



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5400

4F

APR 10 2015

From: Deputy, Assistant Chief of Staff G-4
To: Military Personnel, Civilian Employees, and Contractors

Subj: PUBLIC WORKS DIVISION (PWD) INSTRUCTION MANUAL
(SHORT TITLE: PWD INSTR MANUAL)

Ref: (a) CCO 5090.4E
(b) NAVFAC P-72
(c) Basic Facility Requirements (BFR)
(d) UFC 2-000-05N
(e) MCO P11000.12
(f) MCO P11000.14
(g) NAVFAC P-78
(h) MCO P11000.5G
(i) MCO P11000.7C

Encl: (1) PWD Instr Manual

1. The Public Works Division (PWD) of the G-4 is responsible for providing a wide range of facilities, maintenance, and engineering support services to organizations aboard the Marine Corps Air Ground Combat Center.

2. This instruction manual establishes and publishes local policies and instructional procedures for accessing PWD services for the acquisition, utilization, maintenance, and management of the facilities aboard the Combat Center.

3. To the maximum extent practicable, the G-4 intends to efficiently utilize the facilities, maintenance, and engineering support capabilities of PWD to achieve the Commanding General's (CG) goal of providing the highest Quality of Life aboard the Combat Center by providing timely access to PWD support.

4. The CG has delegated to the Assistant Chief of Staff (AC/S) G-4, the responsibility for establishing local policies and standard operating procedures for the acquisition, utilization, management, and maintenance of the facilities aboard the Combat Center. Adherence to this instruction manual will enable base organizations and tenant units to input their requests for PWD support and receive it in a proper and timely manner.

5. G-4 utilizes PWD to plan for the acquisition of new facilities utilizing references (a) through (e). The Combat Center acquires facilities utilizing the Naval Facilities Engineering Command or other acquisition agent per reference (f). Once facilities are acquired, PWD enters the facilities into the official inventory and subsequently maintains the facilities per references (f) and (g). On an ongoing basis, PWD reviews the physical condition of each facility and the function that the facility is actually providing. Maintenance funds from the Department of Defense's Facilities Sustainment Restoration & Modernization Program are managed per references (h) and (i).

Subj: PUBLIC WORKS DIVISION (PWD) INSTRUCTION MANUAL
(SHORT TITLE: PWD INSTR MANUAL)

6. The PWD provides annual review of the policies and procedures outlined in enclosure (1), in order to assist its customers in receiving timely access to PWD support services.

A handwritten signature in black ink, appearing to read 'M. A. Myrum', with a long horizontal flourish extending to the right.

M. A. MYRUM

PWD INSTR MANUAL

LOCATOR SHEET

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

PWD INSTR 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

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	Introduction To Public Works Division....	1-1
1.	Scope.....	1-1
2.	Definitions.....	1-1
3.	Organization.....	1-5
4.	Responsibility.....	1-5
Chapter 2	Unit Responsibilities and Work Input.....	2-1
1.	Unit Responsibilities.....	2-1
2.	Unit Liaison with 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.	Dig Permits.....	2-8
12.	Camp Wilson & Strategic Expeditionary Landing Field (SELF).....	2-9
Chapter 3	Self-Help Program and Services.....	3-1
1.	Background.....	3-1
2.	Definitions of Self-help.....	3-1
3.	Policy.....	3-1
4.	Self-help Instruction.....	3-2
5.	Procedures.....	3-2
6.	Operation of Evaporative Coolers and Mechanical Air Conditioners.....	3-3
7.	Heating Units.....	3-3
8.	Replacement of Broken Glass.....	3-3
9.	Replacement of Incandescent and Fluorescent Lamps.....	3-4
10.	Grounds Maintenance and Landscaping Requests.....	3-4
11.	Irrigation Systems.....	3-4
Chapter 4	Facility Projects Program.....	4-1
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.....	4-4
Chapter 5	Facility Related Services.....	5-1
1.	Solid Waste Landfill.....	5-1
2.	Standardization and Installation of Signs.....	5-1

PWD INSTR MANUAL

3. The Combat Center Parade Field.....5-3
4. Portable Bleachers.....5-4
5. Installation of TV Sets and Antennas.....5-4
6. Telephones.....5-5
7. Insecticide & Herbicide Spraying.....5-5
8. Precautionary Measures Required.....5-6
9. Geospatial Information and Services.....5-7
10. Facility Support Contracts (FSC).....5-7

**APPENDIX A PUBLIC WORKS DIVISION
ORGANIZATIONAL CHART..... A-1**

**APPENDIX B AUTHORITY TO SIGN WORK REQUESTS AND
SUBMIT TROUBLE CALLS..... B-1**

APPENDIX C SELF-HELP PROJECTS GUIDANCE..... C-1

APPENDIX D INSTALLATION OF VENDING MACHINES..... D-1

APPENDIX E DIG PERMITS..... E-1

APPENDIX F BUILDING AND FACILITIES ASSIGNMENTS..... F-1

Chapter 1

Introduction To Public Works

1. Scope

a. This instruction 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 Combat Center. It establishes the organization for the Public Works Division (PWD) and delineates responsibilities, request procedures, limitations, and restrictions applicable to all tenant organizations.

b. Areas of support provided by Headquarters Marine Corps (HQMC) which are covered by separate orders are as follows:

(1) MCO P11000.5G series Real Property Facilities Manual Volume IV Facilities Projects Manual

(2) MCO P11000.7C series Real Property Facilities Manual Volume III Facilities Maintenance Management

(3) MCO P11000.12C series Real Property Facilities Manual Volume II Facilities Planning and Programming

2. Definitions

a. Sustainment. To provide resources for maintenance and repair activities necessary to keep facilities in good working order over a fifty-year service life. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service call for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility 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 3-digit basic category code, see reference (b) 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. As a general rule, 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 complete reconstruction of a real property facility 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 un-interruptible power supply, 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 Trouble 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. Government property includes all physical assets owned by the government. The four classes of plant property (Marine Corps-owned real property and personal property of a capital nature) are:

(1) Class 1. Unimproved land.

(2) Class 2. Real property improvements to land, such as, buildings, structures, ground improvement structures and utilities.

(3) Class 3. Equipment other than industrial plant equipment. Relocatables acquired from other than the Military Construction (MILCON) process.

(4) Class 4. Industrial Plant Equipment.

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 Trouble 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 PWD 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. NAVFAC P-72, Navy Facility Category Codes reference (b). The index of facility category codes, each unit aboard the Combat Center is assigned a specific amount of space and each space has a category code. Each category code corresponds to a facility requirement to complete a particular mission element.

m. Basic Facility Requirement (BFR) reference (c). A report that lists the total space requirement allotted to each tenant or division. The BFR for the Combat Center was last updated in June 2008 and will be maintained at the PWD. The BFR is determined by formulas which have been approved by HQMC. 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 Directorate/Unit's Table of Organization and Table of Equipment (T/E) as approved by HQMC, reference (k).

n. UFC 2-000-05N, Facility Planning Criteria reference (d). 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.

o. 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).

p. NAVFAC P-78 Real Property Inventory Procedures Manual reference (g).

(1) Includes the Commanding Officer's Readiness Reporting System (CORRS), a facilities and utilities evaluation used by the Department of Defense (DoD) 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 Assistant Chief of Staff (AC/S), G-4, plans, controls and coordinates the essential Combat Center functions of supply, motor transport, billeting, food services, purchasing and contracting, public works and facilities management, construction of new facilities and major repairs to existing facilities, and support of the AC/S, G-3, operational exercises.

b. The Public Works Officer (PWO), head of the PWD is the principal staff assistant to the 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. All space planning, construction, repair, alterations, site approvals and dig permits must be approved by PWD prior to work starting. Involving the PWD early in the planning process is the key to successful project accomplishment.

c. PWD is divided into five distinct organizations, all reporting to the Public Works Officer, (see Appendix A).

(1) Asset Management, which is comprised of the Planning (PLNG) Branch and the Geospatial Information & Services (GI&S) Branch.

(2) Facilities Maintenance which is comprised of the Facilities Maintenance Branch (FMB). FMB is the service provider from a public/private commercial activity competition held in accordance with the Office of Management and Budget (OMB) Circular A-76. FMB performs facilities maintenance and repair and operates and maintains utility systems in accordance with a performance work statement (PWS).

(3) Utilities which is comprised of Utilities/Energy Management (UEM), the cogeneration (COGEN) plants, and water and wastewater treatment plants.

(4) The Facilities Engineering & Acquisition Division (FEAD) (formerly known as the Resident Officer In Charge of Construction (ROICC)), which is comprised of the Engineering (ENGR) Branch, Facilities Support Contracts (FSC) Branch, construction management, acquisition.

(5) Resource Management which is comprised of the Resource Management Branch (RMB).

4. Responsibility

a. The PWD 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, the PWD provides facilities, facilities services, utilities, energy conservation, and geospatial information to support

combined arms training, directorates and tenant organizations, and families aboard the Combat Center as follows:

(1) Real Property and Land Management. The PWD manages the Class I (Real Property) and Class II (Improvements to Real Property) property records for the Combat Center. The PWD PLNG Branch is responsible for maintaining real property records and assigning facilities to directorates and tenants. PLNG 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 Naval Facilities Engineering Command (NAVFAC) Southwest through the FEAD with assistance in contract preparation by the ENGR Branch and monitored by the FSC Branch. 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 the PWD or by contract. The PWD PLNG Branch is responsible for initial development of projects. The PWD ENGR Branch is responsible for developing project construction packages and project management. The PWD PLNG Branch 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 PWD ENGR Branch also conducts design studies and is responsible for design oversight for sustainment, restoration, and modernization projects. Projects are sent to NAVFAC Southwest for execution.

(4) Provide Utilities and energy related services. The PWD UEM Branch is responsible for utilities purchases, billing, Interconnects, new service, contractual point of contact for the 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, PWD communication network and ensuring on base utility and building systems run efficiently. The Combat Center utilities are operated and maintained by the PWD 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.

(5) GI&S. The GI&S Branch provides data acquisition (imagery, features, global positioning services (GPS)); drawings; maps; schematics; dig permits; document management; computer aided drafting and design (CADD) and geographical information system (GIS) analysis, modeling, and application development as well as CADD/GIS technical training and support.

b. Resident and tenant unit Commanding Officers 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 office and 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 Center Fire Department, Center Safety, Natural Resources and Environmental Affairs (NREA)), 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 CCO 5090.4D, reference (b). The NREA 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 in compliance with CCO 5090.4D, reference (b).

Chapter 2

Unit Responsibilities and Work Input

1. Unit Responsibilities

a. Unit commanders are responsible for:

(1) Supervising occupants to prevent loss or damage to facilities through abuse, misuse or neglect.

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

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

(4) Submitting trouble calls and work requests with justification for appropriate maintenance and repair requirements.

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

2. Unit Liaison with the PWD

a. Unit commanders shall appoint appropriate individuals to manage all assigned facilities. Typically, these individuals are representatives of the logistics (S-4) or maintenance shops. Individuals shall be appointed for formal dealings with the PWD such as annual calls for work (normally the S-4 Chief or higher), as well as informal matters such as work requests and trouble calls (normally S-4 Chief and lower). They should also be available to attend monthly PWD meetings.

b. A Building Manager shall also be appointed to act as liaison for all maintenance performed in assigned facilities and to coordinate unit self-help projects. It is in the best interest of the unit and the PWD that the Building Manager is appointed for at least a one-year time period to ensure consistency and continuity. Ideally, the Building Manager is the one individual who will always know the status of maintenance issues concerning their unit facilities and will be the point of contact for all maintenance personnel who require access to facilities to perform maintenance. The Building Manager shall report to the unit S-4 Officer or Logistics Manager.

c. All commands and directorates shall appoint via letter up to five individuals, Non-commissioned Officer/Government Service (GS)-7 or above, to originate all work requests, see Appendix B for format. 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 the

computer-based MAXIMO program or for emergency and urgent work requests they may call the Trouble Desk, (760) 830-6271.

d. Work requests shall be submitted for all self-help requests. Specify on the work request that work is to be accomplished by military labor only. Chapter 3, Self-help Program, of this Order contains further information about the self-help category of work.

e. Units can track service calls and work request using MAXIMO computer software. The PWD will train unit S-4's and unit representatives upon request to use MAXIMO.

f. Unit S-4's should schedule validation meetings with the PWD to reconcile and prioritize service tickets and discuss projects on a quarterly basis, at a minimum.

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

3. Unit Deployment Maintenance Repair

a. Upon return from deployment, units shall identify all problems in their barracks and workspaces. NOTE: All furniture and wall locker parts should be coordinated through Center Logistics Division (CLD).

b. The unit will then submit all work requests to the PWD.

c. The PWD will coordinate material requirements for Self-Help and shop forces in order to perform repairs. Chapter 3, Self-Help Program, of this Order describes those items and functions that are considered self-help.

d. The unit is responsible for providing Marines who will complete the Self-Help projects as well as assist the shops with access.

4. Classification of Service Calls

a. Work requests that are for maintenance and service are normally assigned to the PWD FMB. Chapter 4, Facilities Projects Program, describes the process for work requests that require projects to accomplish. The following priorities will be used to classify service calls received:

(1) Emergency. The target response time for maintenance or repair without which the unit's mission cannot be performed under any circumstances; for correction of sanitation, security and safety hazards; for restoration of operational utilities interruption; and protect life and government property is within 30 minutes during work hours and one hour after working hours, depending on the location of the emergency.

(2) Urgent. The target response time for maintenance or repair without which the unit's mission will be impaired; for preservation of government property from further damage or rapid deterioration, is within 72 hours.

(3) Routine. The target response time for maintenance or repair and service for continuing support of the unit's mission to be accomplished in a routine manner as time and materials permit, is within 30 calendar days of receipt of materials.

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 earlier in this instruction manual. The following information is required for all service calls:

(1) Complete and accurate description 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 (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.

c. Units will be responsible for erroneous calls, malicious damage, abuse, or neglect, to include reimbursement for civilian overtime charges, if required.

5. After Hours Emergency Maintenance Procedures

a. After hours and on weekends, requests for emergency maintenance can be directed to the PWD Trouble 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 0630 on workdays and on Saturdays, Sundays and holidays will be verified that the problem is an emergency or if it can wait until the next working day.

b. Units will be responsible for erroneous calls, malicious damage, abuse, or neglect, to include reimbursement for civilian overtime charges, if required.

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 shall be submitted in MAXIMO or in the case of an emergency or urgent work request, a request to the PWD Trouble Desk. Work requests shall only be entered in MAXIMO 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 Board will meet twice a week to review all work requests submitted. The Board will approve requests and determine the best method to accomplish the work (in-house, contract, self-help, etc.), or 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 a 10 to 20 day procurement lead-time. This requires planning well in advance of the requirements. Alterations and/or improvement requests may require additional lead-time of 2-6 months if plans and specifications are necessary.

(6) For urgent work, the requesting unit may expressly indicate the precedence of such urgent work 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 alphanumeric 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 monthly meeting with the PWD or during the unit's work request validation meeting.

b. Submission of Work Requests for Construction/Major Repairs. All requests will be submitted through MAXIMO. Letters and memorandum requests will be returned for proper submission. See Chapter 4. Facilities Project Program, of this instructions manual 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 Repair or Damage Incurred Through Negligence and Vandalism. Except for jobs that are otherwise reimbursable, the PWD is normally responsible for the actual funding of repairs. However, this does not relieve the using units of the responsibility for funding repair of damages due to negligence and vandalism.

(1) Work requests will be submitted as described in paragraph one above.

(2) If there is reasonable evidence to suspect vandalism, abuse, or negligence, the unit shall be responsible to investigate the damage and to determine the cause. When it has been determined that damage to a facility has resulted from maliciousness, abuse, or negligence, the unit shall be responsible to fund the repairs.

(3) Under normal conditions, the PWD will not take any action to repair malicious damage until the unit has assumed responsibility for funding the repairs. In cases involving life safety or physical security of government property, the repairs will be made, and the unit notified of the charges.

d. Submission of Work Requests for Keys

(1) All requests for duplication of keys for Bachelor Enlisted Quarters (BEQs) will be submitted via the S-4, with written justification. Units are responsible for unit key control.

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

(3) A maximum of two keys per office space, and five keys per Bachelor Officer Quarters (BOQ)/BEQ room, will be issued. Mailrooms, vaults, armories (including their compounds) 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.

(4) 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 keys per lock will include complete justification and will be filled only upon approval of the PWO, PWD, or as delegated, via the unit S-4.

(5) 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. In the case of an unauthorized Master key, it will be confiscated, and the tenant or using unit will be charged for an immediate re-key of the area covered by the Master key.

(6) Two master keys will be issued per building, to the appropriate unit representative. In the case of units sharing buildings, the building will be keyed so each unit has its own master system, and will receive 2 master keys for their respective areas. Multi-story barracks will receive 2 master keys per deck. 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. 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.

(7) 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.

(8) 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.

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

e. Submission of Work Requests Regarding Locks

(1) All locks will be installed, repaired, replaced and re-keyed only by the PWD Lock Shop.

(2) All locksets installed by the Lock Shop, are classified as base real property, and are the property of the PWD. Any locks vandalized or missing will be replaced at the tenant or unit's expense.

(3) All requests for the replacement of locks will be submitted as a work request through MAXIMO. Requests for repairs of locks may be called in.

(4) No request for replacement of locks will be accepted through the emergency trouble desk or by telephone. It will be the requesting unit's responsibility to submit a work request through MAXIMO with full justification.

(5) Lockouts due to forgotten, lost or misplaced keys are the unit's responsibility. Units will be charged accordingly for providing access in these incidents, including any civilian overtime required. Full justification by a responsible unit officer or staff non-commissioned officer will be required.

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

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 only on a reimbursable basis. All requests for the repair or opening of safes must be submitted as work requests through MAXIMO.

(2) Forced entries into safes and vaults will be accomplished by the PWD, only on written approval by the Combat Center Classified Material Control Custodian (CMCC) or Property Control Section. For safes containing classified materials, a work request must be forwarded via the CMCC Officer, regardless of ownership. An individual authorized access to the safe contents must be with the locksmith to receive classified materials as soon as the safe is opened. All safe work must be performed by the PWD locksmith.

(3) Combination changes, for both the built-in variety and external padlock type, are an organizational (owner/user) responsibility. Should combinations have to be changed by the PWD, all such changes will be on a reimbursable basis. An individual authorized access to the safe contents must be present when the safe is opened.

(4) All safe work will be arranged on an appointment basis only. Field safes will be brought to the PWD when the work appointment is confirmed, and an individual authorized access to the safe contents must be in attendance when the safe is opened.

(5) Combination changes and other safe work will only be completed after receiving a work request. The request will state the container's serial number, or some other means of external identification, and give proper justification. This request will be initiated by the unit's Security Officer and work will begin only after receiving permission from the Combat Center Security Manager. When this has been received, a Safe Lockout Worksheet must be signed, giving the Locksmith permission to use any means necessary to open the container.

(6) When a combination is set on a safe or vault, it will be recorded using Standard Form 700. The envelope will be kept in the unit's CMCC vault. The CMCC vault combination will be kept in the vault at the MCAGCC Communication Center, by the Combat Center Security Officer, in case of emergency, mount-out, or war.

(7) When a safe changes hands, it will be opened and the combination will be verified to be 50-25-50 (factory setting), before releasing/accepting the container and locking it.

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 PWO, PWD, who will determine 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, Center Safety, and Combat Center Fire Department (CCFD) prior to the start of construction. All work will be inspected by the PWD, Center Safety, and CCFD personnel, as applicable, when construction is complete.

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

8. Installation or Acquisition of Equipment

a. For purposes of this paragraph, the term "equipment" includes anything requiring installation and/or subsequent maintenance or servicing that have been installed by the PWD or a contractor. Failure to comply with this section may result in new equipment standing idle.

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, material requirements, utility requirements, and all other pertinent information regarding the proposed installation.

c. This information will enable the PWD to verify the proper power characteristics, to determine availability of adequate utility distribution, to determine if funding is available for the installation, and to schedule 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. Failure to coordinate with the PWD during the acquisition cycle will result in tenant organizations being required to provide funds from their operating budgets for equipment installation.

d. 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. Installation in barracks will be in an area designated by the unit commander.

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

e. 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 any and 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 is defined as:

(1) Repairs caused by vandalism, negligence or abuse

(2) Work to Marine Corps Community Services (MCCS) Class C facilities, see CCO 11000.9.

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

b. The procedures for reimbursable work are as follows:

(1) Unit submits work request.

(2) The PWD provides a cost estimate.

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

(4) The PWD performs the work in-house or contracts the project out.

c. Examples include installation of an automated material retrieval system in an existing warehouse, installation of a window air conditioning unit, or repair of a damaged BEQ door for entry.

11. Dig Permits

a. In accordance with reference (d), 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 (d).

b. Prior to applying for a dig permit, all sites must be approved by the PWD Planning Officer prior to issuance of a dig permit. A work request must be submitted requesting site approval with a proposed location and description of work to be performed.

c. After a site has been approved by the PWD, a dig permit form must be filled out in accordance with Appendix E. The dig permit form can be retrieved at building 1130. All dig permits shall be requested a minimum 15 days prior to digging.

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

12. Camp Wilson and Strategic Expeditionary Landing Field (SELF)

PWD INSTR MANUAL

a. Camp Wilson and the SELF are not exercise areas and are subject to the requirements set forth in this instruction manual, Exercise Logistics Coordination Center (ELCC) Camp Commandant rules, reference (e) and CCO P3700.1, reference (f), as applicable.

b. Extreme care must be taken to avoid damage to underground and overhead utility systems in the area, as they serve not only the Exercise Support Base itself, but in some instances, Mainside as well. The most critical is the area south of Surprise Springs Road, and west of Phillips Road, all the way to the Combat Center boundary. The PWD should be contacted should there be any questions as to specific location of underground utilities. Dig permits are required for disturbances greater than six inches, see reference (d).

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 commanding officers and sections the ability to better control the conditions of their facilities by permitting them to accomplish certain maintenance with their own forces. Within policy limitations set forth in current Marine Corps Orders, military personnel may perform maintenance and repair work on their living spaces, recreation areas, and grounds designated for their use.

b. Unit/Section commanders and commanding officers 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, 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 II or Class III 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 to the PWD and approved, 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 unit commanders and section heads 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. Requests for materials or other assistance needed for accomplishing a self-help project will be submitted through MAXIMO in the form of a work request.

c. 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 manual. The justification contained in the self-help request will be used for this purpose.

d. Materials issued for approved self-help projects will be accompanied by a follow-up inspection report. Upon completion of the project, the unit will promptly complete the follow-up information and return it to the PWD. The PWD personnel will act as inspectors and will be utilized to evaluate requested materials and completed projects.

4. Self-help Instructions

a. PWD routinely conducts courses of instruction in minor maintenance and self-help with the target audience being Building Managers. Unit commanders should take advantage of this training to ensure that adequately trained personnel are always available to accomplish necessary work. This minor maintenance self-help school is available and will be conducted on an "upon request" basis to assist the unit commanders in the accomplishment of their local Self-Help maintenance program. Further information concerning the courses of instruction and time schedules may be obtained by contacting the PWD Trouble Desk.

(1) It is recommended that commanders of each battalion or separate company 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

a. Unit commanders/section heads will:

(1) Request Self-Help materials as required from the PWD by submitting a work request.

(2) Ensure they have personnel qualified to perform the minor maintenance jobs as authorized herein. When it is determined by the commanders that they do not have qualified personnel, they will submit a request to the PWD Trouble 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.

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

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

b. The PWD will:

(1) Review all Self-Help work requests. Inspect proposed projects when necessary, and approve only those which comply with this order 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) During each project, the PWD personnel will periodically inspect the project to ensure proper utilization of materials, and conformance with local building and safety codes. Documentation will be forwarded to the PWD upon completion of the project for inclusion in the facilities history files.

(4) Inspect completed Self-Help projects to ensure proper overall utilization of issued materials and quality of work.

(5) Conduct a minor maintenance Self-Help school when requested and when sufficient students are available.

6. Operation of Evaporative Coolers and Mechanical Air Conditioners

a. Installation, maintenance, and repair of evaporative coolers and air conditioners will be performed by PWD. Installed coolers and air conditioners that have not been approved will be removed at the unit's expense.

b. Operation of evaporative coolers is the responsibility of the occupant of the building.

c. The following instructions will be extracted from these regulations and posted, by the using unit, in the vicinity of the controls of all 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. Ensure warm air is not blowing into the open windows. This requirement does not apply to large evaporative coolers on EMCS controls, refrigerated or air conditioned spaces.

(2) Do not attempt to adjust any of the cooling equipment (except thermostats). All air conditioner units (A/Cs) and swamp coolers shall be secured at the end of the day. Report all malfunctions to the Trouble Desk. As part of ongoing energy conservation measures, and per CCO 4100.4 reference (1.b), thermostats should be set not lower than 76 degrees for personal comfort on refrigerated air conditioning. Barracks and administrative rooms shall be set no lower than 76 degrees.

7. Heating Units. Thermostats are preset to 70 degrees per reference (f), for energy conservation and should not be tampered with.

8. Replacement of Broken Glass. Replacement of broken window glass does not normally fall under the provisions of the self-help program. Whenever a breakage occurs, it shall be the unit's responsibility to tape the window to prevent further falling glass, and to save all pieces of the frame (rubber or metal parts), in order to facilitate repair or replacement by the PWD. Units are responsible for reporting the broken window via a work request so that PWD can repair the window.

9. Replacement of Incandescent and Fluorescent Lamps

a. Unit personnel are responsible for replacing incandescent and fluorescent lamps accessible from an eight-foot stepladder. Replacement lamps may be procured via submission of a work request that is annotated as self-help and indicates the quantity and types of bulbs required. All incandescent lights will be replaced with energy efficient compact florescent bulbs. Ensure the proper bulb is used with the proper ballast. Most 4 foot lamps are T8 25 watt lights.

b. PWD will replace lamps exceeding the above height limitation. The unit is responsible for reporting the need for replacement via a work request.

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

10. Grounds Maintenance and Landscaping Requests

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

b. Unit Commanders are responsible for accomplishing erosion control work in their assigned areas. For example: cleaning of trash and "blow sand" from drainage ditches, replacement of eroded soil beneath walks and buildings, and maintenance/weeding of landscaping and rock around the buildings.

c. Units desiring landscaping changes shall submit a work request containing complete information to the PWD. The PWD has limited quantities of landscaping gravel and landscaping paver blocks available for unit Self-Help landscaping projects. The PWD Planning Branch will inspect the area and its suitability for the landscape actions described in the unit work request. The PWD PLNG will forward approved requests to PWD FMB to issue the landscaping gravel or paver blocks to the unit.

d. As a result of the increased emphasis on conservation of our scarce water supply, desert variety plants as well as decorative rocks and gravel are required.

11. Irrigation Systems

a. Water conservation efforts necessitate that the "greening" of unit areas and installation of irrigation systems is not authorized. These systems require extensive maintenance, which is a unit responsibility if installed by the unit.

b. Work requests for new irrigation systems will not be approved. All future landscape projects should be designed as Xeriscape (desert landscape) which will not require irrigation.

c. Maintenance and repair of existing irrigation systems is the responsibility of the unit. The PWD FMB personnel will only provide limited technical guidance and material for the repair of sprinkler systems to include lines, heads, bubblers and controls.

Chapter 4

Facility Projects Program

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

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 HQMC (LFF) notification, reference (i).

b. Special Projects. Construction projects with an estimated cost between \$100,001 and \$750,000 (R2) and repair projects with an estimated cost between \$300,001 and \$7.5 Million (M2). These projects must be validated by HQMC (LFF).

c. MILCON Projects. Construction projects greater than \$750,000 and repair projects greater than \$7.5 Million, require Congressional approval.

d. Supplemental Projects. Supplemental 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 HQMC for consideration, however, these projects can be submitted only within the strict guidelines established by HQMC. Supplemental projects provide the Commanding General the ability to add projects to specific program years to meet emerging requirements.

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 Head, PWD shall release a project call for work during the third quarter of each fiscal year to all directorates and Commanding Officers (henceforth called units).

c. Requests. All requests for projects will be submitted to 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) What specific functions 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.

4. Project Prioritization

a. Procedure. Project requests are submitted to the PWD in accordance with the procedures established in paragraph 3, Chapter 4. Upon receipt of call for work submissions, the PWD will do the following:

(1) Compile all unit requested projects from the project call for work and sort by funding limit factors as delineated in paragraph 2, Chapter 4.

(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 project submissions that are within M1/R1 funding limits into the PWD Annual Work Plan.

(4) Organize and prepare project submissions that are within M2/R2 funding limits for review and final prioritization by the AC/S G-4. The Command's top prioritized projects will be developed by the PWD for the annual HQMC (LFF) validation visit. These rankings do not cross program years and deal only with the relative ranking of projects in one program year.

(5) Organize and prepare project submissions that require MILCON funding for review and final prioritization by the Commanding General. These projects are reviewed biannually and developed for consideration within the United States Marine Corps MILCON project program.

(6) Projects disapproved in one fiscal year will not be reconsidered in the next fiscal year unless significant changes in scope or justification are made.

(7) Upon completion of the project prioritization process, the PWO, PWD will notify units of the outcome of their project submissions.

(8) PWD will review, as necessary, the previously approved project lists, as delineated by funding limits, in conjunction with the newly

recommended items to determine those projects that should be reprogrammed, combined, or deleted.

5. Approved Project Execution

a. Local projects. Those projects within M1/R1 funding limits will be incorporated into the PWD Annual Work Plan for further development and funding as local resources allow.

(1) The Annual Work Plan is established by November of each year. After approval, the normal time before actual construction begins on locally funded projects varies from six months to a few years, depending on 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 instructions manual and will be accomplished only within the scope of a job order issued and scheduled by the PWD.

(3) PWD has established a process of working with all units for validating works requests by prioritization procedures outlined in paragraph 4, chapter 4. Validation meetings are held monthly or at the request of the unit to prioritize an individual unit's work requests, see chapter 2. This will ensure that the PWD is developing the unit's highest priority projects first.

b. Special projects. Those projects within M2/R2 funding limits are submitted annually to HQMC (LFF) by the PWD during an on-site validation visit by a representative of HQMC (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 HQMC (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, chapter 4.

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

6. Relocatable Facilities

a. Background

(1) 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 plant property (Class 3) rather than as real property (Class 2). Therefore, they may not be maintained with facilities (PWD) funds.

(2) 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.

(3) 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.

(4) 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 HQMC 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 the HQMC(LF) 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 HQMC.

(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. 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. HQMC approval is not needed to provide relocatables 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) The CMC (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. The CMC (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. The CMC (LFL) will forward requests for PMC funds (if relocatable facility use is approved) to the CMC (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 a minimum use, 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 the Commandant of the Marine Corps. Activity request for relocatable facilities should be submitted to the CMC (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).
- (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 the NREA for environmental compliance issues. Hours of operation are 0730 through 1400, Monday through Friday. Additional hours of operation require approval of the AC/S G-4 not later than five working days in advance. Requests for after hours or weekend/holiday opening may be reimbursable by the requesting unit. 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 the PWD personnel, persons making bona-fide trash runs from their individual unit, and personnel obtaining wood from the wood salvage lot.

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 dumpster and the landfill. Discovery of these items will be reported immediately to the NREA 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 back to the offending unit.

d. The wood salvage lot is operated by the NREA in concert with the Combat Center Recyclable Materials Program. The hours of operation are 0730-1400 except on Fridays which are 0730-1300 excluding holidays. Various types of scrap wood are available free of charge to any person having access to the Combat Center. Wood not salvaged by patrons is periodically disposed.

2. Standardization and Installation of Signs

a. Responsibility. 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 (j).

b. Fabrication of Signs. Signs will be fabricated by PWD upon receipt of a work request, and will conform in shape, color, and lettering in complete compliance with reference (k). Tactical signs will be the responsibility of the units and will not be fabricated by the PWD. The PWD sign shop, when applicable, may apply graphics made by Combat Camera.

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 base perimeter signs.

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

(3) It is the responsibility of the Combat Center Fire Inspector to supervise the installation of signs indicating fire protection devices 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 and 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 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 above and including the Battalion level.

(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 indicating safety 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.

(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. Departure from Standards

(1) Work request for signs which depart substantially from the standards set forth in the above paragraphs will be submitted for approval to the AC/S G-4 with adequate justification.

(2) Units placing temporary signs along the Combat Center roadways for special events and surface streets must obtain approval from the Traffic Control Officer, at PMO, prior to installing such signs. All signs will be removed as soon as the event has been completed, by the responsible unit.

(3) All lighted signs will comply with energy efficiency and dark sky compliant standards. Any light not complying will need the permission of the UCAB board prior to installation. Permission will start with a standard PWD work request with a description of the sign and additional requirements.

f. Signs on Buildings. Under no circumstance will logos, lettering or painting be applied to a building or facility with the exception of building number signs fabricated and installed by the PWD. Violations will be removed at the unit's expense.

g. All signs will be approved for proper content by the PWD sign shop prior to construction.

(1) All signs will be picked up at the PWD Sign Shop within 14 days of notification of completion. All signs not picked up will be disposed of by PWD Sign Shop at the unit's expense.

(2) All signs will be inspected for content prior to pick up and customer will sign for as completed and satisfactory.

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

3. The Combat Center Parade Field

a. Responsibility. PWD is specifically tasked with the responsibility of maintaining, grooming, and preparing the MAGTFTC, MCAGCC parade field for all official functions.

b. To ensure that the parade field is properly prepared for all official functions and in order to secure all sprinklers, PWD requires written notification, via the Assistant Chief of Staff G-4, "Attention Operations", at least ten working days prior to the event. This notification will include incidentals such as practices, times, etc., as applicable, and the point of contact for the event.

4. Portable Bleachers

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

b. If bleachers are required for any function aboard the Combat Center, a written work request should be forwarded by the using unit at least 10 working days prior to the event. The request should include a drawing indicating the desired placement of the bleachers 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 will make bleachers available to external agencies when the bleachers have not been committed to military functions aboard the

Combat Center. The Combat Center will be responsible for transporting, positioning, setup, and folding of bleachers at the event site, provided that the movement does not interfere with mission-essential commitments. A fee may be charged at the discretion of the Command, and the using agency will be responsible to pay for the damage beyond normal wear and tear. Requests for bleachers to external agencies will be made through the AC/S, G-5.

5. Installation of TV Sets and 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 PWD for approval first. Then upon PWD approval, the unit will work with the Marine Corps Community Services Directorate (MCCS) to coordinate installation with the local cable company 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. The installation of satellite television systems is authorized only for the military clubs and family housing units. Any waiver of this regulation must be submitted by the unit Commanding Officer to the PWD via AC/S, G-4.

c. The PWD does not install antennas. Antenna installation requests must be routed through the AC/S, G-6. Installation requires site approval via a work request to PWD Planning. PWD will inspect antenna installation for structural adequacy. During antenna installation, no roof penetration shall be permitted.

d. The installation of antennas for radio communications must be approved by the AC/S, G-6, prior to any requests for support from the PWD. The following restrictions apply:

(1) No communications transmission or receiving antenna will be installed less than two (2) antenna lengths (including pole or mast) from any electrical power, telephone or cable installations.

(2) No antenna, mast or other device including anchoring devices and guide wire attachment, will be placed on or in roof areas, including mechanical systems or devices mounted on roofs. To do so would compromise weather integrity of the roofing. 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 will not be attached to windows, screens, trees, fences or facilities without prior written approval of PWD.

(4) Connecting cabling entering a building or facility must be done in such a manner as to preserve weather tight integrity, as well as building security.

(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 should be concurrently staffed between the following for input/approval:

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

(7) Once approved, proper installation of the above mentioned devices is the responsibility of the requester, and will be subject to inspection by the above entities. Removal of illegal or improperly installed communicating or monitoring antenna will be the using unit/command's responsibility.

6. Telephones. 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 the Family Housing Office.

7. Insecticide & Herbicide Spraying

a. Insecticide and herbicide spraying will be done under the cognizance of PWD by certified pest control operators.

b. All requests for spraying will be submitted on a work request to the PWD, at a minimum of five working days in advance to allow for scheduling.

c. The activity scheduled for spraying will be closed and prepared for spraying at the time agreed upon and in accordance with the provisions of current directives. Service shall not resume until normal business hours the following day.

d. Barracks and headquarters buildings will be treated for insects as requested on work requests submitted to the PWD.

e. No commercially licensed exterminator or pest controller will perform any service on the Combat Center without the written approval of the PWD. All requests for off-base contractors to apply pesticides or herbicides will be turned in to the PWD pest control coordinator whose responsibility is to ensure that all contracts are within the scope of the regulations set forth to report and record all usage of pest control products.

8. GI&S

a. Services. The GI&S, provides services to the Combat Center Community: Operating Forces (field training & operational force tenants), Installation Customers (Base & Tenants), and Community Customers (internal and external).

b. Products. For custom map products or geospatial analysis, customers can contact their "Virtual MCAGCC" technical working group representative (primary or secondary at most organizations aboard the combat center); the functional GI&S Office "Nodes" at G-3, G-4 (PWD), G-4 (NREA), G-5, G-6, and G-7; or the GI&S Office directly; via phone, email or site visit at building 1130.

c. SharePoint Portal. Standard maps and products are available at the SharePoint Website: <https://tp.geofiwest.usmc.mil>

9. FSC

a. The FSC conducts performance assessment of the services provided by the contractor for all service or support contracts. Typical facility support contract services include but are not limited to janitorial services, roll-up or industrial doors, elevators, galley hoods, fuel supply issue points, MCCS pool equipment maintenance, fire suppression maintenance, etc. To request facility support services, the tenant unit or customer shall submit a work request for the desired services.

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. PWD and NREA control access to these wells.

c. Water Wells. Water wells and water tanks are out of bounds to all but PWD personnel.

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. 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.

f. Electrical Boxes and Mechanical Rooms

(1) The maintenance of electrical boxes and mechanical rooms is the responsibility of 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.

(2) The parking of vehicles which block access doors to mechanical rooms is not authorized. Vehicles blocking equipment room access doors, access to ladders leading to rooftop equipment, or stairways leading to equipment rooms, shall be cited by PMO.

(3) Mechanical and Utility Rooms. All utility rooms and mechanical rooms are off limits to all but the PWD personnel and these areas shall not be used for storage of organizational property, supplies, or equipment. Equipment and controls maintained in these rooms are the responsibility of the PWD and must not be tampered with. When handled improperly, the equipment in these rooms is hazardous and injury or death may result from their unauthorized handling or operation. Unit duty personnel may have limited access to heating, cooling, and lighting controls for the purpose of turning those systems on and off when controls are located inside the utility rooms.

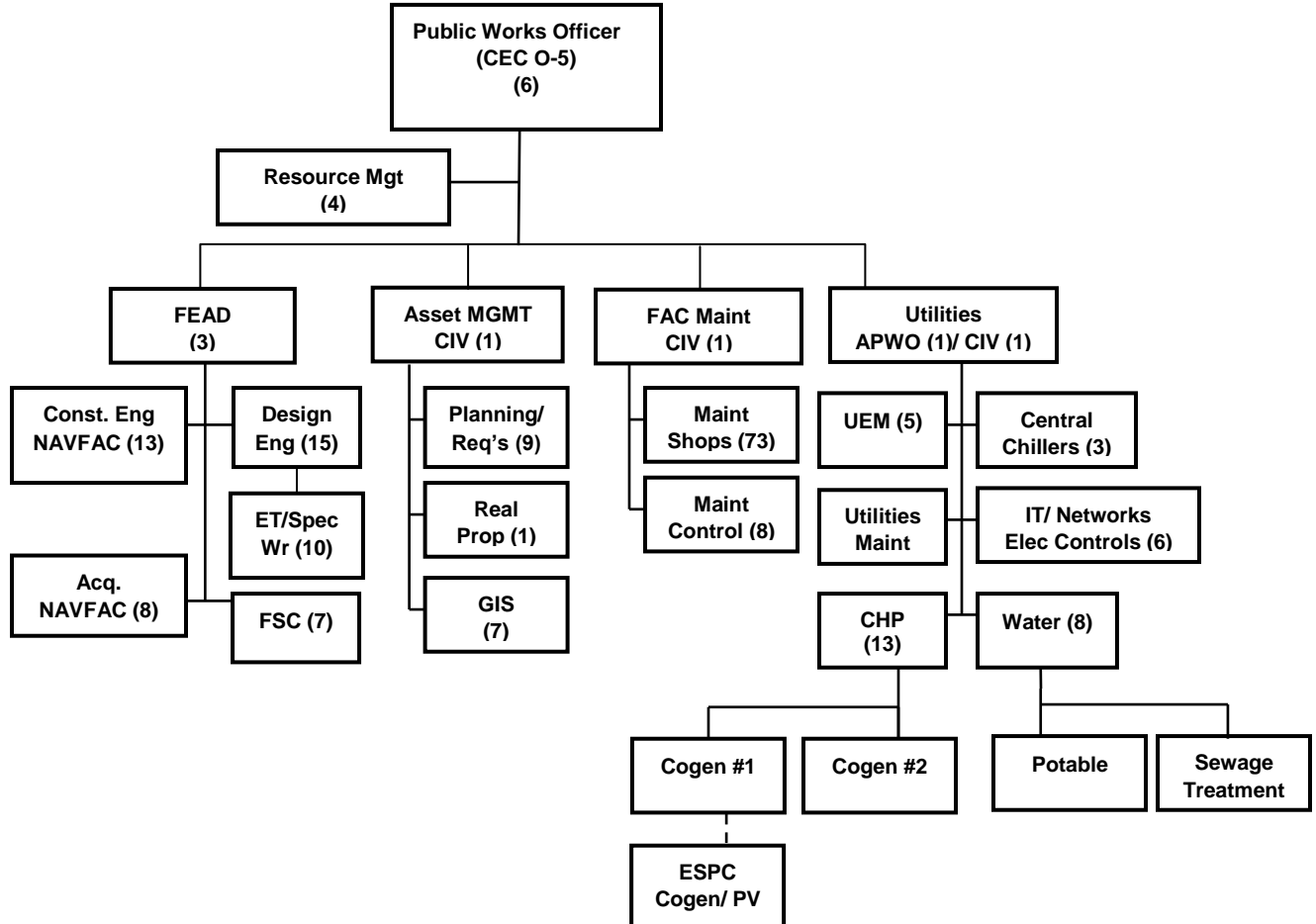
(4) Oil-Water Separators. The Combat Center owns and operates eight oil-water separator collection facilities. These facilities are located in buildings 1132, 1214-F, 1910-F, 1930-F, 1946-F, 1947, 1980-F, and 2011-F. Primary operation and maintenance functions are performed by the PWD. The facilities are subject to closure for cleaning, maintenance or repair on an annual basis. Although the PWD retains overall responsibility for the operation and maintenance of these facilities, units utilizing the facilities are responsible for products used and collected for disposal. Hazardous or degreasers or detergents shall be used on wash racks without prior approval from the NREA. Utilization of pressure washer or steam cleaners without units will be responsible for costs incurred for removal, cleaning, and disposal operation, when unauthorized substances are detected in the oil-water separators. NREA may be contacted for information on the acceptability of cleaning agents or other substances used.

g. Dig Permits. A dig permit form is required in order to avoid severely disrupting underground utility; Utilities, Natural Gas, Telephone, Chilled Water, Hot Temp Hot Water, or other related utilities, see Appendix E.

h. Outage Request. When a utility needs to be secured to allow work by a contractor or others, an outage request form is required in order to minimize disruption to effected parties, see CCO 4100.4 for the format. Outage requests should be made 21 working days in advance of scheduled outage. This allows affected parties to adjust appropriately.

Appendix A

Public Works Division Organizational Chart



Appendix B

Authority to Sign Work Requests and Submit Trouble Calls

(Unit Heading)

(SSIC)
(Code)
(Date)

From: Commanding Officer
To: Head, Public Works Division (Attn: Facilities Maintenance Branch
(FMB))

Subj: AUTHORITY TO SIGN AND SUBMISSION OF WORK REQUESTS

Ref: (a) CCO P11014.1D

1. Per the reference, the below listed individuals are authorized to sign block #10 of requests for this unit.

NAME	RANK	SIGNATURE
John Smith	GS-12	_____
Joe Brown	GySgt	_____

2. Per the reference, the below listed individuals are authorized to contact the PWD Trouble Desk for unit "Emergency", "Urgent" and "Routine" calls for maintenance. For BEQs only, please list building number and location of master key.

NAME	RANK	BLDG #	KEY LOCATION
Gertrude Jones	GS-12	1661	1st Deck Duty
Joe Brown	GySgt		

3. Point of contact for further information is GySgt Brown at extension XXXX.

C. O. COMMANDER

Appendix B**Alpha Codes for Units Aboard MCAGCC****CUST
CODES****DESCRIPTION**

AV	D CO 3RD AABN	SC	MILITARY SICK CALL (1552)
AW	COMMISSARY	SE	7TH MARINE REGIMENT (REIN)
BH	FAMILY HOUSING	SJ	STAFF JUDGE ADVOCATE
BP	BASE HOSPITAL	SP	SERVICE PROVIDER
BS	BASE SAFETY	SR	1SRIG
CB	3RD CEB	SS	RECREATIONAL SERVICES
CE	MCCES	T4	4TH TANKS
CH	RELIGIOUS PROGRAM	TA	3RD BATTALION 11TH MARINES
CI	CONTROL INSPECTOR	TG	MCTOG
CM	C&D (G6)	TK	1ST TANK BATTALION
CO	CONCEPTS AND PLANNING	TP	ADVISORY TRAINING GROUP
CP	COMPTROLLER DIRECTORATE (G-8)		
CR	CREDO DET		
CS	OFFICE OF CHIEF OF STAFF		
DA	CLB-7		
DT	23RD DENTAL COMPANY		
EA	AIR GROUND SUPPORT ELEMENT		
EM	EMCS		
ES	EXERCISE SUPPORT DIVISION		
FD	FIRE DEPARTMENT		
FM	FACILITIES MAINTENANCE		
FS	FOOD SERVICES		
G1	MANPOWER DIRECTORATE (G-1)		
G2	SERGEANTS COURSE		
G3	O&T (G-3)		
G4	I&L (G-4)		
G5	COMMUNITY LIAISON (G-5)		
GM	GMED		
GS	CENTER LOGISTICS		
HR	HRO OFFICE		
HS	HEADQUARTERS BATTALION		
IN	INSPECTOR DIVISION		
IS	INTRA SERVICES (CONTRACTOR)		
K1	LAV SLEP KTR		
KT	CONTRACTOR		
LA	3RD LIGHT ARMORED RECON BN		
MB	MILITARY BAND		
MV	MOJAVE VIPER		
NI	NAVAL INVESTIGATIVE SERVICE		
NP	NAVAL PERSONNEL		
NR	NREA		
PM	PROVOST MARSHAL		
R1	VMU-1		
R3	VMU-3		
RF	DEFENSE PRINTING SERVICE		
RS	LOGISTIC SUPPORT CENTER		

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 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. 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 work board. Submit these projects through a Work Request, with drawings and justifications to 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 PWD via a Work Request to be completed by in-house shop personnel or by contract.

4. Application of Paints

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 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 must be supplied by the unit. 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, reference (k))
Exterior Concrete:	(Refer to BEAP, reference (k))
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:	Light Gray Latex Enamel
Exterior Doors/Casings:	(Refer to BEAP, reference (k))
Heads:	Navajo White Semi-Gloss Enamel

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

5. Lighting & Light Bulb Replacement-Maintenance and Installation of Energy Efficient Lighting System

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. 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. 2

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

PWD INSTR MANUAL

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. PWD will supply

SHOWER CURTAIN RODS
TOWEL BARS/HOOKS
TOILET PAPER HOLDERS
SHOWER HEADS
P-TRAPS
CAULKING
TOILET SEATS
PAINT (INTERIOR WALL & TRAFFIC) 5 GALLONS AT A TIME
OUTLET/LIGHT SW COVERS
VENT COVERS & FASTENERS
FLOOR TILE & ADHESIVE (2 BOXES MAX)
FAUCET REPAIR PARTS
BASE COVE
SPACKLING COMPOUND/DRYWALL PATCH KIT
IRRIGATION SYSTEM REPAIR PARTS
DOOR STOPS
LIGHT DIFFUSERS (COVERS)
CEILING TILES
WALL LOCKER PARTS (BUILT-IN)
DOOR PULLS
MISC HARDWARE (SCREWS/SMALL NAILS)
PARKING BLOCKS
FLORESCENT TUBES/INCANDESCENT LIGHT BULBS

7. PWD will not supply

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

Appendix D

Installation of Vending Machines

1. Vending machines may be installed in Base Facilities after proper coordination with MCCS via a work request to PWD to verify utility availability and under the following conditions only:
 - a. 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.
 - b. All installation and removal must be requested through MCCS Services, Operations Branch.
 - c. All costs associated with installation and/or removal will be borne by the contractor, or MCCS.
 - d. No extension cords will be used.
 - e. Machines will be installed with positive restraints to prevent tipping over, per Department of the Navy instructions.

Appendix E

Dig Permits

1. Commanding Officers, Directors and Officers in Charge of units working and training aboard the Combat Center will ensure those planning to dig anywhere on the Combat Center are aware of environmentally protected areas and are informed of proper procedures for digging in those locations and submit a dig permit as required by this instructions manual.

a. To provide accurate and timely utility location mapping to minimize outages, interruption and repair costs associated with damaged utilities and to provide a safe working environment for personnel involved in excavation and digging aboard the Combat Center.

b. Any excavation or ground disturbances six (6) 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.

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

d. 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 instructions manual and a Dig Permit is required at all times.

e. Any damage to the Combat Center utility structures must be reported to the PWD Trouble Desk immediately at (760) 830-6271.

f. 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.

2. Responsibilities

a. Requestor

(1) Submit a Dig Permit application and DigAlert Location Request Form to the PWD Dig Permit Coordinator (DPC) at least 15 working days prior to any planned excavation or ground disturbance. Emergency requests will be processed immediately.

(2) Contact DigAlert to coordinate for possible subsurface commercial utilities installation upon local Dig Permit approval and two (2) working days prior to any actual excavation or ground disturbance.

b. Public Works Division

(1) Assign a DPC

(2) Process the Dig Permit in accordance with the current Dig Permit instructions manual including coordination with appropriate Combat Center organizations to review the Dig Permit application.

(3) Issue a valid Dig Permit

c. DPC. On 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.

3. Coordinating Instructions. 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.

MCA GCC Dig Permit Application		Dig Permit #:	
APPLICANT INFORMATION		This Side For Internal Office Use Only	
Project No. / Title:		Date Valid From / To:	
Contract or Work Order#:		Dig Permit Issued By	
Proposed Dig Period (from/to):		Signature / Date:	
Applicant Name:		Name / Phone:	
Company / Organization:			
Phone:		Permission to excavate is granted for the area specified on the attached map. Approved Dig Permit will be on-site (MCA GCC) during duration of dig.	
Email:		Note: Contractor must: Apply for extension no later than five (5) working days prior to Permit Expiration. Keep all markings visible and current. Allow a 5 ft. corridor on either side of all markings. Pothole by hand markings to verify each utility. Contact Dig Permit Office if unknown utilities are found. Phone 760-830-3099 or 760-830-3071	
Description:		G6 (DDD) Comments / Restrictions:	
Deletered? Yes <input type="checkbox"/> No <input type="checkbox"/>		G6 (DDD) Name / Phone:	
Any Damage to utilities MUST be reported IMMEDIATELY to the PWD Trouble Desk 760-830-6271 Applicant's Initials: _____ *** Pursuant to California Govt. Code (Chp. 3.1, Art. 2) *** "Underground Service Alert" Must be notified prior to excavation: Dial 811		G4 (PWD) Comments / Restrictions:	
Dig Alert Permit #:			
Applicant Signature / Date:			
Gov. Rep. Signature / Date:		Site Marked With: Paint Flags Stakes None	
Gov. Rep. Name / Phone:		G4 (PWD) Signature / Date:	
Gov. Rep. Email:		G4 (PWD) Name / Phone:	

CALL TOLL FREE 8-1-1
2 workings days before you dig



DigAlert No. _____

LOCATION REQUEST FORM

For faster service, prior to calling fill out all non-italicized fields

Date: _____ Time: _____ *Operator:* _____

Company Phone #: _____ Caller: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Fax: _____ E-mail: _____

Best hours to reach your company: _____

Foreman: _____ Foreman's pager/cellular #: _____

Delineated: Yes No

County: _____ City: _____

If more than 1 address or descriptive location: _____

Address: _____ Street: _____

Closest X/ST: _____

Thomas Guide page & grid: _____

Boring: Yes No Explosives: Yes No Vacuum: Yes No

Type of work: _____

Work to begin: Date: _____ Time: _____

Instructions: Mark By Meet & Mark Validate Permit Only Now

Work Being done for: _____

Permit #: _____ Not required Not Available Blanket

Members being notified by USA: _____

Update on/or before date: _____

Underground Service Alert of Southern California

REV. 8.1.14

Appendix F

Building and Facilities Assignments

1. Responsibilities

a. Public Works Division

(1) Assign buildings and facilities to Combat Center Directorates and tenant commands 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 directorates or units who are deficient in space.

(4) In accordance with reference (c), develop and review Basic Facilities Requirements (BFR) for Combat Center Directorates and Tenant Commands.

(5) In accordance with this instructions manual, inspect buildings and facilities for proper use and condition.

(6) Act as an approval authority for requests from Combat Center Directorates and Tenant Commands concerning any proposed unit projects.

b. Directorates and Tenant Commands

(1) Assign a responsible officer (S-4 Officer or S-4 SNCO or civilian) to be responsible for internal space allocation, space utilization, housekeeping, police, maintenance, and general up-keep of the assigned buildings and spaces.

(2) Based on the references to the PWD in order to request additional facilities or a change in facility assignment. Additional facility assignments will be predicated on a need for additional space as validated by the BFR. For verification if a need for additional facilities, an updated Table of Equipment and Table of Organization will be submitted to the PWD for calculation of additional space requirements.

(3) Prior to granting any space requested, appendix (F-3) must be filled out and submitted to the PWD. Once completed and turned into the PWD, it will show how much space each person or function requests within each organization. The PWD will then utilize the references in order to verify the adequacy of existing space. If the PWD determines the organization to have inadequate space, the request for additional space will be approved.

(4) Notify the PWD of any changes in the prime use of a facility. In order to ensure that a building can be properly maintained, the PWD must have the correct usage of that building recorded. Any facility use change must be pre-approved by the PWD before new use of the facility can begin.

(5) Departing units, activities or sections will ensure that all repairs are completed and all maintenance work requests have been submitted to the PWD prior to vacating a facility.

2. Assignment and Recovery Procedures

a. Facility Issue Procedure

(1) Public Works Division

(a) Review work requests of facilities in USMC MAXIMO to verify status of submitted work requests.

(b) Conduct a walk through inspection with the tenant.

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

(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, USMC MAXIMO, 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 keys to facility

(c) Implement the requirements of Facilities Management per this instructions manual.

b. Facility Turn-in Procedures

(1) Public Works Division

(a) Perform a final walk through inspection with tenant unit and review all outstanding USMC MAXIMO work requests.

(b) Update the PWD Master Building List, INFADS, and USMC MAXIMO as necessary.

(2) Tenant Units

(a) Notify the PWD 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.

WORKSHEET FOR CHANGE IN ASSIGNED SPACE

UNIT: _____ Date: _____
 UIC: _____
 POC: _____
 PHONE: _____
 EMAIL: _____

1. What is your current authorized T/O?
 Officer _____ Enlisted _____ Civilian _____ Contractor _____
2. Is space request due to anticipated change in the unit's T/O? If so, please provide TOCR.
3. Is this increase/decrease a result of a major new program? _____
4. Does the unit have a suggestion for requested space?
5. Complete Table. List all facilities your unit uses (including open storage areas).

Table 1 - Occupied Facilities

Facility #	Primary Use of Facility (Administrative, Command, Training, Medical, Comm, etc)	Shared Facility (If yes, with whom?)

1. Training

a. If your request is for changes in academic or applied training space, complete Table 2. Please indicate a date when the anticipated course is expected to begin. If the workbenches (WT) or hands-on mockup spaces (HM) are required, then please include a complete listing of equipment and their footprints. Use the following definitions to indicate the classroom type required for each current and anticipated course:

Lecture Space (LS) - General classroom space using standard chairs or desks.
 Modified Lecture Space (ML) - Classrooms requiring space for using small training aids (computers).

Workbench Type Space (WT) - Classrooms requiring workspaces/workbenches with equipment (3'X6' Work Benches)

Hands-on Mockup Space (HM) - Space required for fixed training devices/operational systems (Large Simulators)

Learning Center (LC) - Space for self-paced independent study/audio-visual/library with computers.

Table 2 - Training Courses

Current (C) Anticipated (A)	Course Code	Course Short Title	Course Duration (Days)	#Times Per Year	Ave. # of Students	Classroom Type

b. Please indicate below requirements for spaces that support functions associated with training programs:

Technical Library Needed? _____ # of audio/visual (a/v) aids _____

c. If any additional spaces are needed for the support of training programs at 29 Palms and have not been indicated above, attaché a list of special equipment, size and configuration of these spaces as appropriate.

2. Supply/Warehousing

a. If your request for changes in space is for storage or parts and equipment, complete Table 3. Current and anticipated storage requirements should be identified. Provide date for anticipated storage. To describe the inventory of items, use general descriptions.

Table 3 - Storage

Current (C) Anticipated (A)	Description of Material	Building #	Laydown Area Required (SF)

3. Operational Equipment

a. If your request is for changes in space for operational equipment, complete Table 4. Certain types of communications, operations, maintenance, and production facilities require documentation of needed equipment for establishment of facility requirements. The facility requirement is based on the footprint of equipment items occupying floor space required to support assigned functions. All equipment consuming floor area, such as electronics gear or workbenches, should be listed in this section of the questionnaire. Complete the table below or, if available, attach existing equipment inventories or sketches of equipment layouts. Identify the clear area or working space around a specific equipment item needed for operation, safety and personnel.

Table 4 - Operational Equipment

Current (C) Anticipated (A)	Bldg & Room Number	Description	Qty	Length (Ft)	Width (Ft)	Clear Area Required

4. Vehicle Requirements

a. If your request is for changes in space for vehicle equipment, complete Table 5. Facility requirements are determined by the number and types of equipment maintained. Generally, repair bays are computed from equipment cost codes. Using your Table of Equipment, list the quantity of equipment under each equipment cost code listed below (also, please attach a copy of your Table of Equipment). Automotive Equipment (Code 0061 through 0905).

Table 5 - Vehicles

<u>Quantity</u>	<u>Description</u>	<u>Cost Code</u>
_____	Buses	0061 to 0099
_____	Sedans, Station Wagons, Ambulances	0102 to 0299
_____	Trucks	0300 to 0745
_____	Trailers	0800 to 0897
_____	Motorcycles, Scooters, GEM, etc.	0900 to 0905
_____	Combat Support Equipment	

Materials Handling Equipment (Code 1100 through 1900)

_____	Tractors (warehouse) and Trucks (forklift, crane)	1100 to 1900
-------	---	--------------

Construction and Allied Equipment (Codes 1100 through 8800)

_____	Crushing, Mixing, Batching, and Paving Equipment	2300 to 2840
_____	Drilling, Blasting, and Driving Equipment	3100 to 3720
_____	Excavating and Gradient Equipment	4210 to 4952
_____	Miscellaneous Construction and Maintenance Equipment	5110 to 5930
_____	Firefighting Equipment	7100 to 7501
_____	Weight Handling	8120 to 8800

PWD INSTR MANUAL

UNIT SPACE REPORT (SAMPLE ONLY)

Grade/Rank	Square Feet Occupied	Square Feet Required (leave blank for the PWD)
------------	----------------------	---

Veh/Equipment	Square Feet Occupied	Square Feet Required (leave blank for the PWD)
---------------	----------------------	---

TOTAL SQ FT: _____