

DEPARTMENT OF THE NAVY F-DUPLICATING NOTE

Use only for an informal, preferably hand-written note. Make duplicate only when required for follow-up or working file. See correspondence manual for format, official memoranda.

TO: *Jwyla Hardison, B Maint*

<input type="checkbox"/> ACTION	<input type="checkbox"/> COORDINATE	<input type="checkbox"/> PREPARE FOR SIGNATURE
<input type="checkbox"/> AS DISCUSSED	<input type="checkbox"/> CORRECTION	<input type="checkbox"/> REPORT BACK
<input type="checkbox"/> CALL/SEE ME	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT/CLEAR	<input type="checkbox"/> PREPARE DRAFT	<input type="checkbox"/>

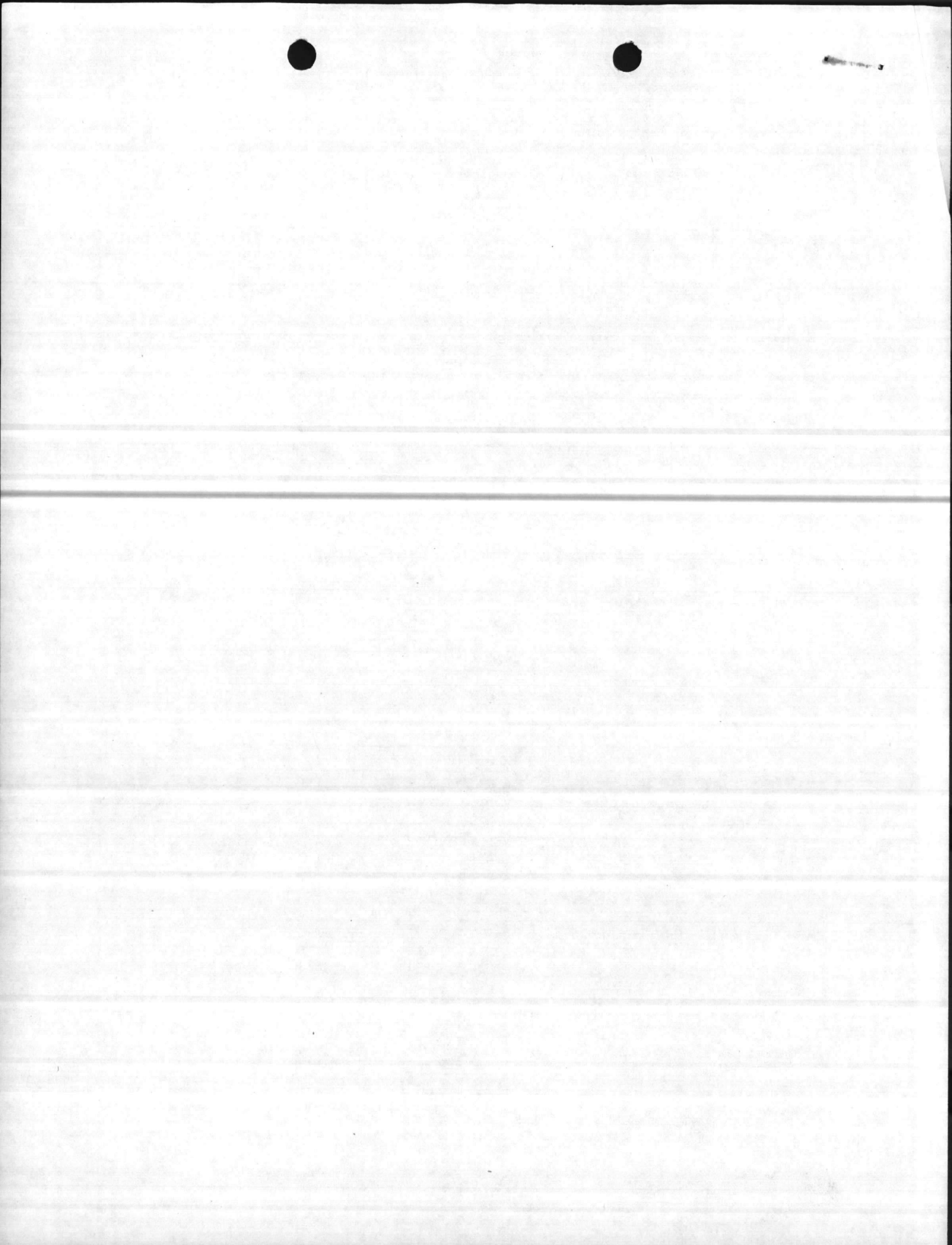
Aug 67-78 is forwarded per your telegram request.

The suggestion is entitled to recognition for action taken as a direct result of this suggestion for a period of two years how date employee was advised of award adoption (7 Nov 1978).

Please return the entire file to this office upon completion of Base Maintenance's review.

Thank you.

FROM: <i>Betty Acosta</i>	DATE	<i>27 Sep 1979</i>
	EXT.	<i>1579/1858</i>



CIVILIAN PERSONNEL OFFICE
Marine Corps Base
Camp Lejeune, North Carolina 28542

67-78
CPO/RAW/ca

12451

7 November 1978

From: Administrator, Incentive Awards Program
To: Mr. Donald L. Clark, Base Maintenance Department

Subj: Beneficial Suggestion No. 67-78

Encl: (1) Copy of suggestion investigation report

1. This letter is to advise you of the disposition of your suggestion. It has been given careful consideration by those concerned with its possible use. The action taken on your suggestion is explained below:

Adoption was not approved. Enclosure (1) explains why your idea could not be adopted.

Other:

2. Your interest and initiative in developing and submitting this suggestion indicates your desire to be of greater service. Please continue to submit your ideas for improvement. If you have any questions regarding the decision on your suggestion, feel free to contact the Civilian Personnel Office, extension 1579.

3. A person who submits a suggestion may request reconsideration of a decision involving an interpretation or application of regulations, the merit and value of a contribution, or eligibility to receive an award. The request must be submitted in writing to the appropriate senior command official (Attn: Administrator, Incentive Awards Program) within 30 days after receipt of the decision which prompted the request and should contain the reasons for the request. The suggester will be informed of the final disposition of his request.

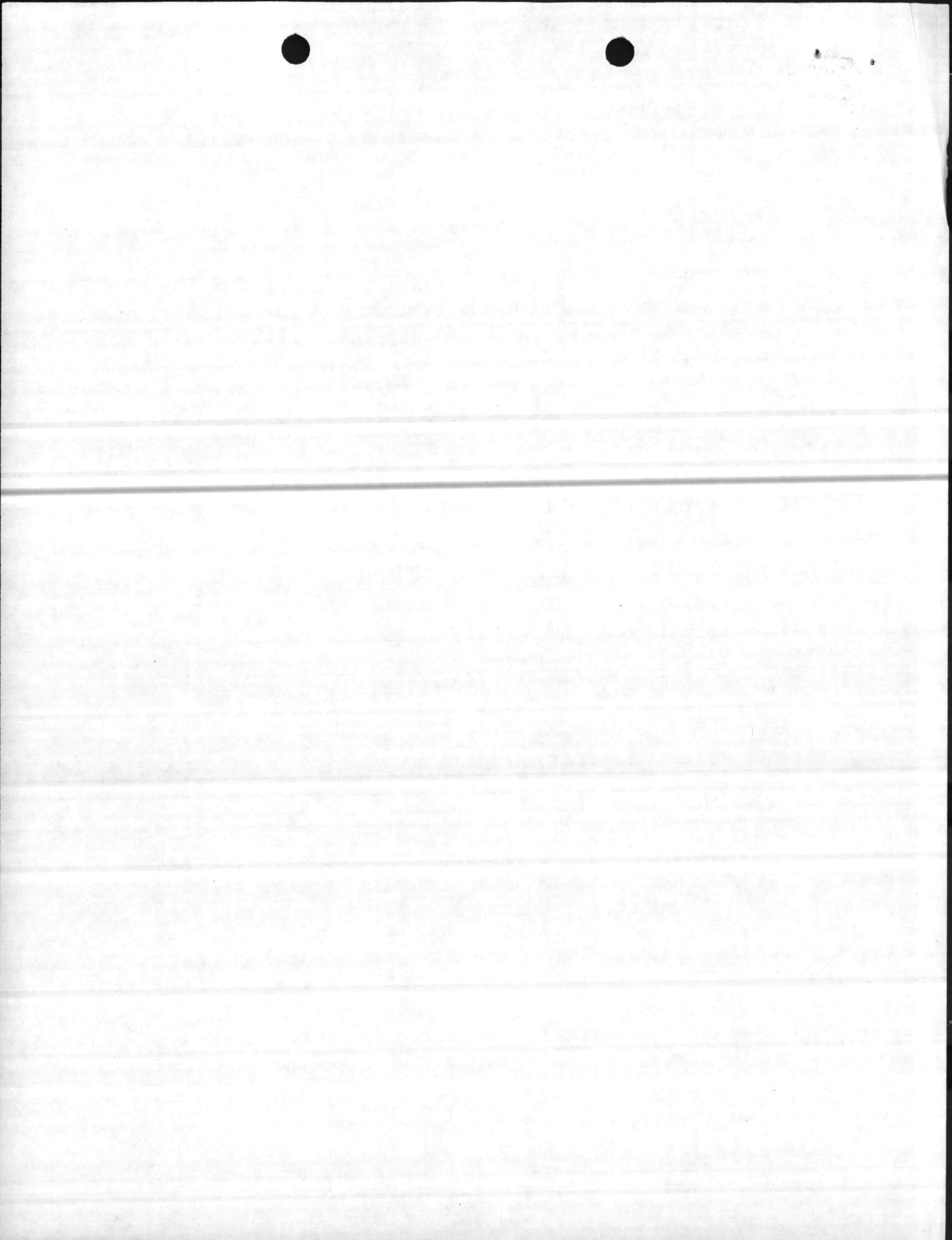
R. A. WYNNE

Copy to:
BMaintO



BENNY SUGGS

MCBCL 12452 (Rev. 1-77)





DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

IN REPLY REFER TO

MPC-34:lnh
12452

3 Nov 1978

From: Administrator, Incentive Awards Program for the Marine Corps
To: Administrator, Incentive Awards Program

Civilian Personnel Office
Marine Corps Base

Camp Lejeune, North Carolina 28542

Subj: Beneficial Suggestion:

#67-78, "Pollution Control and Abatement Training Program"
(CLARK)

Encl: (1) Suggestion Case File

1, Action has been taken on subject suggestion as indicated:

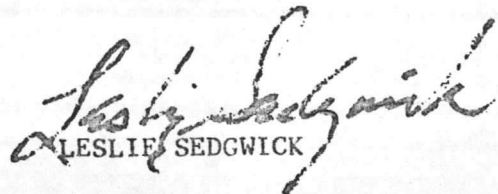
~~XXXXXXXXXXXX~~ Rejected for the reasons given in the investigator's report.

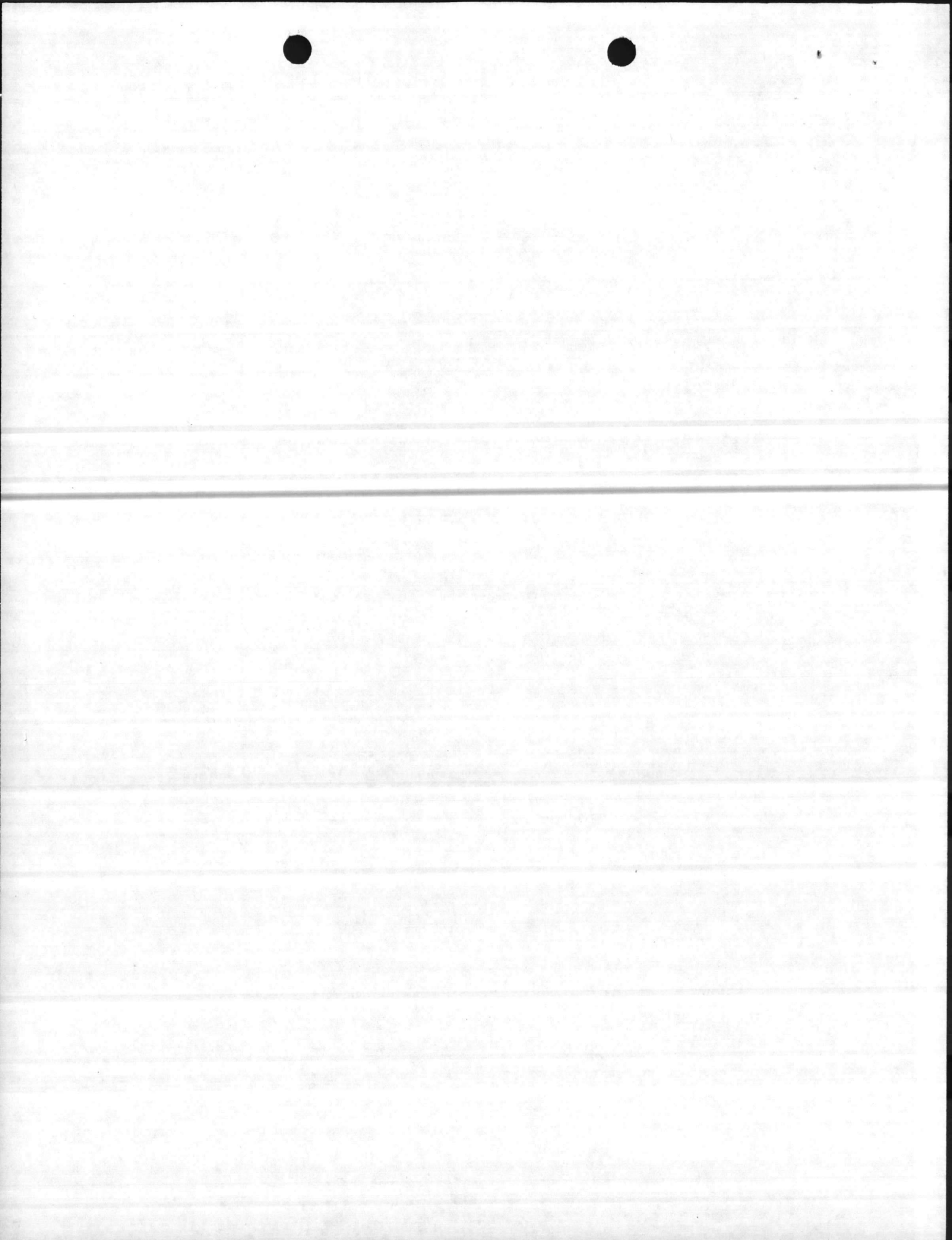
Returned for additional information

Approved, recommending an award or additional award of _____.

Approved, recommending no further award.

Approved for local use. See evaluation report.


LESLIE SEDGWICK



MPP-37A-msb
1500

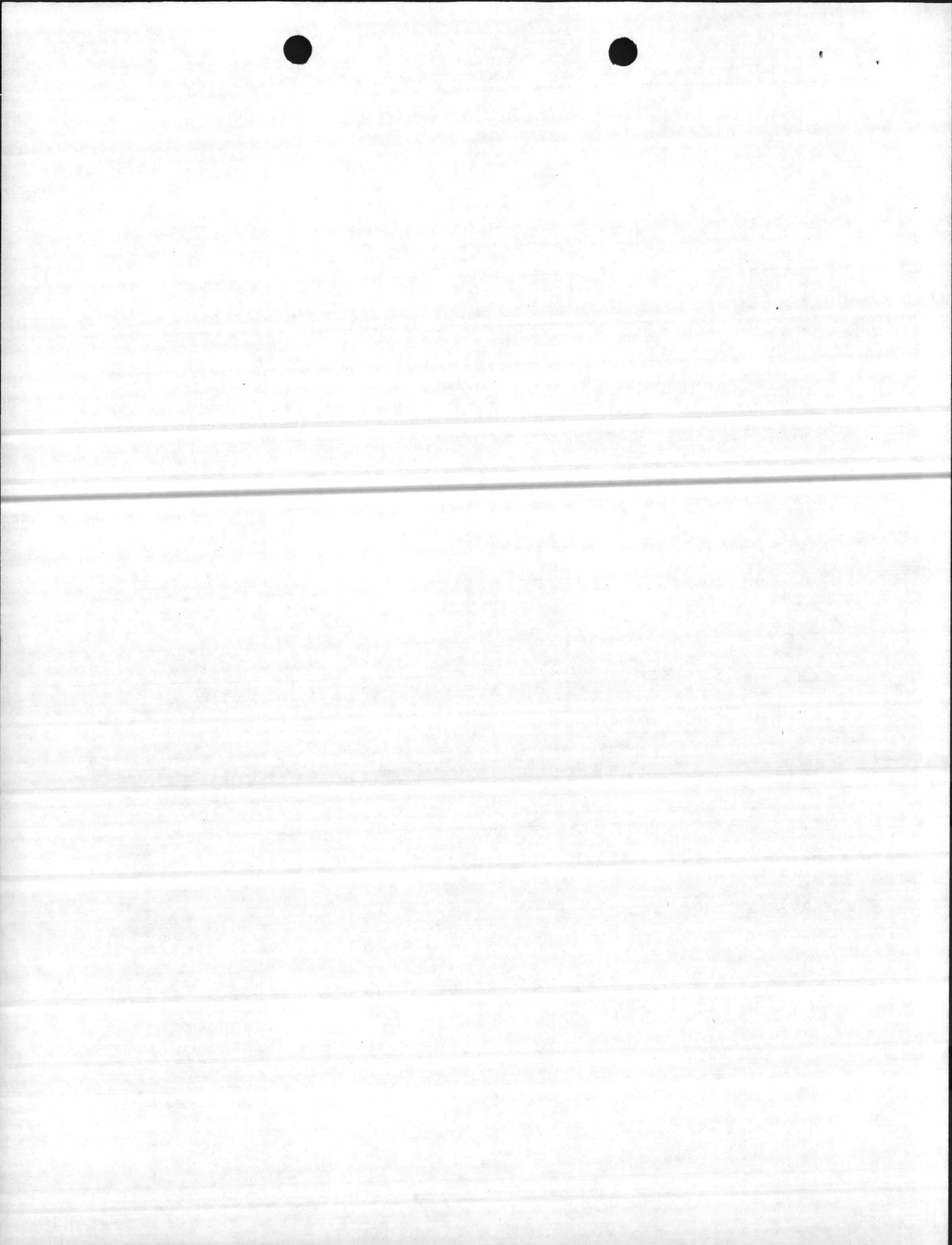
8 SEP 1978

MPP BRANCH COMMENT on MPC-34 R/S of 30 Mar 1978

Subj: Beneficial Suggestion: No #67-78 Pollution Control
and Abatement Training Program

1. The subject beneficial suggestion has been reviewed.
2. This Branch supports the suggestor's recommendation that officers, NCOs and civilians in leadership and supervisory positions receive training and instruction in environmental responsibilities.
3. This Branch concurs in the DC/S for O&T comment.

H. I. BLANTON Jr.

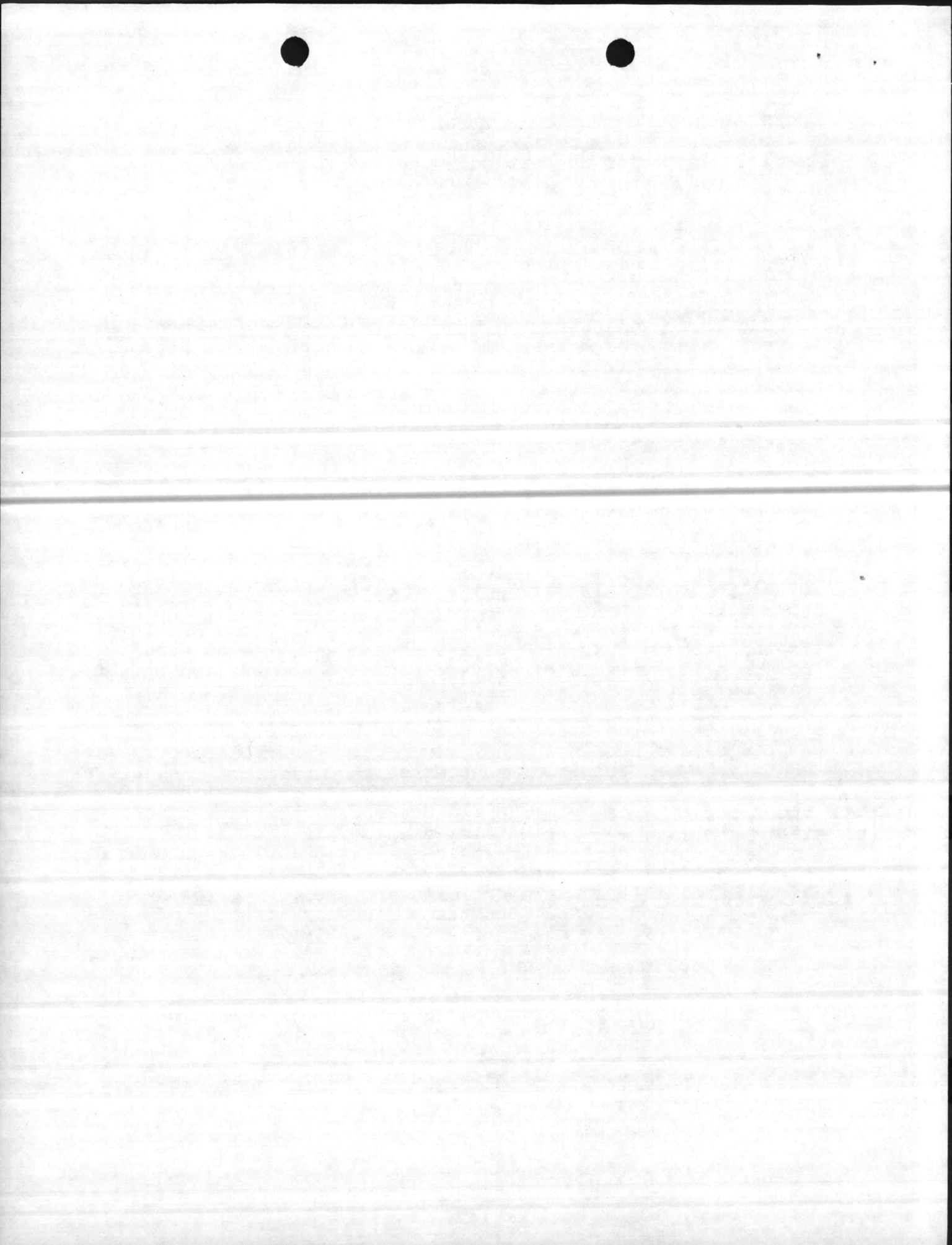


OTTI14-sle
1510/2
14 AUG 1978

DC/S for O&T COMMENT on MPC route sheet of 30Mar78

Subj: Beneficial Suggestion: No 67-78 Pollution Control
and Abatement Training Program

1. The subject beneficial suggestion for the establishment of training in pollution control and environmental matters at various levels in the Marine Corps has been reviewed.
2. Each course of Marine Corps formal school training is conducted to validated requirements. These requirements are established through an analysis of the performance necessary in a graduate of the course. The analysis is developed into the curriculum through a systems approach to course design. The environmental subject matter presently contained in Marine Corps school curriculum reflect the result of the above stated process.
 - a. ~~A considerable amount of officer education curricula~~ taught at the Marine Corps Development and Education Command to include courses at the Amphibious Warfare School, Advanced Communication Officer Course and the Command and Staff College involve operational planning. An integral and required portion of all operational planning is an analysis of the impact of the intended operation upon environmental factors. In the case of student requirements to prepare operations orders, this includes the preparation of a separate annex to the order assessing the result of all aspects of the operation upon the environment.
 - b. The three Staff Noncommissioned Officer Academies (SNCOA's) are presently the only formal generalist courses of education for Marines of noncommissioned officer rank. Other courses involving noncommissioned leadership exist but they are sponsored by local commands. The SNCOA's programs of instruction (POI's) were developed as a result of a year long Marine Corps-wide task analysis completed in 1976 which did not determine a requirement for instruction involving environmental matters. These POI's are subject to continual review, however, based upon the validation of the graduate's performance of duty and further task analysis. This review may validate a requirement for the inclusion of environmental subject matter into the SNCOA's curriculum.
3. There are no Marine Corps formal schools established exclusively for civilian personnel. However, the Marine Corps utilizes a number of Department of Defense courses, schools of other Services and civilian sector educational institutions to meet the training requirements for civilian personnel. Such



Subj: Beneficial Suggestion: No 67-78 Pollution Control
and Abatement Training Program

requirements are identified by the major commands to this Headquarters (Code OTTI). Some pollution control and abatement training regularly available to civilian employees are the following courses:

Environmental Safety
Naval Ammunition Depot
Crane, Indiana

Hazards Control and Safety
Army Field Safety Activity
Charleston, Indiana

Environmental Protection Course
Civil Engineer Officers' School
San Diego, California

4. It should be noted that the Environmental Safety Course places emphasis on pollution control and abatement programs. Further, the above courses are also attended by Marines.

A. J. Castellana
A. J. CASTELLANA
By direction



MR. MRS. MISS Mr. CLARK, Donald L.

67-78; Pollution Control Statement Training Program

DATE REC. BY COM. 03-06-78 DATE INSTALLED

POSITION TITLE: Physical Science Technician; GRADE: GS-6; ANNUAL BASE PAY; ACTIVITY: Marine Corps Base Camp Lejeune, N. C.

TO: AC/S, Facilities; DATE FORWARDED: 03-10-78; Return to CPO on or before 03/10/78; or call ext. 1579. Your comments will be used verbatim in reply to this Suggestion.

This suggestion is forwarded for investigation, appropriate action and report. We are looking for usable ideas that will improve Navy operations -- any tool, jig, procedure or item we are not using is new to us and may be of great value. Every suggestion calls attention to a problem and we must be sure the suggestion won't help before we reject it. A complete evaluation is necessary and all questions that apply to this suggestion should be answered on this investigation report. RETURN YOUR REPORT AND THE SUGGESTION FILE WITHIN 10 DAYS.

SIGNATURE (ADMINISTRATOR. INCENTIVE AWARDS PROGRAM) R. A. WYNNE

SUGGESTION INVESTIGATION REPORT

1. DOES SUGGESTION MERIT LOCAL ADOPTION? (If "NO" give reason for rejecting suggestion in space 4 and answer questions 6 and 7 only) YES NO

2. IS SUGGESTION IN OPERATION? (Complete items below) YES NO

IF "YES" GIVE DATE INSTALLED IF "NO" INDICATE BELOW THE ACTION TAKEN TOWARD ADOPTION

- COMMITMENT TO ADOPT HAS BEEN MADE PROJECT OR JOB ORDER HAS BEEN ISSUED EXPERIMENTAL WORK OR TRIAL TEST IS UNDER WAY BUREAU APPROVAL IS NECESSARY

3. ESTIMATE OF BENEFITS

A. INTANGIBLE BENEFITS SAFETY IMPROVED METHOD MORALE OTHER (SPECIFY)

VALUE Moderate Substantial HIGH EXCEPTIONAL

EXTENT OF APPLICATION LIMITED EXTENDED BROAD GENERAL

B. TANGIBLE BENEFITS (In table below compute labor savings at actual cost.)

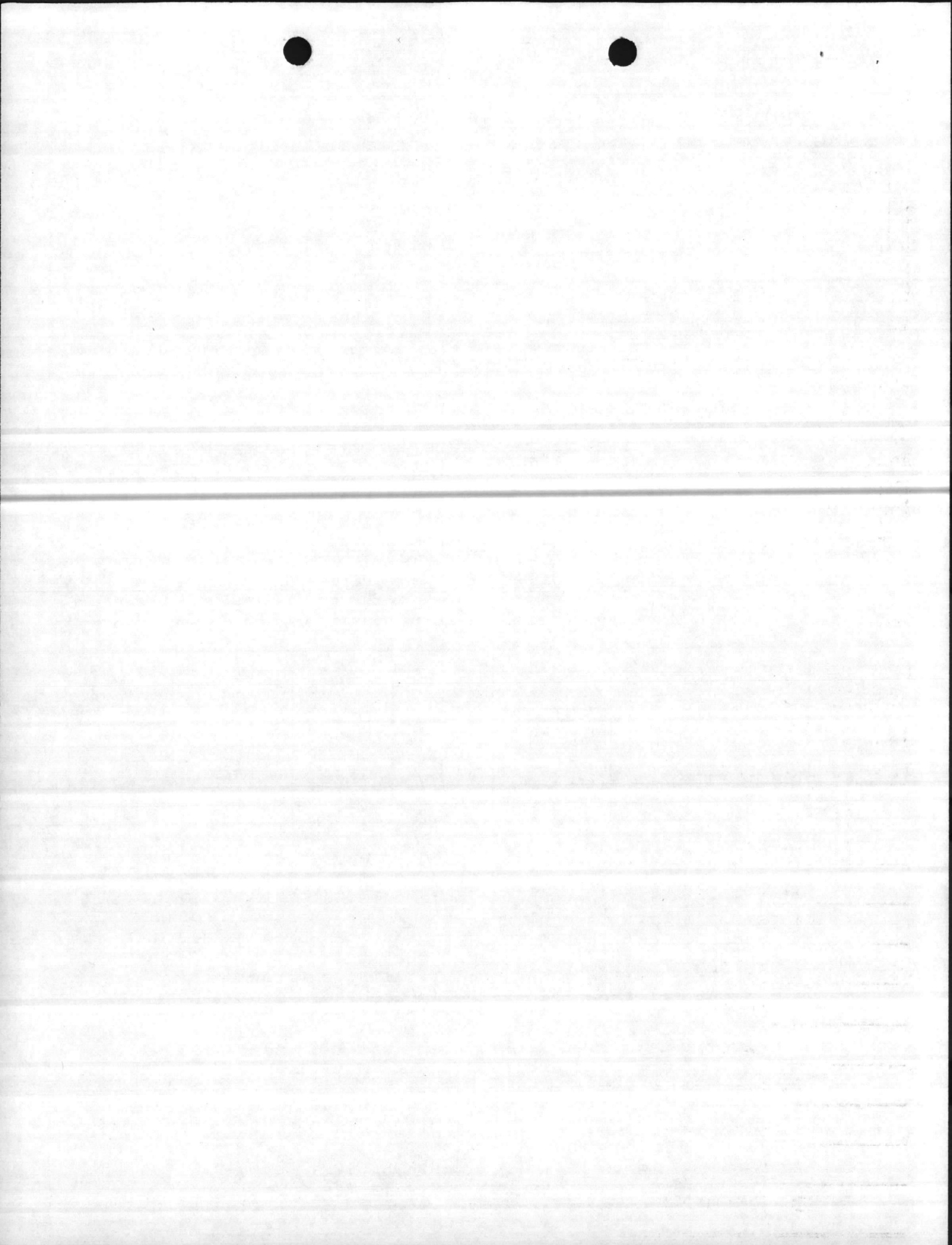
Table with columns: ITEM, LABOR (MAN HOURS PER, DOLLARS PER, TOTAL), MATERIAL (UNITS PER, COST PER UNIT, TOTAL), TOTAL (LABOR AND MATERIALS). Rows include FORMER METHOD, NEW METHOD, SAVINGS.

4. ADDITIONAL INFORMATION AND COMMENTS

The base has an active environmental program and great strides have been made in pollution abatement at Camp Lejeune. All applicable environmental regulations have been implemented at this activity to include classroom instruction at selected motor transport courses held at Camp Johnson. Although much progress has been made, room for improvements exist and it is agreed that the educational process might be the most effective means of fulfilling environmental requirements. Most of the actions recommended herein are, however, beyond the scope of the Base Maintenance Department.

(If more space is needed, use reverse side starting with this end of the page up.)

5. THE PROPOSAL CONTAINED IN THE SUGGESTION CONSIDERED TO BE SUFFICIENTLY ABOVE NORMAL JOB EXPECTANCY TO WARRANT AWARD CONSIDERATION? YES NO X
6. IS PATENT INVESTIGATION RECOMMENDED? YES NO X
7. IF IMPROVEMENT CAN BE USED ELSEWHERE, INDICATE WHERE ACTIVITY IN OTHER NAV. FIELD ACTIV. IN BUREAUS IN OTHER GOVT. AGENCIES
SIGNATURE OF INVESTIGATOR R. E. SCALES DATE 23Mar78
ACTIVITY AND LOCATION OF INVESTIGATOR Dir Admin Div, Base Maint Dept
APPROVED BY CIV SUPERVSR. OR DEPT. HEAD B. W. ELSTON, DepMaintOff DATE 23Mar78



DEPARTMENT OF THE NAVY



Suggestion



NAME OF SUGGESTER(S) (Last, first, middle initial) CLARK, Donald L.	POSITION TITLE AND GRADE (or military rank/rate and serial number) GS-6 Physical Science Tech.	SOCIAL SECURITY NUMBER
ORGANIZATION (Specify activity, ship, command, bureau, or office) Base Maint. Dept., MCB, CLNC	ORGANIZATION SUBDIVISION (Department, division, section, unit or shop) NREA Div., Water Quality Control Laboratory	PHONE 451-5977
I (WE) UNDERSTAND that the acceptance of a cash award for the use of this suggestion by the United States Government shall not form the basis of a further claim of any nature upon the United States by me (us), my (our) heirs, or assigns. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Donald L. Clark</i> 6 March 1978 (Signature and date)</p> </div> <div style="width: 45%;"> <p>_____ (Signature and date)</p> </div> </div>		DO NOT WRITE IN THIS SPACE DATE RECEIVED 03-06-78 SUGGESTION NUMBER 67-78 <i>EW</i>

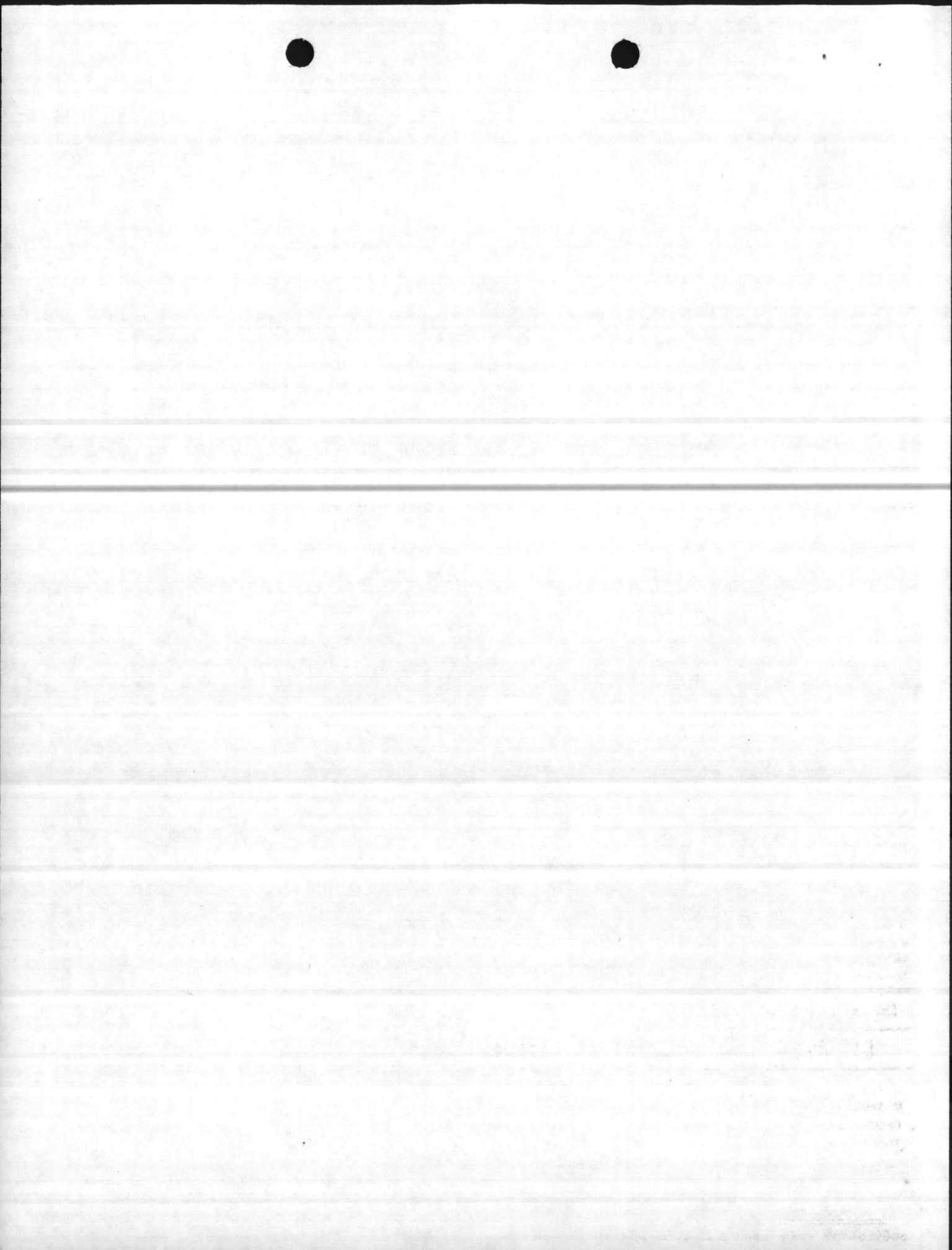
TITLE OR SUBJECT OF SUGGESTION

POLLUTION CONTROL AND ABATEMENT TRAINING PROGRAM

(Describe suggestion completely. Tell what the present practice is, the suggested change, where and how the idea can be used, and how the idea will benefit the Government.)

- I suggest that: _____
- I. Present Practices: Marine Corps Directives and Instructions -
Appears to be ineffective.
- A. Premise:
1. Only a small percentage of Marine Officers, Noncommissioned Officers and civilian employees are acquainted with the laws, policies and practices now in effect through EPA and other governmental agencies, both federal and state, involving environmental protection.
 2. Many military personnel and civilian employees are of the opinion that these laws and policies do not apply to the military and their activities.
 3. Few military personnel and civilian employees are aware that

(Continued on reverse side)



commanding officers, officers in charge as well as actual persons that cause pollution or environmental damage may be liable to court action and conviction.

4. In 1979 responsibility for the enforcement of anti-pollution and environmental protection standards and practices will pass to the individual states in which military bases are located. This action will, in all probability, enhance the potential for court action to force compliance by these bases.

5. Most environmental damage at military activities is caused at the individual level. Examples:

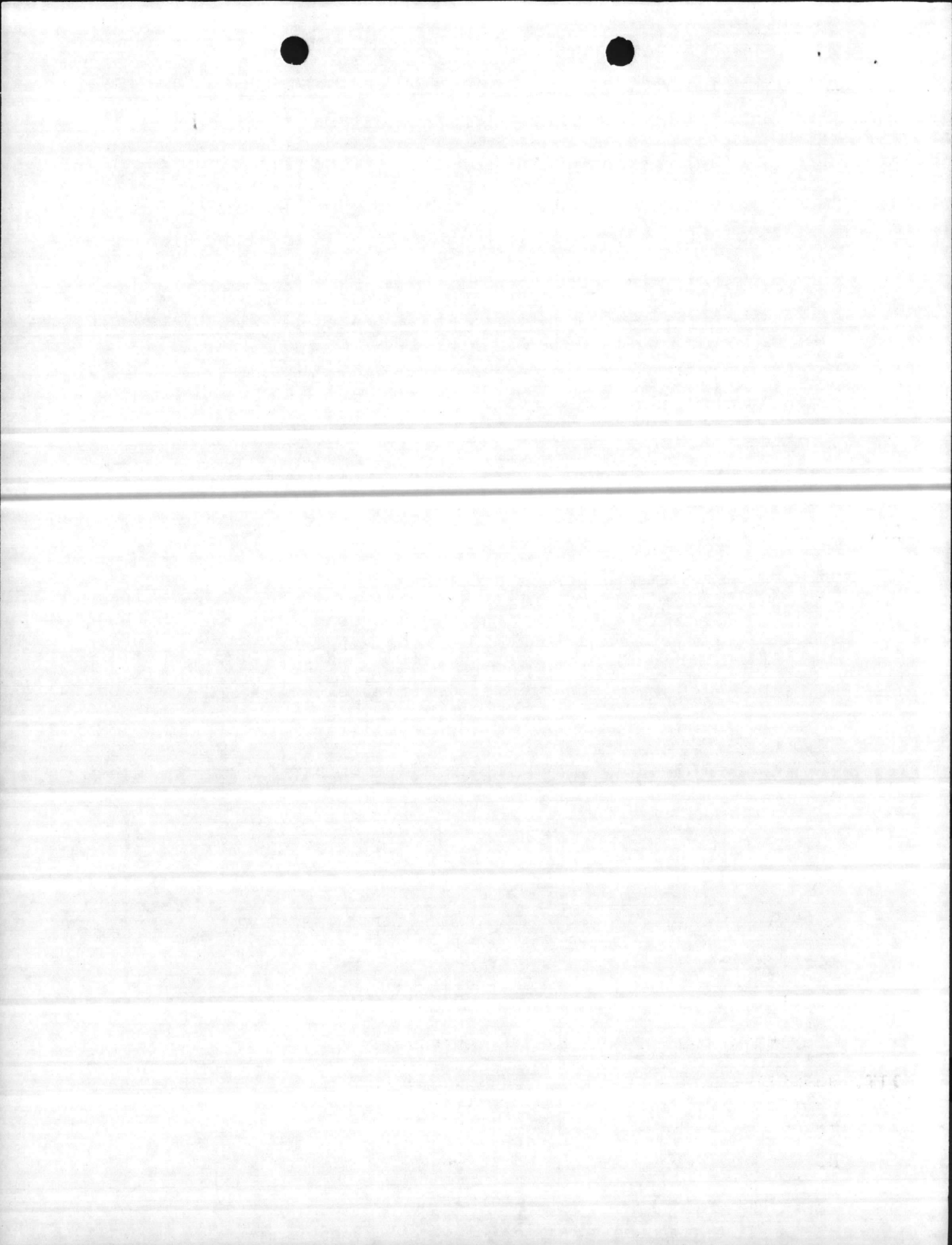
- a. Littering
- b. Unauthorized disposal of trash and/or garbage.
- c. Contamination of soil and water with oil and petroleum products.
- d. Unsafe and illegal disposal of dangerous materials, mercury and mercury by-products, benzene and its derivatives, pesticides and insecticides, paint strippers, chemical degreasers, paints and primers, acids and caustics, etc.
- e. Disposal of materials into the sanitary sewers that are harmful to the environment and/or detrimental to the operation and function of the waste treatment plants.
- f. Incineration of harmful agents that create air pollution.

6. Due to lack of knowledge, interest or belief in the problem at all levels of control, both military and civilian, Marine Corps Directives and Instructions appear to be inadequate and ineffective in disseminating this information to the individual level.

A suggestion proposes a way of improving procedures, products, services, etc. It may suggest a change in the way things are done and propose a new method or a new application of an old idea. Merely pointing out a difficulty or shortcoming without providing an answer is not a suggestion. Neither is a proposal in routing maintenance or everyday functions, such as repairing linoleum, keeping aisles clear, replacing light bulbs, ordering supplies, etc.

THE NAVY IS INTERESTED IN SUGGESTIONS FOR:

IMPROVING	COMBINING	ELIMINATING	DEVISING	SAVING
QUALITY OF PRODUCT METHODS PROCEDURES TOOLS & MACHINES	PROCEDURES MATERIALS METHODS RECORDS REPORTS	UNNECESSARY WORK DUPLICATION OPERATION BREAKAGE WASTE FIRE, HEALTH & ACCIDENT HAZARDS	NEW TOOLS NEW EQUIPMENT NEW MACHINES NEW METHODS NEW PROCESSES NEW APPLICATIONS OF OLD IDEAS	MANPOWER MONEY MATERIAL TIME SPACE



B. Solution:

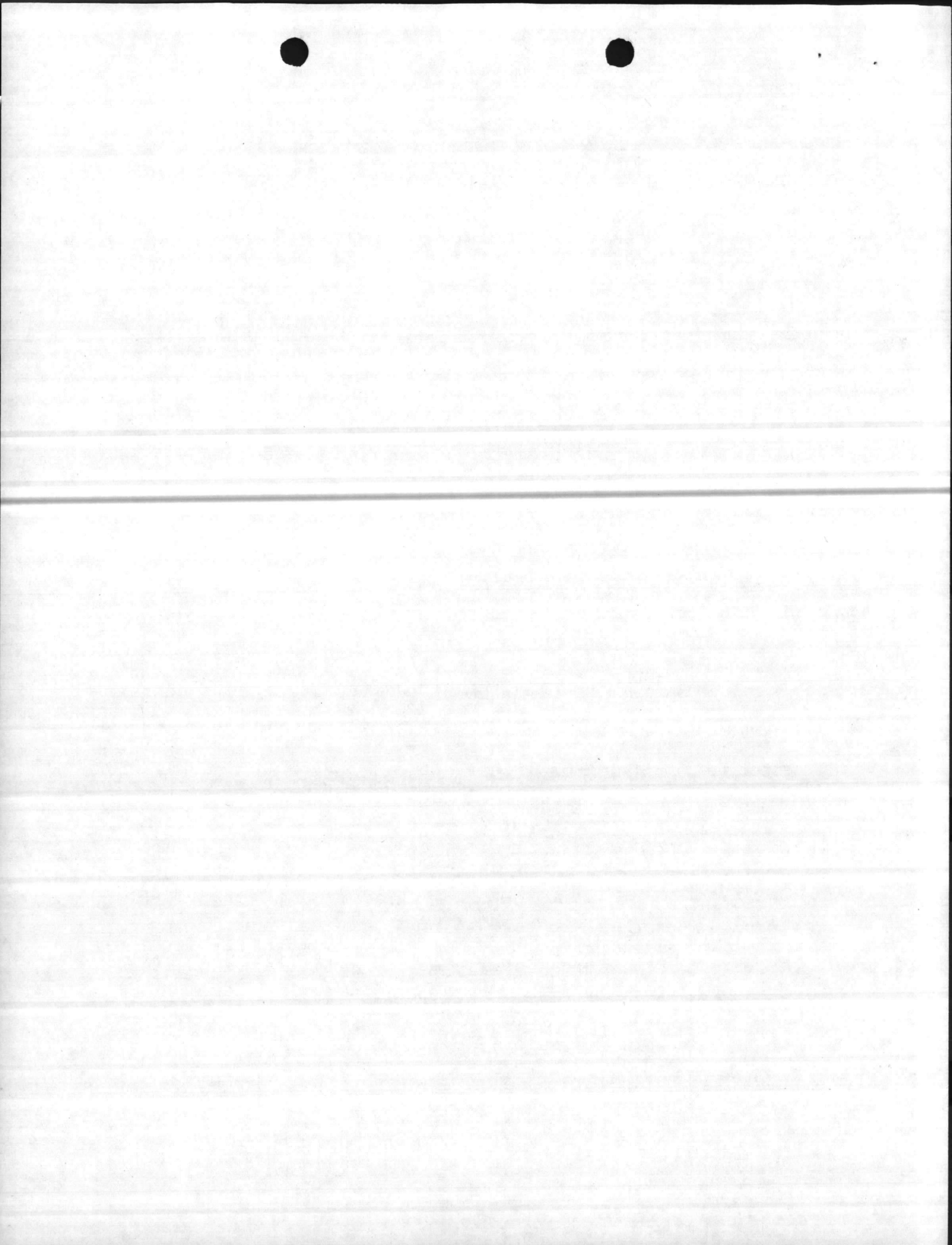
1. Since the lack of knowledge and most of the environmental damage is found at the individual level it should be corrected at the individual level by the non-commissioned officers, junior officers and civilian employees in leadership positions.
2. This can be best accomplished at the small unit level through the efforts of well informed noncommissioned officers and junior officers in the unit training program and supervisor and foreman personnel at the departmental level for civilian employees.

II. Suggestion:

- A. That a block of instruction in environmental practices and laws be inaugurated at the Basic School level for Marine Corps Officers.
- B. That a block of instruction at all NCO leadership schools be inaugurated that includes basic laws and penalties and the more practical aspects of litter and oil abatement and hazardous material identification and disposal.
- C. Explore the possibility of a basic overview of resource recovery and recycling be instituted at the Command and Staff School level as well as exposure to environmental law.
- D. A course of practical environmental protection practices be inaugurated at all Marine Corps Bases for civilian employees at the foreman and supervisory levels.

III. Benefits:

- A. A more clean environment - water, soil and air.
- B. Reduced cost for clean up and maintenance of bases.



C. Curtailment of possible court action against bases, individuals and commanding officers.

D. Demonstrate the Marine Corps concern for the environment and leadership in this area.

IV. Application:

A. Throughout the Marine Corps.



EMPLOYEE(S) (Name, Last, First, Initial, Badge or Payroll Number)

TITLE OR SUBJECT OF EMPLOYEE CONTRIBUTION

NUMBER

MR. CLARK, Donald L.
MRS.
MISS

67-78; Pollution Control and
abatement Training
Program

DATE RECEIVED
03-06-78
DATE INSTALLED

Handwritten: ERO

EMPLOYEE'S ACTIVITY (Name and location)

Marine Corps Base, Camp Lejeune, N. C. 28542

To: Administrator, Incentive Awards Program
Headquarters Marine Corps (Code MPC-30)
Washington, D. C. 20380

(Fold)

SECTION I. FORWARDING AN EMPLOYEE CONTRIBUTION TO THE DEPARTMENT

<input checked="" type="checkbox"/> NO LOCAL AWARD HAS BEEN GRANTED		<input type="checkbox"/> AN HONORARY AWARD HAS BEEN GRANTED		GIVE NAME OR TYPE OF AWARD	
AN INITIAL AND/OR ADDITIONAL AWARD OF \$		WAS PAID FOR MONETARY SAVINGS OF \$		AND/OR INTANGIBLE BENEFITS (e.g. safety, morale, etc.)	
B. FURTHER RECOMMENDATION:					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REVIEW BY COGNIZANT BUREAU OR OFFICE	CONSIDER FOR FURTHER APPLICATION AT OTHER NAVAL ACTIVITIES	CONSIDER FOR APPLICATION IN DOD	CONSIDER FOR ADDITIONAL CASH AWARD AND/OR HONORARY AWARD	INVESTIGATE FOR PATENT ACTION	CONSIDER FOR APPLICATION IN GOVERNMENT
AND					

SECTION II. REPORTING PAYMENT OF CASH AWARDS CHARGEABLE TO OTHER THAN REPORTING ACTIVITY

INITIAL AND/OR ADDITIONAL AWARD	RECOMMENDED BY (Identify activity or letter)	
PAID ON (Date)	FROM (Name of funds)	
FOR MONETARY SAVINGS OF \$	AND/OR INTANGIBLE BENEFITS (e.g. safety, morale, etc.)	
REIMBURSEMENT OF FUNDS FOR \$	HAS BEEN REQUESTED FROM (Name of activity) AND/OR PROCESSED BY A STANDARD FORM 1080	
PREVIOUS AWARDS OF \$	WERE PAID ON (Date)	
SUSTAINED SUPERIOR PERF. AWARD OF \$	PAID ON (Date)	ACTIVITY PAYING SALARY OR WAGES OF EMPLOYEE

SECTION III. REPORTING ADOPTION OF A DISSEMINATION

THE ABOVE-NAMED EMPLOYEE CONTRIBUTION HAS BEEN ADOPTED BY THIS ACTIVITY. ANNUAL MONETARY SAVINGS ARE \$ _____

INTANGIBLE BENEFITS ARE: _____

REMARKS: _____

SIGNATURE, ADMINISTRATOR, INCENTIVE AWARDS PROGRAM	ACTIVITY (Name and location)	DATE
P. A. WYNNE	Civilian Personnel Office, Marine Corps Base Camp Lejeune, NC	27 March 1978
TRANSMITTAL LETTER NAVMC 10940 (11-73) SN 000-000-5180 U.I.S.H.	MARINE CORPS INCENTIVE AWARDS PROGRAM	(12451)



1. INSTRUCTIONS
2. INFORMATION
3. ACTION
4. RESULTS
5. SUMMARY
6. CONCLUSIONS
7. RECOMMENDATIONS
8. APPENDICES
9. REFERENCES
10. INDEX

MR. Mrs. MISS Mr. CLARK, Donald L.

67-78; Pollution Control Statement Training Program

DATE REC. BY COM. 03-06-78 DATE INSTALLED

POSITION TITLE Physical Science Technician SHOP, OFFICE OR DEPT. Base Maintenance

GRADE GS-6

ANNUAL BASE PAY

ACTIVITY (Name and location) Marine Corps Base Camp Lejeune, N. C.

TO: AC/S, Facilities

DATE FORWARDED 03-10-78

22 Mar 78 or call ext. 1579. Your comments will be used verbatim in reply to this Suggestion.

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SUGGESTION INVESTIGATION REPORT

Table with YES and NO columns for questions 1 and 2.

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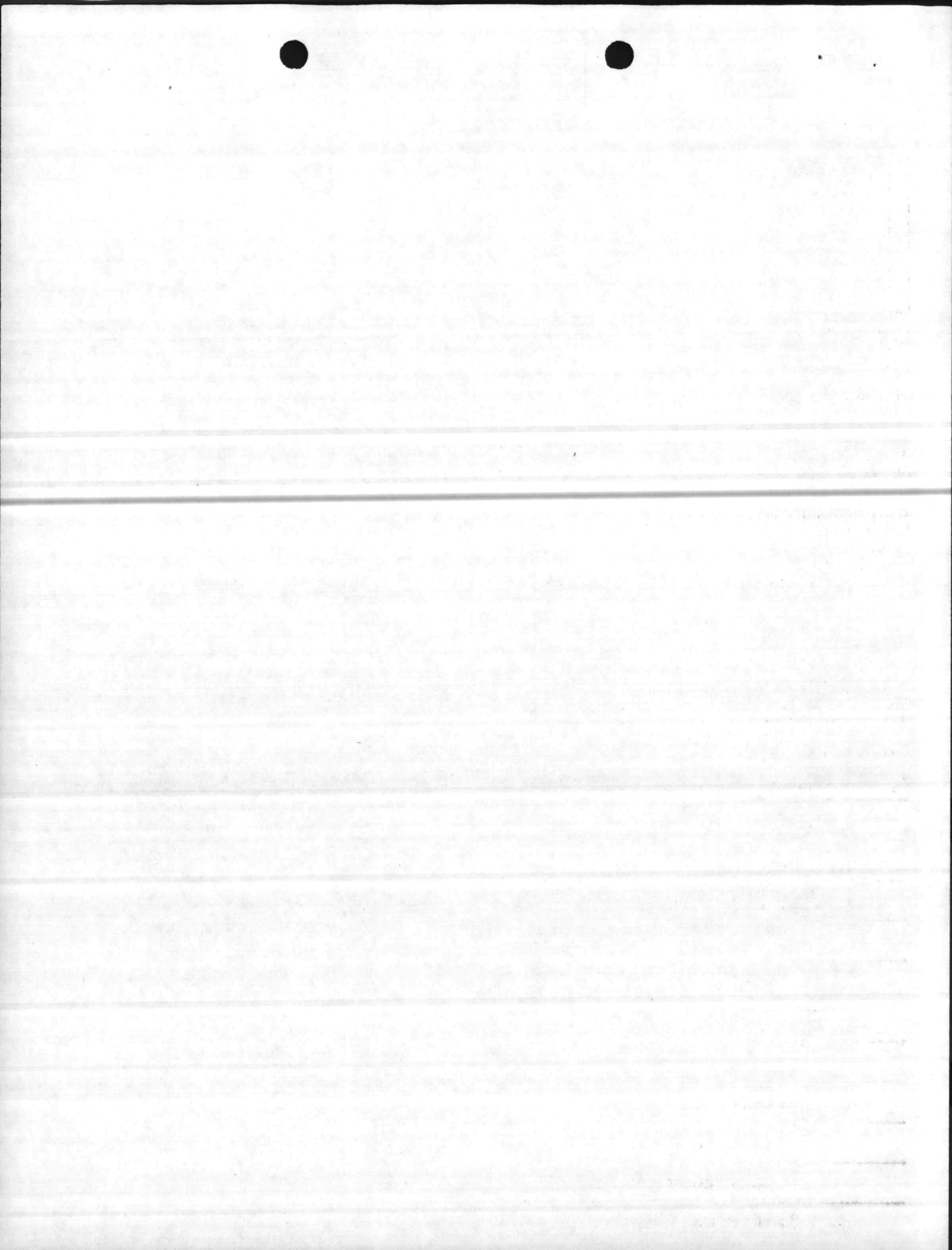
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6. IS PATENT INVESTIGATION RECOMMENDED? X
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SIGNATURE OF INVESTIGATOR R. E. SCALES
ACTIVITY AND LOCATION OF INVESTIGATOR Dir Admin Div, Base Maint Dept
APPROVED BY SR. CIV. SUPVSR. OR DEPT. HEAD B. W. ELSTON, DepMaintOff
DATE 23Mar78



DEPARTMENT OF THE NAVY



Suggestion



NAME OF SUGGESTER(S) (Last, first, middle initial) CLARK, Donald L.	POSITION TITLE AND GRADE (or military rank/rate and serial number) GS-6 Physical Science Tech.	SOCIAL SECURITY NUMBER 521 26 0324
ORGANIZATION (Specify activity, ship, command, bureau, or office) Base Maint. Dept., MCB, CLNC	ORGANIZATION SUBDIVISION (Department, division, section, unit or shop) NREA Div., Water Quality Control Laboratory	PHONE 451-5977
I (WE) UNDERSTAND that the acceptance of a cash award for the use of this suggestion by the United States Government shall not form the basis of a further claim of any nature upon the United States by me (us), my (our) heirs, or assigns.		DO NOT WRITE IN THIS SPACE DATE RECEIVED 03-06-78 SUGGESTION NUMBER 67-78
Donald L. Clark 6 March 1978 (Signature and date)	_____ (Signature and date)	
_____ (Signature and date)	_____ (Signature and date)	

TITLE OR SUBJECT OF SUGGESTION

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2. Many military personnel and civilian employees are of the opinion that these laws and policies do not apply to the military and their activities.
3. Few military personnel and civilian employees are aware that

(Continued on reverse side)



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commanding officers, officers in charge as well as actual persons that cause pollution or environmental damage may be liable to court action and conviction.

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5. Most environmental damage at military activities is caused at the individual level. Examples:

- a. Littering
- b. Unauthorized disposal of trash and/or garbage.
- c. Contamination of soil and water with oil and petroleum products.
- d. Unsafe and illegal disposal of dangerous materials, mercury and mercury by-products, benzene and its derivatives, pesticides and insecticides, paint strippers, chemical degreasers, paints and primers, acids and caustics, etc.
- e. Disposal of materials into the sanitary sewers that are harmful to the environment and/or detrimental to the operation and function of the waste treatment plants.
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THE NAVY IS INTERESTED IN SUGGESTIONS FOR:

IMPROVING	COMBINING	ELIMINATING	DEVSING	SAVING
QUALITY OF PRODUCT	PROCEDURES	UNNECESSARY WORK	NEW TOOLS	MANPOWER
METHODS	MATERIALS	DUPLICATION	NEW EQUIPMENT	MONEY
PROCEDURES	METHODS	OPERATION	NEW MACHINES	MATERIAL
TOOLS & MACHINES	RECORDS	BREAKAGE	NEW METHODS	TIME
	REPORTS	WASTE	NEW PROCESSES	SPACE



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B. Solution:

1. Since the lack of knowledge and most of the environmental damage is found at the individual level it should be corrected at the individual level by the non-commissioned officers, junior officers and civilian employees in leadership positions.
2. This can be best accomplished at the small unit level through the efforts of well informed noncommissioned officers and junior officers in the unit training program and supervisor and foreman personnel at the departmental level for civilian employees.

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- A. A more clean environment - water, soil and air.
- B. Reduced cost for clean up and maintenance of bases.



C. Curtailment of possible court action against bases, individuals and commanding officers.

D. Demonstrate the Marine Corps concern for the environment and leadership in this area.

IV. Application:

A. Throughout the Marine Corps.

