



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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IN REPLY REFER TO:  
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From: Assistant Chief of Staff, G-4 Installation Support  
To: Marine Corps Air Ground Combat Center Tenant Commands

Subj: MARINE CORPS AIR GROUND COMBAT CENTER PUBLIC WORKS DIVISION FACILITIES  
MAINTENANCE AND MANAGEMENT MANUAL (SHORT TITLE: PWD FACILITIES MAINT  
AND MGMT MANUAL)

Ref: (a) NAVFAC P-78 Real Property Inventory Procedures Manual  
(b) MCO 11000.5 Facilities Sustainment, Restoration and Modernization  
Program  
(c) UFC 2-000-05N Facility Planning Criteria for Navy and Marine Corps  
Shore Installations  
(d) Basic Facility Requirements (BFR)  
(e) MCO 11000.12 Real Property Facilities Manual, Facilities Planning  
and Programming  
(f) CCO 5090.1K Environmental Protection  
Management  
(g) MCO P11000.14 W/Ch 1 RPFM, Volume IX  
(h) MCAGCC 29 Palms Base Exterior Architecture Plan (BEAP)  
(i) MCO P11000.9C W/Ch 1-4 RPFM, Volume VI, Energy and Utilities

Encl: (1) PWD Maint and Mgmt Manual

1. The Public Works Division (PWD), overseen by the Assistant Chief of Staff G-4 (AC/S G-4), provides a wide range of facilities management, facilities maintenance, and engineering support services to organizations at the Marine Corps Air Ground Combat Center (MCAGCC).


2. The AC/S G-4 utilizes PWD to plan for the acquisition of new facilities, in accordance with references (a) through (i) via the Naval Facilities Engineering Command or other acquisition agents. After acquiring facilities, PWD enters them into the official inventory and subsequently maintains them per reference (a). On a scheduled basis, PWD reviews each facility's physical condition and its function. PWD manages BSM1 funds from the Department of Defense's Facilities Sustainment Restoration & Modernization Program per reference (b).

3. The Commanding General (CG) has delegated to the AC/S G-4 the responsibility to establish local policies and standard operating procedures for the acquisition, utilization, management, and maintenance of facilities at the Combat Center. The AC/S G-4 intends to efficiently utilize PWD's facilities management, facilities maintenance, and engineering support capabilities to achieve the CG's goal of providing the highest Quality of Life at the Combat Center through timely access to PWD support.

4. This manual establishes and publishes local policies and procedures for accessing PWD services for the acquisition, utilization, maintenance, and management of facilities at the Combat Center. By adhering to the policies and procedures outlined in this manual, base organizations and tenant commands can effectively leverage PWD's expertise to ensure the efficient management, upkeep, and acquisition of facilities, ultimately contributing to a higher Quality of Life for all personnel stationed at the Combat Center.

Subj: MARINE CORPS AIR GROUND COMBAT CENTER PUBLIC WORKS DIVISION FACILITIES  
MAINTENANCE AND MANAGEMENT MANUAL (SHORT TITLE: PWD MAINT AND MGMT  
MANUAL)

5. PWD serves as a crucial partner for all organizations at MCAGCC. By understanding and adhering to the guidelines outlined in this manual, base organizations and tenant commands can actively collaborate with PWD to ensure the effective management, upkeep, and strategic acquisition of facilities. This cooperative approach will not only optimize the utilization of resources but also foster a shared commitment to enhancing the Quality of Life for all personnel stationed at the Combat Center.

A handwritten signature in black ink, reading "Catalina E Kesler". The signature is written in a cursive, flowing style.

C. E. KESLER

PWD MAINT AND MGMT MANUAL

LOCATOR SHEET

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Instr. Manual.)

# PWD MAINT AND MGMT MANUAL

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

**TABLE OF CONTENTS**

<b><u>IDENTIFICATION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>Chapter 1</b>	<b>Introduction to the Public Works Division</b>	
1.	Scope.....	1-1
2.	Definitions.....	1-1
3.	Organization.....	1-4
4.	Responsibility.....	1-5
<b>Chapter 2</b>	<b>Unit Responsibilities and Work Input.....</b>	
1.	Unit command Responsibilities.....	2-1
2.	Unit command Liaison with the PWD.....	2-1
3.	Unit Deployment Maintenance Repair.....	2-2
4.	Classification of Service Calls.....	2-2
5.	After-Hours Emergency Maintenance Procedures.....	2-3
6.	Work Request Procedures.....	2-3
7.	Alterations and Modification of Buildings.....	2-7
8.	Installation or Acquisition of Equipment.	2-7
9.	Funding.....	2-8
10.	Procedures for Reimbursable Work.....	2-8
11.	Procedures for Vandalism/Negligence.....	2-9
12.	Dig Permits.....	2-10
13.	Camp Wilson & Strategic Expeditionary Landing Field (SELF).....	2-10
<b>Chapter 3</b>	<b>Self-Help Program and Services.....</b>	
1.	Background.....	3-1
2.	Definition of Self-Help.....	3-1
3.	Policy.....	3-1
4.	Self-Help Instruction.....	3-2
5.	Procedures.....	3-2
6.	Replacement of LED and Fluorescent Lamps.	3-3
7.	Operation of Heating and Cooling Systems.....	3-3
8.	Replacement of Broken Glass.....	3-4
9.	Grounds Maintenance and Landscaping Requests.....	3-4
10.	Irrigation Systems.....	3-4
<b>Chapter 4</b>	<b>Facility Projects Program..... 4</b>	
1.	Scope.....	4-1
2.	Projects Funding Limits.....	4-1
3.	Project Submissions.....	4-1
4.	Project Prioritization.....	4-2
5.	Approved Project Execution.....	4-3
6.	Relocatable Facilities.....	4-3
<b>Chapter 5</b>	<b>Facility Related Services..... 5-1</b>	
1.	Solid Waste Landfill.....	5-1
2.	Standardization and Installation of Signs.	5-1
3.	The Combat Center Parade Field.....	5-3
4.	Portable Bleachers.....	5-3

PWD MAINT AND MGMT MANUAL

5.	Installation of TV Sets and Facility-Mounted Cable Antennas.....	5-4
6.	Installation of Military Antennas.....	5-4
7.	Telephones.....	5-5
8.	Pest Control & Herbicide Spraying.....	5-5
9.	Geographic Information Systems.....	5-6
10.	Precautionary Measures Required.....	5-6
11.	Utility, Mechanical, and Electrical Rooms and Panels.....	5-6

<b>APPENDIX A</b>	<b>PUBLIC WORKS DIVISION ORGANIZATIONAL CHART</b>	<b>A-1</b>
-------------------	---	------------

<b>APPENDIX B</b>	<b>AUTHORITY TO SUBMIT AND SIGN WORK REQUESTS</b>	<b>B-1</b>
-------------------	---	------------

<b>APPENDIX C</b>	<b>SELF-HELP PROJECTS GUIDANCE</b>	<b>C-1</b>
-------------------	------------------------------------	------------

<b>APPENDIX D</b>	<b>INSTALLATION OF VENDING MACHINES</b>	<b>D-1</b>
-------------------	---	------------

<b>APPENDIX E</b>	<b>DIG PERMITS</b>	<b>E-1</b>
-------------------	--------------------	------------

<b>APPENDIX F</b>	<b>BUILDING AND FACILITIES ASSIGNMENTS</b>	<b>F-1</b>
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Chapter 1

Introduction to the Public Works Division

1. Scope. This manual is a compilation of policies, instructions, guidance, procedures, definitions and requirements for the operation, sustainment, restoration, and modernization of facilities (otherwise known as facilities management) for the Marine Air Ground Combat Center (MCAGCC). It establishes the organization for the Public Works Division (PWD) and delineates responsibilities, request procedures, limitations, and restrictions applicable to all base organizations, staff sections and tenant commands (henceforth referred to as units or tenant commands throughout the manual). Deviations from policies set forth in this Instruction based on complicating factors or unforeseen circumstances will be approved or disapproved by the Public Works Officer (PWO). Emergencies requiring immediate action should be discussed with the chain of command at the earliest opportunity.

2. Definitions

a. Sustainment. To provide resources for maintenance and repair activities necessary to keep facilities in good working order over a 50-year service life. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, emergency response, and service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility's life cycle.

(1) Maintenance. Recurring, day-to-day, periodic, or scheduled work required to preserve real property facility to such a condition that it may be used for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to repair.

(2) Repair. To return a real property facility, system or component to such a condition that it may effectively be used for its designated functional purpose. Repairs to an existing facility may include modification or addition of building or facility components or materials which are required for compliance with current life safety standards, recognized national or regional building codes, or environmental regulations.

b. Restoration and Modernization. Provide resources for improving facilities. Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disasters, fire, accident, or other cases. Modernization includes construction or alteration of facilities solely to implement a new or higher standard (including regulatory changes), to accommodate new functions, or replace building components that typically last more than 50 years (e.g., foundations and structural members).

(1) Repair. Projects that return a real property facility, system or component, from a seriously degraded state to its original unimpaired form, or to an improved condition incorporating current recognized standards such that it may effectively be used for its designated functional purpose.

(2) Construction. The erection, installation, or assembly of a new real property facility; or the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a real property facility. Construction projects include the demolition of facilities to be replaced, supporting utilities, roads, parking lots, equipment installed in and made a part of such facilities, related site

preparation, excavation, filling and landscaping, or other land improvements incidental to the project.

(3) Conversion. A conversion to a real property facility contains necessary elements:

(a) A major structural revision; and

(b) A change in functional purpose resulting in a change to the facility's current 5-digit basic category code, see reference (c) Department of the Navy Facility Category Codes. When a conversion project also includes repairs and/or maintenance, the separate categories of work may be funded as such.

(4) Addition, Expansion, Extension. Addition, expansion, and extension each constitute a physical increase to a real property facility. Generally, if the dimensions used to record the facility in inventory are increased, then an addition, expansion, or extension has occurred. Modernization that increases production capability; enlarges, extends, or expands primary distribution systems; or provides services for a new purpose is construction.

(5) Replacement. A replacement is the complete reconstruction of a real property facility that is destroyed or damaged beyond economical repair. Replacement or a major reconstruction, such as the removal of a deteriorated building and erection of a new building on an existing foundation, are construction and not repair, except for utility plant buildings that are part of the utility system. There is no such thing as repair by replacement for a complete facility. A construction project for complete replacement must include the cost of demolition of the replaced facility.

(6) Alteration. An alteration is the work required in adjusting interior arrangements or other physical characteristics (not in a deteriorated state) of an existing facility so that it may be more effectively adapted to or utilized for its designated purpose. Alteration is classified as construction. Minor alteration incidental to a major repair of a facility can be classified as repair.

c. Equipment Installation. There are two categories of equipment related to the maintenance of real property.

(1) Built-In Equipment. Built-in equipment is accessory equipment and furnishings that are not intended to be movable, are required for operation, and are permanently affixed as a part of the real property facility. The equipment is engineered and built into the facility as an integral part of the final design. Equipment of this nature is considered part of the Class 2 real property facility and is funded as construction. Examples of built-in equipment are:

(a) Built-in furniture, cabinets, and shelving.

(b) Window screens and screen doors which were part of the original construction.

(c) Elevators and escalators.

(d) Fire alarms and protection systems (built-in).

(e) Heating, ventilating, and air conditioning installations. (except when provided solely to support a piece of collateral equipment.)

(f) Electric generators and auxiliary gear, including uninterruptible power supplies, in support of a real property facility electrical system.

(g) Hoods and vents.

(h) Non-movable cranes, hoists and built-in rails for movable cranes.

(i) Chapel pews, pulpits, theater seats.

(2) Installation of Equipment. Equipment installation is modification to real property (Class 2) required solely for the installation of an item of collateral equipment. The cost of installing collateral equipment in existing facilities is funded from the same appropriation used to purchase the equipment.

d. Personal Property. The costs associated with procurement, including transportation, unpacking, assembly, and testing of personal property are not construction costs.

e. Construction Project. A construction project is a single project with application to one or more real property facilities. It includes all construction work, land acquisition or modification, or equipment installation necessary to improve a real property facility.

f. Emergency Work. Emergency work requires immediate action to correct a hazardous situation or restore essential services. All personnel are authorized to report an emergency situation to the Service Desk.

g. Maintenance or Repair. The recurrent work required to preserve a facility, ensuring longevity and effective utilization for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility. Maintenance differs from repair in that maintenance does not involve the replacement of constituent parts for a facility. Maintenance is the work done on constituent parts to prevent abnormal wear.

h. Classification of Government Property. Facilities related Government property includes all physical assets owned by the government and are classified as follows:

(1) Real Property

(a) Class 1. The plot/parcel itself - land.

(b) Class 2. Real property improvements to land, such as buildings, structures, and linear structures such as roads and utilities.

(2) Personal Capital Plant Equipment

(a) Class 3. Equipment, other than industrial plant equipment.

(b) Class 4. Industrial plant equipment that supports base operations such as energy generating and water treatment plants, including associated distribution infrastructure.

i. Service Work. Service work is relatively minor in scope and not emergency work by nature. Work can normally be accomplished in less than 16

man-hours. Service work can be requested through the Service Desk by authorized organizational representatives.

j. Utilities. Utilities are defined as high temperature hot water distribution, chilled water distribution, wastewater collection, water distribution, gas distribution, electrical grid, non-potable water distribution, the utilities fiber network, and telephone lines.

k. Work Request. A work request is a request by an organization for minor and major repairs, replacement, new construction, contract support services, and renovation of facilities or infrastructure.

l. Basic Facility Requirement (BFR). A report that lists the total space requirement allotted to each tenant command. The BFR for the Combat Center, reference (d) was last updated in June 2023 and is maintained by the PWD. The BFR is determined by formulas which have been approved by the Naval Facilities Engineering Command (NAVFAC). Allowances for space above the BFR are the exception and not the rule and must be justified by a space study. The BFR is calculated based on the Unit's Table of Organization (T/O) and Table of Equipment (T/E) as approved by HQMC.

m. UFC 2-000-05N, Facility Planning Criteria reference (c). A design criteria manual that is used to determine space requirements and to develop or refine existing BFR's for each unit. This publication is used throughout the Navy and Marine Corps in order to evaluate existing assets and determine specific facility requirements. Planning criteria is determined primarily by the units' Table of Organization and T/E.

n. MCO P11000.12C, Real Property Facilities Manual Vol II Facilities Planning and Programming reference (e). Provides guidance and instructions relating to the Marine Corps Facilities Planning and Programming System (MCFPPS).

o. NAVFAC P-78 Real Property Inventory Procedures Manual reference (a).

(1) Includes the Commanding Officer's Readiness Reporting System (CORRS), a facilities and utilities evaluation used by the Department of War (DoW) to establish maintenance funding requirements. CORRS reflects the quality and quantity of the existing infrastructure and its ability to support the intended mission.

(2) Property Record Card (PRC) fully describes the particular piece of property as recorded in the internet Naval Facilities Assets Data Store (iNFADS) database to include all facilities and structures.

(3) iNFADS contains all facilities, buildings, and utilities information to include building number, size, location, cost, capital improvements, and condition. This data is used to calculate maintenance dollars that the PWD receives from HQMC to maintain the Combat Center.

(4) The Facility Planning Document. A balance sheet that is kept for the assignment of space that contains a list of all existing space that is allocated to each Category Code, the BFR information, the condition of the existing space, and current maintenance and acquisition projects.

### 3. Organization

a. The Public Works Officer (PWO) works under the cognizance of the Assistant Chief of Staff (AC/S), G-4, and controls all planning, coordination and supervision of facilities acquisition management, sustainment,

restoration and modernization, and providing all utility services to facilities.

b. The Public Works Division (PWD) consists of five branches that report directly to the PWO. In addition, the Facilities Engineering & Acquisition Division (FEAD) Branch, comprised of NAVFAC Southwest (NAVFAC-SW) and PWD personnel, is in direct support of PWD. Refer to Appendix A for the organizational chart.

(1) **Requirements Branch (REQ)**. Responsible for customer service and the initial identification and processing of requirements.

(2) **Real Property and Planning Branch (RPP)**. Comprised of Real Property, Planning, Dig Permits, Geographic Information Systems (GIS), and Maintenance Inspectors.

(3) **Facilities Maintenance Branch (FMB)**. Comprised of the Headquarters section (Shop 19, includes supply, Service Desk, and Self-Help), Facilities section (Shop 31), Heating Ventilation and Air Conditioning (HVAC) section (Shop 53), Electrical section (Shop 51), and Roads and Grounds section (Shop 71). FMB also manages the operations of utility facilities aboard the installation such as the cogeneration (COGEN) plants, Outside Plant / Controls (ICS), and Water Utilities (water and wastewater treatment plants and associated distribution systems). FMB performs facilities maintenance and repair for real property assets across the base.

(4) **Utilities Branch**. Comprised of the Utilities Energy Management (UEM), and Facility-Related Control Systems (FRCS) sections.

(5) **Resource Management Branch (RMB)**. Executes financial management functions for the PWD.

(6) **Facilities Engineering & Acquisition Division (FEAD) Branch**. Comprised of the Project Management and Engineering Branch (PMEB), Facilities Support Contracts (FSC), Acquisition, and Project Development and Engineering Technicians (PDET). The FEAD Branch provides oversight for design acquisition and execution of contracted real property work.

#### 4. Responsibility

a. The PWO is responsible for all construction, maintenance, repairs, alterations, site approvals, dig permits, and all work that affects land (class 1 property) and buildings, utilities and infrastructure (class 2 property). Therefore, PWD provides facilities, facilities services, utilities, energy conservation, and geospatial information to support combined arms training, tenant commands, and families aboard the Combat Center.

(1) **Real Property and Land Management**. The PWD manages the Class 1 and Class 2 property records for the Combat Center. The PWD Real Property section is responsible for maintaining real property records and assigning facilities to staff sections and tenants. Real Property is also responsible for providing recommendations for the siting (land management) of facilities in accordance with land use categories approved in the installation facilities master plan and forwarding site recommendations to the G-4 for approval.

(2) **Provide Facilities Services**. Facilities services are funded from base operating support (BOS) funds managed by the PWD. Facilities support contracts are awarded by NAVFAC-SW through the FEAD with assistance in

contract preparation by the FEAD Branch and monitored by the FSC. The FSC is responsible for the implementation of the government's performance assessment program as it applies to maintenance, service, and repair type contracts.

(3) Sustain, Restore, and Modernize Facilities. Facilities sustainment, restoration, and modernization (FSRM) is performed by PWD personnel or contractors depending on the size and scope of the project. The PWD Real Property section is responsible for initial development of projects. The PWD FEAD Branch is responsible for developing project construction packages and project management. The PWD Real Property section also inspects and reports the condition and quantity of existing facilities in the annual CORRS and integrates future projects into the installation facilities master plan. The FEAD Branch also conducts design studies and is responsible for design oversight for sustainment, restoration, and modernization projects. Projects are sent to NAVFAC-SW for execution.

(4) Provide Utilities and Energy Related Services. The Combat Center utilities are operated and maintained by the PWD Utilities Branch with support from FMB and include electrical distribution; electrical generation; potable water wells and treatment; potable water distribution; wastewater and sewage collection; wastewater and sewage treatment; non-potable water wells; non-potable water distribution; natural gas distribution; high temperature hot water generation and distribution; and chilled water generation and distribution. The PWD UEM Branch is responsible for utilities purchases, customer reimbursable billing, Interconnects, new service, contractual point of contact for utilities issues, and energy savings that directly affect the utilities budget. The PWD UEM provides reliable data and tracking information; prepares the program objective memorandum (POM) utilities budget and the Utilities Cost Analysis Report (UCAR) for reimbursable costs. The PWD UEM prepares and manages the Utilities Costs Advisory Board (UCAB), the Building Energy Monitor (BEM) program, metering program, Energy Management Control System (EMCS) with servers, the PWD communication network and ensuring on base utility and building systems run efficiently.

(5) Geographic Information System (GIS). GIS supports installation management through development of mapping products and analysis to support utilities, real property, natural and cultural resource management, training, encroachment, and force protection. Products include pre-printed maps, custom mapping services and analysis, modeling, Global Position System (GPS) and maintaining spatial data.

b. Unit leaders are responsible for the proper care, upkeep, and police of all facilities assigned to their command. Additionally, they are responsible for the prevention of negligence, abuse and vandalism to assigned facilities.

c. Construction, modification, or alteration to any real property facility is prohibited without written approval from the PWO, PWD, via the appropriate chain of command. Proposed projects shall be approved prior to procurement of materials or the start of construction.

d. The FEAD is responsible for formal and informal inspections of all construction, alteration, and repair work.

(1) Representatives from the FEAD branch and the other branches of the PWD will conduct joint inspections of construction and repair projects prior to final acceptance from the contractor. A representative of the using activity should participate in this inspection. The FEAD office representatives will initiate and distribute contract final inspection letters to all inspection party members (to include the Combat Center Fire

## PWD MAINT AND MGMT MANUAL

Department, Safety Office, Environmental Affairs (EA), which includes the date, time and location of the final inspection. The FEAD office will not accept as complete a construction project that does not meet all designated requirements.

(2) The PWD will provide qualified facilities maintenance personnel to act as technical representatives during inspections.

e. Environmental documentation is required for all projects that have the potential to impact the environment and shall be accomplished in accordance with reference (f). EA will assist when required.

(1) The PWD shall create environmental documentation for all projects initiated by the PWD.

(2) Unit initiated projects must obtain PWD site approval first. Then the unit is responsible for completing environmental documentation.

Chapter 2

Unit Responsibilities and Work Input

1. Unit Commands Responsibilities. Commanders, Assistant Chiefs of Staff (AC/S), and Officers in Charge (OICs) are responsible for:

a. Supervising occupants to prevent loss or damage to facilities through abuse, misuse or neglect.

b. Furnishing timely information on all matters which will necessitate changes in land, facility requirements, assistance provided, or funds required.

c. Performing tenant maintenance and operator maintenance on assigned plant equipment as set forth in Chapter 3, Self-Help Program and Services, of this order to maintain the appearance and functional usefulness of all facilities assigned.

d. Submitting trouble calls and work requests with justification for appropriate maintenance and repair requirements.

e. Ensuring full access to assigned facilities for all maintenance personnel who require entry to complete work.

f. Units must submit all space planning, construction, repair, alterations, and site approval requests via a USMCmax work order, and PWD must approve them before work starts. **Units should involve PWD early in the planning process to ensure project success.**

g. Tenant commands must coordinate substantial equipment purchases with the PWD through their assigned Facilities Management Specialist (FMS) in advance to confirm feasibility and adequate power, ventilation, and other requirements.

2. Unit Liaison with the PWD

a. Unit Facilities Manager (UFM). Units shall appoint in writing a UFM to manage all assigned facilities. This individual is typically a senior member of the logistics (S-4) or maintenance sections. The UFM shall:

(1) Act as the primary point of contact for all formal and informal dealings with the PWD.

(2) Manage annual calls for work, routine work requests, and trouble calls.

(3) Attend all recurring PWD customer meetings.

b. Building Manager. A building manager shall be appointed for each assigned facility. To ensure consistency and continuity, this appointment should be for a minimum of one year. The Building Manager reports directly to the UFM to help consolidate and prioritize maintenance efforts before submission to the PWD. The building manager shall:

(1) Serve as the liaison for all maintenance and coordinate unit self-help projects.

(2) Act as the single point of contact for maintenance status within

the facility.

(3) Provide and coordinate facility access for maintenance personnel.

c. All units shall appoint in writing up to five individuals, Non-Commissioned Officer/General Schedule (GS)-7 or above, to originate all work requests. Refer to Appendix B for appointment letter template. These individuals will also initiate service calls on behalf of their unit. When it is necessary to reassign authority to sign work requests and to initiate service calls, a letter of authorization will be submitted to the PWD FMB. These personnel are responsible for maintaining a work request log, and for the accuracy of all work requests originating from that unit. The senior individual will be the formal liaison with the PWD. Restriction of the number of persons authorized to request work prevents duplication and accomplishment of work contrary to the desires of the responsible officer. These authorized individuals will submit work requests via input into USMCmax or for emergency and urgent work requests they may call the Service Desk, (760) 830-6271.

d. Work requests shall be submitted for all self-help requests. Chapter 3, Self-Help Program and Services, of this Instruction contains further information about the self-help category of work.

e. Units can track service calls and work request using the USMCmax computer software. Unit Facilities Managers may contact their FMS regarding opportunities for USMCmax initial training.

f. UFM's should schedule validation meetings with the PWD FMS assigned to them in order to reconcile and prioritize service tickets and discuss projects on a quarterly basis, at a minimum.

g. The PWD will hold quarterly meetings with all units' S-4 representatives to discuss procedures, update on projects aboard the Combat Center, and other items of interest.

### 3. Unit Deployment Maintenance Repair

a. Sixty days prior to deployment, the deploying unit must schedule a facility walkthrough with the PWD to identify required maintenance. After the unit departs, a follow-up inspection will be scheduled with the Remain-Behind Element (RBE) to adjust facility settings (e.g., thermostats) and address any new repair needs.

b. During deployments, The RBE is responsible for all facility upkeep. This includes continuously identifying and reporting problems in barracks and workspaces by submitting work requests, via USMCmax, to the PWD.

**NOTE: All furniture and wall locker parts should be coordinated through Center Logistics Division (CLD).**

### 4. Classification of Service Calls

a. Maintenance and services work order requests are normally assigned to the PWD FMB. Chapter 4, Facilities Projects Program, describes the process for work requests that require projects to accomplish the requested maintenance action, i.e. work requests that require formally planned or contracted action as opposed to the immediate response of a dispatched technician to resolve. The following priorities will be used to classify service calls received:

(1) Routine. Maintenance or repairs that supports the unit's mission but is not time critical. Target response time is within 30 calendar days after materials are received.

(2) Urgent. Maintenance or repairs required to prevent mission impairment or protect government property from further damage. Target response time is within 72 hours.

(3) Emergency. Immediate maintenance or repairs required to address critical failures or hazards. This includes situations where the mission cannot be performed, or there are threats to life, property, security, or sanitation. Target response time is within 30 minutes during work hours; within 2 hours after work hours (may vary by locations).

b. It is imperative that units fully describe the extent and nature of the problem so that the work can be accurately categorized. Units may not designate work as emergency unless the work meets the definition of emergency work as defined in this manual. The following information is required for all service calls:

(1) Complete and accurate, detailed description and location of the problem and cause, if known.

(2) Building/facility number and location within the building.

(3) Location of the Building Manager or other point of contact and telephone extension. Note also the location of the key or keys, especially if the problem is in a BEQ (Bachelor Enlisted Quarters or Barracks) (i.e., 1st, 2nd, 3rd deck duty, office, front desk, etc.).

(4) Phone number where the person can be reached, if not at the above number.

(5) While not required, it is encouraged for customers to add photographs to all tickets.

c. Units will be held financially responsible for erroneous calls (nuisance calls), malicious damage, abuse, or neglect, to include reimbursement for civilian overtime charges, if required. The PWD reserves the right to charge the reporting unit up to \$250 for erroneous calls.

5. After-Hours Emergency Maintenance Procedures. After-hours and on weekends, requests for emergency maintenance can be directed to the PWD After-Hours Service Desk, (760) 830-6271. Emergencies include malfunctions in utilities systems, broken water lines, broken power lines, or plugged drains when backup and overflow would jeopardize the safety of personnel or Government property. Service calls made between 1500 and 0700 on workdays and all day on Saturdays, Sundays and holidays will be verified that the problem is an emergency or if it can wait until the next working day.

6. Work Request Procedures. The following procedures will be used when requesting maintenance/repair/replacement, construction or materials for such purposes, contracting support services, and when requesting services of an engineering nature such as cost estimating or inspections.

a. Submission of Work Requests for Maintenance, Repair, or Replacement

(1) All work requests will be submitted via USMCmax or in the case of

an emergency or urgent work request, a request to the PWD Service Desk. Work requests shall only be entered in USMCmax by individuals appointed as authorized requesters for the unit. Work requests that are not properly filled out will be returned to the requesting unit for correction without action.

(2) When requesting work, utilize sketches, descriptions, sizes, amounts, etc., as appropriate to show location and requirement. Consolidate requests for maintenance and repair of similar items, (i.e., repair of doors, windows, sidewalks, etc.), on one work request per building. Full information on the work request will help expedite the work.

(3) The PWD Work Induction Board (WIB) will meet twice a month to review all work requests submitted. The Board will approve requests and determine the best method to accomplish requested work (in-house, contract, self-help, etc.), disapprove work requests and return the requests to the originator with a reason for disapproval, or return the requests to the unit for further clarification pertaining to the request.

(4) If a building, room or facility requiring maintenance or repair is normally secured during working hours, the unit's building manager is responsible for providing access for FMB personnel, and for security of the facility while work is in progress.

(5) In all cases, each Work Request will include the requested start date, which should be a reasonable date that will allow successful accomplishment (**do not use "ASAP"**). Maintenance and repair items may require an extended procurement lead-time. This requires planning well in advance of the requirements. Alterations and/or improvement requests may require additional validation, approvals and a lead-time of 6-12 months if plans and specifications are necessary and approved.

(6) For urgent work, the requesting unit may expressly indicate the precedence of such urgent work to their FMS in relation to all other work previously submitted. In doing this, the unit cannot, however, be guaranteed accelerated completion of the urgent work.

(7) As indicated in Appendix B, each unit is assigned an identifier for use on all work requests submitted for action.

(8) Questions concerning prior completed work requests not covered herein shall be referred to during the recurring meeting with the FMS.

b. Submission of Work Requests for Construction/Major Repairs. All requests will be submitted through USMCmax. Letters and memorandum requests will be returned for proper submission. See Chapter 4. Facilities Project Program, of this Instruction for detailed information. Letters or other documents may be attached to the work request in order to provide additional justification or information.

c. Submission of Work Requests for Keys

(1) All requests for duplicate hard keys for Bachelor Enlisted Quarters (BEQs) must be submitted via the Facility Manager with written justification. New or replacement key cards are issued by the Bachelor Billeting Division (BBD). Units are responsible for unit key control.

(2) All requests will be submitted as work requests through USMCmax.

## PWD MAINT AND MGMT MANUAL

(3) The PWD will provide a maximum of two keys per office space.

(4) BBD provides keycards for issue or replacement regarding BEQ / BOQ rooms. Consult BBD for their policy.

(5) Controlled areas such as mailrooms, vaults, armories (including their SACO) and any other controlled area will receive two keys per room, cage, gate or entrance. These rooms will not be opened by any master keys.

(6) The requesting unit is responsible for keeping the number of keys issued to the absolute minimum, to avoid compromise of the lock/security system. Requests for more than two master keys per building will include complete justification and will be filled only upon approval of the PWO or PWO's delegate, via the unit S-4.

(7) Reproduction of government keys from commercial sources, including the Marine Corps Exchange, is expressly forbidden. Any unauthorized keys will be confiscated, and the tenant will be charged for an immediate re-key of the room. Unauthorized master keys will be confiscated. If an unauthorized master key is lost before it is confiscated, the tenant command will be charged to re-key every lock the master key was made to open.

(8) Two master keys per building will be issued to the appropriate unit representative. In the case of units sharing buildings, the building will be keyed so that each unit has its own master system and will receive two master keys for their respective areas. One master key shall be available at the building, in a key locker. The other master key shall be located at the unit S-4, in a key locker or safe, for use in case of emergency. **Individuals shall not carry these master keys on their person.** When submitting a request to replace a broken or bent master key, the key, or an identifiable portion must be available for verification, before cutting a replacement.

d. A master key is located at the exterior of each building within a "Knox Box". These are provided for the purpose of emergency response by the Combat Center Fire Department.

(1) Due to the wide variety of padlock key blanks, it will not always be possible to reproduce padlock keys. Any padlock system purchased through the Government Supply System will be supported on a reimbursable basis.

(2) Buildings or rooms may be re-keyed. Units must submit a work request, with a proper justification, for approval from the PWD. Units will be subject to charges, in the case of lost keys or compromised security. The PWD Lock Shop may re-key a building at any time, to update or upgrade the master system. Units will be advised prior to this action.

(3) The PWD does not stock key blanks for automotive equipment. Refer these requirements to Southwest Regional Fleet Transportation (SWRFT).

(4) The CDO (Command Duty Officer) is in possession of a barracks master key which will be utilized for after-hours requests for entry.

### e. Submission of Work Requests Regarding Locks

(1) The PWD Lock Shop is the only entity authorized to install, repair, replace and re-keyed locks on Class 2 property.

(2) All locksets installed by the PWD Lock Shop are classified as

base real property. Any vandalized or missing locks will be replaced at the unit's expense. For cases of vandalism, a responsible unit officer or staff non-commissioned officer must first provide a written explanation of the circumstances before the lock is replaced.

(3) All requests for the repair or replacement of locks will be submitted as a work request through USMCmax. No request for the repair or replacement of locks will be accepted through the Service Desk or by telephone. It is the requesting unit's responsibility to submit a work request through USMCmax with justification.

(4) Units are responsible for the cost associated with workplace lockouts caused by forgotten, lost, or misplaced keys. Units will be charged for access services in these cases, including any civilian overtime incurred. For lost keys, a responsible unit officer or staff non-commissioned officer may be required to provide written explanation of the circumstances that lead to the lost key.

(5) If a person becomes locked in a room, this is classified as an emergency and the Service Desk should be called.

(6) BEQ\BOQ lockouts are not considered an emergency and will be treated as a routine service call. To gain access to a locked-out room, the unit master key shall be utilized. After-hours, the Command Duty Officer (CDO) in building 1554 must be contacted to gain entry.

f. Repairs to Safes

(1) Repairs to built-in safes are the responsibility of the PWD. All other safes (i.e., organizational (T/E), non-appropriated fund activities or "no owner" safes) will be repaired on a reimbursable basis. All requests for the repair or opening of safes must be submitted as work requests through USMCmax.

(2) The PWD performs forced entries into safes and vaults only with written approval from the Combat Center Classified Material Control Custodian (CMCC) or Property Control Section. For safes containing classified materials, units must submit a work request through the CMCC Officer, regardless of ownership. An individual authorized to access the safe's contents must accompany the locksmith and immediately receive the classified materials once the safe is opened. Only the PWD locksmith may perform safe work.

(3) Units are responsible for changing combinations on both built-in and external padlock-type safes. If the PWD must change a combination, the work will be done on a reimbursable basis. An individual authorized to access the safe's contents must be present when the safe is opened.

(4) All safe work is by appointment only. Units must bring field safes to the PWD once the appointment is confirmed. An individual authorized to access the safe's contents must be present when the safe is opened.

(5) The PWD will complete combination changes and other safe work only after receiving a work request. The request must include the container's serial number (or other external identifier) and proper justification. The unit's Security Officer must initiate the request, and the Combat Center Security Manager must approve it before work begins. Once approval is granted, the locksmith must have a signed Safe Lockout Worksheet authorizing the use of any means necessary to open the container.

(6) When setting a safe or vault combination, personnel must record it on Standard Form 700. The unit must store the sealed envelope in its CMCC vault. The Combat Center Security Officer maintains the CMCC vault combination in the MCAGCC Communication Center vault for emergency, mount-out, or wartime use.

(7) When transferring a safe, personnel must open it and verify that the combination is reset to the factory setting of 50-25-50 before releasing, accepting, and locking the container.

#### 7. Alteration and Modification of Buildings

a. Units will submit a work request detailing proposed building alteration or modification and justification. **Units will not make alterations or modifications to any structure, unless first approved in writing by the PWD. The PWD will determine the validity of requested work and the best method of accomplishing the work.**

b. If the best method is determined to be a Self-Help project, only materials approved by a representative of the PWD will be used. Any plans and specifications will be approved by the PWD, Safety Office, and Combat Center Fire Department (CCFD) prior to the start of construction. All work will be inspected by the PWD, Safety Office, and CCFD personnel, as applicable, when construction is complete.

c. Unauthorized construction, modification or alteration may be removed at the unit's expense regardless of justification or requirement.

#### 8. Installation or Acquisition of Equipment

**CAUTION: Failure to comply with this section may result in extended equipment idle time or damage to facility or new equipment.**

a. For purposes of this paragraph, the term "equipment" includes anything requiring installation and/or subsequent maintenance or servicing that has been installed by the PWD or a contractor.

b. All requirements for equipment installation will be addressed to the PWD via a work request prior to the ordering/procurement of the equipment. The work request will include the proposed use of the equipment, the reason driving mission requirement, material requirements, utility requirements, and all other pertinent information regarding the proposed installation.

c. The FMS will use this information to validate requirements and coordinate with various PWD entities to analyze facility needs. This information will enable the PWD to verify facility and equipment compatibility, including the following: availability of adequate utility services, funding type and availability for the installation, acquisition strategy for facility requirements, scheduling and timeline of the installation. The PWD UEM will also determine the energy efficiency factor, if applicable, and decide whether the appropriate piece of equipment is being ordered.

d. Upon completion of associated PWD work induction process, described in paragraph 2.8.c. above, the FMS will discuss requirements with the requesting unit Facility Manager. **Possession of equipment does not guarantee PWD validation. The PWD retains the right to deny requests that have not been validated. Equipment purchased without prior PWD validation will not receive support until the validation process is successfully completed.**

e. Electrical connections for all communication-electronics equipment including intercoms and like devices will be installed only by request of the AC/S G-6.

(1) Vending machine installation is permitted only as specified in Appendix D.

(2) Antenna installation is governed by the procedures established in paragraph 5, chapter 5 of this Instruction.

f. Required modifications to a facility for installation of equipment (to include utilities) is funded from the appropriation of the equipment purchase, see Chapter 1.

9. Funding. Approval and accomplishment of all requests are budget dependent. Disapproval, deferral, or alternative methods of work accomplishment may be required by funding constraints.

10. Procedures for Reimbursable Work

a. Generally, reimbursable work, also known as customer-funded work, is defined as:

(1) Work to Marine Corps Community Services (MCCS) Category C facilities.

(2) Work on Class 2 property which is not identified as a bona fide requirement (i.e. a "want" vice "need").

(3) Work on Class 4 minor plant property and installation of equipment to Class 2 property as defined in Chapter 1.

b. The procedures for reimbursable work are as follows:

(1) Unit submits work request with a general scope-of-work.

(2) The PWD evaluates the work request and determines validity, scope, cost, time, and mechanism of completion via the WIB process.

(3) If approved, the PWD provides a cost estimate and timeline. The timeline may not be within the current fiscal year based on existing FSRM obligations.

(4) The PWD receives funding from the unit for the work.

(5) The PWD performs the work in-house or contracts the project for completion.

c. Examples of reimbursable work include installation of an upgraded water fountain (i.e. a bottle filler), installation of fencing around a facility, or an electrical upgrade to support Class 3 property.

d. Quarterly, the PWD submits an itemized invoice for the costs associated with the previous quarter's reimbursable work. This includes all services rendered by PWD or agents thereof, as described earlier in this Instruction. Units are required to pay these invoices but will have the opportunity to review and request further information as needed.

11. Vandalism/Negligence

a. For the purposes of this Instruction, vandalism is defined as willful, deliberate destruction of or damage to property and also neglect to a facility.

b. Generally, vandalism and neglect are most prevalent in BEQ's and is usually identified by a responding PWD technician using the "reasonable person's expectation" that something would not have otherwise been damaged under normal use conditions.

c. Examples of vandalism or negligence include but are not limited to:

- (1) Tampering with HVAC (bootbanding, etc.).
- (2) Sewage backups (caused by baby wipes, other items).
- (3) Elevator damage (overloading, superglue, trash).
- (4) Tampering with fire suppression-related systems.
- (5) Missing items from facilities which would normally not be moved (light covers, smoke detectors, etc.).
- (6) Broken/dented locks, strike plates, and doors.
- (7) Large holes in walls.
- (8) Insects and rodents caused by lack of cleanliness.
- (9) A unit or occupant not reporting a leaking fixture in a timely manner, leading to larger repairs.
- (10) Damage to an overhead rollup door that is not fully opened.

d. Units are financially liable for the full cost of labor, materials, and any contract actions required to repair damage caused by negligence, abuse, or vandalism. This policy is absolute and supersedes any standard PWD funding arrangements for routine maintenance. If PWD determines there is reasonable evidence of negligence, abuse or vandalism, the responsible unit will be billed for all repair costs.

e. In emergencies that pose a direct threat to personnel or government property, the PWD may conduct immediate repairs to mitigate harm. The unit remains fully liable for all associated costs.

f. The unit's financial liability is immediate and is not dependent on the outcome of a PMO investigation or the unit's ability to identify the specific individual(s) responsible.

g. Submit work requests for damage caused by vandalism according to the procedures outlined in paragraph 6.a.1 of this chapter.

12. Dig Permits

a. In accordance with reference (g), a Dig Permit is required for any excavation or ground disturbance six inches or greater anywhere aboard the Combat Center, except as noted in reference (g).

b. Prior to applying for a dig permit, all sites must be approved by the PWD. To receive a site approval, a work request must be submitted that identifies the proposed location and provides a description of work to be performed.

c. Following site approval by the PWD, a dig permit form must be filled and submitted in accordance with Appendix E. The dig permit form can be filled out and submitted electronically. All dig permits shall be requested a minimum of 21 calendar days prior to digging.

d. Repair of damaged utilities without excavation authorization shall be the responsibility of the damaging party.

13. Camp Wilson & Strategic Expeditionary Landing Field (SELF)

a. Class 1 and 2 facilities at Camp Wilson and the SELF are subject to the requirements set forth in this Instruction, Exercise Logistics Coordination Center (ELCC) Camp Commandant rules and reference (a), as applicable.

b. To prevent damage to utilities and ensure personnel safety, units must contact the PWD before conducting any ground-disturbing activities or working near overhead utilities. Units must also contact the PWD with any questions regarding the location of underground utilities. Dig permits are required for disturbances deeper than six inches (see Appendix E). Maintain a minimum setback of 20 feet from overhead utility distribution lines. Antennas must be set back at least 20 feet or a distance equal to their height, whichever is greater.

Chapter 3

Self-Help Program and Services

1. Background

a. The Self-Help Program for maintenance and repair of real property is designed to enable units to better maintain their facilities by enabling them to accomplish certain maintenance tasks with their own forces. Within policy limitations set forth in reference (b), military personnel may perform maintenance and repair work on their living spaces, recreation areas, and grounds designated for their use.

b. Base organizations leaders and unit commanders are responsible for vandalism, neglect, and abuse to facilities assigned. Self-help projects often help reduce these occurrences by encouraging and developing a sense of ownership and pride in the facilities and spaces occupied by the unit.

2. Definition of Self-Help

a. Self-help is limited to those types of tasks normally undertaken by prudent tenants, using minimum craft skills and simple hand tools. In most cases, the PWD provides the material, and the customer (activity) provides the labor to accomplish the work. Restrictions to self-help work include the following:

(1) Electrical work of any kind, due to fire and safety concerns and regulations.

(2) Installation of Class 2 or Class 3 installed equipment.

(3) Tactical or organic equipment connected to utilities or distribution systems.

b. All self-help work is subject to approval by the PWD, and a work request must be submitted and approved via USMCMAX, prior to self-help work being undertaken.

c. Certain tools and equipment are available for check-out for bona-fide and approved self-help projects from the PWD Self-Help Program. No other tools or equipment will be loaned.

3. Policy

a. Appendix B provides guidance to assist tenant commands in planning and accomplishing their Self-Help Program. Unit police sergeants or maintenance personnel will confine their efforts to minor maintenance work such as those tasks listed in Appendix B.

b. The PWD offers training on the Self-Help Program. For any inquiries, please contact the Self-Help desk at (760) 830-7338. **Any appointed unit building managers shall receive self-help training within the first two months of assuming duties.**

c. Requests for materials or other assistance needed for accomplishing a self-help project will be submitted through USMCMAX.

d. Requests for material to be used in the Self-Help Program will be carefully evaluated by the PWD to ensure that quantity and type requested do

not exceed the intent of this Instruction. The justification contained in the self-help request will be used for this purpose.

e. When units receive materials for approved Self-Help projects, they will also receive a follow-up inspection report form. Upon project completion, the unit must complete the form and return it to PWD so that PWD personnel can conduct the final inspection of the project.

4. Self-Help Projects Training. PWD routinely conducts training courses on minor maintenance and self-help projects. While the target audience is Building Managers, unit commanders should leverage this training to ensure they have adequately trained personnel to complete self-help projects. The minor maintenance and self-help school is available on a request basis to support unit commanders in executing their local self-help maintenance programs. Further information concerning the courses of instruction and time schedules may be obtained by contacting the PWD Self-Help desk at (760) 830-7338.

**NOTE: It is recommended that commanders of unit commander, down to the company level, nominate personnel assigned duties as Building Managers and Police Sergeants to attend this school. It is further recommended that Police Sergeants be assigned for a period of not less than 6 months, for continuity of knowledge, skills, and abilities.**

5. Procedures to initiate Self-Help Projects

a. Unit commanders/section heads will:

(1) Ensure they have personnel qualified to perform the Self-Help project as authorized by this manual. When it is determined by the commanders that they do not have qualified personnel, they will submit a request to the PWD Service Desk, requesting training for personnel. The following information should be included on the requests:

(a) Name and Rank of students to attend.

(b) Number of months each student can be expected to remain in the maintenance program.

(2) Request appropriate Self-Help materials from the PWD by submitting a work request via USMCMAX.

(3) Ensure that the materials received to complete approved Self-Help projects are properly utilized for the project and report completion of the project to the PWD. Excess materials must be returned to the PWD for reissue.

(4) Hazardous Wastes must be disposed of in accordance with all EA requirements.

b. PWD will:

(1) Review all Self-Help work requests, inspect proposed projects when necessary, and approve only those which comply with this manual and appropriate Marine Corps Orders.

(2) Notify requesting units when approved materials are available for pickup. The noncommissioned officer-in-charge (NCOIC) of the project must sign for the materials.

(3) Inspect the progress of the Self-Help project to ensure proper utilization of materials and compliance with local building and safety codes.

(4) Inspect completed Self-Help projects to ensure proper overall utilization of issued materials and quality of work. PWD will ensure the completed follow-up inspection report of the project is added to the facilities history files.

(5) Conduct a minor maintenance Self-Help school when requested and the minimum class size is met.

#### 6. Replacement of LED and Fluorescent Bulbs

a. Unit personnel are responsible for replacing LED and fluorescent bulbs accessible from a six-foot stepladder. Units will submit a Self-Help USMCMax work request indicating the quantity and types of bulbs required to replace burned-out bulbs. All compact fluorescent bulbs will be replaced with energy efficient LED bulbs. Unit rep will ensure the proper bulb is used with the proper ballast. Most 4-foot lamps are T8 25-watt lights. To comply with hazardous waste disposal requirements, requesting units must provide the burned-out bulbs in exchange for the new ones. If unit rep cannot provide the burned-out bulb, they must submit a memorandum stating the reason or purchase new bulbs with their own funds.

**NOTE: Many bulbs are considered hazardous waste and shall not be disposed of with standard waste.**

b. The PWD will replace burned-out bulbs not reachable from a six-foot stepladder upon receipt of USMCMax work order.

c. The PWD does not provide bulbs for desk or table lamps.

#### 7. Operation of Heating and Cooling Systems

a. Generally, cooling periods are between April and September and heating periods are between October and March. This is based on historical data and may be modified by PWD based on weather forecast. There may be a period of no-heat/no-cool between cycles to facilitate transition.

b. Installation, maintenance, and repair of evaporative coolers and air conditioners will be performed by the PWD. Coolers and air conditioners that were installed without PWD approval will be removed at the unit's expense.

c. Daily operation of evaporative coolers that are not placed on central controls are the responsibility of the occupant of the building.

d. The following instructions shall be extracted from this manual and posted, by the using unit, in the vicinity of the controls to every evaporative coolers.

(1) Evaporative cooling is accomplished by means of air exchange within the structure. Open one window on each side of the building to allow air exchange, and to prevent overheating of the cooler; all other doors and windows should be closed to mitigate excessive warm air blowing into the building. This requirement does not apply to large evaporative coolers on EMCS controls, refrigerated or air-conditioned spaces. If desired, the building tenant may submit a work order to request PWD assistance with efficient and effective operation of the unit.

(2) Tenants shall not attempt to adjust any cooling equipment. All evaporative coolers shall be secured at the end of the day. Report all malfunctions to the Service Desk at (760) 830-6271 or submit a ticket in USMCMAX. As part of ongoing energy conservation measures thermostats should not be set lower than 76 degrees.

e. Tenant commands shall ensure that doors and windows are closed in buildings where heating or cooling systems are turned on to ensure proper operation of the systems and energy conservation.

f. Thermostats are preset to 76 degrees during the cooling cycle and 70 degrees during the heating cycle, for energy conservation and shall not be adjusted.

g. Waiver requests to deviate from set points will be considered by the PWD on a case-by-case basis and will be based on mission impact, system capabilities, cost, and Department of the Navy energy savings goals.

h. Tampering with heating and cooling systems will be considered as vandalism.

8. Replacement of Broken Glass. Replacement of broken window glass does not fall under the provisions of the Self-Help Program. Units are responsible for reporting the broken window via a work request so that the PWD can repair the window.

#### 9. Grounds Maintenance and Landscaping Requests

a. Unit Commanders are responsible for all grounds maintenance for landscape located in and around their assigned areas, to include mowing, edging, and watering. The PWD does not furnish or repair mowers or other grounds care equipment. Requests for this type of equipment should be addressed to the Center Logistics Division.

b. Unit Commanders are responsible for: cleaning of trash and "blow sand" from drainage ditches, fences, and maintenance/weeding of landscaping and rock around the buildings. Work orders must be submitted for actions other than basic maintenance described above for deficiencies in erosion control.

c. PWD site approval is required for all Self-Help landscaping projects. Units desiring landscaping changes shall submit a work request containing complete information to the PWD via USMCMAX. The PWD has limited quantities of landscaping gravel and landscaping paver blocks available for unit Self-Help landscaping projects.

d. As a result of the increased emphasis on conservation of the scarce water supply, desert variety plants as well as decorative rocks and gravel are required for any new landscaping projects. Environmental Affairs has a list of approved plants for use on the installation.

#### 10. Irrigation Systems

a. Self-Help irrigation systems are not authorized.

b. Work requests for new irrigation systems will not be approved.

c. All future landscape projects should be designed as Xeriscape (desert landscape) that will not require extensive irrigation and can be

watered by hand.

d. Existing irrigation systems shall only be operated between the hours of 2100 and 0600.

Chapter 4

Facility Projects Program

1. Scope. This chapter establishes procedures for the development and execution of the HQMC Facilities Projects Program per reference (e).

2. Project Funding Limits

a. Local Projects. Construction projects with an estimated cost of \$100,000 or less (R1) and repair projects with an estimated cost of \$300,000 or less (M1). In order to ensure existing facilities and real property assets are properly maintained, expenditure of greater than 6% of local funds for minor construction (R1) requires Deputy Commandant, Installations and Logistics (DC, I&L), Facilities and Services Division (LF), Facilities Branch (LFF) notification.

b. Special Projects. Construction projects with an estimated cost between \$100,001 and \$4 Million (R2) and repair projects with an estimated cost between \$300,001 and \$7.5 Million (M2). These projects must be validated by LFF and projects over \$7.5 Million require Congressional notification.

c. MILCON Projects. Construction projects greater than \$11 Million require Congressional approval.

d. Supplemental Projects. Supplemental projects, also known as "Out of Cycle" projects, are those projects identified after the on-site survey and validation is completed for a specific fiscal year. Supplemental projects can be submitted anytime to DC, I&L for consideration; however, these projects can be submitted only within the strict guidelines established by DC, I&L. Supplemental projects provide the Commanding General the ability to add projects to specific program years to meet emerging requirements. These projects are not guaranteed funding and may delay the execution of formerly programmed projects.

3. Project Submissions

a. Background. To ensure that limited construction and repair funds are applied to the most urgent requirements, in a manner consistent with future plans and programs, a thorough and well-defined submission and review process is necessary.

b. Procedures. The PWO shall release a project call for work during the first quarter of each fiscal year to all base organizations, staff sections, and Commanding Officers (henceforth called units) and will provide a due date for these submissions (generally in the second quarter).

c. Requests. All requests for projects will be submitted to the PWD through a work request. No other method of request will be accepted. Work requests for construction, alteration, and expansion of existing facilities will be signed by the unit commander to validate the need for the project. The following information is required on all construction requests:

(1) Detailed project description and requirements, including a sketch of the facility or facilities showing the locations where the work is requested to be completed. If inspection reports (fire, safety, physical security, etc.) or directives are used as justification for a project, a copy of the relevant portions of the report or directive specifying a requirement

and stating applicability of that requirement must be appended to the work request. Manufacturer's specification sheets must be provided where used to justify projects to support installation of equipment.

(2) Reasons why existing facilities are inadequate.

(3) Reasons why relocation of the function within the existing facility or to another facility will not satisfy the requirement.

(4) The specific functions that cannot be accomplished if the request is deferred or disapproved.

(5) Statement that requested work will satisfy all known requirements relating to the facility or similar facilities.

(6) Reference to any previous work requests and correspondence relating to the requirement.

d. Inadequate/Incomplete Request. Those construction requests, which are not adequately detailed, will be returned. If the required information is not submitted within the call for work deadline, the request will not be considered.

e. Prioritized Listing. Command and organizations submitting more than one project request shall also provide a prioritized listing of their projects in coordination with their assigned FMS.

#### 4. Project Prioritization

a. Procedure. Project requests are submitted to the PWD in accordance with the procedures established in paragraph 3 of this chapter. Upon receipt of call for work submissions, the PWD will do the following:

(1) Compile all tenant command's submitted projects and sort by funding limit factors as delineated in paragraph 2 of this chapter.

(2) Establish a sub-category based upon project description and justification as follows: Health, Safety and BEQ - priority 4; Operations and Training/Mission Essential- priority 3; Command Interest/Customer Priority - priority 2; Routine- priority 1.

(3) Incorporate all validated project submissions that are within M1/R1 funding limits into the PWD Annual Work Plan. Due to funding constraints, not all requirements will be executed within the fiscal year they were submitted for. Projects disapproved during the validation process in one fiscal year will not be reconsidered in the next fiscal year unless significant changes in scope or justification are made.

(4) Organize and prepare project submissions that are within M2/R2 and MILCON funding limits for review and final prioritization by the Installation Commanding General via the Installation Development Planning Board (IDPB) process. The Command's top prioritized projects, as approved by the Commanding General, will be developed by the PWD for the annual Regional Installation Infrastructure Investment Board (R-I3B) for evaluation and higher-level prioritization. These projects are often evaluated two to four years in advance of planned execution.

(5) Prioritized Projects. Projects may be reprogrammed, combined or deferred as necessary in order to meet the requirements of the program as a

whole. Upon completion of the project prioritization process, units will be notified of the outcome of their project submissions.

## 5. Approved Project Execution

a. Local Projects. Validated projects within M1/R1 funding limits will be incorporated into the PWD Maintenance Execution Plan (MEP) for further development and funding as local resources allow.

(1) The MEP is on-going, and projects will be inserted once approved. After approval, the normal time before construction begins on locally funded projects varies from six months to years, depending on operational constraints, complexity, and funding levels. Minor projects requiring minimal planning and locally available material may be scheduled sooner but have no special scheduling priority.

(2) All projects accomplished as troop training projects on facilities controlled by the Combat Center will be completed in accordance with this Instruction and will be accomplished only within the scope of a job order issued and scheduled by the PWD.

(3) The PWD has established a process of working with all units for validating work requests by prioritization procedures outlined in paragraph 4 of this chapter. Validation meetings ensure that the PWD is developing the unit's highest priority projects first.

(4) Individual units may have the option to provide funds for specific M1/R1 projects that otherwise would not be prioritized for execution in a given fiscal year. Provision of funding is not a guarantee of project execution within the same fiscal year. Units should coordinate with their FMS regarding details on specific projects.

b. M2/R2 and MILCON Projects. Those projects within M2/R2 funding limits are submitted annually to LFF by the PWD during an on-site validation visit by a representative of LFF. The validation visit is typically during the first or second quarter of the fiscal year two years prior to the fiscal year of funding for the subject project program.

(1) Projects validated by achieving adequately high survey scores for the funds available are approved for the fiscal year program under consideration and construction will normally begin approximately three years after validation.

(2) Projects not validated by LFF in one fiscal year will not be reconsidered in the next fiscal year unless significant changes in scope or justification are made. These resubmitted projects must still go through the project submission and prioritization process described in paragraphs 3 and 4 of this chapter.

c. MILCON Projects. These projects are submitted bi-annually to DC, I&L by the PWD during the Activity Brief to the Program Evaluation Board (PEB). These submissions are in accordance with Base Exterior Architecture Plan (BEAP) and published DC, I&L guidance. Projects that are placed in the Marine Corps MILCON program are generally awarded no earlier than 5 years after inclusion in the program and are subject to Congressional approval.

## 6. Relocatable Facilities

a. Background. Accelerated or expanded fielding of equipment and unit

activations often result in short-term facility requirements that cannot be satisfied through normal MILCON programming. Relocatable facilities can fulfill these needs without the time constraints of permanent construction. Due to their mobility, they should be accounted for as equipment (Class 3) rather than as real property (Class 2). Therefore, they may not be maintained with facilities (PWD) funds.

(1) Relocatable facilities may not be used to provide facilities for long-term needs. Their use is not energy efficient, requires more maintenance than permanent facilities, adversely affects base appearance, provides ill-suited working environments, and conflicts with Congressional intent requiring the use of the MILCON program to satisfy facilities deficiencies.

(2) Relocatable facilities used as temporary or interim facilities should be sized at the minimal scope that allows for mission accomplishment and subject to funding limitations, approval authorities, cost effectiveness, energy conservation, planning criteria, and design criteria.

(3) These provisions do not apply to personal property accountable in organic troop unit allowance lists such as tables of equipment (TOE), family housing, pre-positioned war reserve material stock (PWRMS) when used for mobilization requirements, skid mounted aircraft line operations and line maintenance shelters, and facilities owned and installed by construction contractors.

b. Policy for Interim Facilities

(1) Relocatable facilities may be used for: short-term facility requirements caused by transitory peak military missions, deployments, military contingency operations, disaster relief requirements; or urgent requirements (such as accelerated weapons systems acquisition, equipment introduction, or rapid personnel changes) pending approval and construction of facilities via normal MILCON programs. Their use may be approved in only those situations where the requirement could not have been foreseen by LFF or the activity/command in time to provide permanent facilities and will not be approved to satisfy existing basic facility requirements (BFR) deficiencies or for replacing existing inadequate facilities. When use is approved, it is only to the minimal scope that allows for mission accomplishment until permanent facilities can be provided and not to the total BFR.

(2) Relocatable facilities used to satisfy interim requirements are to be used for periods of three years or less. Exceptions to this limitation may be approved by LFF and include:

(a) To support continuing military operations; or

(b) Where the replacement facility has been authorized, and funds appropriated by Congress and is retained until construction of the replacement is completed; or

(c) Where the relocatable facility has been subsequently incorporated as real property upon approval of LFF.

(3) Where relocatable facilities are required as interim facilities pending completion of permanent construction, the project for permanent construction must be programmed no later than budget year plus two. The DD Form 1391 for normal MILCON procedures shall indicate relocatable buildings are in use. The use of the relocatable facility will be discontinued upon

completion of permanent facilities. Lease documents should contain provisions for removal of the relocatable facilities from the activity.

(4) When relocatable facilities are required for building occupants during renovation of a facility (either MILCON or Operations and Maintenance (O&M) scope), the relocatable facilities should be provided as part of the project cost and included on the DD Form 1391 cost estimate. LFF approval is not needed to provide relocatable facilities in this way as they are considered contractor provided. However, the relocatable facilities must be removed from the site by the contractor upon completion of the renovations project. Contract documents must contain provisions for removal of the relocatable facilities by the contractor.

(5) DC, I&L has budgeted a nominal annual O&M Marine Corps (O&MMC) encumbered reserve to fund first year interim facilities costs including delivery, set-up, teardown, and lease costs. DC, I&L will consider all approved interim facilities use requests and fund those requests to lease interim facilities that favorably compete for the limited available funds. Activities/commands are responsible for funding all follow-up lease costs starting with the second year of use. If an activity is not able to fund the follow-on costs, interim facility use should not be considered or requested.

(6) An economic analysis must be completed to compare procurement versus leasing of the relocatable facilities. If procurement is more cost-effective, dependent on acquisition criteria the purchase must be funded with locally available O&MMC funds, or be included in the command Procurement, Marine Corps (PMC) budget, or must compete with all other Marine Corps unprogrammed Command Support Equipment PMC requirements for available PMC funds. LFF will forward requests for PMC funds (if relocatable facility use is approved) to DC, I&L, LF, Services Branch (LFS) to compete for available funds.

(7) All relocatable facilities will be metered and reported back to UEM branch. A thermostat with timer and temperature controls will be installed and programmed for normal operating hours and base mandated temperatures. These facilities will be minimum use and utilize California Title 24 or ASHRAE +30% for energy usage and insulating values. Due to high temperatures, energy efficiency for extreme climates is a high priority.

c. Requests for Approval. Any use of relocatable facilities as plant property, regardless of cost or means of acquisition, requires the approval of DC, I&L. Activity request for relocatable facilities should be submitted to the DC, I&L, LF, Land Use and Military Construction Branch (LFL), via the PWD, separate from requests for approval of construction projects, and include the following information:

(1) Facility function.

(2) Number of buildings requested and their total square footage.

(3) Date facility is required.

(4) Length of time relocatable facility will be used for the function.

(5) Estimated costs of lease and set-up, teardown, packaging, transportation, all of which should be contracted for in the lease contract and paid for with O&MMC funds (or MILCON on occasion).

PWD MAINT AND MGMT MANUAL

(6) Estimated costs of site preparation, foundations, utilities, and other construction, all of which are funded by construction funds (O&M or MILCON, depending on total cost). These costs are not funded by I&L encumbered reserve.

(7) Type of funds involved (local O&M, HQMC O&M encumbered reserve, PMC, etc.).

(8) Number and type (part-time, full-time, staff, visitors, etc.) of personnel to use the facility.

(9) Proposed disposition of facility upon termination of need.

(10) Plans for replacement with permanent facilities, including project number, title, and program year.

(11) Economic analysis to compare procurement to leasing. If procurement is more cost-effective, the CMC (LFL) will manage those interim facilities acquired as Class 3 assets and will approve facility transfers to satisfy other Marine Corps requirements.

(12) Any additional information needed to clarify why the normal facilities planning, programming, and construction process could not provide the required facilities.

(13) Site approval form.

d. Notification of Removal. Notify the CMC (LFL) when leased facilities have been removed from the site and returned to the vendor.

Chapter 5

Facility Related Services

1. Solid Waste Landfill

a. The Combat Center's Solid Waste Landfill (Landfill) is operated by PWD personnel, with assistance by EA for environmental compliance issues. Hours of operation are 0730 through 1400, Monday through Friday. Extended hours of operation require approval of the PWD not later than 5 working days in advance. The requesting unit may be liable for after hours or weekend/holiday operations cost. The Landfill will be closed to all units during high winds or inclement weather conditions.

b. The Landfill is off-limits to all personnel at all times, with the exception of PWD personnel and persons making bona-fide trash runs from their individual unit. Privately-owned-vehicles (POV's) are not allowed access to the Landfill.

c. The Landfill accepts waste from barracks and base operations and administrative waste. Under no circumstances will any ordnance, range residue or ammunition be disposed of in dumpsters or at the Landfill, unless certified by the Range Residue Processing Center. Discovery of any unauthorized items will be reported to Explosive Ordnance Disposal Unit (EOD), Provost Marshal Office (PMO), and Explosive Safety for action. Hazardous materials, hazardous waste, and infectious/medical waste are strictly prohibited from dumpsters and the Landfill. Discovery of these items will be reported immediately to EA and the Naval Hospital. All costs for the recovery, collection, removal, and disposal of ordnance, range residue, ammunition, hazardous material, hazardous waste, and infectious or medical waste in a dumpster or the Landfill will be charged to the culpable unit.

**NOTE: All building material waste must be cleared for disposal within the Landfill by the Lead/Asbestos/Mold Management Board (LAMMB).**

2. Standardization and Installation of Signs

a. Responsibility. The PWD is responsible for the fabrication, installation, maintenance, and repair, with exceptions noted below, of all building, structure, road warning, direction and international signs. All signs aboard the Combat Center require prior approval from the Public Works Planning Officer and should be in complete compliance with the BEAP, reference (h).

b. Fabrication of Signs

(1) Signs will be fabricated by the PWD upon receipt of a work request upon verification that the request complies with the standards outlined in this chapter.

(2) The desired text for the sign shall be spelled out on the work request. Any signs fabricated with incorrect spelling due to unit error will be re-made at the unit's expense.

(3) The PWD will charge the requesting unit for all non-standard signs it fabricates on a reimbursable basis. If a sign is required by law, policy, or instruction, the requester must reference the governing document in the work order to avoid being charged.

(4) Tactical signs are the responsibility of the units but may be fabricated by the PWD on a case-by-case basis. The PWD Sign Shop, when applicable, may apply graphics made by Combat Camera.

(5) All signs will be inspected at pick-up, and the customer will acknowledge completion and satisfaction in writing.

(6) Signs not picked up from the PWD sign shop within 14 days of completion may be disposed of by the PWD Sign Shop at the unit's expense.

c. Installation and Maintenance of Signs

(1) The AC/S G-3 is responsible for the installation and maintenance of all danger signs indicating live firing, impact areas, and all range perimeter signs.

(2) The PWD is responsible for the procurement, fabrication, installation, and maintenance of traffic control and restricted, or off-limits area signs or other than those indicating live-firing, impact areas, and range perimeter signs. Traffic signs are installed at the request of, or with the approval of, the PMO only.

(3) The Combat Center Fire Inspector must approve the installation of signs indicating fire protection devices, building capacity, and building egress within or around building structures.

d. Standards for Signs. The following standards will apply to all signs aboard the Combat Center.

(1) All traffic control signs will comply with the latest version of the US Department of Transportation Manual of Uniform Traffic Control Devices for Streets & Highways (MUTCD). All requests for signs will be routed through the PMO, Attn: Traffic Control Officer, for approval before any action will be taken by the PWD.

(2) Unit, information, and similar signs will be yellow lettering with a red background.

(3) All street signs will be fabricated and installed by the PWD Sign Shop.

(4) Signs for the Combat Center Headquarters and other organizational signs will be rectangular in shape, generally a standard size of 32" x 48". All signs will have a red background with yellow lettering. These will be constructed for units at the battalion level and above.

(5) Signs installed in offices and on doors within buildings will be rectangular in shape with yellow block letters on a red background.

(6) Signs indicating fire regulations regarding cigarettes, lighted matches, "NO SMOKING" and warnings on explosives and firefighting devices, such as fire extinguishers, will be rectangular with white letters on a red background.

(7) Signs related to the safety program such as "WEAR YOUR GOGGLES", and other first aid, or personal protection devices, will be white lettering on a green background and installed at the request of the Safety Manager only.

(8) Signs indicating warning or danger areas will be black lettering on a white or yellow background.

(9) Family Housing signs will be white letters on a brown background. These signs are the responsibility of privatized housing and will not be fabricated by the PWD.

(10) Naval Hospital signs will be white letters on a blue background.

(11) All facilities number signs will be black letters on a white background.

(12) All signs will conform to the standards set forth above. Organizations installing temporary signs will remove them when no longer required.

e. Non-standard Signs Requests. Work request for signs which depart substantially from the standards set forth in the above paragraphs will be submitted for approval to the Planning Section with adequate justification.

f. Temporary Signs. Units placing temporary signs along the Combat Center roadways for special events and surface streets must obtain approval from the PMO Traffic Control Officer prior to installing such signs. All signs will be removed by the responsible unit as soon as the event concludes.

g. Sign Lighting. All lighted signs will comply with energy efficiency and dark sky compliant standards. Any light out of compliance will need the approval of the UCAB board prior to installation. The approval process will start with a standard PWD work request with a description of the sign and additional requirements.

f. Signs on Buildings. Logos, lettering, or painting may not be applied to any building or facility, except for building number signs fabricated and installed by the PWD. Units will bear the cost of the removal of any unauthorized markings.

### 3. The Combat Center Parade Field "Lance Corporal Gray Field"

a. Responsibility. The PWD is tasked with the responsibility of maintaining, grooming, and preparing the Lance Corporal Gray Field for all official functions.

b. To ensure the parade field is properly prepared for all official functions and to secure all sprinklers, PWD requires written notification via the G-4 Operations section at least 10 working days prior to the event. The notification must include details such as practice schedules, event times, and the designated point of contact. Requests will be submitted via the G-4 SharePoint  
[https://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=2kzE9MYsEaA8uKQByRE\\_ZczFAfyh4VatwrjoOErhflURFUwRUCxSktKMDhVV1ZBRkVTUzhGNUNVSi4u](https://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=2kzE9MYsEaA8uKQByRE_ZczFAfyh4VatwrjoOErhflURFUwRUCxSktKMDhVV1ZBRkVTUzhGNUNVSi4u)

### 4. Portable Bleachers and Stages

a. All portable bleachers/stages aboard the Combat Center are managed by the PWD.

b. If bleachers/stages are required for any function aboard the Combat Center, the request will be registered in the event's letter of instruction

and a Maximo work request shall be submitted by the using unit at least 10 working days prior to the event. The request shall include a drawing indicating the desired placement of the bleachers/stages and point of contact for coordination. The using unit will be charged on a reimbursable basis for all labor expended for movement and setup.

c. The Combat Center may provide bleachers/stages to external agencies when not committed to military functions. The Combat Center will handle transport, setup, positioning, and folding, provided this support does not interfere with mission-essential commitments. A fee may be charged at the Command's discretion, and the requesting agency is responsible for any damage beyond normal wear and tear. External agencies must submit requests through the G-7.

#### 5. Installation of TV Sets and Facility-Mounted Cable Antennas

a. The installation of television sets requiring antennas or Cable Television is specifically authorized in the following areas or facilities only. Units requesting cable installation must contact the PWD for approval first. Upon PWD approval, the unit will work with their FMS, EA and the respective cable provider to coordinate installation for the following locations:

- (1) Instruction buildings
- (2) BEQ/BOQ rooms
- (3) Officers', SNCO, and Enlisted Clubs
- (4) Unit recreation rooms and duty watch rooms
- (5) Naval Hospital

b. Before installing a satellite television system, a work order request detailing the installation must be submitted via USMCMAX to PWD Planning for site approval. PWD's approval is limited to site considerations; the AC/S, G-6 is the entity that approves the actual requirement. While PWD does not install satellite television systems and installation requests must be routed through the G-6, they will inspect all installations for structural and weather-proof adequacy. No roof penetration is permitted during installation.

#### 6. Installation of Military Antennas

a. The installation of antennas for radio communications requires approval from the AC/S, G-6. Units will secure approval from AC/S, G-6 before submitting site approval and/or installation service request to PWD. PWD does not install temporary systems but may install approved permanent systems on a reimbursable basis, at the requesting unit's expense. All installations, whether temporary or permanent, require site approval. PWD will inspect all installations for structural and weather-proof adequacy, and no roof penetration is permitted during installation.

b. The following restrictions apply:

(1) No communications transmission or receiving antenna will be installed less than two antenna lengths (including pole or mast) away from any electrical power, telephone or cable installations.

(2) **No antenna, mast, anchoring devices or guide wire attachments shall be placed on or in roof areas, including mechanical systems or devices mounted on roofs.** To do so would compromise weather integrity of the roof. To attach devices to roof mounted systems and equipment not only compromises system security and integrity but also impacts maintenance and operations to systems and/or equipment and personnel maintaining and servicing the equipment.

(3) Antennas shall only be attached to areas as approved by the PWD.

(4) Connecting cabling entering a building or facility shall be done only with prior approval by the PWD and executed in such a manner as to preserve weather tight integrity, energy conservation, as well as building security. Under no circumstances will cabling enter communication closets without prior approval by the AC/S, G-6.

(5) Approved or recommended installation of these types of devices would be with a mast anchored to the ground, and a mounting strap attaching the mast to the eaves of the building.

(6) Installation of these types of devices shall be staffed for input/approval, in the following order:

- (a) AC/S, G-6.
- (b) Public Works Division.
- (c) Combat Center Safety Office.
- (d) Combat Center Fire Inspection.

(7) Removal of illegal or improperly installed antennas, or other devices, will be completed at the expense of the unit.

7. Telephones. The PWD does not install or service telephones, telephone wiring, blocks or connectors. Refer all requirements to the AC/S, G-6. Family Housing residents should contact their housing provider.

#### 8. Pest Control and Herbicide Services

a. Certified pest control operators, under PWD's oversight, will conduct insecticide and herbicide spraying.

b. Submit all spraying requests on a work request to PWD at least five working days in advance to allow for scheduling.

c. Close and prepare the activity area scheduled for spraying at the agreed-upon time and in accordance with current directives. Do not resume service until normal business hours the following day.

d. Units can request PWD to treat barracks and headquarters buildings for insects by submitting work requests.

e. No commercially licensed exterminator or pest controller may perform any service on the Combat Center without written PWD approval. Submit all requests for off-base contractors to apply pesticides or herbicides to the PWD pest control coordinator, who ensures all contracts comply with regulations for reporting and recording pest control product usage.

f. Privatized housing residents must obtain approval through EA before applying any pesticides, herbicides, or other chemical treatments. PWD does not provide or coordinate pest control services for privatized housing.

9. Geographic Information Systems (GIS)

a. Services. GIS provides services to all Combat Center tenant commands.

b. Products. To request GIS assistance, please visit the PWD SharePoint: [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTFTC\\_G4\\_PWD](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G4_PWD).

c. SharePoint Portal. Standard maps and products are available at the SharePoint Website: [https://usmc.sharepoint-mil.us/sites/mcicom\\_gis](https://usmc.sharepoint-mil.us/sites/mcicom_gis)

10. Precautionary Measures Required

a. Survey Monuments. All organizations shall avoid uprooting, defacing, or destroying permanent survey monuments including boundary markers. These monuments consist of concrete markers embedded in the earth and bearing a bronze disk on the top face. Some of the markers are at ground level while others may extend approximately six inches above the surface.

b. Observation Wells. All units shall avoid damaging or destroying observation wells. These wells consist of 6 to 16-inch diameter pipes extending up to 18 inches above the surface and are located throughout the Combat Center and in the Surprise Springs area. Observation and test wells are covered and locked. The PWD and EA control access to these wells.

c. Water Wells. Only PWD personnel may access water wells and water tanks. Access by any other personnel is strictly prohibited.

d. Water Mains. No wheeled or tracked vehicles shall operate within 20 feet of water supply lines, which are marked in most locations by multi-strand barbed wire fencing and appropriate signs. Vehicles will cross these water lines only at indicated crossing points.

e. High Profile Vehicles. Ground guides are required for all vehicles with parts or antennas extruding more than 12 feet over the ground when operating in the vicinity of overhead lines.

f. Tracked Vehicle Operation. It is imperative that tracked vehicles take extreme care and caution to limit their operations to specifically designated areas and crossing points. Various underground electrical, water, and gas lines are extremely susceptible to breakage. An inadvertent turn by a tracked vehicle on or near one of these lines can eliminate the entire electric or water system for the Combat Center. Such lines are marked, but on occasion these markers have been run down and not reported. If there is any question concerning the location of such facilities, the unit or individual is directed to contact the PWD. Vehicular damage to these lines will be the responsibility of the offending unit or command.

11. Utility, Mechanical and Electrical Rooms and Panels

a. The maintenance of electrical boxes and mechanical rooms is the responsibility of the PWD. Under no circumstances will individuals or units tamper with or enter these facilities. **These rooms shall not be used for storage or any other purpose, under any circumstances.**

b. The parking of vehicles which block access to mechanical rooms is not authorized. Vehicles blocking equipment access doors, access to ladders leading to rooftop equipment, or stairways leading to equipment rooms, shall be cited by PMO and may be towed at the owner's expense.

**WARNING: When handled improperly, the equipment in these rooms is hazardous and injury or death may result from their unauthorized handling or operation.**

12. Oil-Water Separators. The Combat Center owns and operates 10 oil-water separator collection facilities. These facilities are located at buildings 1083-F, 1132-F, 1214-F, 1910-F, 1930-F, 1941-F, 1944-F, 2011-F, 2066-W1, and 5733-F. Primary operation is performed by the respective assigned units; maintenance functions are performed by the PWD. The facilities are subject to closure for cleaning, maintenance or repair on a bi-annual basis. Although the PWD retains overall responsibility for the maintenance of these facilities, units utilizing the facilities are responsible for products used and collected for disposal. Hazardous degreasers or detergents shall not be used on wash racks without prior approval from EA.

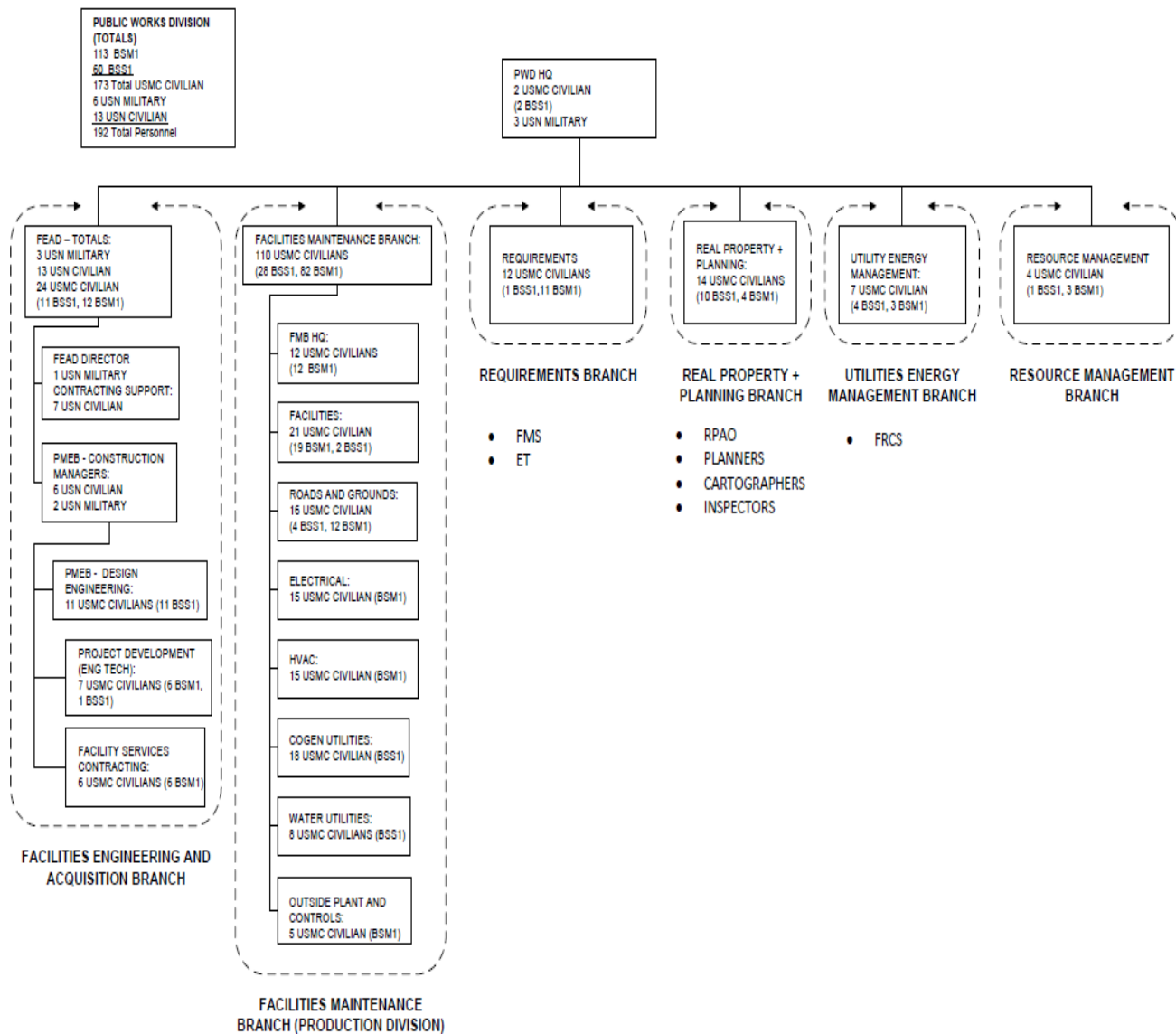
**NOTE: Units using pressure washer or steam cleaners with unauthorized chemicals will be responsible for costs incurred for removal, cleaning, and disposal operations. EA may be contacted for information on the acceptability of cleaning agents or other substances used.**

13. Outage Request. When a utility must be secured to allow contractor or other work, an outage request form is required to minimize disruption to affected parties. Submit outage requests at least 30 days before the scheduled outage to allow affected parties time to adjust.

APPENDIX A

PUBLIC WORKS DIVISION ORGANIZATIONAL CHART

MCAGCC TWENTYNINE PALMS, CA  
PUBLIC WORKS DIVISION  
DEPARTMENTAL ORGANIZATION  
CHART:  
CURRENT STATE - DRP REORG  
21 APR 2025



**APPENDIX B**

**AUTHORITY TO SUBMIT AND SIGN WORK REQUESTS**

(Unit Heading)

(SSIC)

(Code)

(Date)

From: Commanding Officer, Division, Unit, and Section.

To: Head, Public Works Division (ATTN: USMCmax ISC)

Subj: AUTHORITY TO SUBMIT AND SIGN WORK REQUESTS

Ref: (a) CCO P11014.2 Public Works Division Instruction Manual

1. Per the reference, the below listed individuals are authorized to submit requests via USMCmax and sign work orders for this unit.

<u>FULL NAME</u>	<u>RANK or TITLE</u>	<u>PHONE</u>	<u>USMC EMAIL ADDRESS</u>
John R. Smith	Capt		john.smith@usmc.mil
Joe Brown	GySgt		

2. Per the reference, the below listed individuals are authorized to contact the PWD Service Desk for a unit "Emergency" and to pick up keys. For BEQs only, please list building number and location of master key.

<u>FULL NAME</u>	<u>RANK or TITLE</u>	<u>BLDG #</u>	<u>KEY LOCATION</u>
Gertrude Jones	GS-12	1661	1st Deck Duty
Joe Brown	GySgt		

3. This List supersedes all other lists for this command.

4. Point of contact for further information is GySgt Brown at extension YYYY.

C. O. COMMANDER

**Alpha Codes for Units Aboard MCAGCC**

<b>Cust. Codes</b>	<b>Description</b>
1/7	1ST BN 7TH MARINES
2/7	2ND BN 7TH MARINES
3/4	3RD BN 4TH MARINES
3/7	3RD BN 7TH MARINES
7R	7TH MARINE REGIMENT
AG	AVIATION GROUND SUPPORT (AGS) DETACHMENT
AW	DEFENSE COMMISSARY AGENCY (DeCA)
BB	BACHELOR BILLETING DIVISION (BBD)
BH	FAMILY HOUSING DIVISION
BS	BASE SAFETY
CE	MARINE CORPS COMMUNICATION-ELECTRONIC SCHOOL
CH	RELIGIOUS MINISTRIES
CL	COMBAT LOGISTICS COMPANY - 13 (CLC-13)
CP	G-8 COMPTROLLER
CS	OFFICE OF THE CHIEF OF STAFF
DA	COMBAT LOGISTICS BATTALION 7 (CLB-7)
DL	DEFENSE LOGISTICS AGENCY (DLA)
DT	23RD DENTAL COMPANY
EA	ENVIRONMENTAL AFFAIRS
EL	EXERCISE LOGISTICS COORDINATION CENTER (ELCC)
ES	EXERCISE SUPPORT DIVISION (ESD)
FD	FIRE DEPARTMENT
FM	PUBLIC WORKS DIVISION (PWD)
G1	G-1 MANPOWER (IPAC)
G2	SERGEANT'S COURSE
G3/5	G-3/5 MAGTF TRAINING
G4	G-4 INSTALLATION SUPPORT
G7	G-7 GOVERNMENT AND EXTERNAL AFFAIRS
G6	G-6 COMMUNICATIONS AND INFORMATION SYSTEMS
MA	MISSION ASSURANCE
GM	SOUTHWEST REGIONAL FLEET TRANSPORTATION (SWRFT)
GS	CENTER LOGISTICS DIVISION (CLD)
HB	HEADQUARTERS BATALION
HR	HUMAN RESOURCES OFFICE (HRO)
HS	BASE HOSPITALITY SERVICES (TLF)
IG	INSPECTOR GENERAL'S OFFICE (IG)
LA	3RD LIGHT ARMORED RECONNAISSANCE BN
LP	LOGCOM CONSOLIDATED STORAGE PROGRAM
LS	LEGAL SERVICES SUPPORT TEAM
ML	MARINE CORPS LOGISTICS OPERATIONS GROUP (MCLOG)
MT	MARINE CORPS TACTICS AND OPERATIONS GROUP (MCTOG)
MW	MOUNTAIN WARFARE TRAINING CTR (MWTC) - BRIDGEPORT
NB	1ST NETWORK BATALION
NH	NMRTC TWENTYNINE PALMS (ROBERT E. BUSH)
NI	NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS)
NP	NAVAL PERSONNEL
PM	PROVOST MARSHAL OFFICE (PMO)
SJ	STAFF JUDGE ADVOCATE (SJA)
SS	MARINE CORPS COMMUNITY SERVICES (MCCS)
T4	MARFORRES SITE SUPPORT
TA	3RD BN 11TH MARINES
TL	Training and Logistics Support Activity (TALSA)
TQ	TRANSIENT QUARTERS - BACHELOR BILLETING DIVISION
TT	TACTICAL TRAINING EXERCISE CONTROL GROUP (TTECG)

PWD MAINT AND MGMT MANUAL

UA	UNITED ARAB EMIRATES (UAE)
UT	PWD UTILITIES
V0	EXWC (ENGINEERING AND EXPEDITIONARY WARFARE CENTER
V4	WOUNDED WARRIOR DETACHMENT
VF	VISITING FORCES (REIMBURSABLE)

**APPENDIX C**

SELF-HELP PROJECTS GUIDANCE

1. Self-help projects shall be limited to minor maintenance and repair work. Materials for these efforts will be requested via a Work Request to the PWD. Examples of allowable self-help work include:

a. Interior touch-up painting. Limited "whole room" painting may be authorized on a case-by-case basis.

b. Exterior touch-up painting of stairs and stairwells, fences, doors and door frames.

c. Maintenance of grass, plants, shrubs, and trees, (except pruning, grafting or transplanting) and other landscaping. The PWD will only provide items to help maintain what is already there.

d. Replacement of plumbing equipment such as faucets, washer handles and shower heads.

e. Replacement of fluorescent tubes, light diffusers, electrical switch and outlet covers. We will not reissue any personal light bulbs.

f. Installation/replacement of toilet paper holders, soap dishes, and towel bars. Window shades are included here but they must be procured through the Center Logistics Division.

g. Minor repairs to windows, screens, and doors.

h. Replacing small items of hardware, such as wall locker locking devices, doorstops and sweeps.

i. Correcting minor plumbing stoppages with a plunger.

j. Correcting minor erosion and drainage problems.

2. More extensive self-help projects may be approved on a case-by-case basis after review by the PWD WIB. Submit these projects through a Work Request, with drawings and justifications to the PWD.

3. Alterations, modifications or additions to existing buildings, including partitions and walls is new construction and exceeds the scope of the Self-Help Program. Such projects should be submitted to the PWD via a Work Request to be completed by in-house shop personnel or by contract.

4. Application of Paint

a. Requests for paint will not be submitted solely for the purpose of changing colors to conform to this order or strictly for appearance. Additionally, bare concrete shall not be painted.

b. Touch-up painting does not extend to complete repainting of a room. Touch-up painting is limited to an application of paint to a single wall surface, a door, baseboards, a window frame, or a ceiling. Except for such exterior items as steps, stairwells, fences, and railings, exterior structure painting is generally accomplished by the PWD. Any request to touch-up the outside of buildings will be considered separate and aside from routine Self-Help requests.

c. In touch-up painting, a gallon of paint can normally be expected to cover at least 250-300 square feet of surface. In considering this area, disregard windows and doors, unless an excessive portion of the wall surface is occupied by doors, windows or other openings/obstructions.

d. Brushes, rollers, and tools are generally supplied by the unit. The PWD may supply materials upon request. These items are available through GSA.

e. The following paint scheme applies to all Self-Help painting efforts at the Combat Center:

<u>Application</u>	<u>Color/Type Paint</u>
Exterior Metal:	Refer to BEAP
Exterior Concrete:	Refer to BEAP
Bare concrete:	Never painted.
Interior Ceilings:	Latex Semi-gloss Navajo white
Interior Bulkheads:	Latex Semi-gloss Navajo white
Interior Window Frames:	Latex Semi-gloss Navajo white
Baseboards:	Black, (or vinyl cover base)
Interior Doors/Casings:	Latex Enamel Light Gray Exterior
Doors/Casings:	Refer to BEAP
Heads:	Enamel Semi-Gloss Navajo White

f. Unused, full containers of paint shall be returned to the PWD Self-Help. Waste paint and painting materials disposal is the responsibility of the unit and should be done in accordance with all EA regulations.

#### 5. Lighting & Light Bulb Replacement / Maintenance and Installation of Energy Efficient Lighting Systems.

a. All F40T12 (4' lamps), F96T12 (both standard 8', and 8' high output lamps) have been removed and are no longer used on this base. Also, all F20T12 (2' lamps) and F3T12 (3' lamps) have been removed and were replaced with more efficient T8 lamps. Only T8 32Watt, 25Watt and T5 in high bay applications lamps can be installed in fixtures. The lamp will be marked for the type and size to be replaced. Mixing of lamps and ballasts will result in less efficient lighting. Only use approved lamps.

b. All fluorescent fixtures have been retrofitted with electronic ballasts. Replacement of this equipment requires the work of an experienced and qualified electrician and is not within the scope of Self-Help.

c. Previous incandescent fixtures may have been retrofitted with screw-in 13-watt PL compact fluorescent lamps or LED's. If the lamp fails, only the lamp should be replaced. The ballast is a separate piece of equipment and should last through several lamp changes.

PWD MAINT AND MGMT MANUAL

d. Lamps can be replaced on an individual basis. Ballasts, lamp holders, and fixtures will require a qualified electrician to repair or replace.

e. All high bay, HID (high pressure, metal halide), and induction lamps and fixture repairs require an experienced electrician.

f. Installation and removal of equipment requiring a qualified electrician must be requested through a Work Request.

6. The PWD will supply

- SHOWER CURTAIN RODS
- TOWEL BARS/HOOKS
- TOILET PAPER HOLDERS
- SHOWER HEADS
- CAULKING
- TOILET SEATS
- PAINT (INTERIOR WALL & TRAFFIC) 5 GALLONS AT A TIME
- OUTLET/LIGHT SWITCH COVERS
- VENT COVERS & FASTENERS
- FAUCET REPAIR PARTS
- SPACKLING COMPOUND/DRYWALL PATCH KIT
- DOORSTOPS
- LIGHT DIFFUSERS (COVERS)
- CEILING TILES
- WALL LOCKER PARTS (BUILT-IN)
- DOOR PULLS
- MISC HARDWARE (SCREWS/SMALL NAILS)
- FLORESCENT TUBES/LED LIGHT BULBS

7. The PWD will not supply

- SPRAY PAINT
- CONCRETE
- LUMBER
- SINK STOPPERS
- SOAP DISPENSERS
- LIGHT BULBS (REGULAR)
- GRASS SEED/FERTILIZER
- LIQUID DRAIN CLEANER
- CURTAINS/CURTAIN RODS
- SHOWER CURTAINS/HOOKS
- FLOOR PAINT
- PAPER TOWEL DISPENSERS
- RAILROAD TIES
- SANDBAGS

**APPENDIX D**

INSTALLATION OF VENDING MACHINES

Vending machines may be installed in Base Facilities after proper coordination with MCCS via a work request for PWD approval to verify utility availability and locations under the following conditions:

1. Installation is restricted to administrative buildings, recreation buildings, training buildings, administrative spaces in shop and warehouse buildings, and designated spaces in BEQs, BOQs or Staff NCO Barracks.
2. All installation and removal must be requested through MCCS Services, Operations Branch.
3. All costs associated with installation and/or removal will be borne by the contractor, or MCCS.
4. No extension cords will be used.
5. Machines will be installed with positive restraints to prevent tipping over, per Department of the Navy instructions.

**APPENDIX E**

DIG PERMITS

1. Any excavation or ground disturbances six inches or greater anywhere aboard the Combat Center, except as noted below, requires an approved dig permit prior to any such excavation or ground disturbance.

2. Unit leaders of commands stationed or training aboard the Combat Center will ensure its unit personnel is familiar with the dig permit request process.

3. Responsibilities

a. Requestor

(1) Submit a Dig Permit application and a DigAlert Location Request Form to the PWD Dig Permit Coordinator (DPC) at least 21 calendar days before any planned excavation or ground disturbance. Emergency requests will be processed immediately.

(2) After receiving local Dig Permit approval, contact DigAlert to coordinate potential subsurface commercial utilities installation two working days before any actual excavation or ground disturbance.

b. Public Works Division

(1) Assign a DPC.

(2) Issue a valid Dig Permit.

c. DPC. Upon receipt of a Dig Permit application, the DPC will:

(1) Review the Dig Permit application for accuracy and completeness.

(2) Log a control number unique to each application.

(3) Provide the customer a receipt copy.

(4) Process the Dig Permit in accordance with the current PWD Dig Permit procedures, including coordination with appropriate Combat Center organizations to review the application.

4. When digging occurs in areas identified as having subsurface installations, California law requires that the subsurface installations be exposed by hand digging so that exact location can be determined before using power equipment. The use of a water pick is recommended.

5. Dig permit exceptions

a. Digging of individual fighting holes in the outlying Range Training Areas (RTAs) does not require a Dig Permit under this Instruction.

b. The Sand Hill RTA including the "Restricted Area" and the "Camp Wilson Complex" to include the Exercise Support Division (ESD), the SELF and Outlying Landing Field (OLF) Seagle are not considered outlying RTAs under this Instruction and a Dig Permit is required at all times.

c. Any damage to the Combat Center utility structures must be reported

to the PWD Service Desk immediately at (760) 830-6271.

d. Personnel causing any damage to the Combat Center utilities may be held responsible for all repair costs and possible penalties for any related property damage or personal injuries.

Obj\_Format\_App.xls

**Contact 811****2 Working Days Before You Dig**

(Not Including the Date of Notification)

**DigaAlert No.** \_\_\_\_\_**LOCATION REQUEST FORM**

For faster service, prior to call fill out all non-italicized fields  
 For Single Or Multiple Addresses, Corner or Intersection, and Work On the Street, Use DigaAlert Direct  
 @ [direct.digalert.org](http://direct.digalert.org)

**Date & Time of call:** \_\_\_\_\_ **Operator:** \_\_\_\_\_

**Caller Type (select one):**  
☐ Contractor ☐ City ☐ Homeowner  
☐ Member ☐ Other

**Caller:** \_\_\_\_\_

**Language (select one):**  
☐ English ☐ Chinese ☐ Spanish  
☐ Vietnamese ☐ Other \_\_\_\_\_

**Company phone #:** \_\_\_\_\_

**Company name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Office Email:** \_\_\_\_\_ **Email confirmations for this ticket and positive responses?** ☐ Yes ☐ No

**Cell Phone:** \_\_\_\_\_ **SMS confirmations for this ticket and positive responses?** ☐ Yes ☐ No

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**Site Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Email confirmations for this ticket and positive responses?** ☐ Yes ☐ No

**Cell Phone:** \_\_\_\_\_ **SMS confirmations for this ticket and positive responses?** ☐ Yes ☐ No

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**Delineation Method (check all that apply):**  
☐ None ☐ Chalk ☐ Flags ☐ Poles ☐ Stakes ☐ Whiskers ☐ White Paint ☐ Other

**Type of work:** \_\_\_\_\_

**County:** \_\_\_\_\_ **City:** \_\_\_\_\_

**If more than 1 address or descriptive location:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **Closest X/ST:** \_\_\_\_\_

**Latitude/Longitude:** \_\_\_\_\_

**Does excavation enter into the street or sidewalk:** ☐ Yes ☐ No

**Boring:** ☐ Yes ☐ No **Explosives:** ☐ Yes ☐ No **Vacuum:** ☐ Yes ☐ No **Emergency:** ☐ Yes ☐ No

**Work being done for:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_ ☐ Not Required ☐ Not Available ☐ Pending ☐ Blanket ☐ Unknown

**Work Order / Job #:** \_\_\_\_\_

**Date & Time work is to begin:** \_\_\_\_\_

**Renew on or before date:** \_\_\_\_\_

**Member notified by USA:** \_\_\_\_\_

**Underground Service Alert of Southern California**

**APPENDIX F**

BUILDING AND FACILITIES ASSIGNMENTS

1. Responsibilities

a. Public Works Division

(1) Assign buildings and facilities to units in order to make best use of existing and new buildings and facilities in support of the Combat Center mission.

(2) Publish an annual building and facilities assignment bulletin to review and update building and facilities records.

(3) Identify excess space in a facility for reassignment to other staff sections or units who are deficient in space.

(4) In accordance with reference (i), develop and review Basic Facilities Requirements (BFR) for tenant commands.

(5) Inspect buildings and facilities for proper use and condition.

(6) Act as an approval authority for requests from tenant commands concerning any proposed unit projects.

b. Tenant Commands

(1) Assign a responsible officer (S-4 Officer, S-4 SNCO, or civilian equivalent) to manage space allocation, utilization, housekeeping, maintenance, and general upkeep of assigned buildings and spaces.

(2) Changes to assigned facilities will be predicated on a need for additional space as validated by the BFR. To verify the need, submit an updated TO/E to the PWD so they can calculate additional space requirements.

(3) Before granting additional space to a subordinate element, contact the unit's FMS to complete and submit required paperwork. This paperwork will detail space requirements for each person or function within the organization. The PWD will then verify the adequacy of existing space using applicable references. If existing space is inadequate, the request for additional space will be approved.

(4) Notify the PWD of any proposed changes in the facility's primary use. This ensures proper maintenance by maintaining accurate building usage records. All facility use changes must be pre-approved by the PWD before implementation.

(5) Before vacating a facility, departing units, activities, or sections must complete all repairs and submit all maintenance work requests to the PWD.

2. Facilities Assignment and Recovery Procedures

a. Facility Issue Procedure

(1) Public Works Division

(a) Review work requests of facilities in USMCmax to verify

status of submitted work requests.

(b) Conduct a walk-through inspection with the tenant and document existing conditions.

(c) Instruct tenants on procedures to receive access to and training for USMCmax, receive materials through the Self-Help program, call in emergency trouble calls (760-830-6271), and implement the requirements of Facilities Management per this Instruction.

(d) Issue keys and have tenant sign for keys. Explain procedures on how to acquire new keys as well as lock-in and lock-out procedures.

(e) Review iNFADS, USMCmax, and the PWD Master Building List for proper reporting of facility use to include category codes, facility names, condition codes, and make changes as necessary.

(2) Tenant Units

(a) Conduct a walk-through inspection with the PWD.

(b) Sign for facility and keys, acknowledging existing condition(s).

(c) Implement the requirements of facilities management per manual.

b. Facility Turn-in Procedures

(1) Public Works Division

(a) Perform a final walk-through inspection with tenant unit, document existing conditions, and review all outstanding USMCmax work requests. Charge tenants, as appropriate, for excessive damage (see Procedures for Vandalism/Negligence).

(b) Update the PWD Master Building List, iNFADS, and USMCmax as necessary.

(2) Tenant Units

(a) Notify the PWD at least 60 days prior to vacating the facility. Tenant will provide building numbers and anticipated departure date.

(b) Schedule a final walk-through inspection with the PWD 30 days prior to vacating building.

(c) Remove all customer responsible property and ensure that facility is left in a clean, usable condition.

(d) Turn in all issued keys for the facility.

(e) Submit work requests for all customer responsible repair items caused by the tenant unit.