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

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DEPARTMENT OF THE NAVY

Memorandum

5200
NREAD

DATE: 11 Aug 1987

FROM: Director, Natural Resources and Environmental Affairs Division, Marine Corps Base, Camp Lejeune

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

SUBJ: UPDATE OF BASE ORGANIZATION AND FUNCTIONS MANUAL

Ref: (a) AC/S FAC memo 5200 FAC of 5 Aug 87

Encl: (1) Excerpt of Section V, Base Organization & Functions Manual, NREAD

1. In response to the reference, the enclosure has been revised and is submitted as requested.

Peter E. Black

PETER E. BLACK
Acting

☆ U.S. GOVERNMENT PRINTING OFFICE: 1983-605-010:8460

509. NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS DIVISION. The Director, Natural Resources and Environmental Affairs Division, is a Special Staff Officer under the cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include supervision over administration, development of plans and programs, budgeting and other matters related to the management of natural resources; recycling program; implementation of base environmental protection programs related to endangered species regulations; archaeological and historical resources preservation; soil and water conservation; potable and wastewater monitoring and hazardous material/waste management.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

5200
FAC
AUG 0 5 1987

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

Subj: UPDATE OF BASE ORGANIZATION AND FUNCTIONS MANUAL

Encl: BOSMAD memo 5400 BOSM dtd 30 Jul 87

1. Request review of the enclosure and notation of any changes. Return by COB 12 August 1987.

B W Elston
B. W. ELSTON
By direction

Distribution:
CEO
MAIN
DBH
DFH
PWO
FIRE
NREAD ✓
FacMgmtO

5400
BOSM
JUL 30 1987

MEMORANDUM

From: Assistant Chief of Staff, Base Operational Support
Management Assistance
To: Assistant Chief of Staff, Facilities

Subj: UPDATE OF BASE ORGANIZATION AND FUNCTIONS MANUAL

Encl: (1) Section V, Base Organization and Functions Manual

1. Request your review of enclosed for accuracy. Please note any changes on the enclosure and return by COB 14 Aug 87. This office will prepare organizational charts upon receipt of input from each organization. Negative replies requested.

H. F. SMITH

MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

SECTION V

ASSISTANT CHIEF OF STAFF, FACILITIES

SECTION V

ASSISTANT CHIEF OF STAFF, FACILITIES

500. ORGANIZATION CHART

501. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, FACILITIES. The Assistant Chief of Staff, Facilities, is the principal staff assistant for the planning, coordination, and supervision of facilities management and planning, housing, conservation activities, and other services. The Assistant Chief of Staff, Facilities exercises this responsibility by the direct control and accomplishment of specific functions by the Facilities Department and by staff cognizance over Maintenance Division, Public Works Division, Family Housing Division, Bachelor Housing Division, Fire Protection Division, Communication-Electronics Division, Natural Resources and Environmental Affairs Division, and Facilities Management Division. Coordinates assignment of all officers and staff noncommissioned officers in the Engineer Occupational Field (OF 13) reporting for duty with Marine Corps Base (MCB).

502. FACILITIES MANAGEMENT DIVISION. The Facilities Management Officer is responsible for providing departmental level control of the facilities management and planning process to include special project document preparation, environmental impact assessments, life cycle cost analysis, land use planning, Headquarters Marine Corps (HQMC) facilities Projects (R2) and Nonappropriated Fund (NAF) projects, liaison with HQMC on projects/programs determining space requirements and utilization, and assigning and monitoring space usage. These duties consist of the management and assignment of all MCB facilities; maintaining and updating real property inventory; conducting space utilization studies; responsible for all space assignments; liaison between tenants and MCB for space requirements; developing and maintaining facility plans required for mobilization support; land use management; encroachment issues; liaison with HQMC, state and federal officials on land use issues; conduct land utilization surveys; prepare environmental impact statements; provide technical advice and planning to the command for environmental regulations, air and water pollution abatement; protection/enhancement of natural, cultural, historical and archaeological resources; overseeing the acquisition, leasing and permitting of real estate and develop special project submissions, HQMC Facilities Projects (R2) and NAF projects.

503. MAINTENANCE DIVISION. The Base Maintenance Officer is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include maintenance and repair of buildings, grounds, paved surfaces, utilities systems, and other real property facilities; operation of utilities systems, including utility purchases; engineering support services, such as Maintenance Division administration, pest control, refuse and garbage collection and disposal (except collection for family housing quarters); work support for pollution abatement practices and hazardous material spill cleanup; locally funded minor construction; work support for government owned personal property encompassing installation, fabrication, technical inspection, and repair of personal property and miscellaneous services for other than real property which is not the responsibility of the user or accomplished by Base Property Control Contract.

504. PUBLIC WORKS DIVISION. The Public Works Officer is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include providing technical support for Base components including preparation of architectural and engineering studies, designs, and cost estimates for special projects; preparation of drawings, specifications, and cost estimates for contracts for maintenance, repair, alteration, and new construction of Base facilities including buildings, structures and utility systems; review of Contractor's submittals of materials and equipment to be used in fulfillment of the contracts; conducting special engineering investigations and preparation of reports associated therewith; providing liaison between the Commanding General and Naval specifications for maintenance, repair, and new construction of Base facilities prepared by others; providing technical support for the Resources Board for Facilities Development Programs including the preparation of submissions required pursuant to the shore facilities planning system in accordance with current Marine Corps instructions; compiling the annual Military Construction program (to include project description, cost estimates, drafting, and reproduction); preparing the annual special facilities projects program submission of Operation and Maintenance, NAF, MCB, Commissary and Family Housing; cognizant control of land, topographical and other survey work as required; maintaining in a current condition, all maps, plans, and other drawings of the Base and facilities; and negotiation, control, and administration of all agreements involving real property under license, lease, permit, or easement which concern the interests of Marine Corps Base, Camp Lejeune. In the Public Works Officer's capacity as Officer in Charge of Construction, Jacksonville, North Carolina area, and under authority delegated by the

Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia, contracts are awarded and administered. These contracts are for Architect-Engineer Services, the maintenance, repair, alteration, and new construction of Base facilities including building, structures, and utility systems, and timber harvesting.

505. FAMILY HOUSING DIVISION. The Director, Family Housing Division, is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include supervision over administration, development of plans and programs, budgeting, family housing warehousing operation and maintenance, preparation of reports, and other matters relating to family housing problems; operation of an off-base housing referral service and the assurance of equal opportunity in off-base housing; assignment and termination of family housing assignments; surveillance of occupants' maintenance and tenants' relations.

506. BACHELOR HOUSING DIVISION. The Director, Bachelor Housing Division is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. Except for the Air Station and the Bachelor Enlisted Quarter's (Staff Non-Commissioned Officer (SNCO) quarters) at Camp Johnson, the Director, Bachelor Housing Division is responsible for the administration and operation of a centralized Bachelor Housing Office with direct operational control of the Bachelor Officer, and SNCO Billeting Program and Basic Allowance for Quarters authorizations for bonafide bachelor personnel. Included are responsibilities for billeting procedures for permanent and transient occupants, budget preparation, occupancy and fiscal reports. Submission of the Bachelor Housing Survey and Utilization Reports, furniture inventories and related supply functions, maintenance liaison, linen exchange, building and room inspections, routine cleaning of Bachelor Officer Quarter's and Bachelor Enlisted Quarter's (SNCO and Enlisted Quarte /public area), individual room cleaning, Billeting Fund, collection and deposit of monies, and effective personnel management. Bachelor Housing Facilities are l ted in five different geographical areas of Camp Lejeune.

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507. COMMUNICATIONS-ELECTRONICS DIVISION. r (CEO) performs the general duties of a Spe ni- zance of the Assistant Chief of Staff, Fac ties include coordinating communications suppor traffic processing, telephone service, in maintenance services to MCB and tenant co addition, the CEO is responsible for esta commu- nications agencies of other commands, se ision supervises the processing and maintenanc pment and cryptographic operations, electronic es and communications security. The CEO divisi Affil- iate Radio System, provides technical a ense authorities, assists in administrative itizens band and amateur radio operations aboar Fed- eral Communication Commission and coord he Com- mand with the Defense Communication Age

508. FIRE PROTECTION DIVISION. The B er under the cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include providing fire prevention/protection for the Camp Lejeune area, to include satellite installations; protecting life and property from the ravages of fire; supervising administration, development and execution of firefighting training/prevention programs; maintaining firefighting equipment; preparing required fire and related reports.

509. NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS DIVISION. The Director, Natural Resources and Environmental Affairs Division, is a Special Staff Officer under the cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include supervision over administration, development of plans and programs, budgeting and other matters related to the management of natural resources; implementation of base environmental protection programs related to endangered species regulations, archaeological and historical resources preservation, soil and water conservation, potable and waste water monitoring and hazardous material/waste management.

Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia, contracts are awarded and administered. These contracts are for Architect-Engineer Services, the maintenance, repair, alteration, and new construction of Base facilities including building, structures, and utility systems, and timber harvesting.

505. FAMILY HOUSING DIVISION. The Director, Family Housing Division, is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include supervision over administration, development of plans and programs, budgeting, family housing warehousing operation and maintenance, preparation of reports, and other matters relating to family housing problems; operation of an off-base housing referral service and the assurance of equal opportunity in off-base housing; assignment and termination of family housing assignments; surveillance of occupants' maintenance and tenants' relations.

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507. COMMUNICATIONS-ELECTRONICS DIVISION. The Communications-Electronics Officer (CEO) performs the general duties of a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. The CEO's staff responsibilities include coordinating communications support to include radio operations, message traffic processing, telephone service, instructional television, and electronics maintenance services to MCB and tenant commands located aboard Camp Lejeune. In addition, the CEO is responsible for establishing and maintaining liaison with communications agencies of other commands, services, and allies concerned. This division supervises the processing and maintenance of all commercial communications equipment and cryptographic operations, electronic countermeasures, counter-countermeasures and communications security. The CEO division coordinates the use of the Military Affiliate Radio System, provides technical advice and assistance to local civil defense authorities, assists in administrative and operational control of stationary citizens band and amateur radio operations aboard Camp Lejeune under the purview of the Federal Communication Commission and coordinates the communications efforts of the Command with the Defense Communication Agency.

508. FIRE PROTECTION DIVISION. The Base Fire Chief is a Special Staff Officer under the cognizance of the Assistant Chief of Staff, Facilities. Responsibilities include providing fire prevention/protection for the Camp Lejeune area, to include satellite installations; protecting life and property from the ravages of fire; supervising administration, development and execution of firefighting training/prevention programs; maintaining firefighting equipment; preparing required fire and related reports.

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