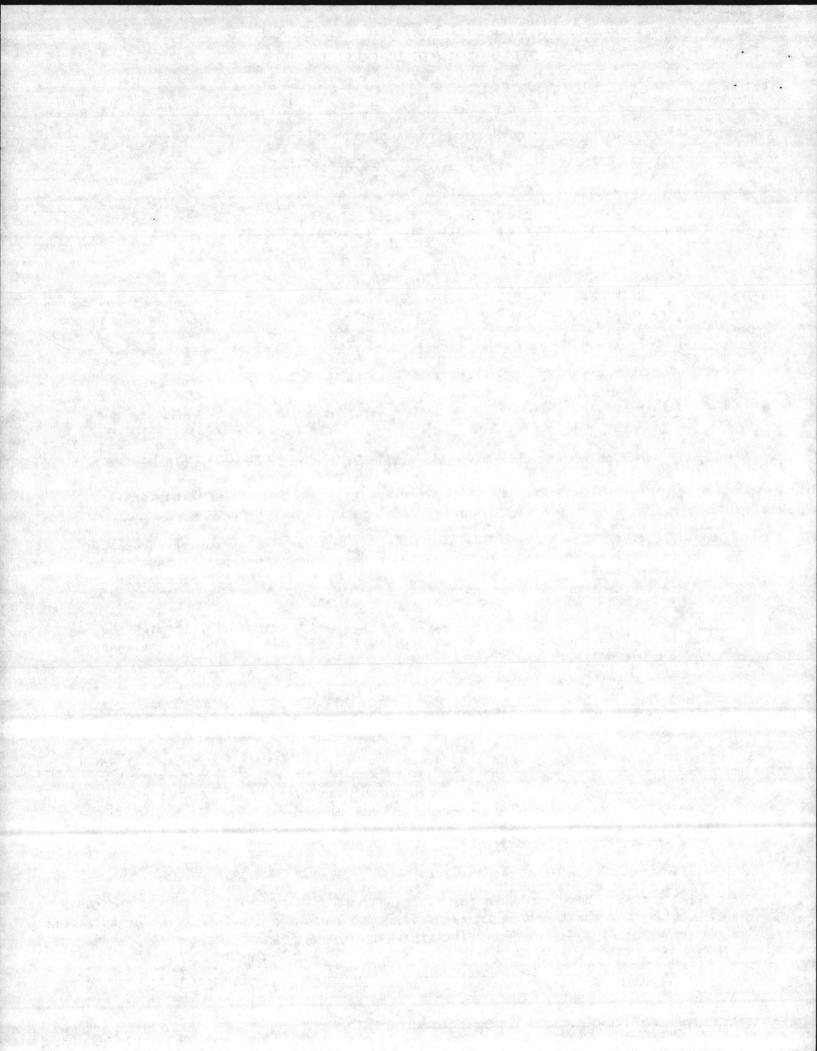
Immediate Supervisor

ENCLOSURE (1)

2d Level Supervisor



Employee Name Larry L. Brant	rade GS-9 Organization Public Works
Course Title Special Projects Seminar (A-4A-	0048) CECOS
Length of Course 2 days Location	CECOS (EAST)
Employees Last Official Performance Rating	Satisfactory
COST: Registration \$ 0 · Per Diem \$ 225	Travel \$ 250 Total \$ 475.00
1. Priority assigned to the training requirem	ent.
/ X / PRIORITY ONE - ESSENTIAL: Training essential to mission accomplishment,	required during FY 1985 that is considered for one or more of the following reasons:
/X/ Training Needed to ensure att	ainment of performance objectives
Training needed to correct se	rious performance deficiencies
Training required by law, required	gulation or higher authority
Training required for operati	on/maintenance of new equipment
Training required for employe training program	es enrolled in a recognized formal
/ / PRIORITY TWO - NEEDED: Training whice on complete and qualitative mission three fiscal years. Example: Train replacement of skilled employees.	accomplishment during the pext tuo to
PRIORITY THREE - USEFUL: Training o helpful in enhancing the overall per considered to be competent.	f a broadening nature that might be formance levels of employees already
2. Provide more specifically why this trainin	g is being requested.
New Employee	
3. How many of your employees have already re	
4. What will be the impact on the organization not received? At present, the planning Br	n or employce if this training is anch Manager is the only one of five
employees in the Branch with any formal tr will be vacant around January of 1987.	aining in this field. This position
5. Certification of training requirement:	
I certify that I have reviewed the training	g requested for this employee. It is
my opinion that the training is necessary and the command; and that the priority assistance of the pri	to support the mission of the organization igned meets the criteria established.
EUGENE G. JONES, JR.	E. L. ROUSE
Immediate Supervisor	2d Level Supervisor



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	CIVILIAN EMPLOYEE	TRAINING REQUES	T T	
				A Section
Employee Name Keith	Werner	Grade GS-11	Organization	Public Works
Course Title Ai	r Conditioning Desig	gn-Systems		
Length of Course 5 da	ys Location	University of	Wisconsin, Madi	ison, WI
Employees Last Official	Performance Rating	Highly Satis	factory	
COST: Registration \$	790 Per Diem \$ 487	7.50 Travel \$ <u>/</u>	18.00 Total :	\$1,695.50
1. Priority assigned t	o the training requ	irement.		
/ / PRIORITY ONE essential to	- <u>ESSENTIAL</u> : Train mission accomplishme	ing required duri	ing FY 1985 that ore of the follow	is considered ving reasons:
// Traini	ng Needed to ensure	attainment of pe	erformance object	tives
Traini	ng needed to correct	t serious perform	nance deficiencie	es
/ Traini	ng required-by law.	regulation or h	igher authority	

	/	Training required by law, regulation or higher authority
		Training required for operation/maintenance of new equipment
		Training required for employees enrolled in a recognized formal training program
/	PRIORI on com	TY TWO - NEEDED: Training which if not funded may impact adversely applete and qualitative mission accomplishment during the next two to

PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

three fiscal years. Example: Training to provide for the systematic

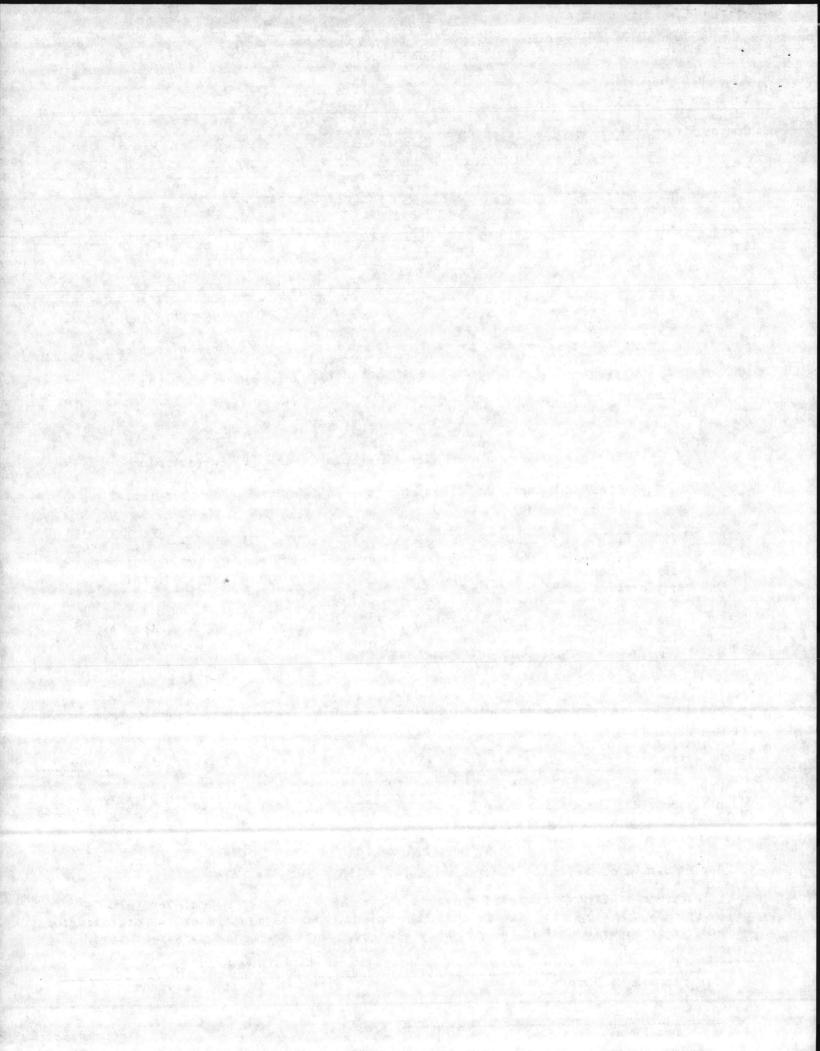
- Provide more specifically why this training is being requested. Training will equip employee with knowledge to help him to evaluate, select, and design the most advantageous air conditioning system for the station.
- How many of your employees have already received this or similar training?
- What will be the impact on the organization or employee if this training is not received? The employee will not be as efficiently equipped to perform his required duties since he has not had similar training. He will have to rely on other employees that are considered to be competent in this field.
- Certification of training requirement:

replacement of skilled employees.

I certify that I have reviewed the training requested for this employee. It is

my opinion that the t	raining is necessary	to support the m	mission of the	organization
and the command; and T. H. HANKINS,	that the priority as	signed meets the	offteria estat	olished.
T THE WANTENE		THE	Oran .	
T. H. HANKINS,	JR	E. L. R	TOUSE	

Immediate Supervisor 2d Level Supervisor

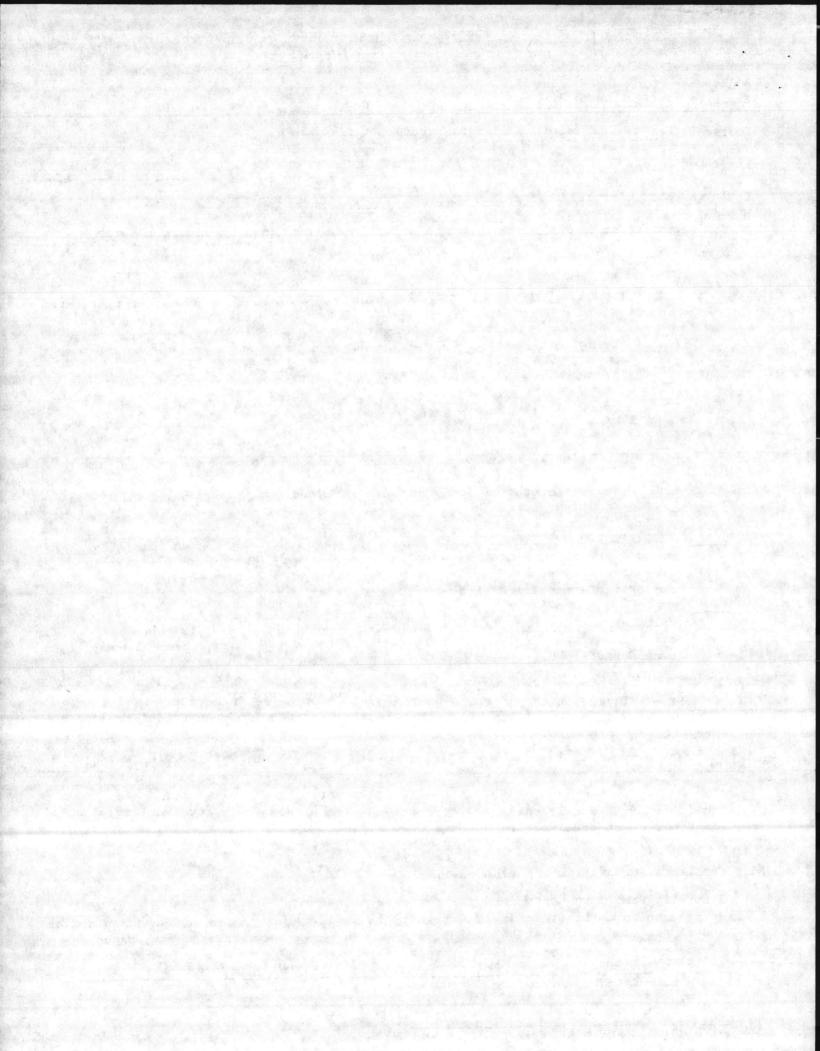


EMCLOSURE (1)

CIVILIAN EMPLOYEE TRAINING REQUEST

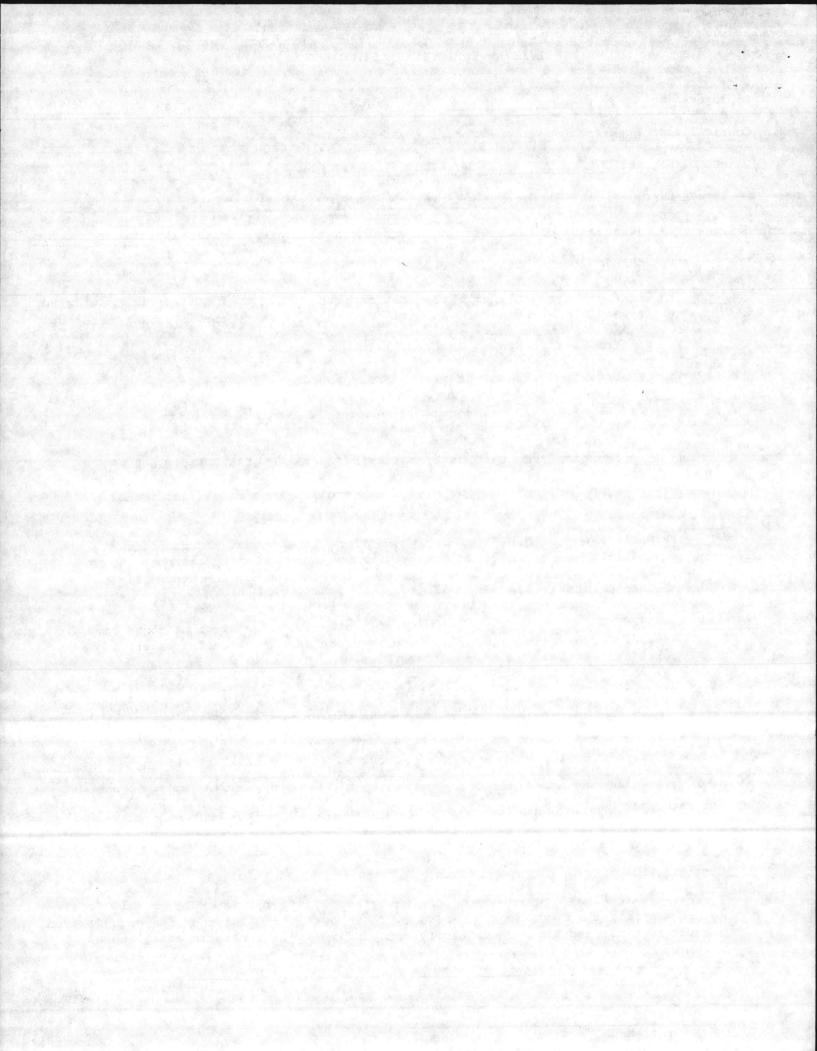
Employee Name James H. Fitch Grade GS-12 Organization Public Works
Course Title Specifications and Construction Contracts
Length of Course 3 days Location Dallas, Texas
Employees Last Official Performance Rating Satisfactory
COST: Registration \$ 425 Per Diem \$ 300 Travel \$ 330.00 Total \$ 1,055.00.
l. Priority assigned to the training requirement.
/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
Training Needed to ensure attainment of performance objectives
Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees. PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being requested. To keep employee abreast of state-of-the-art. To provide interchange of ideas and sharing with other specifiers, Industry representatives, and contractor employees. See attached brochure.
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? Not learning new concepts and techniques to improve quality, quantit and accuracy of construction specifications.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command, and that the priority assigned meets the criteria established.
E. L. ROUSE C. A. JOHANNESMEYER
Immediate Supervisor 2d Level Supervisor .

Department Head



Employee Name Andrew Young Grade GS-11 Organization Public Works
Course Title Lighting Design: Principles & Practices
Length of Course 2 days Location Raleigh, NC
Employees Last Official Performance Rating Highly Satisfactory
COST: Registration \$ 140.00 Per Diem \$ 187.50 Travel \$ 50.02 Total \$ 377.52
1. Priority assigned to the training requirement.
/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
// Training Needed to ensure attainment of performance objectives
Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
Note on Complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
 Provide more specifically why this training is being requested. To develop better understanding of lighting design and practice in relationship to modern light sources and general economy.
3. How many of your employees have already received this or similar training?
4. What will be the impact on the organization or employee if this training is not received? Inadequate lighting designs and practices may result.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the efficience established.
L. G. NORRIS, JR. Immediate Supervisor 2d Level Supervisor
2d Level Supervisor
Department Head
ENCLOSURE (1

ENCLOSURE (1)

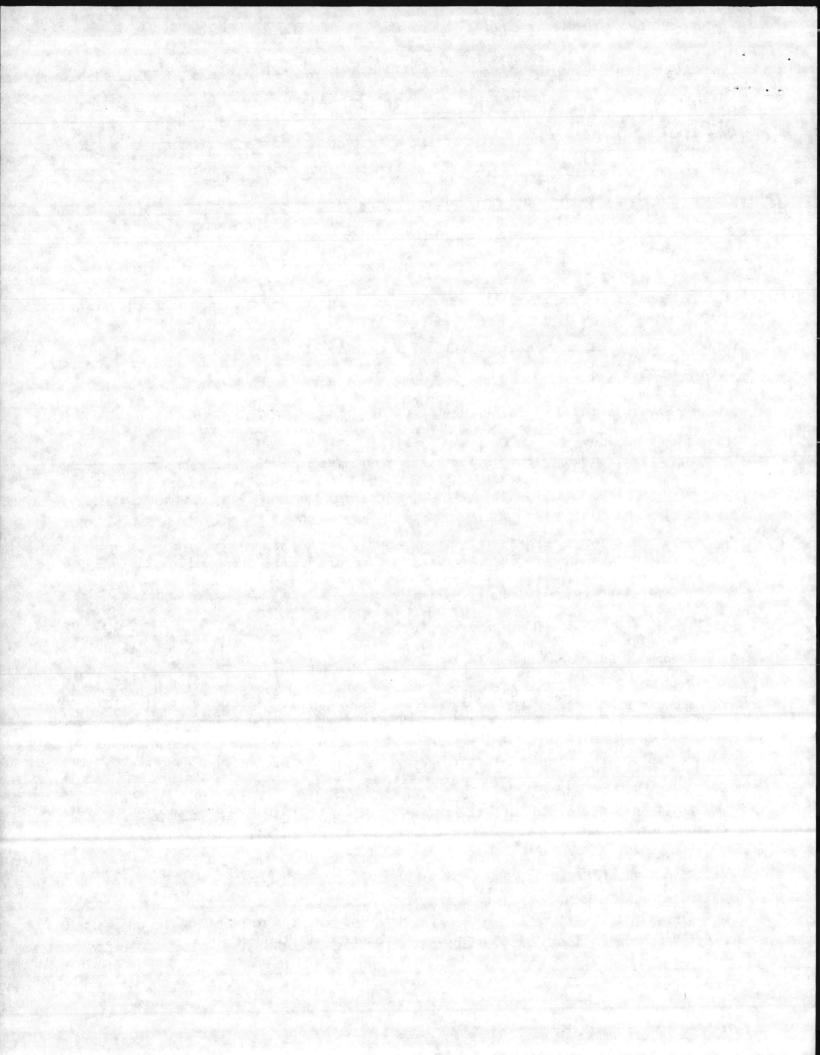


ENCLOSURE (1)

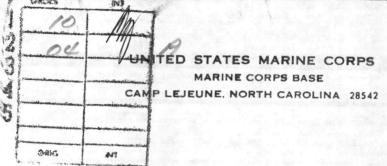
CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name Delmar D. Weaver Grade GS-11 Organization Public Works
Course Title Construction Costs: Estimating and Bidding
Length of Course 2 days Location Southern Methodist University, Dallas, TX
Employees Last Official Performance Rating Outstanding
COST: Registration \$ 545 Per Diem \$ 250.00 Travel \$ 330 Total \$ 1,125.00
1. Priority assigned to the training requirement.
/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
// Training Needed to ensure attainment of performance objectives
Training required-by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
/ X / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.
PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being inducated of preparing construction estimates—both from classroom presentation and from interchange of ideas with the many other professionals attending.
3. How many of your employees have already received this or similar training? None
4. What will be the impact on the organization or employee if this training is not received? Our estimator will not gain an exposure to new concepts of estimating or to other approaches. Therefore, an opportunity to improve his estimating will have passed.
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.
J. H. FITCH E. L. ROUSE Immediate Supervisor 2d Level Supervisor
Zu Level Supervisor

Department Head







12410 CPD 1 1 DE 1984

From: Commanding General, Marine Corps Base, Camp Lejeune

Subj: CIVILIAN TRAINING REQUIREMENTS, FY 1986; SURVEY OF

Ref: (a) BO 12410.3H

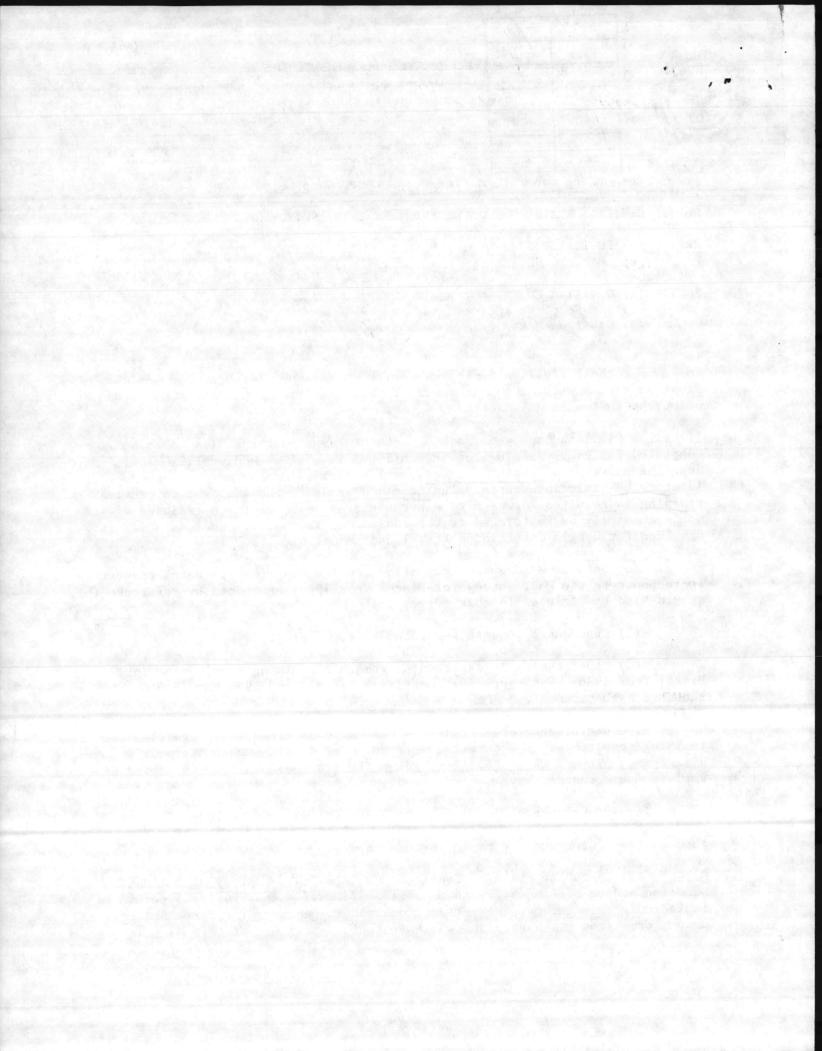
(b) CG MCB CLNC 1tr CPD/LHP/nmc 12410 9 Dec 83

Encl: (1) Civilian Employee Training Request Form

(2) TAD Cost Estimating Guide

(3) Civilian DMET Training Requirements FY 1986

- 1. In accordance with reference (a), addressees are requested to compile and submit their civilian training requirements for Fiscal Year 1986 to the Civilian Personnel Division (Attention: Training Branch) by 28 February 1985 using the following guidance:
- a. A Civilian Employee Training Request Form, enclosure (1), must be completed for each training requirement, be it local or nonlocal. Briefly describe the type of training needed, or if particular courses are known identify by title and source. The name and grade of the employee to receive training is required for reporting purposes; however, approved training will not necessarily be restricted to the individual indicated. Enclosure (2) is provided for use in determining travel and per diem costs.
- b. Any Defense Management, Education and Training (DMET) quotas requested in response to the DMET Survey for Fiscal Year 1986, announced by reference (b), should also be included in this survey if:
 - (1) the quota request was intended for a civilian and
- (2) the request is expected to remain a training requirement for Fiscal Year 1986. Enclosure (3) identifies Fiscal Year 1986 DMET quota requests by Department.
- c. The performance of employees should be considered in determining training requirements. Generally, a training need exists when there is a discrepancy between the actual level of performance and the desired level of employee performance.
- d. Additional training requirements, beyond that which is required by reference (a), in supervisory/managerial tasks and functions should be identified through the performance appraisal process and requested through this survey.
- e. All mandatory training requirements (i.e. pest control certification, handling and certifying hazardous materials for air shipment, etc.) should be included in this survey. Do not include training courses for personnel serving under formalized training plans as those courses will be automatically included.



- 2. Addressees are reminded that by reference (a) the Civilian Personnel Officer has sole responsibility for budgeting for civilian training. Also, all civilian training must be approved by the Commanding General and incorporated into the Annual Activity Training Plan before it can be accomplished. Training requirements which surface after the Activity Training Plan is formulated are considered for approval on a case by case basis. Without special approval from the Assistant Chief of Staff, Comptroller, Departments may not fund for civilian training out of their own monies. It is therefore essential that thoughtful planning be put into the completion of this survey.
- 3. Additional copies of enclosure (1) may be produced locally as needed.

JAPAIROLA By direction

Distribution:

CG

AC/S, COMP

AC/S, FAC

AC/S, MANP

AC/S, PSVC

AC/S, LOG

AC/S, BOSM

AC/S, TRNG

AC/S, SSVC

INSP

PMO

SJA

Dir, RASC

CO, SPTBN

CO, HQBN

CO, MCES

CO, MCSSS

CO, RRDET

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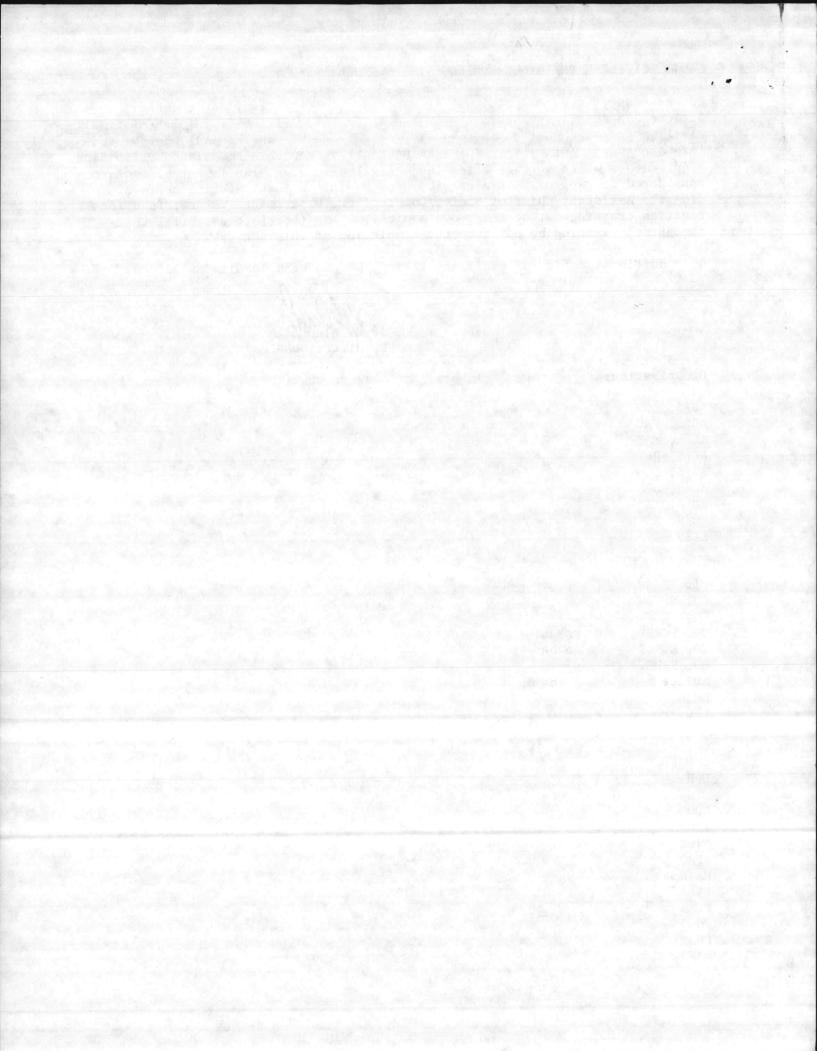
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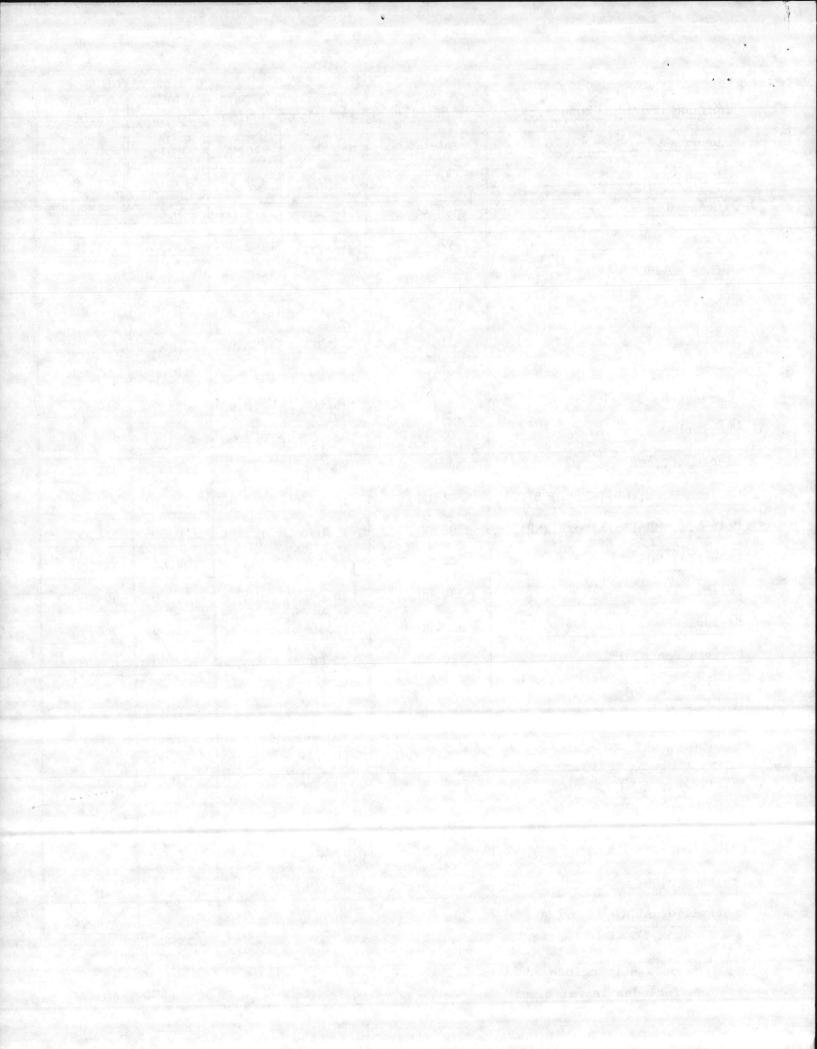
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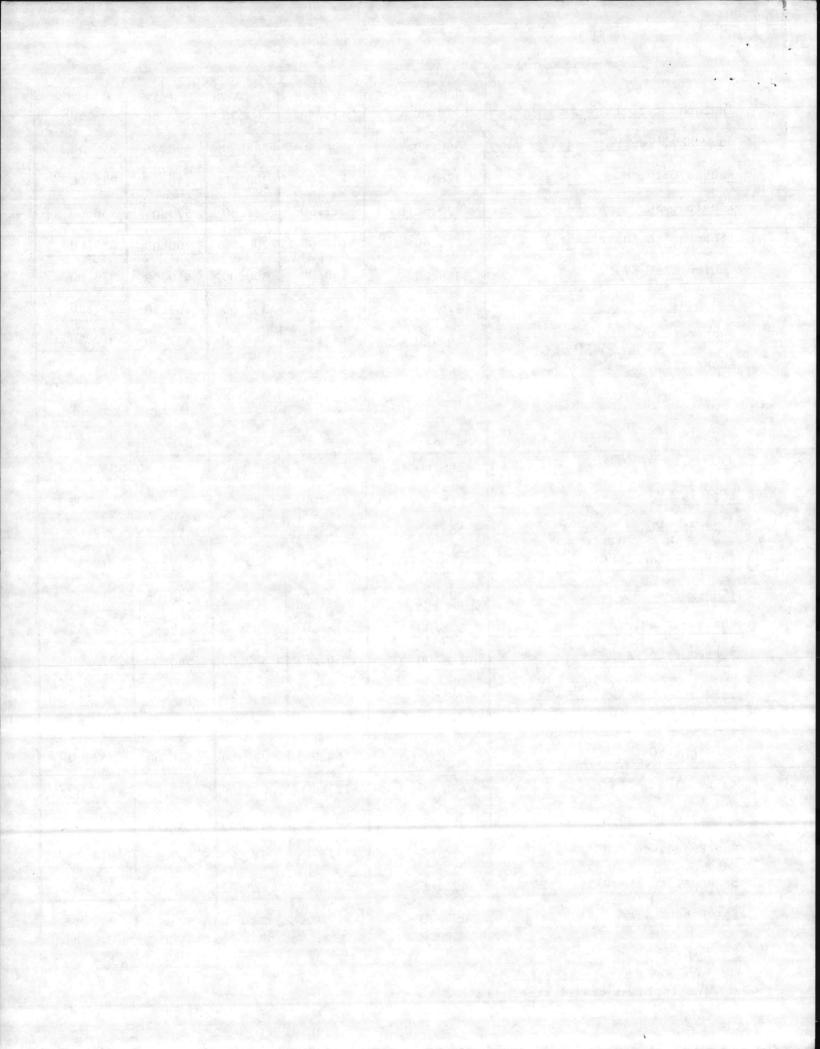
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	TRAVEL		COST BY LE		
Aberdeen Proving Grounds, MD	COST \$168.51(POV)	1 DAY 150.00	3 DAYS	1 WEEK	975.00
Albany, GA	286.00	90.00	210.00	330.00	750.00
Albuquerque, NM	510.00	187.50	337.50	487.50	1012.50
Athens, GA	248.00	75.00	175.00	250.00	625.00
Atlanta, GA	158.00	112.50	262.50	412.50	937.50
Bethesda, MD	96.00	112.50	262.50	412.50	937.50
Bloomington, IN	612.00	100.00	200.00	300.00	650.00
Boston, MA	196.00	150.00	300.00	450.00	975.00
Chapel Hill, NC	63.96(POV)	75.00	175.00	250.00	625.00
Charleston, SC	93.48(POV)	136.00	272.00	408.00	884.00
Charlotte, NC	109.47(POV)	108.00	252.00	396.00	900.00
Cincinnati, OH	336.00	112.50	262.50	412.50	937.50
College Park, MD (Wash., D.C.)	96.00	112.50	262.50	412.50	937.50
Columbia, MD (Baltimore, MD)	96.00	75.00	175.00	250.00	625.00
Columbia, SC	244.00	136.00	272.00	408.00	884.00
Dallas, TX	330.00	150.00	300.00	450.00	975.00
Dayton, OH	330.00	112.50	262.50	412.50	937.50
aytona Beach, FL	520.00	100.00	200.00	300.00	675.00
Payetteville, NC	61.91(POV)	75.00	175.00	250.00	625.00
t. Eustis, VA	-94.30(POV)	150.00	300.00	450.00	975.00
t. Lee, VA	88.15(POV)	110.00	220.00	330.00	715.00
t. Rucker, AL (Dothan)	292.00	75.00	175.00	250.00	625.00
ainesville, FL	370.00	90.00	210.00	330.00	750.00
alveston, TX (Houston, TX)	420.00	187.50	337.50	487.50	1012.50
reensboro, NC	82.00(POV)	100.00	200.00	300.00	650.00
untsville, AL (Decatur, AL)	388.00	136.00	272.00	408.00	884.00

Air Fare does not include \$25 limo fee.
Per Diem includes travel time.



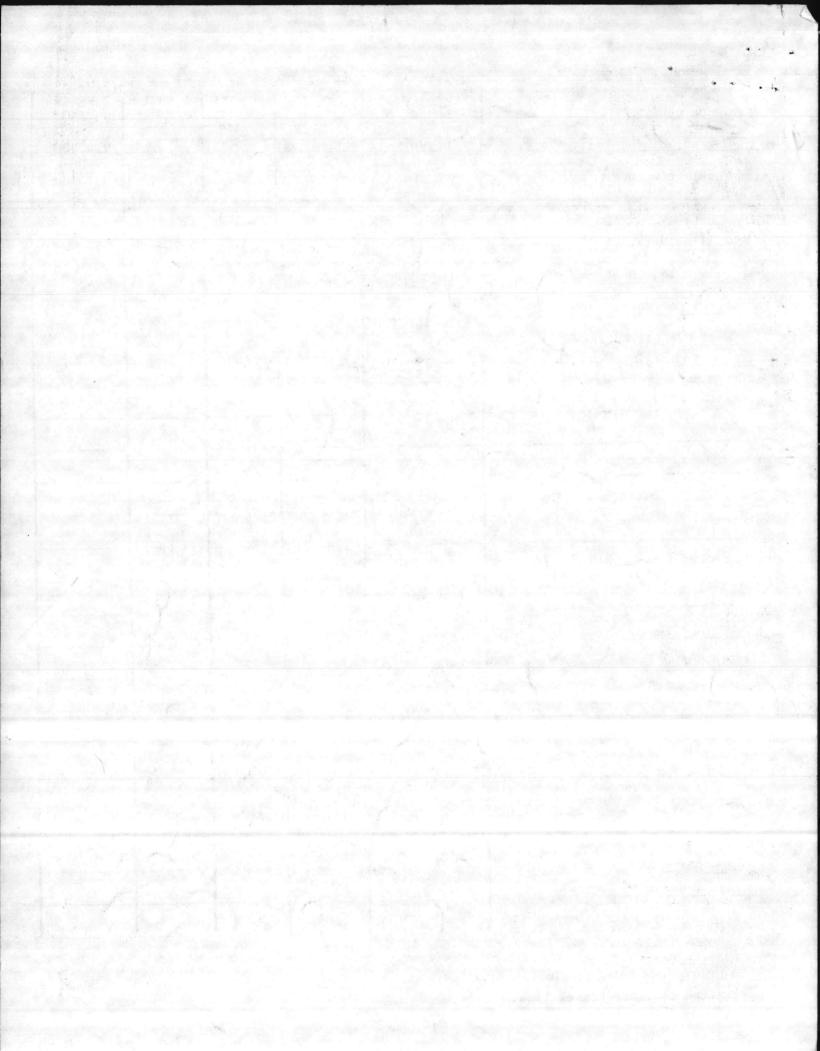
	TRAVEL		COST BY LE		
Indianapolis, IN	\$520.00	1 DAY 112.50	3 DAYS 262.50	1 WEEK 412.50	2 WEEKS 937.50
Jacksonville, FL	360.00	106,50	248.50	390.50	958.50
Kansas City, MO	286.00	150.00	300.00	450.00	975.00
Kinston, NC	20.50(POV)	11.50	34.50	57.50	138.00
Lebanon, PA (Harrisburg)	174.00	100.00	200.00	300.00	650.00
Louisville, KY	346.00	150.00	300.00	450.00	975.00
Madison, WI	418.00	187.50	337.50	487.50	1012.50
Monterey, CA	568.00	187.50	337.50	487.50	1012.50
Washville, TN	366.00	150.00	300.00	450.00	975.00
Newark, NJ	192.00	112.50	262.50	412.50	937.50
New Orleans, LA	378.00	112.50	262.50	412.50	937.50
lew York, NY	192.00	112.50	262.50	412.50	937.50
Norfolk', VA	79.54(POV)	150.00	300.00	450.00	975.00
Orlando, FL	302.00	112.50	262.50	412.50	937.50
Parris Island, SC	123.00(POV)	187.50	337.50	487.50	1012.50
ensacola, FL	308.00	126.00	252.00	378.00	819.00
Philadelphia, PA	308.00	112.50	262.50	412.50	937.50
ittsburgh, PA	288.00	150.00	300.00	450.00	975.00
Port Hueneme, CA (Oxnard)	514.00	187.50	337.50	487.50	1012.50
Quantico, VA	127.92(POV)	157.50	284.00	410.00	851.00
Raleigh, NC	50.02(POV)	148.00	296.00	444.00	962.00
ock Island, IL (Moline, IL)	436.00	125.00	225.00	300.00	675.00
an Antonio, TX	400.00	187.50	337.50	487.50	1012.50
an Francisco, CA	376.00	187.50	337.50	487.50	1012.50
avanna, IL (Clinton, Iowa)	476.00	125.00	225.00	300.00	675.00
troudsburg, PA (Allentown)	294.00	100.00	200.00	300.00	650.00

Air Fare does not include \$25 limo fee. Per Diem includes travel time.



	TRAVEL	PER DIEM			MINING
Tampa, FL	\$322.00	1 DAY 112.50	3 DAYS 262.50	1 WEEK 412.50	2 WEEKS 937.50
Warren, MI (Detroit, MI)	236.00	140.00	280.00	420.00	910.00
Washington, D.C.	96.00	112.50	262.50	412.50	937.50
Wichita Falls, TX (Shepard AFB)	380.00	125.00	225,00	300.00	675.00
Williamsburg, VA	101.27(POV)	150.00	300.00	450.00	975.00
Wilmington, DE	316.00	112.50	262.50	412.50	937.50
York, PA (Harrisburg)	286.00	99.00	231.00	363.00	825.00
West Orange, NJ (Newark)	192.00	112.50	262.50	412.50	937.50
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Air Fare does not include \$25 limo fee. Per Diem includes travel time.



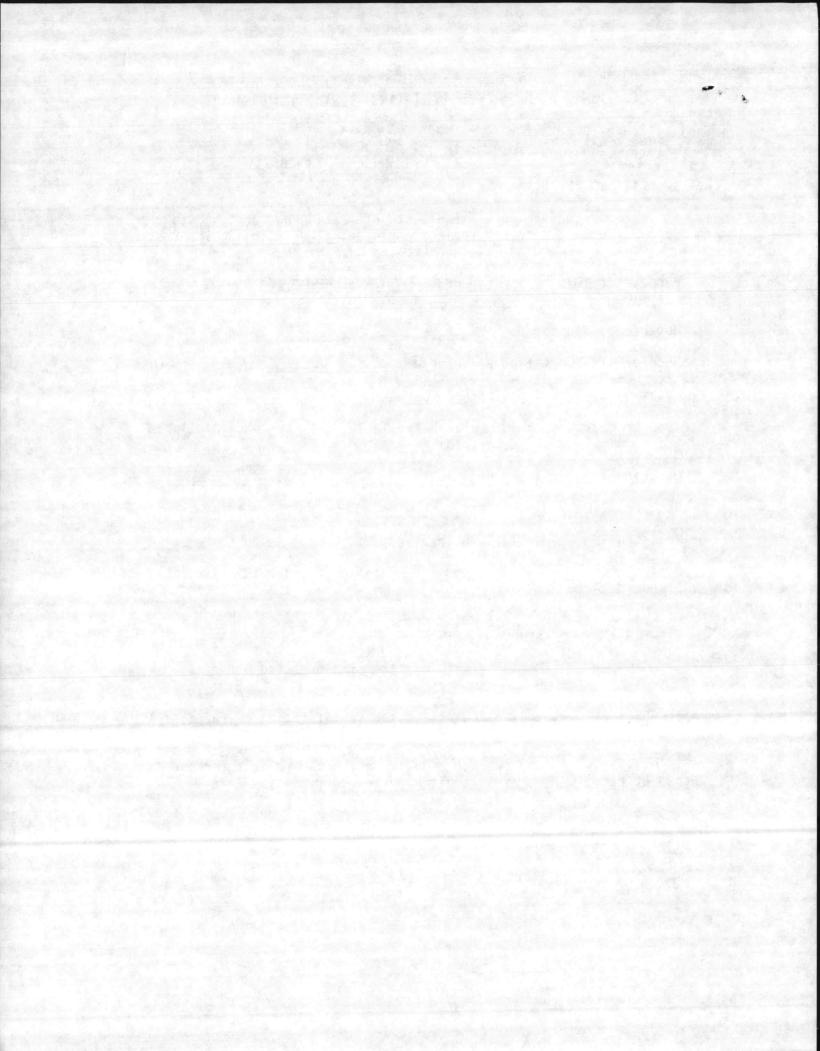
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Ref:	Chinquapin, NC 28521 (a) BO 12270.1A
comp	It is requested that estimated cost information be furnished to lete DD Form 1610 on the subject employee. The following informationwarded in accordance with reference (a):
١	Purpose of TDY: To attend "Air Installations Compatible Use Zong Seminar" course
(Government Sponsored: X Yes No
*1	Mode of Transportation Preference:
1	Location of Training Site: Key West, Florida
	Type of Quarters: BOQ Available Not Available Commercial
[Date and Time Training Begins:5 Mar 1986
[Date and Time Training Ends: 6 March 1986
F	Registration Fee or Tuition Involved: XXXXIV No Amount
1	Employee is X Exempt or Nonexempt under the Fair Labor Standards Act.
F (Rental Car will will not be required. 7 (If required, written justification must be attached). M. I. KIMBALL (Signature of Requesting Official)
	If POV is shown, the following written certification by the travele equired in accordance with JTR Volume 2, C2158.
] ourpo	(will) (will not) operate a Government owned vehicle for the ose of performing travel required by temporary duty.
	formation we have Larry's Course-





UNITED STATES MARINE CORPS CIVILIAN PERSONNEL DIVISION MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA 28542

12570 CPD 5 Feb 86

From: Employee Development Superintendent

To: Public Works

Subj: TRAVEL ORDER INFORMATION: REQUEST FOR

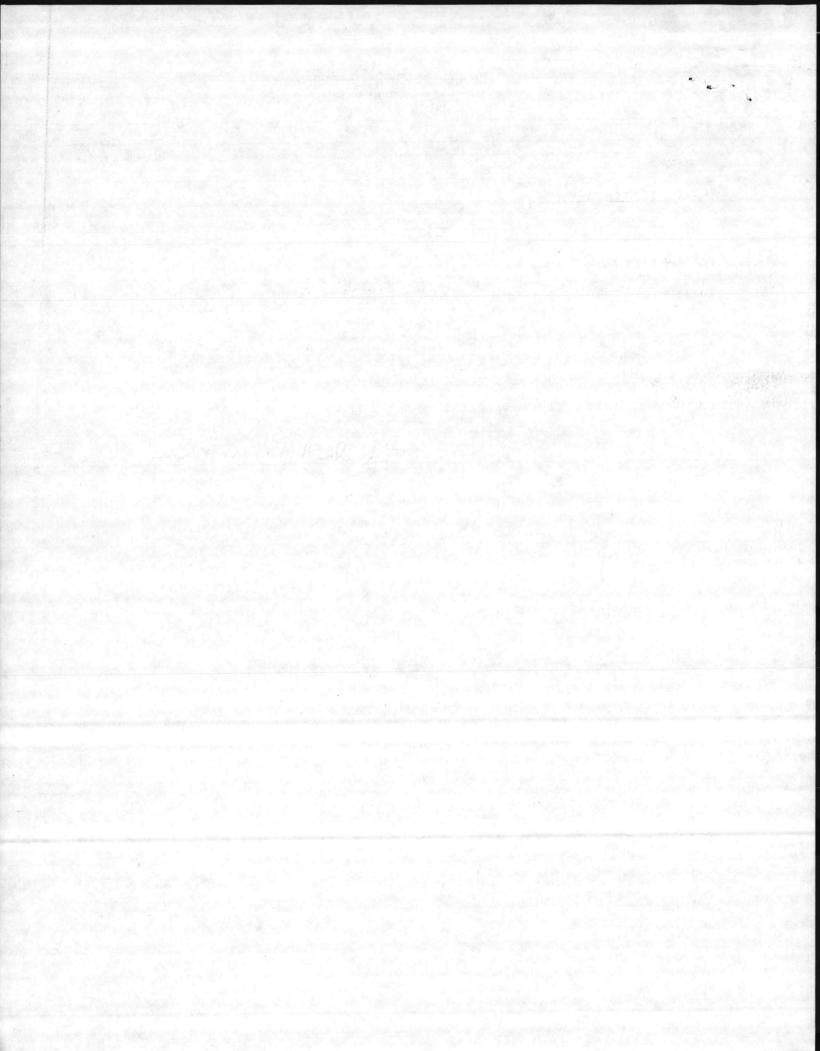
Ref: (a) BO 12570.1

Encl: (1) Memo; Subj: Travel orders for William Brant

(2) DD Form 1556

2. DD Form 1610 will be completed by this office.

LINDA H. PASSINGHAM



	and the same					•			Amendme	ent No				
CERT	AUTHORIZATION OF	TRAINING	NT,	AMERICA AMERIC	Agency code, ager subelement and submitting office (xx-xx-xxxx)	number Or	rganizati . Requ	lard document ional Identifier est Status or P	FY	Doc	c. type code ne block)	0006 Serial Nu	mber	02
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7. Organization mailing address (Branch - Division/Office/Bureau/Agency/Service/Command)						8. Office telephone Area code/AUTOVON/Number/Ext Years		1	r		Number of prior non-government training days			
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Unit Identification Code (UIC)	c. Allocation Status			Other (coll	education units	100		f. Training leve		3	i. Reason		b	- 4//
Section	n C - COSTS AND		MATION			oes not invo	olve exp	penditures of f	Marie Street, Tripolati	er than s		200000000000000000000000000000000000000	sation.	<u> </u>
21. Direct costs and appropriation	A STATE OF THE PARTY OF THE PAR			AND DESCRIPTION OF THE PARTY OF	Company of the Compan		A12.				Axr de			V///
a. Total direct authorized \$ dolla	ers cents	b. Tuition cost	\$ dolla	cent	c. Books, mate other costs	erial or	\$	dollars	cents	d. Fun	ding source		C	
e. Accounting classification for	direct costs							f	. Signatu	ure of fisc	cal officer /	follow loc	al proce	edure)
			T		BOWNS AND STREET			13 200 183				733		
22. Job order number (Optional	1)		23. Labor	costs (Option	al)	10 (17 ES)	ture be			of direct	and indired	t costs (C)ptional	d)
25. Indirect costs (For information	ion purposes only)	May Promise as	3 ///	100 201 11 100 Ac	almorthu Vici	1 100 220	2 2012	MACHOL BIT	MOS NO.	1860				
a. Total 13 dollar	cents	b. Travel cost	dollar	rs cent	c. Per diem/oth	ner costs	\$	dollars	cents	d. Trav	vel order nu	mber	17.27	
	on D – APPROVA	L/CONCURRENC	E			S	1	E - APPROVA	AL/CON	CURREN	ICE	20		4
26. I certify this training is job re	elated.		ea code/Numb	er/Extension	29. Authorizin					- Control		Number/E	xtension	
Supervisor (Name and title/c	rode)				I.H. PA	STACE	HAM	EmolDe	nun 1S	dend.	الـــــــــــــــــــــــــــــــــــــ	51_1	539	
Signature			Date	9	Signature					X	Approved	Date	-	
/s/	a residence de la			61					fresht.		Disapproved	26 N	OV.	85
27. Does nominee meet prerequi	isites?	Yes No	If No, attach	n waiver reques	st ·	Section F	- CE	RTIFICATION	OFTR	AINING	COMPLET	ION	2 719401	
I CERTIFY that this training	g meets regulatory	requirements:	ea code/AUTO	VON/Number/E	30. If course n	ot complete		rn this form		Actual	Year Mo	onth Day	b. C	Grade
Training Officer (Name and	intercoder				7	icial/Traine	e (Sign	nature/code)	dat	е		Date	100	22772
Signature	MI, Empli	evelSupt	919 4	51-1539	4			Line Mysic No.				Date	THE STATE OF	
			Dute	Man 6-	31. I certify th	at this acco	unt ie s	correct and no	ner for s	navmen*	in the amo	int of:		
			munition.	dinning.	Certifying			title/code)	per ior p	zayınıcı (the diripl	or.		
28a. Station Symbol	engalet gelighten i en s		S	F-1080		a de la companya della companya della companya de la companya della companya dell			1. 49	j. 10	2	Date	- 7	
b. Billing instructions (Identif Furnish original invoice and		%	days.)		Signature DSSN number		2.53	Check number	<u> </u>		Voucher	number	25/25/2	
ener ad delle constitue		had beginning				Principal Commence	i ne	ary trous con as		Christani Lindkom	Marie Marie	00 - 27 - 10 00 30 (C	transati madale	
					32. School off	icial (Name	and tit	rle)			Acceptan	ce approv	al	-14
											Yes	Nomine		ted
					Signature				Da	te	No	Not aco	epted	

The second secon	
General—This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for in ing forms.	dividuals completing Federal nomination for train-
Purposes and Uses—The information on this form is used in the administration of the Federal Training Program. The profit of trainees and completion of training; and it serves as the principal repository of personal, fiscal and administrative information on the program of training and it serves as the principal repository of personal, fiscal and administrative information of training programs and the participants. The form becomes a part of the permanent employment record of participants in training programs and	urpose of this form is to document the nomination ormation about trainees and the programs in which
Data File. Effects of Nondisclosure—Personal information provided on this form is given on a voluntary basis. Failure to provide the	nis information, however, may result in ineligibility
for participation in training programs. Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579, Section 7(b)—Disclosure mandatory to obtain the training you are seeking. Solicitation of the SSN by the United States Civil Service Commission 9397, dated November 22, 1943. The SSN is used as an identifier to match the person completing the training with the File (CPDF). It will, be used primarily to give you recognition for completing the training and to accumulate government tion gathered through the use of the number will be used only as necessary in training administration processes carried of SSN also will be used for the selection of persons to be included in statistical studies of training management matters. The large number of present Federal employees who have identical names and birth dates, and whose identities can only be dis	ris authorized under provisions of Executive Order or correct master record in the Central Personnel Data wide training statistical information. The information in accordance with established regulations. The he use of the SSN is made necessary because of the
Employee's Signature	Date.
Web printed pr	oleavitt Lacoskiish cail (vill
	Tartha Cara Bose
33. NOTE: This agreement must be signed by the nominee for all non-government training that exceeds 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training. Nothing contained in Section G below shall be construed as limiting the authority of an agency of an employee to pay expenses incurred by the Government in connection with the training.	g costs prior to the commencement of such
Section G - EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (En	nnlovee's Copy)
1. I AGREE that, upon completion of the Government sponsored training described in this rectraining period. I will serve in the agency three times the length of the training period. If I period, I agree to serve the agency for a period equal to the length of training, but in no case of part-time training is the number of hours spent in class or with the instructor. The length for each day of training, up to a maximum of 40 hours a week.) NOTE: For the purposes of refers to the employing organization (such as an Executive Department or independent establishment or an agentication.	receive no salary during the training se less than one month. (The length th of full-time training is eight hours f this agreement, the term "agency"
2. If I voluntarily leave the agency before completing the period of service agreed to in item agency for the tuition and related fees, travel and other special expenses (EXCLUDING SA training. These amounts are reflected in items 21 and 25.	
3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another F in any branch of the Government before completing the period of service agreed to in item written notice of at least ten work days, during which time a determination concerning rein give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109 in this training.	1 above, I will give my organization
 I understand that any amounts which may be due the agency as a result of any failure on agreement may be withheld from any monies owed me by the Government, or may be reco approved by law. 	
 I FURTHER AGREE to obtain approval from my organization training officer and that person government training requests of any proposed change in my approved training program involved withdrawals or incompletions, and increased costs. 	
6. I acknowledge that this agreement does not in any way commit the Government to contitude that, if there is a transfer of my service obligation to another Federal agency or other organization. 6. I acknowledge that this agreement does not in any way commit the Government to contitude that there is a transfer of my service obligation and the section will remain in effect until I have the agency or organization.	anization in any branch of the Gov-
Section 1 Sectio	and the desired and the second
A Secretary of the second of t	29. I Car Company of the Company of
Period of obligated service	
(For non-government training only)	a suppose
	Date review the frequency of seem watering and its
ware all the control of the second of the control o	
a to the control of t	 Left T for the the Variety ment opining years on the strong Chief Variety and the travelent.
34. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or without first obtaining approval from the authorizing training official.	non-government organization and shall not accept such
Employee's Signature	Date State

35. In order to protect the interest of the Department of Defense, an individual who fails to complete a training course or does not receive a satisfactory grade in accordance with the stand-

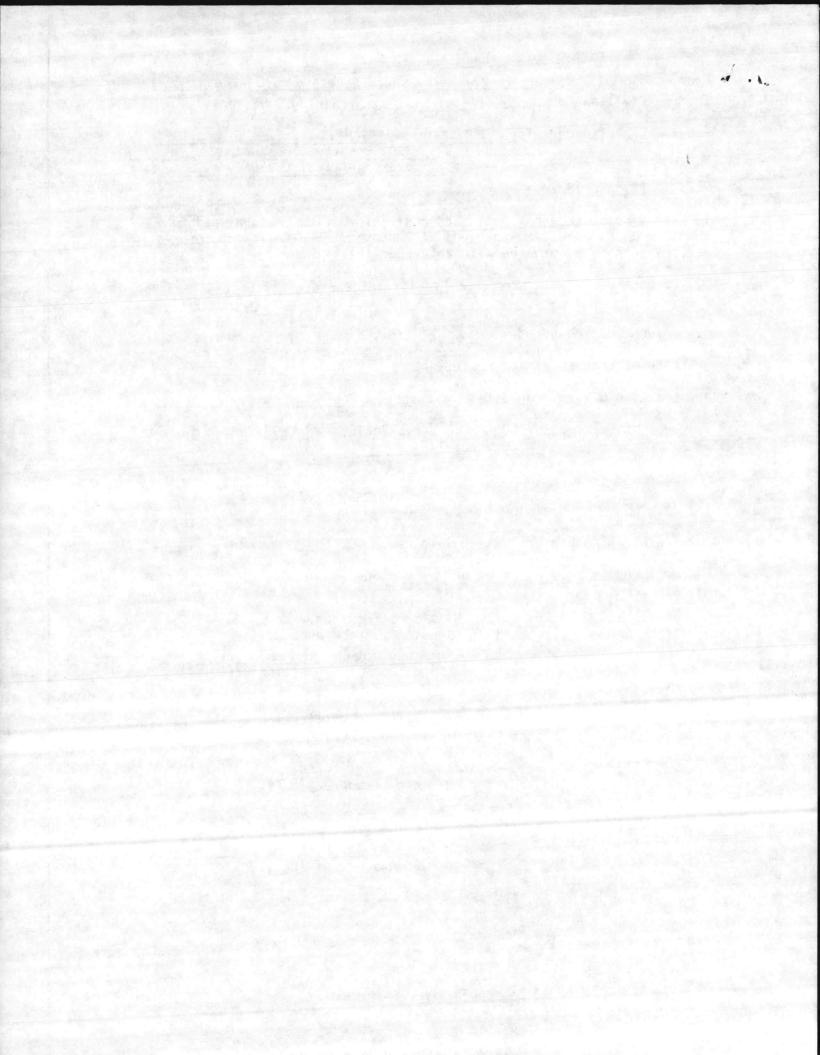
ards of the institution attended will be required to reimburse the government for the costs of that training.

Employee's Signature

E acie

Date

-	From:	Public Works Officer, Marine Corps Base, Camp Lejeune								
	To:	Civilian Personnel Officer (ATTN: Training Division)								
	Subj:	Travel Orders for James H. Ftich, Jr.								
		Home Address 3000 Country Club Road								
	top t	Jacksonville, NC 28540								
	Ref:	(a) BO 12270.1A								
	complet	is requested that estimated cost information be furnished to e DD Form 1610 on the subject employee. The following informatio arded in accordance with reference (a):								
	Pur	pose of TDY: To attend "Facilities Support Contracting" course								
	Gov	ernment Sponsored: X Yes No								
	*Mod	e of Transportation Preference: Commercial Air								
	Loc	ation of Training Site: Leesburg, VA								
	Тур	e of Quarters: BOQ Available X Not Available Commercial								
	Dat	e and Time Training Begins: 24 Mar								
	Date	e and Time Training Ends: 28 Mar								
	Reg	istration Fee or Tuition Involved: XXES/No Amount								
	Emp Sta	loyee is X Exempt or Nonexempt under the Fair Labor ndards Act.								
	Rental Car will will not be required. (If required, written justification must be attached).									
		M. I. KIMBALL, By direction (Signature of Requesting Official)								
	*If I	POV is shown, the following written certification by the traveler ired in accordance with JTR Volume 2, C2158.								
	I (v purpose	will) (will not) operate a Government owned vehicle for the of performing travel required by temporary duty.								
		(Signature of Traveler)								



man was subject to the same					and the second							Amendm	ent No	- 1	95.00-93	e construction	1	ding by
REQUEST, AUTHORIZATION, AGREEMENT,					1 (8 (8) 14 (12 (9)	THE STATE OF THE S		ubelement and	10 (5 (8 (8 (8 (8 (8 (8 (8 (8 (8 (8 (8 (8 (8			POST TRANSPORT		TO				
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Indicate preferred title (axample	e - Miss, Mrs - Mr., M	Ms., LTC, el		ikvery				2. Social Secur	-9111	04 3	a. Organiza	ition incation C	Code (UIC	b. Da Year				05
Applicant's name (Last - First - Middle Initial) Individual of the second of the Middle Initial of the second of the Middle Initial of the Section B. Home address (Optional - to notify in case of emergency) 7. Opagization mailing address / Branch - Rivision/Office (Bureau) Agency/Service/Communication title/function 8. Training Type/Subject Area Identifier 7a. Catalog/Course No. 18. Training period (6 digits) 9. Course title or training services 9. Complete 19. Defering 10. Defering 10. Section B. Security Clearance 10. Allocation Status 9. PART II - (See Instructions) 10. Complete 11. Direct costs and appropriation/fund chargeable (Custs incurred and hilled are not to 10 to 10 to 12 to 10 to 12 to 10 to 12 to 10 to 12 to 10 to 13 to				edouni je s vison un al	imisti -	A Committee of the Comm		nal) 6.	Position le	evel/Super	rvisor po	sition co	de (X o	nly one	2)			
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	Part of the second			E vinis				and his	Br. JEST		1		La Horne		xecutive			
7. Organization mailing address	s (Branch - Divisi	on/Office	e/Bureau/A	lgency	Service	Command	1)	8. Office teleph	none	9.		110	service					
Marine Corps	Base		one.					919-451	1-1539	mer and a second	Years	Mo	onths					
11. Position title/function	neer	Server Therro	200 (6) 2 (240)	ua il in un il in		HEIMET F		12. Pay plan/se Bank/MOS	ries/grade/	step Navy Des	gnator			ent	14. E	ducati	on leve	1
		All Ages			Secti	on B - T	RAINI	NG COURSE DA	TA		Profession	287-150	1	14	Min S		. The	4
	of recommended	Itraining	source, sch	nool or	facility	S Mail	1103	b. Location of	training site	e (If same	mark box) [(If not re	quired, i	ise for r	emarks	s.)	
Naval Facili Code 035, Po	rt Heune	eme,	CA 9				ter	interval in the	esbu	'g, 1	/A	ocio il Libe	14. 320 176 300	nan in				VIII
16a. Training Type/ Subject Area Identifier				ppo	rt s	lontr	act	deng	a man haptig	A 050 0	Market Land	A COLOR	SMILLET VIBRA	c. Dis	pute co	de		
17a. Catalog/Course No.	18. Training pe	1900	I			19. Nun		Caro de la		07 20	D. PART I	- training	codes (s	see instru	ictions)			1
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b. Offering		85	03	28	VIIII	7 5380 (1885)			ha	TOSS OF			4			terest	G	11
20. PART II - (See instructions				a con	VIIIIII	d. Traini	district the		Haran Almada da				2		20.00	2017	7	111
	b. Security Clears	ance	The Later		1000	S-1 14 F12	Se Dr	NAME OF CASE OF	x 510		FEE	rel	3	P R Principal	eason for selec.	36.52	2	
0760A		Mark College College				Other (college		e.etc.)		g. Method o		training	aining §		j. Method of eval.		4	
						ot to exce	pod am		es not invo	lve exper	nditures of	funds oth	ier than s	alary, pa	y, or cor	mpensa	ition.	1
a. Total direct 12 dolla		The same of the same of		s		-		c. Books, mater	rial or		follars	cents	d. Fur	nding sou	ırce			7//
	direct costs							Other costs		9	4 19 9 9	f. Signati	ure of fis	cal offic	er (follo	w local	proced	lure)
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22. Job order number (Optional	d)				Labor o	costs (Opt	ional)						of direct	t and inc	lirect co	sts (Op	tional)	
25. Indirect costs (For informati	tion purposes only	v)	of the second	5	695 038 34	etri Atacii	E alima Maga	Part of the	/00 - 40	inam)	enca ato	\$	Ne van			1.70		
	rs cents	b. Trav	vel cost	\$. dollars	ne to an a	cents	c. Per diem/oth	er costs		Iollars	cents	d. Tra	vel order	numbe	r		
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Cionature					T Date		_				L, EmploevelSi			AV	404	04-1539		7.0
Signature				4	Date			Signature					A	3.11	100	te To	-96	
27. Does nominee meet prerequ	isites?	Yes	No	If No	o, attach	waiver rec	quest	A Property	Section F	- CERT	IFICATIO	N OF TR	AINING	1		*10 :4	1100	
I CERTIFY that this training	ng meets regulator	ry require	ments:					percy code, agency 01 02 03 03 03 03 03 03 03										
Training Officer (Name and	title/code)		A	ea cone	AUTOV	ON/Number	er/Ext.								1-			
L.H. PASSINGH	AM, Empli	evel	Supt	AV	Date	153	2 -	et menoralii i	is as Perform	Nacrate 1	nsignari es	application of			Da	te		
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								Signature				Da	ite	-	-	-		
TRAINING FACILITY Invoice shou	ald be sent to office	indicated i	in item 28b.	Please	refer to S	Standard dr	cumen	t number given in its	em R at ton	of name to	assure nromi	nt navment	about the sales of the	3-3/99-	100000	See Jaria		-

PRIVACY ACT STATEMENT General—This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for i	ndividuals completing Federal nomination for train."	
ing forms. Authority—The Government Employees Training Act of 1958 (U.S. Code, Title 5, sections 4101 to 4118). Purposes and Uses—The information on this form is used in the administration of the Federal Training Program. The job trainings and it serves as the principal repository of personal, fiscal and administrative in they participate. The form becomes a part of the permanent employment record of participants in training programs an	formation about trainees and the programs in which	
Data File. Effects of Nondisclosure—Personal information provided on this form is given on a voluntary basis. Failure to provide		
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mandatory to obtain the training you are seeking. Solicitation of the SSN by the United States Civil Service Commission 9397, dated November 22, 1943. The SSN is used as an identifier to match the person completing the training with the File (CPDF). It will be used primarily to give you recognition for completing the training and to accumulate governmention gathered through the use of the number will be used only as necessary in training administration processes carried SSN also will be used for the selection of persons to be included in statistical studies of training management matters. I large number of present Federal employees who have identical names and birth dates, and whose identities can only be d	correct master record in the Central Personnel Data to the training statistical information. The information out in accordance with established regulations. The The use of the SSN is made necessary because of the	udi di
Employee's Signature	Date	ww. S. P
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NOTE: This agreement must be signed by the nominee for all non-government training that exceeds 8 hours or less, as prescribed by the agency) and for which the Government approves payment of training training. Nothing contained in Section G below shall be construed as limiting the authority of an agenc of an employee to pay expenses incurred by the Government in connection with the training.	ng costs prior to the commencement of such	11 11 234)
Section G - EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (E	mployee's Copy)	1620 : 1131
 I AGREE that, upon completion of the Government sponsored training described in this re training period, I will serve in the agency three times the length of the training period. If I 	equest, if I receive salary covering the receive no salary during the training	
period, I agree to serve the agency for a period equal to the length of training, but in no configuration of part-time training is the number of hours spent in class or with the instructor. The length for each day of training, up to a maximum of 40 hours a week.) NOTE: For the purposes of the employing organization (such as an Executive Department or independent establishment).	th of full-time training is eight hours of this agreement, the term "agency"	usif sali qua a va
an organization.	th note 10 Jes vs. 1	
If I voluntarily leave the agency before completing the period of service agreed to in item agency for the tuition and related fees, travel and other special expenses (EXCLUDING SA training. These amounts are reflected in items 21 and 25.		e e
3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another in any branch of the Government before completing the period of service agreed to in item written notice of at least ten work days, during which time a determination concerning reigive this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 410) in this training.	n 1 above, I will give my organization mbursement will be made. If I fail to	THE CO
 I understand that any amounts which may be due the agency as a result of any failure or agreement may be withheld from any monies owed me by the Government, or may be rec approved by law. 		
 I FURTHER AGREE to obtain approval from my organization training officer and that pe government training requests of any proposed change in my approved training program in withdrawals or incompletions, and increased costs. 	[1222] [10] : [10] (10] (12] [10] (12] [12] [12] (12] (13] (13] [10] [10] [10] (10] [10] (10] (10] (10] (10] (10] (10] (10] (23,
6. I acknowledge that this agreement does not in any way commit the Government to contact that, if there is a transfer of my service obligation to another Federal agency or other organization. The agreements in items 1, 2, and 3 of this section will remain in effect until 1.	ganization in any branch of the Gov-	e untues Espira
with that other agency or organization.	REPRESENTATION OF SERVICE AND CONCURRE	
A STREET ROLL OF THE COLUMN STREET ST	and the second s	que es
Period of obligated service		
(For non-government training only)		
Employee's Signature	Date general plants and the second	m 15.7 - F5
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	a an apparement organization and shall not accept such	
34. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency of without first obtaining approval from the authorizing training official.	r-non-government organization and shall not accept see	
Employee's Signature	Date	are who
and the state of t	are a seasain thiaster mouse case in	
35. In order to protect the interest of the Department of Defense, an individual who fails to complete a training course or does not ards of the institution attended will be required to reimburse the government for the costs of that training.	receive a satisfactory grade in accordance with the stand	 -
ards of the institution attended will be required to reimburse the government for the costs of that training. Employee's Signature	Date	
unique sa santaule		
The state of the s		



UNITED STATES MARINE CORPS CIVILIAN PERSONNEL DIVISION MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA 28542

12570 CPD 5 Feb 86

From: Employee Development Superintendent

To: Public Works

Subj: TRAVEL ORDER INFORMATION: REQUEST FOR

Ref: (a) BO 12570.1

Encl: (1) Memo; Subj: Travel orders for James Fitch

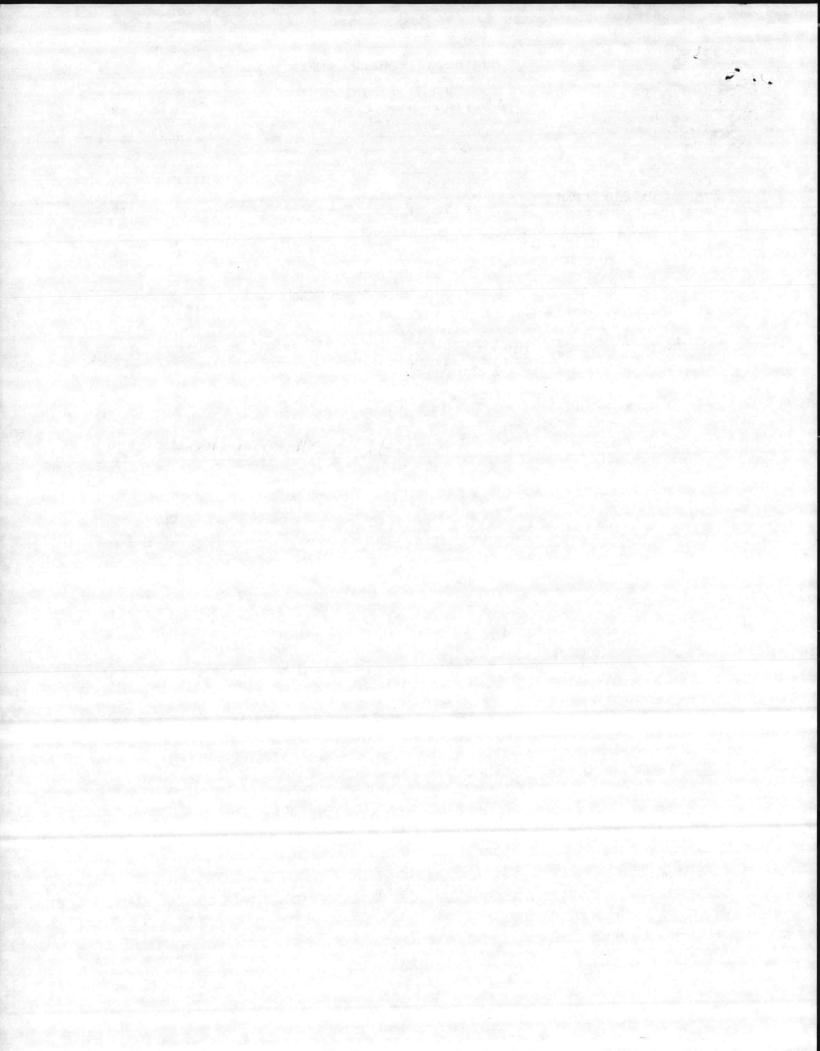
(2) DD Form 1556

1. In accordance with the reference, enclosure (1) should be completed on the employee named in enclosure (2) and returned to the Civilian Personnel Division not later than 1 Mar 86

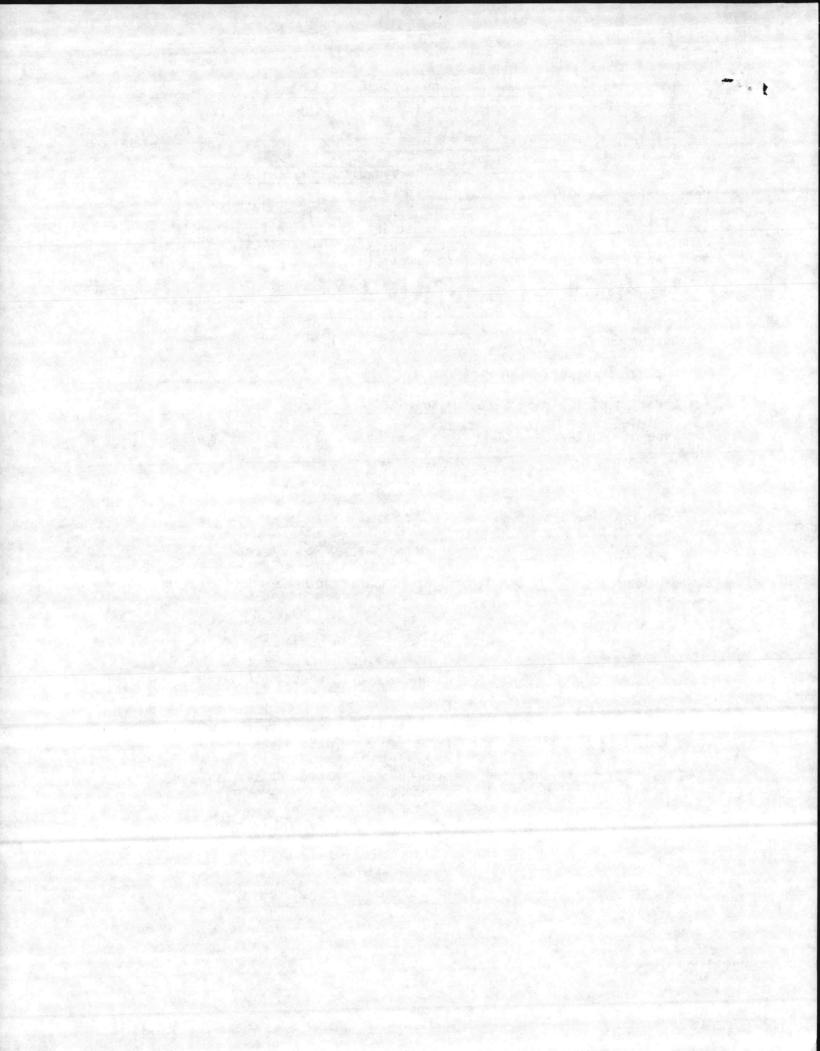
2. DD Form 1610 will be completed by this office.

LINDA H. PASSINGHAM

Linda H Possingham



From: I	Public Works Officer, Marine Corps Base, Camp Lejeune
To:	Civilian Personnel Officer (ATTN: Training Division)
Subi:	Travel Orders for MARY LYNN PHILLIPS
	Home Address Rt. 6, Box 639
	Jacksonville, NC 28540
ref:	(a) BO 12270.1A
complete	s requested that estimated cost information be furnished to DD Form 1610 on the subject employee. The following informating rded in accordance with reference (a):
Purp	OSE of TDY: To attend course on Specifications and Constructs
Gove	rnment Sponsored: Yes X No
*Mode	of Transportation Preference: POV
Loca	tion of Training Site: Boston, Mass
Туре	of Quarters: BOQ Available X Not Available Commercial
Date	and Time Training Begins: 10 Mar 1986, 0800
Date	and Time Training Ends: 12 Mar 1986
Regis	stration Fee or Tuition Involved: Yes/XXX Amount \$395.00
	byee is Exempt or X Nonexempt under the Fair Labor dards Act.
Renta	al Car will will not X be required.
(If r	required, written justification must be attached).
	M. I. KIMBALL, By direction
	(Signature of Requesting Official)
*If PO	OV is shown, the following written certification by the travele
s requir	red in accordance with JTR Volume 2, C2158.
I (wa purpose o	(will not) operate a Government owned vehicle for the of performing travel required by temporary duty.
	Ligan Phillips
	MARY LYNN PHILLIPS





UNITED STATES MARINE CORPS CIVILIAN PERSONNEL DIVISION MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA 28542

12570 CPD 5 Feb 86

From: Employee Development Superintendent

To: Public Works

Subj: TRAVEL ORDER INFORMATION: REQUEST FOR

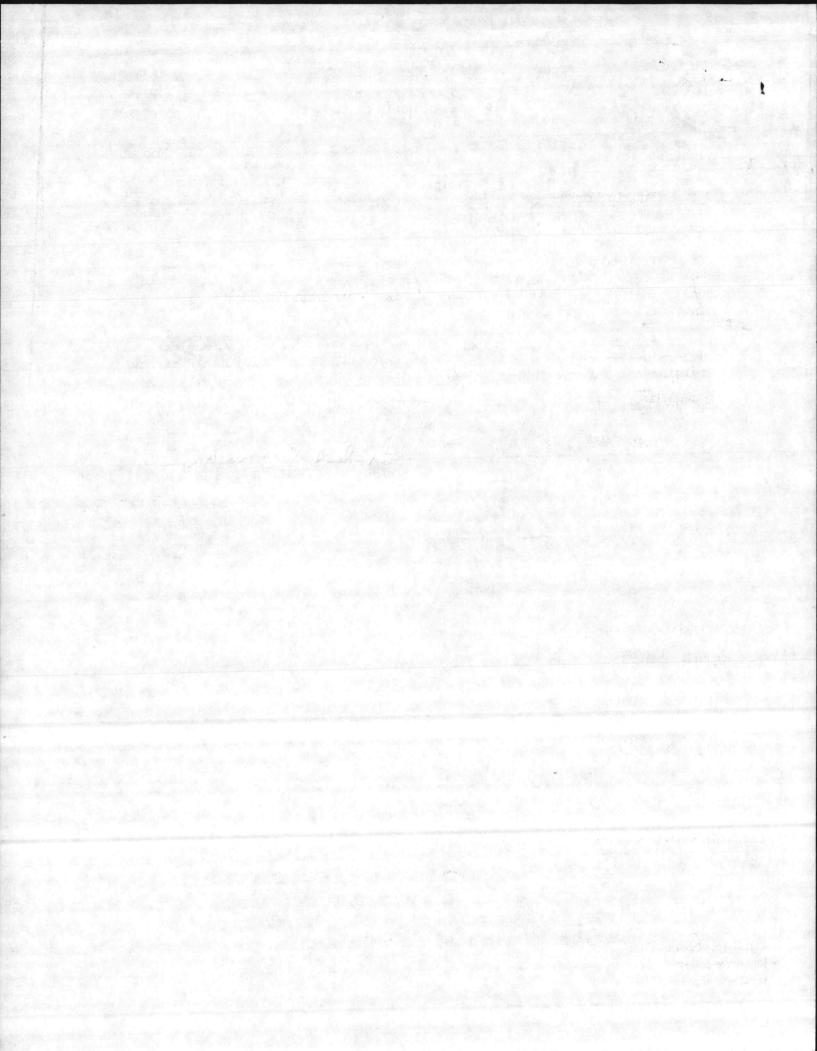
Ref: (a) BO 12570.1

Encl: (1) Memo; Subj: Travel orders for Mary Lynn Phillips

(2) DD Form 1556

2. DD Form 1610 will be completed by this office.

LINDA H. PASSINGHAM

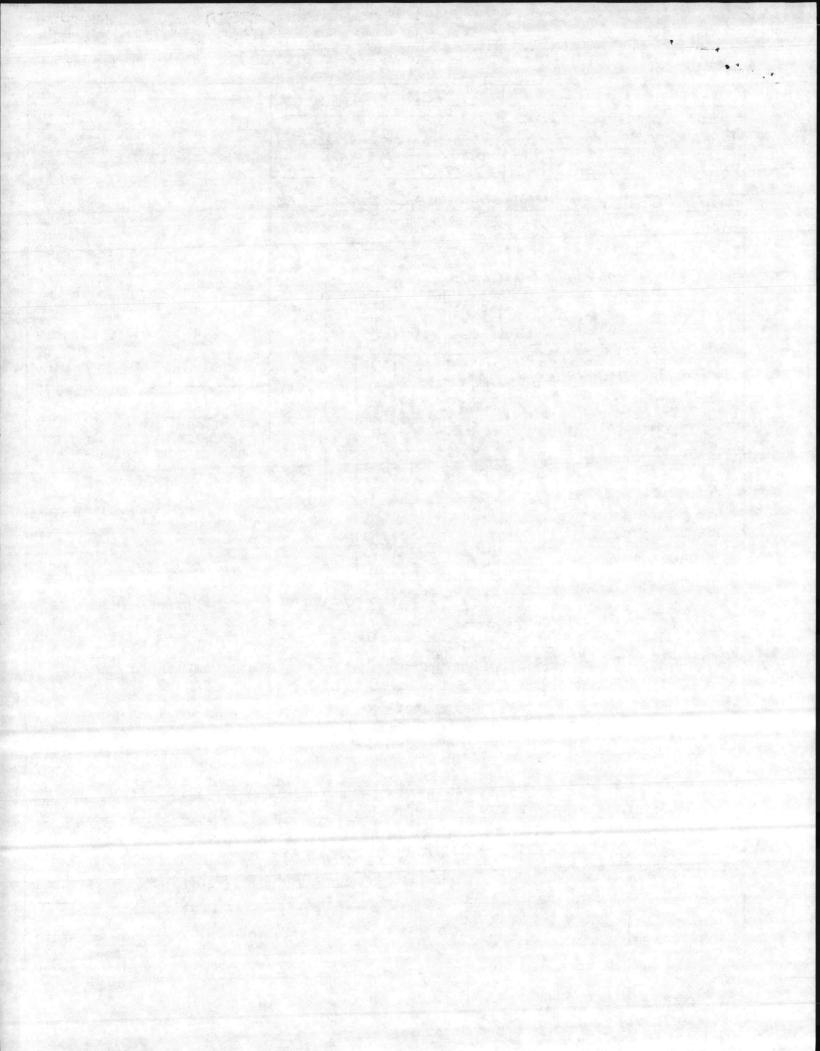


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REQUEST,	Tik 1940 A	Agency code, agen- subelement and submitting office n (xx-xx-xxxx)	number Orga	B. Standard document Organizational Identifier C. Request Status or P		FY Do		10 00102 oc. type code Serial Number one block)						
	AND REIMBUI	KSEMENI			NV-27-200	0	Initi	al 🧀	Resubmissio	on	Correc	tion	Ca	ncellation
Applicant's name (Last - Fir Indicate preferred title (example)	rst - Middle Initial e - Miss, Mrs., Mr., M	s., LTC, etc.)	1824-7	First 5 letters of last name	03 2. Social Secur	10000	04 3a.	Organizati Outradebtif	on ication Code	e (UIC)	b. Da Year	te of birth Mor	n :t h	05
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7. Organization mailing address Civillan Per Narine Corpo Camp Lejeura	rsonnel s Base	Division		rvice/Command)	8. Office teleph Area code/AUTO			Years	Mont	W.	n	lumber of pon-governm aining days	ment	
11. Position title/function	ssistant	(Typing)		12. Pay plan/se Rank/MOS	ries/grade/st /AFSC or Na		nator	13. Type appo	e of pintmer	nt	14. Edu	cation	n level 6
				Section B - TRA	INING COURSE DA	TA	an period	THE STATE OF	Ti. 29	69521	tya, sa	Carly Sale-10		0.86
15a. Name and mailing address CSI 601 Madd son Alexandria	Street	o¥opey~ope garieti ora, si		cility	b. Location of	training site	9.1%	mark box.)	(If	ot req	juired, i	use for rem	arks.)	
6a. Training Type/ Subject Area Identifier		or training service		Construe	tion Cont	racts	jć i Glejot	10	3	is t	c. Dis	pute code		
7a. Catalog/Course No.	18. Training pe	riod (6 digits)	06 c		er of course hours (4	digits)	07 20.	PART I -	training co	des (se	e instr	ictions)		· · · · · · · · · · · · · · · · · · ·
		Year Month		ecord ID	a. During duty	2	14			Code	197		C	Code
b. Offering	a. Start	86 03	10	,,,,,	b. Non-duty	A August		a. Purp	ose	4	08 c. S	ource		基 10
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20. PART II - (See instructions	Language Section 1	STORE LEADING S	e inge k	d. Training c		post of ser	T flux	Priority		2	2 21	raining program		2 //
Training Facility / Vendor Unit Identification Code (UIC)	b. Security Cleara c. Allocation Stat	Thomas Low			g education units			Training level	4/8		- C	i. Reason for selec.		<u>a</u>
Section		D BILLING INFO	DRMATIO	Other (col		es not involv				than sa		nod of eval.	ensati	ion.
11. Direct costs and appropriat Total direct authorized Accounting classification for	direct costs	b. Tuition cost	s 7001	395 cen 00000	ts c. Books, mater other costs	rial or	\$	llars f.			ding sou	irce er (follow l	local p	C //
Job order number (Optional Indirect costs (For informal)	10220		23. La	abor costs (Option	al)	Alderiga e	Ecs -	\$	I. Total of	direct	and inc	lirect costs	(Opti	onal)
Total 13 dolla indirect costs		b. Travel cost	\$	dollars cent	ts c. Per diem/oth	er costs	\$ do	llars	cents d	. Trave	el order	number	1.0	
Secti	on D - APPROV	AL/CONCURREN	ICE			Sec		APPROVA	L/CONCU	RREN	CE		-	4
6. I certify this training is job of Supervisor (Name and title/ Signature 7. Does nominee meet prerequ	code)	Yes No		Date	29. Authorizing	SSING	am, e	mplDe	velS		Approve Disappro	oved]*	/Exten	539_ n86
	-			ttaen waren reques	Section F - CERTIFICATION OF TRAINING COMPLETION 30. If course not completed, return this form a. Actual Year Month Day b. Grade								b. Grade	
I CERTIFY that this training Training Officer (Name and		y requirements:	Area code/A	UTOVON/Number/E	xt. with an exp	lanatory mer cial/Trainee	no.		compl			Date	<u> </u>	
Signature	· · · · · · · · · · · · · · · · · · ·	or a company.	- JL	Date	31. I certify tha	nt this accour	nt is corre	ect and pror	per for pav	ment i	in the a	mount of	ton m	HIVE SEE
Ba. Station Symbol			,,,,,,,,,,	SF-1080	Certifying o	official (Nam					\$	T _{Date}	2/05	Albin .
b. Billing instructions (<i>Identi</i> , Furnish original invoice an	d 3 copies to:	PLEASE :	days.)	CE	Signature DSSN number	2 50 2 50 10 10 10 10 10 10 10 10 10 10 10 10 10 1	Che	ck number		- I	Vouch	er number		
Marine Corps		ra tananil			32. School office	cial (Name ar	nd title)	H SHE SIL	1 200	M. T.	Accep	tance appro	oval	100
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					Signature		alk of the		Date		N	o Not ac	ccepte	ed

7 (F)	ing forms. Authority— Purposes an of trainees a they particip Data File. Effects of N for participal information mandatory 19397, dated File (CPDF) tion gathere SSN also wi	and completion of training; and it services. The form becomes a part of the planting training programs. Regarding Disclosure of Your Social to obtain the training you are seeking. November 22, 1943. The SSN is used. It will be used primarily to give you dithrough the use of the number will	ict of 1958 (U.S. Code, Title 5, s is used in the administration of es as the principal repository of permanent employment record or ovided on this form is given on a Security Number Under Public 1 Solicitation of the SSN by the U as an identifier to match the per recognition for completing the tr be used only as necessary in trai to be included in statistical studi	the Federal Training Program. The personal, fiscal and administrative in participants in training programs are a voluntary basis. Failure to provide Law 93-579, Section 7(b)—Disclosulated States Civil Service Commission completing the training with the aining and to accumulate government in the provided of the provid	purpose of this form is to document the nomination of the programs in which in the included in the Government's Central Personne this information, however, may result in ineligibility are by you of your Social Security Number (SSN) is on is authorized under provisions of Executive Orde a correct master record in the Central Personnel Dark which is a continuous training statistical information. The information of the SSN is made necessary because of the distinguished by the SSN.	y ROAR S
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33. ment mix u ;	hours or le training. N	ess, as prescribed by the agency)	and for which the Governmelow shall be construed as lin	ent approves payment of train niting the authority of an agend	80 hours (or such other designated period, 80 ing costs prior to the commencement of such by to waive, in whole or in part, an obligation	1913
The state of	mines har sein	Section G - EMF	PLOYEE'S AGREEMENT T	O CONTINUE IN SERVICE (E	Employee's Copy)	C1 C34 SEL
	Oborg spis.cz	training period, I will serve in t period, I agree to serve the ager of part-time training is the num for each day of training, up to refers to the employing organize an organization.	he agency three times the lency for a period equal to the of hours spent in class a maximum of 40 hours a wation (such as an Executive Expenses) before completing the per	ength of the training period. If e length of training, but in no or with the instructor. The len- eek.) NOTE: For the purposes. Department or independent esta- tion of service agreed to in item	equest, if I receive salary covering the I receive no salary during the training case less than one month. (The length gth of full-time training is eight hours of this agreement, the term "agency" ablishment), not to a segment of such	Enter and Enter
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	and	in any branch of the Governme written notice of at least ten w	nt before completing the pe ork days, during which time	riod of service agreed to in iter a determination concerning re	Federal agency or other organization in 1 above, I will give my organization imbursement will be made. If I fail to 19(a)(2)) incurred by the Government	Trace Type
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	6.	that, if there is a transfer of my	y service obligation to anothus 1, 2, and 3 of this section	ner Federal agency or other or	ntinue my employment. I understand ganization in any branch of the Govhave completed my obligated service	ing one en eer ee Er Trotte Er Trotte
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Employee's	Signature	also the	Charles A. Charles pray in the	Toko-da ber	Date	3.8%
				5.77	Chrysty Storon	
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Employee's	Signature				Date	
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General—This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal nomination for train-

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COLLECTION	DATA	1.857 3.						100		



Ann DATE OF REQUEST REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21. 15 Jan 86 REQUEST FOR OFFICIAL TRAVEL 3. POSITION TITLE AND GRADE OR RATING Civil Engineer, GS-12 ORGANIZATIONAL ELEMENT 6. PHONE NO. Public Works 2213 To attend Military Traffic Operations For transportation and subsistence furnished PRIVATELY OWNED ONVEYANCE (Check one) 5. ADVANCE AUTHORIZED

Single return

Possenger Transportation substitute and descriptions

Techniques, Evanston III

3-7 Feb 86

return

Possenger Transportation and substitute and of sentents

Comp transportation see them. 10 a. APPROX NO. OF DAYS OF TDY (Including travel time) PROCEED O/A (Date) 2 Feb 86 11. ITINERARY From Emerald Isle, NC to Evanston, OLL and return VARIATION AUTHORIZED 12. MODE OF TRANSPORTATION COMMERCIAL GOVERNMENT 0 BUS N RAIL VEHICLE RATE PER MILE: MORE ADVANTAGEDUS TO GOVERNMENT MILEAGE REIMBURGEMENT AND PER DIEM LIMITED TO CON-STRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED TR. AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. OTHER RATE OF PER DIEM (Specify) LESTIMATED COST 14 PER DIEM #450.00(reg fee) 487.50 224.00 \$ 25.00(limo fee) \$ 1136.50 s 410.00 16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Travel meets criteria of SECDEF 18Jan82 memo. TO BE BILLED. MCBCL 12270 (Estimated Cost Information for TDY) is required to be submitted upon liquidation of these orders. Items 1 and 6 of the attached Statement of Instructions apply to this order. 17. REQUESTING OFFICIAL (Title and signature) 18. APPROVING OFFICIAL (Title and signature) HOSEA HORNE, JR. L. H. PASSINGHAM Superintendent Employee Development Civilian Personnel Officer AUTHORIZATION APPROPRIATION BUREAU AUTHORIZATION TRAVEL ORDER SUB-AND SUBHEAD CONTROL ACCOUNTING ACTIVITY (Tango)NO. COST CODE CLASS HTUA TYPE 1761106.2720 000 67001 0 067001 20 AA6 10 0476 3D22E 001706 *1761106,2720 000 67001 0 067007 2D 001706 AA6 10 0477 102 nature) OR AUTHENTICATION 21. DATE ISSUED 20. ORDER AUTHORIZING OFFICIAL (Title and sig 21 Jan 86 Joice) HOSEA HORNE, JR. By direction of the Commanding General 22. TRAVEL ORDER NUMBER 001706 MCB, Camp Lejeune, NC 28542

2. NAME (Last, First, Middle Initial)

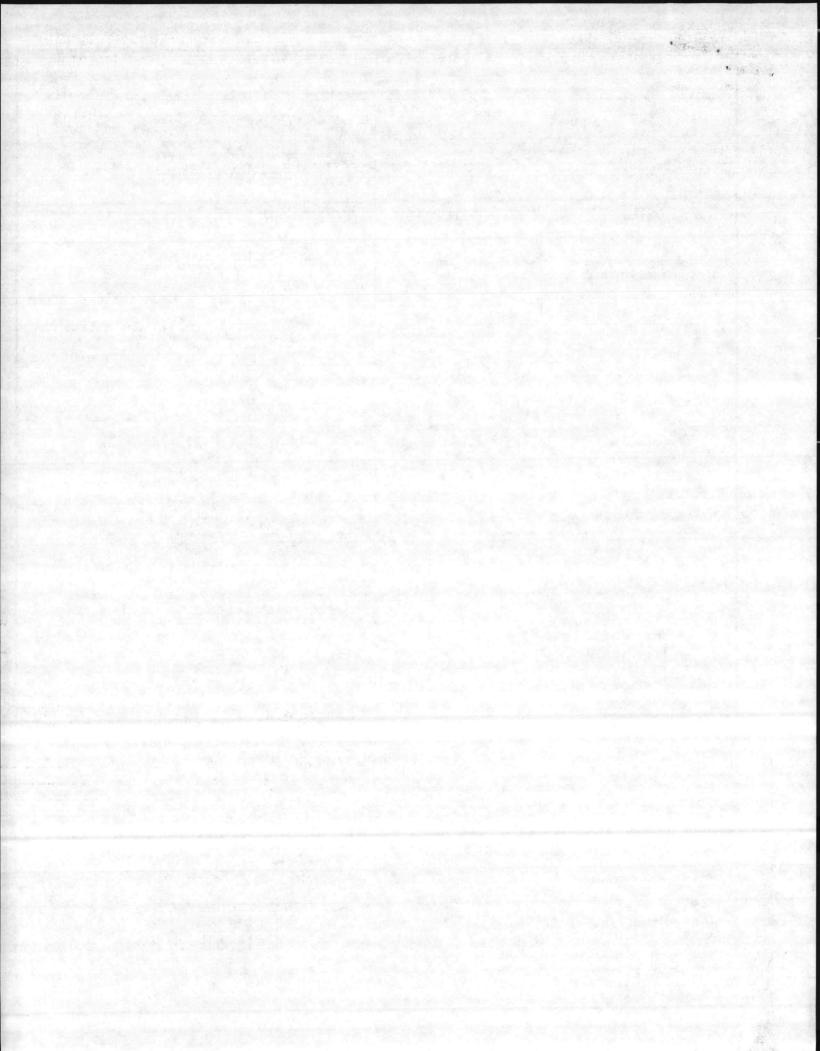
Marine Corps Base Camp Lejeune, NC

7. TYPE OF ORDERS

Carl H.

242-94-9955

8. SECURITY CLEARANCE





THE ORRINGTON HOTEL

1710 ORRINGTON AVENUE **EVANSTON, ILLINOIS 60201** PHONE: 312 / 866-8700

GUEST FOLIO

RATES DO NOT INCLUDE APPLICABLE TAXES

ROOM 505 BAKER, CARL

DEPART 02/07/86 44.00

ACCT#

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FIRM OR GROUP TRAFFIC INSTITUTE

ARRIVE 02/02/86 TFC6

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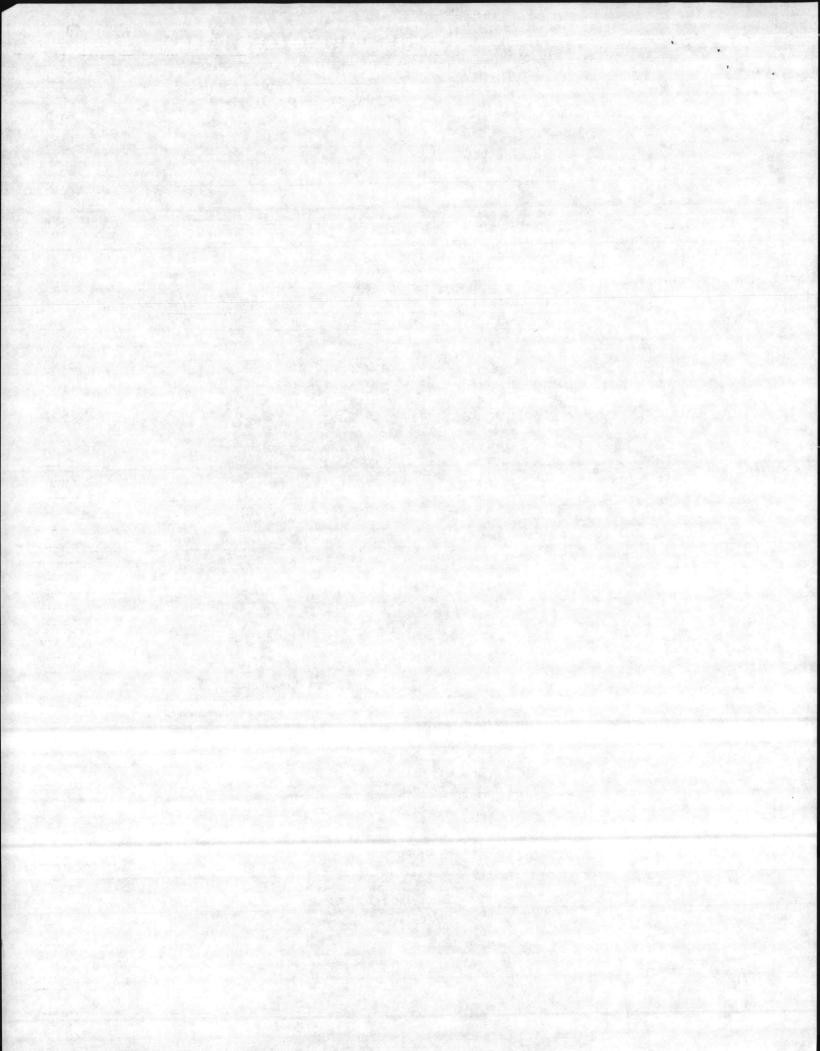
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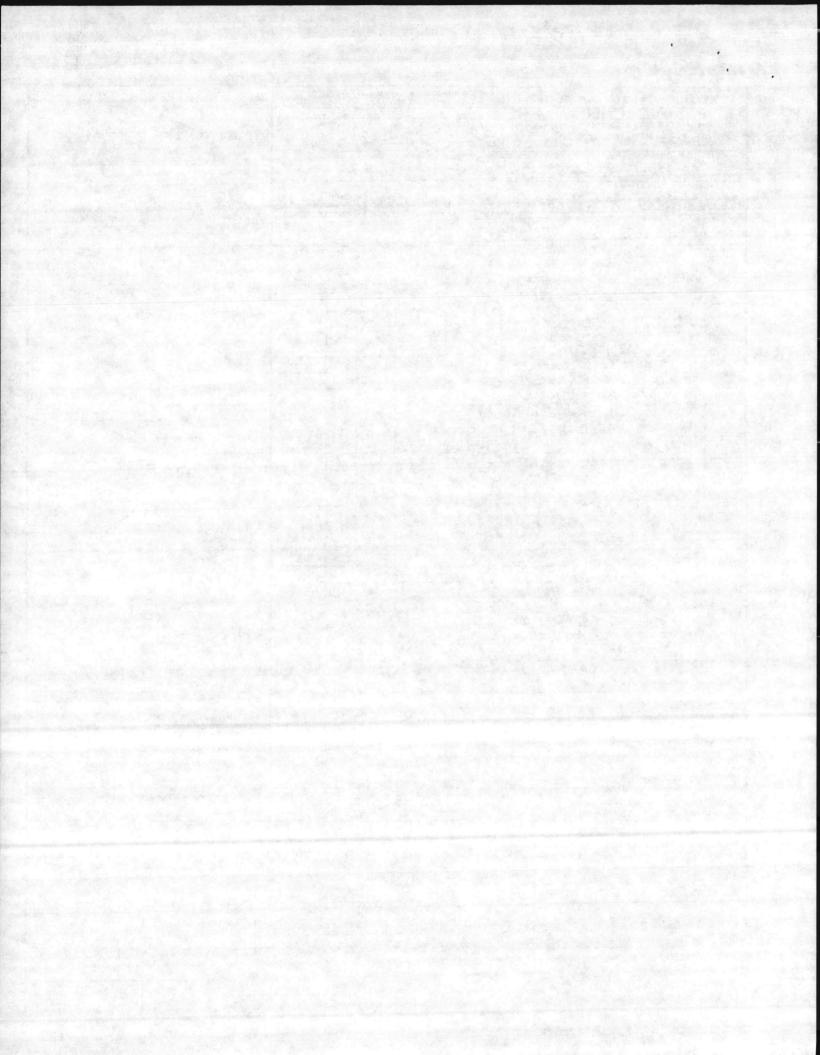
Account Payable on Presentation or Departure

The undersigned agrees to make immediate payment upon receipt of statement. In the event such payment is not made within 25 days after receipt of the original statement, it is agreed that the hotel may immediately impose a LATE PAYMENT CHARGE at the rate of 1½% per month (ANNUAL RATE 18%), or the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney fees.

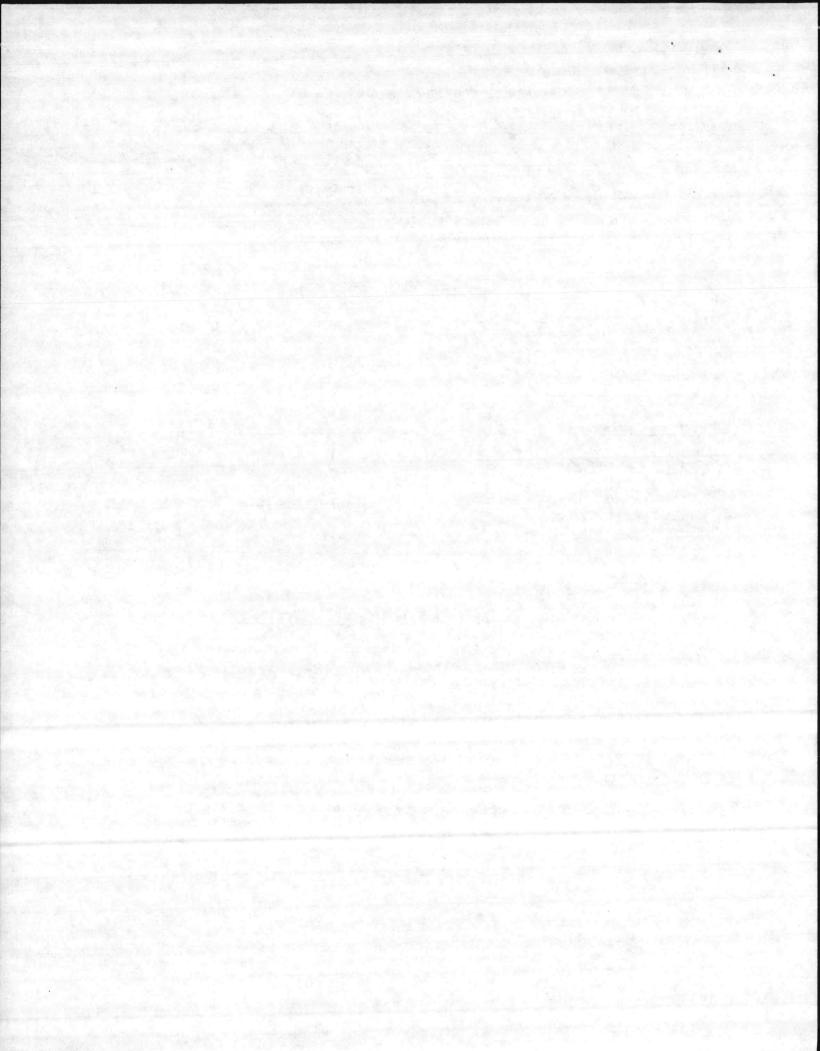
Please Leave Your Room Key at the Front Desk Signature X. Company Name Address



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	0	ESTIMATED COST INF	ORMATION FOR TDY	
Itinera	ry for Carl &	aker	Organization PWO	Ext. 22/3
From	Emerald Isle	TO TO	Evanston, Ol	e the
Dates o	f Travel 298	Fet 86 Date	es of Training 3-70	Feb 86
Maximum	Per Diem Allowed in	Accordance with J	TR 475.00	
	Schedule	P	Cost - Round	Trip
Lv Arv Lv Ari	Chicago, Ill Chicago, Ill Chicago, Ill Gax, nc	- 0953 - 0953 - 1259	#229	4.00
	Per Diem Estimate		Total Estimate	d Cost
7	day 2 Feb 3-7 Feb 4 day 8 Feb	56.25 375.00 56.25	Per Diem Travel Limousine Fees Registration Fees	487.50 224.00 25.00 (To Be Billed) 400.00 (To Be Billed)
/4	t and	487.50	TOTAL	1136.50
NOTE:	ITEMS CHECKED BELOW Advance - maximum t Reservations - make	hat can be author:	ized is \$ <u>U 0.00</u> .	n, extension 1971.
<u>∠</u> 3.	High Cost Area - Ou	EVATIONS MADE	13 Jan 86 a to the travel order, tr her expense incurred. Re	aveler must keep
∠ √ √ √ √ √ √ √ √ √ √ √ √ √ √ √ √ √ √	Constructive Travel time spent in trave leave or LWOP.	- POV is authori	zed for the traveler's co carrier schedule will be	nvenience. Work charged to annual
	based on the above exempt under FLSA	schedule is 8	rs traveler may be subject for forms. Justifi	cation: // Non-
Ø7 6.	Review - this form prior to approval of	must be attached of travel.	to travel order for Compt	croller's review
□ 7.	Submit DD 1556 with See enclosure (2) t	travel order if	purpose of TDY is other t	than for work.

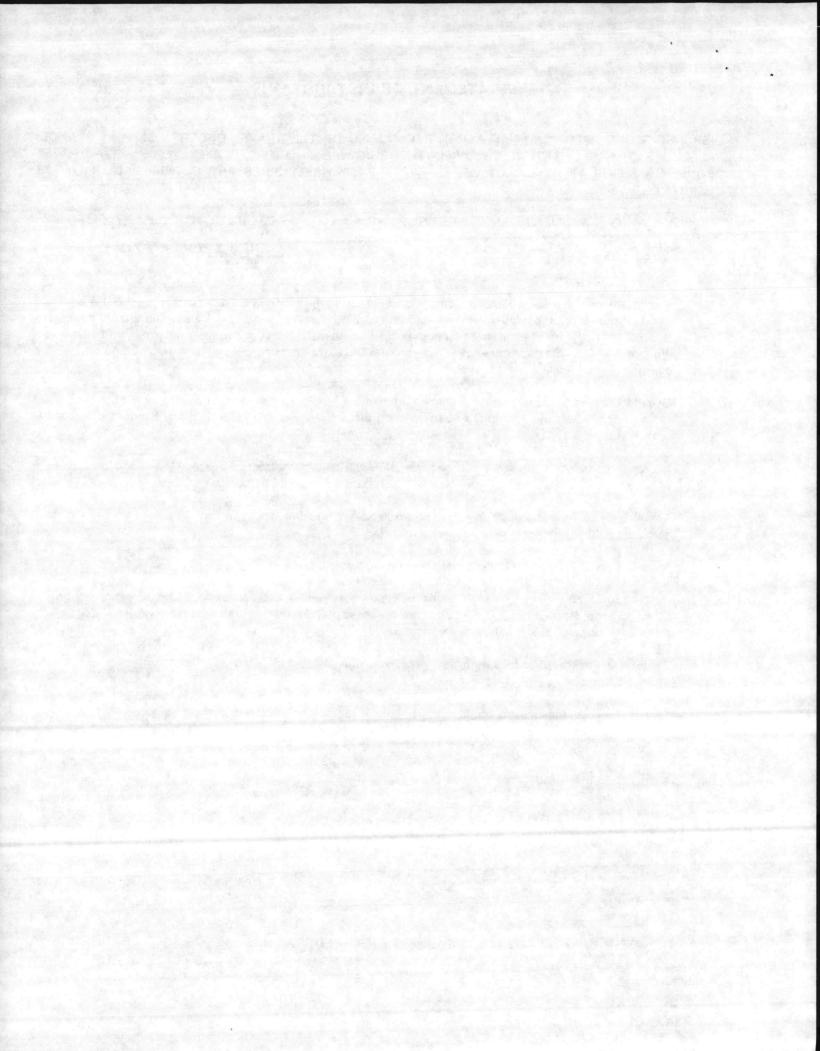


STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

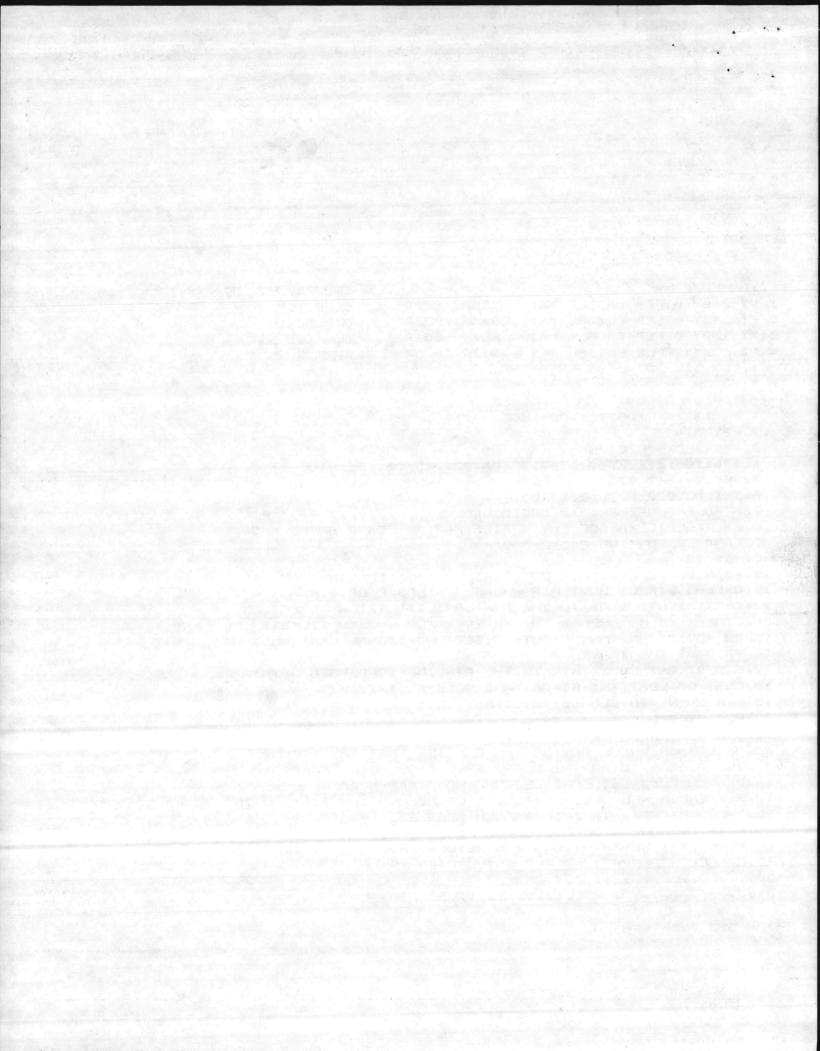
OF	Carl Baker SSN: 242-94-9755
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.	No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
0.	Rental Car authorized.
	Other

WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.



```
CLNLUPI
. HDQXTPI 231554CLN278U
AHB4DZ
 1. 1BAKER/C MR
                                           LV: JACKSONVILLE, NC
 1 PI 348Y 02FEB DAJCLT HK1
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                                               CHARLOTTE, NC
                                     APRO
 2 PI 341Y Ø2FEB CLTORD HK1
                               903A
                                     953A
                                               CHICAGO, IL
 3 PI 100Y 07FEB ORDCLT HK1
                               SERP
                                     851P
                                               CHARLOTTE, NC
 4 PI 432Y Ø7FEB CLTISO HK1
                               943P 1028P
                                               KINSTON, NC
P- 1.CLN 919 353 2133 8ATO/TMO
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W-T-STORED/FARED
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   5.88R V4 947 075
   6. TKT NO 030 5870 003 203
   7. MEMO ENDORSEMENT TO BASIC ORDERS...... SE-43/ abh
  8. FR TRAFFIC MANAGEMENT OFFICE MARINE CORPS BASE. . 4650. 1
  9. CAMP LEJEUNE NC 28542-500
  10. BOS TOY
  11.18CHEDULED GOVT AIR NOT AVAILABLE TO DESTINATION, IF
 12. DRDERS DIRECT BOYT AIR WHERE AVAILABLE OBTAIN
 13. CERTIFICATION AS TO THE AVAILABILITY PRIOR TO RETURN
 14. 2THERE IS NO REFUND TO TRAVELER FOR UNUSED TICKETS ISSUED
 15. ON GOVT T/RS. ANY UNAUTHORIZED ADDITIONAL COST MUST BE
 16. PAID BY THE TRAVELER
 17. REPORT ANY LOST THIS TO THE AIRLINE CONCERNED OBTAIN
 18. COPY OF LOST TKT REPORT AND PRESENT THIS WITH A
 19. STATEMENT TO CLOSEST MILITARY INSTALL. IN ACCORDIN
 20. MCO P4600.7C
 21.41F YOU EXCHANGE YOUR ORIGINAL TICKET FOR A TICKET
 22. OF LESSER VALUE ADVISE THE CARRIER THAT THE REFUND
 23. IS PAYABLE TO MARINE CORPS BASE PASSENGER TRAFFIC
 24. BRANCH BLDG 233 CAMP LEJEUNE NC 28542-5000.
 25. SURRENDER ALL UNUSED TICKETS OR REFUND APPLICATION TO
 26. THE PASSENGER TRAFFIC BRANCH BLDG 233
 27. CAMP LEJEUNE NC 28542-5000.
 28. RECONFIRM RESERVATIONS FOR RETURN TRYL
 29. CANCEL RESERVATIONS FOR ANY UNUSED TRYL
                          ...... TA FOR CWO4 BH MCNUTT
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23JAN1555 0153 PY6



		REIME	URSABLE EXPE	NSES (JTR, C4612	AND M4009)		
DATE 19_84	LODGING		2/MEALS		LAUNDRY PRESSING CLEANING	3/4 4/ LOCAL TRANSP	4/OTHER
		BREAKFAST	LUNCH	14.84	CLEANING		TIPS: DOORMA
REB	47.52			14,07	77 (F)		BELL BOY \$2.00
3 FEB	47.52	4.17	5.40	15.52			
4 FEB	47.52	3.81	4,92	12.42			
5 FEB	47.52	6.50	6.15	11.10			
6 FEB	47.52	3.81	6.52	16.75			
7 FEB	6.00	4.60	4.90	22.30			TIPS: MAID
8 FEB	0.00	4.25					
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a							
							2219

^{1/} Attach lodging receipt(s) as supporting document(s).

I, CARL H. BAKER certify that itemized amounts are actual and necessary expenses incurred by me in performance of official travel for which I have not been reimbursed.

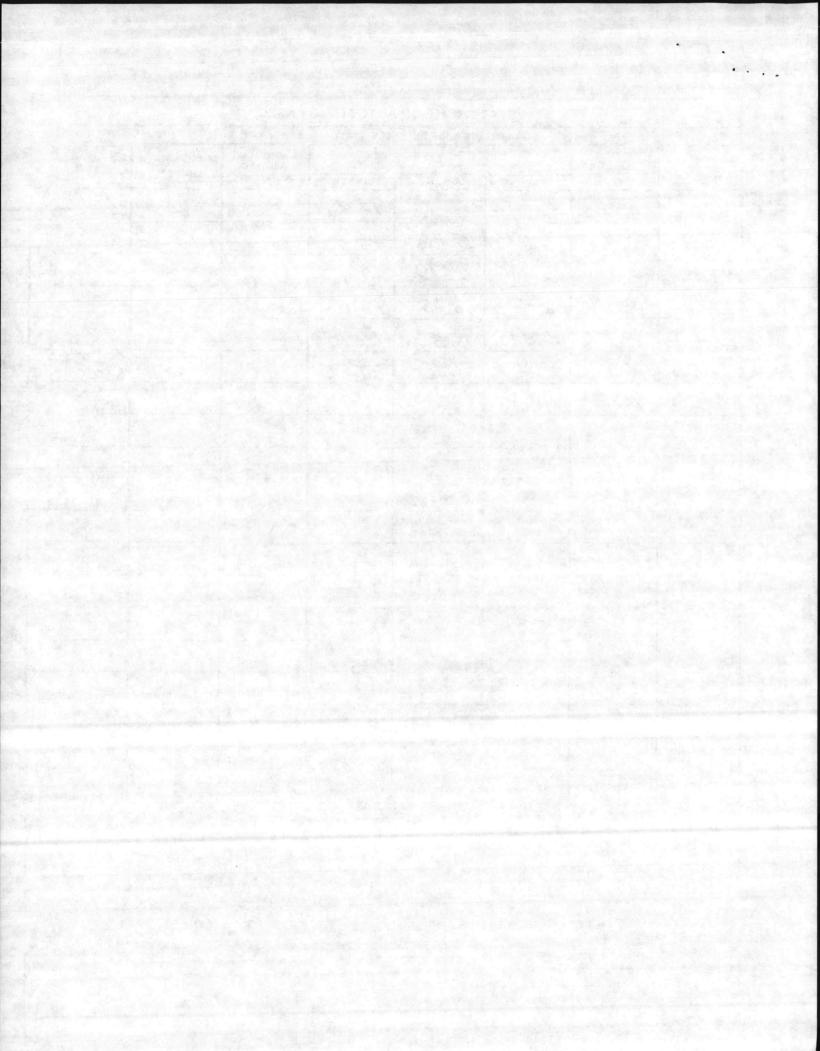
al N. Bake

2-11-86

^{2/} Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

^{3/} Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.

^{4/(}a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

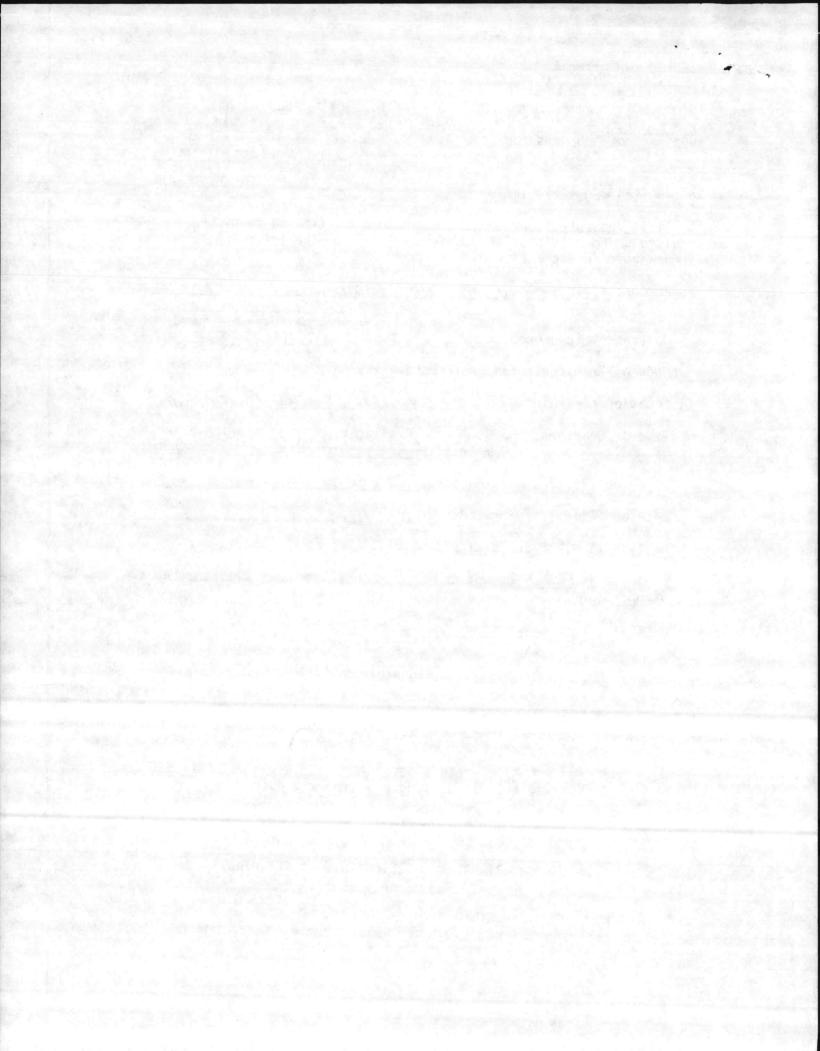


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L		PAYI	MENT	FOR			ger 2	PAID BY	
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2. ADVANCE OF TRAVEL ALLOW	NANCES (PCS	5)	10-1	7. DISLOCATI	ON ALLOW	VANCE			ICB CLNC
3. ACCRUED PER DIEM FOR TDY	Y/TAD		i en	8. TRAILER AL	LLOWANCE				
4. SETTLEMENT OF TDY/TAD TR	AVEL		1	9.					
5. SETTLEMENT OF PCS TRAVEL		10.64		10.					
II.	(3011 F.W.			INDIVIDU	JAL PAYMI				
1. PAYEE (Last Name, First, BAKER C.H		al)			2. RAN	K OR GRADE		3. SSN 242 94	9955
4. ORGANIZATION AND STATI			F 46						
PUBLIC WORKS 5. TRAVEL ORDER			120	State of the					
TON ** 00170					4	A STATE OF THE STA		100	
6. ADVANCE OF TRAVEL ALLOY	NANCES ELECT	TED BY ABOVE-NA	AMED	MEMBER AS FO	LLOWS:				
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PAID ADVANCE					100				
7. CHECK NUMBER	8. CHECK			. AMOUNT PAID		10. DATE PAID	11.	. RECEIVED IN CASH /Si	gnature of payee)
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I. PER SUBVOUCHER NO.	I	THROUGH		ATTACHED.	2. PER			TRAVEL ALLOWANCE PA	YMENT LISTS ATTACH
γ.	APPRI	OVED FOR PAYN	ENT	(When requi	red by in	idividual servi	ce requ	lations)	
1. TYPED NAME AND TITLE					2. SIGN		1 199		
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		BUR. CONT.		ACCOUNTING (CLASSIFIC	AUXILIAR	DV T		
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rom:	PUO
To:	Civilian Personnel Officer (ATTN: Training Division)
Subj:	Travel Orders for CARL BAKER Home Address 7312 ARCHER'S CREEK DR. EMERALD ISLE, NC 28557
Ref:	(a) BO 12270.1A
complet	is requested that estimated cost information be furnished to te DD Form 1610 on the subject employee. The following information warded in accordance with reference (a):
Pui	rpose of TDY: TO ATTEND TRAINING
	vernment Sponsored: Yes No
	de of Transportation Preference: AIR
Lo	cation of Training Site: <u>EVANSTON</u> , <u>JLL</u> (CHICAGO)
Ту	pe of Quarters: BOQ Available Not Available Commercial
Da	te and Time Training Begins: $\frac{2/3/86}{}$
Da	te and Time Training Ends: $\frac{2/7/86}{}$
Re	gistration Fee or Tuition Involved: Yes/Mp Amount 400.00
St	ployee is Exempt or Nonexempt under the Fair Labor andards Act.
.Re	ntal Car will will not be required. f required, written justification must be attached).,
	(Signature of Requesting Official)
*If	POV is shown, the following written certification by the travele uired in accordance with JTR Volume 2, C2158.
I purpos	(will) (will not) operate a Government owned vehicle for the e of performing travel required by temporary duty.
	Cal N. Rake Jr. (Signature of Traveler)



30	•		•		Vite 1					•	Amen	dment No.					
CER	AUTHORIZAT	F TRA	INING	ENT,	se ca il Paris co no sarcis		Agency code, age subelement and submitting office (xx-xx-xxxx)		Organiza	dard docume	er FY	Do	oc. type c	ode Sei	1060 ial Num		02
	AND REIMBUI	KSEMIE	N			26	1-27-200	5	S. Sag	Initial	Resu	bmission	Corre	ction		Cancellati	on
		10.6	A STATE		_		NEE INFORMAT	ION		مستشمة	100		-				4
 Applicant's name (Last - Fit Indicate preferred title (example) 	e - Miss, Mrs., Mr., M	ís., LTC, e			l ^c	First 5 letters of last name	2. Social Secu	rity Nun	ber 04	6700				b. Date of birth Year Month			05
4. Home address (Optional - to	o notify in case of	emergen	cy)			Lagran (1975) GNA2 (1985)	5. Home telep Area code/N		otional)	6. Position	level/Su	pervisor po	sition co	ode (X o	nly one	1 2	
						Francis de la				1997	upervisor	ту		Manager	1326		
					wided)	MITMENT AND THE				Superv			1 1	xecutiv	е		715
7. Organization mailing addres	s (Branch - Divisio	on/Office	/Rureau/A	gency/.	Service	Command)	8. Office telep	hone		9. Continu	(Specify	10 15 15	10 1	lumber	of prior		
Civilian Pe Marine Copy Camp Lejeun	omali es Proposition Proposition (1995)	Area code/AUTO	OVON/Nu		Years		Months	- 1	ion-gove raining	rnment							
11. Position title/function	Position title/function								de/step or Navy (Designator	13	. Type of appointm	14: Education leve			on level	A STATE OF
The Traffic PO Box 1409	Tansport Institu , Evanst	atic ite, on,	n un Norti	gine	eri ster			raming	site (1) so	me, mark bo	02.7	(If not re	1	a digar ga nelegia ga nelegia ga nelegia ga nelegia ga nelegia			777
16a. Training Type/ Subject Area Identifier	b. Course title	ry 2	raff:		per	ations	& Analy	sis :	Barrier Branch		0.000			spute co		10	
17a. Catalog/Course No.	18. Training pe	1 0 100	Tatango and	the Hall	c. Record	19. Number	of course hours (4 digits)	07	20. PART	l – train	BOAT PROPERTY.	see instr	uctions,	E-refreso	100	
h 0#	a. Start	Year	Month	Day	ID		a. During duty		40			Code	00			Code	
b. Offering	b. Complete	86	02	07	,,,,,,,,	155 (100 kg) 20 40 80 kg	b. Non-duty	-	40	Large St. be	Purpose Type	4	08 c.	Special Ir		4	10
20. PART II - (See instruction:		-	V4.	41		d. Training cre			413		Түре	2		3,155		90	111
a. Training Facility/Vendor	b. Security Cleara	ince				AND THE REST	education units			e. Priority f. Training I	loval	2	6 S. A. S.	son for s		3	
Unit Identification Code (UIC)	c. Allocation Stat		62 000	totano Polita	L Place	Other (colle)	A Male Property	r anue	g. Method o	A2 2010	7	W (18.75	hod of e	107 8	h		
Section	on C - COSTS AN	ID BILLI	NG INFO	RMATI	ON	3 . A. Marce .		loes not i	involve ex	penditures o						tion.	A
21. Direct costs and appropriat Total direct authorized 12 \$ Accounting classification for	ars 400 Conts	The second	incurred a	s s	dollars	on to exceed as	c. Books, mat other costs	erial or	\$	dollars		nature of fi		cer (follo			we)
22. Job order number (Optional	al) 1022Q		e all fairt i	23.	Labor c	costs (Optional)	eljus sä eljus sä elemen	ed technologi a Mayazta 1			otal of direc	37777		osts (Op		
25. Indirect costs (For informa) Total 13 dollar indirect costs		1	vel cost	s	dollars	cents	c. Per diem/ot	her costs	s	dollars	cen	ts d. Tra	vel orde	r numbe	er —		
mon cet costs 1 +	ion D – APPROV	AL/CON	CURREN	PE POLICE	95920 95925	Testiliaes		and the	Section	E – APPRO	VAL/C	ONCURRE	NCE	- 124 - 124			4
6. I certify this training is job Supervisor (Name and title) Signature			A TO	rea code	Date	r/Extension	29. Authorizing Signature	ng officia	il (Name i	and title/cod	eve)	Supt X	Approv Disappr	0.7	hber/Ext	539	8
7. Does nominee meet prerequ	uisites?	Yes	No	If No.	attach	waiver request		Section	on F — CE	RTIFICATI	ON OF	TRAINING	COMP	LETION		800	
I CERTIFY that this training Training Officer (Name and	ng meets regulator I title/code)	y require	ments:	rea code	/AUTOV	ON/Number/Ext		planator	y memo.	urn this form	t legal	a. Actual completion date	Year	Month	Day	b. Gra	de
Signature	har <u>, erp</u> l	Le ve	LSupt	91	Date	51-1539	in.		1000000	700 and	No. of the second	equi o fir		4	ate	(13) (13)	
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8a. Station Symbol b. Billing instructions (Identical)	ify discount torres	n Tayla	de gradi	dana		-1080		official (Name and	d title/code,	in and	a properties	s _	Toa	ite	erdi Mini -	_
Furnish original invoice an	nd 3 copies to:	PLE	ASE]	days.	ICE	111310074	Signature DSSN number			Check num	ber		Vouc	her num	— —		
CIVILIAN Fe	rsonnel !	MIVI	sion.		qui proje	II - Stanfarden	22 01	The Party				Calletta a				N. A.	
Camp Lejeum	e, NC 29	542		244 V	V27		32. School off	icial (Na	rne and ti	ue)	ा स्त्री १५०० व्याप्त वर्षे स्वीराज्य अप		100	es No	J 10000	accepted	

Copy 10 ACTIVITY (OPTIONAL USE)
DD 1 Form 1556

Nominee accepted Not accepted

TRAINING FACILITY Invoice should be sent to office indicated in item 28b. Please refer to Standard document number given in item 8 at top of page to assure prompt payment.

WILL BE SET BY EACH DOD COMPONENT. DATA REQUI	
2018년 전 12 12 12 12 12 12 12 12 12 12 12 12 12	DISTRIBUTION
Copy 1: File in the training/personnel folder.	Copy 7: Give finance office to authorize any separate payments for books, material or other
Copy 2: Used in lieu of the CSC Form 1146 to get data for the Central Personnel Data File Copy 3: Give vendor to nominate employee.	Copy 8: Give employee.
Copy 4: Give vendor as the obligation for approved costs.	Copy 9: Use to evaluate training.
Copy 5: Give vendor for return to confirm nomination status.	Copy 10: Keep at originating office. AN 40 MOMASIA TO 30
Copy 6: Give finance office to authorize payments.	ZVENELAUPMER OMO
resentances and a contract of a complete	ION INSTRUCTIONS
Item A-May be found in items 33 & 35 of SF-50, when/if required.	Item 20 Part II, F-j-Enter appropriate codes.
Item B-Follow DOD component instruction.	Item 20 Part II, f-School or Training Level
Item C-Follow local procedures. Normally X beside initial.	1 Elementary 3 Vocational/Technical/ 4 College, undergraduate
	2 High School Secretarial/Business/ 5 College, graduate
Section A-TRAINEE INFORMATION	Commercial/Administrative 6 College, post graduate
Vigot Municipal Commission of the Commission of	Item 20 Part II, g—Method of Training
Item 1—Fill in trainee's name. If more than one, use continuation form.	1 On-the-job training (formal) 5 Correspondence 8 Classroom (on site
Item 2—Use nine digits of SSN.	2 Rotation of work assignment 6 Directed study 9 Test/Equivalency 3 Seminar (training) 7 Classroom (resident)
Item 3a—Submitting organization unit identification code (UIC), six digits.	4 Conference/meeting/symposium
Item 3b—Enter year and month of birth (e.g., if Jan. 14, 1943, it would appear as 43	/01), Jtem 20 Part II, h Training Program
I tems 4 & 5—Follow local procedures. Normally blank.	A Management Intern G DOD/CSC Rotation Assignment E Junior Development
Item 6—X one block when buying from Civil Service Commission.	B Engineer-In-Training H Upward Mobility Agreement R Cooperative Program
Items 7 & 8—Enter employee/trainee address and telephone number.	C Administrative Intern J Apprentice I Student Trainee D Shop Trainee M Helper to Journeyman Y Executive Development
Item 9—Put years and months of continuous Federal Government service.	F College Work Study K Long term W Mid-Manager Developmen
Item 10—To be computed and filled by the nominating training office.	N Other Z None
Items 11 & 12-Self-explanatory.	Item 20 Part II, i—Reason for Selection of Source
Item 13—Enter appropriate code or abbreviation.	1 Quality of Training 4 Location 2 Most Cost Effective 5 Not available in Government
CC Career Conditional C Career T Temporary E Except	3 Unique capability of training 6 Incidental to Procurement of Equipmen
1 Regular 2 Reserve 3 National Guard I Intermi	Source / Timetiness
Tient 14- Effet appropriate code	Item 20 Part II, j—Method of Evaluation
00 Not applicable 08 1 year of college 16 Post 1st profess 01 Some elementary 09 2 years of college 17 Master degree	1 Economic analysis 4 Questionnaires 7 Othe 2 Accomplishment of stated objectives 5 Tests 8 None
02 Elementary graduate 10 Associate 18 Post master	3 Post-training performance, 6 Interview and
03 Some high school 11 3 years of college 19 6th year degree 04 High school graduate 12 4 years of college 20 Post 6th year	knowledge and attitudes Follow-up
05 Terminal Occupational Program (TOP) 13 Bachelor degree 21 Pre Doctorate	Section C-COSTS AND BILLING INFORMATION
06 TOP Certificate 14 Post Bachelor 22 Doctorate degre	e V First block if there is no expense other than salary, pay or compensation.
07 Started college 15 1st professional 23 Post Doctorate	Item 21a-Sum of Items 21b & c. (See Note below.)
Section B-TRAINING COURSE DATA	Item 21b & c-Enter tuition/registration fee dollars and cents.
	Item 21d-Follow DOD component instruction.
Item 15—Self-explanatory.	Items 21 e & f-For finance office use. Put only one accounting classification per DD-1556
20.14의 물리면 POUR 10.20대 10.00대 2015년 12.15대 12	Items 22 & 23—Follow local procedures.
	Item 24–Sum of items 21a & 25a.
Item 16c-Follow local data processing instructions,	Item 25a-Sum of items 25b & c. (See Note below.)
Item 17a—Enter training source catalog/course ID number.	Items 25b & c—Enter dollars and cents.
Item 17b—Follow local procedures.	Item 25d-Self explanatory,
Items 18a & b—Enter in year, month, day sequence the course start and complete (e.g., June 15, 1977 would be entered as 77/06/15).	Note: With continuation form, totals are for all trainees.
Item 18c-If the trainee starts 2 or more courses the same day, put a different number (1-9) Sections C, D-TERMINATION AND EVALUATION DATA-Copy 9
for each.	This information will be filled in on copy 9 after training is completed (follow agence
Items 19 a-c—Total hours is determined by multiplying hours attended per week by number of weeks of the course. Duty and non-duty hours are self-explanatory. Enter	one
hour or more; round fractions up.	Section D-APPROVALS
The state of the s	item 20—Certify that the training is job related.
Items 20 Part I, a-d-Enter appropriate codes from those listed below.	Item 27-To be certified/signed by the official designated CPO Head of Training.
Item 20 Part I, a—Purpose	Item 28a – Already complete.
1 Mission or program change 6 Develop unavailable skills	Item 28b-Enter name and mailing address of Finance Officer for billing purposes.

New technology 3 New work assignment

Trade or craft apprenticeship Orientation 4 Improve present performance 5 Meet future staffing needs 9 Adult basic education

Item 20 Part I, b-Type (same as first digit of Item 16a).

Supervisory 3 Legal, medical, scientific or engineering

1 Executive and management And Add Ave 5 Speciality and technical 6 Clerical 7 Trade or craft 8 Orientation 9 Adult basic education

4 Administration and analysis Item 20 Part 1, c-Source/Vendor

E Defense Logistics A US Air Force Agency F Other DOD US Army US Navy

2 Government—Interagency 3 Non-Government—designed for agency 4 Non-Government—off-shelf G Allied D US Marine Corps 5 State or local Government Item 20 Part I. d-Special Interest

1 Executive Development

0 No special program

Items 20 Part II, a-i

Item 20 Part II, a-Follow DOD component instruction.

Item 20 Part II, b-Enter appropriate code. Follow DOD component instruction. C Confidential S Secret TS Top Secret SI Special Interest

Item 20 Part II, c-Enter appropriate code. 1 Primary 2 Alternate

3 Space Available

Item 20 Part II, d-Enter CEUs, Credit Hours followed by H, or NA.

Item 20 Part II, e-Enter priority 1, 2, or 3 in accordance with DOD Instruction 1430.5.

> > 7 Other

8 None

-Сору 9

Section E-APPROVAL/CONCURRENCE

Item 29-Follow local procedures.

Section F-CERTIFICATION OF TRAINING COMPLETION

Item 30—If course completed, enter date and grade; if not, return form with explanatory memo to Training Officer identified in Item 27.

Item 31-Follow local procedures.

Item 32-School official sign, date and return copy 5.

➤ PRIVACY ACT STATEMENT—Copy 1 Reverse—Signed by the employee.

➤ Section G-EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (NON-GOVERNMENT TRAINING) Copy 1-Reverse side

The applicant must read and understand the statements contained in the agreement. If there are any questions concerning this section, please contact the nominating activity Training

Item 33-To be completed by nominating Training Office.

Items 33-36 as appropriate. To be signed and dated by employee nominated for nongovernment training.

Section G-FINANCE-Copies 6 & 7

Items 33, 34 or 35 as appropriate, filled in by the nominating activity Training Office.

Section H-TRAINING VENDOR-Copy 5 only. Instructions on reverse of copy 3,

Section 1-Copy 5-Mailing Address of Nominating Agency.

To be filled in by nominating Training Office.

PRIVACY ACT STATEMENT

General—This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal nomination for training forms.

Authority—The Government Employees Training Act of 1958 (U.S. Code, Title 5, sections 4101 to 4118) Purposes and Uses—The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Personnel Data File.

Effects of Nondisclosure—Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

Information Regarding Disclosure of Your Social Security Number Under Public Law 93-679, Section 7(b)—
Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the training you are seeking.
Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier to match the personacompleting the training with the correct master record in the Central Personnel Data File (CPDF). It will be used primarily to give your recognition for completing the training and to accumulate government-wide training statistical information. The information gathered through the use of the number will be used only as necessary in-training administration processes carried out in accordance with established regulations. The SSN slow will be used for the selection of persons to be included in statistical studies of training management matters. The use of the SSN is made necessary because of the large number of present Federal amployees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.



UNITED STATES MARINE CORPS CIVILIAN PERSONNEL DIVISION MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA 28542

12570 CPD 7 Jan 86

From: Employee Development Superintendent

To: PWO

Subj: TRAVEL ORDER INFORMATION: REQUEST FOR

Ref: (a) BO 12570.1

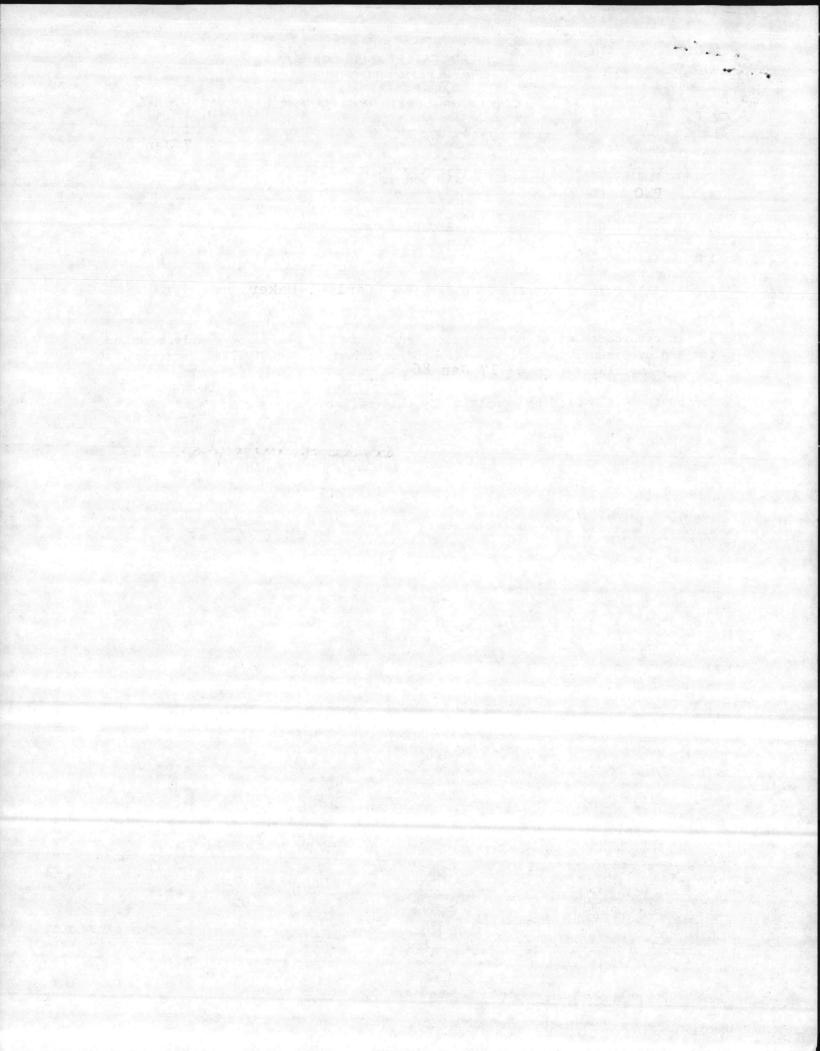
Encl: (1) Memo; Subj: Travel orders for Carl H. Baker

(2) DD Form 1556

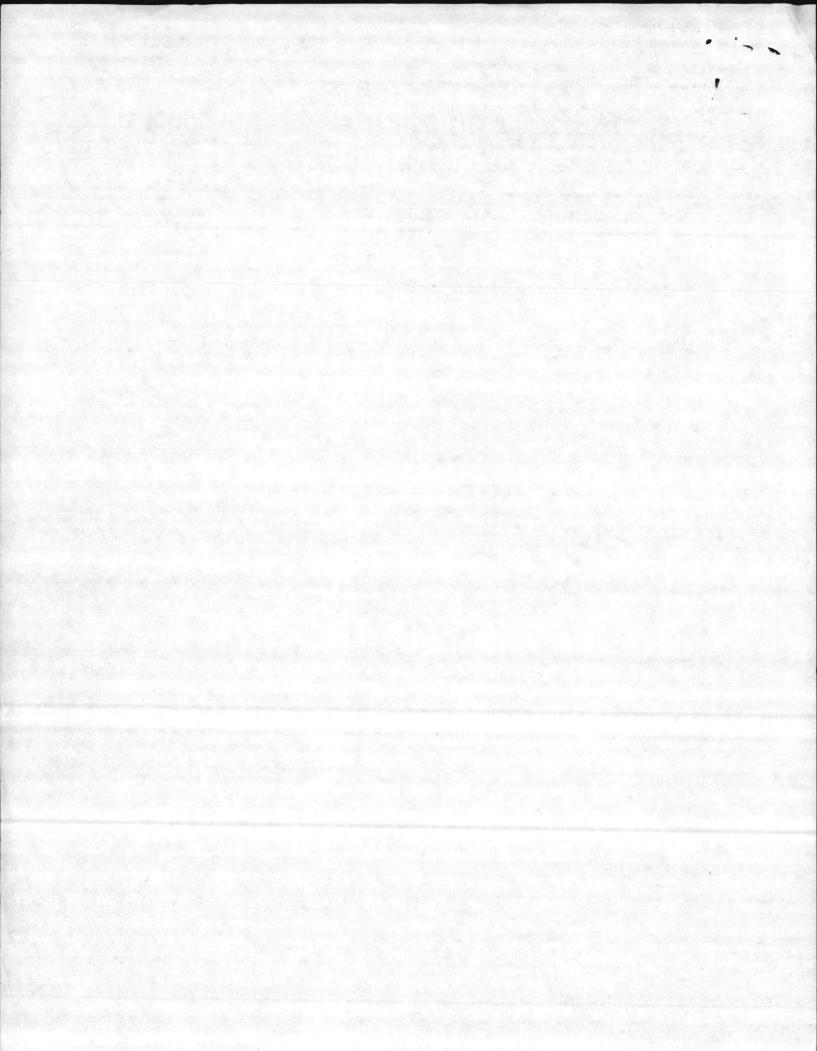
1. In accordance with the reference, enclosure (1) should be completed on the employee named in enclosure (2) and returned to the Civilian Personnel Division not later than 17 Jan 86

2. DD Form 1610 will be completed by this office.

LINDA H. PASSINGHAM



Application For Admission To Transportation Engineering Continuing Education Programs Course tile MILITARY TRAFFIC OPERATIONS & ANALYSIS Course date FEB. 3-7, 1986 TECHNIQUES Name (Mr.) BAKER, CARL H. JR. Title MANAGER, CIVIL SECTION Birthdate 4/21/56 Agency FACILITIES, PUBLIC WORKS DIVISION, MARINE CORPS BASE AMP LEJEUNE, NC 7312 ARCHER'S CREEK DR. EMERALD ISLE MOREHEAD CITY, NC 28557 Colleges attended Dates Majors NORTH CAROLINA STATE UNIVERSITY 8/74-5/78 CIOIL ENGINEERING BSCE Applicant (al N. Baker) Complete both sides of application For office use only TE

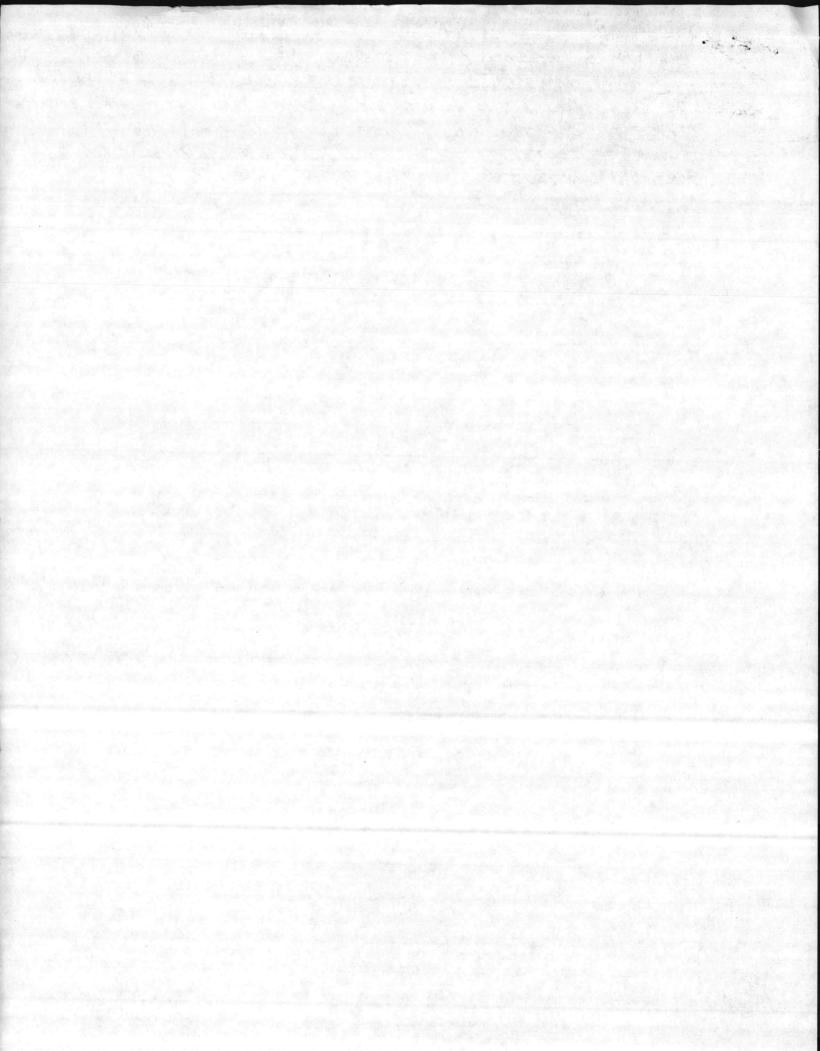


mployer GUBUC WORKS DIVISION,	CHAN LEJ	EUNE, N	<u></u>	_ Dates _ ///83 —	
Position (briefly describe nature of work) MANAGER,	CIVIL ENGINE	ERING SEC	TION	- GESPONSIBLE 1	FOR.
CIUIL DESIGN SERVICES FOR NE	W CONSTRUCT	TON & REPA	RS, B	DAD WORK & TRAFF	KE
mployer OFFICE OF CONSTRUCT	ON VETERAL	NS ADMIN	ISTRAT	outles 6/78-10/8	73
Position SENIOR RESIDENT ENGIN	DEER - FI	FID FNG	INFFE	RESPONDIBLE F	OR
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tach additional information, if necessary.					
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Complete one application for each candidate. Mail to:

Director, Transportation Engineering Division • The Traffic Institute, Northwestern University

P.O. Box 1409, Evanston, Ilinois 60204



MILITARY TRAFFIC OPERATIONS AND ANALYSIS TECHNIQUES

February 3 - 7, 1986

3.5 CEU's

\$400

This course addresses the areas of traffic engineering data collection and analysis, transportation planning and traffic operations as they exist on military bases. Discussion subjects include accident analysis and countermeasures and analysis of traffic operations. Case studies and problem-solving sessions are used to illustrate the practical application of traffic engineering principles as they relate to the unique conditions that exist on military installations.

The course is intended for base engineers with responsibilities relating to traffic planning, operations, and/or design. Individuals may be military officers or civilians employed by the armed forces. A bachelors degree in engineering science or related fields is a desirable prerequisite. Appropriate experience may be substituted for formal engineering education.

Program Content

Studies and Analysis Methods

Traffic Characteristics; Traffic Volume Studies; Travel Time and Delay; Speed Studies and Control; Accident Analysis; Parking Characteristics

Traffic Management and Operations

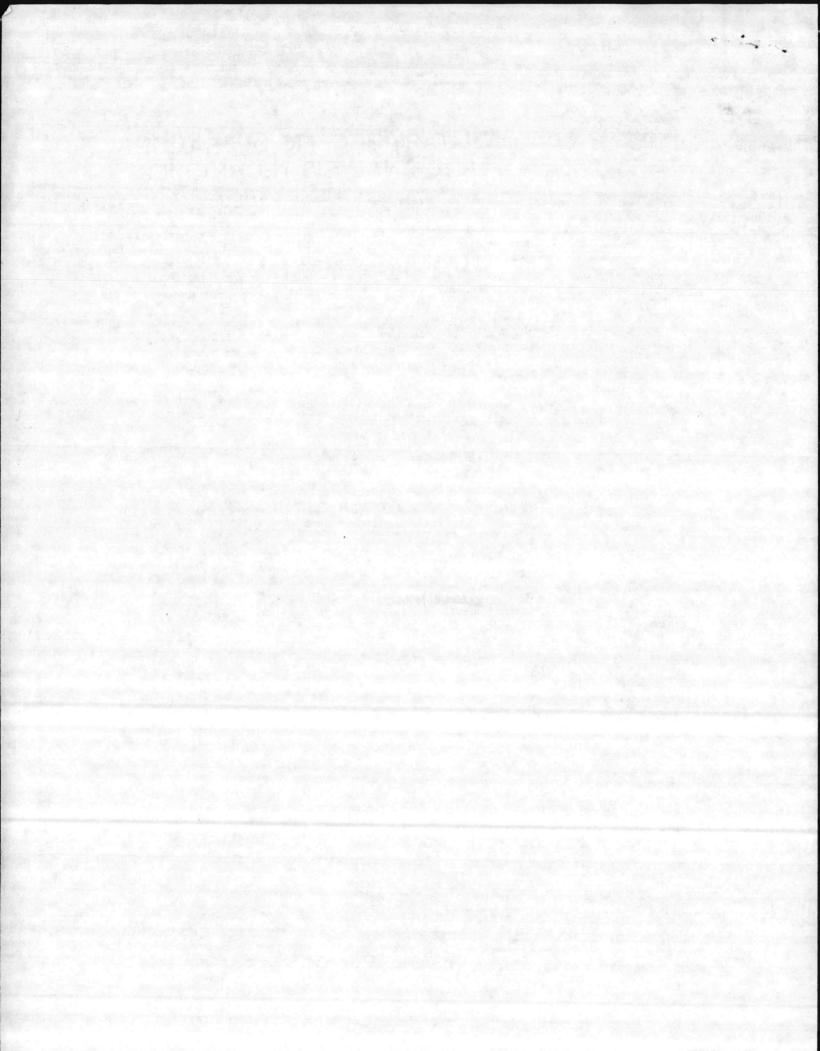
Intersection Analysis and Control; Traffic Signal Control; Street Network Planning; Management of Traffic Operations

Traffic Design and Control

Analysis of Site-generated Traffic; Access Location and Design; Parking Facility Layout; Signing and Pavement Marking

Geometric Design

Intersection Design; Channelization Design; Military Gate Design



TAILS OF MAIN

PUBLIC WORKS DIVISION

BUILDING 1005, MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA 28542

In reply refer to:

12410 PWO 21 Jan 1985

From: 04S

To: All Public Works Personnel

Subj: CIVILIAN TRAINING FOR FY 1986

Encl: (1) Civilian Employee Training Request Form

- 1. Request you submit your civilian training requirements for Fiscal Year 1986 using the enclosure. All forms must be completed in draft form and returned to me NLT Friday, 22 February 1985. Under the cost column, fill in "Registration \$ " and I will complete the total cost.
- 2. CPD submitted the following guidance:
- a. Performance of employees should be considered in determining training requirements. They state that generally a training need exists when there is a discrepancy between the actual level of performance and the desired level of employee performance.
- b. Additional training requirements in supervisory/managerial tasks and functions should be identified through the performance appraisal process and requested through this survey.

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functions sand training requirements in Supervisoring training and functions sand sand to a time of the particular decreases appraisal property formands appraisal property requests functions.

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Employee Name JOHN J. JORDAN Grade GS-9 Organization PUBLIC WORKS Course Title REAL ESTATE SEMINAR Length of Course 2 DA Location Employees Last Official Performance Rating SATISFACTORY COST: Registration \$ Per Diem \$ Travel \$ Total \$ 1. Priority assigned to the training requirement. / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons: Training Needed to ensure attainment of performance objectives / Training needed to correct serious performance deficiencies / Training required by law, regulation or higher authority Training required for operation/maintenance of new equipment 7 Training required for employees enrolled in a recognized formal training program / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees. PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent. Provide more specifically why this training is being requested. UPDATING INFORMATION AND KNOWLEDGE 3. How many of your employees have already received this or similar training? None 4. What will be the impact on the organization or employee if this training is not received? EMPLOYEE'S OVERALL EFFICIENCY MAY SUFFER. Certification of training requirement: I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established. Inediate Supervisor 2d Level Supervisor

ENCLOSURE (1)

Department Head

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UPDATING INFORMATION AND KNOWLEDGE

NONE

PUBLIC WORKS

EMPLOYEE'S OVERALL EFFICIENCY MAY SUPFER.

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CIVILIAN EMPLOYEE TRAINING REQUEST Employee Name MARY K. THOMPSON Grade GS-5 Organization Public Works Course Title TECHNICAL WRITING I 3 DA Location NORFOCK, VA Length of Course Employees Last Official Performance Rating SATISFACTORY COST: Registration \$ Per Diem \$ Travel \$ Total \$ 1. Priority assigned to the training requirement. PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons: Training Needed to ensure attainment of performance objectives Training needed to correct serious performance deficiencies / Training required by law, regulation or higher authority Training required for operation/maintenance of new equipment Training required for employees enrolled in a recognized formal training program / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees. PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent. 2. Provide more specifically why this training is being requested. TO IMPROVE THE ABILITY OF EMPLOYEE TO PROOF READ AND MAKE SIMPLE CORRECTIONS TO TECHNICAL WRITTEN DOCUMENTS How many of your employees have already received this or similar training? NONE 4. What will be the impact on the organization or employee if this training is not received? QUALITY OF FINALIZED DOCUMENTATION TO BE SENT TO HIGHER AUTHORITIVE WILL SUFFER. 5. Certification of training requirement: I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor

2d Level Supervisor

MARRY K. THOUPSON

95-5

PUBLIC WORKS

3404

TECHNICAL WRITING I

AO E

NORFOLK, UA

SATISFACTORY

TO IMPRINE THE ARILITY OF EMPLOYEE TO PROOF READ AND PIND SUPPORTING DATE.

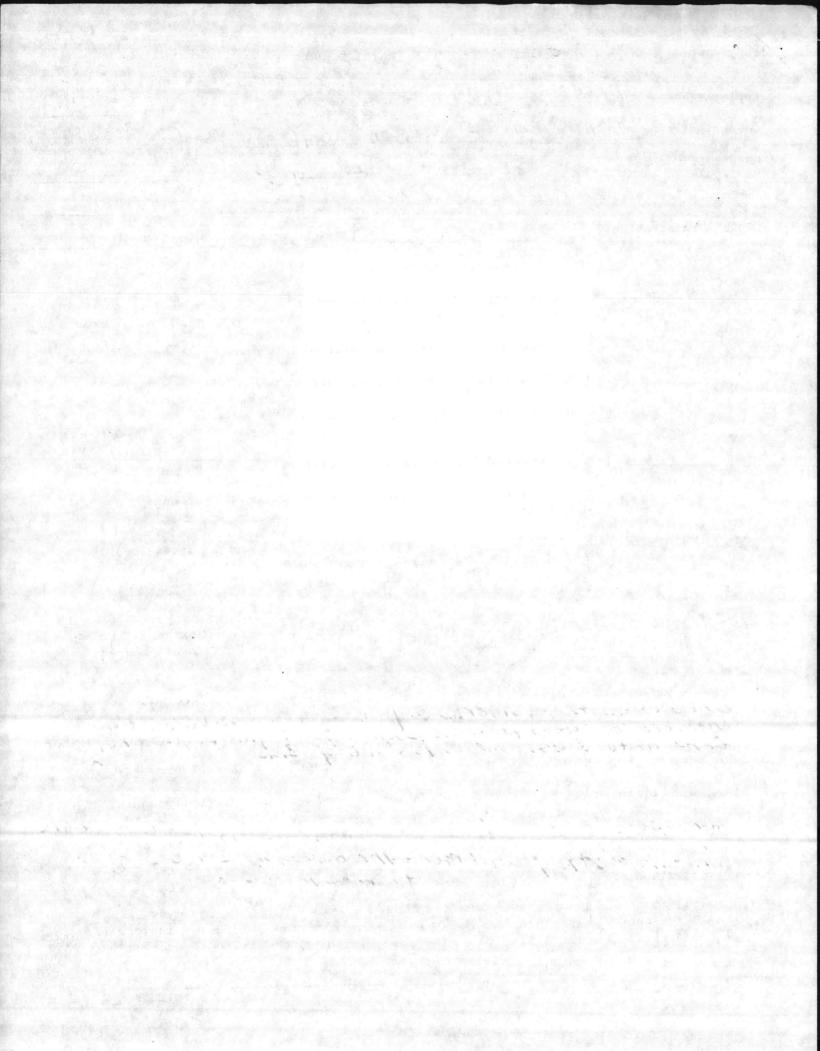
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Eugens S. Jone fr. 2/4/85

#1

Length of Course Location Employees Last Official Performance Rating COST: Registration \$ Per Diem \$ Travel \$ Total \$ 1. Priority assigned to the sessential to Superiority assigned research to the following reasons: PRIORITY ONI	Employee Name Delmar D. Wegver Grade GS	-11 Organization Code 406
Employees Last Official Performance Rating COST: Registration \$ Per Diem \$ Travel \$ Total \$ 1. Priority assigned to the essential to the ess	Course Title American General Con	atractors - Carolings - Meeting
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essential to State 406 MeM bets more of the following reasons: Train Form are numbered in performance objectives Train Form are numbered in managed efficiencies Train train train traini traini training to provide for the systematic replacement of skilled employees. PRIORITY TWO on complete and qualitative mission accomplishment during the next two to the efficiency of skilled employees. PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent. Provide more specifically why this training is being requested. To quail tracking it deas with his counter for the people who prepare the way of the people who prepare how any of your employees have already received this or similar training? What will be the impact on the organization or employee if this training is not received? What will be the impact on the organization or employee if this training is not received? What will be the impact on the organization or employee if this training is not received? What will be the impact on the organization or employee if this training? One of the following reasons: more of the following reasons: performance objectives primaries of the following reasons: mannee deficiencies higher authority high	1. Priority assigned to the training	
Provide more specifically why this training is being requested. To quail employed the Valuable of overtunit to converse and the valuable of overtunit to converse and confractors estimates to develop Bids. How many of your employees have already received this or similar training? What will be the impact on the organization or employee if this training is not received? No opportunity to learn more about how confructors prepare bids and to inform them of some of our methos and ideas on estimating, will mean the government lost a chance in estimating requirement: to improve it estimates to chance I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the province.	Train Tr	performance objectives prmance deficiencies higher authority nce of new equipment in a recognized formal funded may impact adversely hment during the next two to ovide for the systematic
	Interchange Ideas with his counter has confractor of estimates to develop. How many of your employees have already received the what will be the impact on the organization or employees have already received the not received? The confirmation of the confirmation of some of the confirmation of training requirement: to improve the confirmation of training is necessary to support	to converse and the people who prepare Bids is or similar training? O Oyce if this training is how contractors prepare four methos and/deas even ment lost a chance is it estimateortocoveate and for this employee. It is

Department Head

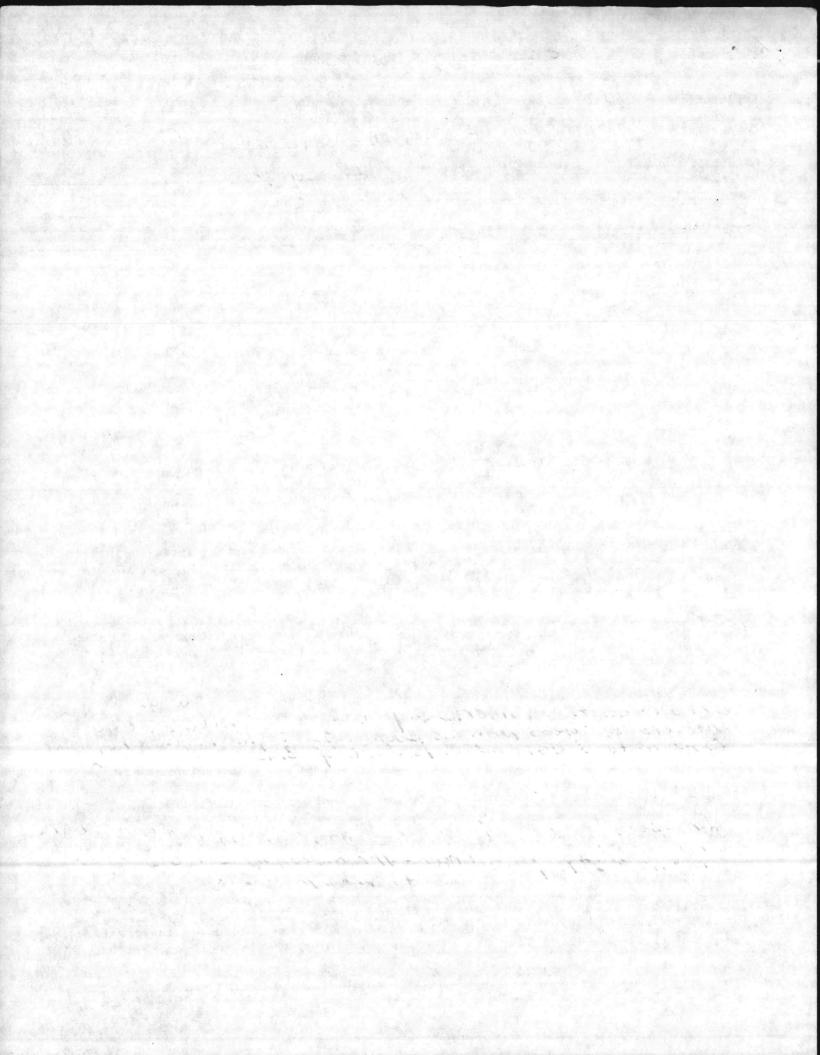


#1

Course Title American General Contractors - Carolinas - Meeting
Length of Course Location
Employees Last Official Performance Rating
COST: Registration \$ Per Diam \$
1. Priority assigned to the training requirement.
/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
// Training Needed to ensure attainment of performance objectives
Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
Training required for employees enrolled in a recognized formal training program
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PRIORITY THREE - <u>USEFUL</u> : Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being requested. To quail employee the Valuable opportunit to converse and interchange ideas with his counterparts - the people who preparts. How many of your employees have already received this or similar training?
what will be the impact on the organization or employee if this training is not received? No opportunity to learn more about how contractors prepare bids and to inform them of some of our methos and ideas on estimating. Will mean the government lost a chance of certification of training requirement: to improve it estimateortochycate I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the second
and the command; and that the priority assigned meets the criteria established.
Immediate Supervisor 2d Level Supervisor

Department Head

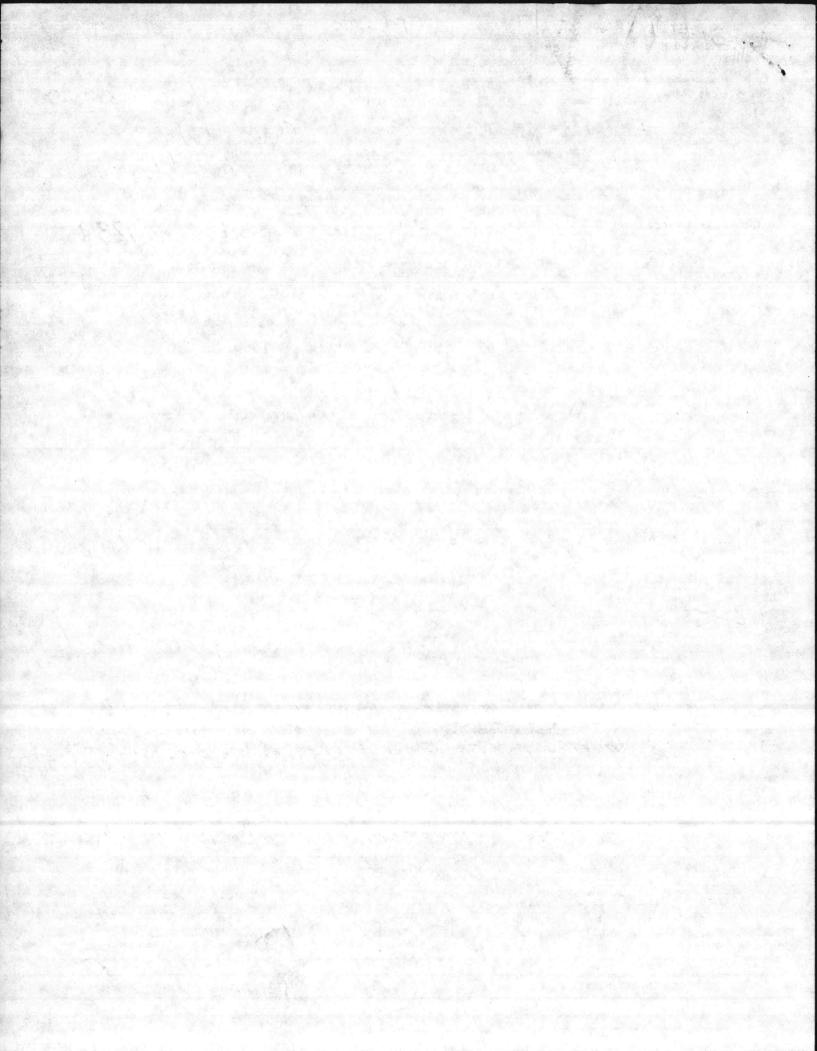
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CIVILIAN EMPLOYEE TRAINING REQUEST
Employee Name James H. Fitch, PE Grade GS-12 Organization Code 406
Course Title Engineering Management (Course #512)
Length of Course 3days Oct 20-23 Location Southern Methodist Unive Dellas To.
Employees Last Official Performance Rating Soft/Sfactory
COST: Registration \$ 595 Per Diem \$ 300 Travel \$ 384 Total \$ 1289
l. Priority assigned to the training requirement.
/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:
Training Needed to ensure attainment of performance objectives
Training needed to correct serious performance deficiencies
Training required by law, regulation or higher authority
Training required for operation/maintenance of new equipment
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PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.
2. Provide more specifically why this training is being requested. To began to provide the link between geneval management and technical expertise. To better accomplish the big picture of managing a technical function in harmony with other technical function within management 3. How many of your employees have already received this or similar training?
4. What will be the impact on the organization or employee if this training is not received?
Less efficiency of operation, less harmony within the against the
5. Certification of training requirement:
I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.
Immediate Supervisor
2d Level Supervisor

ENCLOSURE (1)

Department Head





INDUSTRIAL MANAGEMENT
COMPUTERS
LEGAL and REAL ESTATE
MARKETING
ENGINEERING MANAGEMENT
PROJECT MANAGEMENT
CONSTRUCTION
SALE OF A COMPANY

SOUTHERN METHODIST UNIVERSITY
MANAGEMENT: CENTER
EDWIN L. COX: SCHOOL: OF BUSINESS
DALLAS, TEXAS 7.527.5



Who Should Attend: Engineering managers, engineering project manager and project leaders, non-lechnical managers with responsibilities for managers

0	Managing the Small Law Firm #505 \$495	Nov. 9-10 — Dollas	originate partnership small office; atime m services. Who Should Atter	business, increase profits in the law offi agreements; use of word processing and c anagement; use of para-professionals; p d: Designed specifically for small and	repaid legal middle sized
and Real Estate	Finance and Accounting after Lawyers #530 \$360	Sept. 14-15 St. Louis Sept. 27-28 New York Oct. 5-6 Chicago Oct. 29-31 Dallas Nov. 9-10 Houston Nov. 30-Dec. 1 Las Vegas Dec. 7-8 Washingto Dec. 14-15 New Orlet	What lawyers need to tools and methods use nuts and bolts of how methods used to anal Who Should Atten	know about finance and accounting to the d'daily in the language of business and five business works; proceduress of financial ryze key financial decisions dichayers	eporting, and
Ledd	Fundamentals of Real = Estate Syndication and Securities #5524 \$545	Dec. 14-15 New Orlet Nov. 8-9 Atlanta	The fundamentals of the property determ est. A broadsovervie Who Should Atter	the syndicating process. Planning the ven ining the ownership entity selecting the s w of the syndication industry id Primarily for reals estate practitioners	attorneys and
	How to Design and Implement the Annual Marketing Plan #714 \$535		advantage obresedr plans# presenting#th Who+Should Atte	gi to build profits, organize to facilitate in set up timetables for action, and development to managements and implementational. Marketing directors managers, productions	on. luci: managers,
	C AND THE STATE OF	Sept 11-13	How to motivate you best sales people municate with great activity to achieve prospects by volume Who Should Atte	rasalest forces to epeck performances recruits forecasts effectively, determines territory per impacts develops compensations plans who companys objectives methods for classify profitability and potential and Prospectives and practicing soles man	chi directi sales customersi and agers
ring	Engineering Management	文 Oct. 22-24 南 Dallas	technical expertise	ides the linkages between generals manage within the company; how to prepare for a naging technical functions.	

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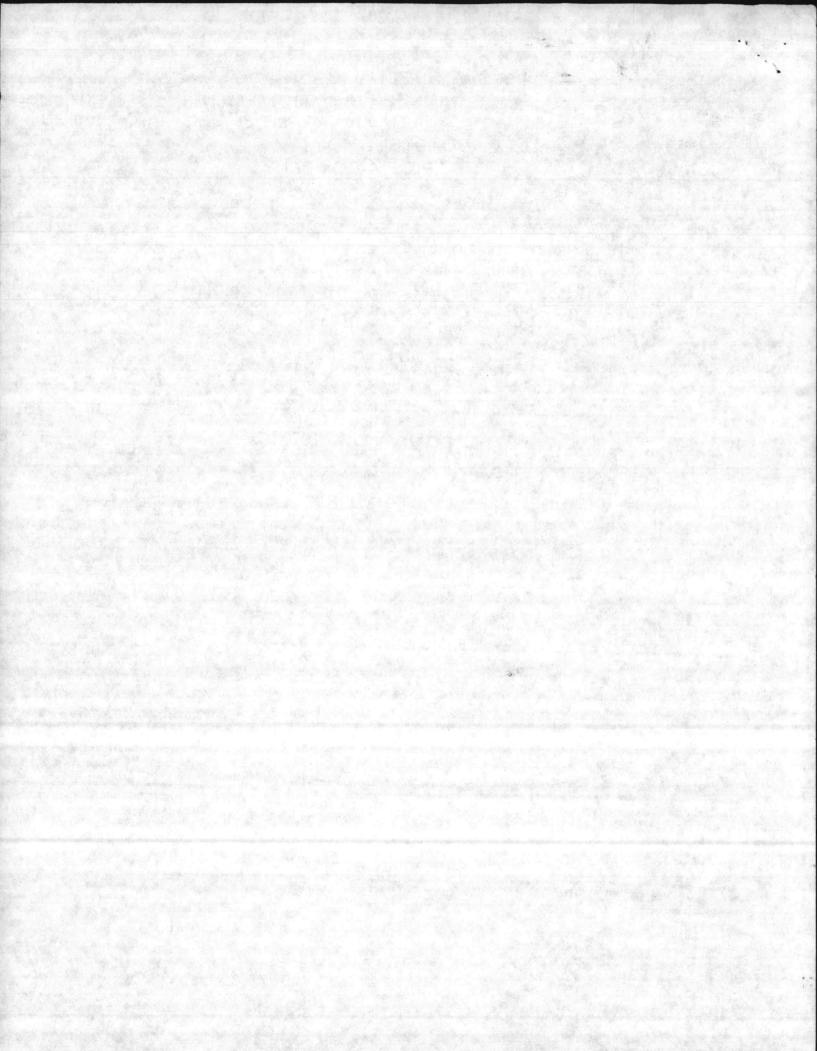


INDUSTRIAL MANAGEMENT
COMPUTERS
LEGAL and REAL ESTATE
MARKETING
ENGINEERING MANAGEMENT
PROJECT MANAGEMENT
CONSTRUCTION
SALE OF A COMPANY

SOUTHERN METHODIST UNIVERSITY
MANAGEMENT CENTER
EDWIN L. COX:SCHOOL OF BUSINESS
DALLAS, TEXAS 7.527.5

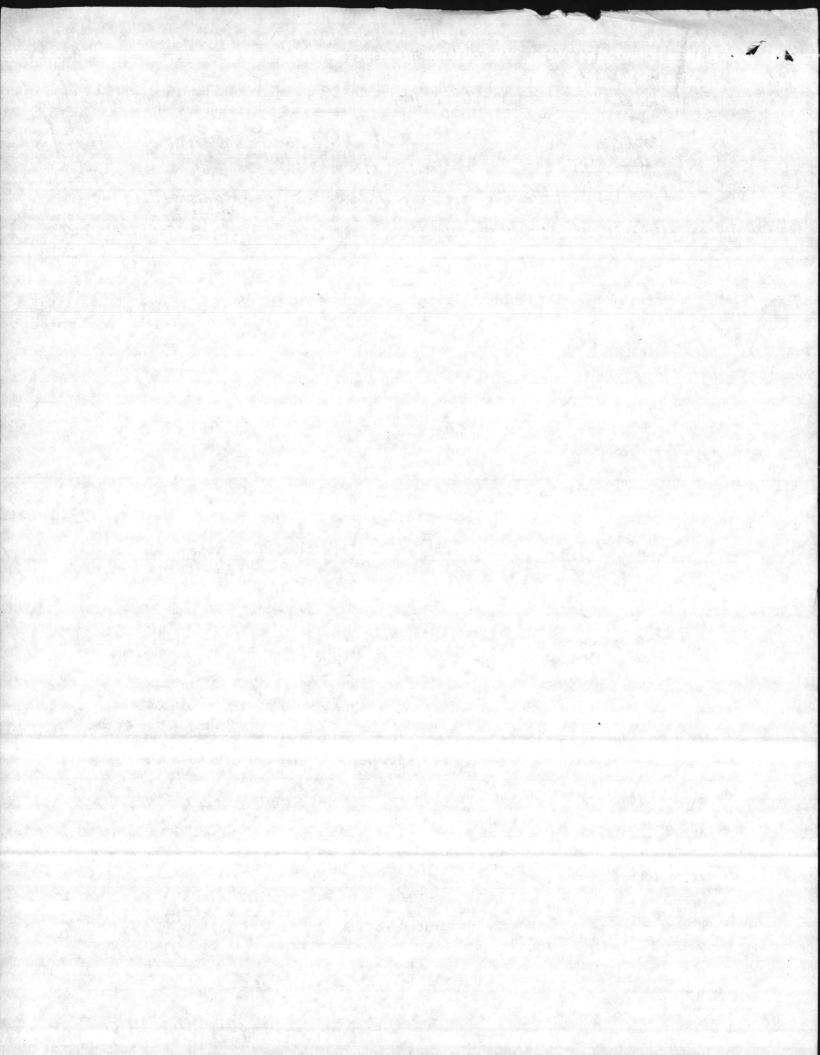


Managing the Small Nov. 9-10 Dallas Low Firm #505 \$495	How to acquire legal business, increase profits in the law office, revise or originate partnership agreements; use of word processing and computers for small office; time management, uses of para-professionals; prepaid legal services. Who Should Attend: Designed specifically for small and middlessized firms.
Finance and Accounting Finance and Accounting for Lawyers #530 \$360 Oct. 5-6 Oct. 29-31 Nov. 9-10 Nov. 9-10 Nov. 9-10 Nov. 30-Dec. 1 Las Vegas Washington, DC Dec. 7-8 Washington, DC New Orleans	What lawyers need to know about finance and accounting to the vocabulary, tools and methods used daily in the language of business and finance. Shows nuts and bolts of how business works; procedures of financial reporting, and methods used to analyze key financial decisions. Who Should Attend: Lawyers.
Dec. 14-15 New Orleans Fundamentals of Real = Nov. 8-9 Atlanta Estate Syndication and Securities = #5524 \$545	The fundamentals of the syndicating process. Planning the venture, selecting the property, determining the ownership entity, selecting the syndicate interest. A broadsoverview of the syndication industry. est. A broadsoverview of the syndication industry. Who Should Attend Primarily for realization practitioners, attorneys and CPA's:
7: Howato Design and Oct. 15-16. Dallasses: Implement the Annual Marketing Plan D #714 \$535	How to uses planning to build profits organize to facilitate planning take downtage of research, set up timetables for action, and develop contingency plans presenting the plant to management and implementation. Who Should Attend Marketing directors managers, product managers, marketing planners.
Fundamentals of Sales Sept. 11-13 3 Dallas Managemental \$595	How to motivate your salest forces to peak performance recruit and selects the best sales peoples force at effectively, determine territory potentials, combest sales peoples force develops compensation plans which direct sales municate with greaters impact develops compensation plans which direct sales activity to achieve company objectives methods to a classify scustomers and prospects by avolume profitability and potential. Who Should Attend Prospective and practicing sales managers
Di Engineering Management Coct. 22-24 Di Dallas Dallas Di Engineering Management Coct. 22-24 Di Dallas Dallas Di	Learn how to provide the linkage between general management and the technical expertise within the company, how to prepare for the broader responsibilities of managing technical functions. Who Should Attend: Engineering managers, engineering project managers and project leaders, non-technical managers with responsibilities for managers.



ENCLOSURE (1)

Department Head



Lect 3 nc 1. mns

Tuition 42500 Travel 38400 PD 225



Bulk Rate U.S. Postage Perrai, Ohio Permit No. 333

The Construction Specifications Institute, Inc. 601 Madison Street Alexandria, Virginia 22314



Professional Development

3 Day March 18-20, 1985 Dallas, Texas CSI SEMINARS

SPECIFICATIONS and CONSTRUCTION CONTRACTS

SPECIFICATIONS and CONSTRUCTION CONTRACTS

3 Day Monday-Wednesday March 18-20, 1985

8:30 a.m. - 4:30 p.m. daily Dallas, Texas

Probably \$395-CSI members \$425-Non-members

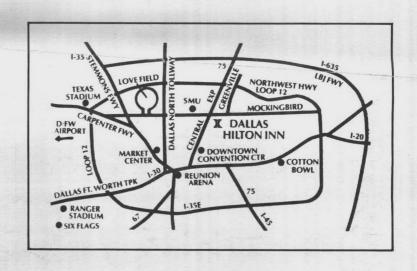
Information: (703) 684-0300 This program meets criteria for the nationally accepted Continuing Education Unit. CSI issues certificates of completion and maintains records of non-credit educational experience.

In-House Training

CSI seminars can be tailored to the needs of your organization and offered at a site convenient to your participants. In-house training eliminates the cost of travel and lodging and reduces the per person registration fees. Contact CSI for information on in-house training programs.

Course Manual Included

A comprehensive reference book reviews major points of the course and includes reprints, documents, and reproducible illustrations.



SPECIFICATIONS and CONSTRUCTION CONTRACTS

Objective

This seminar takes a look at the changing regulations, technology and contractual relationships that are effecting the preparation of written construction documents. In a condensed three-day program, it reviews current practices in preparing the project manual and explains the legal implications of language used in the Conditions of the Contract and specifications. Through team teaching and practical workshop exercises it explains how to use the Manual of Practice and presents the basic principles of CSI's nationally accepted format. The importance of a standardized format and how it can be effectively applied across design disciplines is demonstrated throughout the workshop.

Applicants of the Certified Construction Specifier exam may wish to use this course for review. Product representatives may wish to take this seminar to better understand the needs of their

professional clients.

Program Outline

Day 1: Orientation and Overview Introduction to Contracts
Role of the Parties
Role of the Documents
Principles of Specifying
Workshop exercise

Day 2: Specifications Language
Style
Grammar
Modes of Specifying
Workshop exercise
CSI Method of Document Organization
CSI Format
Workshop exercise
Variations in Specifying

Day 3: Document Production
Preparation
Information Gathering
Specifying
Tailoring Documents to the Project
Workshop exercise
Legal Implications
Conditions of the Contract
Modifying General Conditions
Liability of Specifying
Panel Discussion

Participants will learn how to

- Relate product specifications to the Conditions of the Contract
- Define the responsibilities of parties to the contract
- Assemble information for document production
- Organize the Project Manual according to CSI format
- Prepare product specifications according to CSI format
- Use various types of specifications
- Use effective specifications language
- Tailor documents to the project
- Recognize the legal implications of language used in Conditions of the Contract and specifications
- Define which information goes on the written documents and which goes on the drawn documents

You should attend

- If you are involved in contract administration;
- If you are responsible for project and document coordination;
- If you interpret or implement construction documents;
- If you are involved in the selection and evaluation of construction materials;
- If you specify or purchase construction products;
- If you manufacture construction products;
- If you enforce construction codes;
- If you are an owner, builder, or developer concerned about accurate implementation of specifications;
- If you are involved with construction arbitration or litigation.

Instructors

Sheldon B. Israel, FCSI, CCS (Principal Instructor and Faculty Chairman) is President, TECON, Inc., Construction Technology Consultants, Ft. Lauderdale, Florida. Israel, who has more than 25

years' experience in construction specifications, materials research, and contract administration, has served as a specifications and materials consultant for architectural and engineering firms nationwide. A former chairman of the Institute's Education Committee and current Southeast Region Director of CSI, Israel is active as a public speaker and instructor. He is a member of the Construction Industry Panel of Arbitrators of the American Arbitration Association.

Diana M. Hamilton, CSI, is Director of Specifications for the San Francisco architectural firm Kaplan/McLaughlin/Diaz. With more than 20 years' experience in the design and production of construction documents and master specifications systems for architectural and engineering firms, she is a frequent seminar speaker and has lectured at San Jose State University and the University of California, Berkeley. She is currently West Region Director of CSI.

Joseph H. Kasimer, Esq., CSI, is a graduate of Yale University (B.A. cum laude) and George Washington National Law Center (J.D. with Honors). Currently engaged in private law practice, he specializes in construction contract litigation and claims and represents owners, architects, general contractors, subcontractors, sureties, construction managers and suppliers throughout the United States. Kasimer is a frequent contributor to The Construction Specifier and has authored articles and seminar materials for Engineering News Record, The Public Contract Law Journal, The Military Engineer, National Asphalt Pavement Association, and Federal Publications, Inc. He is a member of the American Arbitration Association and in 1983 CSI awarded him an Education Commendation.

Hotel

Reservations must be made by participants. A block of rooms at a preferred rate will be held up to two weeks prior to the seminar.

Dallas Hilton Inn

5600 N. Central Expressway, Dallas, Texas 74206 (214) 827-4100

Room rate: \$62-single; \$82-double

Transportation: Surtran from the Dallas Fort Worth Airport: \$6 Courtesy transportation to and from Love Field

Recreation: Outdoor pool; SMU campus is across the street. **Restaurants:** Two restaurants, a cafe, and lobby piano bar. **Shopping:** The famous Greenville Avenue entertainment area is around the corner; Courtesy transportation to and from North Park Mall.

General Information

REFUND POLICY

 The registration fee is refundable, except for a \$25.00 service charge, provided the request is received in writing at least five days prior to the date of the seminar.

- Full refund is made if the course is cancelled.

- No refunds will be made once the seminar has begun.

The registration fee covers the cost of the seminar, refreshments, lunch, course materials, and continuing education certificate.

The registration fee does not cover other meals, hotel accommodations, transportation, or incidentals.

Registration Form	
Seminar	The last section
Seminar date/location	
Name	
(Print exactly as name should appear on certificate	1
Organization	
Address	
City/State/Zip	
Daytime phone	No. yrs. experience_
☐ Architect ☐ Engineer ☐ Specifier	
☐ CSI member: \$395 ☐ Non-member: \$4	425
☐ Send CSI membership information	

Mall to: Manager, Education Programs, CSI 601 Madison Street, Alexandria, VA 22314

- Make check payable to: The Construction Specifications Institute
- CSI education program fees are tax deductible.
- Registration will be confirmed by letter.

DD FORM 1610 5/N 0102-LF-016-7702

MCB, Camp Lejeune, NC 28542

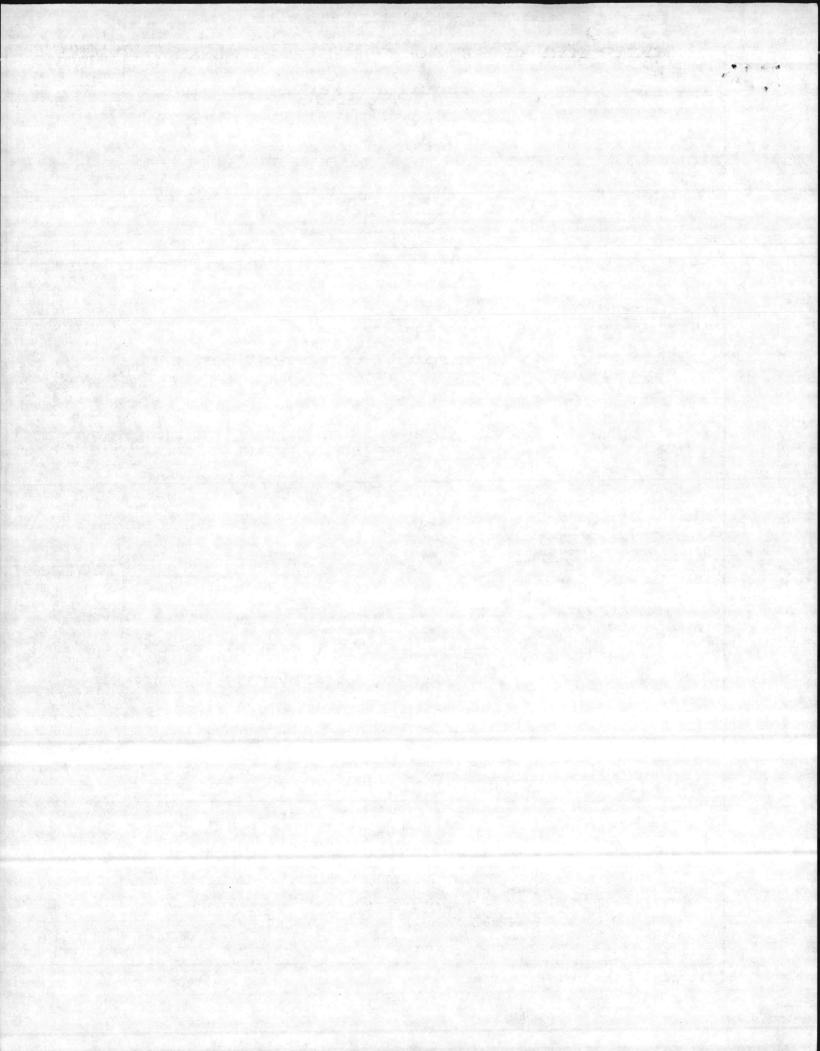
By direction of the commanding General

SBURSING OFFICE, MCB

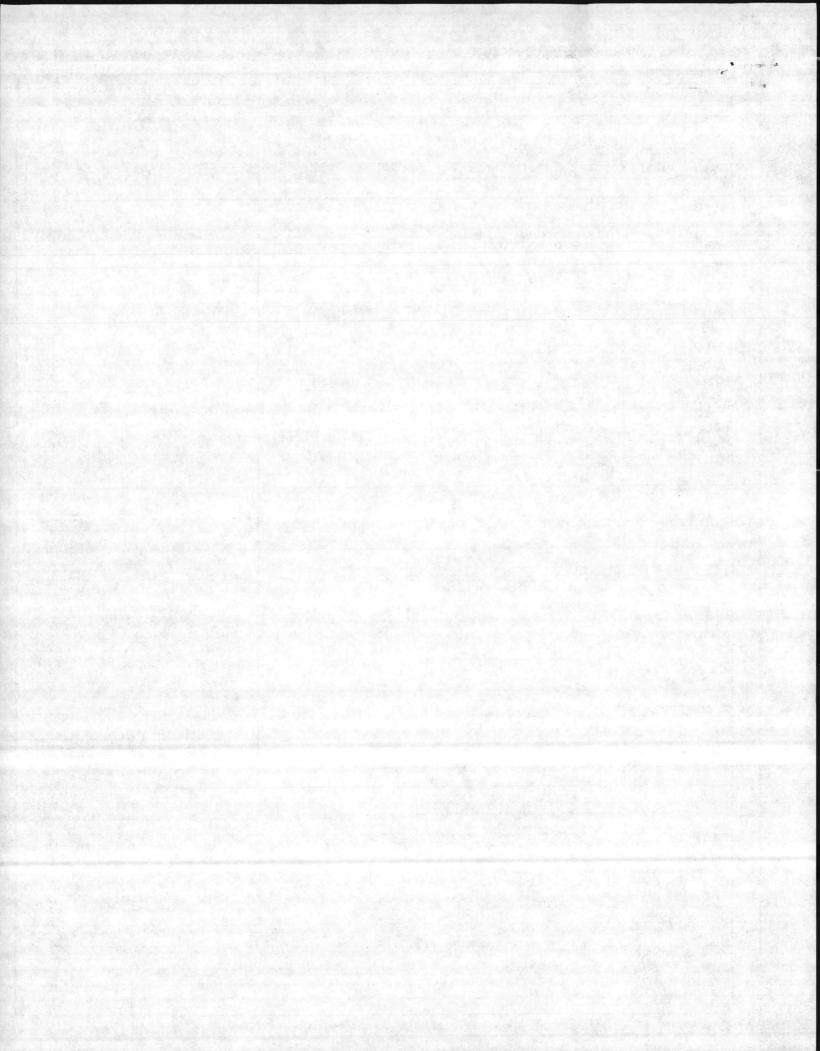
22. TRAVEL ORDER NUMBER

NAVY OVERPRINT - JAN. 1971

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NOTES

4 (a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

I, WILLIAM L. BRANT
(Type or Print Name)

certify that itemized amounts are actual and necessary expenses

incurred by me in performance of official travel for which I have not been reimbursed.

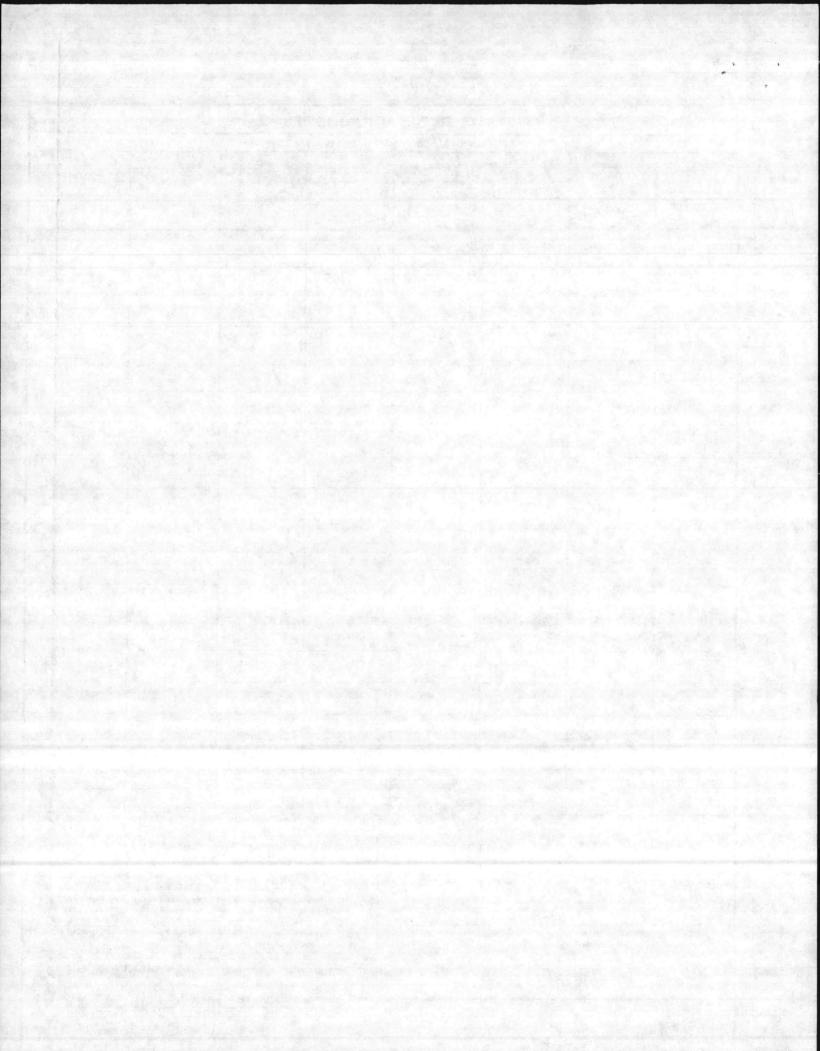
William L. Brant

25 Nov 1985

^{1/} Attach lodging receipt(s) as supporting document(s).

^{2/} Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

^{3/} Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.



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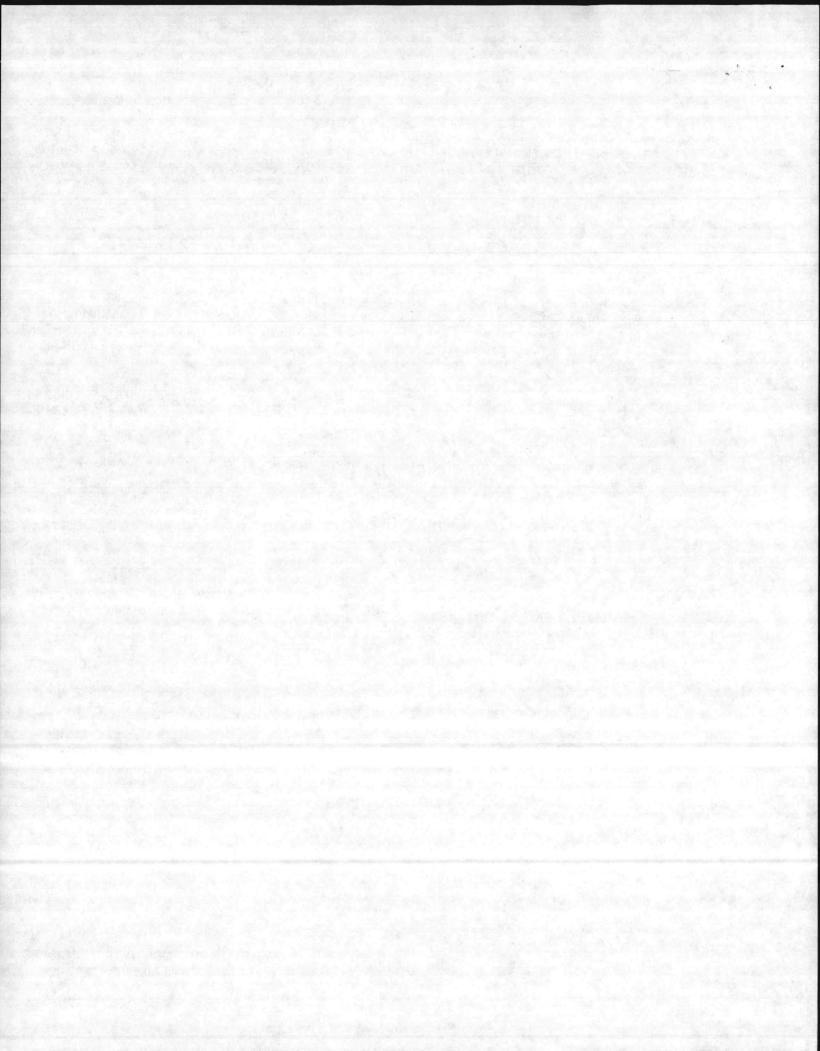
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STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

FOF	William Brant SN: 240-98-0766
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.	— No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms.
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carried schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
10.	Rental Car authorized.
	Other

WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.



'ESTIMATED COST INFORMATION FOR TDY Itinerary for William Brant Organization Maint Ext. 3722

o Legeure, MC To_

13 + 16 Nov 85 Dates of Training

Maximum Per Diem Allowed in Accordance with JTR

Schedule

LY Jax, nc 13 Nov 1400

Arr Ogx. Fl - 1623

Lr Ook 72 16 Nov 0900

WK, MC -- 1254

Cost - Round Trip

\$ 340.00

Per Diem Estimate

Total Estimated Cost

14-15 Nov 35.50 14-15 Nov 142.00 V day 14 Nov 35.00 1/2 day 14 Nov 213.00

Per Diem Travel Limousine Fees Registration Fees

213.00

340.00

TOTAL

553.00

NOTE: ITEMS CHECKED BELOW APPLY TO ABOVE TRAVEL.

1. Advance - maximum that can be authorized is \$ 170.00.

2. Reservations - make recervations with Passenger Transportation, extension 1971.

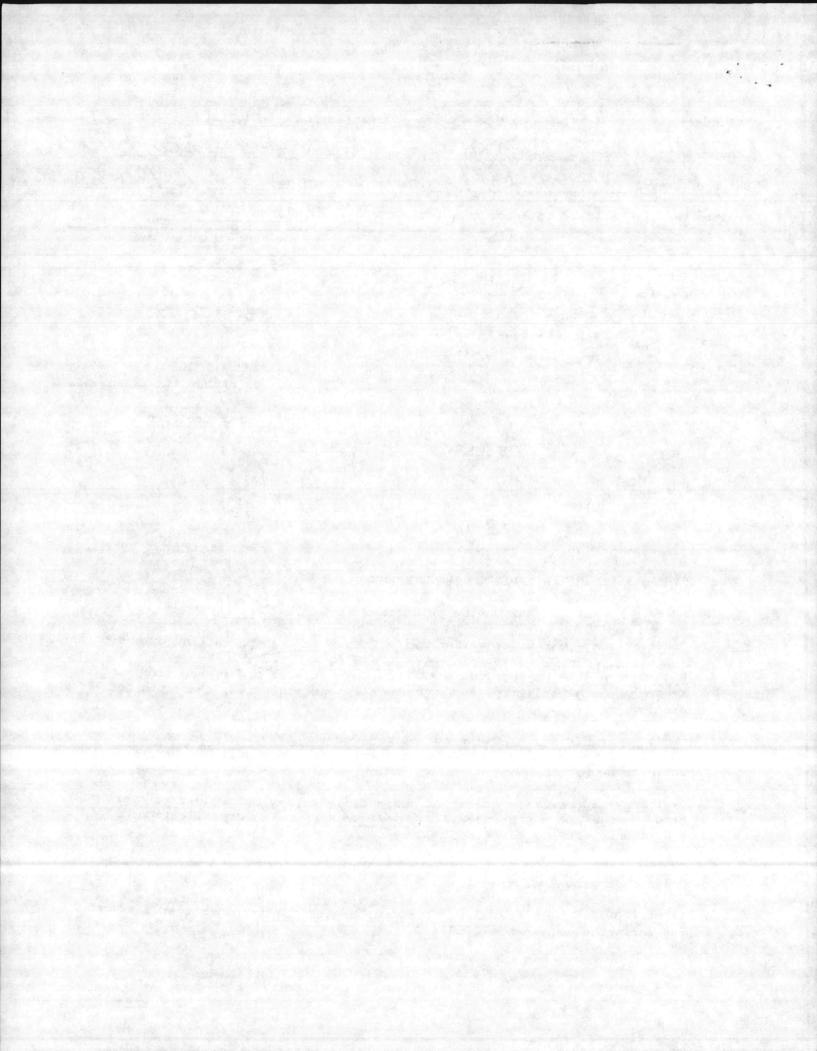
High Cost Area - on the form attached to the travel order, traveler must keep record of each meal, tip, and any other expense incurred. Receipts for lodging are required.

4. Constructive Travel - POV is authorized for the traveler's convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.

Overtime - approximate number of hours trayeler, may be subject to overtime 4 Mrs. Justification: Nonbased on the above schedule is exempt under FLSA / Title 5, USC.

6. Review - this form must be attached to travel order for Comptroller's review prior to approval of travel.

7. Submit DD 1556 with travel order if purpose of TDY is other than for work. See enclosure (2) to BO 12410.3.

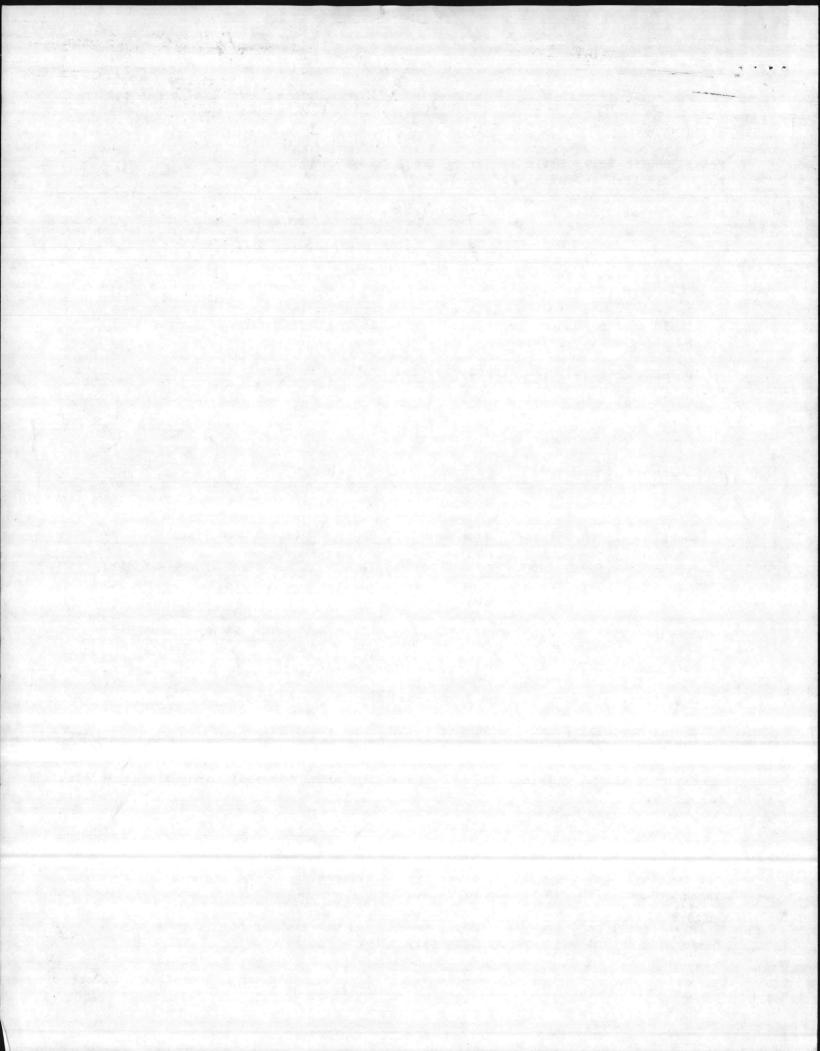


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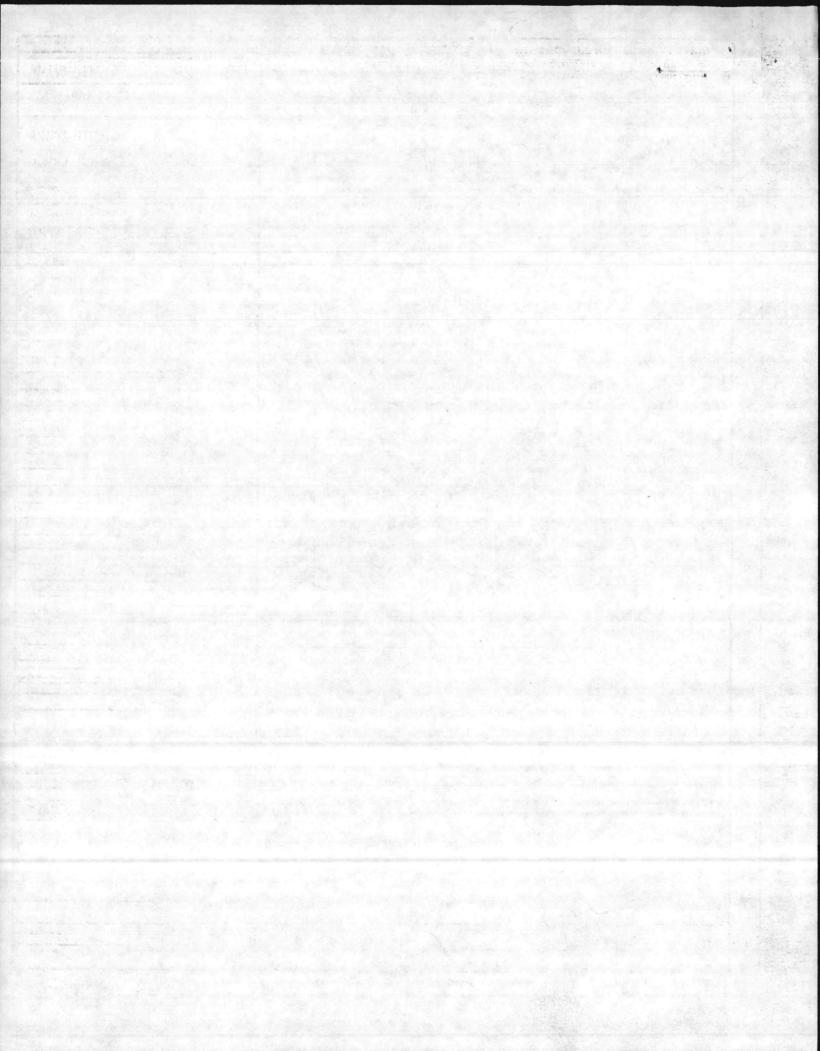
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It is requested that estimated cost information be furnished to complete Dorm 1610 on the subject employee. The following information is forwarded in coordance with the reference: Purpose of TDY: To attend "Special Projects Seminar" - CECOS course *Mode of Transportation Preference: Commercial Air (Employee desires "Open Location of TDY Site: Jacksonville, Florida (Naval Air Station) Type of Quarters: BOQ Available X Not Available (000 8185) Commercial Date and Time Training, Conference, etc., begins: 0800, 14 November 1985 Date and Time Training, Conference, etc., ends: 1630, 15 November 1985 Registration Fee or Tuition Involved: XXNo Amount: Rental Car will will not X be required. (If required, written justification must be attached.) Employee is X Exempt or Nonexempt under the Fair Labor Standards	P. O. Box 25	5, Chinquapin, NC 28521
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I XXXXXX (will not) operate a Government-owned vehicle for the purpose of performing travel required by temporary duty.

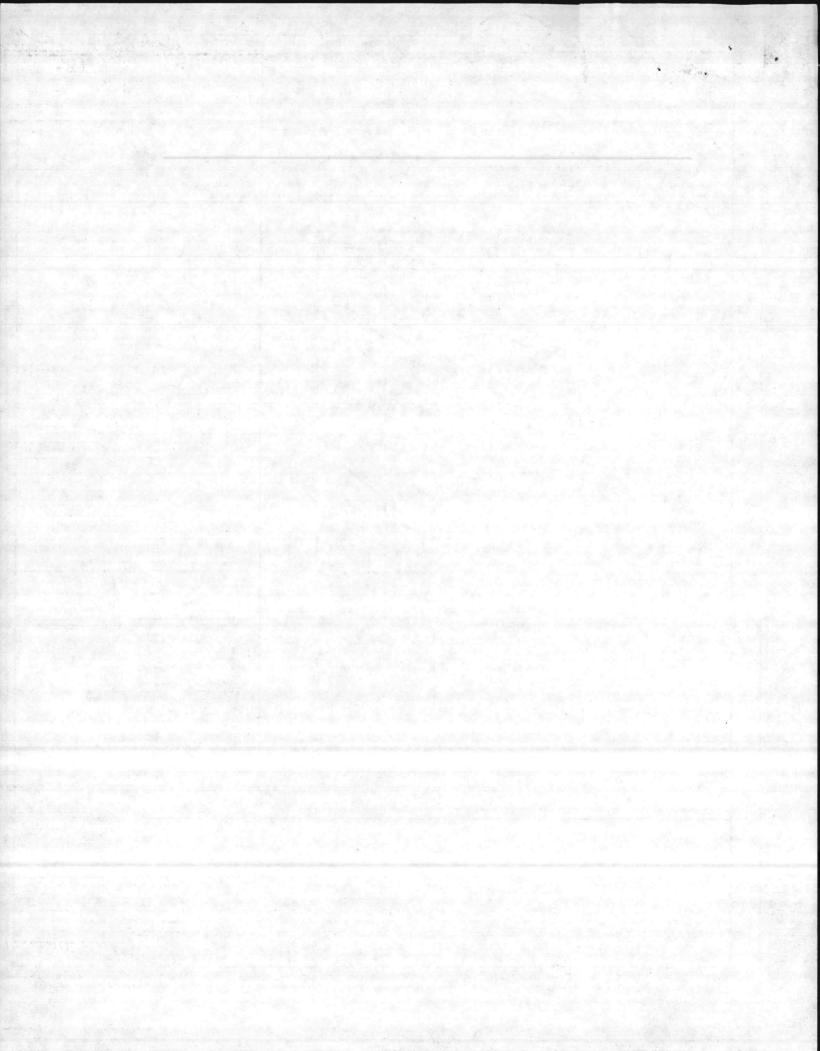
WILLIAM L. BRANT



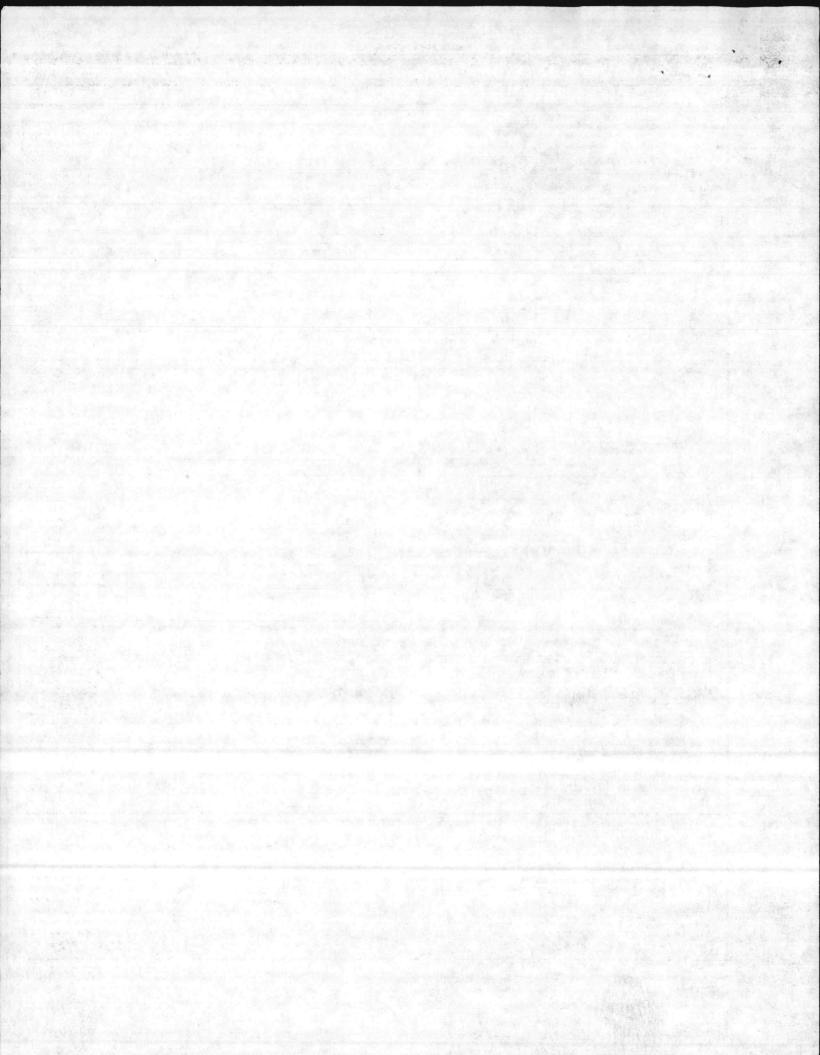
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4/(a) Fees and tips to beliboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

I,	FRED	W.	ES	TES	JR.

certify that itemized amounts are actual and necessary expenses

(Type or Print Name)

incurred by me in performance of official travel for which I have not been reimbursed.

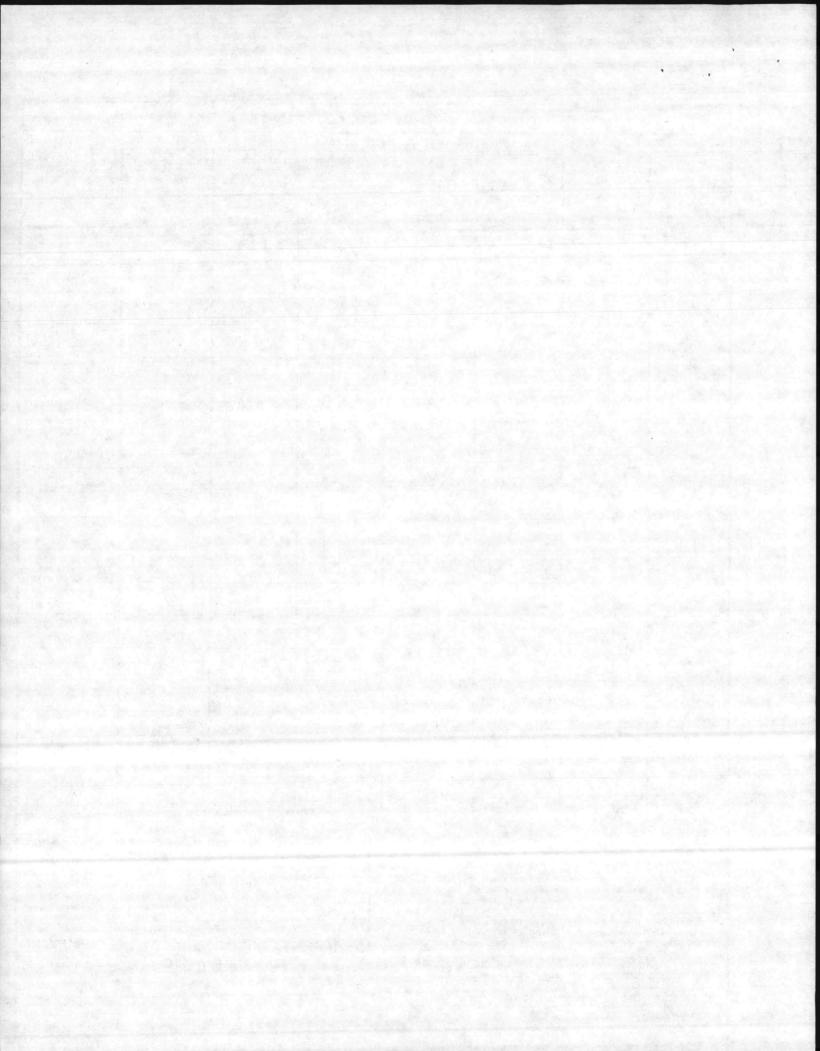
SIGNATURE

18 NOV 85

^{1/} Attach lodging receipt(s) as supporting document(s).

²¹ Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

^{3/} Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.



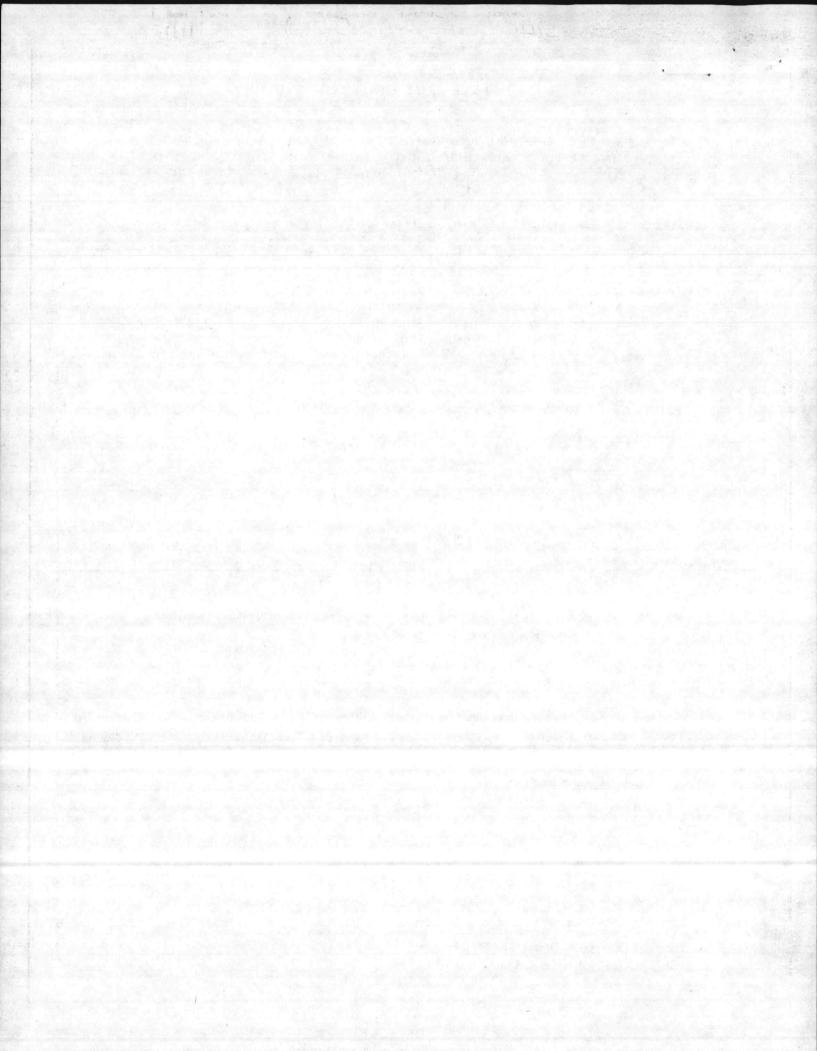
STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

000966

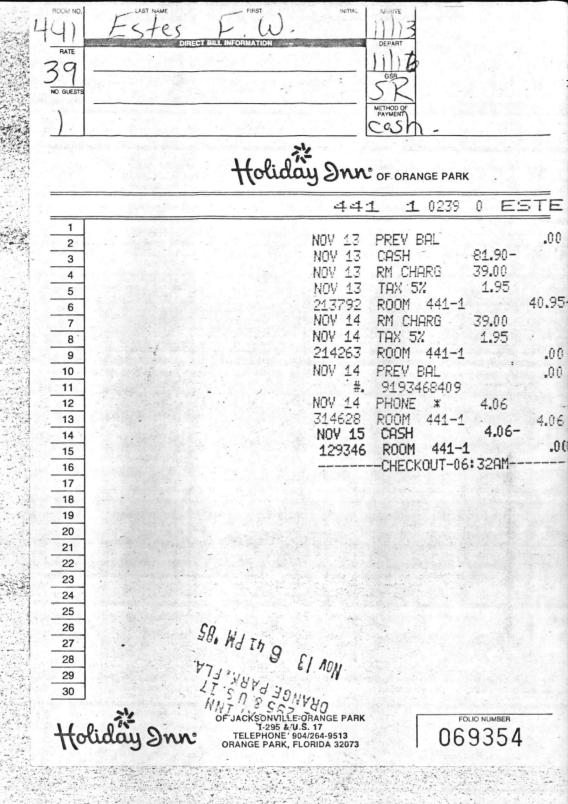
OF	Fred Ester SSN: 455-60-2446
1.	Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.	No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.	Travel by POV is authorized for your convenience. Work time spent in travel outside common carried schedule will be charged to annual leave or LWOP.
5.	No per diem is authorized if the travel period is 10 hours or less.
6.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	Use of Government quarters directed if available. Endorsement required.
9.	Government vehicle not available.
0.	Rental Car authorized.
	Other.

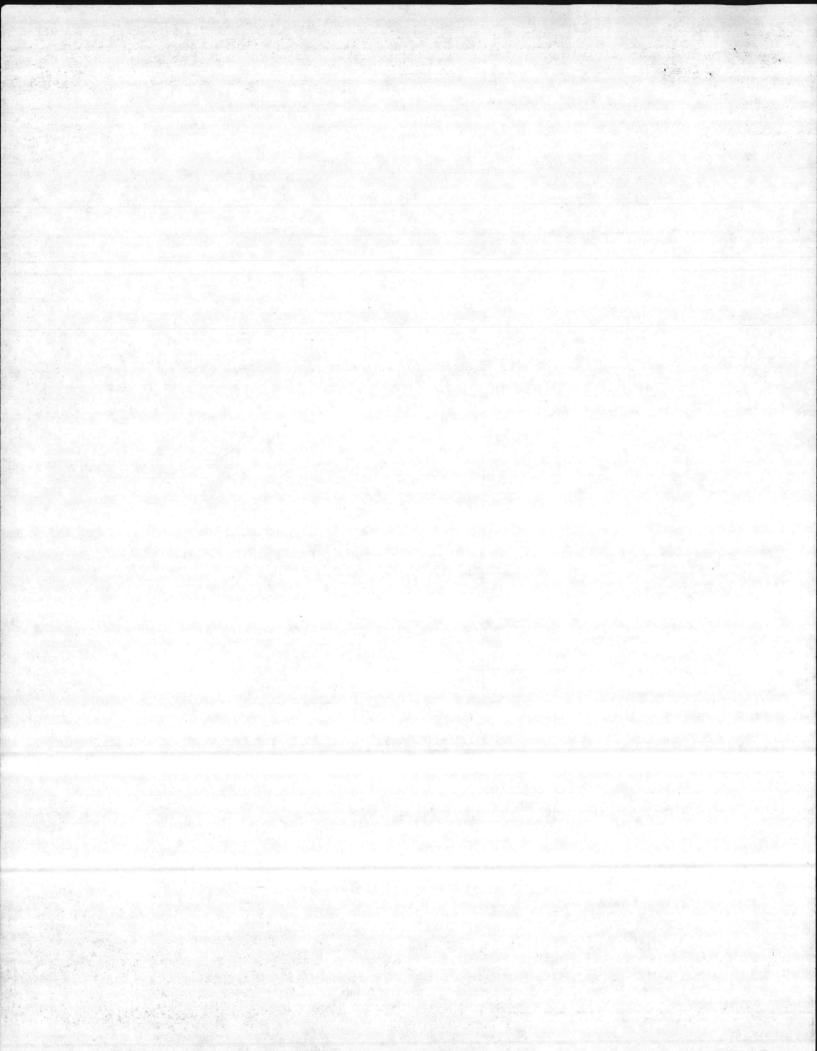
WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.

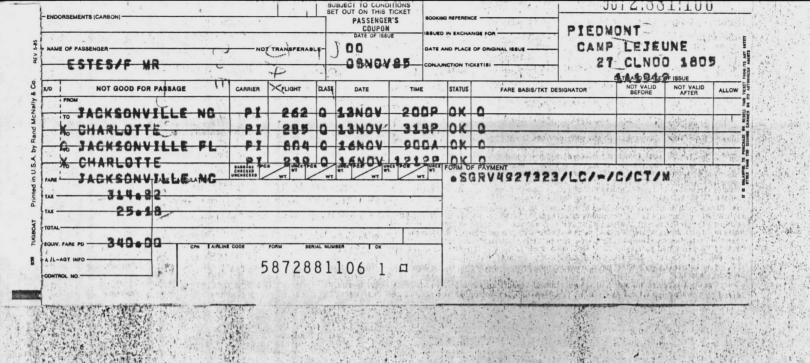


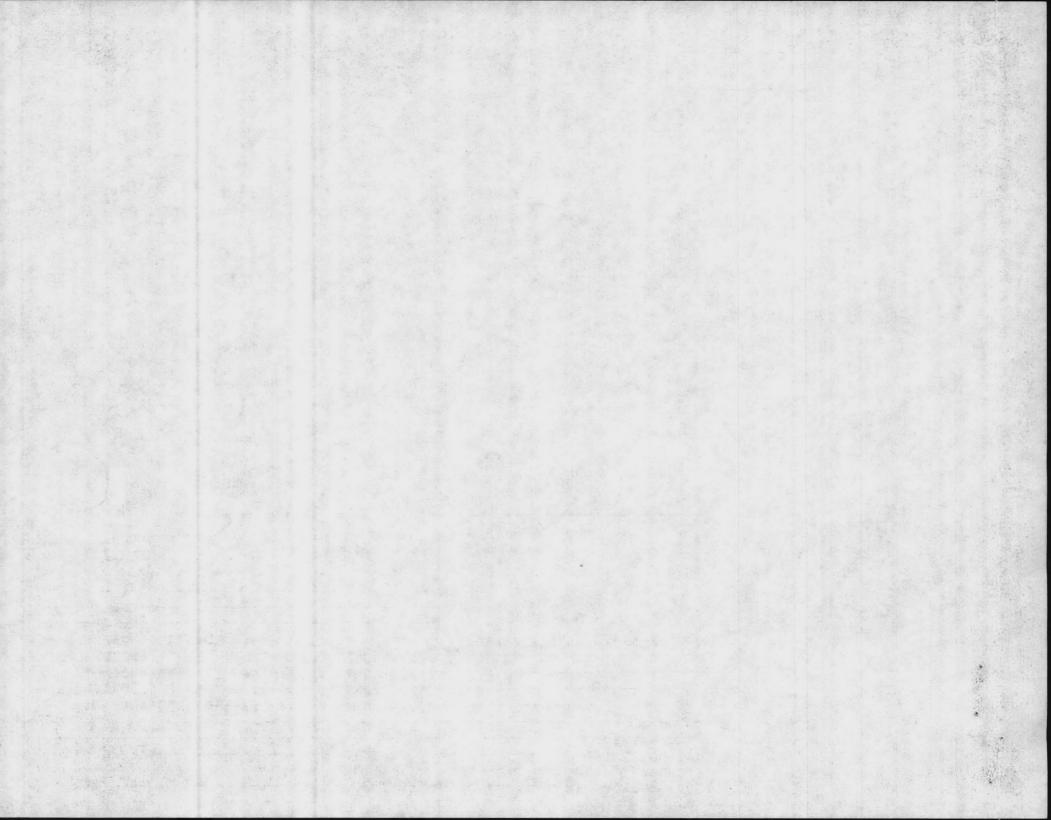
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ALBERT J. ELLIS AIRPORT

RICHLANDS, NORTH CAROLINA

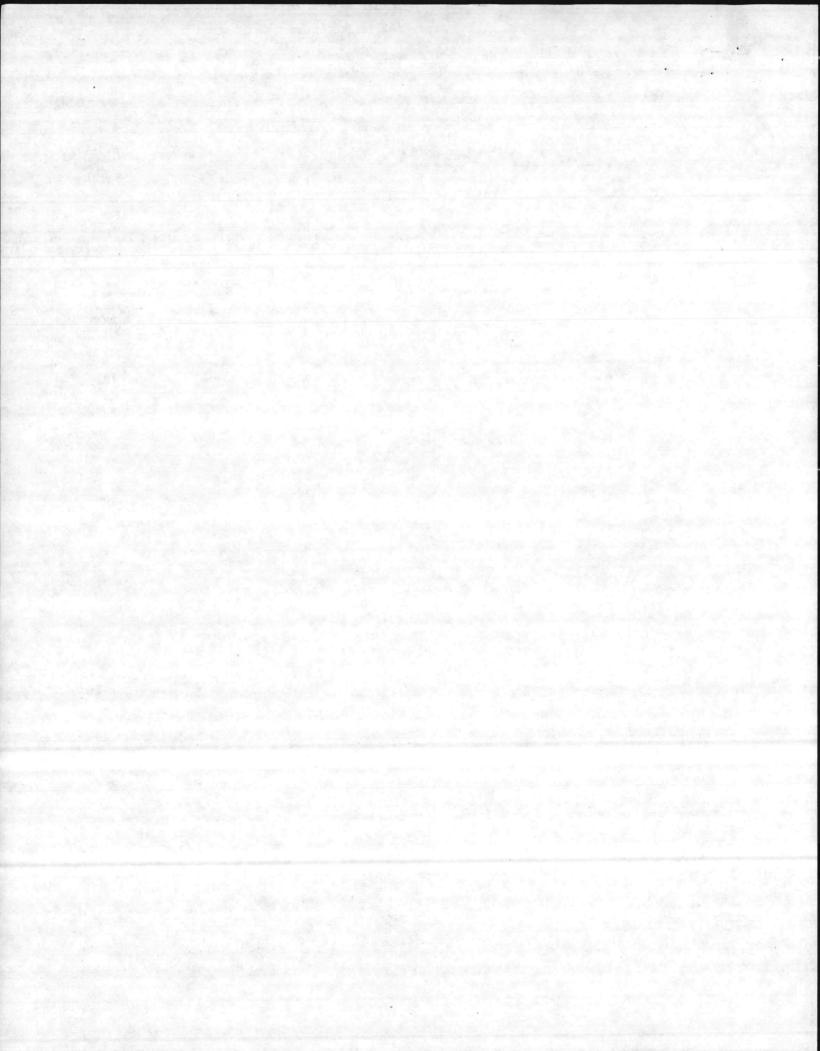
5 of OVERNIGHT PARKING

THIS IS A LICENSE. NO BAILMENT CREATED. HOLDER MAY PARK ONE AUTOMOBILE IN THIS AREA AT HIS OWN RISK OF ANY FIRE, THEFT OR DAMAGE TO AUTO OR CONTENTS OF SAME.

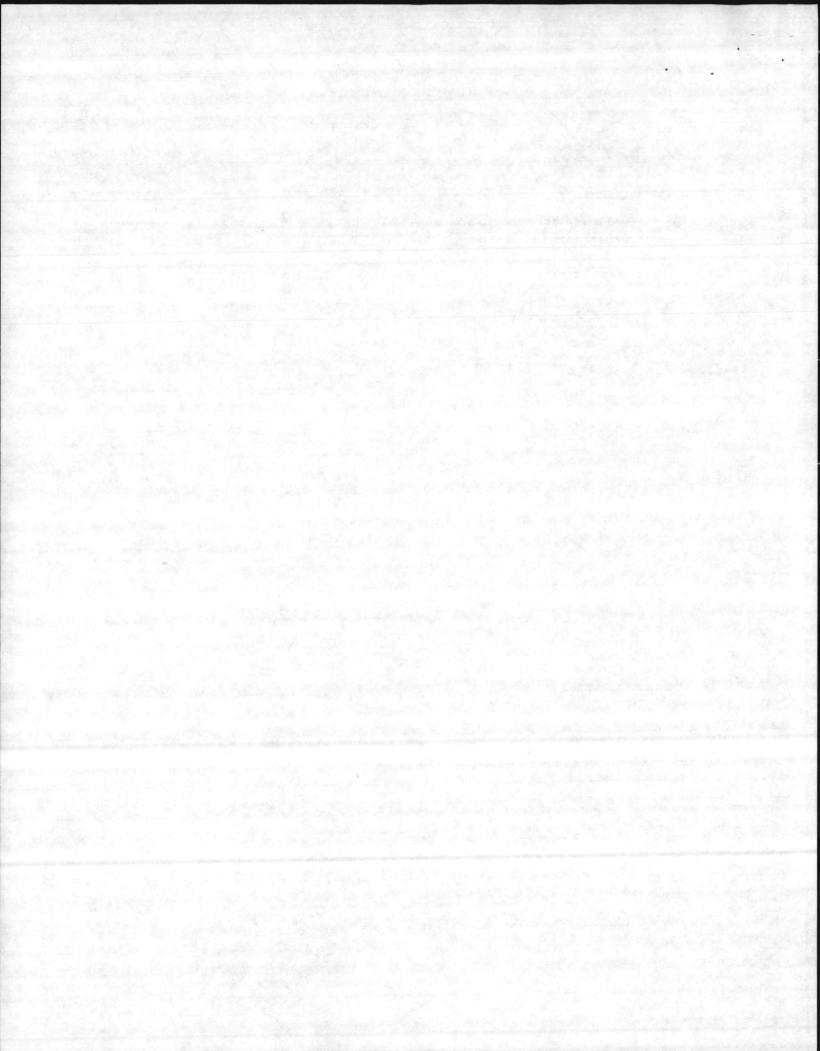
CLAIM CHECK

No

4447



. 'ESTIMATED COST INFORMATION FOR TDY Itinerary for Fred Estes Organization Maint Ext. 3722 amp Legeure, Mc To_ Dates of Training Maximum Per Diem Allowed in Accordance with JTR Cost - Round Trip Schedule LY JOXING 13 Nov 1400 Arr Ox. Fl - 1623 \$ 340.00 Lr Ook Fl 16 Nov 0900 1254 Total Estimated Cost Per Diem Estimate 14-15 Nov 142.00 213.00 Per Diem 340.00 Travel Limousine Fees 1/2 day 14 Nov 35.00 Registration Fees 553.00 TOTAL NOTE: ITEMS CHECKED BELOW APPLY TO ABOVE TRAVEL. 1. Advance - maximum that can be authorized is \$ 170.00. 2. Reservations - make recorvations with Passenger Transportation, extension 1971. High Cost Area - on the form attached to the travel order, traveler must keep record of each meal, tip, and any other expense incurred. Receipts for lodging are required. Constructive Travel - POV is authorized for the traveler's convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP. Overtime - approximate number of hours trayeler, may be subject to overtime based on the above schedule is 4 Ma. Justification: Non-exempt under FLSA Title 5, USC. 6. Review - this form must be attached to travel order for Comptroller's review prior to approval of travel. 7. Submit DD 1556 with travel order if purpose of TDY is other than for work. See enclosure (2) to BO 12410.3 .





DEPARTMENT OF THE NAVY

NAVAL SCHOOL
CIVIL ENGINEER CORPS OFFICERS
PORT HUENEME, CALIFORNIA 93043-5002

1500/0048 09P 28 OCT 1985

Commanding General Marine Corps Base ATTN: Fred Estes Public Works Department Camp Lejeune, NC 28542

Dear Mr. Estes:

You have been accepted to attend the CECOS Special Projects Seminar #28, 14-15 November 1985 at the Naval Air Station (NAS), Jacksonville, Florida. A local map is enclosed.

For military attendees, the uniform for the class is Summer Khaki or Service Dress Blue.

Even though residential space is limited at the NAS Bachelors Officers' Quarters (BOQ), all civilian and military personnel must check in there upon arrival and have their orders endorsed. Persons not occupying government quarters WHEN AVAILABLE, will be subject to a reduction in per diem entitlement. The AUTOVON number for the BOQ is 942-3139 and reservations are recommended. If use of off-Base accommodations becomes necessary, a car will be required for daily travel to class. The Commissioned Officers Mess at the NAS serves lunches and dinners.

I have enclosed a model schedule for the course you will be attending. The workshops which are shown on Thursday and Friday are team efforts and normally conclude at the times shown. To reduce the amount of reading you will be required to do and to increase the effctiveness of the class sessions, I have also enclosed Pre-Course Reading Assignments. All texts required by the course will be provided to you after check-in; however, you are encouraged to bring your own "marked-up copies of OPNAVINST 11010.20D or 20E. Personal calculators are not a specific requirement, but may expedite some of the workshop exercises.

The class will be held in the conference room of the BOQ, Building 11 on board the NAS. The class will convene at 0800 on Thursday, 14 November and conclude by 1600 on 15 November. Please do not make any travel arrangements which would require you to leave before this time.

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In the event that your plans change and you are unable to attend, please notify our Registrar as soon as possible at AUTOVON 360-5655, FTS 799-5655 or Commercial (805) 982-5655 to allow us time to identify a substitute for your class billet from our waiting list. Local command substitutes cannot be accepted.

I know you will find your stay both professionally rewarding and personally enjoyable, and I look forward to seeing you.

Sincerely,

M. S. KEMPER

Lieutenant Commander, CEC, U.S. Navy Director, Special Projects Seminar

Encls:

(1) Reading Assignment

(2) Course Schedule

(3) Local Map

1500/0048 089 2 F 0CT 1985

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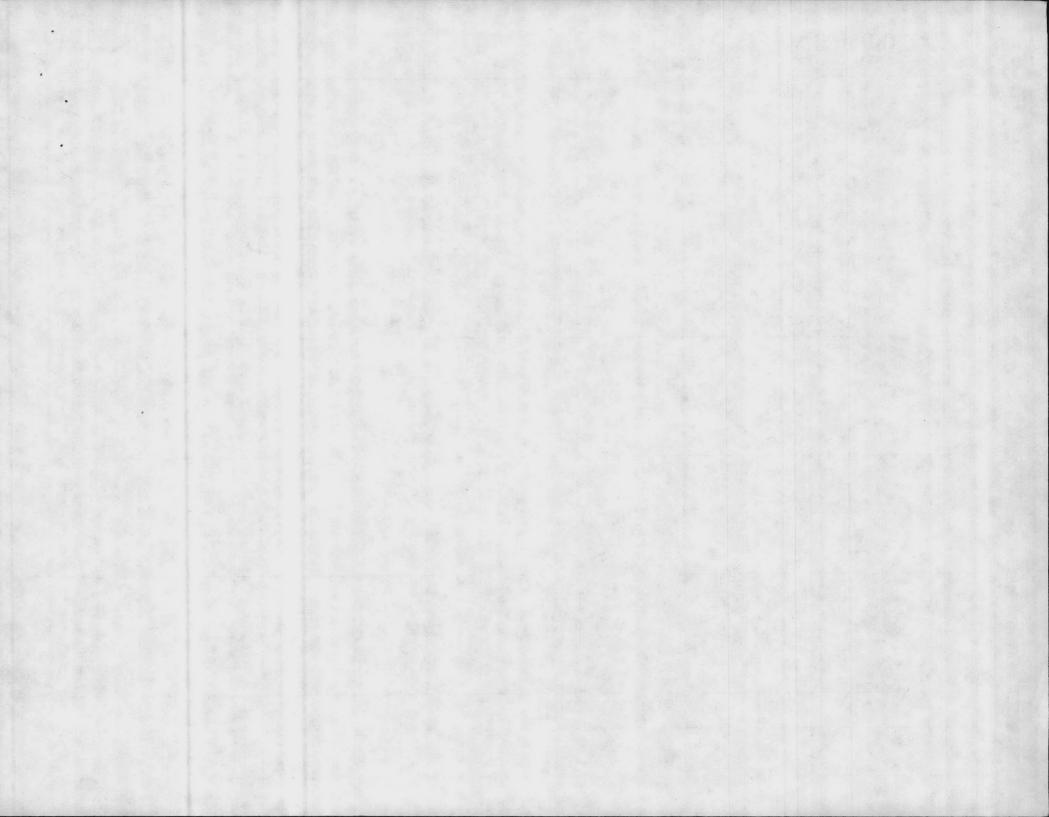
(1) Reduing Assignment

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Local (4)

COURSE:	SPECIAL PROJECTS	CLASS NO.: 28	CLASSROOM: BOQ CONFIRM	WEEK: ONE	NOTE: DRAF LOCATION: NAS	FT 10/23/85 JACKSONVILLE		
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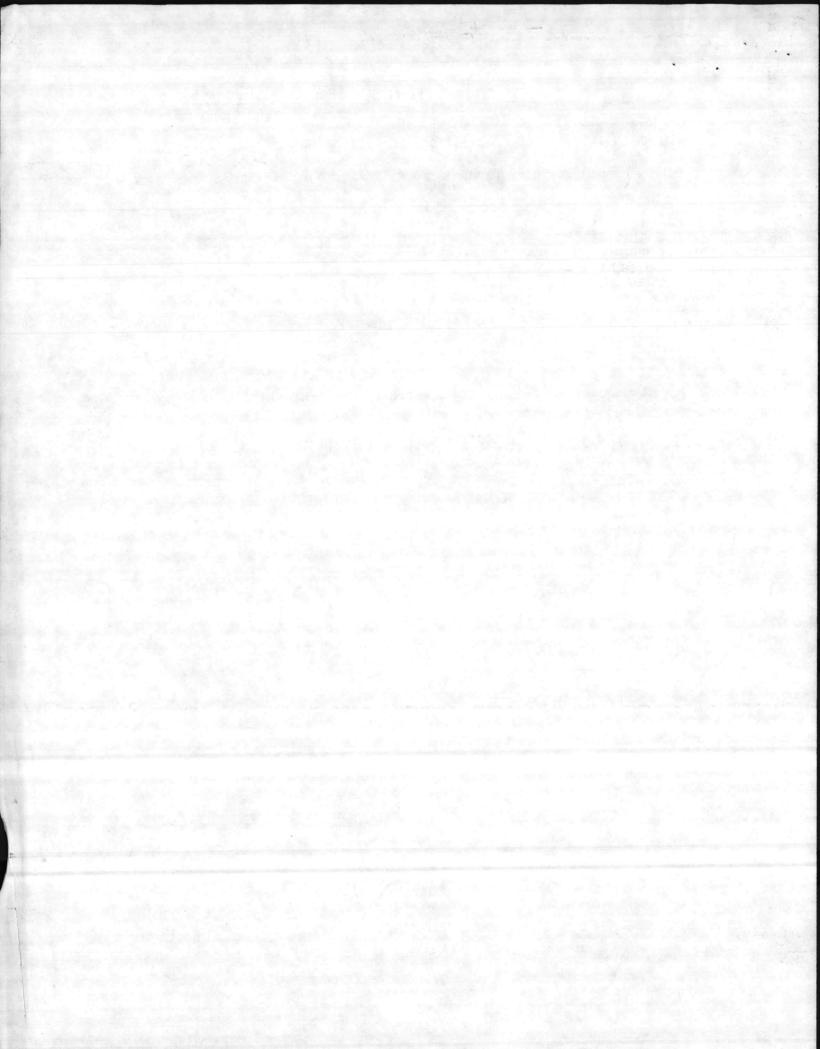
0023d CLASS SCHEDULE



SPECIAL PROJECTS SEMINAR PRE-COURSE READING ASSIGNMENTS

```
Text: OPNAVINST 11010.20D, Facilities Projects Manual
Read following page or paragraphs in your text;
2101
2104 (a - e)
Pages 3-1 thru 3-11
3201 and 3202
4101 - 4103
4201
5101 - 5103
5201
6101 - 6105
7101 - 7102
7301 - 7304
7201
App. C-1 thru C-3 (for format only - $ limits have changed)
App. D-13 thru D-15
Note: Workshops will require familiarity with full text.
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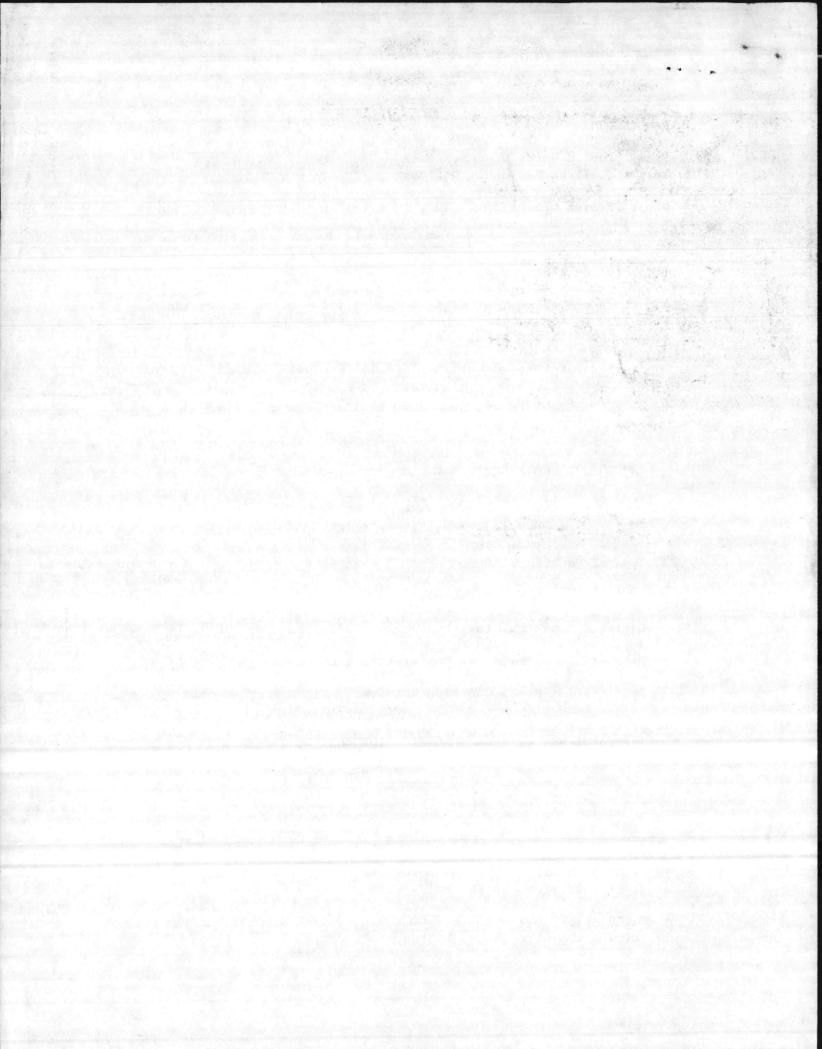
Enclosure (1)



MEM		

From: Public Works Officer, Marine Corps Base, Camp Lejeune - To: Civilian Personnel Officer
지점 그리는 이 전에 가게 들었다. 이 경기에 가는 이 이 수 있을까? 그리고 하는 것이 없는 것이다.
Subj: Travel Orders for Fred W. Estes, Jr., SSN #455-60-2446
Gum Branch Road, Jacksonville, NC 28540
Ref: (a) BO 12570.1B
1. It is requested that estimated cost information be furnished to complete DD Form 1610 on the subject employee. The following information is forwarded in accordance with the reference:
Purpose of TDY: To attend "Special Projects Seminar" - CECOS course
Government Sponsored: X Yes No
*Mode of Transportation Preference: Commercial Air (Employee desires "Open Ti
Location of TDY Site: Naval Air Station, Jacksonville, Florida
Type of Quarters: BOQAvailableX Not Available (000-8086)
Date and Time Training, Conference, etc., begins: 0800, 14 November 1985
Date and Time Training, Conference, etc., ends: 1630, 15 November 1985
Registration Fee or Tuition Involved: XXXXVNo Amount:
Rental Car will X will not be required. (If required, written justification must be attached.)
Employee isExempt or _X Nonexempt under the Fair Labor Standards Ac
E. L. ROUSE, By direction
*If POC is shown, the following written certification by the traveler is require in accordance with JTR Volume 2, C2158.
I (WXXXX) (will not) operate a Government-owned vehicle for the purpose of
performing travel required by temporary duty.

FRED W. ESTES, JR.



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DEP	2130	Hubert, NC		MC		/	1634		A Panyakan da Ta	to restant a territorial
ARR					Asset Land	/	2			
DEP	2.5				4		2.0			
ARR ARR	36.00	the training the first		1635.	January 1	/	19.75	a referenced	ar 加。 * 西	Min astral
DEP			18		5 15 or 3	/				A Property of
ARR		Hamada establica		- 1 h			1,752	2		
5. DATE	REIMBU	RSABLE EXPENSES/CHARGE FOR		CTIBLE	MEALS * (S	ee Item 24)	IMED	ALLOWED		
DATE						The same		ALLOWED		1 (Piu Lip, 149)/Tien31
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and the second			- Alle	71	September 1				Actual Expense	
		e calls are certified as necessary in	n the		APPROVI	NG OFFIC	ER (31)	JSC 680a)	Mileage or Transp Allo	140
interest of the	Governm		i ii	146				- 1	Reimbursable Expense	is
7.		TR'S/MTA'S/MT'S (If none, s	o state)	36				Total Entitlement Less Previous Paymen	The state of the s
NUMBER		FROM	American Company	T	100		0	8.0 - Sec.	Less Voucher Deducti	12000
	Ser A			1					Amt Charged to Accts	
		The second second		1		316 · · · · · · · · · · · · · · · · · · ·			11. PAYMENT DESIRED	
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8. LEAVE STATE		daysh	ours tak	en betwe	ien	and	E ber	50/04 254	12. PER DI	EM REQUESTED
9. POC TRAVEL		OWNER/OPERATOR (See Item 22		LANGE C		PASSENGE	CONTRACTOR		13. BAS RATE	
7 14 1		willfully making a false claim is: A M.	TP.	45. 277	14	1	-	OF CLAIMANT		DATE
		mount due me. The statements of complete. Payment or credit ha	100000	91.	1,000					The same of the
15. ACCOUNTING	G CLASSIF	ICATION		7.5	A service	100	BRY	BH T. (ISHTON	
			-1	*	S Can					
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4-14-40	er esta-	a see allering the		9-10		No.			AND THE STATE OF	of American Services
10.00:::==		A STATE OF THE STA	in it	1.4		60'	1			
16. COLLECTION	DATA		27 1960 - 19		AN TO SERVICE OF THE				Carrier State of the Control of the	
17. COMPUTED E	3Y			CRD PC		RECEIVED	(Payee s	ignature and date	or check no.)	21. AMOUNT PAID
		8	1.35			- A	电影音			+
DD FORM	105	1 2		6-	WILL BE	Herr	LINIT	L EXHAUS	TED Exception	on to SF 1012 and 1012a
DD 1 JUN 7	8 133	II-Z EDITION O	,F 1 J	OL 63	THE DE	JOSED	400,000	L LAHAUS		d by NARS, GSA April 19

CALL MALLOW J.M.	INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974
AUTHORITY:	5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.
PRINCIPAL PURPOSE:	Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.
ROUTINE USES:	To substantiate claims for reimbursement for official travel.
DISCLOSURE:	Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.
22.	CLAIMANT'S STATEMENT

- 22. CLAIMANT'S STATEMENT
- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.
- 23. REQUIRED ATTACHMENTS
- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

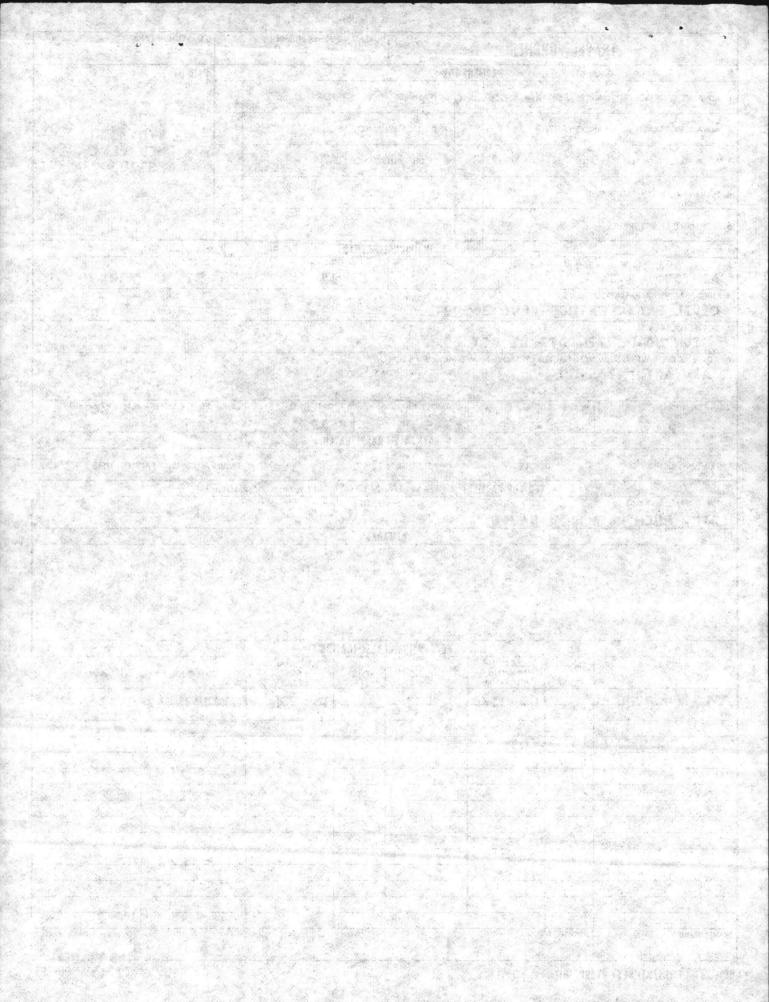
Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

25a. SYMBOLS (Use	two letters)	25b. SYMBOLS	è,				
MEANS/MODE (OF TRAVEL	REASONS FOR STOPS					
FIRST LETTER	SECOND LETTER		val				
(1) TRNSPN REQ T	(5) AUTO A	(1) AWAITING TRNSPN A	T				
(2) GOVT TRNSPN G	(6) BUS B	(2) LEAVE EN ROUTE L	V				
(3) COML TRNSPN C	(7) PLANE P	(3) MISSION COMPLETE M	IC				
(own expense)	(8) RAIL R	(4) AUTHORIZED DELAY A	D				
(4) PRIVATELY-OWNED	(9) VESSEL V	(5) TEMPORARY DUTY T	D				
CONVEYANCE P (10) MOTORCYCLE M						

26. REMARKS

27. APPROVED FOR PAYMENT (When required by individual service regulations)								
DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER							
	and the second s							
	The sex some consequences of a consequence of the sex							

	AVEL VO	UCHER			BUKEAU V	OUCHER NUMBER	D.O. VOUCHER	•		
i.	NA.	PAYMI	NT F	OR			PAID BY			
1. ADVANCE OF TRAVEL ALLOW	TADI	6. TRANSPORTATION OF DEPENDENTS			DEPENDENTS					
2. ADVANCE OF TRAVEL ALLOWANCES (PCS) 3. ACCRUED PER DIEM FOR TDY/TAD 4. SETTLEMENT OF TDY/TAD TRAVEL				7. DISLOCATION ALLOWANCE				67001 SYM·5190		
				8. TRAILER ALL	LOWANCE			B-CLNC		
				9.						
5. SETTLEMENT OF PCS TRAVEL				10.						
!				INDIVIDU	AL PAYMEN					
1. PAYEE (Last Name, First, I		"			2. RANK C	OR GRADE	3. SSN 376 66	9944		
4. ORGANIZATION AND STATIO	N			5/4						
CIVIL ENGINEE 5. TRAVEL ORDER	R-MCB	CLNC 128	154	2.						
TON NO : DDD	776 DT	D-31 0C1	8	5.						
6. ADV AUTH=+36		D BY ABOVE-NA	MED M	MEMBER AS FOL	LOWS:					
7. CHECK NUMBER	8. CHECK	DATE	9.	AMOUNT PAID	10	. DATE PAID	11. RECEIVED IN CASH (S	ignature of payee)		
		SR:	章	185-00		153033				
II.				PAYMENTS	CONSOLIDA	TED				
1. PER SUBVOUCHER NO.	TI	HROUGH		ATTACHED.	2. PER		TRAVEL ALLOWANCE D			
				ATTACHED.	Z. FER		TRAVEL ALLOWANCE P	AYMENT LISTS ATTACHE		
IV.	APPRO		NT (Total Service		ividual service re		AYMENT LISTS ATTACHE		
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and the second s	APPRO		ENT (When requir	red by ind	TURE		AYMENT LISTS ATTACHE		
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I. TYPED NAME AND TITLE D.R. RUCH I.	APPRO	VED FOR PAYMI	4	When requir	red by ind 2. SIGNA BY	TIDN(S)		AYMENI LISIS ATTACHE		
I. TYPED NAME AND TITLE D.R. RUCH I.	OBJECT CLASS	VED FOR PAYMI		When requir	red by ind 2. SIGNA BY	TURE		AMOUNT		
I. TYPED NAME AND TITLE D - R - RUCH I. APPROPRIATION	OBJECT	MAJOR BUR. CONT. NO./SUB.	A	When requirements REM	ed by ind 2. SIGNA BY: IARKS	TIDN(S) AUXILIARY COST	gulations)	AMOUNT		
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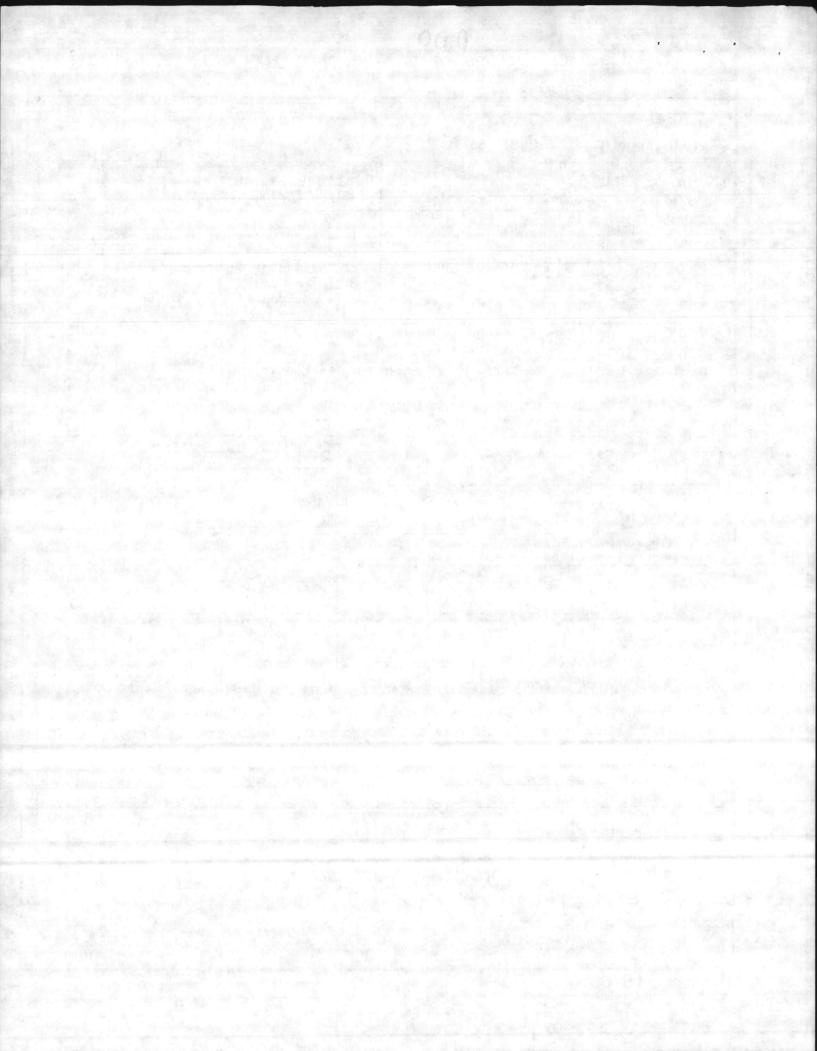
Travel meets criteria of SECHEF 18Jan82 memo.

12.

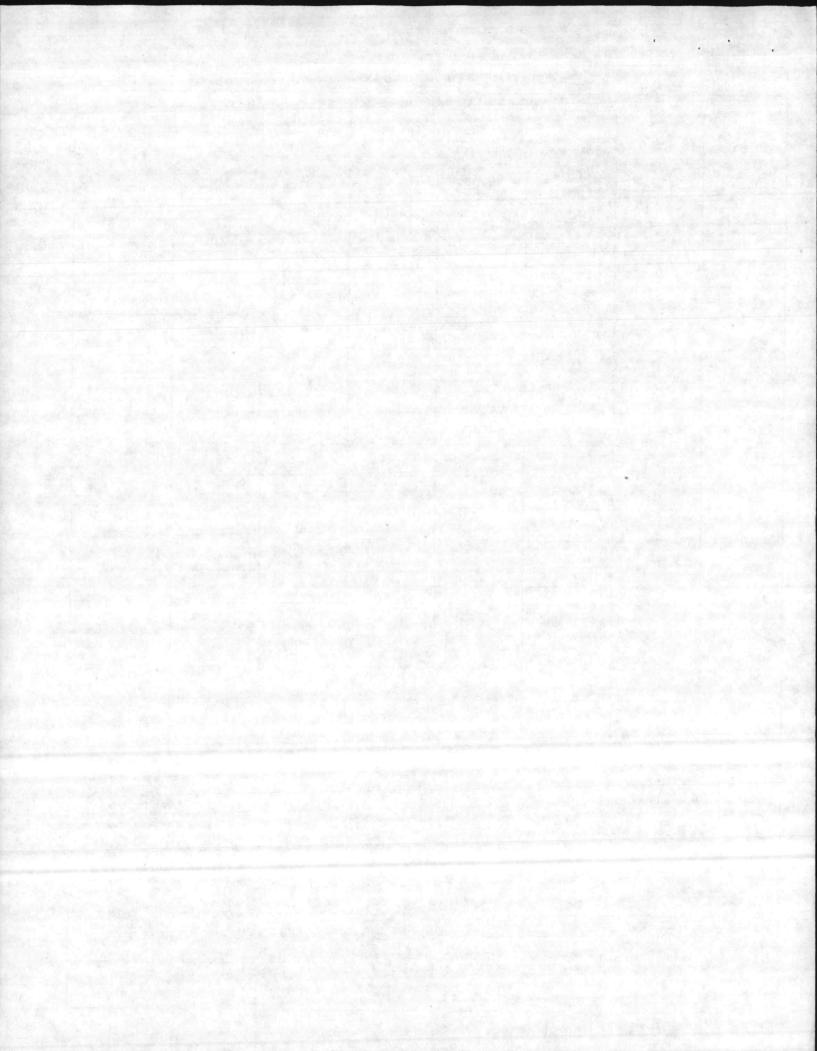
PER DIEM

MCBCL 12570 (Estimated Cost Information for TDY) is required to be submitted upon liquidation of these orders. Items 2, 6, 8 and 9 of the attached Statement of Instructions apply to this order.

0	A. JOHANNESMEYER ublic Works Officer	-	2	18. APPROVING OFFICIAL (Title and signature) A. K. MAREADY, HEAD, FA-10, Command						
				AUTHOR	IZATION		A STATE OF THE STA			
NON	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER (Tango) NO.	COST CODE		
V V V	761106.2720	000	67001	0	067001	2D	000776	AM6 10 6205 5D12E		
HOS	EA HORNE, JR. VOC direction of the Cor , Camp Lejeune, NC 2		(AUTHE	ENTICATION			1 6 ct 85		

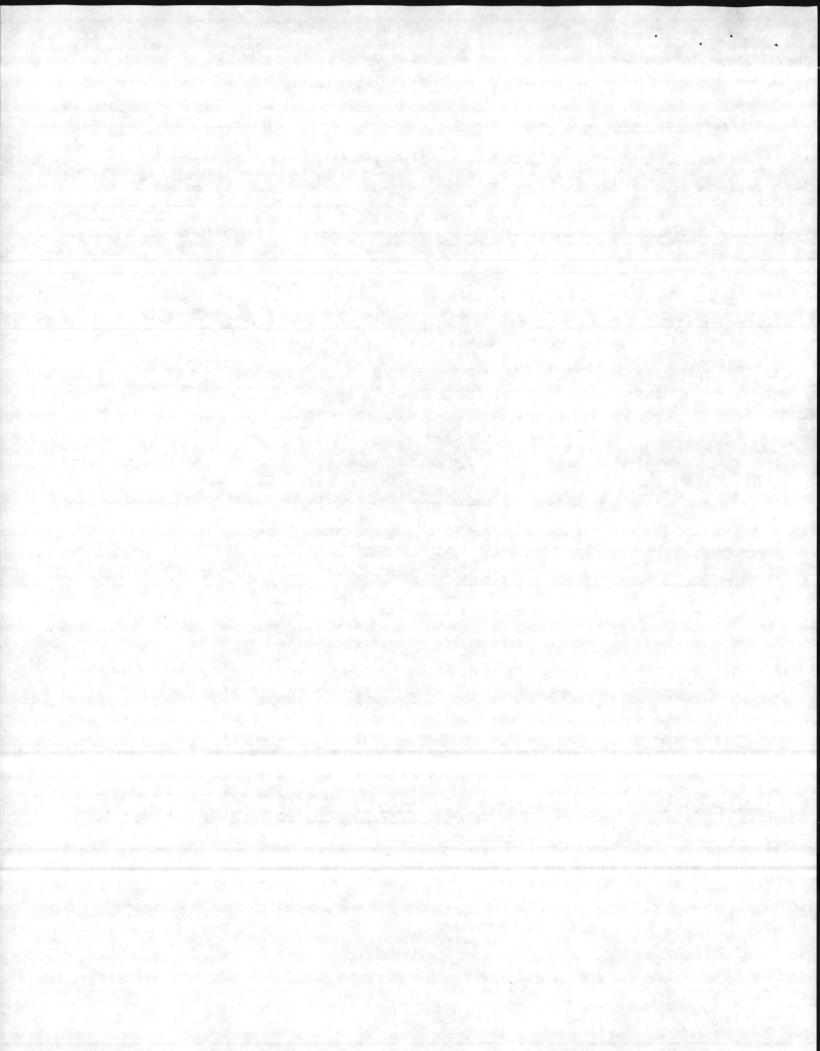


			ATEMENT OF A		100000000000000000000000000000000000000		
DATE	1/ LODGING	REIMBURSABLE EXPENSES (JTR. C4612 AN			LAUNDRY PRESSING	3/ &4/ LOCAL	4 OTHER
19 85	_ LODGING	BREAKFAST	LUNCH	DINNER	CLEANING	TRANSP	
10ct	26.13		6.00	16.00			
Nov	***************************************	6.00	5.85	14.60			
	1867.4					27-12	
						27 4300	
						- 7.0	
						180	
		781					12.11
			4			73.00	
			7				91.6 S
						475	4 3
Y .							9-5
			25	tion and			
			N	OTES			
2 Cost of each cost of all Cost of lopoints to	coholic beverages may	shown as single amoun	odging or duty	baggagen tips paid at commo telegraph shown on	nen (Members of Un- to porters and bagge on carrier terminals of ic charges for lodgin a lodging receipts) re- manicurists, or mass items of expense (o	nd maids; (b) fees and iformed Services indicating the main at places of the separately reimbursa greservations; (d) expeniated to lodging and valuars); (e) related taxes at ther than those in note.	e only those fees and folloging. Fees and tip ble.); (c) telephone ar sees (other than those let services (except and service charges on the service charges on
bursable.	RYNN T. ASHT		certi	fy that itemiz	ed amounts ar	e actual and neces	ssary expenses
	(Type or Pri	nt Name)	travel for which				
GNATURE	, me in periorn			La Language Control		DATE	Company Could



ESTIMATED COST INFORMATION FOR TDY

Itinerary for Brunn As	h to-	rganization Pwo	Ext. 258/
From CLNC	то _	norfolk, V	A+Man to
Dates of Travel 310ct	+ 2 Nov Date	s of Training 1 1	Jou 85 Huber
Maximum Per Diem Allowed in A			
Schedule		Cost - Round	Trip
388 miles rd to CLNC to Norf + rdn to Huber © 205 = \$79.5	e ICIUA	#79	7.54
Per Diem Estimate		Total Estimated	Cost
	37.50	Per Diem	150.00
1 Nov	75.00	Travel	79.54
1 Nov	37.50	Limousine Fees Registration Fees	
1/2 day 2 Nov	150.00	TOTAL	229.54
3. High Cost Area - on trecord of each meal, are required.	reservations with the form attached tip, and any oth	rassenger Transportation to the travel order, traver expense incurred. Rec	aveler must keep ceipts for lodging
74. Constructive Travel time spent in travel leave or LWOP.	- POV is authoriz outside common c	ed for the traveler's con arrier schedule will be	nvenience. Work charged to annual
5. Overtime - approximate based on the above seempt under FLSA	chedule is	s traveler may be subject NONE Justific	t to overtime cation: Non-
6. Review - this form m prior to approval of	travel.		
7. Submit DD 1556 with See enclosure (2) to	travel order if p BO 12410.3	ourpose of TDY is other t	han for work.



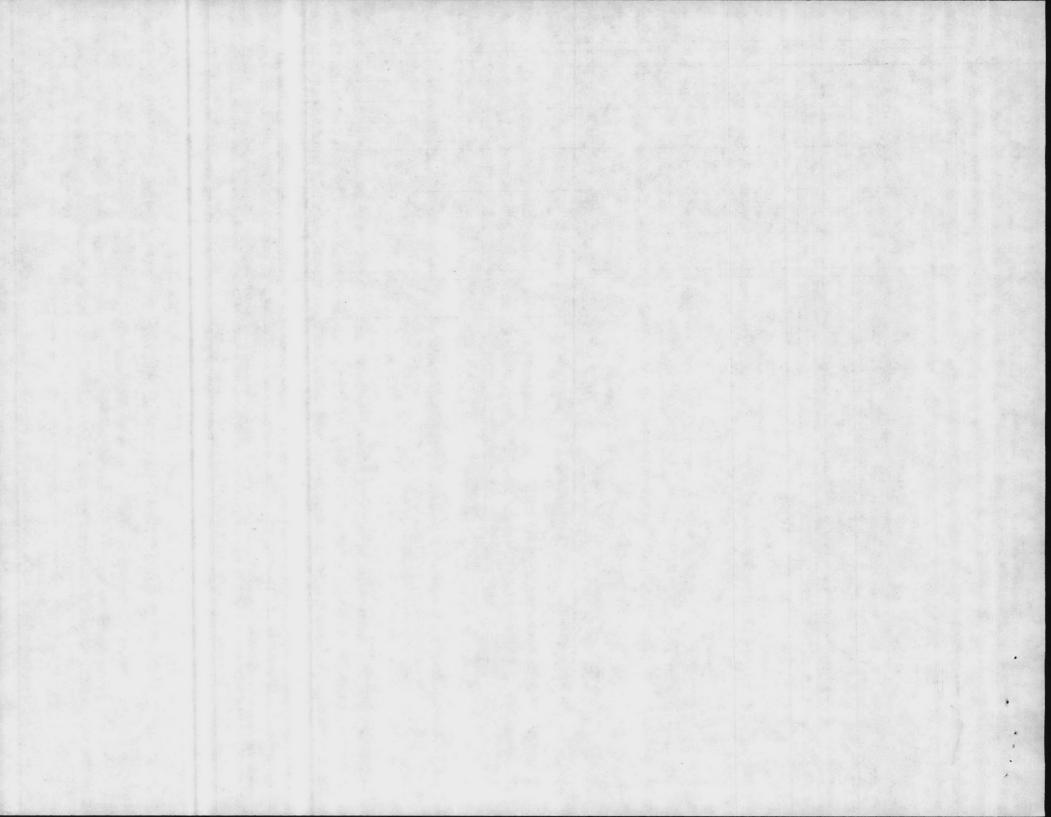
STATEMENT OF INSTRUCTIONS

DISBURSING REQUIRES ORIGINAL AND THREE COPIES OF THE TRAVEL ORDERS FOR AN ADVANCE, PASSENGER TRANSPORTATION REQUIRED THE ORIGINAL AND TWO COPIES TO ISSUE A TRAVEL REQUEST IF YOUR MODE OF TRAVEL IS AIR. PLEASE HAVE NECESSARY COPIES MADE IN YOUR DEPARTMENT.

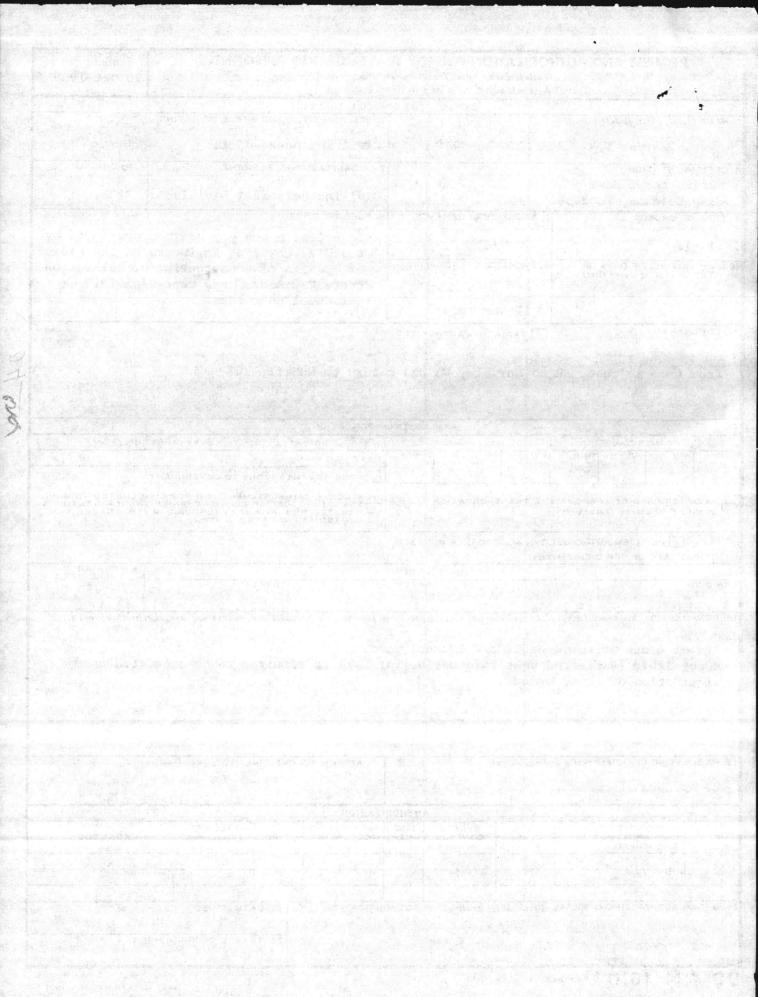
THE	FC	DLLOWING STATEMENTS (INDICATED BY X) APPLY TO TRAVEL ORDER NO
FOF		Drym ashta ssn: 376-66-9944
FUF	١	33N
1.		Immediately upon receipt of these orders you will report to the Passenger Traffic Ofc., Bldg 233, for issuance of travel request. Limousine service will be utilized when available and practicable. The attached itinerary is considered the most economical schedule for this travel. If for your own convenience you travel by an indirect route or interrupt travel by a direct route, the extra expense will be borne by you and you will be charged annual leave as appropriate.
2.	X	Use of POV is authorized within the limits of immediate vicinity of temporary duty station. To be reimbursed for daily travel between temporary quarters and training site, you should determine distances from speed-ometer readings.
3.		No reimbursement for travel is authorized as you will be a passenger in the privately owned conveyance of Mr./Ms
4.		Travel by POV is authorized for your convenience. Work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.
5.		No per diem is authorized if the travel period is 10 hours or less.
6.	X	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form. Receipts for lodging, all items in excess of \$25, and registration fees are required. Guidelines are: 54% lodging, 39% meals, and 7% incidentals.
7.	_	Since you are traveling to a high cost area, you must keep a detailed daily record of expenses on the attached form.
8.	X	Use of Government quarters directed if available. Endorsement required.
	,	Government vehicle not available.
	'	Rental Car authorized.
11.	1000	Other

WITHIN THREE WORK DAYS AFTER TRAVEL IS COMPLETED YOU MUST REPORT TO THE DISBURSING OFFICE, BLDG. 1005, WITH ORIGINAL AND FOUR COPIES OF DD FORM 1610, DD FORM 1351-2, RECEIPTS, AND DD FORM 1351-3 WHEN APPLICABLE FOR SETTLEMENT OF YOUR TRAVEL CLAIM.

No. 16	ROSE OF TO 206 S. OA EDENTON, I	CUM STREET	<u> 11. </u>	19 85
Received of			C. BEN ASHT DENTY FIVE	
Amt Paid	25 00	ROOM	NO 3	
JAX Bolance Due	1 13	\$_	26.13	Fe.R

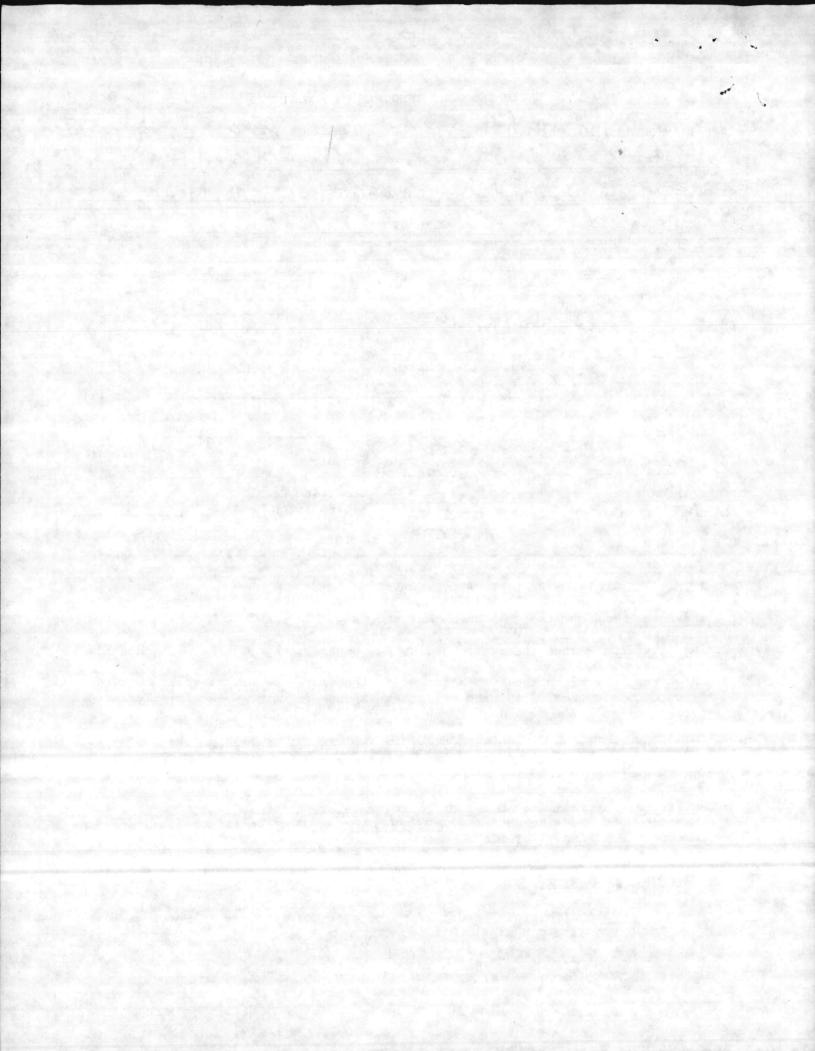


REQUEST AND					D PER	ONNEL	1. DATE OF REQUEST		
	(Referen	nce: Joint Tra					28 Oct 1985		
		NAME AND ADDRESS OF THE OWNER, WHEN PARTY OF T	and the last of th	FICIAL TRAVEL					
. NAME (Last, First, Middle In	nitial)			3. POSITION TIT		GRADE OR RAT	ING		
ASHTON, Brynn T.	SSN: 376	-66-9944	Civil Engineer, GS-11						
Marine Corps Base			k - 5	5. ORGANIZATIONAL ELEMENT 6. PHONE NO. Civilian Personnel Division 3238					
Camp Lejeune, NC	The same of the sa	ITY CLEARA	NCE	9. PURPOSE OF					
Single		/A		To atten	dao		nar presented by ers on the topic		
0 a. APPROX NO. OF DAYS O TDY (Including travel time 2	2)	ED O/A (Data)	e)	of "Design of Construction of Rolled of Grete Pavements" and meet w/LANTDIV personnel on subject					
I. ITINERARY		ATION AUTH							
AS DETERMINED BY APP OFFICER (Overseas Trave			SHIP	MILEAGE RE STRUCTIVE RELATED P	NTAGEO EIMBURS COST O ER DIEN	F COMMON CARE	MENT R DIEM LIMITED TO CON- RIER TRANSPORTATION (D IN JTR. TRAVEL TIME		
3. PER DIEM AUT		ORDANCE WI	TH JTR.	LIMITED AS	INDICA	TED IN JTR.			
OTHER RATE OF PER DI	EM (Specify)	ESTIMATE	D COST	7 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)			15. ADVANCE		
	RAVEL		OTHER		TOTA	L	AUTHORIZED		
\$ 150.00	\$ 79.54			\$ 229.54 \$185					
Travel meets crit MCBCL 12570 (Esti liquidation of th	imated Cost	Informat			requir	ed to be s	abmitted upon		
7. REQUESTING OFFICIAL (Title and cianatus			Lie Approving	OFFICE	At (Tiple and all			
C. A. JOHANNESMEY		e)		18. APPROVING	OFFICI	AL (Title and sig	nature)		
Public Works Offi		1-1-1-0-1	AUTHOR	A. K. MARE	ADY.	HEAD, FA-1	O. Command		
APPROPRIATION AND SUBHEAD	OBJECT	BUREAU CONTROL NUMBER	SUB- AUTH.	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER	COST CODE		
	000	67001	0	067001	20	Proceedings of the Control	AM6 10 0205 5D1		
O. ORDER AUTHORIZING OF	FICIAL (Title and	d signature) (OR AUTHE	ENTICATION	21. 0	ATE ISSUED			
					22. T	RAVEL ORDER	NUMBER		



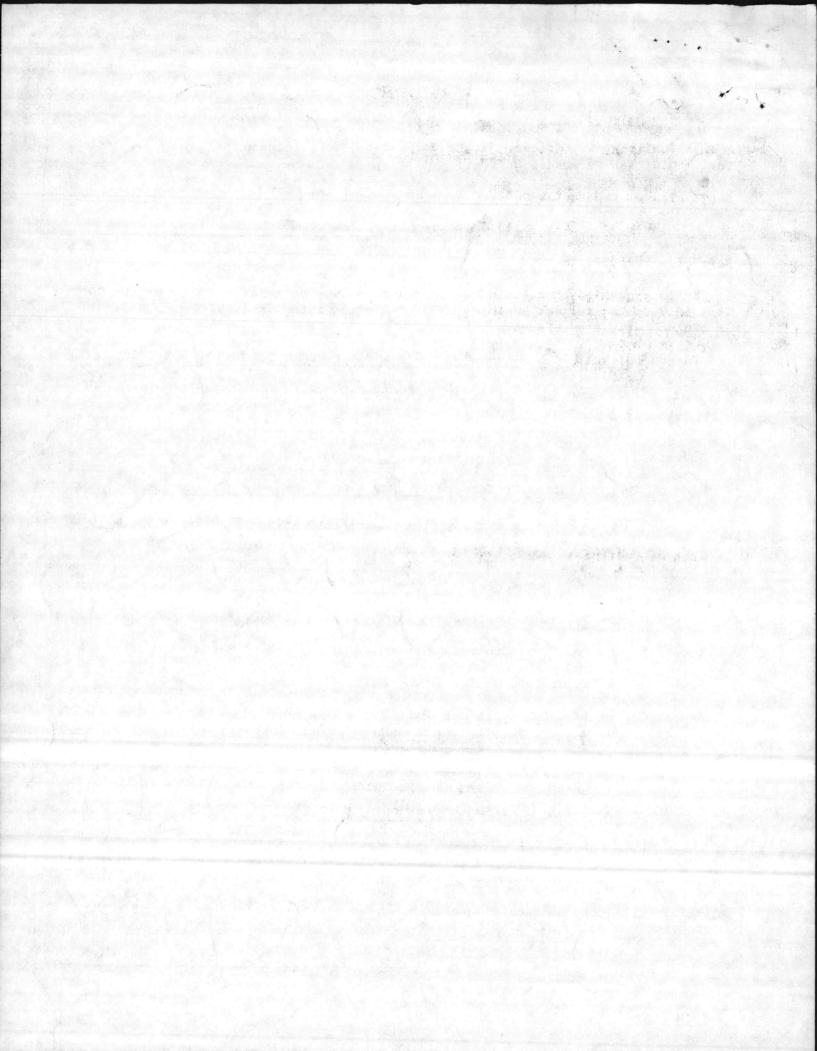
ESTIMATED COST INFORMATION FOR TDY

	CLNC	То	Norfolk, 1	JA+Nto.
tes	of Travel 310ct	4 2 Nov Date	es of Training 1	Nov 85 Huba
	m Per Diem Allowed in			
	Schedule		Cost - Round	Trip
38	8 miles rd +	rip		
C	LNC to Nort	FOIK, UA	# 70	7.54
4	retur to Huber	t, NC		
	0.205= 79.	54		
	Per Diem Estimate		Total Estimate	d Cost
V	day 31 Oct	37.50	Per Diem	150.00
12	day 31 Oct	75.00	Travel	79.54
	1 - Alm	37.50	Limousine Fees Registration Fees	
V	4 211 - 1000			
	day 2 Nov	150.00	TOTAL	2 29.59
TE: 2 1. 7 2. 7 3.	Advance - maximum that Reservations - make to the second of each meal, are required. Constructive Travel -	PPLY TO ABOVE TRAV at can be authorize reservations with the form attached tip, and any other	TOTAL ZEL. Zed is \$ /85.00. Passenger Transportation to the travel order, tracker expense incurred. Received for the traveler's contact the contact traveler's con	n, extension 197 aveler must keep ceipts for lodgi
TE: 2 1. 7 2. 4 3.	Advance - maximum that Reservations - make to the servations - make to the servations - make to the servation of each meal, are required. Constructive Travel time spent in travel leave or LWOP. Overtime - approximate	PPLY TO ABOVE TRAVat can be authorized reservations with the form attached tip, and any other pover authorized outside common can be number of hours	TOTAL Zed is \$ 185.00. Passenger Transportation to the travel order, tracer expense incurred. Received for the traveler's contarrier schedule will be expense incurred.	n, extension 197 aveler must keep ceipts for lodgi nvenience. Work charged to annua
TE: 7 2. 7 3.	Advance - maximum that Reservations - make record of each meal, are required. Constructive Travel time spent in travel leave or LWOP. Overtime - approximate based on the above see exempt under FLSA	reservations with the form attached tip, and any other POV is authorized outside common can the number of hours chedule is	TOTAL TEL. Ted is \$ 185.00. Passenger Transportation to the travel order, traver expense incurred. Recorded for the traveler's construction arrier schedule will be a straveler may be subjected.	n, extension 197 aveler must keep ceipts for lodgin venience. Work charged to annuate to overtime cation:



MEMORANDUM	
From: Public Works Officer, Marine Corps Base, Camp Lejeune To: Civilian Personnel Officer	
Subj: Travel Orders for Brynn T. Ashton, SSN# 376-66-9944	_
15 Cherokee Drive, Hubert, NC 28539	
Ref: (a) BO 12570.1B	
 It is requested that estimated cost information be furnished to complete Form 1610 on the subject employee. The following information is forwarded in accordance with the reference: 	DD
Purpose of TDY: To attend a one-day seminar presented by the U.S. Corps	of
. Engineers on the topic of "Design of Construction of Ro	11ed
Concrete Pavements" and meet with LANTDIV personnel on	subjec
Government Sponsored: X YesNo	
*Mode of Transportation Preference: POV	-
Location of TDY Site: Front Street, Norfolk, VA (Regional Office) and LA	NTDIV
Type of Quarters: BOQAvailable X Not Available # 005 87 86	.e
Commercial	
Date and Time Training, Conference, etc., begins: 1 Nov 1985 at 0800	
Date and Time Training, Conference, etc., ends: 1 Nov 1985 at 1700	1.4
Registration Fee or Tuition Involved: XXXX No Amount:	
Rental Car will will not X be required. (If required, written justification must be attached.)	
Employee is X Exempt or Nonexempt under the Fair Labor Standards	; Act.
C. A. JOHANNESMEYER	
*If POC is shown, the following written certification by the traveler is requin accordance with JTR Volume 2, C2158.	iired
I (XXXXX (will not) operate a Government-owned vehicle for the purpose of performing travel required by temporary duty.	

BRYNN T. ASHTON



TRA	AVEL	VOUCH	ER OR SUBVOUCHER	nois	(Comp	elete by to	ypewrite [ARD] a	r, ink,	or ball use pencil)		FOR DO US	E ONLY
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William Sales	INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974
AUTHORITY:	5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.
PRINCIPAL PURPOSE:	Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.
ROUTINE USES:	To substantiate claims for reimbursement for official travel.
DISCLOSURE:	Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.

22. CLAIMANT'S STATEMENT

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

DEDUCTIBLE MEALS Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources

other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

25a. SYMBOLS (Use two letters)	25b. SYMBOLS
MEANS/MODE OF TRAVEL	REASONS FOR STOPS
FIRST LETTER SECOND LETTER	
(1) TRNSPN REQ T (5) AUTO A	(1) AWAITING TRNSPN AT
(2) GOVT TRNSPN G (6) BUS B	(2) LEAVE EN ROUTE LV
(3) COML TRNSPN	(3) MISSION COMPLETE MC
(own expense) (8) RAIL R	(4) AUTHORIZED DELAY AD
(4) PRIVATELY-OWNED (9) VESSEL V	(5) TEMPORARY DUTY TD
CONVEYANCE P (10) MOTORCYCLE M	

26. REMARKS

27. APPROVED FOR PAYMENT (When required by individual service regulations)								
DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER							
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6 Nov	5.50	3.16	4.35	15.07		10 10 10 to 10 10 10 10 10 10 10 10 10 10 10 10 10	
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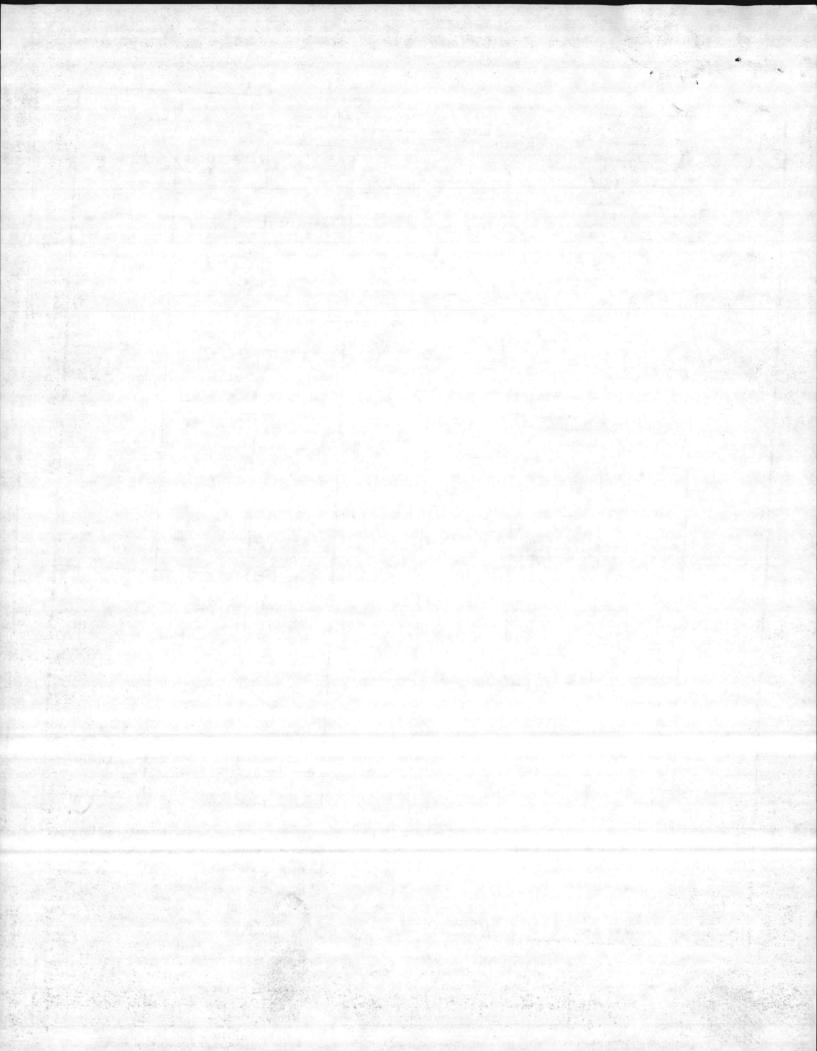
1 Attach lodging receipt(s) as supporting document(s).

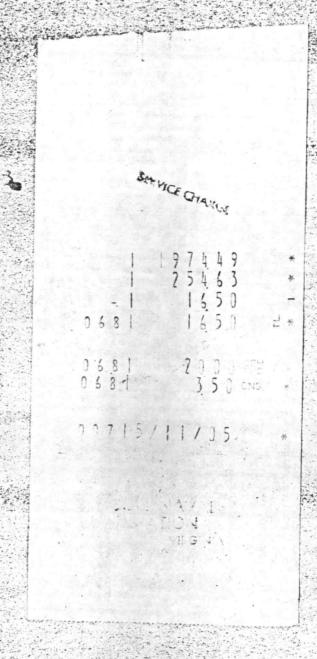
4/(a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are places of lodging. Fees and tips at common carrier terminals are separately reimbirsable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

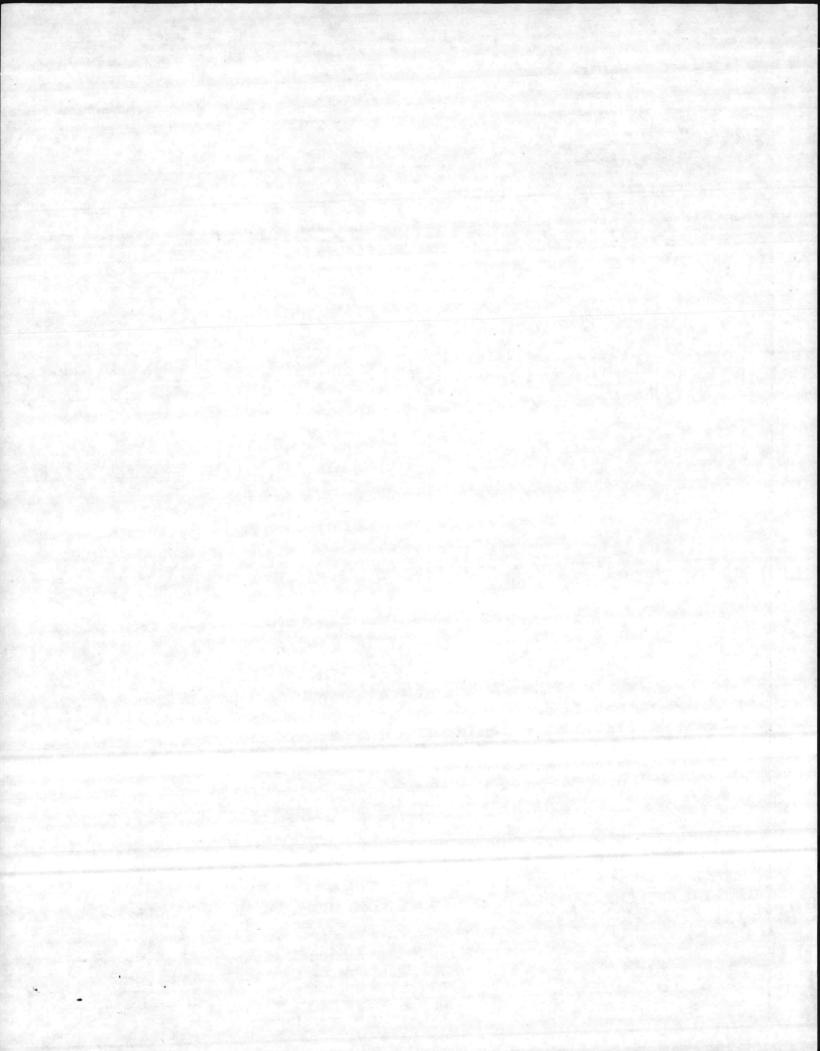
not otherwise relimbursable.	certify that itemized	amounts are actua	al and necessary expen	ses
The second secon	certify that itemized	aniouni		
I, Mary Lynn Phillips				
(Type or Frint Name)	official travel for which I h	ave not been a	DATE	
incurred by me in performance of	The second secon	· · · · · · · · · · · · · · · · · · ·		
SIGNATURE				

^{2/} Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)

^{3/} Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reimbursable.





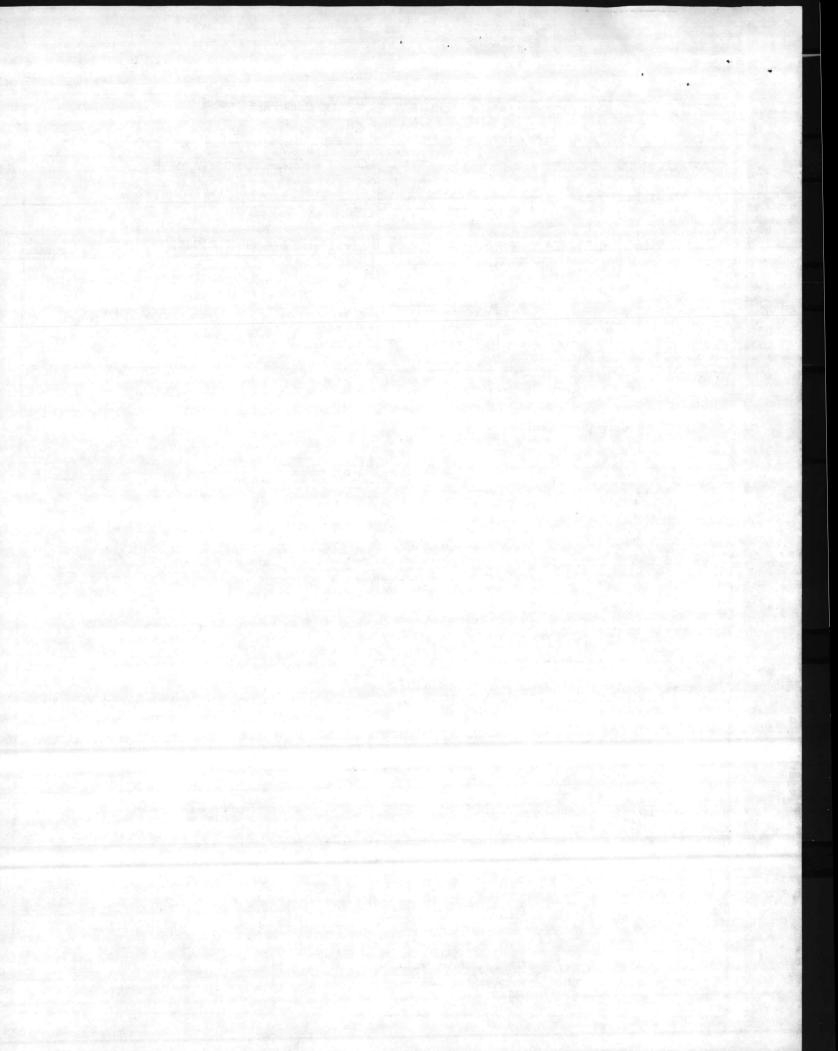


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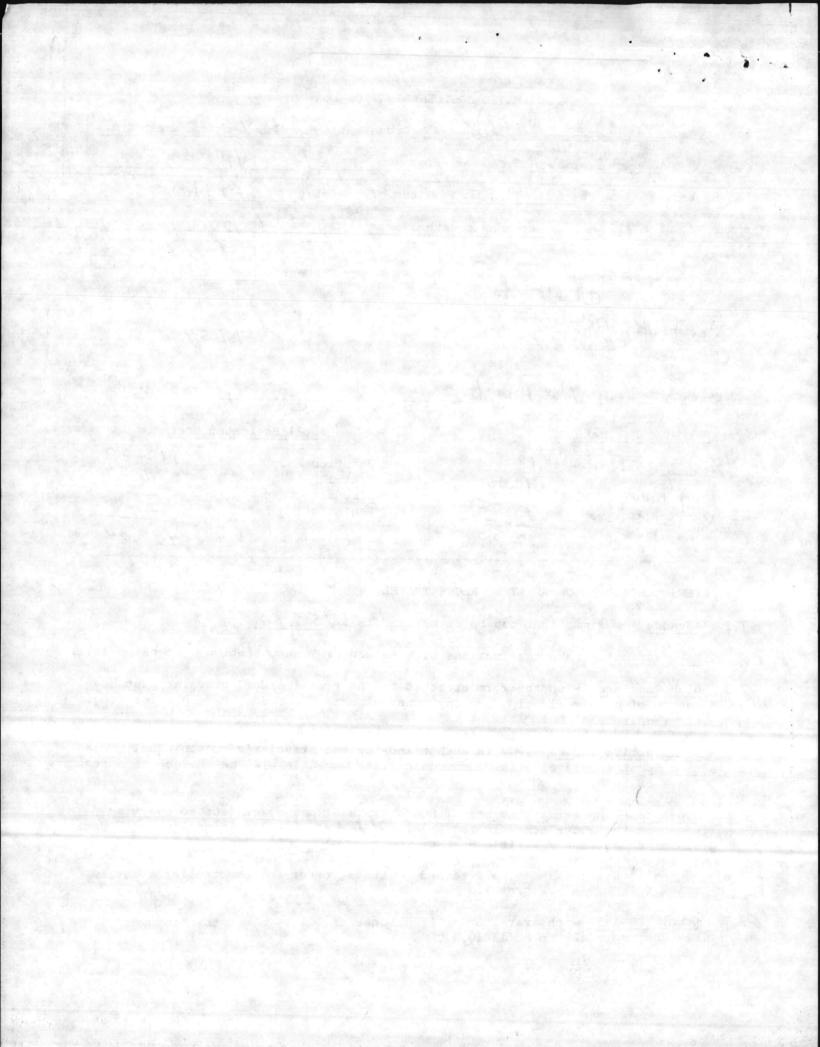
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REQUEST	AND AUT	HORIZAT	ION FOR T	DY TR	AVEL OF DOD) PERS	ONNEL	1. DATE OF REQUEST	
	Trave	(Reference	d as Indicated	d in Iten	ns 2 through 21.			30 Oct 1985	
				FOR OF	FICIAL TRAVEL				
. NAME (Last, First, I	siddle Initial)				3. POSITION TITL	E AND G	RADE OR RATI	NG	
PHILLIPS, Mar	y Lynn	SSN #4	65-25-682		the second second second	and the second	sistant, GS		
OFFICIAL STATION					5. ORGANIZATION	NAL ELE	MENT	6. PHONE NO.	
Marine Corps Camp Lejeune,		2			Civilian Po	ersonr	nel Divisio	on 5507	
TYPE OF ORDERS	1 2 112 1		TY CLEARAN	CE	9. PURPOSE OF T				
Single N/A					sary funct:	ions t	to better u	ore advanced glos- utilize the	
Oa. APPROX NO. OF TDY (Including to		b. PROCE	ED O/A (Date)	,	NAVFAC Gui	de Spe	arn more about		
3	3 5 Nov 1985				editing techniques. Norfolk, VA 6-7 Nov 85				
1. ITINERARY		□ VARU	ATION AUTHO	RIZED	100				
2.			MODE	OF TRA	NSPORTATION				
COMMERC			OVERNMENT					ANCE (Check one)	
AIL AIR BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE	Y	205		
					MORE ADVAN	NTAGEO	US TO GOVERNA	MENT	
OFFICER (Oversed))		TH JTR.	- CTRUCTIVE	COST OF	AS DETERMINE	R DIEM LIMITED TO CON- RIER TRANSPORTATION & D IN JTR. TRAVEL TIME	
OTHER RATE OF	PER DIEM (Sp	pecify)						15. ADVANCE	
4.	TERME		ESTIMATED	OTHER		ITOTAL		AUTHORIZED	
PER DIEM	TRAVE			DIHER			\$ 155.00		
\$ 112.50	\$ 79	.54		\$	-	s 1	e, registration fees, etc.)		
liquidation Items 2, 6,	(Estimate of these 8, and 9	ed Cost orders. of the	Informati attached	ion fo	ement of Ins	offici	ions apply		
Public Works	Officer	/		AUTHOR	RIZATION	EADY,	Head, FA-	10, Command	
APPROPRI)	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER	COST CODE	
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6		1	10	\bigvee					
20. ORDER AUTHORI HOSEA HORNE	ZING OFFICIA	Title ar	de language	ALITH	ENTICATION	21. 0	ATE ISSUED	4 Nov 85	
By direction	, JR. J (esca -	Journa	\$				1 1101 0	



ESTIMATED COST INFORMATION FOR TDY

		01	0.5	
Itinera	ry for Mary L	ynn Phellyps	Organization PWO	Ext. 2213
From	Camp Lejen	e, nc T	o Norfolle, VA	4 rh
			ates of Training 6-7	
Maximum	Per Diem Allowed	in Accordance with	JTR 7 57.30 (1)	00)
			Co. at Pour	a mein
	Schedule The CL Or folk, JA D. 205 = #79.	or to	Cost - Round	TIIP
38	8 miles CL	1 0 th		
N	or folk, UH		# 79	0.54
a	0 205 = A79.	54		
	For't Veh 1	lot Avail		
			Total Estimate	ed Cost
,	Per Diem Estimate		Total Estimat	
1/2	day 5 Nov	18.75	Per Diem	112.50
/ 2	- and	75.00	Travel	11.51
(-7 Nov	iral	Limousine Fees	
	V Jan 8 Nov	18.75	Registration Fees	
	12 day 8 Nov	112.50	TOTAL	192.04
NOTE: 1. 2. 3.	Reservations - ma High Cost Area - record of each me are required.	that can be authorized with the reservations without the form attack al, tip, and any or the can be allowed by the can be authorized by the	orized is \$ 155.00. Ith Passenger Transportationed to the travel order, to ther expense incurred.	raveler must keep eceipts for lodgin
☐ 4.	Constructive Trav time spent in tra leave or LWOP.	el - POV is author vel outside common	rized for the traveler's on carrier schedule will be	charged to annual
457 5.	based on the abov	imate number of he schedule is \(\simega\) Title 5, USC	ours traveler may be subjectione to travel. Justif	ication: Non-
6	Review - this for prior to approval		d to travel order for Comp	troller's review
□ 7.	Submit DD 1556 wi See enclosure (2)		f purpose of TDY is other	than for work.



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AUTHORITY: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397. PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims. ROUTINE USES: To substantiate claims for reimbursement for official travel. DISCLOSURE: Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.

22. CLAIMANT'S STATEMENT

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- Statements of nonavailability (Government quarters, mess and directed mode of transportation).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

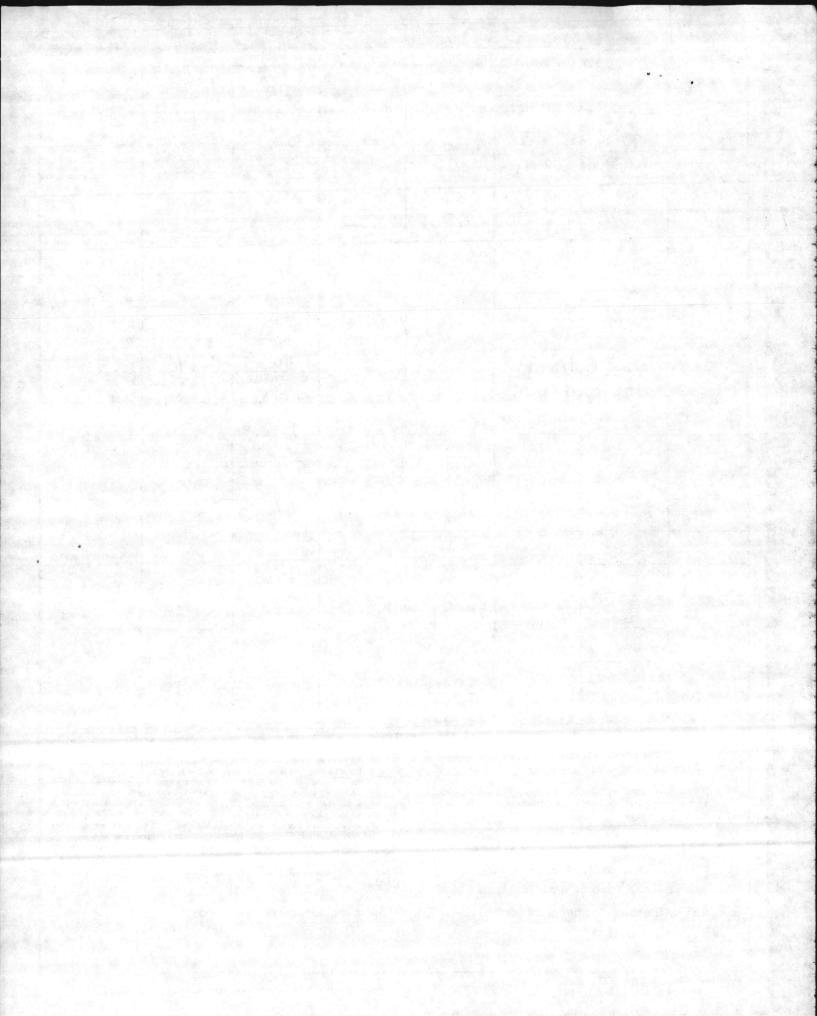
25a. SYMBOLS (U	se two letters)		25b. SYMBOLS
MEANS/MOD	E OF TRAVEL		REASONS FOR STOPS
FIRST LETTER	SECOND LETTER		
(1) TRNSPN REQ T	(5) AUTO	Α	(1) AWAITING TRNSPN AT
(2) GOVT TRNSPN G	(6) BUS	В	(2) LEAVE EN ROUTE LV
(3) COML TRNSPN C	(7) PLANE	P	(3) MISSION COMPLETE MC
(own expense)	(8) RAIL	R	(4) AUTHORIZED DELAY AD
(4) PRIVATELY-OWNED	(9) VESSEL	V	(5) TEMPORARY DUTY
CONVEYANCE P	(10) MOTORCYCLE	M	

26. REMARKS

27. DATE

APPROVED FOR PAYMENT (When required by individual service regulations)						
	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER					

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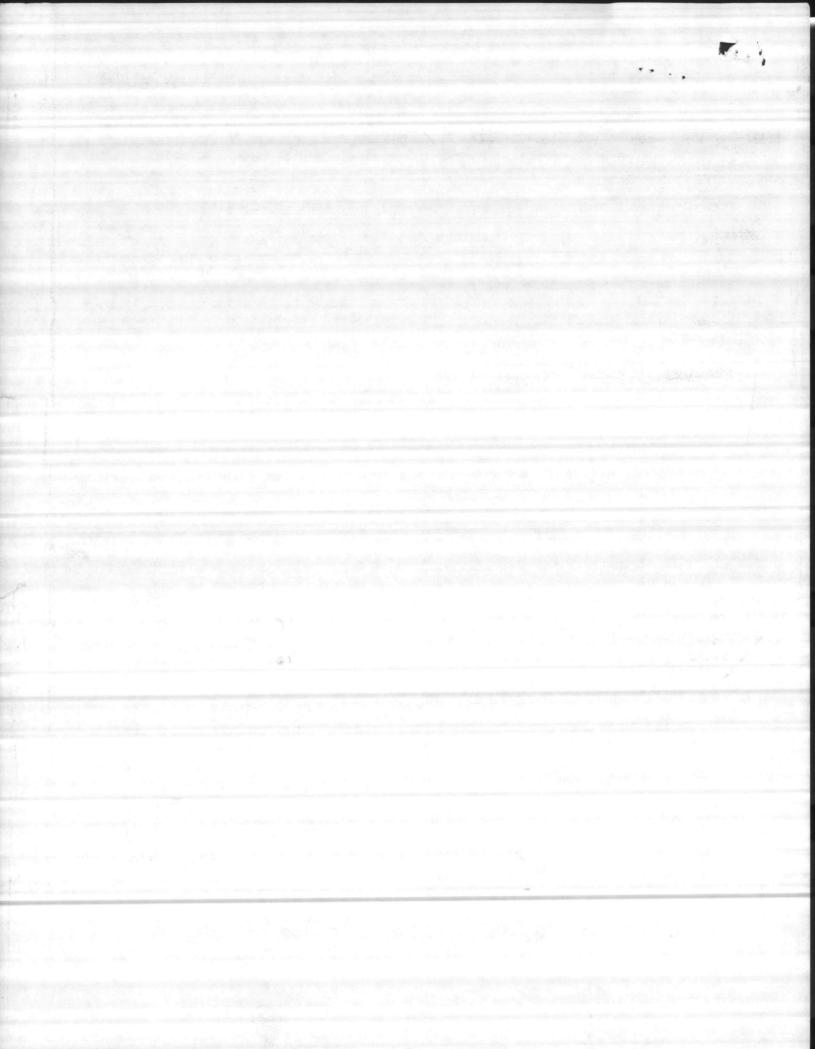
MEMORANDUM

	Dallie Wester Officer Wester Come Page Come Taioung
From: To:	Public Works Officer, Marine Corps Base, Camp Lejeune Civilian Personnel Officer
Subj:	Travel Orders for Mary Lynn Phillips, SSN# 465-25-6823
	Route 6, Box 639, Jacksonville, NC
Ref:	(a) BO 12570.1B
Form	t is requested that estimated cost information be furnished to complete DD 1610 on the subject employee. The following information is forwarded in dance with the reference:
-P	urpose of TDY: Familiarize herself with more advanced glossary functions
	to better utilize the NAVFAC Guide Specs and learn more about
	editing techniques.
Go	vernment Sponsored: X Yes No
*Mo	de of Transportation Preference: POV
Lo	cation of TDY Site: Atlantic Division, Naval Facilities Engineering Command
Ty	pe of Quarters: BOQ - X - Available Not Available
	Commercial
Da	te and Time Training, Conference, etc., begins: Nov 1985 - 0800
Da	te and Time Training, Conference, etc., ends: 786 Nov 1985 - 1630
Re	gistration Fee or Tuition Involved: XXX/No Amount:
	ntal Car will will not X be required. f required, written justification must be attached.)
Em	ployee isExempt or _X Nonexempt under the Fair Labor Standards Act

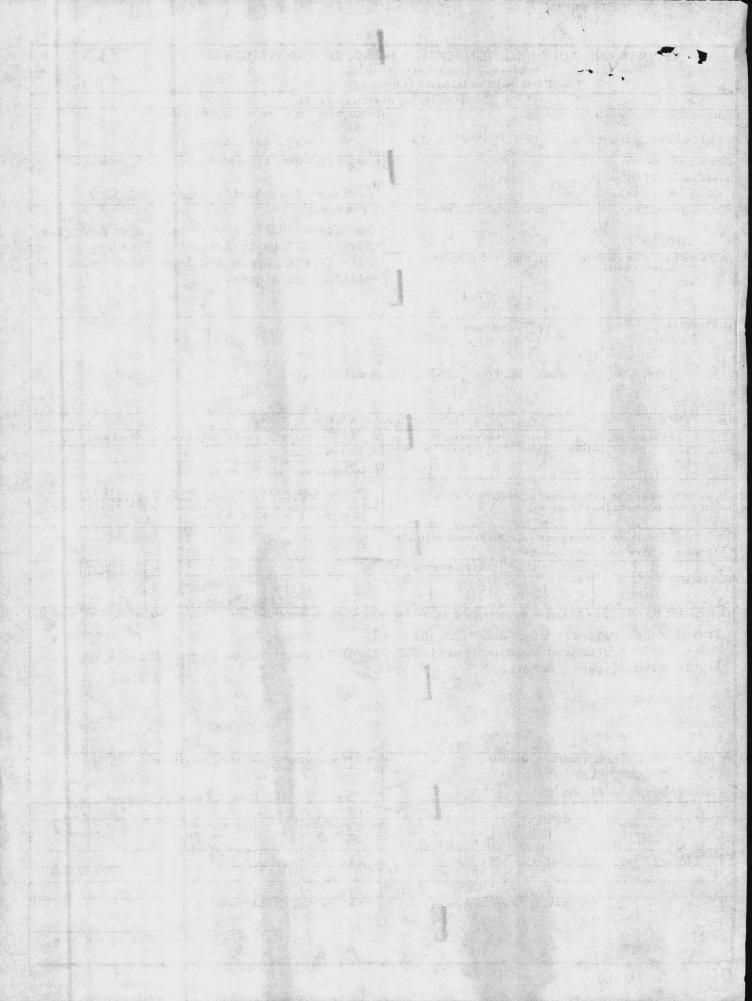
*If POC is shown, the following written certification by the traveler is required in accordance with JTR Volume 2, C2158.

E. L. ROUSE, By direction

 ER



	REQUEST A	• ~	(Referen	nce: Joint Tre	avel Regu			SONNEL	1. DATE OF REQUEST 30 Oct 1985	
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2. NAM	E (Last, First, Midd	le Initial)				3. POSITION TI	TLE AND	GRADE OR RATIN	G	
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DATE: 4 November 1985

FROM: Public Works Officer, Marine Corps Base, Camp Lejeune

TO: Civilian Personnel Officer

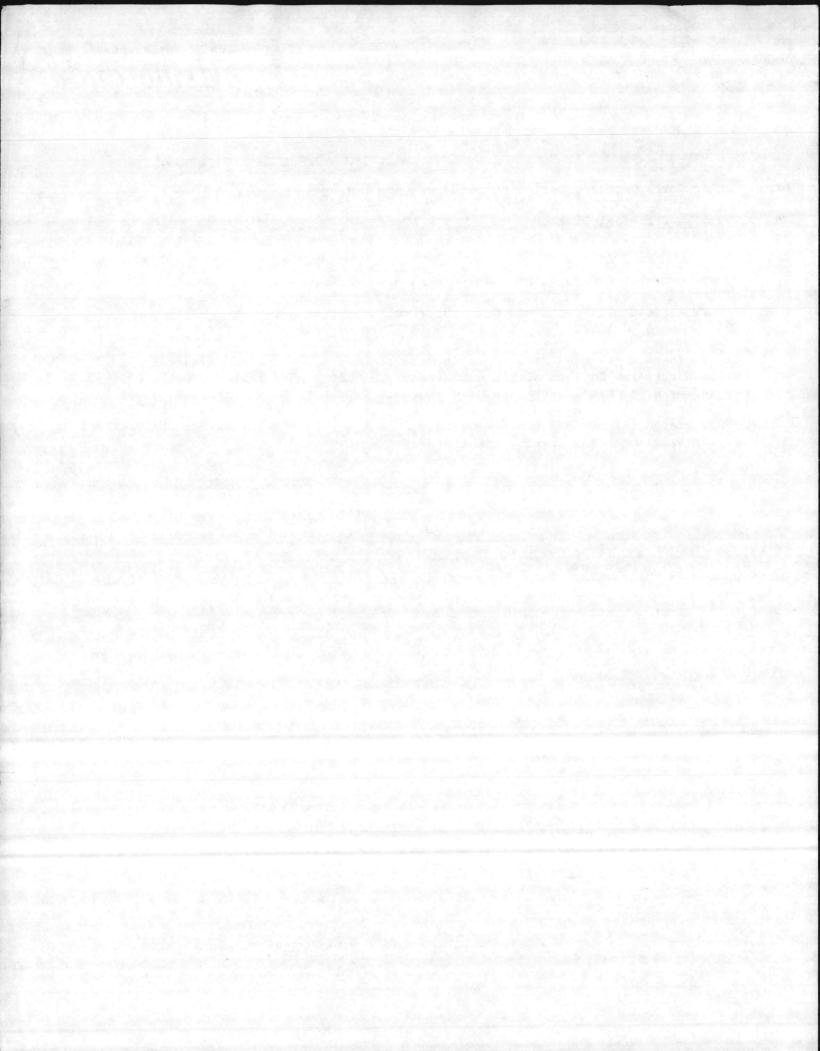
SUBJ: TRAVEL ORDERS FOR WILLIAM L. BRANT AND FRED W. ESTES, JR.

Encl: (1) PWO memo BO 12570.1 of 29 Oct 1985 (Fred W. Estes, Jr.)

(2) PWO memo BO 12570.1 of 29 Oct 1985 (William L. Brant)

1. Enclosures (1) and (2) are provided as requested. As noted, a rental car will be required for one of the employees. The acceptance letter for the course signed by M. S. Kemper, Lieutenant Commander, CEC, U.S. Navy, Director, Special Projects Seminar, from the Naval School at Port Hueneme, California dated 28 October 1985, stated that if BOQ was unavailable, a car would be required for daily travel to class. Therefore, request one rental car be provided.

E. L. ROUSE By direction ☆ U.S. Government Printing Office: 1984-705-012/8569 2-1



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UNITED STATES MARINE CORES

Marine Corps Base
Camp Lejeune, North Carolina

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2 Sirect

COMP-B/SBD/bb 7000 11 Jan 1983

From: Assistant Chief of Staff, Comptroller

To: Distribution List

Subj: Statistical Reporting of Travel Costs

Ref: (a) CMC 191332Z Dec 1982

1. Effective immediately, Temporary Additional Duty (TAD) costs will no longer be reported as Administrative (AD or AR) or Mission Essential (MD or MR). The reference directs that TAD be identified in the following categories:

a. Site Visit - Visit to a particular site in order to personally perform operational or managerial activities; e.g. oversee programs; operate and manage activities for internal control purposes; carry out audit, inspection, or repair activity; conduct negotiations; provide instructions or technical assistance.

Example: Liaison Visits

b. Information Meeting -

Attendance at meeting to discuss general agency operations, review status reports or discuss topics of general interest. (NOTE: If a site visit was conducted as part of the same trip, consider the entire trip to be site visit).

C. Training

Attendance - Travel to sites outside of the commuting area to receive training.

Example: Formal Government/
Non-Government Training Courses and Workshops

d. Speech or

Presentation -Travel to make a speech or a

presentation, deliver a paper, or

otherwise take part as a Government

representative in a formal program

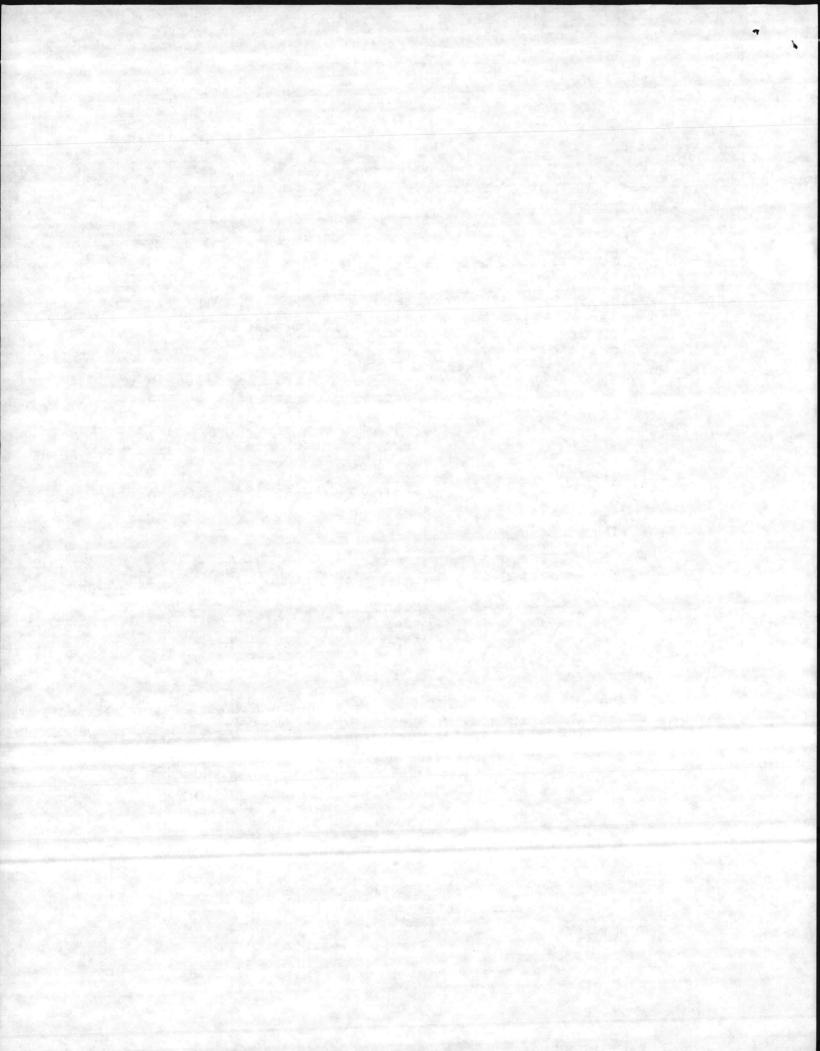
other than a training course.

(e. Conference Attendance

Travel to attend a conference, seminar, convention or symposium for purposes of observation or education only, with no formal role in the proceedings.

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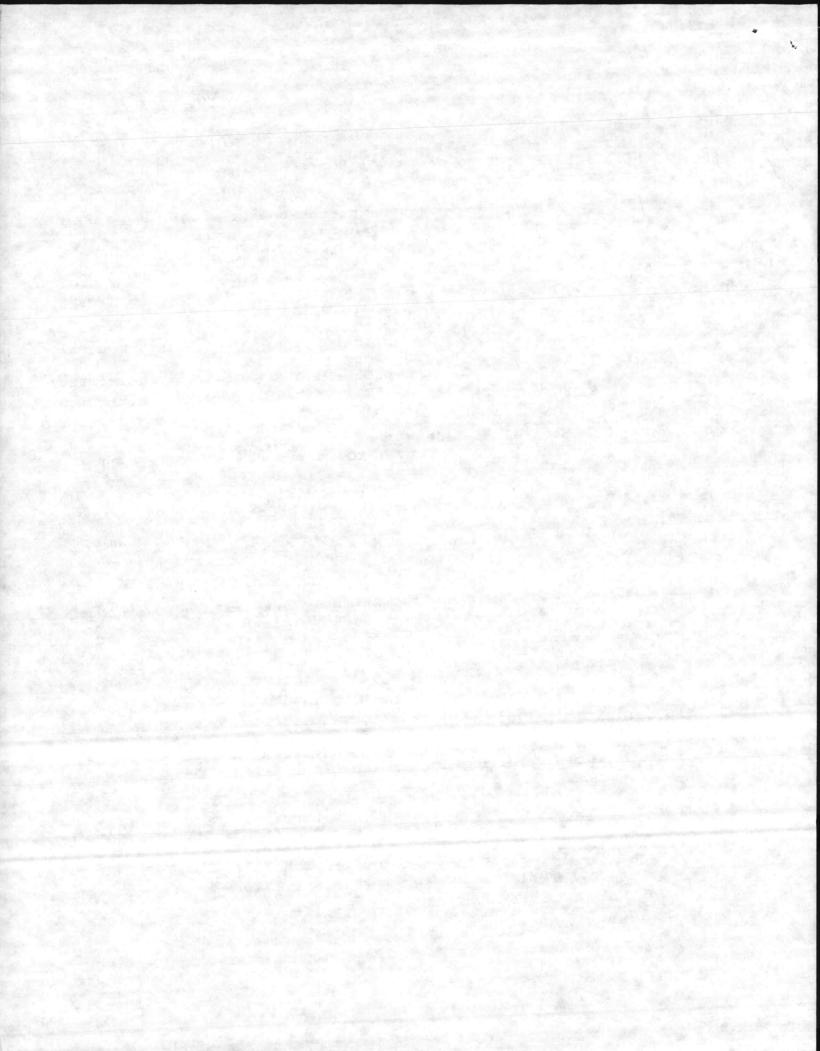
Subj: Statistical Reporting of Travel Costs

- f. Relocation Movement from one official duty station to another.

 Example: Civilian Permanent Change of Station (PCS) Moves
- g. Entitlement
 Travel Travel to which an employee (or
 dependent) is entitled as the result of
 an assignment; e.g., official, medical
 and emergency travel.
 Example: Military medical appointments
 or Travel outside CONUS on emergency
 Leave
- h. Special Mission

 Travel Travel to carry out a special agency mission, e.g., provide security for movement of a person, parcel or shipment; move witnesses to participate in Government hearings or trials.

 Example: Witness travel or prisoner escort costs
- i. Other Travel- Travel required for reasons or purposes which are not otherwise shown in the previous eight (8) categories Examples: Local mileage, Travel of Mounted Color Guard, Rifle and Pistol matches
- 2. The existing Job Order Numbers (JONs) will be modified to permit identification of TAD costs to each of the nine categories listed above. There is still a requirement to differentiate between direct and reimbursable funded TAD. An explanation of the change to the JONs follows:
 - a. Old System Previously, the only requirement to identify the purpose of TAD was satisfied by using the first two digits of the Work Center in the JON. The first digit was an A for. administrative TAD or an M for mission TAD. The second digit was a D for direct funded or an R for reimbursable funded. Acceptable codes were AD, AR, MD and MR.



Subj: Statistical Reporting of Travel Cost

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(Note: The third and fourth digits of the Work Center will continue to be the applicable shop for the Fund Administrator)

3. It is imperative that all Fund Administrators identify the applicable TAD category on all future TAD requests.

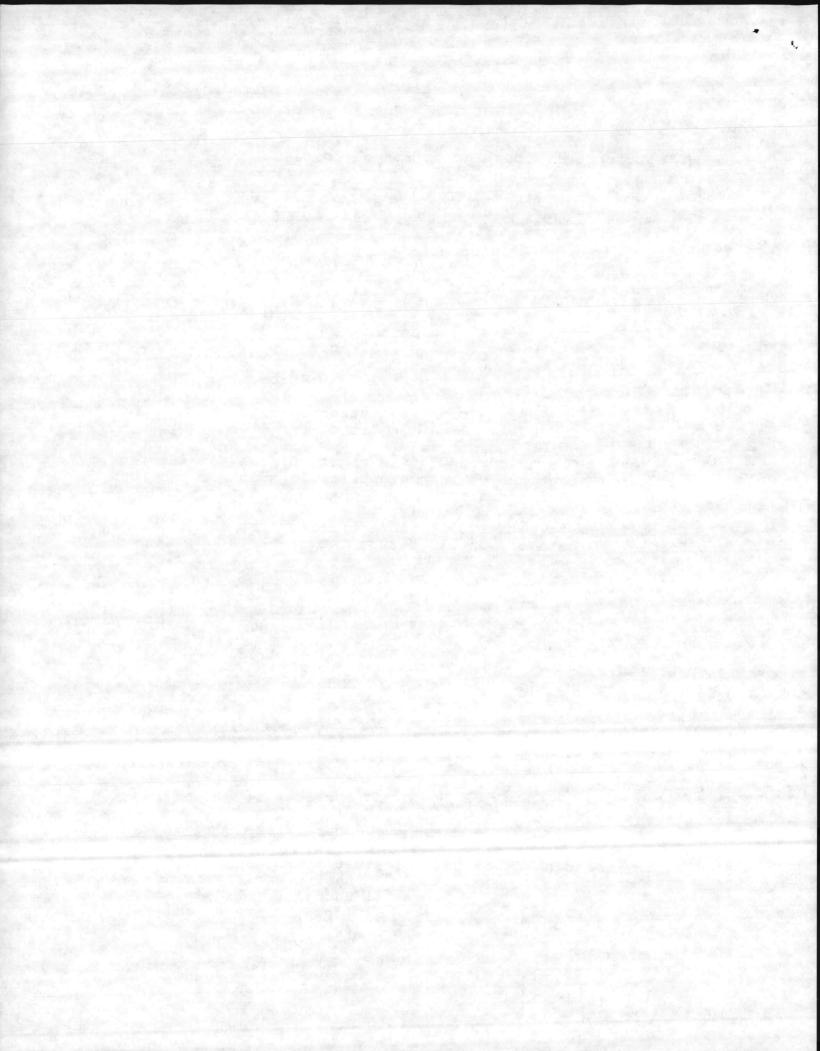
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12 Security	30 Headquarters Battalion
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13 Communications	32 AC/S, Logistics
16 Support Battalion	33 Dependents' Schools
18 Property Control	
19 Food Services	34 RSU
21 Laundry	35 Dir, FamHsg
	36 Dir, UPH
22 Printing Plant	40 Corrections Company
23 Base Maintenance	
24 Base Motor Transport	44 AC/S, Training
25 Infantry Training School	46 AC/S, Personnel Services.
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Copy to: CPO (Training Division)

3 ND Copy Messs. Now. Patterson)

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Subj: Statistical Reporting of Travel Cost

Samples of existing TAD JONs under the old system:

FUND CODE	FUND ADMIN	FISCAL YEAR	JOS	WORK CENTER	EXPENSE ELEMENT
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	A	dministrat Dir			
AM	. 10	3	1234	MR30	Е

b. New System - The new requirement replaces the old two digit code with a new two digit code. The new code will continue to appear as the first and second digits of the Work Center in the JON. The first digit identifies the new TAD category as follows:

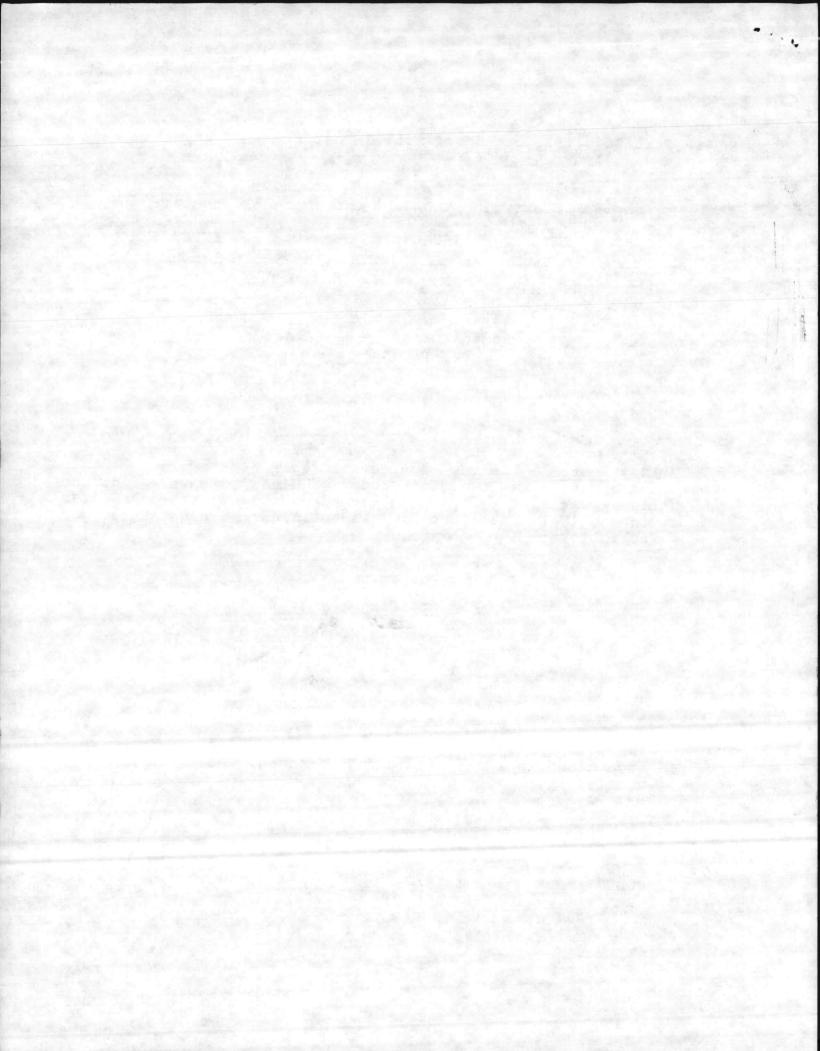
Code	TAD Category						
1	Site Visit						
2	Information Meeting						
3	Training Attendance						
4	Speech or Presentation						
5	Conference Attendance						
6	Relocation						
7	Entitlement Travel						
8	Special Mission Travel						
9	Other Travel						

The second digit continues to be assigned as a D for direct funded and an R for reimbursable funded. Acceptable codes are 1D, 2D, 3D, 4D, 5D, 6D, 7D, 8D, 9D, 1R, 2R, 3R, 4R, 5R, 6R, 7R, 8R and 9R.

Samples of New TAD JONs:

FUND CODE	FUND ADMIN	FISCAL YEAR	JOS	WORK CENTER	ELEMENT
				116212	
AM	10	3	1234	1D30	E
		Site	e Visit	11	

7:14





UNITED STATES MARINE CORPS

Marine Corps Base Camp Lejeune, North Carolina 28542-5001

> BO 12570.1 CPD/nmc 26 Aug 1985



BASE CRDER 12570.1

Commanding General To: Distribution List

Subj: Travel Orders for Civil Service Personnel

Ref: (a) DoD Joint Travel Regulations - Volume 2 (NOTAL)

(b) BO 12410.3H

(c) BO 7000.1J (NOTAL) (d) BO 12610.1H

Encl: (1) Sample memorandum request

(2) Preparation of DD Form 1610

- Purpose. To promulgate instructions concerning issuance of travel orders to civil service personnel.
- Cancellation. BO 12270.1A
- Background. Reference (a) authorizes the Commanding General to issue travel orders to civil service personnel and contains regulations governing payment of certain travel and transportation expenses. Reference (b) contains information concerning participation in training. Reference (c) contains a list of Fund Administrators.
- 4. Policy. It is the policy of this command that travel and transportation at Government expense will be directed only when officially justified and by those means which meet mission requirements at the lowest possible cost consistent with good management practices. Rates of reimbursement will be as prescribed by reference (a). Official travel for employees included in the bargaining unit for which the American Federation of Government Employees (AFGE) has exclusive recognition, must be in compliance with provisions of the Master Labor Agreement between the U. S. Marine Corps and the AFGE. Persons directed to travel on official business will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of a mission are not considered acceptable as exercising prudence.
- Temporary Duty Orders. The following procedures will be followed in issuing temporary duty orders:
- a. The requesting organization will send a memorandum to the Civilian Personnel Division (CPD) to obtain the estimated cost information for completion of Request and Authorization of TDY Travel of DoD Personnel, DD Form 1610. The request should be made a least three weeks prior to the date the proposed travel will begin. Enclosure (1) is the format to use for the memorandum request. Before requesting cost information, make necessary BOQ or motel reservations. If the temporary duty is performed at a military installation and government quarters are available, the per diem rate will be based on their use. If unavailable, travelers are required to obtain a nonavailability certification from the military installation at the temporary duty point. Failure to do so will result in reduced per diem rates. It is important that the requesting organization consider the possibility of the traveler being subject to overtime and determine if overtime funds are available. Line management officials are responsible for specifying, within reasonable limits, the time during which travel will be performed. There are two different statutes covering time spent traveling in a TDY status They are:
- (1) Under Title 5, United States Code, time spent by an employee in travel status away from his official duty station is not considered as hours of employment unless (a) travel is performed within the days and hours of his regularly scheduled

administrative workweek, including regular overtime work, or (b) the travel involves the performance of actual work while traveling, is incident to travel that involves the performance of work while traveling, is carried out under arduous conditions, or results from an event which could not be scheduled or controlled administratively. (Nongovernment sponsored meetings, conferences, or training cannot be scheduled or controlled administratively.) Any employee may be subject to overtime under Title 5.

- (2) Overtime entitlement under the Fair Labor Standards Act (FLSA) does not begin to accrue until the employee has completed 40 hours of actual work, as defined by the Act, in a week. For example, an employee who has any paid time off during the week (holiday, annual leave, sick leave, or any excused absence with pay) will not accrue any entitlement to overtime pay under FLSA until additional actual work exceeds the paid hours of nonwork, and is in excess of 40 hours of actual work in the week. Whether time spent traveling outside regular working hours is considered "hours of work" under FLSA depends upon the kind of travel involved. In general, authorized travel time outside regular working hours is "hours of work" under FLSA if an employee (1) performs work while traveling (including travel as a driver of a vehicle), (2) travels as a passenger to a temporary duty station and returns during the same day, or (3) travels as a passenger on nonworkdays during hours which correspond to his/her regular working hours. Only nonexempt employees are subject to overtime under FLSA. Reference (d) provides guidance in granting compensatory time.
- b. Upon receipt of the memorandum, the CPD will determine per diem and mode of transportation in accordance with reference (a). Since travel by common carrier (air, rail or bus) will generally result in the most efficient use of energy resources and is the least costly and most expeditious method of travel, this method shall be used whenever reasonably available. When it is determined that common carrier is not advantageous to the government because of the location or short distance involved and that a vehicle is required for official travel, a government vehicle shall be used whenever it is reasonably available and travel is within permissible operating distance. Mileage will be computed in accordance with reference (a) when a government vehicle is not available. Use of a rental car will not be authorized unless determined to be essential for transportation.
- c. When the estimated cost information has been furnished, the requesting organization will complete DD Form 1610. (For Marine Corps Base employees, the Employee Development Superintendent, Civilian Personnel Division will complete the form for training.) The requesting official should sign in Item 17, retain one copy and forward the remaining copies to the Fund Administrator for funding approval. When temporary duty is for attendance at professional meetings, as defined in reference (b), Request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556, must be submitted with DD Form 1610. Detailed instructions for completing DD Form 1610 are contained in enclosure (2). The Civilian Personnel Officer (CPO) will sign as Approving Official, Item 18, for Marine Corps Base employees when travel is for attendance at training functions.
- d. Fund Administrators in reference (c) are responsible for administering travel funds for activities included in their funding responsibilities. When a DD Form 1610 is received, approval will be shown by signing Item 18. The signature must be the Fund Administrator's or, when absent, the Acting Fund Administrator's. By direction signatures will not be accepted. If travel funds are disapproved, return all copies to the requesting official with appropriate explanation. After approval, forward for final approval of funding via the Assistant Chief of Staff, Comptroller to the CPD at least 10 working days in advance of departure date.
- e. In accordance with paragraphs C3000 and C3001 of reference (a), the CPO is designated to act for the Commanding General in authorizing and authenticating travel orders for civil service personnel. The CPO will ensure that information entered on the DD Form 1610 complies with the requirements of reference (a). Detailed instructions will be provided to the traveler in the remarks section of the form. When approved, DD Form 1610 will be returned to the requesting official along with a Statement of Actual Expenses, DD Form 1351-3, if necessary.
- f. The requesting official will ensure that the DD Form 1610 is provided to the traveler and that he/she understands the instructions provided. If privately owned conveyance has been authorized for the convenience of the traveler, time spent in

travel outside the time required had common carrier been used will be charged to annual leave or LWOP as appropriate. When travel is required outside the regular scheduled work week, the provisions of reference (d) must be followed. If the traveler does not go TDY, promptly return unused DD Form 1610 to the CPD with a written explanation. The CPD will cancel the travel order.

- g. The requesting official will ensure that the following instructions are complied with:
- (1) If a Transportation Request (T/R) is required, deliver the original and all remaining copies of approved orders to the Passenger Traffic Office, for issuance of the T/R and endorsement on the orders, at least seven working days prior to date of departure.
- (2) If an advance of travel funds is required and authorized, deliver the original and remaining copies of travel orders no sooner than ten and not later than three working days prior to departure to the Disbursing Office (Travel Section). Travel advances will normally be limited to 80 percent of the estimated per diem and miscellaneous expense costs, plus 100 percent of the estimated transportation costs if travel is to be performed at personal expense subject to reimbursement. Advances will not normally be made for one-day trips or for expenses of less than fifty dollars.
- (3) If TDY is in an actual expense area, it is mandatory that the DD Form 1351-3, attached to the travel order be filled out. In all cases, receipts for lodging, all items in excess of \$25, and registration fees must be submitted with the Travel Voucher or Subvoucher, DD Form 1351-2, to Disbursing.
- (4) Record departure and arrival time, limousine/taxi fees, tolls, mileage to/from TDY site.
 - (5) Upon return to work report to the Travel Requesting Official for completion of DD Form 1351-2 (Travel Voucher).
- (6) Within three working days after travel is completed, report to the Disbursing Office, Building 1005, with original and four copies of DD Form 1610; DD Form 1351-2; receipts; and DD Form 1351-3 when applicable. Failure to comply with this requirement may result in all travel advances being deducted from the employee's pay. Normally no travel advances on subsequent travel orders will be authorized if a claim has not been submitted for a previous travel period.
- h. Travelers who received an excess travel advance will be notified of the overpayment by letter from the Disbursing Officer. The notification letter will advise the traveler that if repayment is not received within 15 calendar days from the date of the letter, the overpayment will be recovered by pay account checkage/salary offset. The Disbursing Officer should be notified of any extinuating circumstances that would prevent the traveler from taking action to repay the excess advance within the 15-calendar day period.
- i. Upon settlement of travel claim, Disbursing will furnish the CPD one copy of DD Form 1351-2. Upon receipt of the DD Form 1351-2, the CPD will determine if the employee is subject to overtime under Title 5 or FLSA and prepare the Civilian Overtime/Compensatory Time/Holiday Premium Pay Authorization, MCBCL Form 12550. The CPO will sign as the requestor, and forward it to the Assistant Chief of Staff, Comptroller.
- 6. Permissive Orders. When an employee agrees to pay his own expenses for attendance at a meeting of a technical, professional, scientific or other similar type conference/seminar and it is determined by the department that the employee will be in a duty status a travel order will be issued. DD Form 1610 is sent directly to the Order Authorizing Official. Instructions for completing DD Form 1610 are in Appendix B to enclosure (2). Overtime provisions of the FLSA apply in cases where nonexempt employees are permitted to travel outside normal scheduled hours of work on permissive orders.
- 7. Permanent Change-of-Station Orders. When considering an employee from another activity for a vacancy, travel/moving entitlements as authorized in reference (a) will be discussed during the interview. Approval from the Fund Administrator and Assistant Chief of Staff, Comptroller must be obtained before a commitment is made to pay any

BC 12570.1 26 Aug 1985

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travel/moving expenses. The CPO is responsible for obtaining necessary data and completion of Request and Authorization for DoD Civilian Permanent Duty Travel, DD Form 1614. Authority to sign this form by direction is delegated to the CPO.

- 8. Assistance. Questions concerning travel of civil service employees should be referred to the CPD, telephone extension 1539.
- 9. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, 2d Marine Division, 2d Force Service Support Group and the Commanding Officer of the East Coast Commissary Complex.

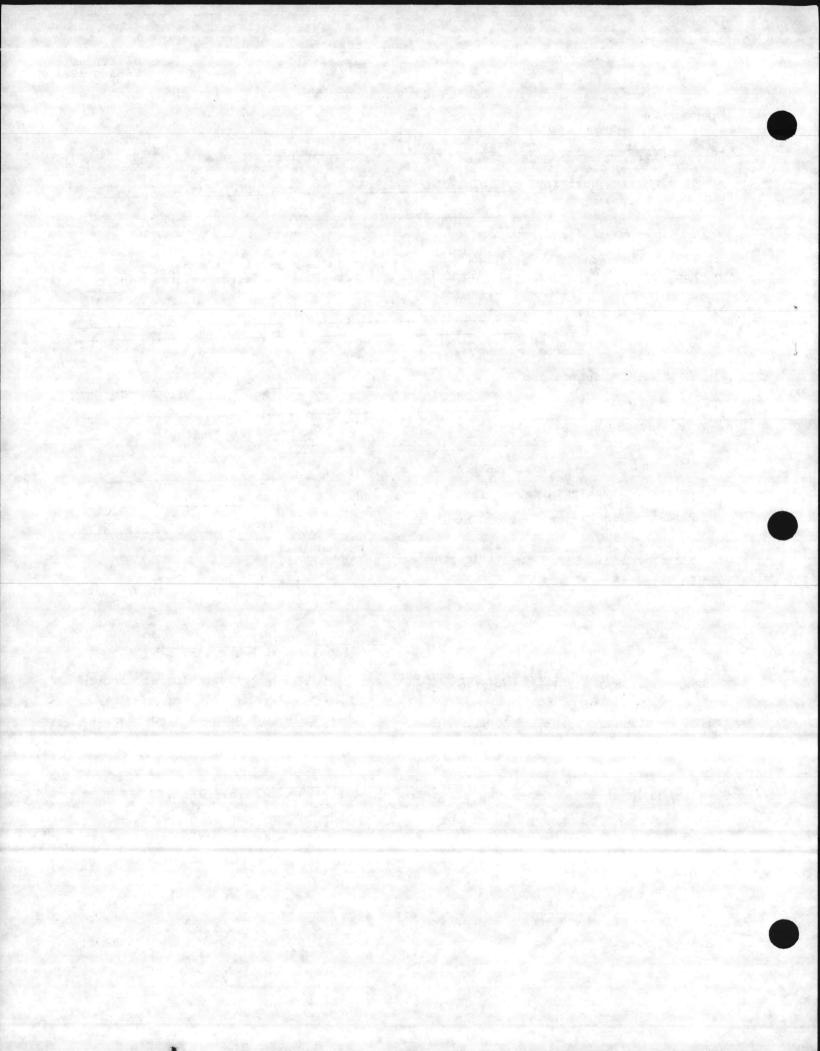
R. L. FORMANEK Chief of Staff

DISTRIBUTION: C less Categories III & IV

SAMPLE MEMORANDUM REQUEST

MEMOR	ANDUM		
From: To:	(Requirement of Civilian Personnel Of Civili	lesting Official)	
Subj:		(Traveler's Name)	(SSN)
		(Home Address)	
Ref:	(a) BO 12570.1B		
	t is requested that est on the subject employee reference (a):	imated cost information be. The following informat	oe furnished to complete DD Form ion is forwarded in accordance
Pu	urpose of TDY:		
Go	vernment Sponsored:	YesNo	
		reference:	
	cation of TDY Site:		
Ту	pe of Quarters: BOQ Comme	rcialAvailable	Not Available
Da	te and Time Training,	Conference, etc. Begins:_	
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			Amount:
Re	ntal Car will	will notbe requestification must be attack	uinod
Emp	ployee isExemp	t orNonexempt under	er the Fair Labor Standards Act
		(Signat	ture of Requesting Official)
*If POO accords	C is shown, the following ance with JTR Volume 2,	ng written certification	by the traveler is required in
I (will travel) (will not) operate a required by temporary	Government owned vehicle duty.	e for the purpose of performing

(Signature of Traveler)



PREPARATION OF DD FORM 1610

- 1. Most of the items on DD Form 1610 are self-explanatory. In general, it should be completed as follows:
- Item 1: Date of Request -- Enter day, month, and year.
- Item 2. Name -- Enter name and social security number of traveler.
- Item 3: Position Title and Grade or Rating -- Self-explanatory.
- Item 4: Official Station -- Enter name and location of the permanent duty station.
- Item 5: Organization Element: -- Enter division, branch, or unit to which traveler is assigned.
- Item 6: Phone No. -- Enter that of the traveler at organizational element.
- Item 7: Type of Orders -- Indicate as appropriate, e.g., confirmatory, amendment, extension, blanket, group.
- Item 8: Security Clearance -- The degree of security clearance for the period of temporary duty will be included in the order as interim or final security clearance; TOP SECRET, SECRET, or CONFIDENTIAL, as appropriate, i.e., "Individual is cleared for access to classified material up to and including (classification) for the period of this temporary duty." The statement "Access to classified data not required" will be included when appropriate.
- Item 9: Purpose of TDY -- Enter title of conference/training, dates of temporary duty less travel time, location, and reference any pertinent communication or directive.
 - Item 10: (a) Approx. No. of Days of TDY (Including travel time) -- Self-explanatory.
 - (b) <u>Proceed O/A (Date)</u> -- Indicate date for beginning of official travel which will be as accurate as possible.
 - Item 11: Itinerary -- Indicate places from and to which official travel is authorized and "return to" point. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, indicate by "X" in the block preceding, "variation authorized."
 - Item 12: Mode of Transportation -- Indicate in the block(s) provided, the mode(s) authorized. If travel is to be authorized via privately owned conveyance state the appropriate mileage rate in the space provided. Indicate in the appropriate block if such travel is determined to be advantageous to the Government or if reimbursement is limited.
 - Item 13: Per Diem -- Check the block "Per Diem authorized in accordance with JTR" unless a specified rate has been set for that area.
 - Item 14: Estimated Cost -- Self-explanatory. Indicate by asterisk(s) which line of accounting data in Item 19 applies to particular cost.
 - Item 15: Advance Authorized -- Show amount authorized as an advance of travel funds.

 This amount should not include travel expense unless privately owned conveyance is used. Regulations for advance of funds are contained in reference (a).
 - Item 16: Remarks -- Enter the following statements:
 - (1) Travel meets criteria of SECDEF 18Jan82 memo.
 - (2) MCBCL 12570 (Estimated Cost Information for TDY) is required to be submitted upon liquidation of these orders.

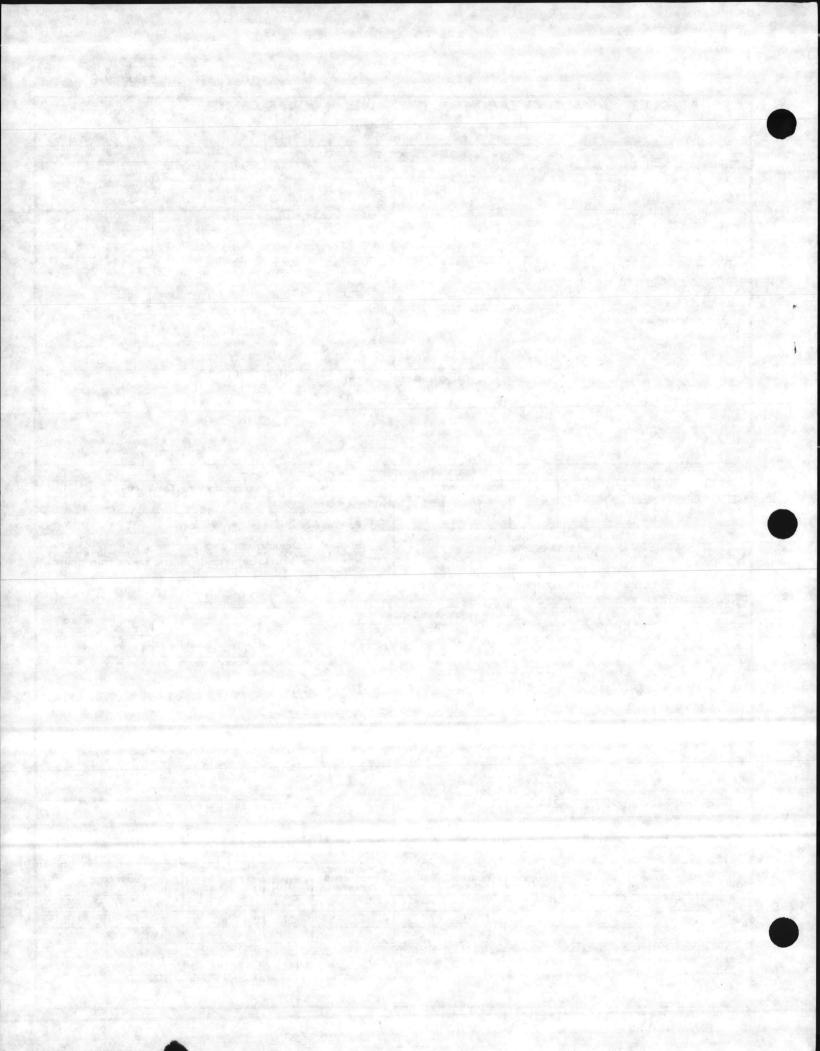
BO 12570.1 26 Aug 1985

- Item 17: Requesting Official -- Enter title and name of the unit or staff official concerned.
- Item 18: Approving Official -- Fund Administrator's title and name.
- Item 19: Accounting Data -- The complete Accounting Classification Code consisting of nine coding elements shall be shown. The data will be listed horizon-tally in sequence as follows:
 - (1) Appropriation (17*1106 or 17*1804 as applicable)
 - (2) Subhead (applicable four digits)
 - (3) Object Class (insert 3 zeros)
 (4) Bureau Control Number (67001)
 - (4) Bureau Control Number (67001)(5) Suballotment (insert 1 zero)
 - (6) Authorization Accounting Activity (067001)
 - (7) Transaction Type Code (2D)
 - (8) Property Accounting Activity (Leave Blank CPD will insert Travel Order Number.)
 - (9) Cost Code (the last 12 digits of job order number)
 - * Insert last digit of fiscal year.

Separate Cost Codes must be cited when tuition and registration fees are required. When TDY starts in one fiscal year and ends in the next fiscal year, show accounting information for each fiscal year and the amount charged to each year.

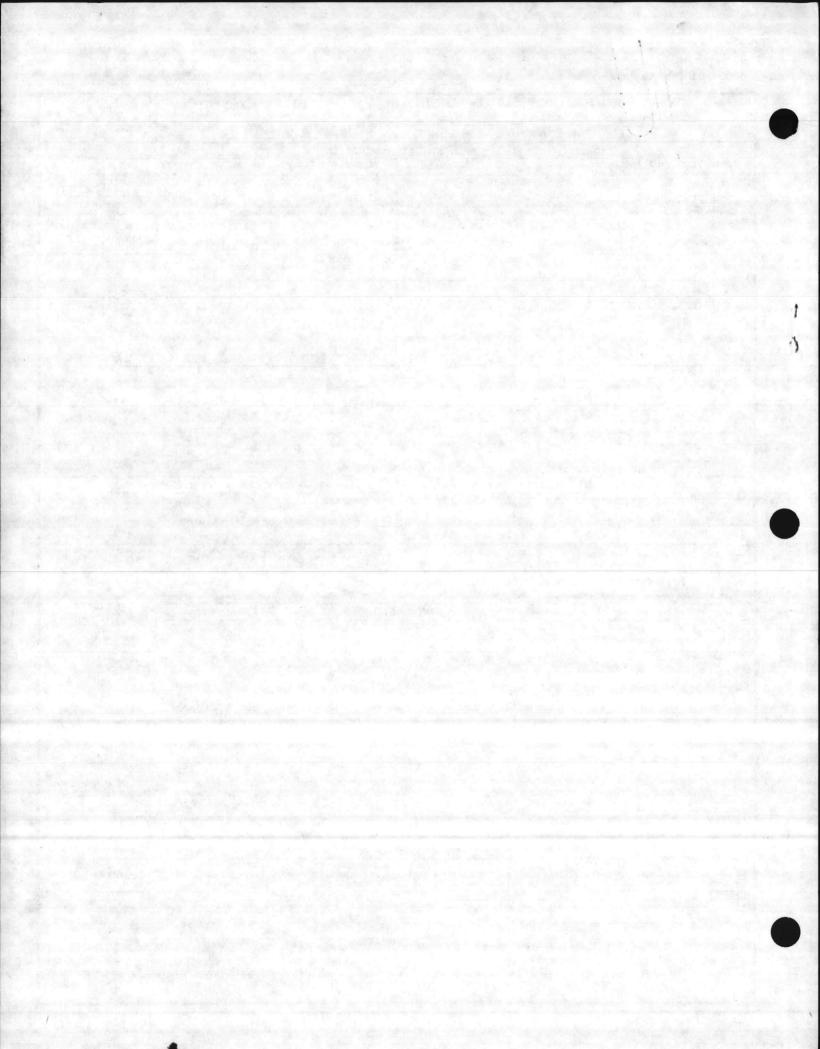
- Item 20: Order Authorizing Official or Authentication -- Leave Blank. (This will be filled out by CPD.)
- Item 21: Date Issued -- Leave Blank. (This will be filled out by CPD.)
- Item 22: Travel Order Number -- Leave Blank. (This will be filled out by CPD.)

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4. OFFICIAL S	STATION		1 192		o substance	5. ORGANIZAT			6. PHONE NO.
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USE FOR PERMISSIVE ORDERS ONLY

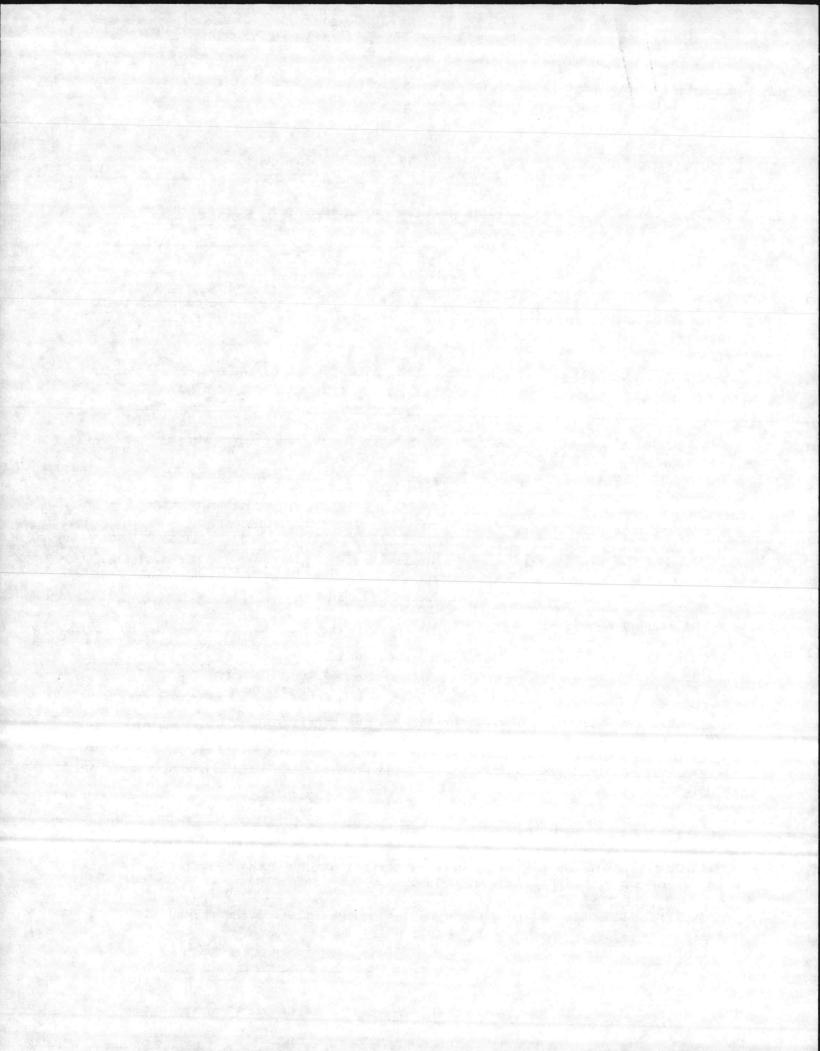
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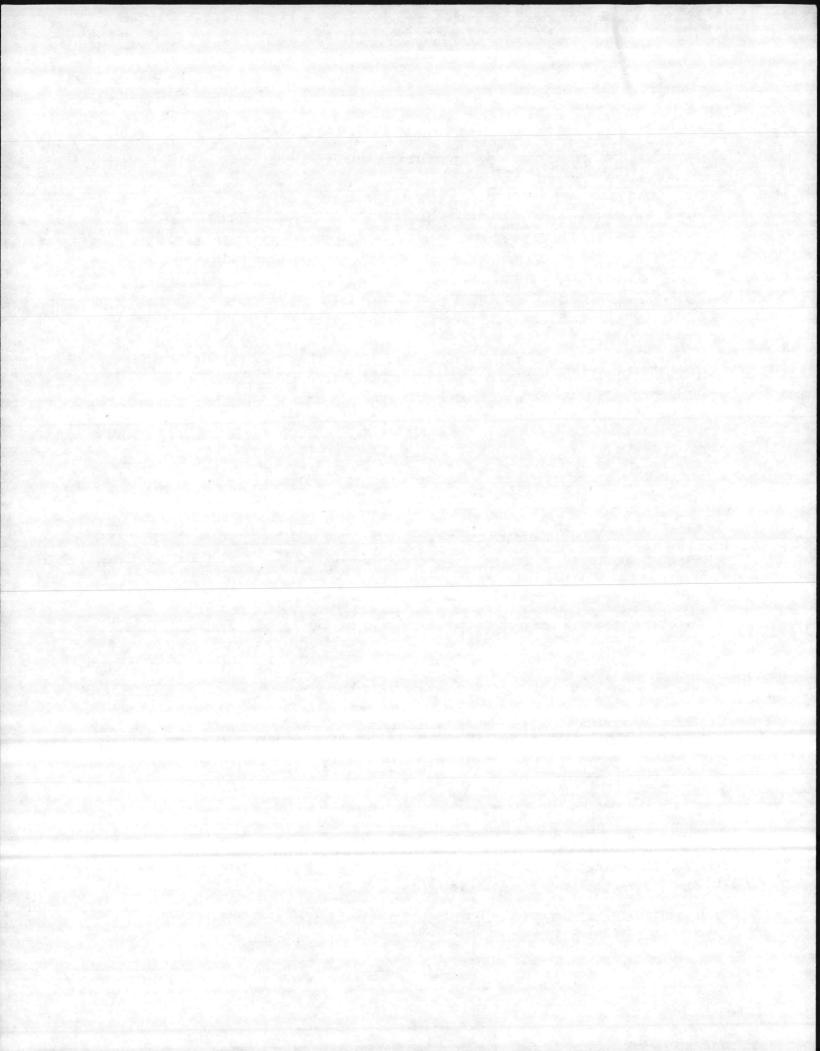
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orm 1	is requested that estimated cost information be furnished to complete DI 610 on the subject employee. The following information is forwarded in ance with the reference:
Pu	rpose of TDY:
Gov	ernment Sponsored: Yes No
	e of Transportation Preference:
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Тур	e of Quarters: BOQAvailableNot Available
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Dat	e and Time Training, Conference, etc., begins:
Dat	e and Time Training, Conference, etc., ends:
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Emp	loyee is Exempt or Nonexempt under the Fair Labor Standards

I (will) (will not) operate a Government-owned vehicle for the purpose of performing travel required by temporary duty.



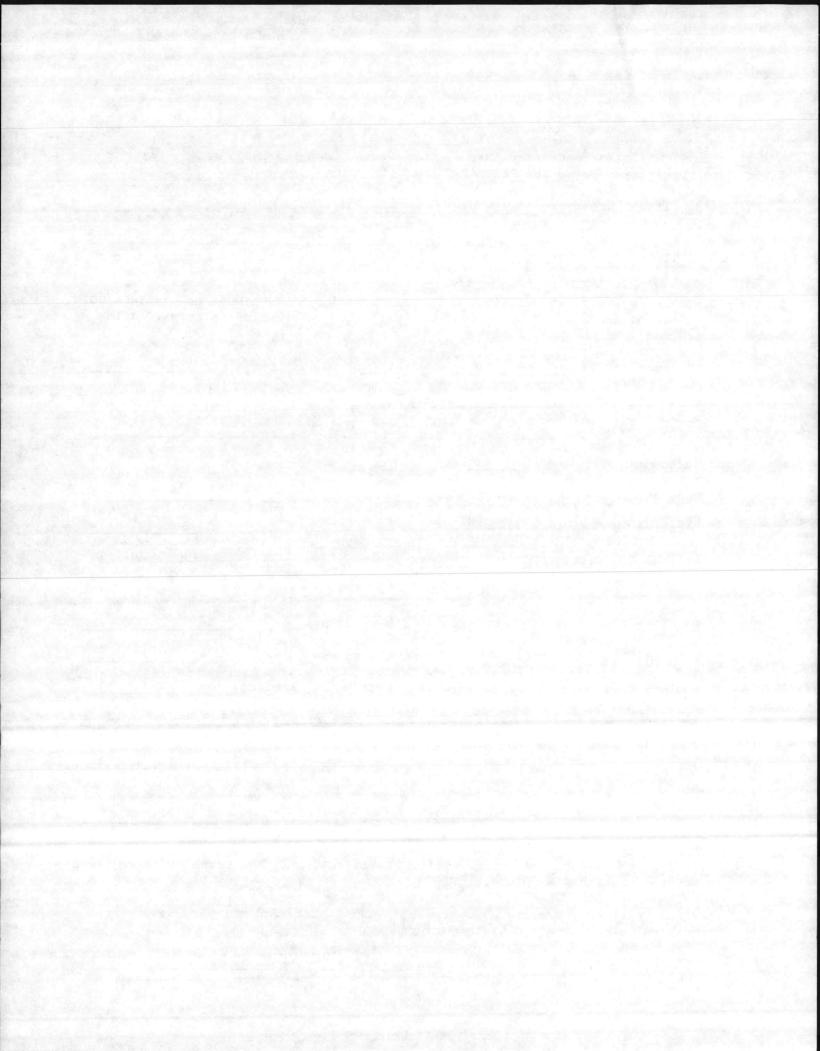
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From: Public Works Officer, Marine Corps Base, Camp Lejeune To: Civilian Personnel Officer
Subj: Travel Orders for
Ref: (a) BO 12570.1B
1. It is requested that estimated cost information be furnished to complete DD Form 1610 on the subject employee. The following information is forwarded in accordance with the reference:
Purpose of TDY:
Government Sponsored: Yes No
Government Sponsored:YesNo
*Mode of Transportation Preference:
Location of TDY Site:
Type of Quarters: BOQAvailableNot Available
Commercial
Date and Time Training, Conference, etc., begins:
Date and Time Training, Conference, etc., ends:
Registration Fee or Tuition Involved: Yes/No Amount:
Rental Car will will not be required.
(If required, written justification must be attached.)
Employee is Exempt or Nonexempt under the Fair Labor Standards Ac
*If POC is shown, the following written certification by the traveler is require in accordance with JTR Volume 2, C2158.
I (will) (will not) operate a Government-owned vehicle for the purpose of performing travel required by temporary duty.



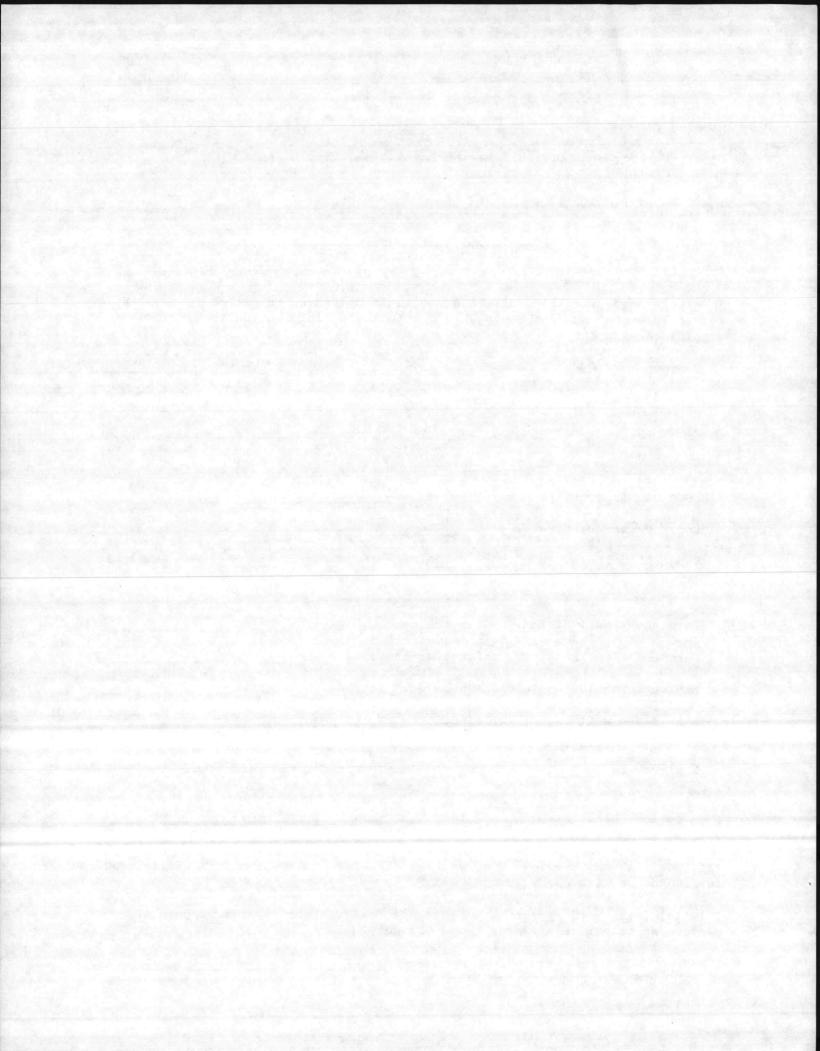
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From: Public Works Officer, Marine Corps Base, Camp Lejeune To: Civilian Personnel Officer
Subj: Travel Orders for
Ref: (a) BO 12570.1B
1. It is requested that estimated cost information be furnished to complete DD Form 1610 on the subject employee. The following information is forwarded in accordance with the reference:
Purpose of TDY:
Government Sponsored:YesNo
*Mode of Transportation Preference:
Location of TDY Site:
Type of Quarters: BOQAvailableNot Available
Commercial
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Date and Time Training, Conference, etc., ends:
Registration Fee or Tuition Involved: Yes/No Amount:
Rental Car will will not be required. (If required, written justification must be attached.)
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*If POC is shown, the following written certification by the traveler is require in accordance with JTR Volume 2, C2158.
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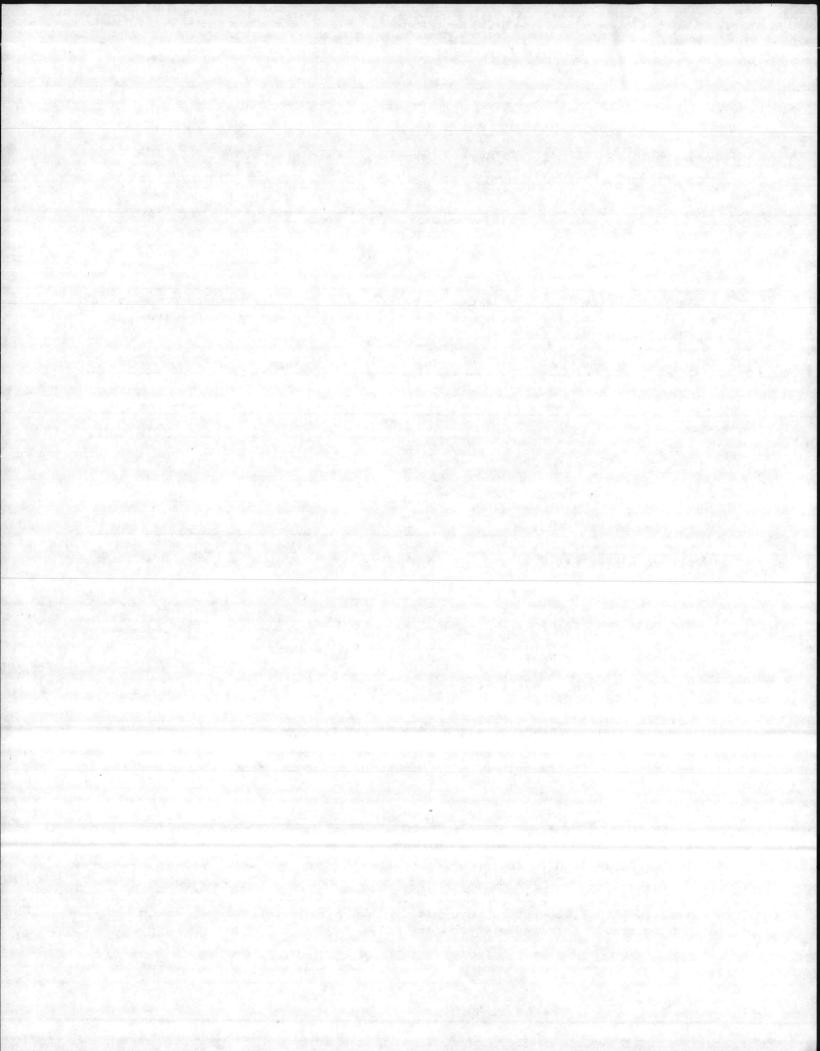
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To: Civilian Personnel Officer	
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rel: (a) BO 12570.1B	
1. It is requested that estimated cost informati Form 1610 on the subject employee. The following accordance with the reference:	
Purpose of TDY:	
Government Sponsored: Yes	lo.
*Mode of Transportation Preference:	
Location of TDY Site:	
Type of Quarters: BOQAvailable	Not Available
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	Public Works Officer, Marine Corps Base, Camp Lejeune Civilian Personnel Officer
Subj:	Travel Orders for
Ref:	(a) BO 12570.1B
Form 1	is requested that estimated cost information be furnished to complete DD .610 on the subject employee. The following information is forwarded in lance with the reference:
Pu	rpose of TDY:
C	vernment Sponsored: Yes No
Gov	vernment Sponsored:YesNo
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Typ	oe of Quarters: BOQNot AvailableNot Available
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*TF D0	OC is shown, the following written certification by the traveler is required
	cordance with JTR Volume 2, C2158.
	(will not) operate a Government-owned vehicle for the purpose of
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rom:	Public Works Officer, Marine Corps Base, Camp Lejeune
lo:	Civilian Personnel Officer
Subj:	Travel Orders for
Ref:	a) BO 12570.1B
orm 1	is requested that estimated cost information be furnished to complete DE 10 on the subject employee. The following information is forwarded in nce with the reference:
Pu	pose of TDY:
Gov	rnment Sponsored:YesNo
*Mod	of Transportation Preference:
Loc	tion of TDY Site:
Тур	of Quarters: BOQAvailableNot Available
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Emp	oyee isExempt orNonexempt under the Fair Labor Standards A
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DEPARTMENT OF THE NAVY NAVAL FACILITIES ENGINEERING COMMAND

PWC Industrial Management Division San Diego, CA 92136

Code 151.5 29 August 1985

Subj: TRAINING INFORMATION BULLETIN

- 1. Purpose: The purpose of this Bulletin is to alert you to the changes in the NAVFACENGCOM Public Works Training Center (NPWTC) Technical Training Program.
- 2. Background: We are undertaking a major effort to assure that all of NPWTC's training activities and efforts are accomplished in the most cost effective manner to meet real Public Works Center (PWC) and Public Works Department (PWD) training needs, as outlined in NAVFACINST 12410.44D. Assuring that these responsibilities are properly carried out is critically important in light of the large Government expenditures for training and the need for cost efficiency. NPWTC is an integral part of the Naval Facilities Engineering Command (NAVFACENGCOM) responsibility as technical advisor for Navy-wide public works maintenance and operations.
- 3. Objectives: NPWTC will be relocated on or about 1 October 1985 to the Public Works Center Industrial Management Division in San Diego, California. Future emphasis will shift resources away from NPWTC staff-taught technical training programs and which the private sector can provide as well or better than NPWTC. Resources currently committed to providing such training will be redirected toward achieving cost efficient training for PWC/PWD specific functions. The training provided to achieve this goal will be as follows:
 - Training in the use of modern public works management techniques and systems;
 - Basic and advanced public works skills training courses arranged through government facilities and/or contractors at various locations;
 - c. Development, issuance and administration of public works related correspondence training courses for personnel at Navy and other DOD agencies throughout the world;
 - d. Design, development and assistance in implementing specific public works training programs for individual activities and to meet Navywide needs; and
 - Limited development and presentation of NPWTC resident training center courses in specialized public works subjects.
- 4. The correspondence course program while very popular throughout the government has become costly for NAVFACENGCOM to operate. Therefore, a nominal charge of \$15.00 per course will be assessed for all courses issued after 1 October 1985 to establish the function on a self-supporting basis. Either form DD 1556 or SF 182 is acceptable for payment.
- 5. Action: Addressees are requested to ensure that all personnel concerned with or engaged in public works functions are made aware of the objectives and services of the NPWTC and encouraged to take full advantage of the opportunities afforded in the area of training and development. Communications in regard to nominations, requests for materials, services, on-site visits, and other matters of a routine nature should be addressed to:

Commander
Naval Facilities Engineering Command
Assistant Commander for PWCs
PWC Industrial Management Division
Naval Station, Box 205
San Diego, CA 92136-5205
ATTN: Code 151.5

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NOTICE

NPWTC HAS MOVED!

Effective 1 October 1985, and thereafter, please correspond with NPWTC at the following address:

NAVFACENGCOM HQ DET (code 151.5)
PWC Industrial Management Division
NAVSTA BOX 205
San Diego, CA. 92136-5205
Tele.(619)235-5654 Atv.(958)5654

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NAVSTA BOX 205

Naval School, Civil Engineer Corps Officers

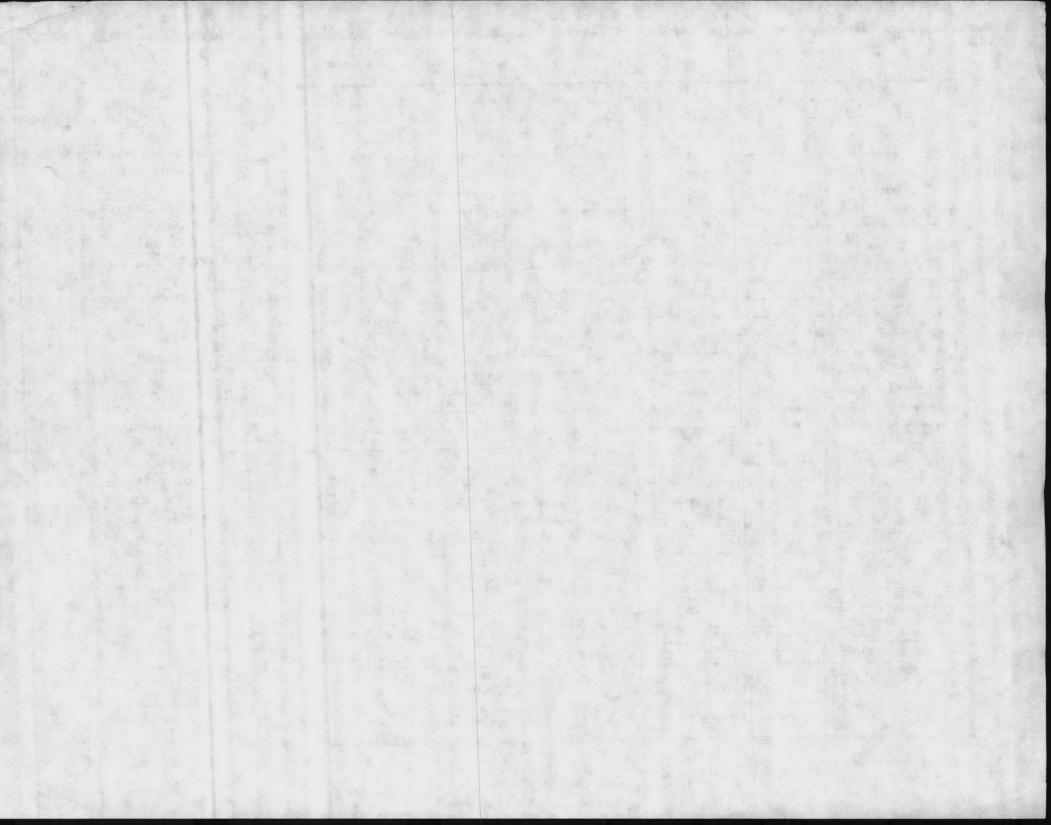
COURSE SCHEDULE

Port Hueneme, California



COURSE SCHEDULE FISCAL YEAR 1986

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Memorandum

DATE: 17Sep 1985

FROM: 04S

TO: All Branch Managers

SUBJ: MARINE CORPS SPECIAL O&M PROGRAM FUNDING FOR TRAINING FOR FY86

1. Funds to accomplish studies, surveys, and training related to the FY86 activity energy/utilities requirements are available from Headquarters under the subject special funding. I need a list of any training courses that you and/or your personnel could benefit from that would fall under this category (courses should be offered during the period from 15 November 1985 - 31 October 1986). Actual funding of all submitted courses will be subject to priorities established by the Public Works Officer, Facilities and CMC.

2.	I need the following information:
a.	Employee's Name:
b.	Title of Course:
c.	Dates of Course & Location:
đ.	Description of Course:
e.	Cost of Course:
	Benefits of Course:
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3. In order for me to submit this training for possible funding, I must have above information returned to me by Wednesday, 2 October 1985.

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Sue Jarman

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DATE: 17Sep 1985

FROM: 04S

TO: All Branch Managers

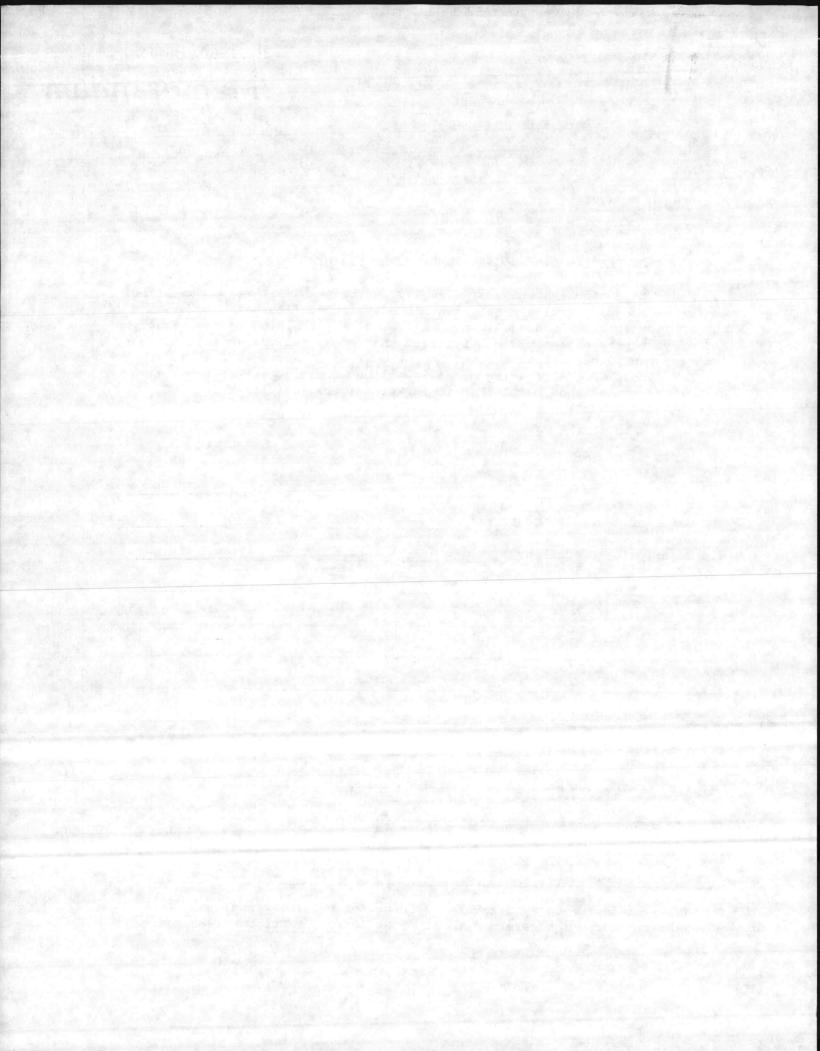
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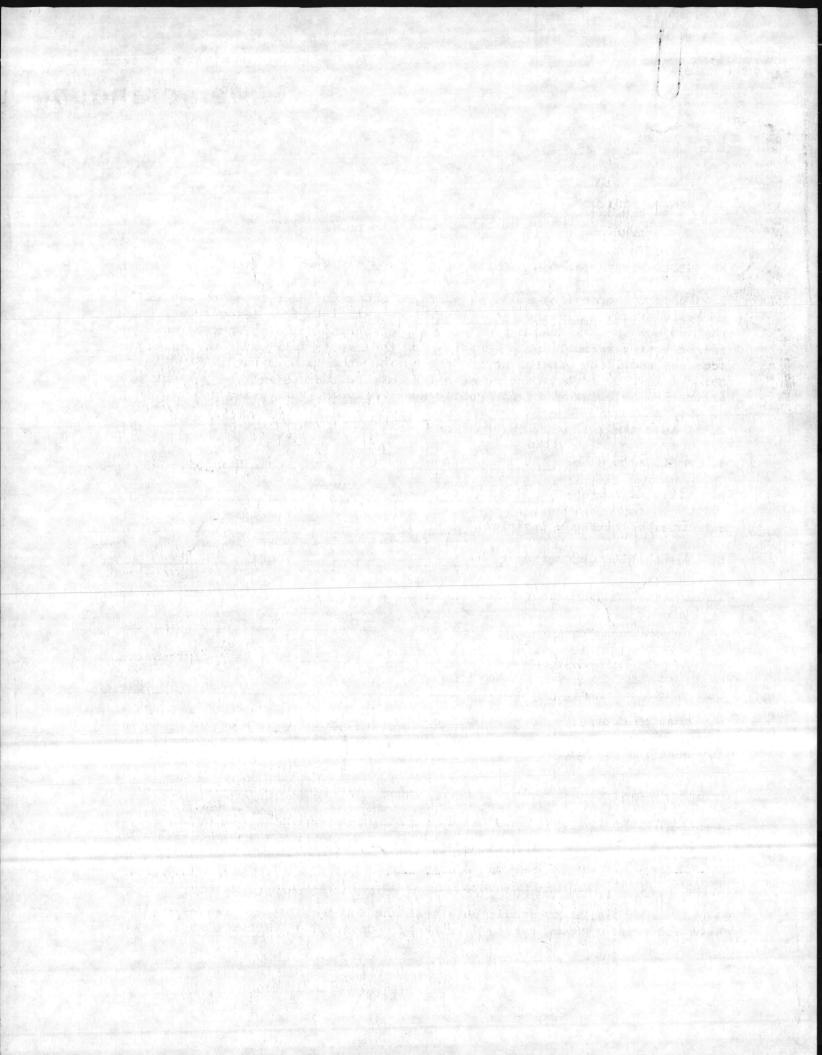
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17Sep 1985

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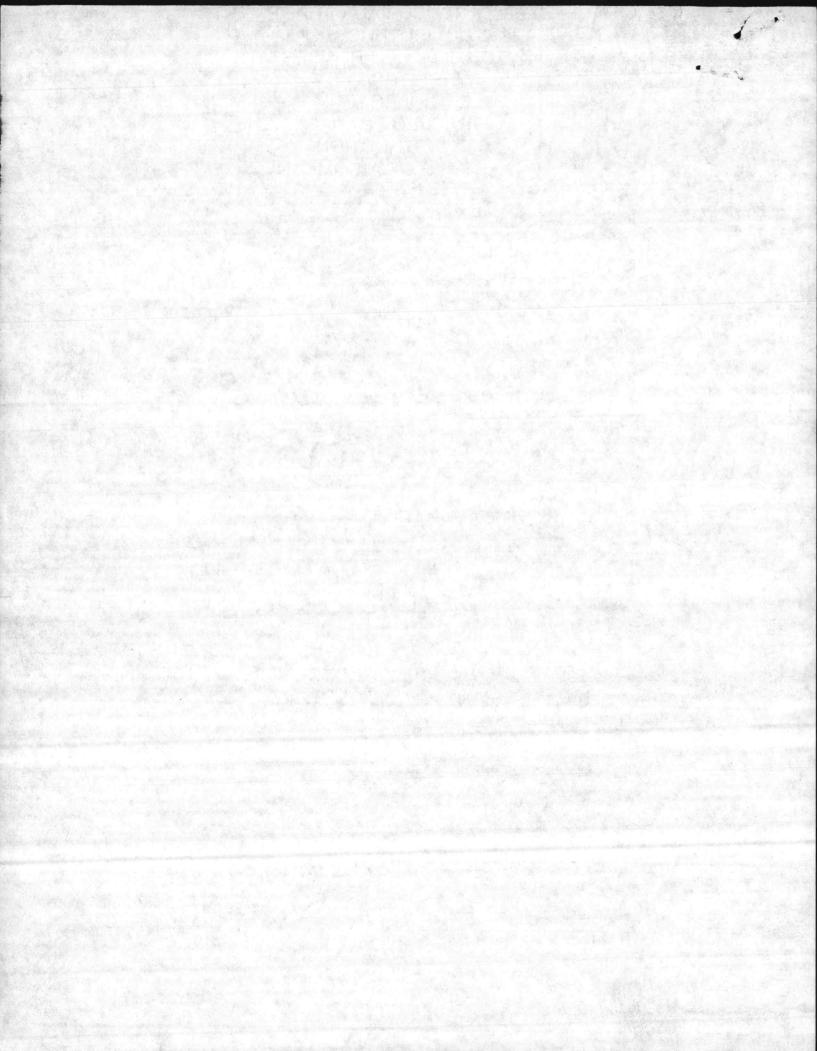
SOUTHERN METHODIST UNIVERSITY
MANAGEMENT CENTER
EDWIN L.COX SCHOOL OF BUSINESS
DALLAS, TEXAS 75275



CEO's, financial officers and analysts, corporate planners, accountants, attorneys interested in sale or purchase of businesses where gross sales are 1

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A STATE OF THE PARTY OF THE PAR	Sept. 24-26	How to suse software packages to develop project schedules and budgets, track and control expenses, analyze project costs, update schedules, generate project costs, update schedules, generate project project project schedules productivity. "Hands-on" computer experience with supervision. Who Should Attend: Project sleeders and emanagers. No prior programming or computer experience needed.
Project Management: D Planning, Scheduling D and Control D #813 \$545	94 Nov. 14-16 4 Dec. 12-14	Son Antonio Learn the skills to help: bring him sprojects on exchedule and ewithin budget; Dallas develop and scoordinate the stotal sproject splan; such that such as SPERT, SCPM and EBAR scharts; amotivate sproject sleams members to speak performance; pre- event interdepartmental sconflicts; hadeal ewith aspecifications and sresource aneeds which were puncalistic; adesign and a implement are porting and abriefing a docu- ments. Who Should Attend Project and sprogram amonagers involved in 6the areas of engineering adots processing are search and a development, sconstruction, manufacturing, maintenance, corporate splanning, stinance and a marketing. Especially evaluable for sexecutives, amonagers and supervisors in government and sindustry who are aconcerned with affectively amonging eventures and projects where the scost, schedule, and performance of sprograms must meet
Construction Costs: * Estimating and Bidding #935 \$545	1.€Nov. 1-2	Dallas Learn about elements of risk, proven bidding strategies, how and where to controlled overhead in cost estimates; how to deal with adjustments in estimates, show to optimize crew size and structure, and much more. Who Should Attend: Construction contractors, representatives, engineers.
Construction Project Management #970 \$5525	Oct. 22-23	SanfAntonio Single Esteps to reduce costs and maintain schedules in construction project management; will discuss the project teams, proposals, pre-award negotiations) priorities, work assignments and performance deadlines, estimate and control ecosts, and relationships camong clients, controctors, and the project teams. Who Should Attend: Project managers, department managers, project engineers) marketing personnel, all disciplines working on a project team.
How to Structure and Finance a Leveraged Buyout #832 \$565	Nov. 27-28	Houston Learn the background of the leveraged buyout, study the players (buyer, Dallas seller, and third party); study how to organize the acquisition program, evaluate prospective leveraged deals and put the deals together. Who Should Attend: Investors, managers, corporate buyers, venture capitalists, intermediaries.
How to Profitably Sell or Buy a Company or Business 0 #869 \$545	Sept. 20-21	Dallas Ways to buy or sell assets vs. corporation access or stock appropriate paring the business for sale assets vs. corporation access or stock appropriate paring the business for sale assets vs. corporations of different types of industries and businesses, valuing goodwill, financing, contracts, case studies. Who Should Attend: Business cowners, board members, entrepreneurs, who should attend appropriate planners arrayunguts, attorpreneurs, attorpreneurs, arrayunguts, attorpreneurs, arrayunguts, attorpreneurs, arrayunguts, attorpreneurs, attorpreneurs, arrayunguts, attorpreneurs, a



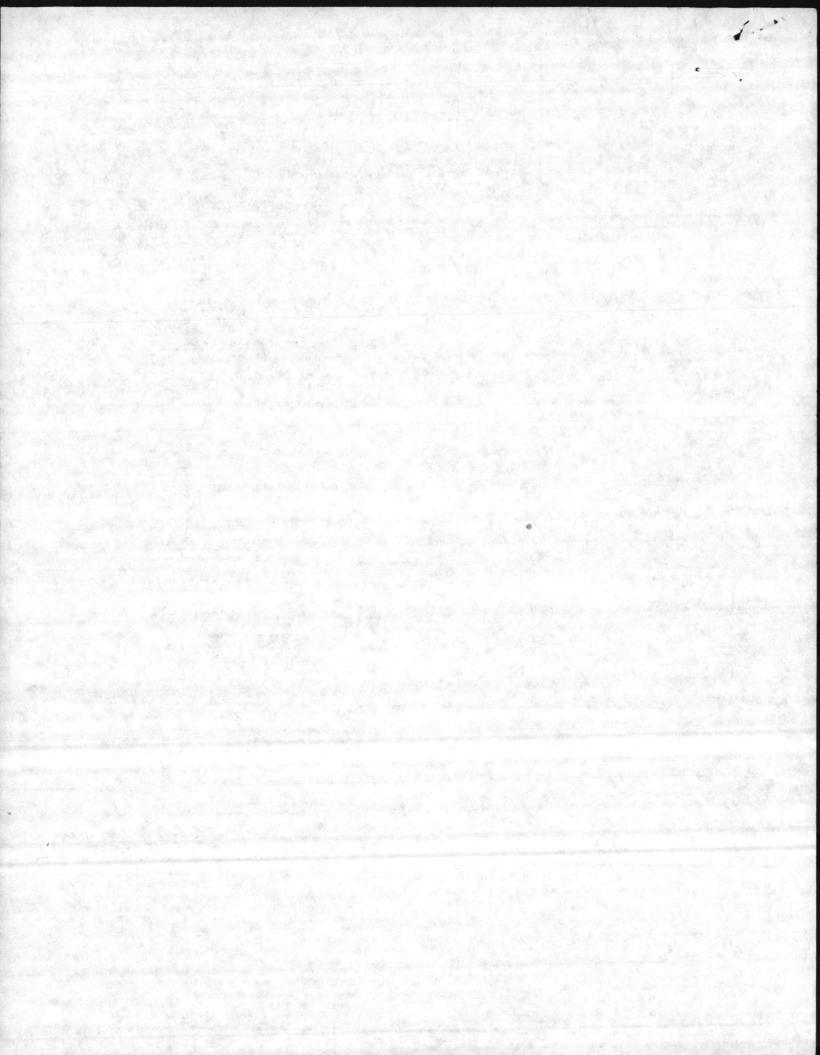
INDUSTRIAL MANAGEMENT
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LEGAL and REAL ESTATE
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SALE OF A COMPANY

SOUTHERN METHODIST UNIVERSITY
MANAGEMENT CENTER
EDWIN L. COX:SCHOOL: OF BUSINESS
DALLAS, TEXAS 75275



interested in sale or purchase of businesses where gross sales are

SEMINAR	WHEN	WHERE COURSE DESCRIPTION
Project Management and the Personal Business Computer \$804 \$645	Sept. 24-26	Dallas How to suse software packages to develop project schedules and budgets, track and control-expenses, analyze project costs, update schedules, generate printed process reports, level resources evaluate productivity. "Hands-on" computer experience with supervision. Who Should Attend: Project leaders and managers. No prior programs ming or computer experience needed.
Project Management: Di Planning: Scheduling Di and Control #813 \$545	Nov. 14-16 Dec. 12-14	San Antonio I Learn the "skills to whelp: bring him projects have the model; and several superior and scoordinate the motal project plan; we stools stuck as PERT, CPM and BAR scharts; motivate project sleams members to peak performance; prevent interdepartmental conflicts; weal emits specifications and are source sneeds which are numerolistic; adesign and Emplement apporting and Abriefing adocuments. Who Should Attend: Project and sprogram amanagers involved in the creas of engineering, adota processing, are search and advelopment, a construction, manufacturing, maintenance, corporate a planning, a finance and a marketing. Especially evaluable for executives, amanagers and supervisors in a government and a industry who are a concerned with reflectively amanaging aventures and projects where the acost, a schedule, and performance of a programs amust a meet a rigid arequirements.
Construction Costs: Estimating and Bidding #935 \$545	s Nov. "1-2 g	Dalias Learn about elements of risk, proven bidding strategies, how and where to minimize overhead in cost estimates; how to deal with adjustments in estimates, how to optimize crew size and structure, and much more. Who Should Attend: Construction contractors, representatives, engineers, architects, econstruction amanagers, cost engineers, contract administrators.
Construction Project Management #970 \$525	Oct. 22-23	San Antonio Single steps to reduce costs and maintain schedules in construction project management; will discuss the project teams, proposals, pre-award negotionations; priorities, work assignments and performance deadlines, estimate and control costs, and relationships among clients, controctors, and the project teams. Who Should Attend: Project managers, department managers, project engineers, marketing personnel, all disciplines working on a project team.
How to Structure and Finance a Leveraged Buyout #832 \$565	Nov. 27-28	Houston Learn the background of the leveraged buyout; study the players (buyer, Dallas seller, and third party); study how to organize the acquisition program, evaluate prospective leveraged deals and put the deals tagether. Who Should Attend: Investors, managers, corporate buyers, venture capitalists, intermediaries.
How to Profitably Sel or Buy a Company or Business 0 #869 \$545	Sept. 20-21	Dollos Ways to buy or sell assets vs. corporation cash or stock pre- paring the business for sale what is it worth marketing the business screening the buyer. Evaluations of different types of industries and businesses, valuing goodwill, financing, contracts, case studies. Who Should Attend: Business owners, board members, entrepreneurs,



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The Construction Specifications Institute, Inc. 601 Madison Street Alexandria, Virginia 22314



Professional Development

March 18-20, 1985 Dallas, Texas

CSI SEMINARS

SPECIFICATIONS and CONSTRUCTION CONTRACTS

SPECIFICATIONS and CONSTRUCTION CONTRACTS



Monday-Wednesday
March 18 20, 1986

8:30 a.m. - 4:30 p.m. daily Dallas, Texas

Profession Sans

Continuing Education Units: 2 \$395-CSI members \$425-Non-members

Information: (703) 684-0300

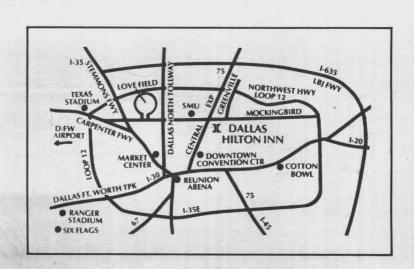
This program meets criteria for the nationally accepted Continuing Education Unit. CSI issues certificates of completion and maintains records of non-credit educational experience.

In-House Training

CSI seminars can be tailored to the needs of your organization and offered at a site convenient to your participants. In-house training eliminates the cost of travel and lodging and reduces the per person registration fees. Contact CSI for information on in-house training programs.

Course Manual Included

A comprehensive reference book reviews major points of the course and includes reprints, documents, and reproducible illustrations.



SPECIFICATIONS and CONSTRUCTION CONTRACTS

Objective

This seminar takes a look at the changing regulations, technology and contractual relationships that are effecting the preparation of written construction documents. In a condensed three-day program, it reviews current practices in preparing the project manual and explains the legal implications of language used in the Conditions of the Contract and specifications. Through team teaching and practical workshop exercises it explains how to use the Manual of Practice and presents the basic principles of CSI's nationally accepted format. The importance of a standardized format and how it can be effectively applied across design disciplines is demonstrated throughout the workshop.

Applicants of the Certified Construction Specifier exam may wish to use this course for review. Product representatives may wish to take this seminar to better understand the needs of their professional clients.

Program Outline

Day 1: Orientation and Overview Introduction to Contracts

Role of the Parties Role of the Documents

Principles of Specifying Workshop exercise

Day 2: Specifications Language

Style

Grammar

Modes of Specifying

Workshop exercise

CSI Method of Document Organization

CSI Format

Workshop exercise

Variations in Specifying

Day 3: Document Production

Preparation

Information Gathering

Specifying

Tailoring Documents to the Project

Workshop exercise

Legal Implications

Conditions of the Contract

Modifying General Conditions

Liability of Specifying

Panel Discussion

Participants will learn how to

- Relate product specifications to the Conditions of the Contract
- Define the responsibilities of parties to the contract
- Assemble information for document production
- Organize the Project Manual according to CSI format
- Prepare product specifications according to CSI format
- Use various types of specifications
- Use effective specifications language
- Tailor documents to the project
- Recognize the legal implications of language used in Conditions of the Contract and specifications
- Define which information goes on the written documents and which goes on the drawn documents

You should attend

- If you are involved in contract administration;
- If you are responsible for project and document coordination;
- If you interpret or implement construction documents;
- If you are involved in the selection and evaluation of construction materials;
- If you specify or purchase construction products;
- If you manufacture construction products;
- If you enforce construction codes;
- If you are an owner, builder, or developer concerned about accurate implementation of specifications;
- If you are involved with construction arbitration or litigation.

Instructors

Sheldon B. Jsrael, FCSI, CCS (Principal Instructor and Faculty Chairman) is President, TECON, Inc., Construction Technology Consultants, Ft. Lauderdale, Florida. Israel, who has more than 25

years' experience in construction specifications, materials research, and contract administration, has served as a specifications and materials consultant for architectural and engineering firms nationwide. A former chairman of the Institute's Education Committee and current Southeast Region Director of CSI, Israel is active as a public speaker and instructor. He is a member of the Construction Industry Panel of Arbitrators of the American Arbitration Association.

Diana M. Hamilton, CSI, is Director of Specifications for the San Francisco architectural firm Kaplan/McLaughlin/Diaz. With more than 20 years' experience in the design and production of construction documents and master specifications systems for architectural and engineering firms, she is a frequent seminar speaker and has lectured at San Jose State University and the University of California, Berkeley. She is currently West Region Director of CSI.

Joseph H. Kasimer, Esq., CSI, is a graduate of Yale University (B.A. cum laude) and George Washington National Law Center (J.D. with Honors). Currently engaged in private law practice, he specializes in construction contract litigation and claims and represents owners, architects, general contractors, subcontractors, sureties, construction managers and suppliers throughout the United States. Kasimer is a frequent contributor to The Construction Specifier and has authored articles and seminar materials for Engineering News Record, The Public Contract Law Journal, The Military Engineer, National Asphalt Pavement Association, and Federal Publications, Inc. He is a member of the American Arbitration Association and in 1983 CSI awarded him an Education Commendation.

Hotel

Reservations must be made by participants. A block of rooms at a preferred rate will be held up to two weeks prior to the seminar. Dallas Hilton Inn

5600 N. Central Expressway, Dallas, Texas 74206 (214) 827-4100

Room rate: \$62-single; \$82-double

Transportation: Surtran from the Dallas Fort Worth Airport: \$6 Courtesy transportation to and from Love Field

Recreation: Outdoor pool; SMU campus is across the street. Restaurants: Two restaurants, a cafe, and lobby piano bar. Shopping: The famous Greenville Avenue entertainment area is around the comer; Courtesy transportation to and from North

Park Mall.

General Information

REFUND POLICY

- The registration fee is refundable, except for a \$25.00 service charge, provided the request is received in writing at least five days prior to the date of the seminar.
- Full refund is made if the course is cancelled.
- No refunds will be made once the seminar has begun.

The registration fee covers the cost of the seminar, refreshments, lunch, course materials, and continuing education certificate.

The registration fee does not cover other meals, hotel accommodations, transportation, or incidentals.

Registration Form	
Seminar	
Seminar date/location	
Name	
(Print exactly as name should appear on certificate)	
Organization	
Address	
City/State/Zip	
Daytime phone	No. yrs. experience
☐ Architect ☐ Engineer ☐ Specifier ☐ Sa	ales Rep

- ☐ CSI member: \$395 ☐ Non-member: \$425
- ☐ Send CSI membership information

Mall to: Manager, Education Programs, CSI 601 Madison Street, Alexandria, VA 22314

- Make check payable to: The Construction Specifications Institute
- CSI education program fees are tax deductible.
- Registration will be confirmed by letter.

13893

12410 PWO 5 Oct 1984

From: 04S

To: All Branch Managers

Subj: MARINE CORPS SPECIAL OWN PROGRAM FUNDING FOR TRAINING FOR FY85

- 1. Funds to accomplish studies, surveys, and training related to the FY85 Energy and Utilities and Fire Protection programs have been established. I need a list of any training courses that you and/or your personnel could benefit from that would fall under these categories. Actual funding of all submitted items will be subject to priorities established by CMC.
- 2. I need the following information:

a.	Employee's Name:	
b.	Title of course:	
c.	Dates of Course & Location:	
đ.	Description of course:	
e.	Cost of course:	
f.	Benefits of course:	

3. In order for me to submit this training for possible funding, I must have above information returned to me by Friday, 12 October 1984.

SUE JARMAN

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All Branch Managers

MARINE CORPS SPECIAL OWM PROGRAM FUNDING FOR TRAINING FOR FY86

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Memorandum

DATE: 5 SEP 1985

FROM: Assistant Chief of Staff, Facilities, Marine Corps Base,

Camp Lejeune

TO: DISTRIBUTION

SUBL: MARINE CORPS SPECIAL O&M "P" PROG FUNDING FOR FY-86

Ref: (a) CMC Washington DC 281426Z Aug 85

1. The reference requests training courses, seminars, studies, surveys, etc., for possible funding FY-86. Request you please provide a prioritized list in the following format to this office no later than 7 October 1985 for consolidation and submission.

Course/Seminar Description

Cost

Benefits

No. Attendees

B. W. ELSTON
By direction

DISTRIBUTION:

> PWO

BMO

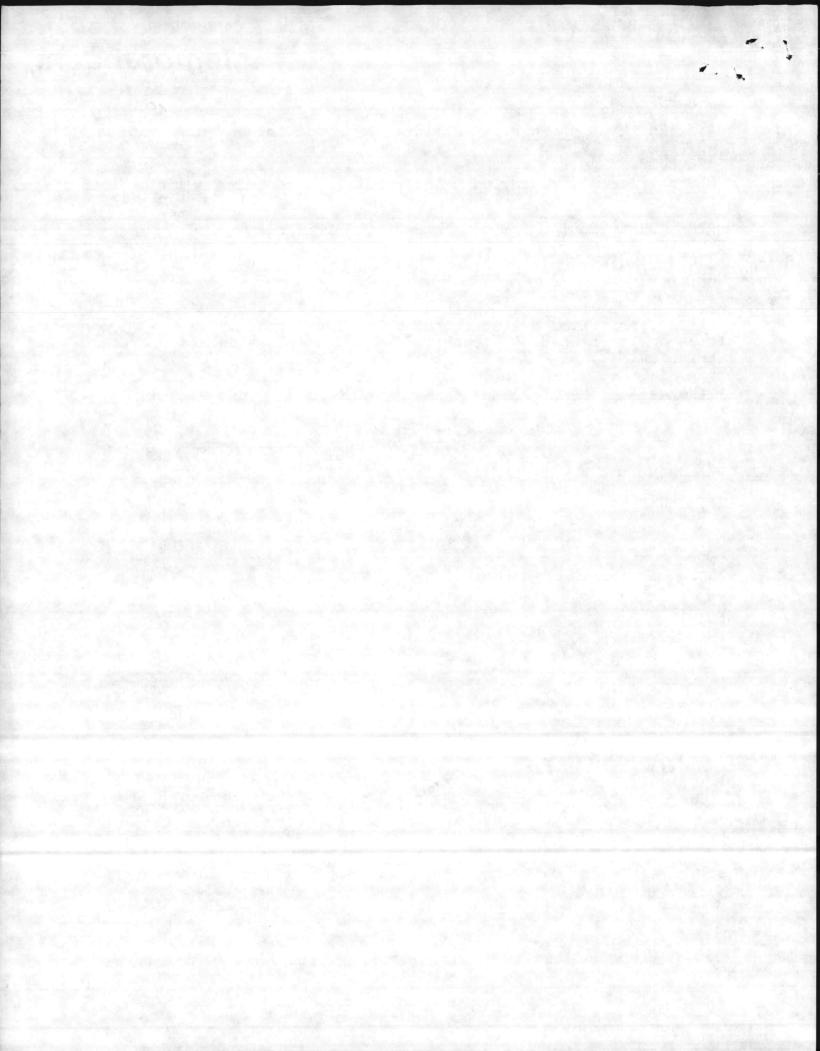
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บบบบบับบับบุบบบป AUG 3 0 1985 กเกิดกานกากรากกกกกกกกกก U N C L A S S I F I E'D FAC ROUTING ACTION INFO Elsten, INT FACO Coord all Branche 43 ROUTINE 40 R 281426Z AUG 85 4 t FM CMC WASHINGTON DC TO AIG ZERO ZERO EIGHT UNCLAS //N04101// CMC//CDDEXLFF-2// SUBJ: MARINE CORPS SPECIAL DEM "P" PROG FUNDING FOR FY86

1. SPCL PROG FUNDING IS AVAILABLE IN FY86 FOR ENERGY CONSERVATION AND UTILITIES OPERATIONS/MANAGEMENT. THESE FUNDS ARE MADE AVAILABLE FROM HOQTRS TO FIELD ACTIVITIES FOR STUDIES, SURVEYS, AND TRAINING RELATED TO ACTIVITY FY86 ENERGY/UTILITIES REQUIREMENTS WHICH ARE IN EXCESS OF TARGETED OTHER ENGINEERING SUPPORT AMTS PROVIDED IN COMMAND OPERATING BUDGETS.

2. ADDRESSES ARE REQUESTED AND HIGHLY ENCOURAGED TO SUBMIT, TO THIS HOOTRS (CODE LFF-2) BY 15 OCT 1985, THE FOLLOWING FOR SPCL PROG CONSIDERATION AND POSSIBLE FUNDING. PLEASE PUT THE REQUEST IN YOUR DESIRED PRIORITY OF ACCOMPLISHMENT.

A. TRAINING COURSES AND SEMINARS PROPOSED FOR FY86.

B. STUDIES AND SURVEYS PROPOSED FOR FY86.
INCLUDE DESCRIPTION, COST, AND BENEFITS. ACTUAL FUNDING OF THE SUBMITTED ITEMS WILL BE SUBJ TO PRIORITIES ESTABLISHED IN HEST INTEREST OF THE MARINE CORPS AND THE AVAILABLE FUNDING.

3. PDC (AV 224-1425, 2171, 3188) IS MR. JERRY FRIEDMAN (HOMC/LFF-2).

BT

BFAG(2)...ACT FOR CG MCB CAMP LEJEUNE(11)

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281426Z AUG 85 CMC WASHINGTON

