



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

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9 Jun 1981

BASE ORDER P11014.1G

From: Commanding General
To: Distribution List

Subj: Base Maintenance Order

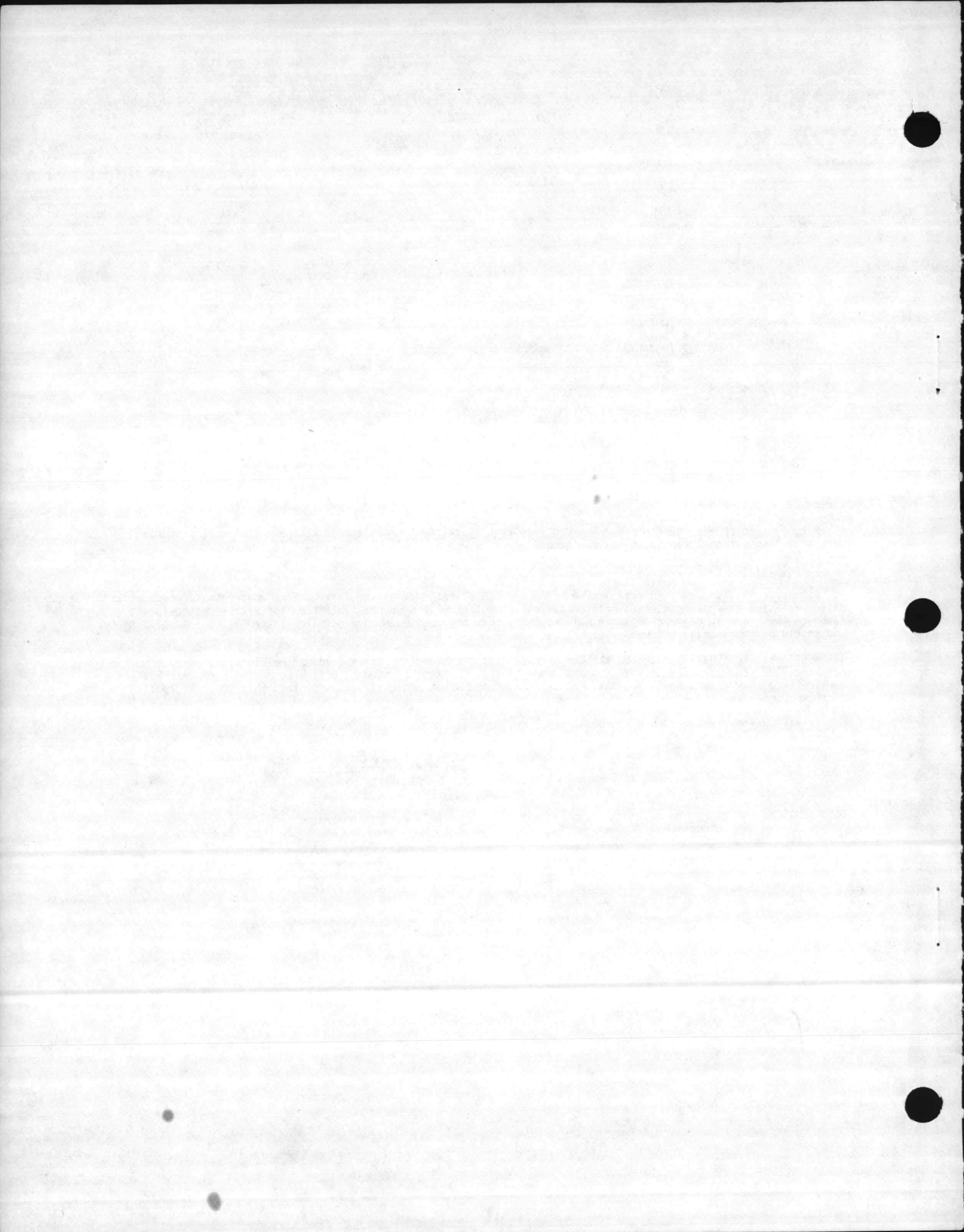
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(i) BO P7000.1H (NOTAL)
(j) BO 2305.5F
(k) BO 4066.4H
(l) BO 4400.16
(m) MCO 11380.2 (NOTAL)
(n) NAVFAC MO 110 (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To provide guidance and instructions as they relate to maintenance management of real property facilities and personal capital plant equipment.
2. Cancellation. BO P11014.1F.
3. Summary of Revision. This revision contains additional information and instructions concerning procedures and policy relating to maintenance and maintenance management of real property facilities and associated equipment. Although there are no major changes in policy, this Order provides much more detailed instructions and definitions and should be thoroughly reviewed.
4. Applicability. Having received the concurrence of the Commanding General, 2d Marine Division, FMF, 2d Marine Air Wing, FMF, and 2d Force Service Support Group (Rein), FMFLant, Commanding Officers, Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.
5. Certification. Reviewed and approved this date.

J. R. Fridell
J. R. FRIDELL
Chief of Staff

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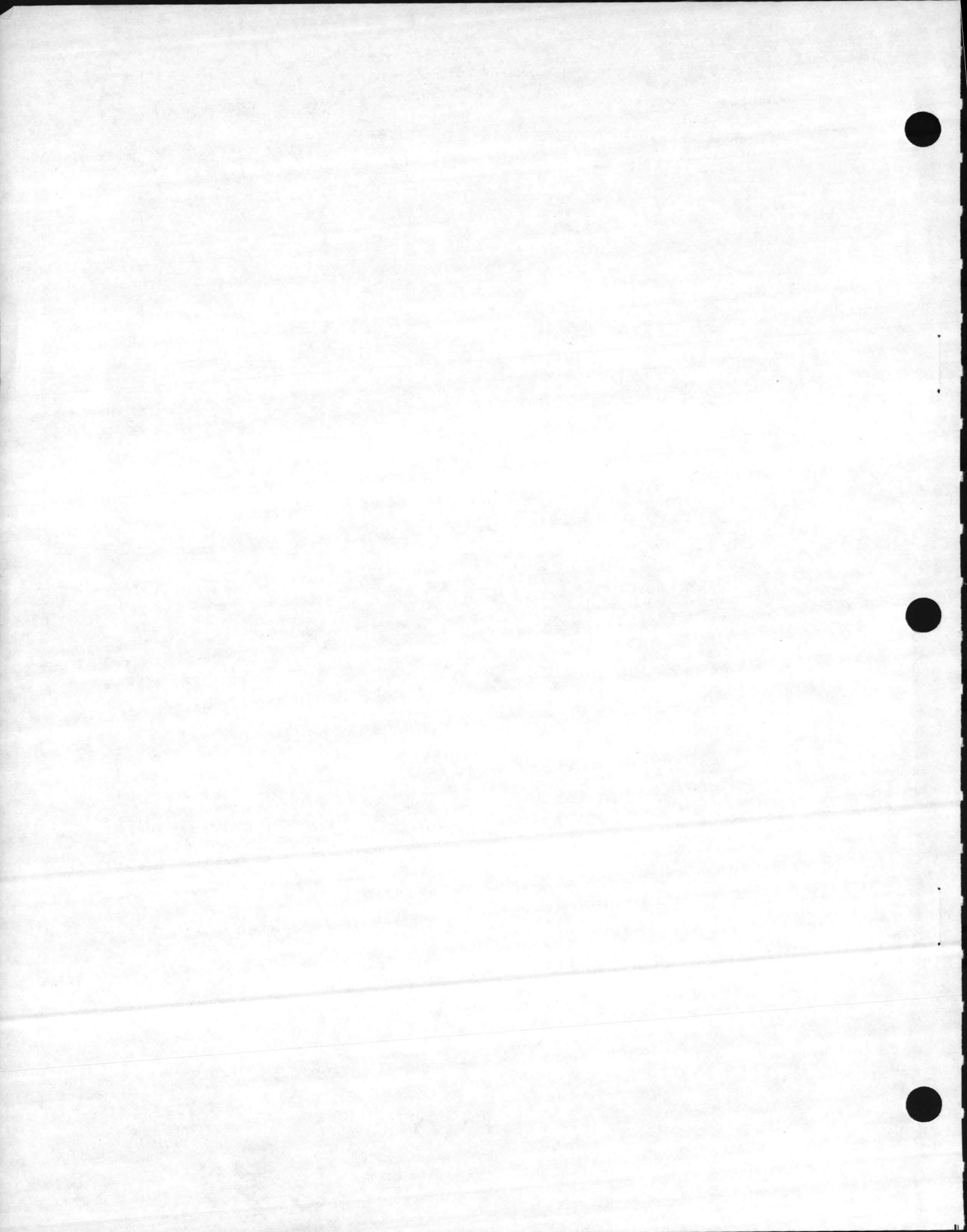
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BO P11014.16
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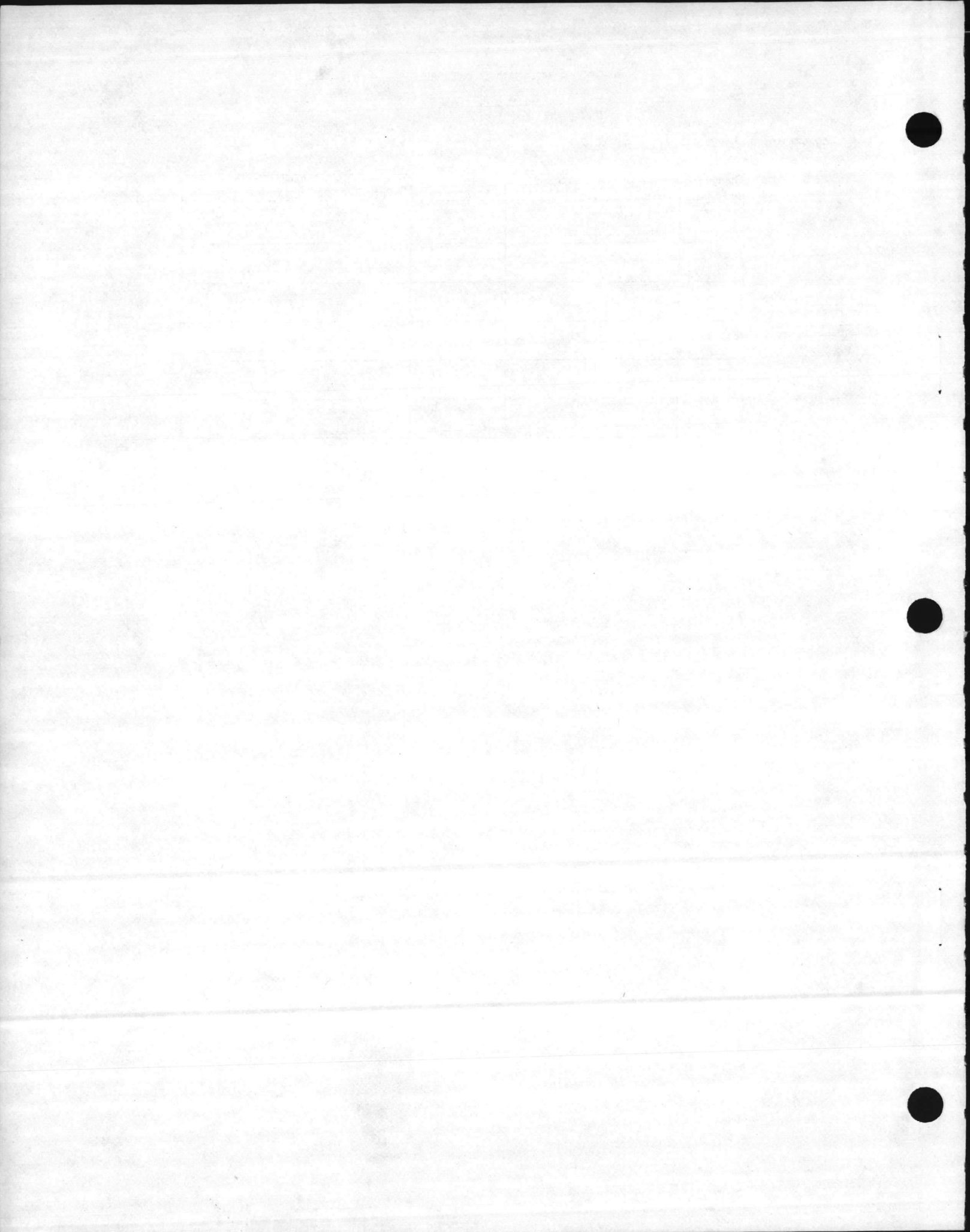


BASE MAINTENANCE ORDER

RECORD OF CHANGES

Log completed change action as indicated:

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



BASE MAINTENANCE ORDER

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SECTION I

OBJECTIVES, RESPONSIBILITIES AND CONCEPTS
OF CONTROLLED MAINTENANCE

101. PURPOSE. In accordance with references (a), (b) and (c), these instructions constitute a program for facilities maintenance management for Marine Corps Base, Camp Lejeune, North Carolina; Marine Corps Air Station (Helicopter), New River, North Carolina and those installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River.

102. OBJECTIVES

1. Maintain in the most economical manner and consistent with operational requirements, all facilities, utilities and other related real property maintenance functions to a standard which will prevent deterioration beyond normal wear and tear.
2. Control all maintenance so as to achieve the most effective and efficient use of available manpower, equipment, material and money.
3. Formulate and execute a long-range maintenance program.
4. Maintenance management of natural resources to include formulation and execution of a long-range multiple-use natural resources management plan.

103. RESPONSIBILITIES

1. It is the responsibility of all military and civilian personnel to assure that positive measures are taken and regulations are enforced in order to constantly preserve, protect and conserve Marine Corps facilities.
2. The Base Maintenance Officer is responsible for:
 - a. Maintenance and repair of buildings, grounds, paved surfaces, utilities systems and other real property facilities.
 - b. Operations of utilities systems, including utility purchases.
 - c. Other engineering support services, such as Maintenance Department administration, pest control, and refuse and garbage collection and disposal (except family housing quarters).
 - d. Minor construction, as authorized by the Assistant Chief of Staff, Facilities.
 - e. Work support for personal property (government-owned) encompassing installation, fabrication, technical inspection and repair of personal property and miscellaneous services for other than real property which is not the responsibility of the user.
 - f. Management of natural resources and environmental affairs.

104. CONCEPTS1. Targets of Controlled Maintenance

- a. Perform maintenance on a scheduled/planned basis rather than on an intermittent/breakdown basis.
- b. Ensure that the various facilities and utilities meet their functional requirements, but are not over maintained.
- c. Provide direct control over the use of the maintenance labor force.
- d. Prevent unauthorized maintenance, installation and modification practices that eventually result in costly follow-up maintenance or repairs.

2. Requirements. The following requirements are highlighted as being essential to controlled maintenance:

a. Command Support. Command support is mandatory for the operation of controlled maintenance. Command support may be demonstrated in various ways, one of which is to refrain from requiring priority action unless the work is essential to, and urgently required for, carrying out the assigned mission of the activity, or in the interests of safety, security and personnel welfare. It is also demonstrated by an aggressive intraorganizational Facilities Maintenance Program. Such a program should promote government property upkeep and discourage negligence and vandalism. Further, those committing such acts should be actively sought and prosecuted, within the parameters of the Uniform Code of Military Justice (UCMJ).

b. System Understanding. It is evident that a task cannot be accomplished effectively unless it is understood by all working with it. Controlled maintenance must be understood by maintenance customers to achieve an orderly flow of work.

c. Organization. Restriction of the number of persons authorized to request work from the Base Maintenance Officer is most important. To permit all hands to impose work on Base Maintenance, or directly on the shops, would create chaotic conditions.

3. Benefits

- a. Economical attainment of anticipated life expectancy of grounds, equipment and facilities.
- b. Reliability and availability of essential utilities and services.
- c. Pride in improved Base appearance.

105. DEFINITIONS

1. BACKLOG. A quantitative expression of unfinished work. (See paragraph 31, Unfunded Facilities Deficiencies).
2. CONSTRUCTION. The erection, installation, or assembly of a new facility; the addition, alteration, expansion, or extension of an existing facility; the conversion or replacement of an existing facility, the relocation of a facility from one installation to another, including equipment installed in and made a part thereof; and related site preparation, excavation, filling and landscaping, or other land improvements. Construction or new work monies (R-1) are separate and distinct from Maintenance and Repair monies (M-1).
3. CUSTOMER. An activity, component of an activity, unit, organization, or tenant that is authorized by an activity commander to request work from the Maintenance Department.
4. CYCLIC MAINTENANCE. A recurring minor structural, electrical, or mechanical repair to high use structures; e.g., barracks, administrative, mess, etc. The work is authorized by a Standing Job Order which specifies work center tasks by type of facility and optimum time variables within a 30-man-minute per task maximum range. The work scope is limited to that which can be accomplished with simple handtools. Examples are tightening hinges, replacing faucet washers and shower heads, and repairing electrical switches.
5. DOD CATEGORY CODE. A three digit system of numbering and common nomenclature for Classes I and II Plant Property; i.e., land, building, structures, and utilities.
6. EMERGENCY WORK. Work requiring immediate action to correct or prevent loss or damage to government property, restore disrupted essential services, or eliminate hazards to personnel or property.
7. ESTIMATE. The informed analysis of all known and probable elements of a proposed job and the forecast of manpower, materials, and related items needed to perform the job.
8. FACILITY. A separate, individual building, structure or other item of real property improvement, which is subject to separate reporting under the Department of Defense Real Property Inventory.
9. JOB ORDER. A document issued to authorize and specify work to be accomplished under a coded numbering system to identify the various segments of an allotment or order and related accounting classifications in order to collect costs for the work authorized.
10. JOB ORDER AMENDMENT. A modification of the technical provisions of a specific or standing job order to increase or decrease the scope or to correct the accounting classification or work.
11. MAINTENANCE. The recurrent day-to-day, periodic, or scheduled work required to preserve or restore a facility to such condition that it may be effectively utilized for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.
12. MAINTENANCE PROGRAM. Maintenance cycles have been established through applicable NAVFAC Technical Publications as well as through the Continuous Inspection Program to determine the most appropriate timing of maintenance. Although the timing may fluctuate somewhat because of budgetary limitations, over the long-run it will remain relatively constant. Work is specifically programmed by fiscal year and quarter within a particular fiscal year. All facilities, utility systems, and other real property are programmed in this manner and requests for major repair are normally unnecessary.
13. MAINTENANCE STANDARDS. The established levels at which facilities and grounds must be maintained to satisfy the activity's mission and support requirements and to assure maximum overall economy and protection of the government's investment.
14. MASTER KEY. A key that can fit all locks on a master lock/key system. Master keys should be carefully controlled and judiciously duplicated.
15. MASTER SCHEDULE. A plan projecting the commitment of manpower to accomplish authorized work over a specified period of time.
16. MECHANICAL ROOM. Mechanical rooms house the utility equipment required for heating water and electrical systems. These rooms should be entered only by Base Maintenance personnel.
17. MINOR WORK. Work which exceeds that authorized by an emergency or service work authorization (16 man-hours maximum) and less than that which should be scheduled. (See paragraph 4061.2 of reference (a) for the dividing line

between minor work and that which should be scheduled). Minor work is authorized and accounted for by a specific job order.

18. NEW WORK. See paragraph 2, CONSTRUCTION.

19. OTHER ENGINEERING SUPPORT. Miscellaneous activity support functions applicable to RPMA, such as public works engineering and administration, custodial services, entomology services, refuse collection and disposal, and fire protection. This is called General Engineering Support by the NavCompt Manual, paragraph 024640.

20. ORIGINAL KEYS. The key(s) originally provided with a lock are original keys. Keys should be duplicated from these keys. Key duplicates made from duplicates will not function as well as key duplicates made from original keys.

21. ORGANIC (MINOR) PROPERTY. Personal property with a unit cost of less than \$1,000. Also includes equipment which does not meet the criteria of plant property, regardless of cost.

22. PLANT PROPERTY CLASSES. Plant property is briefly identified as follows:

a. Real Property

(1) Class I, land.

(2) Class II, buildings and improvements (structures, roads, playing fields, etc.).

b. Personal Capital Plant Equipment

(1) Class III, equipment (other than industrial plant equipment).

(2) Class IV, industrial plant equipment.

23. REIMBURSABLE WORK. Work authorized by a standing or specific job order, the cost of which is reimbursable in accordance with prescribed Marine Corps instructions. The work may be performed for family housing; other military services, including Marine Corps activities not supported by the Commandant of the Marine Corps; morale, welfare, and recreation activities; and private parties, including concessionaires, contractors, and tenants of rental housing.

24. REPAIR. The restoration of a facility to such a condition that it may be effectively utilized for its designated purposes by overhaul, reprocessing, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance.

25. REPLACEMENT. A complete reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired.

26. SELF-HELP PROGRAM. Within policy limitations, military personnel may maintain and repair barracks, recreational areas and grounds designated for their use. The term self-help is applied to such labor services, as differentiated from services performed by military personnel permanently assigned or temporarily detailed to the Maintenance Department. The Self-help Program is limited to those types of tasks normally undertaken by a prudent homeowner using minimum craft skills and simple handtools.

27. SERVICE WORK. Work which is relatively minor in scope, not emergency work by nature, normally estimated to require 16 man-hours or less to accomplish, involves a maximum of two work centers, and requires labor and material costs totaling less than \$400.

28. SPECIFIC JOB ORDER. A work authorization issued for the accomplishment of a specific amount of work for which individual job costs are desired for financial and performance evaluation.

29. STANDING JOB ORDER. A work authorization issued to provide the performance of work of a highly repetitive nature and for which accumulated costs for a specified period, usually one fiscal year, are desired.

30. TROOP TRAINING. Troop Training is described as the accomplishment of maintenance, repair, and new work by a military troop unit. Troop Training projects may be authorized when either or both of the following conditions exists:

a. Training. The project will clearly contribute to the training of the unit for performing its wartime mission. For approval as a troop unit training project, the scope of work must be within the capability of the troop unit to be utilized. The requirement for especially qualified civilian supervisors must be held to a minimum.

b. Security. The project is restricted by security so that the accomplishment by civilian maintenance forces or contractor personnel is not practical.

31. UNFUNDED FACILITIES DEFICIENCIES. Work that should be done during the current fiscal year but which cannot be accomplished due to a shortage of resources. Projected facilities deficiencies are requirements for essential maintenance, repair, replacement, and demolition which cannot be accomplished with funds anticipated for the budget year plus one.

32. WORK REQUEST. A form used to request the Maintenance Department to perform work or to prepare a cost estimate of specified work. Customers should use Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Organizations should reconcile their outstanding work requests with the Work Reception Branch of Base Maintenance on a monthly basis.

SECTION II

WORK GENERATION AND WORK INPUT CONTROL

201. GENERAL. This section deals with procedures governing repairs and maintenance of Class I and II Real Property, i.e., improved and unimproved grounds; and, buildings and structures.

1. Methods of work input are: (1) Inspection Program; (2) customer request; and (3) Long Range Maintenance Plan. Work input for housing is covered under the current housing regulations.

a. Inspection is an essential requirement of Controlled Maintenance. The purpose of Continuous Inspection is to inspect all facilities at least once a year to detect deficiencies in the early stages of development, reduce the number of breakdowns and cost of repairs, maintain a more constant flow of work to the Maintenance Department, plan for efficient utilization of resources and provide input for the Backlog of Maintenance and Repair (BMAR) Report and Projects Plan. Continuous Inspection is divided into three basic categories: Operator Inspection, Preventive Maintenance Inspection, and Control Inspection. Objectives and responsibilities of the three categories of Continuous Inspection are outlined in references (a) and (d).

b. Customer requests are usually generated through Command inspections. Requests for correction of minor discrepancies noted during inspections should not be submitted since they will be corrected on a regularly scheduled basis through the Cyclic Maintenance Program. (See paragraph 105.4 for definition of Cyclic Maintenance and examples of minor work accomplished thereby). Command inspections should not cite dirty air conditioning or heating system filters to the building occupants as inspection discrepancies since changing of filters is the responsibility of the Base Maintenance Department. Such action often results in occupants removing and not replacing filters prior to inspection resulting in damage to the equipment.

c. The Long Range Maintenance Plan consists of tabulated plans of maintenance requirements and cost estimates necessary to maintain facilities and grounds in an acceptable condition. This program is projected for three to five years. It provides a timetable for repair/replacement of the major component parts of each facility; e.g., interior and exterior painting, replacement of roof or renovation of mechanical system.

202. MAINTENANCE WORK REQUESTS

1. Written Work Requests

a. Maintenance work requests are accepted from designated Area Maintenance Offices, separate activities, and separate sections. Area Commanders, as designated in reference (e), shall designate a maintenance representative(s) and notify the Maintenance Department, in writing, of these designations. The representatives should be familiar with all maintenance, repair, and new work request procedures. A system of area maintenance control is contained in Section IV of this Order. In the event the recommended system is not adopted, a similar system utilizing Area Maintenance Officers must be implemented.

b. Originators shall review Sections III and IV of this Order for applicability prior to requesting work. Work requests must be reviewed and verified at the Area Commander's maintenance officer prior to submission to Base Maintenance. This will ensure that maintenance inspectors, planners, estimators, and work programmers are given accurate and complete work descriptions and justifications. Use of Standard Work Request Form NAVFAC 9-11014/20 (Rev 2-68) is required whenever possible. Forms will be prepared in triplicate and drawings and/or sketches shall be included, as necessary, to describe the work.

c. Originators will be informed by Base Maintenance of receipt of work requests and the intended disposition of requested work. Jobs will normally be started after all materials are received, however, material lead time and incorporating the job in a Quarterly Work Program may delay the job start up to 120 days after receipt of the request. Should circumstances dictate that more rapid service is required, the requestor should fully justify the need for the accelerated priority at the time of the request.

d. Work requests containing incomplete information will be returned to the originator without action. Requests must be serially numbered by the requestor, starting with number one at the beginning of each fiscal year. Discrepancies on each facility should be grouped whenever possible, but only one facility per request.

e. Specific information pertaining to programmed maintenance may be obtained from Base Maintenance on request (telephone 451-2590).

f. All maintenance work requests pertaining to installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River will be forwarded to the Installation and Logistics Department, Marine Corps Air Station (Helicopter), New River for review and endorsement in accordance with regulations published by the Commanding Officer, Marine Corps Air Station (Helicopter), New River. Work requests returned from Base Maintenance to originators will be sent via the Installation and Logistics Department.

g. Organizations should reconcile their outstanding work requests with the Work Reception Branch of Base Maintenance on a monthly basis.

2. Telephone Requests. Certain work and work related information can be requested by telephone from the Operations Division of Base Maintenance. The requests may be made by customers for emergency maintenance work (non-family housing); emergency maintenance work (family housing after normal working hours); and job and work request status.

a. Emergency Maintenance Work. Emergency maintenance and repair work (see definition 105.6 of this Order) should be requested by phone as noted below:

(1) During Normal Working Hours (0800-1630)

<u>Location</u>	<u>Phone Extension</u>
Hadnot Point Buildings	451-3001/3002
Marine Corps Air Station (H) or Camp Geiger Buildings	455-6816/6817

(2) After Normal Work Hours (1630-0800). All emergency maintenance and repair requests occurring after normal working hours are phoned in to Building 1202, at extension 451-3001/3002.

(3) Emergency Telephone Service. Emergency telephone services are requested as noted below:

Marine Corps Base - 1114

Marine Corps Air Station (Helicopter) - 0-1114

(4) Emergency maintenance work phoned-in to Base Maintenance by personnel not authorized to sign normal work requests should be reported to the Unit's S-4 Office. This will provide the organization the opportunity to determine if vandalism or negligence is responsible for the emergency work requested.

b. Emergency Maintenance and Repair Work in Family Housing

(1) During normal working hours, emergency work is accomplished as prescribed in current housing regulations, reference (f).

(2) After normal working hours (1630-0800) emergency work is requested by telephone to 451-3001/3002.

c. Job and Work Request Status Information. Job and work request status information may be obtained during normal working hours at extension 451-2590. Changes to work schedules and the addition or deletion of work or jobs in progress can only be authorized by the Operations Division. Customers are not authorized direct liaison with trade shop personnel.

d. Emergency work made by telephone will contain the following information:

(1) Name and telephone number of requestor.

(2) Organization and area concerned.

(3) Description of work.

(4) Building or structure number.

(5) Location of work within the building or structure. All work requests (written, telephone or in person) pertaining to H-type barracks will use the location guides provided in enclosure (2).

(6) Plant account and/or serial number if applicable.

(7) Name of person who is familiar with work.

203. NEW WORK. Requests for new work (construction) will be submitted to the Assistant Chief of Staff, Facilities, Marine Corps Base. Such requests should be as descriptive as possible (with use of diagrams and sketches); should indicate who the point of contact is; be fully justified; and, have an "authorized" signature. A Standard Work Request Form (NAVFAC 9-11014/20 (Rev. 2-68)) can be used.

1. If the justification is sufficient and construction funds are available, the request will be forwarded to Base Maintenance for review and estimation. The estimate is then returned to Facilities.

2. If approved, a Facilities Project Number will be assigned and funds authorized. Then the materials will be purchased. When materials are secured, the project will be scheduled. It must be noted that materials often take in excess of 90-120 days to purchase through GSA sources or competitive bidding. Thus, the sooner that new work is requested and approved the sooner the work can be accomplished.

3. In this regard it is crucial that all new work projects for the forthcoming fiscal year be identified as soon as possible by Command S-4's and submitted to respective Command G-4 Facilities/Installation and Logistics Officers in a prioritized list. This will enable Base Maintenance to order materials on a timely basis for approved new work projects.

204. SELF-HELP MAINTENANCE AND REPAIR. Maintenance and repair requests for work to be accomplished through the Self-help Program, as described in reference (a) and paragraph 105.26 of this Order, should be submitted to the Work Reception Branch of Base Maintenance using Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Such

requests are usually limited to maintenance and repair of real property and exclude new work (construction).

205. TROOP TRAINING PROJECTS. Troop Training Projects as described in reference (a) and paragraph 105.30 of this Order are requested using Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Requests for maintenance and repair work are forwarded to the Work Reception Branch of Base Maintenance. Requests for new work (construction) are sent to the Assistant Chief of Staff, Facilities, Marine Corps Base.

206. REIMBURSABLE WORK

1. Requests to estimate or perform work on a reimbursable work basis may be submitted to Base Maintenance at any time. Requests will contain the appropriate reimbursable job order number in addition to certifying that funds are available to cover cost of the requested work.
2. Base Maintenance shall be informed, in writing, by reimbursable activities of those persons authorized to commit funds on a reimbursable basis. Requests for reimbursable work not properly authorized will be returned without action.
3. All requests for reimbursable work which are categorized as "New Work", except for the Dependent School System, will be routed to the Assistant Chief of Staff, Facilities, Marine Corps Base.

207. DAMAGE COST ESTIMATES

1. Requests for damage cost estimates may be requested directly from Base Maintenance where culpability is apparent. Written requests will contain a statement that the cost estimate is to be used in a formal or informal investigation or in connection with Article 15, UCMJ.
2. Instances of negligent or malicious damage which come to the attention of the Base Maintenance Department will be reported to the Commanding Officer of the activity involved including the cost incurred to repair the damage. All levels of Command are requested to investigate reported damage, establish individual responsibility and take corrective action.
3. Damage cost estimates will include the direct cost of labor and material overhead costs.
4. Issuance of job orders to repair damages not of an emergency nature to real property involving apparent negligence or abuse will be withheld until results of Command initiated investigations are received at the Office of the Assistant Chief of Staff, Facilities, Marine Corps Base.

208. COST ESTIMATES. Cost estimates for new work will not be made by Base Maintenance except on request of the Assistant Chief of Staff, Facilities, Marine Corps Base, or the Commanding Officer, Marine Corps Air Station (Helicopter), New River.

209. KEY AND LOCK REPAIR OR REPLACEMENT. Except for Unaccompanied Enlisted Personnel Housing (UEPH) buildings, all keys and locks that are broken or damaged due to "normal or reasonable" circumstances will be repaired or replaced by Base Maintenance. Keys lost, locks replaced, or other related replacement situations that are determined by Base Maintenance to be the result of abuse, negligence or unsatisfactory security or care of real property will not be considered normal or reasonable.

1. Normal Key and Lock Repair or Replacement (Non-UEPH Buildings). Key and lock work considered normal and reasonable maintenance and repair is requested via the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Examples of such work are listed below:
 - a. Duplication of an original or master key which is broken (two master keys are allowed per building).
 - b. Repair or replacement of nonfunctional lock mechanisms.
2. Key and Lock Repairs and/or Replacement for UEPH Barracks
 - a. Replacement of Lost Room Keys. The replacement of lost keys is the responsibility of the room occupant. The main PX (hardware department) is designated as the authorized room key duplication facility. Commands and organizations will prepare a "letter of authorization" which will include the name of the individual, key number, building number, unit phone number, number of duplicates to be made, date and signature of the Commanding Officer. The PX will not duplicate barracks room keys without this letter. Keys not replaced by the individual will be replaced via Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68), as a reimbursable expense to tenant activities of Marine Corps Base and the Marine Corps Air Station (Helicopter), New River.
 - b. Replacement of Master Keys. Commercial or PX replacement of master keys is not authorized. Master keys will be replaced via Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68).
 - c. Replacement of Locking Mechanisms. Replacement of door lock cylinders, tumblers, or entire lock assemblies caused by actions or inaction on the part of the tenant, i.e., loss, theft or mismanagement of the master key, and/or negligence, abuse or vandalism will be the responsibility of tenant activities and the Marine Corps Air Station (Helicopter), New River, on a reimbursable basis.
3. Duplication of Padlock Keys. With the exception of meat locker padlocks and Sergeant and Greenleaf 831B padlocks, no padlock keys will be duplicated by Base Maintenance.

210. SCREENING OF OUTSIDE OPENINGS IN BILLETING FACILITIES. The following policy is established for screening in billeting facilities:

- a. All outside openings of air conditioned and nonair-conditioned buildings will be screened.
- b. Do not remove existing screens for turn-in to Base Maintenance.
- c. Replacement of screens is requested via the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68).

211. USE OF BUILDING MECHANICAL ROOMS. "Mechanical" or "machine" rooms located within buildings are for use by Base Maintenance personnel only. Equipment and controls located in these rooms are the responsibility of Base Maintenance and entry, repair or operation by others is prohibited.

212. TERMITE CONTROL. Requests for termite control may be made to Base Maintenance either by telephone, 451-3001/3002, or in writing. See reference (g) for instructions on Insect Vector Control.

SECTION III

SPECIFIC MAINTENANCE CONTROL AND LIMITATIONS

301. GENERAL. This section deals with procedures to be followed in requesting specifically controlled work for Class III and Class IV equipment and minor property and restrictions on maintenance practices which may result in unsafe conditions or costly repairs. It is impractical to provide contingency instructions for every situation. Those most costly and/or frequently encountered are included for ready reference.

302. STATION EQUIPMENT

1. Repair of office equipment and barracks furniture is managed and coordinated by the Assistant Chief of Staff, Logistics, Marine Corps Base through commercial service contracts.
2. Desks and file cabinets which cannot be unlocked can be opened by making a service call to the Work Reception Desk of Base Maintenance at telephone extension 451-3001/3002 for Marine Corps Base and 455-6816/6817 for Camp Geiger and Marine Corps Air Station (Helicopter), New River. Locks will not be replaced by Base Maintenance personnel.
3. Questions concerning the maintenance or replacement of equipment not covered herein should be directed to the Assistant Chief of Staff, Logistics, Marine Corps Base.

303. PLANT EQUIPMENT

1. Plant Account Property Class III and Production Equipment Class IV. Repair of Plant Account Property Class III and Production Equipment Class IV, indicated below, will be accomplished by work request submitted directly from using unit to the Base Maintenance Officer via the designated Area Maintenance Office.
 - a. Window mounted or through the wall air conditioning equipment.
 - b. All types of water coolers.
 - c. All types of production equipment.
 - d. Plant Account safes.
 - e. Space heaters (nontactical).
 - f. Equipment, due to its nature, not feasible to move from location or installation.
2. Tactical and Recoverable Equipment (Sub-System 13). All repairs to tactical and recoverable equipment (type I T/E equipment held by Marine Corps Base and Marine Corps Air Station (Helicopter), New River units) will be accomplished as prescribed by reference (h). This equipment is controlled by Marine Corps Supply Logistics Base, Albany, Georgia.
3. Garrison (Minor) Property. Garrison (minor) Property, such as those items listed below, is repaired by direct turn-in to the Base Property Control Officer:
 - a. Electric fans (desk and pedestal).
 - b. Floor buffers.
4. Equipment Installation. Installation of Class III and IV Plant Equipment and organic (minor) property will be in accordance with references (b) and (i).
 - a. Funds administrators budgeting for procurement of new (i.e., not replacement of existing) equipment requiring installation will include installation costs. Procurement of new equipment will specify installation by the supplier whenever possible.
 - b. Planned procurement of equipment will be coordinated with Base Maintenance to determine such equipment's impact on existing utilities. The Operations Division of Base Maintenance also will be able to estimate total installation costs.

304. SPACE HEATERS

1. New Installation of Oil Space Heaters. Activities desiring installation of space heaters where none now exist will follow procedures outlined below.
 - a. Submit a request for the heater(s) and fuel tank stands to the Base Property Control Officer via the Assistant Chief of Staff, Facilities.
 - b. Upon receiving the heater(s), submit a request for installation of the heater and hook-up of the fuel lines to Base Maintenance on Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). The request must contain the following information:
 - (1) Location of the space heaters to be installed, showing building number and exact location within the

building.

(2) That fuel tanks are on hand.

(a) Fuel tanks are provided by the Defense Property Disposal Office (DPDO). Anyone on the DPDO "screening list" may obtain fuel tanks by submission of a requisition to the Re-utilization Section of DPDO. Authorization to pick up the tanks at Lot 203 will be issued by DPDO personnel.

(b) All stoves must be inspected by the Base Fire Department prior to being placed in operation.

(c) Fuel may be obtained through the Direct Supply Stock Control Division (DSSC) of Marine Corps Base, extension 5896. DSSC will only deliver fuel to individual or tandem tanks with at least 100 gallons of fuel capacity.

2. Reinstallation of Oil Space Heaters. Activities desiring reinstallation of space heaters where a heater(s) have been previously installed will follow paragraph 306.1b(2); however, the below additional instructions apply:

a. Activities will state on the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) that all components of the stove and stove pipe are present, as well as back-draft dampers.

b. Activities requiring stove accessories such as pipe, elbows and dampers can acquire these items on a self-help basis.

c. Activities are advised that to ensure safe operating stoves, a Limited Technical Inspection should be performed during warm months.

3. Operation of Space Heaters

a. Only personnel qualified to operate space heaters should be allowed to do so.

b. "Immediate action" for space heaters in the event of heater failure is:

(1) Check fuel supply.

(2) Assure that the cut-off lever on the rear of the carburetor is in the lifted position.

(3) Turn the heater control knob no higher than three.

(4) If the heater fails to light, request Base Maintenance to repair the unit.

c. Safety Tips

(1) Do not allow the space heater to "flood" before lighting.

(2) Do not remove the top of the carburetor.

(3) Do not attempt to repair the space heater.

(4) Use of wood as a fuel in space heaters is prohibited.

4. Electric Space Heaters. Use of electric space heaters is discouraged. Prior to requisitioning electric space heaters from Base Property Control, certification of adequate electric service must be obtained from Base Maintenance. This certification must accompany the requisition to Base Property Control. Requests for certification of adequate electric service for electric space heaters will be submitted in triplicate on Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) to Base Maintenance and will contain the following information.

a. Size, wattage, voltage and amperage.

b. Building number and exact location within building.

c. Reason conventional oil burning space heaters cannot be used.

5. Model PH-25 Gasoline Fired Shop Space Heaters. Use of the Model PH-25 heater is no longer authorized because of safety hazard.

305. ELECTRIC FANS. Using organizations are responsible for routine care, cleaning and oiling. Fans are to be oiled at the beginning and middle of each cooling season with three drops of lightweight oil per fitting. Special type fans are to be lubricated in accordance with affixed instructions. Removal and storage of wall fans by Base and tenant FMF activities is authorized provided removal is accomplished by qualified personnel under the supervision of the unit Property Officer or his representative.

306. ELECTRIC WATER COOLERS. Using organizations are responsible for the proper care and cleanliness of electric water coolers; Base Maintenance is responsible for the installation, relocation, maintenance and repair.

307. LIMITED TECHNICAL INSPECTIONS AND MAINTENANCE LETTERS OF UNSERVICEABILITY

1. Limited Technical Inspections shall be requested on the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) via the Base Property Control Officer. Requests will indicate the Plant Account Number, serial number and stock

number, as applicable. Air conditioners will have the unit(s) dimension and voltage requirements. Voltage requirements must not change, i.e., a 110 volt air conditioning unit cannot be exchanged for a 220 volt unit. Such replacement would generate a request for "minor construction" to upgrade the existing electrical service. Requests will contain a statement that the item is on the unit's property account. Acquisition cost will be indicated. If the property item is unserviceable, a letter of unserviceability will be provided by Base Maintenance.

2. With the presentation of a letter of unserviceability, the Base Property Control Officer will replace unserviceable Garrison Property items. Examples of such equipment are listed below:

- Air conditioners (along with an authorization from the AC/S, Facilities, MCB)
- Fans (floors and pedestal)
- Floor buffers
- Refrigerators (living spaces only)
- Space heaters
- Water coolers

308. ORGANIZATIONAL SIGNS

1. Permanent exterior signs on the Base will be constructed only by the Base Maintenance Department, or Range Maintenance in the case of range signs. Signs will be informational in nature, uniform in size by type, and without insignia, ornamentation or slogan, except in specific cases where approved by the Assistant Chief of Staff, Facilities.

2. Requests for signs, including the replacement of existing signs, will include a brief statement of the need, a description of the sign to include a sketch, if appropriate, and will be submitted on routine work requests as follows:

- a. Range Signs. To Range Maintenance Section via the Assistant Chief of Staff, Facilities.
- b. Other Signs. All requests for either new or replacement signs will be submitted via the Area Commander to the Assistant Chief of Staff, Facilities for approval.

3. Signs will be constructed in accordance with the following criteria:

<u>Type Sign</u>	<u>Location</u>	<u>Size</u>	<u>Lettering</u>	<u>Background</u>
Organizational	Near CP main entrance	4'X6'	6" yellow	Red
Activity & Special Authorized Unit	Near main entrance	3'X5'	5" white	Green
Building/Facility No. Identification	Affixed to building	8"X20"	6" black (max.)	White
Range Impact Area	At entrance & around impact area	18"X24"	3" red	White w/ red hachures
Danger Area	At entrance & around danger area	2'X3'	3" red	White w/ black hachures
Field Firing Range	At entrance & around firing area	3'X4'	3" yellow	White w/ yellow hachures
Exclusion Area	At entrance & around exclusion area	18"X30"	3" white	Red

4. Except as specifically approved by the Assistant Chief of Staff, Facilities, Marine Corps Base, no sign designating activities lower than battalion level (or company level in cases such as 2d ANGLICO, 2d Force Reconnaissance Company, 22d Dental Company, etc.) will be erected outdoors except when required to identify entrances. In such cases, signs no larger than 4"X18", with 3" lettering, may be attached to the door or to the building immediately adjacent to the door.

5. Interior Signs. Interior signs will not be provided by Base Maintenance except for those which mark heads or other public facilities, fire and safety signs, etc. Building directory signs, identification signs on doors and in corridors will be purchased by the activity from commercial sources.

309. TRAFFIC AND PARKING AREA SIGNS. All requests for traffic control and parking area signs will be submitted to the Assistant Chief of Staff, Facilities via the Area Commander and Provost Marshal.

310. TELEPHONE SERVICE. Requests for government telephone service, installation, removal, relocation or special equipment will be submitted with complete justification in accordance with reference (j).

311. OFFICE MACHINES AND REPRODUCTION EQUIPMENT. Repair service for government-owned office machines and reproduction equipment will be obtained from Office Machine Repair, telephone extension 2690.

312. WASHERS AND DRYERS. Vendor-owned washers and dryers located in unaccompanied officer/enlisted housing and Watkins Village will not be removed, relocated, adjusted or tampered with. Maintenance/repair of vendor-owned washers and dryers will be as prescribed in reference (h). Lint filters on dryers must be cleaned each time the dryer is used.

313. INSTALLATION OF VENDING MACHINES. (See reference (k)).

314. LAWNMOWERS. Procedures for lawnmower issue, turn-in and maintenance are outlined in reference (l).

315. MANUFACTURING. Manufacture of items that can be procured through supply channels is not a function of Base Maintenance. Requests for such services will not be accepted.

316. PRIVATELY-OWNED APPLIANCES

1. Requests by nonappropriated fund activities for maintenance and repair of privately-owned appliances and equipment will not be accepted without certification that such work is subject to reimbursement and citation of the applicable job order number.

2. Installation of privately-owned appliances in family housing may be accomplished in accordance with the provisions of references (f) and (g).

317. ANTENNAS. Requests for the installation of antennas will be submitted on a Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) to the Assistant Chief of Staff, Facilities, Marine Corps Base for approval. A diagram of the proposed installation arrangements will accompany the request. The installation of antennas upon or the affixing of guy wires to roofs on family housing or structures is prohibited. Thus, antenna systems should be designed to be supported by a tower or pole. Requests for installation within family housing should be submitted on MCBCL 11101/9.

318. AIR CONDITIONING. A moratorium on the installation of electrically driven air conditioning systems was established by reference (m). Thus, previously nonair conditioned spaces will not be air conditioned unless it is determined to be essential. All requests for the installation, reinstallation or movement of air conditioning will be submitted with complete justification on Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) to the Assistant Chief of Staff, Facilities, Marine Corps Base for approval.

1. Any electrical work required incident to the installation or reinstallation of air conditioners is considered to be new work (construction).

2. Sufficient ceiling insulation must be present or included in the proposed project for the spaces where air conditioning is essential. Installation of ceiling insulation is considered to be construction.

3. All requests for the replacement of existing window air conditioning units must be forwarded to the Assistant Chief of Staff, Facilities, Marine Corps Base accompanied by a letter(s) of unserviceability for the unit(s) being replaced and the requisitions for the replacement unit(s). The Base Property Control Office will process only those requisitions which have been reviewed and approved by the Assistant Chief of Staff, Facilities, Marine Corps Base.

4. Maintenance of air conditioning units is the responsibility of Base Maintenance.

5. Air conditioned spaces must be periodically checked to ensure that the temperature does not go below 78 degrees Fahrenheit. When spaces are unoccupied, air conditioning units must be turned off.

SECTION IV

AREA MAINTENANCE PROCEDURES

401. GENERAL. When facility occupants have clear-cut responsibilities to participate in the maintenance effort, improved support can be expected. To make these responsibilities manageable, each facility must be the direct responsibility of someone, and processing of necessary work requests must be standardized.

402. ORGANIZATIONS

1. All facilities at Camp Lejeune, Marine Corps Air Station (Helicopter), New River and those installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River, are under the facilities management of the Commanding General, Marine Corps Base. Reference (e) designates Area Commanders, outlines their responsibilities and authorizes the designation of sub-Area Commanders.
2. Area Commanders will appoint an Area Facilities Maintenance Officer, ordinarily the Commander's G-4/S-4, who will be responsible for all area facilities. All routine repair/maintenance requests will be submitted to the Base Maintenance Officer via the Area Maintenance Officer except requests from dining facilities. Routine repair/maintenance requests for dining facilities are submitted to the Base Food Services Officer, Building 1116.
3. Organizations within the 2d Marine Division, FMF; 2d Force Service Support Group (Rein); Naval Regional Dental Center and Marine Corps Base units will submit all requests for self-help projects, new work (alterations or minor construction), troop training projects, and other requests not of a routine nature to the Assistant Chief of Staff, Facilities, Marine Corps Base via the chain of command. Units on those installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River will submit such requests to the Installation and Logistics Officer, Marine Corps Air Station (Helicopter), New River for review and forwarding, as appropriate, to the Assistant Chief of Staff, Facilities, Marine Corps Base.

403. FUNCTIONS. The organizational chain above permits all levels of the Command to be aware of their maintenance requirements and what is being done about them. As a by-product, the same chain can help commanders enforce utilities conservation and prudent "home owner" care of occupied facilities. The system helps Base Maintenance by reducing the number of maintenance requestors to a minimum.

1. The person in charge of each facility must be completely familiar with that facility. He telephones emergency requirements to Base Maintenance, reports routine requirements to the Organizational Facilities Maintenance Officer or NCO and maintains minimum records to show what was requested and when, as well as what was done and when. He also should reconcile his facility maintenance records with those of the Area Facilities Maintenance Officer's on a monthly basis.
2. Organizational Facilities Maintenance Officers and NCO's, if utilized, consolidate facility requirements and pass them to Area Maintenance Officers.
 - a. Area Facilities Maintenance Officers. Area Facilities Maintenance Officers receive requirements of lower echelons, prepare proper work requests and submit them to Base Maintenance on a weekly basis. (Requests of a minor nature requiring more rapid action, but not of an emergency nature, may be evaluated by the Area Facilities Maintenance Officer and forwarded to Base Maintenance as necessary.)
 - b. Maintain records for all maintenance which requires support from Base Maintenance in the form of material and/or labor. These records should include dates of requested work and dates of completed work.
 - c. Ensure that all work requests are complete, accurate and justified. Additions and/or changes to jobs after work has started will be avoided. Requirements generated by unforeseen circumstances, which necessitates a change in scope of a job underway, will be requested and approved in the same manner as the original request.
 - d. Reconcile outstanding work requests with the Work Reception Branch of Base Maintenance Department, Building 1202 on a monthly basis.
 - e. Ensure that facilities to be worked on are available at the designated time.
 - f. Enforce a vigorous utilities conservation program.
 - g. Submit dining facility work requests to the Base Food Services Officer via the Command's Food Services Officer.

404. AREA MAINTENANCE RESPONSIBILITIES

1. The major area maintenance responsibility is the coordination of all routine maintenance within the area.
2. Area Maintenance Officers should notify the Area Commander of all damage caused by disregard for public property or damage resulting from negligence and improper use. Such damage reports to the Area Commander should become a matter of record. This reporting should be in a manner that will not only detail the specific incidents, but also indicate trends such as a greater breakage of glass in one type building than another in the area. Once trends have been established, positive action can be taken, thereby stretching maintenance dollars.
3. Responsibility for preventing unauthorized additions, modifications, and alterations to existing facilities is an extremely important function of area maintenance.

4. Area Facilities Maintenance Officers should assure continuity of a program for indoctrination of personnel in the proper handling and use of equipment and facilities. By proper indoctrination, the following list of expensive building occupant practices can be greatly reduced if not completely eliminated:

a. Dining Facilities

(1) Washing slicing machines in sinks causes motors to short-out. Comment: To clean properly, remove carriage, guard and center plate only. Wash these parts in the sink. Clean the remainder of the machine with a damp sponge and a chlorine solution. Reinstall and store in reefer or other cool location. Do not remove blade.

(2) Cleaning fire bricks in bake ovens with water, causes bricks to loosen and break. Comment: Scrape or brush spilled food from brick surfaces with a putty knife or a similar tool. Never use water.

(3) Inserting knives, forks or spoons in electric toasters to remove bread, causes a short in the heating element.

(4) Scrubbing mess hall screens with brooms, causes damage to screens. Comment: Use a soft bristle brush and handle screens carefully to prevent damage.

(5) Careless handling of carts, broom and mop handles and mess hall furniture causes damage to walls, pipes, thermostats, light fixtures, windows and doors.

(6) Careless transporting of pedestal fans to storage areas and to repair shops causes additional damage to the equipment. Comment: Always move to store fans in upright position after properly securing them to the truck.

(7) Throwing heavy cook pots into sinks causes faucets to break.

(8) Closing copper draw-off valves by kicking causes damage to the valve.

(9) Overloading dishwashers causes the conveyor to break.

(10) Throwing GI cans on or against the washer-sterilizers causes them to break from the floor anchors. Comment: Place cans over sterilizers carefully. Use water to wash the can, reserving the steam only to sterilize. This conserves steam and saves on fuel expenses.

(11) Using steam or hot water to wash down walls and ceilings causes damage to plaster, lath, studs, paint, etc. Comment: To clean wall and ceiling areas, use a damp sponge, a mild detergent and gentle pressure. Never use steam or hot water under pressure.

(12) Frequent removal of filters from range hoods for cleaning is necessary, however, they are easily broken or bent by rough handling and replacement is expensive. Filters should always be in place when the cook stoves are being used.

b. Unaccompanied Enlisted Personnel Housing (UEPH) (Figures 1 and 2)

(1) Hanging clothes and towels on wall bracket lights in heads, causes the shades to break.

(2) Pushing wall lockers and trunks against wall causes damage to the paint and wall surfaces.

(3) Dragging lockers and field safes up and down stairs causes damage to stair treads.

(4) Hanging objects out the windows from unhooked tension-type window screen studs causes damage to the screens. Comment: Keep the screens hooked and tight at all times.

(5) Standing or sitting on lavatories and kicking or resting feet on the lavatory drain lines causes breakage.

(6) Breaking lavatories and lavatory legs with mops and broom handles, rifle barrels, etc.

(7) Kicking flush valves on toilets to operate them causes breakage.

(8) Kicking toilet seats to raise them causes breakage.

(9) Dropping trash in urinals, toilets and lavatories causes stoppage.

(10) Removing, breaking or discarding shower heads and soap trays, causes damage to walls and loss of items.

(11) Breaking copper water lines to water coolers.

(12) Placing deodorant cakes in urinals and commodes causes stoppages. Comment: Deodorant cakes are prohibited from being placed in urinals and commodes. Cakes will be suspended with a piece of wire to prevent causing stoppages.

c. General (Applicable to all types of buildings)

(1) Installation of unauthorized "jury-rigged" electrical wiring is prohibited. Such wiring will result in issuance of a fire discrepancy notice. Comment: All electrical wiring must be installed by the Base Maintenance Department or a qualified contractor for compliance with wiring code. This is a fire prevention measure.

(2) Removal and storage of space heaters causes damage to the heaters and the additional expense of reinstalling them. Comment: During the summer months, space heaters should be left in place. This will facilitate a Limited Technical Inspection prior to the heating season.

(3) Walking on roofs causes damage to shingles and roof leaks. Comment: Slate or asbestos shingles are brittle. Keep off all roofs.

(4) Installing hasps and staples on doors in permanent buildings is prohibited. Comment: Do not attempt unauthorized installations. If lock cylinders do not work, request repairs from Base Maintenance.

(5) Discarding door knobs and shafts when broken. Comment: Turn in serviceable parts to Base Maintenance. Often they can be repaired.

(6) Window panes that are only cracked and not exposing the interiors to the elements will not be replaced.

(7) Utility poles are used only for their designed purpose. Utilizing utility poles for such purposes as support for temporary communication wires, temporary lighting conductors, etc. is prohibited.

(8) Requests to use fire hydrants for purposes other than fire fighting will be submitted to the Base Maintenance Officer either in writing or by telephoning extension 451-3001/3002.

405. SELF-HELP MAINTENANCE PROGRAM

1. Definition

a. The term "self-help" is applied to such labor services as differentiated from services performed by military personnel permanently assigned or temporarily detailed to the Base Maintenance Department and the services performed by civilian maintenance personnel. It is intended that the self-help program be limited to those tasks undertaken by a prudent home-owner possessing the minimum craft skills and equipped with simple hand tools. Military personnel may perform maintenance and repair work on barracks, recreation areas and grounds designated for their use.

b. The term "self-help" does not apply to projects requiring accomplishment by military personnel for reasons of security, disciplinary actions, training or maintaining competence in recognized trade skills and for reasons of practicality when the work is at isolated locations.

2. Authorization

a. Materials for accomplishment of self-help work requiring less than 16 man-hours and/or \$400 will be issued by the Base Maintenance Department and the requesting units will provide the manpower. Work in this category includes, but is not limited to, replacing light globes at a height of no more than 14 feet, adjusting or replacing building hardware, touch-up painting, spackling and minor plaster repairs to walls and ceilings, and window glazing.

b. Self-help work requiring more than 16 man-hours and/or \$400 shall be authorized by a specific job order issued by the Base Maintenance Officer. Self-help work authorized by specific job order shall be completed 30 days after receipt of required materials. Work in this category includes, but is not limited to, interior and exterior painting of buildings, landscaping and screen repairs or replacement.

c. Carpentry

(1) Screens

(a) Wood frame screen doors and screens may be repaired to the extent of retacking loose screen wire, securing fasteners, tightening hinges, adjusting or replacing springs, or complete screen replacement. Do not remove screens from windows more frequently than is absolutely necessary. Never secure screens by driving nails through wooden or metal frames.

(b) Metal screens (aluminum tension type) are best maintained by keeping them properly secured.

(c) Repair of screen doors and screens in dispensaries and food handling buildings will be performed by Base Maintenance on an "as required" basis.

(d) Screen repair/replacement in centrally air conditioned billeting facilities will be provided only by Base Maintenance personnel.

(2) Doors. The extent of repairs that may be made to doors is limited to tightening of hinges and hardware and light lubrication of hinges and locks. Do not use nails as substitutes for screws in securing hardware. Small bits of wood as filler in enlarged holes will result in a sound fastening when the screw is replaced.

d. Painting. Base Maintenance tries to adhere to scheduled internal and external painting. The cycle, depending upon available funds, is every three years inside and every four years outside. When austerity prevails, the internal painting is extended to five years since internal painting has no preservative value. Variations to the painting cycle to improve appearances are authorized only on a case-by-case basis when sanitation, safety or heavy personnel traffic may be a consideration. Where rapid paint deterioration will lead to inadequate surface protection, the cycle will be altered. Reinforced concrete walls and stairs and the concrete foundations of brick buildings will not be painted. Also, concrete steps and decks in all types of buildings will not be painted. This in accordance with reference (n). The standard paint scheme authorized is depicted in figure 3.

(1) By adhering to standard colors in the painting of buildings, blending of touch-up painting is simplified. Colors for all barracks and buildings will be green on green or beige on beige. By permitting touch-up painting by the organization, a general presentability of facilities may be attained within the organization's capability. Haphazard touch-up painting is useless - - more often detracting from appearance than the unattended surface would have been. Follow the below steps and contact Base Maintenance when additional information is required.

(a) Cleaning. Prior to painting, dust, wash or degrease surface with washing soda solution. Use only a dampening application and clean small areas at a time. Results may indicate that painting is not required.

(b) Preparation. Damage to the surface such as holes, punctures or splits must be corrected prior to touch-up painting. Large deficiencies in surfaces to be painted should be reported to Base Maintenance.

(c) Painting. Apply paint to dry surfaces only and ensure the surface remains dry for at least four hours after application.

(2) Self-help paint projects will be coordinated and approved by the Base Maintenance Officer. Except for special cases, all complete interior and exterior paint projects will be accomplished by contract or by shop forces.

(a) Self-help painting requests will include the following statement: "Manpower is available to complete the project within 30 days of receipt of materials."

(b) Touch-up paint is available to the activity upon request. Paint is limited to five gallons per building per fiscal year.

e. Electrical

(1) Organizational electrical maintenance is limited to relamping standard bulb fixtures and fluorescent tubes and cleaning/replacing globes and reflectors. All other repairs and replacements within the electrical system shall be made by Base Maintenance.

(a) The incandescent lamp (to and including 200 watt, including mogul base and spot lights) and fluorescent tubes are Self-Service items and can be obtained from Building 1606 with a standard Self-Service Credit Card. Incandescent lamps and fluorescent tubes less than 14 feet from deck level will be replaced by the organization.

(b) The largest lamp size that can be safely used in standard sockets is 200 watts. Do not use a size larger than specified on the socket base.

(c) Under no circumstances should lamps be used which are too large to permit easy replacement of the globe.

(d) Do not handle globes more often than necessary. Avoid cleaning hot globes, shades and reflectors with damp cloths. When replacing globes, turn off light until cool.

(2) Relamping floodlights, street lights and lights in locations in excess of 14 feet require crew techniques and equipment and must be accomplished according to specified safety procedures. Only Base Maintenance personnel are authorized to perform these tasks.

(3) Resetting of circuit breakers or fuse replacement may be accomplished by the organization. Repeated tripping of the circuit breaker or blowing fuses indicate a dangerous condition. DO NOT BYPASS CIRCUIT PROTECTION WITH "JUMPERS" OR METAL CONNECTORS (PENNIES, ETC.) OR SECURE CIRCUIT BREAKERS IN CLOSED POSITION.

(4) Extension cords and multiple connector male plugs are hazardous, particularly in public facilities. They should never be used when the situation is unattended. Extension cords will not be fabricated by Base Maintenance.

(5) Policies

(a) A cleared area must be maintained in front of all electrical panels to assure adequate accessibility and eliminate fire hazards. Electrical conduits are not substantial enough to support additional weight. Do not hang decorations, clothing or any other material on conduit.

(b) Installations, modifications, alterations or additions to the electrical system of existing buildings will be accomplished only by Base Maintenance, or by projects approved by the Commanding General, Marine Corps Base. Existing circuits will be used only to their designed capacity. Overloading is strictly prohibited.

(c) Upon completion of a safety inspection of buildings by representatives of the Fire Department, Safety Office or Base Maintenance, using organizations will request required corrective action as follows:

1. Submit work requests, with a copy of inspection report, to Base Maintenance for repairs or maintenance to the existing permanent electrical service, as required.

2. Submit requirements for replacement of jury-rigged wiring (improperly installed electrical system) as new work in accordance with reference (a).

3. Take immediate action, within local capability, to reduce danger of fire from any highly dangerous or threatening situation, e.g., disconnect overloaded circuits, phone-in emergency telephone work requests (extension 451-3001/3002) or throw panel box switches.

(d) Upon any subsequent inspection by the Fire Department, Safety Office, etc., organizations will not submit additional work requests for items already listed on previous work requests unless a discrepancy posing a significant hazard to personnel or property has not been corrected and dictates a need for timely follow-up and remedial action. When such follow-up is required, either in the form of verbal (emergency) or written requests, previous correspondence or other inquiries will be referenced.

f. Heating

(1) Organizations are responsible for the care and cleaning of space heaters. Specific instructions on the care and cleaning are contained in Section III of this Order.

(2) Maintenance on steam, hot water, forced air and gas heating systems will be performed by Base Maintenance preventive maintenance teams. When it is evident that a failure for any reason has occurred, it should be reported immediately to Base Maintenance by telephoning extension 451-3001/3002.

g. Plumbing

(1) The following types of plumbing maintenance may be performed by the using organization.

(a) Removal of stoppages in toilet bowls.

(b) Removal of stoppages in lavatories. (This does not include removal of traps.)

(c) Clean and adjust shower heads.

(2) Using organizations are also responsible for the proper use of plumbing fixtures. Proper usage requires emphasis on the following:

(a) Utilities conservation.

(b) Nonremoval of shower and floor drain strainers.

(c) Nonremoval of lavatory or other plumbing fixtures.

(d) Nonremoval of cross bars in lavatory drain plug.

(e) Do not place newspapers or paper towels in toilet bowls.

(f) Do not stand on plumbing fixtures or use them in any manner other than their intended purpose.

(g) Use "Out of Order" signs to indicate what is out of order.

h. Roads and Grounds. Each organization is responsible for the general care and police of their assigned area.

(1) Area Commanders are responsible for the exterior police of their designated areas (reference (e)). The Base Maintenance Officer will be responsible for the mowing of all lawns except those which are not accessible to the large power mowers. These inaccessible areas include the mowing and trimming of ditches, culvert areas and areas adjacent to sidewalks, buildings and structures. These will be the responsibility of the organizations and activities operating in each area. Organizations and activities are also responsible for the trimming of shrubs.

(2) The Assistant Chief of Staff, Logistics will provide for the procurement/replacement of power mowers for 2d Marine Division, 2d Force Service Support Group (Rein), and Marine Corps Air Station (Helicopter), New River, and Marine Corps Air Station (Helicopter), New River tenants. Base organizations will procure necessary mowing equipment utilizing appropriate financial resources assigned to their supporting fund administrators.

(3) Organizations and activities issued lawnmowers which become inoperative will be responsible for delivering them to the Lawnmower Repair Shop, Building 45, for repair or authorization for replacement. Reference (1) outlines procedures for lawnmower repair.

(4) Paved areas and sidewalks are essentially a waterproofing surfacing that confines the soil beneath for stability. This surface will crack and break up if water is allowed to undermine it. To help prevent this undermining, edges of streets and sidewalks will not be ditched or trenched except that removal of soil is authorized to a distance of two inches on either side and not to exceed two inches in depth.

(5) Vehicles and equipment will be operated in such a manner as to preclude damage to roads, road shoulders, grassed areas, drainage systems, sewer mains, water mains, communication cables and overhead electrical and telephone lines. Should any damage be incurred to the above systems, Base Maintenance must be notified immediately. (To prevent possible damage to buried telephone cable or other utilities, obtain clearance through Base Maintenance (extension 451-3001/3002) or at Marine Corps Air Station (Helicopter), New River (extension 455-6816/6817) before digging or driving posts or piling in any inhabited or improved area or along any road.)

- i. The following type work is not authorized for the self-help program.
 - (1) Any type of electrical work (except as noted in paragraph 405.2.e).
 - (2) Alteration or modification to existing facilities.
 - (3) Any work under the category of construction.

3. Submission

a. Organizations within the 2d Marine Division, FMF; 2d Force Service Support Group (Rein) and tenant commands at the Marine Corps Air Station (Helicopter), New River will submit all requests for self-help type work to the Base Maintenance Officer via the normal chain of command. Requests will include the following elements: Description of work, justification and a project officer.

b. Marine Corps Base units will submit requests, with a Project Officer designated, directly to the Base Maintenance Officer.

c. Requests for self-help projects other than painting will be submitted via the Assistant Chief of Staff, Facilities, Marine Corps Base.

4. Action Taken by Base Maintenance Officer. Upon receipt of a request for self-help paint work the Base Maintenance Officer will take the following action.

- a. Verify that building meets established criteria for a self-help paint project.
- b. Have an inspection made to determine what maintenance effort will be required before actual painting can begin.
- c. Issue a specific job order authorizing work required by the Base Maintenance Department in preparation for painting and the mixing and issuing of paint and materials is required for the job.
- d. Close out the job order promptly upon completion.
- e. After the job order has been issued, the requesting unit will be notified of the following.
 - (1) That their request has been approved.
 - (2) How much time will be required to complete the required maintenance effort.
 - (3) An approximate date for start of painting.
 - (4) Duties of the Project Officer.
- f. If the requested self-help project does not meet established requirements, the requesting unit will be so informed.

5. Inspection

a. Inspections of self-help work in progress will be conducted periodically by Base Maintenance Department representatives.

b. Final inspection of completed self-help work will be performed by Base Maintenance Department representatives. Organizations will be required to correct any discrepancies noted during the final inspection.

MAINTENANCE WORK DIAGRAM (FIRST FLOOR)

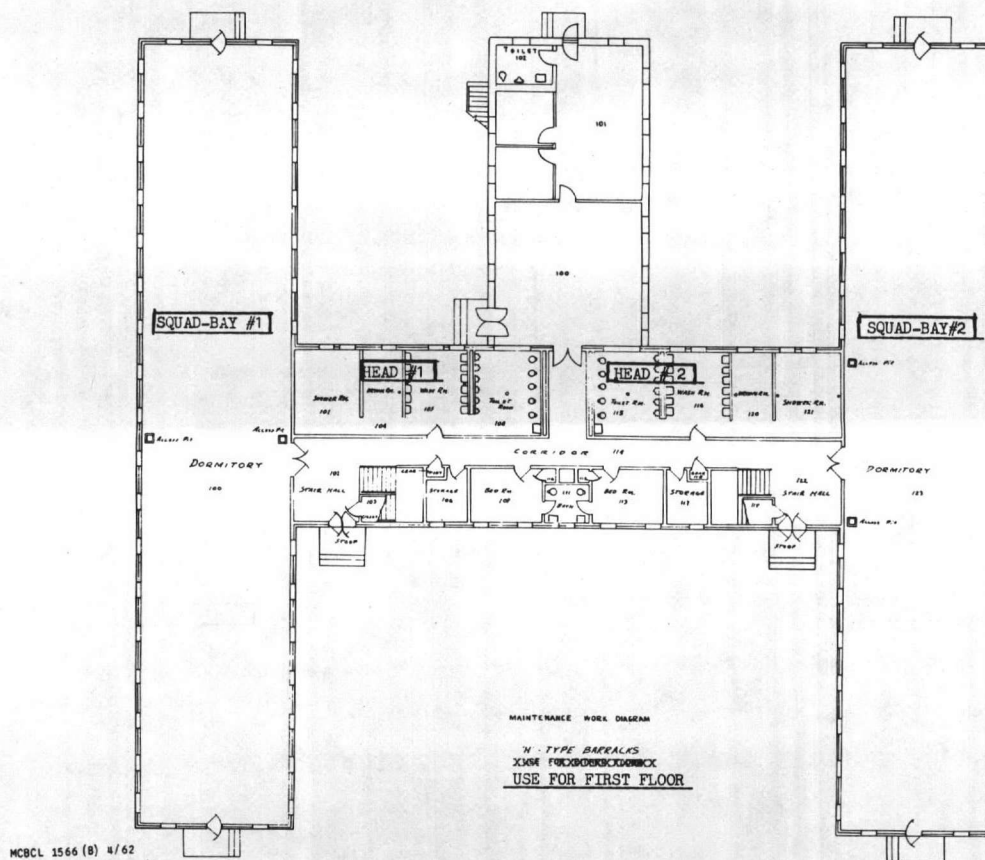


Figure 1

MAINTENANCE WORK DIAGRAM (SECOND FLOOR)

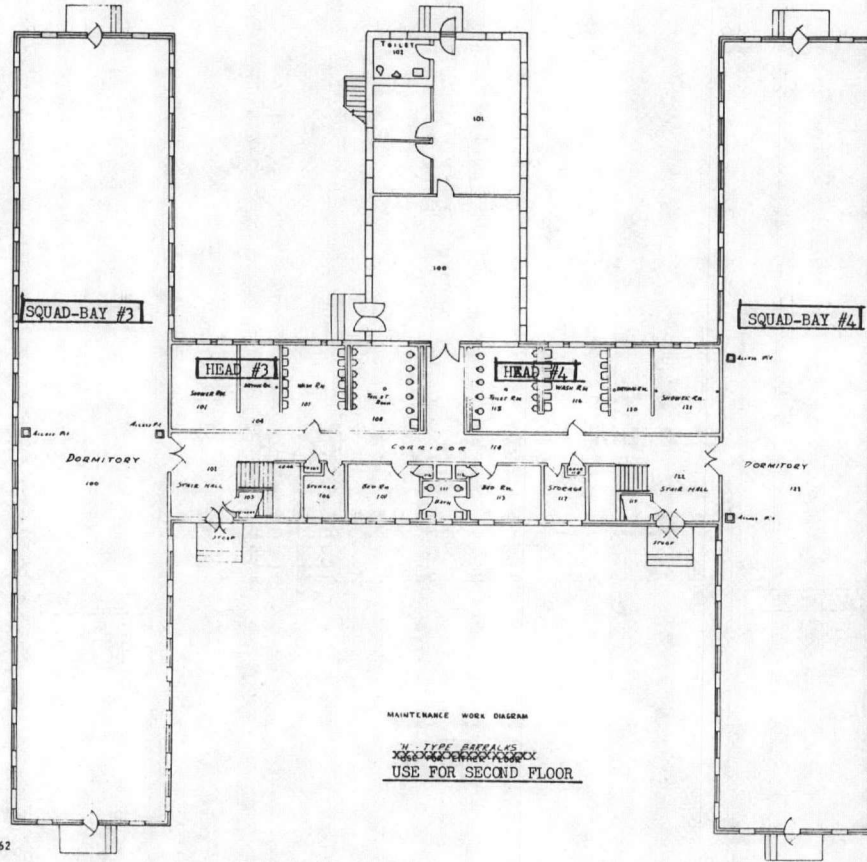


Figure 2

DIAGRAM OF STANDARD PAINT SCHEME

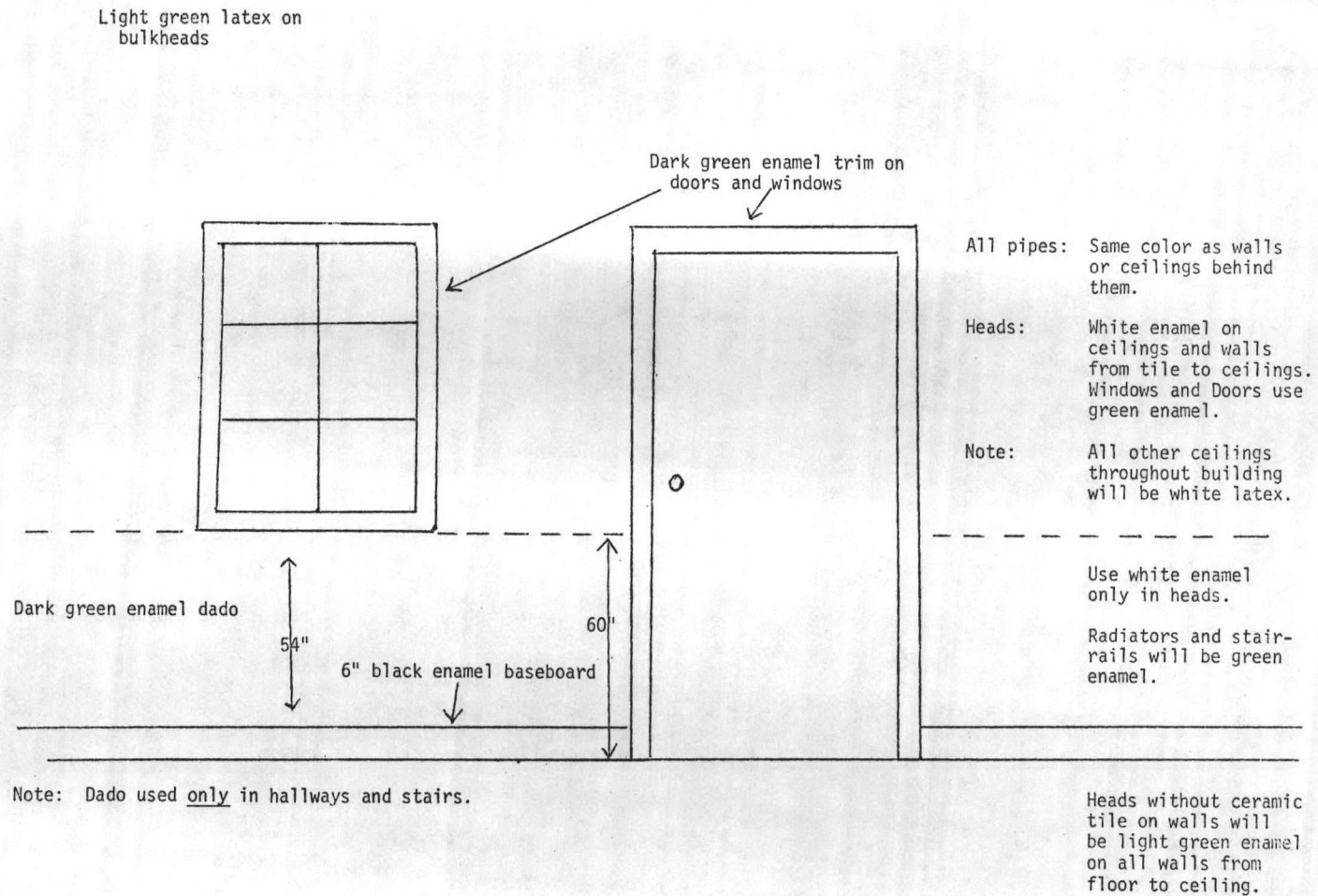


Figure 3





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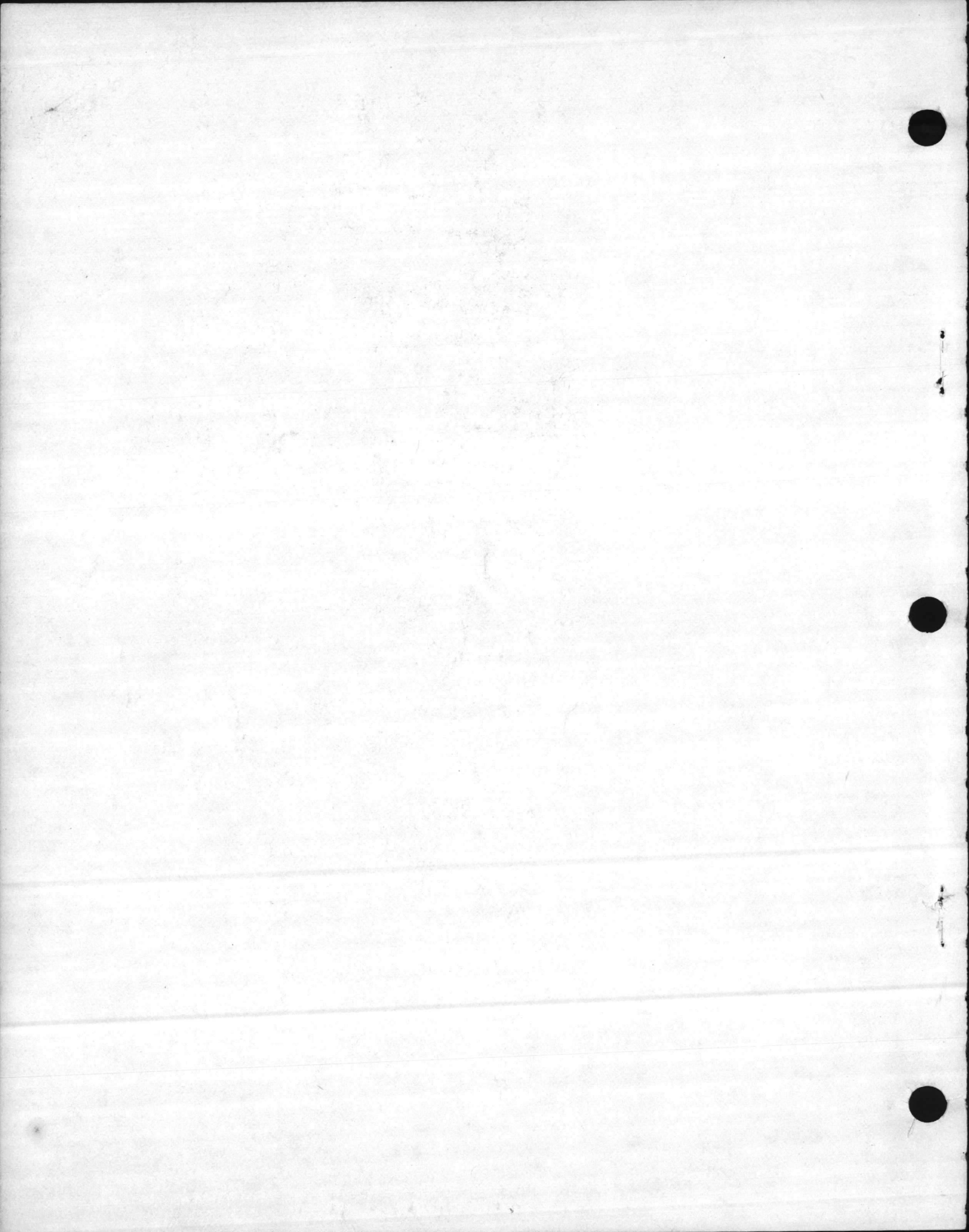
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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

Work Receipt

IN REPLY REFER TO

MO P3141.1H
MAIN/WAS/clm
SEP 3 0 1981

MAINTENANCE ORDER P3141.1H *w/enc 1*

From: Base Maintenance Officer
To: Distribution List

Subj: Base Maintenance Division SOP for Destructive Weather/Disaster Preparedness Plan

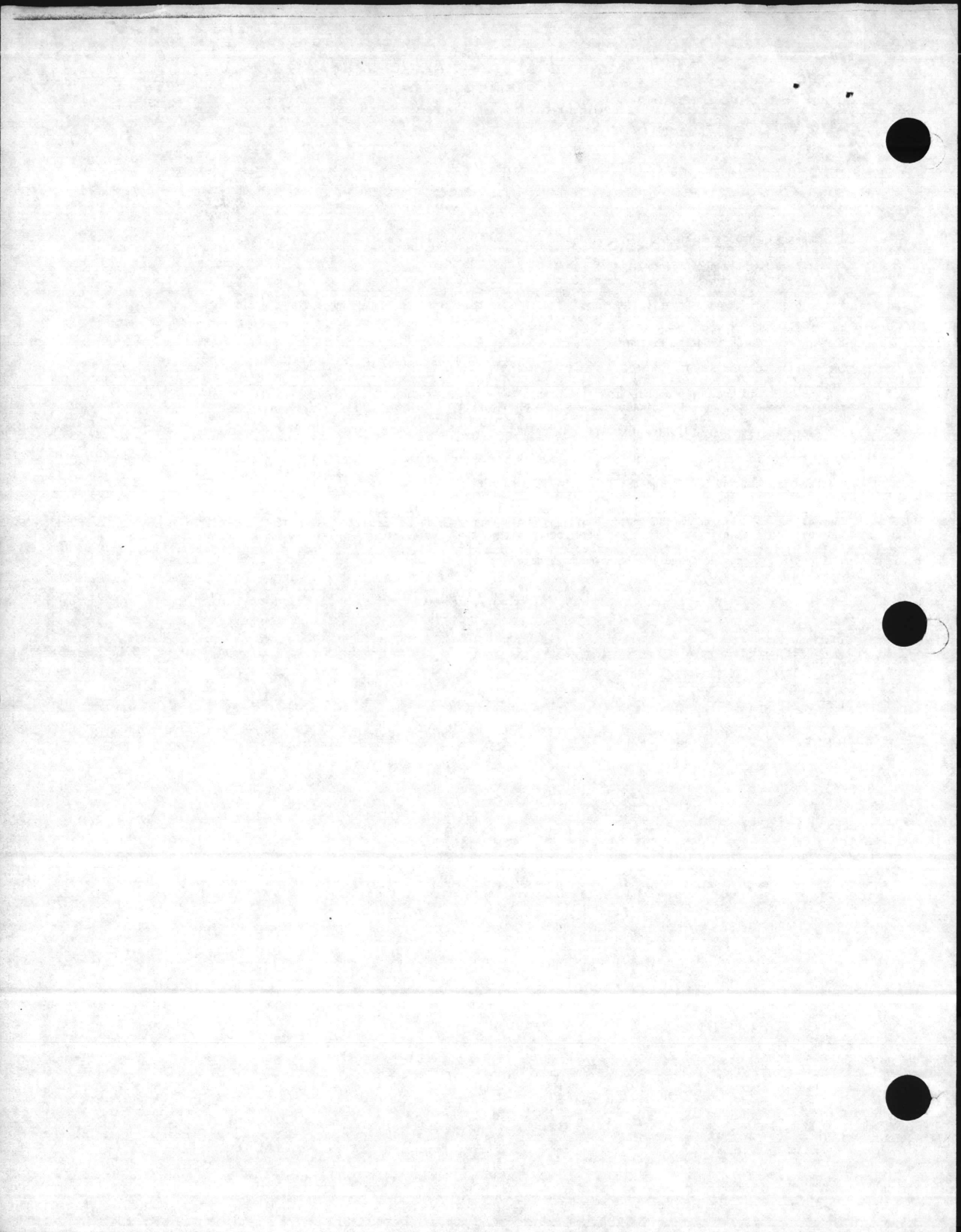
Ref: (a) MCB Disaster Preparedness Plan 1-81
(b) MCB Destructive Weather Plan 1-81

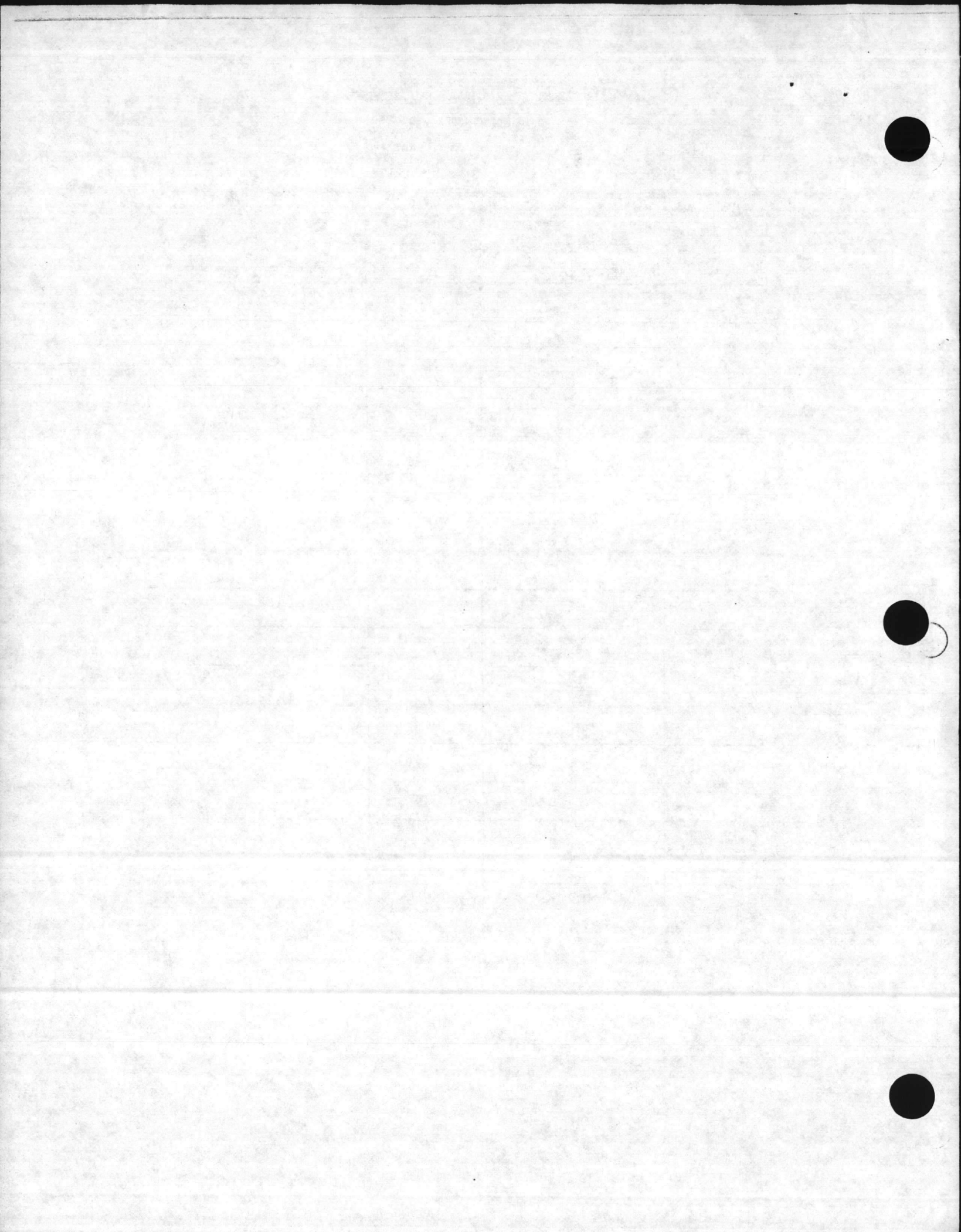
Encl: (1) LOCATOR SHEET

1. Purpose. To provide a coordinated plan within the Base Maintenance Division to meet the threat of destructive weather or other disasters (man-made or natural).
2. Cancellation. MO 3141.1G and MO 3141.2A
3. Action. Conditions of readiness will be set by the Assistant Chief of Staff, Training as directed by the Commanding General, Marine Corps Base and coordinated with Marine Corps Air Station (Helicopter), New River Weather Services and the Commandant, Fifth Naval District.
4. Applicability. This Order will provide specific guidance for the weather conditions and general guidance for actions to be taken during those conditions. All reports will be submitted as required in references (a) and (b). This plan is applicable to all Branches within the Base Maintenance Division and effective upon receipt.
5. Certification. Reviewed and approved this date.

F. H. Mount
F. H. MOUNT

Distribution:
M&RBr (45)
UtilBr (16)
NREABr (7)
ADMINBr (5)
OPSBBr (7)
BMO (3)
MAINTNCOIC (2)
DCRC (6)





BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

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CPMS 2200
UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

MO P3141.1H Ch 1
MAIN/DDB/cmm

JUL 15 1983

MAINTENANCE ORDER P3141.1H Ch 1

From: Base Maintenance Officer
To: Distribution List

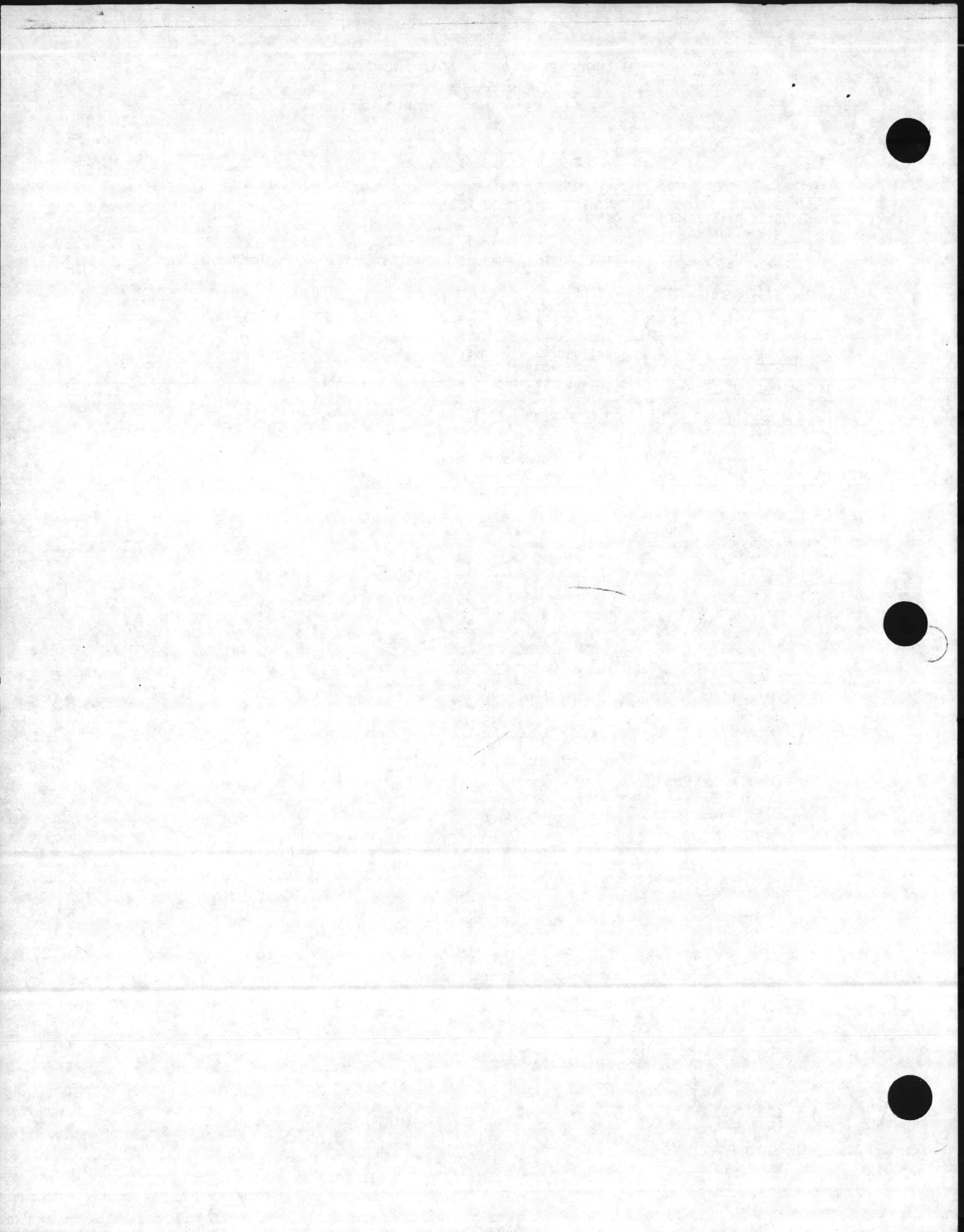
Subj: Base Maintenance Division SOP for Destructive Weather/Disaster Preparedness Plan

Encl: (1) Section III, Snow Bill

1. Purpose. To direct a change to the Basic Order.
2. Action. Remove present Section III and insert new Section III provided as the enclosure.
3. Summary of Change. This change clarifies the present Snow Bill policy.
4. Filing Instructions. This change will be filed immediately following Page 2-2 of the basic directive.
5. Certification. Reviewed and approved this date.

R. F. Calta
R. F. CALTA

DISTRIBUTION: A



BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

SECTION I

STORM BILL

101. GENERAL. This storm bill conforms with instructions in reference (b).
102. TYPES OF STORMS. In order of severity.
1. Local Wind Warning. Wind warnings are only given when they are expected in sufficient force to warrant special precautions, and winds are occurring only in local areas.
 2. Small Craft Warnings. Winds are steady and of sufficient force to cause heavy turbulence, high seas. Small craft should remain out of open sea areas. Winds up to 38 MPH.
 3. Gale Warnings. Same as Small Craft Warnings, with winds between 38 to 50 MPH.
 4. Thunderstorms. Thunderstorms may be accompanied by extremely strong winds with gusts of 46 MPH to occasionally more than 115 MPH, torrential rainfall, and visibilities near zero. These storm winds are usually of short duration, and their direction may be radically different from the prevailing winds before the storm.
 5. Tornadoes. A tornado is one of the most violent types of storms known. The winds below spiral upward around the axis of the tornado cloud. Circular wind speeds often reach 280 MPH or more; in addition, the updraft within the funnel cloud may have a speed of 85 to 190 MPH. The speed of the storm itself in traveling over the earth is comparatively slow, 25 to 40 MPH; its life history is short, averaging only a few hours.
 6. Tropical Depression/Disturbance/Storm. Winds up to 75 MPH with a closed circulation indicating prospect of becoming a full-fledged hurricane.
 7. Hurricane. A cyclone of large extent, usually with rain, thunder and lightning. It is the highest term in scales of wind force, but does not imply a velocity necessarily exceeding that of tornadoes.
103. RESPONSIBILITIES. The Base Disaster Preparedness Officer/Command Duty Officer will set the conditions of readiness as coordinated with the weather services.
104. WEATHER CONDITIONS. The following conditions shall be established and published to all Branches and Sections within Base Maintenance as the situation requires and apply to local storm conditions (other than major cyclones, Paragraph 105) i.e., thunderstorm, gale, storm, tornado, small craft, local wind warning.
1. Condition III. Thunderstorm, gale, storm, tornado, small craft, local wind warning (use applicable term). In the general area and expected in the immediate vicinity within the next six hours.
 - a. Warn all personnel concerned.
 - b. Take precautionary measures which will permit the shops to be secured on short notice as warranted by severity/type of storm.
 2. Condition II. Thunderstorm, gale, storm, tornado, small craft, local wind warning (use applicable term). In the general area and expected in the immediate vicinity within the next two hours.
 - a. Secure or properly stow all loose gear.
 - b. In case of severe thunderstorm/tornado warning, take actions as for Hurricane Condition III.
 3. Condition I. Thunderstorm, gale, storm, tornado, small craft, local wind warning (use applicable term). Imminent or in progress.
 - a. Take all precautions necessary to safeguard personnel and material.
 - b. Tornadoes. Because of the extremely localized nature of this weather phenomenon, protective measures must be generalized into maintenance of a high state of alertness, readiness, and watchfulness.
 - (1) All funnel sightings will be reported immediately to the Disaster Preparedness Center, if activated, or the Command Duty Officer and Marine Corps Air Station (Helicopter) Weather Station (00322).
 - (2) Tornadoes generally travel from southwest to northeast; the southwest corner of a structure is the safest, as low as one can get.
 - (3) Windows should be open to prevent shatter due to rapid pressure change.
 - (4) The sound of an oncoming tornado has been described as similar to a freight train or jet airplane.
 - (5) Report storm damage through Area Commanders to Damage Control and Recovery Center (extensions 2511/3001/3002).
 - (6) After securing of a tornado/severe thunderstorm Condition I, action is the same as upon securing of

BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

destructive weather.

105. MAJOR CYCLONIC STORMS. Storms of this type generally affect a wide area and have a life history of days rather than hours. Examples of this type are hurricanes, tropical storms, and tropical depressions. Warnings and preparatory action for these types of storms are promulgated in Section II.

BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

SECTION II

DESTRUCTIVE WEATHER (HURRICANE/TROPICAL STORM) BILL

201. GENERAL. The Base Maintenance Damage Control and Recovery Center (DCRC) will be established in the Conference Room, Building 1202 upon the setting of Destructive Weather Condition II. The center will be continuously manned until an "All Clear" condition is set.

202. DESTRUCTIVE WEATHER CONDITIONS (HURRICANE/TROPICAL STORM)

1. Condition V. Secure from previous hurricane condition. Threat from hurricane has passed. Return to normal operations.
2. Condition IV. The path of the hurricane has been fairly well established and its trend indicates a possible threat of winds of destructive force within 72 hours.
3. Condition III. The hurricane continues to advance and winds of destructive force are possible within 48 hours. The following state of readiness will be established.
 - a. Be prepared to secure nonemergency activities on short notice.
 - b. Prepare to initiate actions required for Condition II or Condition I.
 - c. Continue normal operations unless otherwise directed.
 - d. Ensure that all loose materials which are likely to be dangerous as flying debris are secure or stowed.
 - e. Make preparations to evacuate and close recreation beaches.
4. Condition II. Destructive winds are anticipated within 24 hours. The following state of readiness will be established:

<i>Prep</i>	<i>MCB</i>	<i>E072</i>
	<i>util</i>	<i>E073</i>
	<i>AS</i>	<i>E074</i>
	<i>ASutil</i>	<i>E075</i>

 - a. Damage Control and Recovery Center activated.
 - b. Accomplish final precautionary actions.
 - c. Designated essential personnel assume duty stations.
 - d. Civil Service personnel and other civilian employees whose services can be spared may, at their own request and upon approval of their supervisors, be granted annual leave.
5. Condition I. Winds of destructive force are imminent or in progress or expected within 12 hours. The following state of readiness will be established:

<i>After</i>	<i>MCB</i>	<i>A015</i>
	<i>util</i>	<i>A013</i>
	<i>MCAS</i>	<i>A075</i>
	<i>ASuti</i>	<i>A076</i>

 - a. Damage Control and Recovery Center active.
 - b. Standby to withstand hurricane force winds.
 - c. Camp Lejeune may be "closed" when specifically directed by the Commanding General, Marine Corps Base. Only emergency operations will be permitted and entry to and exit from the Base limited only to emergency vehicles and key personnel designated by the Commanding General or his representative. If it is necessary to officially close the Base during Condition I, the Commanding General will issue an order to that effect. Prior to release of the order, Civil Service employees and civilian employees of non-appropriated fund activities whose services can be spared, will be released for the duration of Condition I.
 - d. Excused absence will be granted to all Graded Civil Service employees released and to all Ungraded Civil Service employees released who have a regular tour of duty (not to include those whose appointments are limited to 90 days under one or more appointments without a break in service). Other ungraded employees are not entitled to excused absence and will be required to use annual leave; if they have no annual leave remaining, they will be granted leave without pay. Authorization to release civilian employees for the duration of Condition I will be promulgated by this Headquarters.
 - e. Activate emergency command and control facilities.
 - f. Report storm damage as occurring to Damage Control and Recovery Center, telephone numbers 3001/3002/5202/5809.
6. Upon securing of Condition I:
 - a. Submit final damage reports to Damage Control and Recovery Center without delay.
 - b. Initiate recovery action as directed.
 - c. Resume normal operation.

BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

203. ACTION. All weather warning calls will normally be received either by the Work Reception Desk/Duty NCO or the Director, Operations Branch. The following action will be taken immediately upon receipt of such information.

1. Local Destructive Weather

a. During normal working hours the warning message will be passed on immediately for further action to the:

- (1) Base Maintenance Officer and/or the Assistant Base Maintenance Officer (2511 or intercom).
- (2) Director, Administrative Branch (5307 or intercom).
- (3) Director, Maintenance and Repair Branch (5855 or intercom).
- (4) Director, Utilities Branch (5161 or intercom).

b. After normal working hours the Duty NCO will notify:

- (1) After hours Maintenance and Repair Branch personnel on duty.
- (2) Steam Generation, Building 1700 (telephone 3627).
- (3) Cold Storage Plant and Machine Room (telephone 3567).
- (4) Sewage Treatment Plant (telephone 5933).
- (5) Water Treatment Plant (telephone 5988).
- (6) UMACS Branch (telephone 2985).

2. Major Cyclonic Storms (Hurricanes/Tropical Storms)

a. Regardless of time of receipt of any of the conditions, the following will be notified:

- (1) Base Maintenance Officer and/or the Assistant Base Maintenance Officer.
- (2) Director, Administrative Branch
- (3) Director, Operations Branch
- (4) Director, Maintenance and Repair Branch
- (5) Director, Utilities Branch

BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

304.2

SECTION III
SNOW BILL

301. GENERAL. Based upon past local experience, various conditions of snow accumulation, sleet, freezing rain or a combination of all three can have varied effects on road conditions and changing conditions that develop during weather extremes; however, this Bill provides guidelines to organize and combat such weather conditions.

302. SNOW CONDITION DEFINITIONS. Definitions of the various snow conditions to be set are:

1. Snow Condition V. Secure from previous snow condition. Threat of further heavy accumulation has temporarily passed. Return to normal operations.
2. Snow Condition IV. The path of the front has been reasonably well established and the present trend of weather reports indicates possible threat of snow in local areas.
3. Snow Condition III. Weather reports indicate snow accumulation in neighboring states. The storm continues to advance and heavy snow is expected in Eastern North Carolina within 24 hours.
4. Snow Condition II. Heavy snow fall has commenced and snow is beginning to accumulate and stick to road surfaces creating hazardous road conditions.
5. Snow Condition I. Heavy snow, sleet or freezing rain is accumulating in measureable quantity. Snow is beginning to accumulate in drifts and power lines are accumulating ice. Road conditions and bridges are extremely dangerous. Certain roads are becoming impassable to vehicular traffic.

303. NOTIFICATION PROCEDURES

1. During normal working hours, Base Maintenance Division, Operations Branch will be notified by Base Disaster Control Unit, Building 1, when conditions for snow are set as they develop.
2. After hours, weekends, and holidays, the Emergency Maintenance night supervisor, or Duty NCO, upon being alerted to conditions by the Base Disaster Control Unit, Base Staff Duty Officer or military police, will immediately recall the Assistant Operations Officer, Operations NCOIC, and the General Foreman of the General Services Section.
3. If not previously notified of a snow condition by Base Disaster Control Unit, and action is required, such as sanding bridges, snow plowing, etc.; the Emergency Maintenance night supervisor or Duty NCO will notify the Operations Officer and Operations NCOIC immediately.

304. PREPARATIONS

1. Snow Condition IV. The Maintenance and Repair Branch will review status of snow removal equipment and material. Ensure all required is available for use.
2. Snow Condition III
 - a. Preparations as follows will be accomplished by the Operations Branch.
 - (1) Prepare/check six hand-held radios for use by snow removal operators and check AN/PRC-77 for communications with Disaster Recovery Coordination Net (radios stored in Maintenance NCOIC's Disaster Control Storage Locker, Building 1202).
 - (2) Coordinate with Base Disaster Control and military units for additional support as listed below:

<u>Unit</u>	<u>Phone</u>	<u>Qty</u>	<u>Item</u>
MCES, S-4	7134	(6)	M-550 Grader
8th Engineers, S-4	5175	(6)	M-550 Grader
2d Engineers, S-4	2755	(6)	M-55C Grader

- b. Preparations as follows will be accomplished by the Maintenance and Repair Branch.

(1) Assign designated personnel and submit roster of snow plow operators, grader operators, and scoop loader operators to Assistant Operations Officer, Operations Branch.

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- (2) Stage two trucks loaded with sand and equipped with sand spindles behind Building 1202 (pick-up sand at Building 1700).
- (3) Stage four trucks equipped with snow plows behind Building 1202 and one at Building AS-121 (MCAS(H), New River).
- (4) Stage five, four-wheeled drive vehicles for rescue/transportation of essential civilian work forces, as needed, behind Building 1202.
- (5) Stage three road graders with chains at Building 45.
- (6) Stage one road grader with chains and one front-end loader at Building AS-121 (MCAS(H), New River).
- (7) Stage two bags (50 pounds each) deicing compound at Building 1202 (Emergency Duty Desk).

305. EXECUTION

1. Snow Condition II

a. Action as follows will be accomplished by the Operations Branch.

- (1) Activate Damage Control/Recovery Center, Building 1202.
- (2) Request PMO assistance in determining road conditions.
- (3) Coordinate with General Services Section supervisor on recall and assignment of operators, equipment, and personnel.

b. Action as follows will be accomplished by Maintenance and Repair Branch.

- (1) Ensure maps and instructions are issued to each operator for snow removal priority (maps are stored in the Maintenance NCOIC's Disaster Storage Locker, Building 1202).
- (2) Ensure one hand-held radio is issued to each snow removal operator.
- (3) When advisable, commence snow removal operations. Immediately upon completion of a priority route, the operator will notify the Base Maintenance Damage Control and Recovery Center, Building 1202, extension 1580.
- (4) When advisable, commence sanding operations ensuring that the eight bridges, seven main gates and one overpass, identified in paragraph 306, are sanded.
- (5) As required, ensure deicing compound is spread around main door entrances and walkways of Buildings 1, 2, 15, 37, 59, and H-100.
- (6) Accomplish final precautionary actions as directed by Disaster Control Center.

2. Snow Condition I

a. Continue snow removal and sanding operations as set forth in priorities as required.

b. Continue to operate Damage Control and Recovery Center, Building 1202 and direct snow removal/sanding operations until all priorities are met.

306. PRIORITIES

1. Sanding Priorities

- a. The inbound and outbound bridges on Holcomb Boulevard.
- b. Overpass, Holcomb Boulevard over Highway NC 24 at Main Gate.
- c. Two bridges, one over Spring Creek and one over Wallace Creek on Seth Williams Boulevard.
- d. Onslow Beach Bridge located on Beach Road.
- e. One bridge at Freemans Creek located on Highway 172.

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f. One bridge outside of Triangle Outpost Gate located on Highway 172.

g. Main Gates as follows:

- (1) Main Gate located on Holcomb Boulevard.
- (2) Sneads Ferry Gate located on Highway 172.
- (3) Triangle Outpost Gate located on Highway 172.
- (4) Camp Johnson, Main Gate, located on Lejeune Boulevard.
- (5) Camp Geiger Main Gate located on Highway 17 South.
- (6) MCAS(H), Main Gate located on Curtis Road.
- (7) Main Gate located at the Rifle Range.

2. Snow Removal Priorities (Marine Corps Base)

a. Priority 1A

(1) Brewster Boulevard from Holcomb Boulevard to Emergency Room and front entrance of new hospital, Building H-100.

(2) Holcomb Boulevard from Highway NC 24 to Building 2 (incoming and outgoing lanes).

b. Priority 1B. Main traffic circle to Autumn Oval, continue on Brewster to Stone Street, down Stone Street to Main Service Road. Turn around and retrace route to Virginia Dare. Take left on Virginia Dare, make loop around PMO and back to Main Service Road.

c. Priority 1C

(1) Julian C. Smith Road from Hospital Point to sewage treatment plant.

(2) Birch Street from Holcomb Boulevard to East Street; right on East Street to Dogwood; right on Dogwood to Holcomb Boulevard; turn around and retrace route.

(3) Marine Corps Exchange, Building 84, parking lots.

d. Priority 2A

(1) Building Number 1 parking lot

(2) Building Number 2 parking lot

(3) Sneads Ferry Road from Holcomb Boulevard to Main Service Road.

(4) Butler Drive from Building LCH-4014 to Highway NC 24 West (Midway Park).

(5) Butler Drive from Building LCH-4014 to Highway NC 24 East (Midway Park).

e. Priority 2B

(1) Tarawa Boulevard from Highway NC 24 entrance of TT-1 to Highway NC 24 entrance of TT-2.

(2) Bougainville Drive from Tarawa Terrace Boulevard to Tarawa Terrace Boulevard.

(3) West Peleliu Drive to East Peleliu Drive.

f. Priority 2C

(1) Knox Road from Highway NC 24 to Florence Road

(2) Florence and Boston Roads from Knox Road

(3) Montford Landing Road to Harlem Drive

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- (4) Harlem Drive from Montford Landing Road to Rochester Drive.
- (5) Rochester Drive from Harlem Drive to Montford Landing Road.

g. Priority 3

- (1) Sneads Ferry Road from Main Service Road to Beach Road.
- (2) Beach Road from Sneads Ferry Road to Second Reconnaissance Battalion.
- (3) Marines Road from Sneads Ferry Road to Courthouse Bay.
- (4) Lyman Road from Sneads Ferry Road to Triangle Outpost Gate.
- (5) Highway 172 from Triangle Outpost Gate to Sneads Ferry Gate.
- (6) Range Road from Dixon/Sneads Ferry Road to Rifle Range, RR-38.

307. SNOW REMOVAL PRIORITIES (MCAS(H), NEW RIVER)

1. Priority 1

- a. Curtis Road from Main Gate to Building 843 (includes access to AS-4030).
- b. Foster Boulevard from Geiger Main Gate to "F" Street (clear access to mess hall and dispensary).
- c. Sixth Street from "F" Street to Main Gate, Geiger.
- d. Intersection of "A" Street and Sixth Street, down "A" Street to Curtis Road.
- e. White Street from Curtis Road to Schmidt Street, Building AS-4030.
- f. Intersection of Schmidt and White Streets clear to Building AS-4108.
- g. Campbell Street from White to McAvoy Streets.
- h. Campbell Street to AS-504 (clear an access from west end of hangar to an emergency helo pad (150' X 150') approximately 200 feet from the hangar).

2. Priority 2

- a. McAvoy Street from Campbell Street to Grier Street (MEQ area).
- b. Grier Street to Baxter Street (include all of Baxter Road).
- c. Longstaff Road from Curtis Road through MOQ's.
- d. Flounder Road from Curtis Road to AS-705.

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SECTION IV

COMMUNICATIONS

401. GENERAL. To provide communications in support of operations during destructive weather and disaster preparedness conditions.

402. COMMUNICATIONS MEANS. Camp Lejeune has diversified communications systems, consisting of telephone, radio and teletype established for normal operations. These systems will be expanded for use during destructive weather emergencies. Details as to available communications are:

1. Telephone. Telephone service will be the primary means of communication during destructive weather emergencies. During such times subscribers should limit their use of the telephone to matters related to the emergency. The following special telephone circuits are available.

a. OMNI. Command Group Conference Circuit. This circuit provides the capability of instant telephone communications from the Disaster Preparedness Center to major tenant units and selected special staff officers. The stations on this circuit are:

- (1) Marine Corps Base (master)
- (2) Second Marine Division, FMF
- (3) Second Force Service Support Group (Rein)
- (4) Chief Branch Clinics
- (5) Base Communications Center
- (6) Base Maintenance Officer
- (7) Headquarters Battalion, Marine Corps Base
- (8) Provost Marshal
- (9) Naval Regional Medical Center
- (10) Motor Transport Officer
- (11) Support Battalion, Marine Corps Base
- (12) Fire Department
- (13) Field Medical Service School
- (14) Marine Corps Service Support Schools
- (15) Camp Geiger Area Commander
- (16) Marine Corps Engineer School
- (17) Rifle Range Detachment
- (18) Reserve Support Unit

b. Operating procedures. When the Master Station (Base Disaster Preparedness Center) activates the system, all stations' instruments will ring continuously until answered. The following will be announced from the Master Station: "This is a Group Conference Call; do not hang up; message to follow." Once all stations have answered, the message will be broadcast. Upon completion of the message the Master Station will call the name of each station individually. If station called has copied the message and understands it thoroughly, it will signify by announcing the station's name. Then and only then will the station hang up.

2. Disaster Recovery Coordination Net. This net is designed for emergency communications between the Disaster Preparedness Center and five special staff officers assigned specific missions in destructive weather, evacuation and recovery operations shown below:

- a. Frequency. 49.7 MHZ
- b. Equipment. AN/PRC 77 provided by Base CEO during Destructive Weather Condition III.
- c. Operators. The Base CEO will provide an operator for the Net Control Station (Disaster Preparedness Center). All other operators will be provided by individual stations on the net.
- d. Activation. For test upon setting Destructive Weather Condition III. Upon setting of Destructive Weather Condition I, all stations will check in with the Net Control Station and await further instructions.

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e. Stations

<u>Call Signs</u>	<u>Units</u>
Strait Jacket	MCB DP CENTER
Boatswain	Base Maint. Damage Center
First Aid	Branch Clinic (Bldg. 15)
Lucreative	Base Housing
Soybean	Motor Transport Officer
Fibula	Provost Marshal Officer
Lotion	Fire Department

f. Functional Nets. The below listed functional nets will operate continuously during emergencies:

(1) Industrial Control Net

(a) Composition: Base Maintenance (NCS) and various repair shops and mobile utility repair vans in Base Maintenance.

(b) Frequency: 148.275 MHZ

(c) Equipment: Commercial Radio equipment, vehicular and handheld.

(d) Operators: User responsibility.

(2) Base Fire Net

(a) Composition: Base Fire Chief (NCS), fire stations and mobile fire fighting.

(b) Frequency: TX 140.475 MHZ; REC 141.95 MHZ

(c) Equipment: Commercial equipment, vehicular mounted, some handheld.

(d) Operators: User responsibility

(3) Base Housing Net

(a) Composition: Base Housing Director (NCS) and Housing coordinators

(b) Frequency: TX 141.00 MHZ; REC 139.575 MHZ

(c) Equipment: Commercial equipment, most handheld.

(d) Operators: User responsibility.

(4) Onslow County Civil Preparedness Net. The NCOIC of the Base MARS Station will effect liaison with the Director, Onslow County Emergency Preparedness Office, 347-4270, to determine operating frequencies. Any request for military assistance will be relayed to the Disaster Preparedness Center.

g. Multichannel Radio Relay. Should vital circuits of the Base Telephone System become inoperative as a result of destructive weather, or other disaster conditions, these circuits are to be replaced by multichannel radios subject to the availability of such equipment and personnel from 2d Marine Division and 2d Force Service Support Group (Rein).

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SECTION V

DISASTER PREPAREDNESS BILL

501. GENERAL. This bill sets forth precautions to meet the ever existing threat of possible enemy attack, major accidents or of violent forces of nature. Further, guidance is obtained in reference (a). Communications is conducted in accordance with Section IV.

502. DAMAGE CONTROL AND RECOVERY CENTER. Located in the Base Maintenance Division Conference Room, Building 1202, will be activated upon direction from the Assistant Chief of Staff, Facilities. The Center will be responsible for coordinating the following special teams: rescue teams; wrecking, shoring and demolition teams; and emergency utilities teams. Area Commanders will provide personnel to augment the teams upon request.

1. Under the direction of the Base Maintenance Officer, the following teams will be equipped and perform the functions described upon request.

a. Rescue Team

(1) Function: Rescue personnel trapped in debris (one team required for each 1,000 population of affected area).

(2) Personnel: As required.

(3) Equipment: As required for rescue work.

b. Electrical Repair Team

(1) Function: Repair or restore damaged powerlines and facilities needed to restore electrical power for emergency use. Cut off power to broken lines which would start fires or endanger personnel.

(2) Personnel: As required.

(3) Equipment: Electrical repair tools and kit.

c. Sewage Team

(1) Function: Repair sewers and drains to remedy unsanitary conditions. Pump and drain water and other fluid deposits to facilitate rescue efforts and emergency repairs.

(2) Personnel: As required.

(3) Equipment: As required.

d. Pipe Repair Team

(1) Function: Repair water, gas, and other piping to minimize damage and to provide for emergency needs.

(2) Personnel: As required.

(3) Equipment: Pipefitter's tools, limited amount of piping and hose.

e. Wrecking and Shoring Team

(1) Function: Tear down or shore damaged structures which are a menace to safety or which impede operations or access.

(2) Personnel: As required.

(3) Equipment: One heavy, four-wheel drive truck with winch, wire, rope, blocks and tackle and line, shores, ladder, handtools as required.

f. Power Shovel/Crane Team

(1) Function: Digging, excavation, lifting of weights to assist rescue, wrecking, debris, clearing, fire fighting, and repair team.

(2) Personnel: As required.

(3) Equipment: Power shovel/crane, low-bed trailer and tractor, when necessary.

g. Scoop-type Loader Team

(1) Function: Assist other teams in emergency areas as needed in moving or loading of earth, rubble, and debris.

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(2) Personnel: As required.

(3) Equipment: Bucket or scoop-type loader, powered, wheeled or tracked. Lowbed trailer and tractor, when needed.

h. Bulldozer Team

(1) Function: Debris clearing, wrecking, establishment of firebreaks, etc., assist other teams as needed.

(2) Personnel: As required.

(3) Equipment: One bulldozer, lowbed trailer and tractor, when needed.

i. Jackhammer Team

(1) Function: To assist rescue and emergency repair teams, as needed.

(2) Personnel: As required.

(3) Equipment: One truck with compressor hose and drills when needed.

j. Dump Truck Team

(1) Function: To assist rescue, debris clearing and other engineer team operations in emergency area.

(2) Personnel: As required.

(3) Equipment: One dump truck.

k. Pest Control Team

(1) Function: Apply proper control chemicals over affected areas reported by Vector Control and Health Hazard Teams.

(2) Personnel: As required.

(3) Equipment: Military procured equipment and chemical necessary.

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SECTION VI

ADMINISTRATION OF DISASTER CONTROL AND RECOVERY

Instructions for Operations Branch

601. GENERAL. To meet the threat of disaster, destructive weather or heavy snow fall, the following instructions will govern the actions of personnel in the Operations Branch. Check specific enclosures of this Order for seriousness and time factors involved in each condition.

1. Condition V. Secure from previous weather conditions. Return to normal operations and report all storm/disaster damage to the Assistant Chief of Staff, Facilities. Issue specific job orders for the repair of damage from disaster or destructive weather.

2. Condition IV

- a. Review all pertinent orders and directives.
- b. Take initial precautionary measures to protect property and facilities.
- c. Continue normal operations.
- d. Obtain a list of available heavy equipment from 2d Marine Division, 2d Force Service Support Group (Rein), Marine Corps Air Station (Helicopter), and Commanding Officer, Marine Corps Engineer School.

3. Condition III

- a. Prepare and issue specific job orders for destructive weather or snow preparation in the following areas:
 - (1) Housing (obtain from Family Housing Director a list of vacant quarters to be secured).
 - (2) General preparation of all areas (except housing).
- b. Assist Area Commanders in making inspection when feasible and practicable as requested.
- c. Insure temporary billeting is available nearby for expected supporting personnel during snow recovery.
- d. Position two tank retrievers or two LVT R7 vehicles at Building 1202 for snow removal heavy equipment retrieval.
- e. Get AN/PRC 77 from Base CEO for Disaster Control and Recovery Center (DCRC) and test frequency 49.75 MHz (Disaster Recovery Coordination Net) as per Section IV.
- f. Get watch list for Damage Control and Recovery Center from NCOIC and Director, Maintenance and Repair Branch.
- g. Get the Game Warden radio from Natural Resources Branch for use in the Disaster Control and Recovery Center.
- h. Have fuel cards available for use.
- i. Position military and civilian fuel trucks and one refueler at Base Fuel Farm for refueling housing and snow removal equipment.

4. Condition II

- a. Essential personnel as designated by proper authority standby at assigned duty stations.
- b. All Duty NCO's report to Operations Branch for duty.
- c. Activate Disaster Control and Recovery Center destructive weather and snow operations.
- d. Coordinate housing fuel delivery as required.
- e. Check-in with net control on Disaster Recovery Coordination Net.
- f. During snow conditions coordinate additional equipment provided by military units.

5. Condition I. The center will be manned as follows:

- a. Director or Assistant Director, Operations Branch.
- b. NCOIC and two Duty NCO's, Work Reception Section.

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- c. Other personnel as directed by the Operations Branch.
- d. Although not actually manning the Center, maintenance personnel will be available at Base Maintenance to respond to emergencies as required.

6. All Clear

- a. Continue damage reports to Disaster Control and Recovery Center.
- b. Planning and Estimating Section make reports. Inspection of areas to determine extent of damage and provide estimated cost.
- c. Issue necessary job orders for restoration and repair.
- d. Direct and coordinate clean-up and recovery operations for maintenance forces and Area Commanders.
- e. Consolidate final damage report within eight daylight hours after end of storm and forward to the Assistant Chief of Staff, Facilities, Marine Corps Base.
- f. Return communications gear to CEO.

7. Callback List

- a. Condition II: Personnel required.

<u>Title</u>	<u>Number Required</u>	
	<u>Destructive Weather</u>	<u>Snow</u>
Branch Director	1	
Assistant Branch Director	1	1
NCOIC, Operations Branch	1	1
Supervisor, Planning and Estimating Section	1	
Planner and Estimator Section	2	
Supervisor, Inspection Section	1	
Inspectors	3	
Duty NCO, Work Reception Section	2	2

- b. Condition I: Personnel required.

<u>Title</u>	<u>Number Required</u>	
	<u>Destructive Weather</u>	<u>Snow</u>
Branch Director	1	
Assistant Branch Director	1	1
NCOIC, Operations Branch	1	1
Duty NCO, Work Reception Section	2	2

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Instructions for Administrative Branch

602. GENERAL. In the event of destructive weather or heavy snowfall the following instructions will govern the actions of personnel in the Administrative Branch.

1. Condition V. Secure from previous weather conditions, continue normal operations.
2. Conditions III and IV. Property Office will check to ensure necessary emergency supplies and equipment are ready in Building 1202 as listed under Condition II.
3. Condition II. Property Office will have a Supply Technician in the Disaster Control and Recovery Center to issue available supplies, equipment and emergency rations as needed to include the below listed items. Required miscellaneous property will also be issued at this time. A log will be kept in which materials will be signed for prior to issuing.

Foul weather gear	24 sets
Boots	24 pair
Rope	3,000 feet
Shovels	24
Posthole diggers	4
Gas lanterns	2
Electrical lanterns	24
Flashlights	30
Cots	12
Axes	18
Nails (16P)	10 lbs
Swing blades	12
Hammers	12
Flashlight batteries	As required
Electrical lantern batteries	As required
Emergency rations	25 cases
Batteries (AN/PRC 77)	3

4. Condition I. Continue duty watch to issue supplies.
5. All Clear. Recovers issued gear as soon as it is no longer needed.
6. Callback List
 - a. Condition II: Personnel required.

<u>Title</u>	<u>Number Required</u>	
	<u>Destructive Weather</u>	<u>Snow</u>
Supply Technician	1	1

- b. Condition I: Personnel required, none.

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Instructions for Maintenance and Repair Branch

603. GENERAL. Section supervisors will conduct monthly inspections of all logistic preparations for the destructive weather and snowfall seasons. In the event of destructive weather or heavy snowfall the following instructions will govern the actions of personnel in the Maintenance and Repair Branch.

1. Condition V - All Sections. Secure from previous weather conditions. Continue normal operations.
2. Condition IV - All Sections
 - a. Supervisors will be advised in order to plan any necessary initial precautionary measures for protection of buildings, equipment and personnel.
 - b. Continue normal operations, anticipate later weather bulletins and prepare to receive instructions as weather becomes severe.
 - c. After duty hours the Emergency Service supervisor will notify the Director, Maintenance and Repair Branch and all Section managers of weather condition and status of maintenance personnel with equipment on-hand.
3. Condition III - All Sections
 - a. Prepare nonemergency activities to secure on short notice.
 - b. Prepare to evacuate personnel and materials from low lying or dangerous locations.
 - c. Secure all equipment and loose materials which are likely to be dangerous as flying debris.
 - d. Submit a request to the Property Officer for foul weather gear.
 - e. Plan for and inquire into the availability of needed transportation to include four wheel drive vehicles for utilities patrol personnel. Snow removal or sanding equipment should be readied for use as required.
 - f. Check all shop doors and windows for proper fastenings. Store all moveable property inside the shops; tie down objects which cannot be moved inside.
 - g. Coordinate with immediate supervisor to prepare contingency lists of duty personnel. Lists will be consolidated by Director, Maintenance and Repair Branch and provided to Director, Operations Branch for use in the Disaster Control and Recovery Center.
 - h. Complete plans for initiation of actions required for Condition II and I on short notice. Notify immediate supervisor when preparations are complete.
 - i. Be prepared to assist in the activation of the Disaster Control and Recovery Center during Condition II for snow removal and for destructive weather.
 - j. For snow operations, stage sanding trucks and spread sand as required. Prestage sand in the following areas: Air Station, Camp Geiger, Midway Park, Courthouse Bay and Rifle Range.
 - k. Provide radios for snow vehicles wherever possible.
 - l. Continue normal operations unless otherwise directed.
 - m. Additional instructions:
 - (1) Plumbing Unit. Check the following designated hurricane equipment for serviceability and availability.
 - 2 - Marlow "Mud Hog" Pumps
 - 2 - Chrysler 6" Pumps
 - 2 - Westinghouse Air Pumps
 - 1 - Gas driven generator with floodlights
 - 1 - Air compressor
 - (2) Carpenter Unit. Prepare to board up chapel windows, including Marine Corps Air Station (Helicopter), New River Chapel and windows to the Telephone Exchange, Building 1 (destructive weather only).
 - (3) Electric, Electrical Distribution and Refrigeration Units. Complete preparations to provide emergency power for essential services outlined in paragraph 4.i.(2).
 - (4) Heavy Equipment Unit. Check snow removal equipment and generators listed in 4.i.(2) for serviceability and availability. Provide radios wherever possible for equipment.
 - (5) Emergency Work Centers, Paradise Point, Tarawa Terrace, Marine Corps Air Station (Helicopter) and Midway Park. Dispatch crews to vacant houses to secure garbage cans, windows, doors, shutoff furnaces, turn off oil, gas

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and electricity. Tape up windows in the designated vacant buildings (destructive weather only).

4. Condition II - All Sections

- a. Emergency Service supervisor to call-in personnel as per paragraph 7.a. of this Section.
- b. Assist in activation of the Disaster Control and Recovery Center during snow and destructive weather situations.
- c. Evacuate personnel from dangerous locations and secure nonemergency activities.
- d. Draw emergency rations and foul weather gear from the Maintenance Property Officer.
- e. Essential personnel designated by proper authority standby at assigned duty stations.
- f. Gas the vehicles, remove canvas covers and brief the drivers. Gas up all tankers in Heavy Equipment Unit.
- g. Notify immediate supervisors when all precautionary measures have been completed.
- h. Director, Maintenance and Repair Branch will provide a personnel contingency list to Director, Operations Branch.
- i. Additional instructions:

(1) Plumbing Unit (destructive weather)

(a) Place one 6" Chrysler pump in operation at the low point in the steam tunnel at Building 1. Place one 6" Chrysler pump at the low point in the steam tunnel at the corner of West Road and Elm Street.

(b) At the onset of heavy rainfall, dispatch four men, each in separate vehicles, to observe all steam tunnels and determine whether or not the storm sewers are properly discharging the flood water.

(c) If it becomes apparent that the water level will touch the pipes at any point within one hour, on approval from the Base Maintenance Officer, the duty supervisor in the Plumbing Unit will dispatch a crew to shut off the main steam valve in the Central Heating Plant. This will be coordinated with the Utilities Branch. Prior to cutting of the steam, the Naval Regional Medical Center Maintenance Officer and the Damage Control and Recovery Center Officer, Building 1, will be notified.

(d) Provide assistance in securing buildings and facilities at Onslow Beach as requested by Beach Recreation Area Commander or Base Special Services Officer.

(e) Be prepared to react to frozen and broken water lines during snow situations.

(2) Electric, Electrical Distribution and Refrigeration Units (destructive weather and heavy snowfall)

(a) Provide, deliver, install and provide operators for emergency generators for destructive weather and as required for snow as follows:

Building 1	1 - 60 KW	Base Headquarters
Building 1002	1 - 60 KW	Fuel Farm
Building 1101	1 - 60 KW	(Stationary) Computer, etc.
Building 15	1 - 60 KW	Dispensary
Building AS-302	1 - 100 KW	Dispensary (stationary)
Building AS-820	1 - 40 KW	Administration
Building AS-240	1 - 60 KW	Theater
Building AS-1001	1 - 60 KW	Sewage Lift Station (stationary)

Connect 60 KW generator at Building 907. Position and connect other generators as directed by the Assistant Chief of Staff, Facilities. Sources of generating equipment to be established by the Assistant Chief of Staff, Facilities. Set up floodlight trailer at the Electric Unit, Building 1202.

(b) Provide assistance in securing buildings and facilities at Onslow Beach as requested by Beach Recreation Area Commander or Base Special Services Officer.

(3) Heavy Equipment Unit. Deliver floodlight trailer to the Electric Unit. Deliver and/or assist in putting into operation the generators at Buildings 1, 1002, 15, AS-240 and AS-820. Give other assistance as requested. For snow situations sand all bridges beginning with Holcomb Boulevard, Mainside area, Main Service Road to Hospital, Air Station and then all remaining areas.

(4) Carpenter Unit. Install storm shutters on Catholic, Protestant, Marine Corps Air Station (Helicopter) and Jewish Chapels and Telephone Exchange, Building 1. Provide assistance in securing buildings and facilities at Onslow Beach as requested by Beach Recreation Area Commander or Base Special Services Officer (destructive weather only).

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5. Condition I - All Sections

- a. Call additional personnel per paragraph 7 of this Section.
- b. Report to immediate supervisors the completion of preparations and the location of designated duty personnel.
- c. Provide emergency maintenance and essential services as required.
- d. Report personnel injuries to immediate supervisor as soon as possible.
- e. Report damages, as they occur to the Damage Control and Recovery Center, telephone numbers 5202, 3001, 1580, or 5809.
- f. Attempt to keep damage from elements to a minimum.
- g. As weather permits, survey the damage, make repairs, remove trees from buildings, block off washouts; provide transportation for anyone needing medical attention.
- h. Additional instructions:
 - (1) Plumbing Unit. Operate pumps in the steam distribution tunnels and perform emergency work as directed.
 - (2) Electric, Electrical Distribution and Refrigeration Units. Place additional generators and perform emergency work as directed and secure power as directed to safeguard personnel and property.
 - (3) Heavy Equipment Unit. Operate generators at Buildings 1, 15, 37, 1002, AS-302, AS-240, AS-820 and AS-1001.
 - (4) Refrigeration/Air Conditioning Unit. Shut down all large air conditioning units.

6. All Clear. All sections will be informed when the "All Clear" condition is declared . . . at that time:

- a. Clean-up debris, inspect for damages and initiate recovery action as requested.
- b. Return excess emergency rations and foul weather gear to Property Officer.
- c. Report hazardous damaged areas and take precautions to prevent personnel injury and further property damage.
- d. Return emergency equipment to its proper storage areas when it is no longer needed in damaged areas.
- e. Complete actions necessary to return equipment, areas and buildings to their normal prehurricane operating conditions.
- f. Resume normal operations.

7. Callback List

- a. Condition II: Personnel required.

<u>Title</u>	<u>Number Required</u>	
	<u>Destructive Weather</u>	<u>Snow Removal</u>
<u>General Services Section</u>		
Ground Structures General Foreman, WS-14	1	1
*Transportation General Foreman, WS-12	1	1
*Heavy Mobile Equipment Mechanic Foreman, WS-10	1	1
Heavy Mobile Equipment Mechanic, WG-10	3	2
Engineering Equipment Operators, WG-10 (one crane)	2	3
Motor Vehicle Operator, WG-7	1	2
Laborers, WG-2		4
<u>General Trades Section</u>		
*Maintenance General Foreman, WS-15	1	1
Carpenter General Foreman, WS-12	1	
Carpenter Foreman, WS-9	1	
*Electrician Foreman, WS-10	1	
Pipefitter Foreman, WS-10	1	
Pipefitter, WG-10	1	1
Plumber Foreman, WS-8	1	

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Title	Number Required	
	Destructive Weather	Snow Removal
Plumber, WG-9	2	2
Electrician, WG-10	2	2
Carpenter, WG-9	8	1

b. Condition I: Personnel required in addition to those called for in Condition II.

General Services Section

*Ground Structures General Foreman, WS-10	1	1
Ground Structures Foreman, WS-7	2	2
Heavy Mobile Equipment Mechanic, WG-10	3	1
Engineering Equipment Operator, WG-10 (one crane)	5	2
Motor Vehicle Operator, WG-7	6	2
Tree Trimmer, WG-7	2	2
Laborer, WG-2 and WG-3	8	4

General Trades Section

*Electric Generator Foreman, WS-12	1	
*Pipefitter General Foreman, WS-12	1	
Electric Foreman, WS-9	1	
Pipefitter, WG-10	6	
Plumber, WG-9	2	1
Welder, WG-10	1	
Gas Mechanic, WG-8	1	
Machinist, WG-10	1	
Electrician, WG-10	6	1
Carpenter, WG-9	7	
Lineman, WG-10	11	1

Emergency Service Section

Marine Corps Air Station (Helicopter), New River

Maintenance Foreman, WS-10	1	
Electrician, WG-10	1	
Pipefitter, WG-10	1	
Air Conditioning Equipment Mechanic, WG-10	1	

Tarawa Terrace

Maintenance Foreman, WS-10	1	
Pipefitter	2	
Heat Mechanic, Gas, WG-8	1	
Electrician, WG-10	1	

Camp Geiger, Montford Point, Paradise Point, French Creek, Courthouse Bay and Rifle Range. Mainside personnel will be utilized if needed.

Midway Park. Mainside and Tarawa Terrace personnel will be utilized if needed.

*Contact WS-10 supervisor if unable to contact.

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Instructions for Utilities Branch

604. GENERAL. In the event of destructive weather or heavy snow fall, the following instructions, common to all plants, will govern the actions of personnel in the Utilities Branch.

1. Conditions IV and V. Secure from previous weather conditions and continue routine operations.
2. Condition III. Check all plant doors and windows for proper fastenings. Store all moveable property inside plants, tie down that which cannot be moved inside. Coordinate with Director, Maintenance and Repair Branch the use of four wheel vehicles during Condition II for patrol personnel.
3. Condition II
 - a. Essential personnel designed by proper authority standby at assigned duty stations as per the last paragraph of this Order.
 - b. Continue with preparations not completed under Condition III.
 - c. Notify immediate supervisor when preparations are complete.
4. Condition I
 - a. Remain on the job until properly relieved.
 - b. Remain within plant or station unless outside travel is necessary.
 - c. Make every effort which can be safely made to protect plant and plant property.
5. All Clear. Clean-up plant debris, check for plant damage and be prepared to assist supervisors in preparing damage estimates.

605. SPECIFIC INSTRUCTIONS FOR PLANTS

1. Water Treatment Plants
 - a. Condition III
 - (1) Make provisions for emergency rations for twelve men for one day. Procure and distribute fuel for auxiliary motors for a period of approximately 36 hours of operation.
 - (2) Prepare Onslow Beach water tank and water plant to withstand hurricane conditions and evacuate area, preparation to include closing main distribution valve at water tank (destructive weather only).
 - (3) Fill fuel tanks on all vehicles and welding machines.
 - b. Condition II
 - (1) Check all auxiliary motors under load and make required repairs.
 - (2) Raise and maintain storage facility levels to provide for maximum water storage.
 - c. Condition I
 - (1) Continue operating auxiliary pumps until power is resumed, then switch to electrical operation.
 - (2) Prepare auxiliary motors for future use.
2. Steam Generation Plant
 - a. Condition III
 - (1) Make provisions for emergency rations for 20 men for one day. Raise fuel storage levels to maximum. Fill fuel tanks on all vehicles and welding machines.
 - (2) Prepare Onslow Beach plant to withstand hurricane conditions and evacuate.
 - (3) Notify Utilities Branch office if header valves to any area have to be closed in Building 1700.
 - b. Condition I
 - (1) Upon power failure (small plants) secure all plant equipment and prepare to resume firing when electrical service is resumed.

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(2) Central Heating, Building 1700, switch to emergency firing procedure and continue to operate for as long as practical (close industrial area header first if this procedure becomes a requirement).

c. All Clear

(1) On order only, resume firing when electrical service, either main power supply or emergency generator power, is available.

(2) Prepare all plant equipment for regular continuous operation.

3. Sewage Treatment Plants

a. Condition III

(1) Make provisions for emergency rations for 12 men for one day. Procure and distribute fuel for auxiliary motors for a period of approximately 36 hours of operation.

(2) Check and prepare all lift stations for hurricane conditions. Secure Onslow Beach facilities and evacuate.

b. Condition II. Check all auxiliary motors under load and make required repairs. Fill fuel tanks on all vehicles and welding machines.

c. Condition I. Upon power failure, switch to auxiliary motors and continue to operate.

d. All Clear

(1) Continue operating auxiliary pumps until power is resumed; then switch to electrical operation.

(2) Prepare auxiliary motors for future use.

4. Cold Storage Plant

a. Condition III

(1) Make provisions for emergency rations for three men for one day.

(2) Raise ice storage level to maximum within time limits to provide for emergency refrigeration.

b. Condition I. Upon power failure, secure plant and make preparations to resume operations upon return of power.

c. All Clear. Resume normal operations as soon as possible.

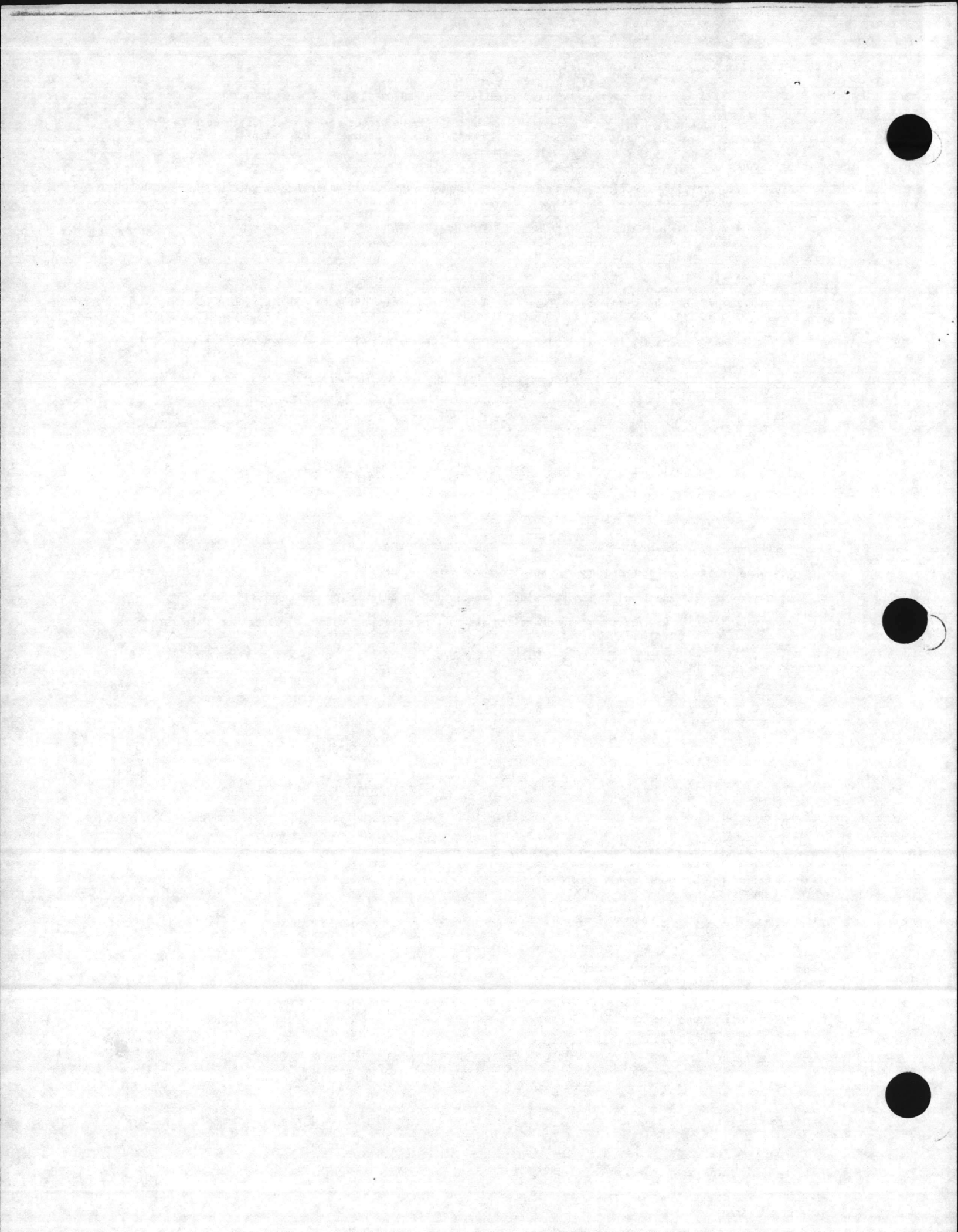
5. Callback List

a. Condition II: Personnel required.

<u>Title</u>	<u>Number Required</u>	
	<u>Destructive Weather</u>	<u>Snow</u>
Branch Director	1	1
Assistant Director	1	1
Boiler Plant Operator General Foreman	1	1
Water Treatment Plant Operator General Foreman	1	1
Sewage Disposal Plant Operator General Foreman	1	1
Air Conditioning Equipment Mechanic Foreman	1	1
UMACS Supervisor	1	1

b. Condition I: Personnel required.

Branch Director	1	1
Assistant Director	1	1
Boiler Plant Operator General Foreman	1	1
Boiler Plant Operator Foreman	1	1
Water Treatment Plant Operator General Foreman	1	1
Water Treatment Plant Operator Foreman	1	1
Sewage Disposal Plant Operator General Foreman	1	1
Sewage Disposal Plant Operator	1	1
Air Conditioning Equipment Mechanic Foreman	1	1
UMACS Supervisor	1	1



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SECTION VII

Conduct of Disaster Control and Recovery Center

701. GENERAL. The following general guidance is given for the actual conduct of the Disaster Control and Recovery Center. Coordination between the separate Branches within Base Maintenance and the Disaster Control and Recovery Center (DCRC) is essential for smooth operations.

702. PREPARATION

1. The Director of Operations Branch or his Assistant will act as the Operations Officer of the DCRC and ensure appropriate steps are taken in preparation for the activation of the Center.
2. Ensures phones are operational; recall rosters are current and duty phone numbers are available.
3. After normal working hours notify the Base Maintenance Officer and the Director of Operations Branch of the status of DCRC.
4. Review current Base and Base Maintenance Orders pertaining to the situation at hand.
5. Have Planners and Estimators make up job orders for housing (hurricane), snow removal, utilities and roads and grounds as required prior to activation of DCRC or immediately after normal working conditions resume.
6. Check with Base Communications Electronics Officer, extension 5802, on obtaining a radio for the DCRC. Radio should arrive prior to Condition III. Also, obtain the Game Warden's radio from Natural Resources Branch for use in the DCRC.
7. Make an informal liaison with the Assistant Chief of Staff, Facilities, 2d Force Service Support Group (Rein) and 2d Marine Division, FMF, G-4 offices as to available equipment and resources if anticipated. Particularly for snow removal.
8. Make tentative arrangements with S-4, Support Battalion, Marine Corps Base for billeting of snow removal personnel loaned from tenant units.
9. Check with the Director, Administrative Branch on supplies and emergency rations.
10. Arrange for fuel deliveries during snow conditions with Purchasing and Contracting, extension 5520, and the Fuel Farm.
11. Reserve additional billeting with local commands particularly during snow conditions.
12. Provide logs for all emergency requests showing status and completion times; and for military equipment temporarily loaned and fuel used.
13. Fuel cards are maintained by the Assistant Director, Operations Branch for use by military vehicles used to assist Base Maintenance during activation of the Disaster Control and Recovery Center. Have a Base Maintenance representative accompany the drivers when drawing fuel and keep a copy of the fuel ticket for the log.

703. ACTIVATION

1. The Disaster Recovery Control Center is activated in Condition II for snow conditions, destructive weather or when otherwise directed by higher authorities.
2. Establish communications on Disaster Recovery Coordination Net (see Section IV of this Order).
3. Provide minimum of two personnel and a SNCO to monitor phones and radios in the Disaster Recovery and Control Center.
4. Maintain a log of military equipment available, location and fuel used.
5. The following communications are available for use:
 - a. 1 - AN/PRC 77 - Disaster Recovery Coordination Net
 - b. 1 - Industrial Radio - maintenance crews
 - c. 1 - Game Warden/PMO radio
 - d. 1 - OMNI phone
 - e. 3 - commercial phones
6. All emergency requests should be routed through the NCOIC for coordination and assignment to recovery crews. Requests should be logged in and status kept on them.

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7. Snow conditions required early coordination, deicing of bridges and availability of military equipment as follows:

<u>Item</u>	<u>Quantity</u>	<u>Prepositioned</u>
a. Tactical wreckers	6	Base Motor Transport
b. Tank retriever	2	Building 1202
c. LVT P7	2	Building 1202
d. LVT R7	2	Building 1202
e. 5,000 gallon fuel truck	2	Fuel Farm
f. M-49 refueler	1	Fuel Farm
g. Road grader	5	As required
h. Water buffalo, M-149	1	Building 1202

8. Base and individual area maps are available in the Disaster Recovery and Control Center for use and planning.