

UNITED STATES MARINE CORPS
Base Maintenance Division
Marine Corps Base
Camp Lejeune, NC 28542

MO P5400.1B
MAIN/RES/rsm

MAY 07 1984

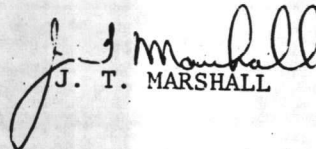
MAINTENANCE ORDER P5400.1B

From: Base Maintenance Officer
To: Distribution List

Subj: Base Maintenance Division Organization and Functions Manual

Encl: (1) LOCATOR SHEET

1. Purpose. This Order promulgates the official organization and functions of the Base Maintenance Division.
2. Cancellation. MO 5400.1A
3. Applicability. The provisions of this Order are applicable to all activities within the Base Maintenance Division.
4. Certification. Reviewed and approved this date.


J. T. MARSHALL

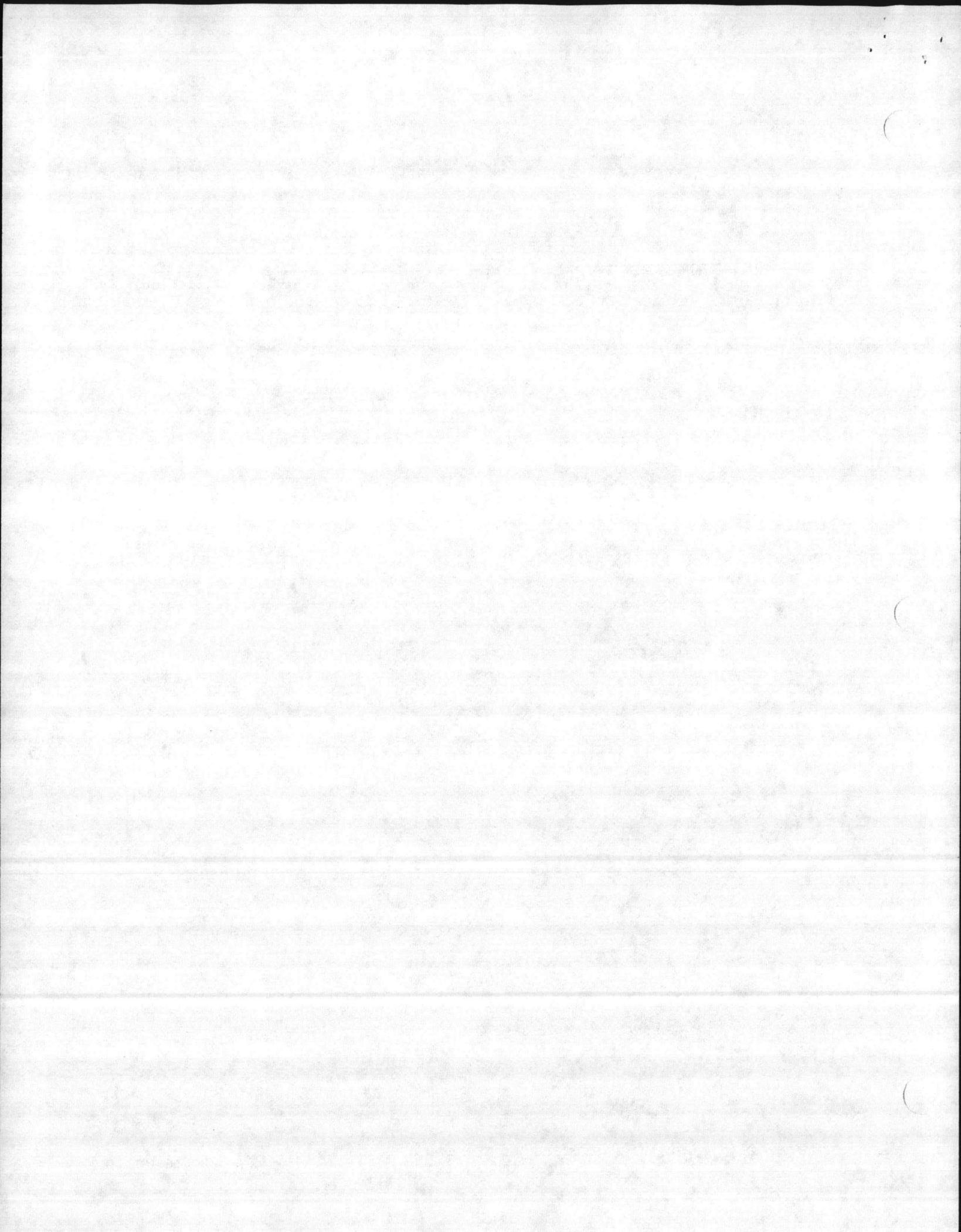
DISTRIBUTION: B

MO P5400.1B
MAY 0 7 1984

LOCATOR SHEET

Subj: Base Maintenance Division Organization and Functions Manual

Location: _____
(Indicate the Location(s) of the Copy(ies) of this Publication)

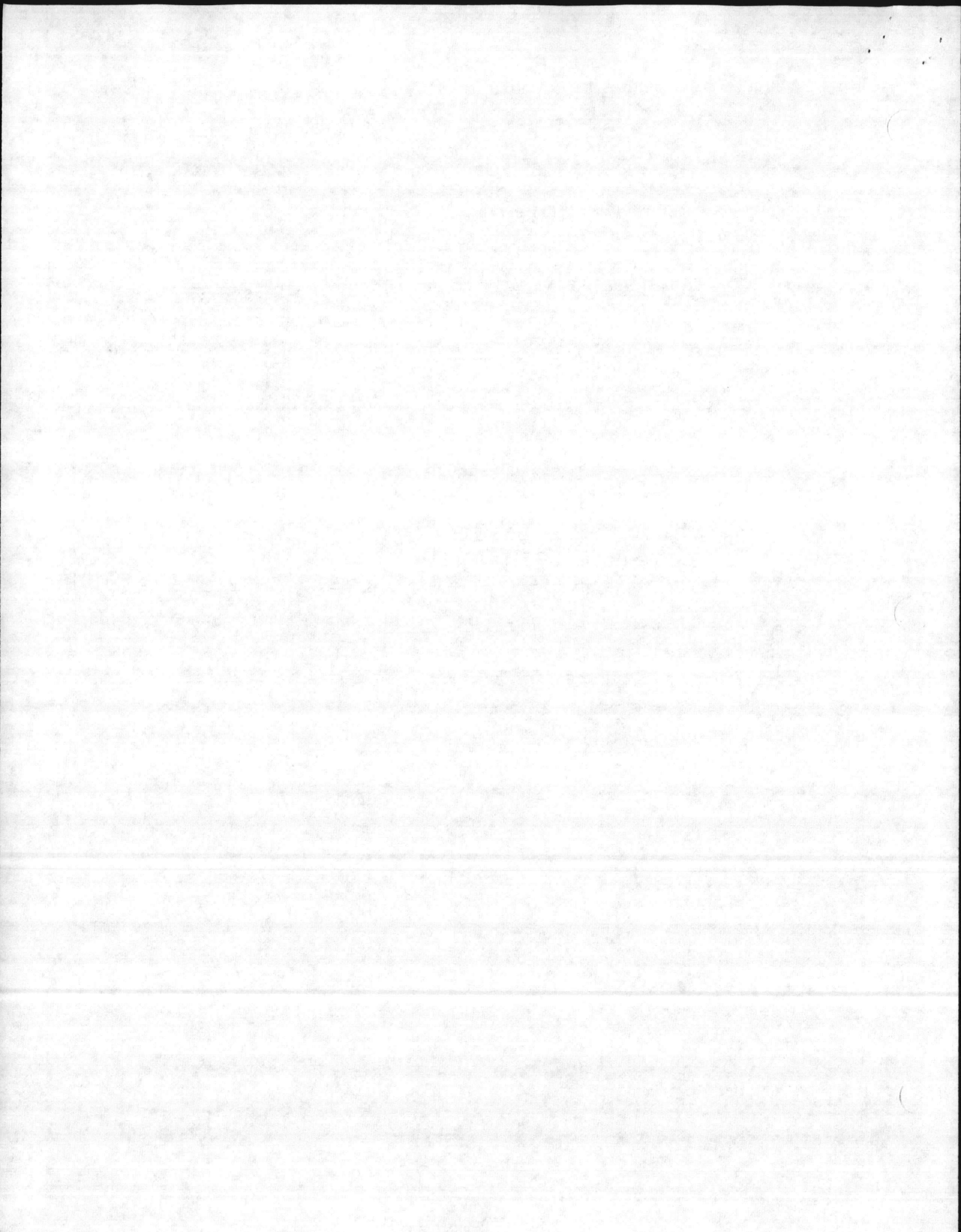


BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

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

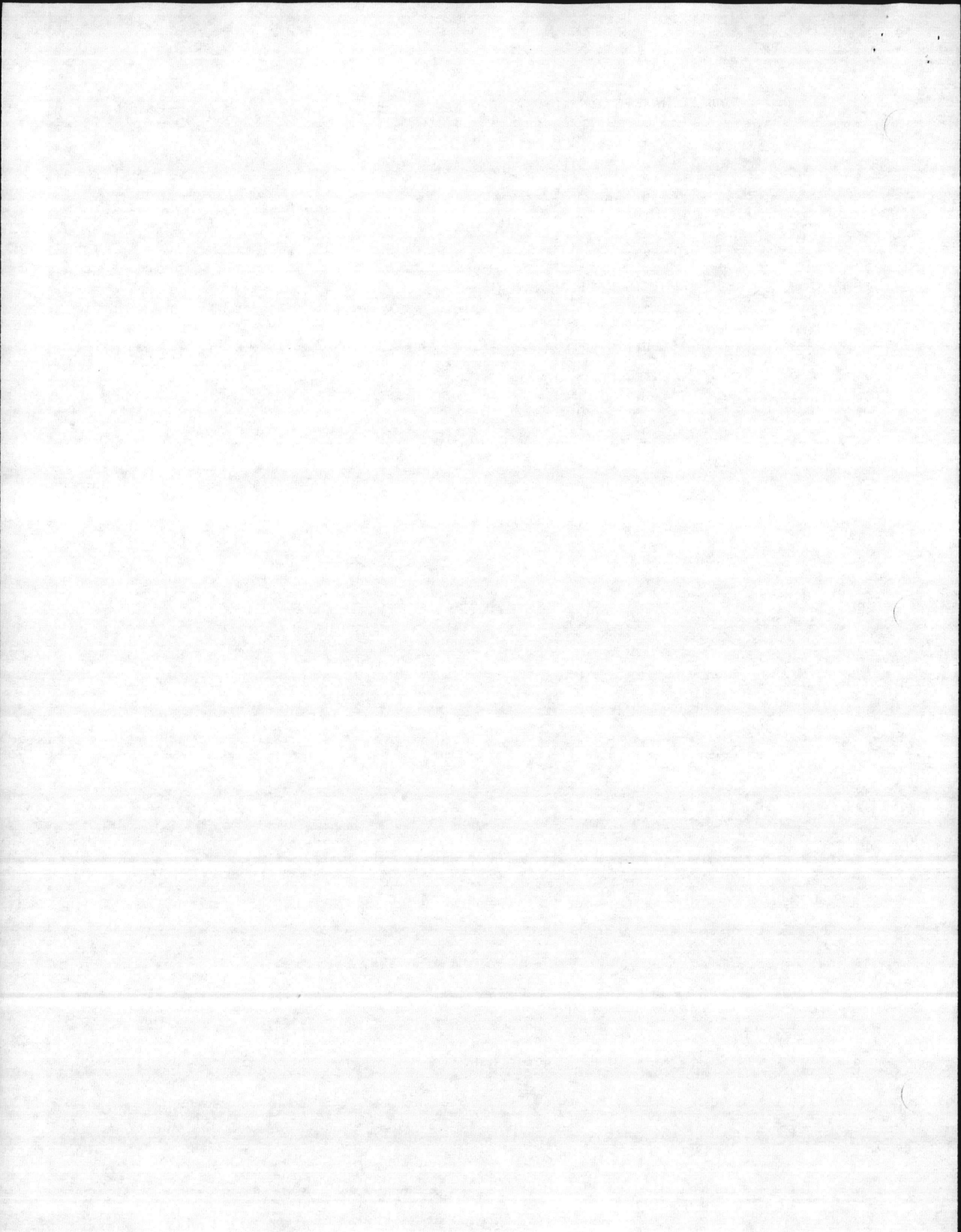


BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CONTENTS

CHAPTER

- 1 GENERAL
- 2 ADMINISTRATIVE BRANCH
- 3 OPERATIONS BRANCH
- 4 UTILITIES BRANCH
- 5 MAINTENANCE & REPAIR BRANCH



BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 1

GENERAL

	<u>Paragraph</u>	<u>Page</u>
MISSION	1001	1-3
BASE MAINTENANCE OFFICER	1002	1-3
ASSISTANT BASE MAINTENANCE OFFICER	1003	1-3
SPECIAL STAFF	1004	1-3

FIGURE

1-1 ORGANIZATIONAL CHART	1-2
------------------------------------	-----

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

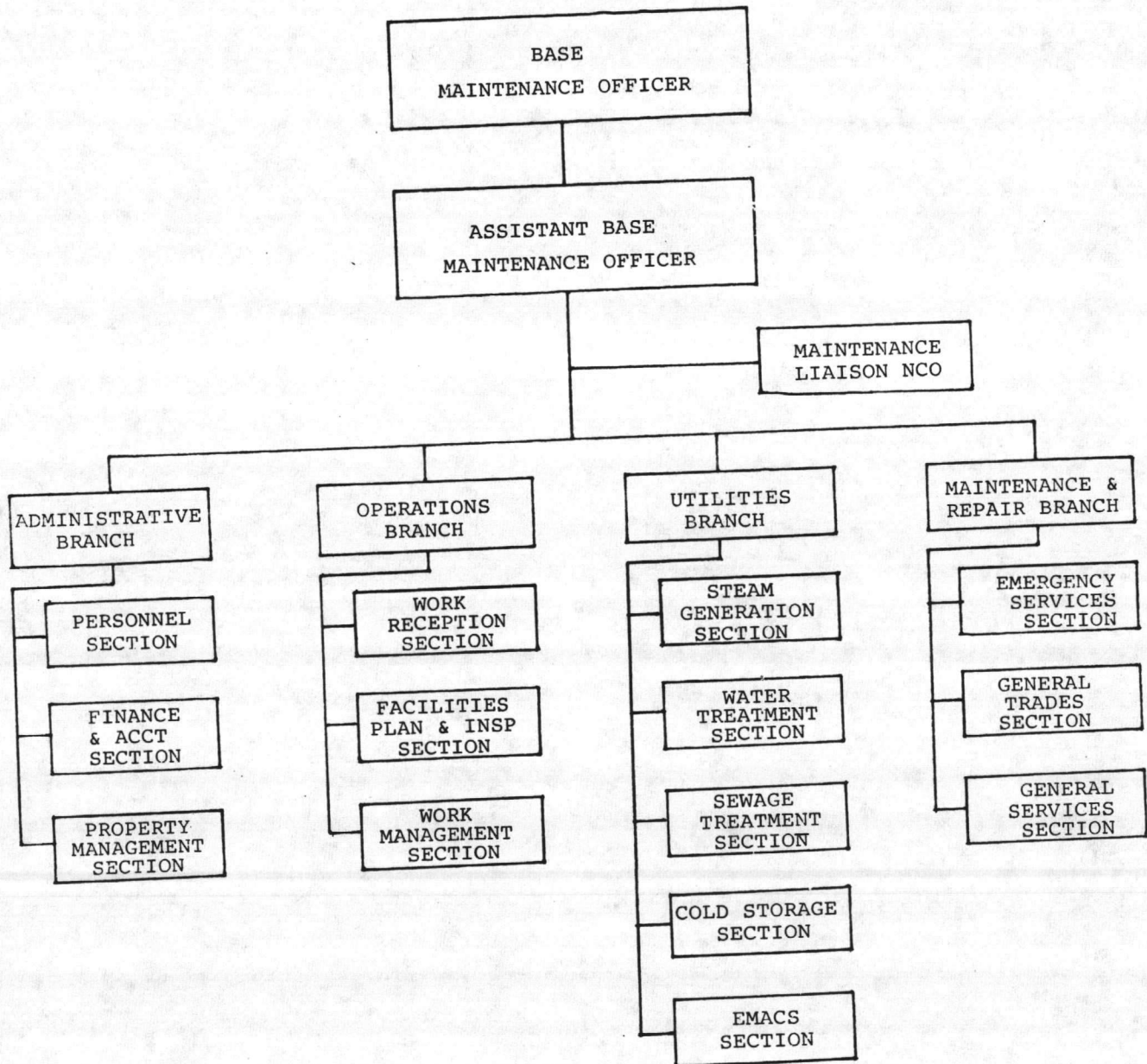


Figure 1-1.--Organizational Chart Base Maintenance Division

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 1

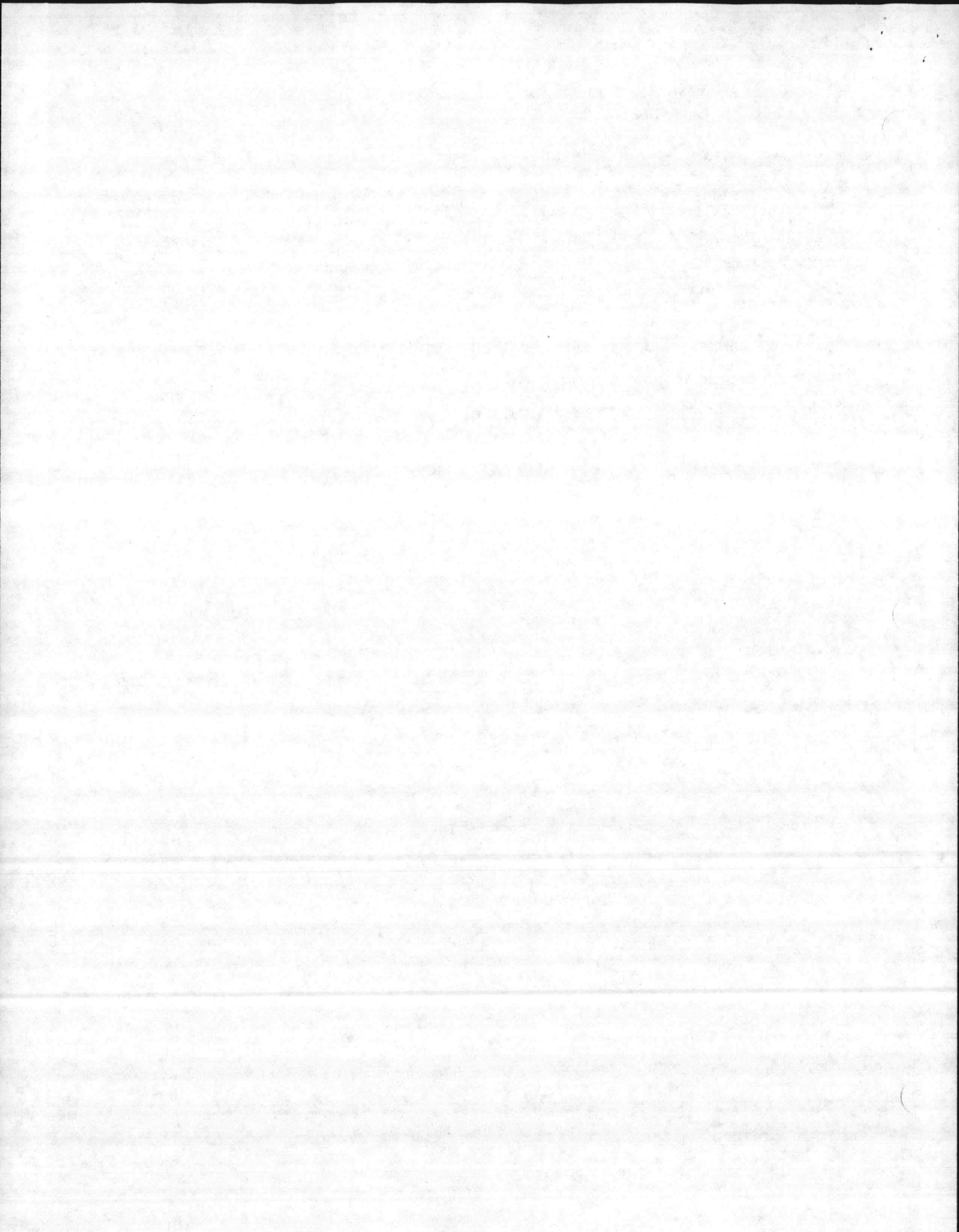
GENERAL

1001. MISSION. To provide maintenance and repair of buildings, grounds, paved surfaces, utilities systems, and other real property facilities; operation of utilities systems, including utility purchases; energy management; engineering support services, such as Division administration, pest control, refuse and garbage collection and disposal; minor construction; work support for government owned property encompassing installation, fabrication, technical inspection, and repair of personal property and miscellaneous services for other than real property which is not the responsibility of the user.

1002. BASE MAINTENANCE OFFICER: The Base Maintenance Officer is a Special Staff Officer under the staff cognizance of the Assistant Chief of Staff, Facilities. The Base Maintenance Officer is responsible for the management of the real property maintenance and repair program, utilities operations, and energy management.

1003. ASSISTANT BASE MAINTENANCE OFFICER. Provides executive direction for the internal management and operations of the Division. Responsible for coordinating efforts and duties of the special staff and the four Branch Directors. Performs the day-to-day responsibilities with the directed authority of the Base Maintenance Officer and acts for same in his absence.

1004. SPECIAL STAFF. Maintenance NCO. Liaison between military and civilian work force in areas of maintenance and area police. Maintenance representative on inspections and conferences.



BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 2

ADMINISTRATIVE BRANCH

	<u>Paragraph</u>	<u>Page</u>
ADMINISTRATIVE BRANCH	2001	2-3
PERSONNEL SECTION	2002	2-3
FINANCE AND ACCOUNTING SECTION	2003	2-3
PROPERTY MANAGEMENT SECTION	2004	2-3

FIGURE

2-1	ORGANIZATIONAL CHART	2-2
-----	--------------------------------	-----

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

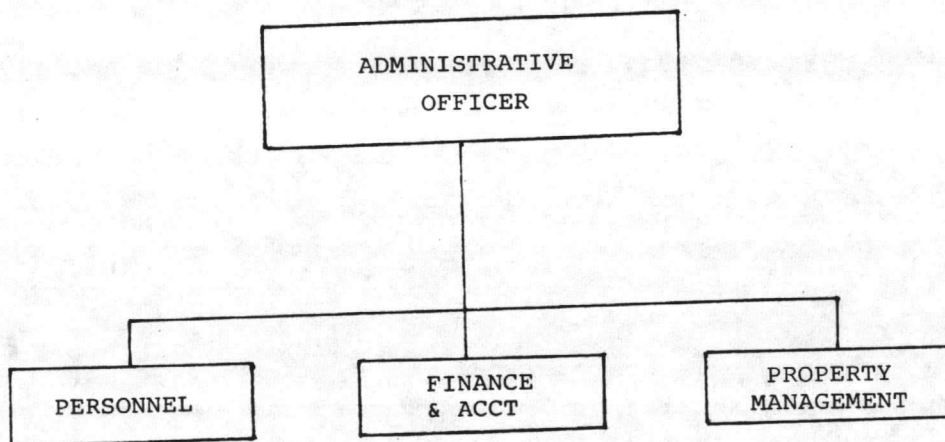


Figure 2-1.--Organizational Chart, Administrative Branch

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 2

ADMINISTRATIVE BRANCH

2001. ADMINISTRATIVE BRANCH. Advises and furnishes assistance to management at all levels of supervision on matters involving administration, office services, personnel relations, property control and accountability, and fiscal policy and programs.

2002. PERSONNEL SECTION. Provide assistance and support to supervisors and civilian employees in matters regarding disciplinary actions, appeals, grievances, complaints, attendance, leave, security clearances, incentive awards, hours of work, contributions, collections, employment and classification, personnel actions, timekeeping, travel orders, and fund drives.

2003. FINANCE AND ACCOUNTING SECTION. Provides management and accountability for all obligations and expenditures chargeable to Fund Administrator 23. Formulates the Base Maintenance Division budget, analyzes variances and executes internal fiscal review and control. Maintains utilities usage data for reimbursable customer billing.

2004. PROPERTY MANAGEMENT SECTION. Coordinates and expedites supply support. Maintains records and accountability of classes III and IV plant property, Garrison Mobile Engineer Equipment, and minor property items. Conducts audits and reviews of on hand property and equipment.

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 3

OPERATIONS BRANCH

	<u>Paragraph</u>	<u>Page</u>
OPERATIONS BRANCH	3001	3-3
PROGRAMMING AND WORK RECEPTION SECTION	3002	3-3
FACILITIES PLANNING AND INSPECTION SECTION	3003	3-3
WORK MANAGEMENT SECTION	3004	3-3

FIGURE

3-1 ORGANIZATIONAL CHART	3-2
------------------------------------	-----

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

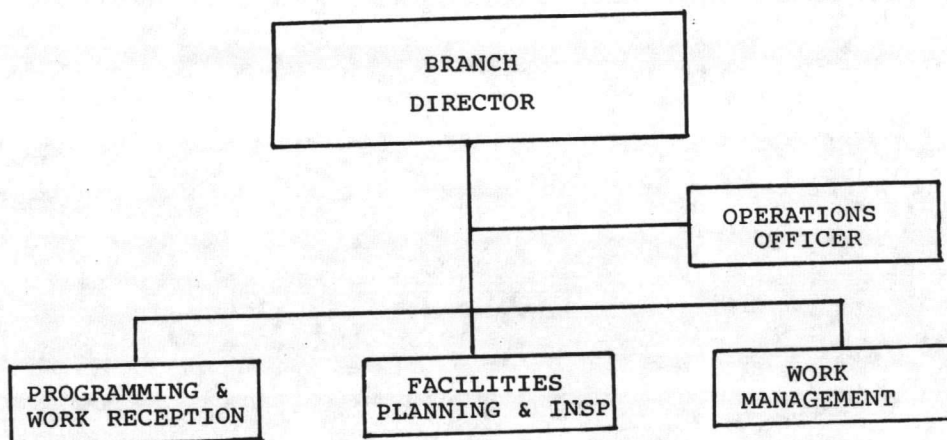


Figure 3-1.--Organization Chart, Operations Branch

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 3

OPERATIONS BRANCH

3001. OPERATIONS BRANCH. Responsible for the planning and execution of the Controlled Maintenance Program. Prepares and maintains the Long Range Maintenance Plan. Screens and classifies all work requests. Issues job orders for authorized work and schedules quarterly/annual work programs for the accomplishment of work by the maintenance and repair shops. Conducts Type "A" Annual Inspection Summary and inspects completed projects. Approves and monitors self-help and troop training projects. Determines needs for engineering advice and maintains liaison with Public Works Division.

3002. PROGRAMMING AND WORK RECEPTION SECTION. Maintains a service desk for emergency maintenance and repair of facilities. Reviews and approves routine work requests. Prepares the quarterly/annual work programs. Maintains the Facilities History File.

3003. FACILITIES PLANNING AND INSPECTION SECTION. Provides inspection and cost estimates for new work required to correct maintenance and repair deficiencies. Prepares controlled maintenance job orders denoting labor and material requirements and costs. Develops and maintains the Long Range Maintenance Plan. Maintains liaison with the Public Works Division and provides scope of work information for the preparation of projects and contracts. Reviews contract plans and specifications and represents the Division at final inspection of contract work.

3004. WORK MANAGEMENT SECTION. Responsible for the scheduling of minor and specific work authorizations. Orders and maintains accountability for project materials. Maintains and issues a weekly schedule of work by shop. Coordinates starting dates of work with customers.

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 4

UTILITIES BRANCH

	<u>Paragraph</u>	<u>Page</u>
UTILITIES BRANCH	4001	4-3
STEAM GENERATION	4002	4-3
WATER TREATMENT	4003	4-3
SEWAGE TREATMENT	4004	4-3
COLD STORAGE	4005	4-3
ENERGY MONITORING AND CONTROL SECTION	4006	4-3

FIGURE

4-1	ORGANIZATIONAL CHART	4-2
-----	--------------------------------	-----

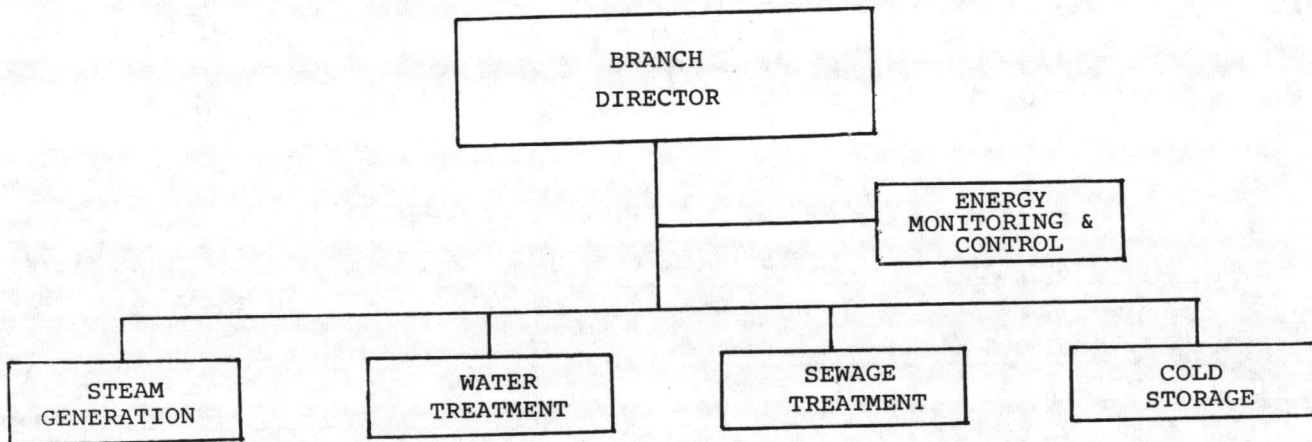
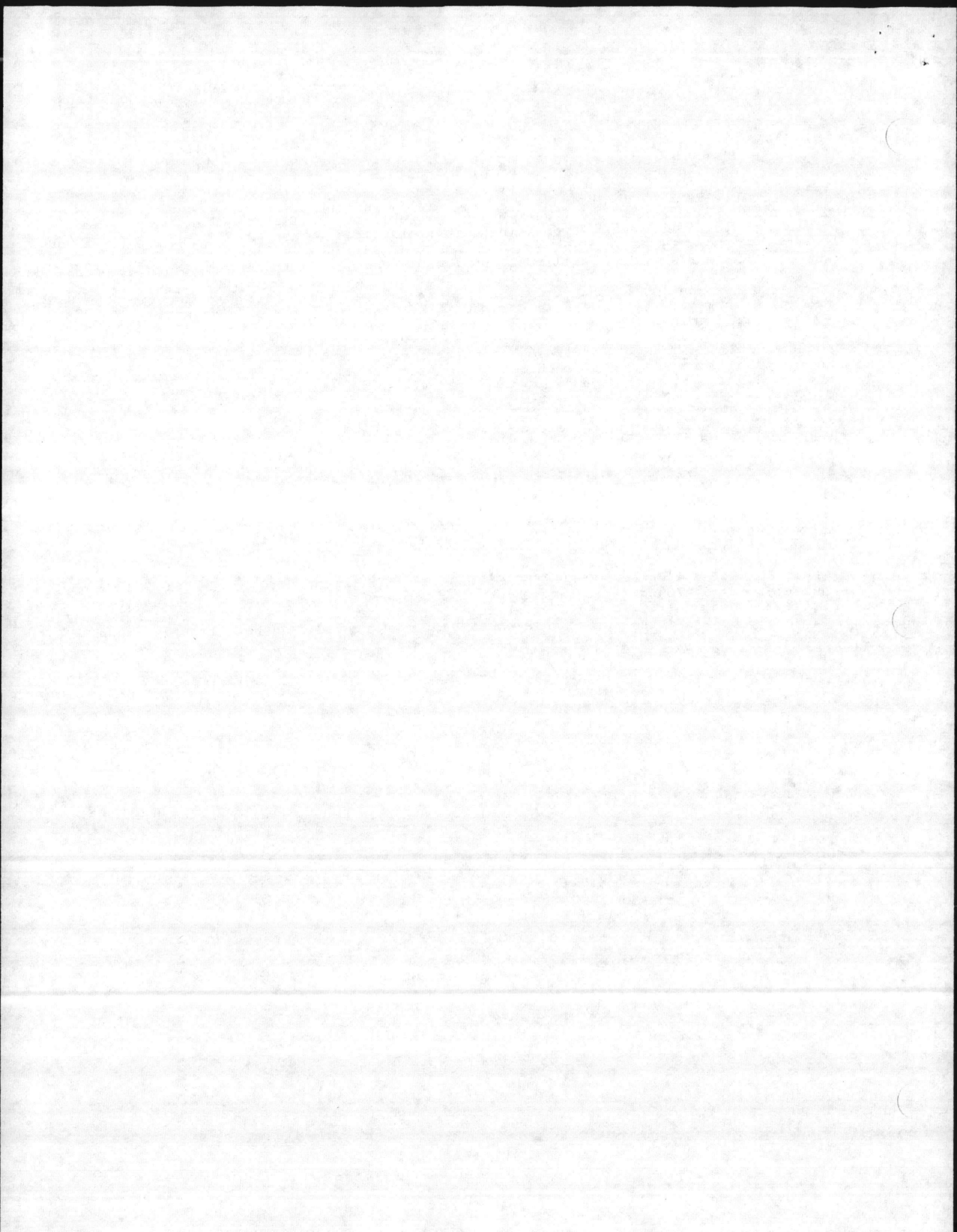


Figure 4-1.--Organizational Chart, Utilities Branch

CHAPTER 4

UTILITIES BRANCH

4001. UTILITIES BRANCH. Provides utilities services for the Camp Lejeune complex through the operation of steam, water and sewage plant facilities. The Branch also has the responsibility for maintaining cold storage facilities.
4002. STEAM GENERATION. Facilities consist of seven central heating plants of both coal and oil types containing 25 boilers ranging in size from 125 HP to 3000 HP which require continual shift operators. There are an additional 60 automatic heating plants that require daily checks. Plant personnel perform inspections and schedule replacement programs.
4003. WATER TREATMENT. Facilities consist of seven water treatment plants and 96 wells. All treatment plants require full or part-time watch. All wells are checked on each shift. Plant personnel perform inspections and schedule replacement programs.
4004. SEWAGE TREATMENT. Facilities consist of seven treatment plants with 75 lift stations to provide sewage treatment for the Camp Lejeune complex. All plants require full or part-time watch. All lift stations are checked on each shift. Plant personnel perform inspections and schedule replacement programs.
4005. COLD STORAGE. Plant personnel operate equipment required for the refrigeration of perishable items. The plant has nine compressors with two systems for direct expansion and circulation. Plant personnel perform inspections and schedules replacement programs.
4006. ENERGY MONITORING AND CONTROL SECTION. Facility consists of a MODCOMP II and Hewlett-Packard A700 digital computer to monitor and control utility usage and assist in the identification of areas relative to energy conservation. The section also employs a Motorola load management system to control peak electrical demand requirements.

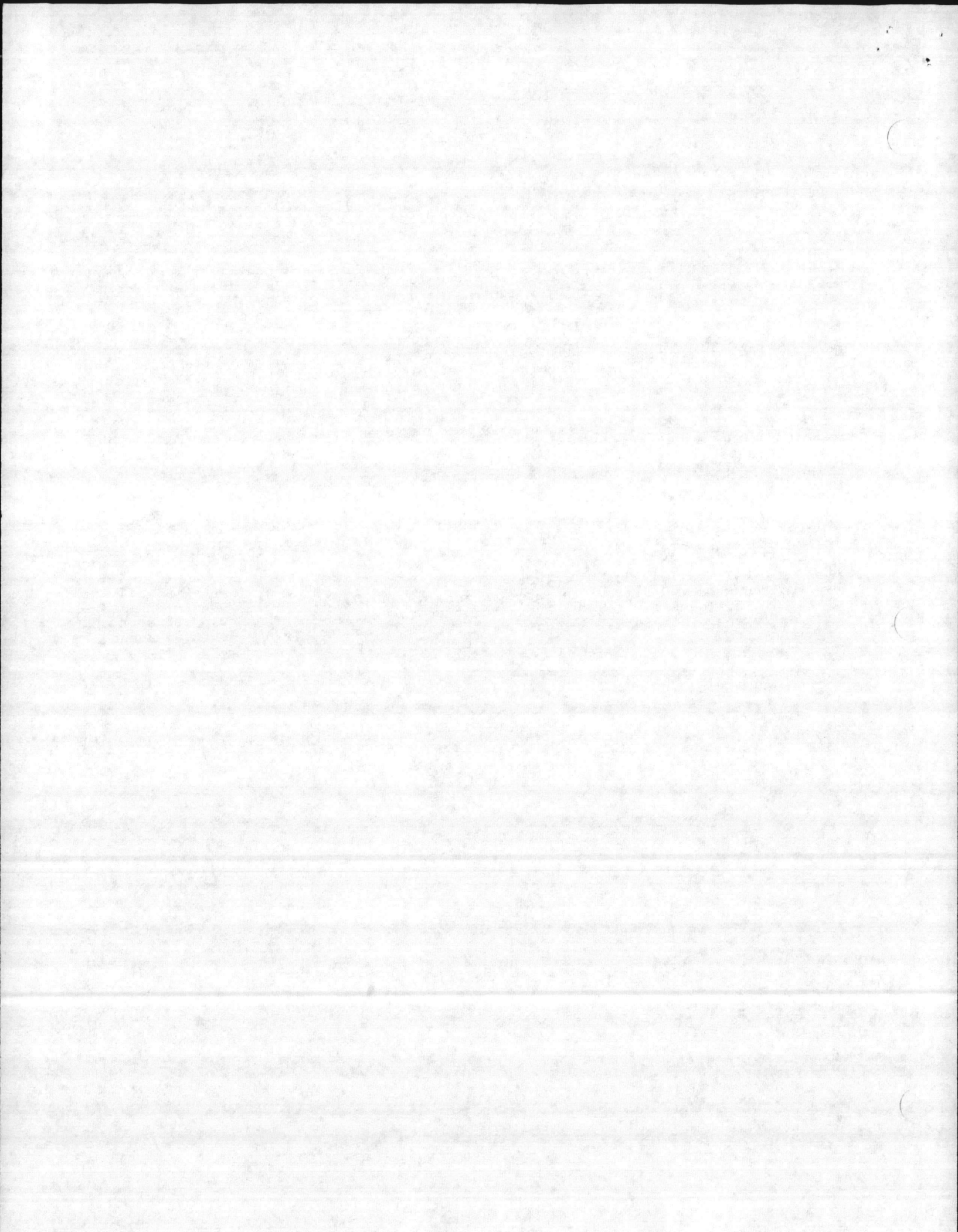


BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 4

UTILITIES BRANCH

4001. UTILITIES BRANCH. Provides utilities services for the Camp Lejeune complex through the operation of steam, water and sewage plant facilities. The Branch also has the responsibility for maintaining cold storage facilities.
4002. STEAM GENERATION. Facilities consist of seven central heating plants of both coal and oil types containing 25 boilers ranging in size from 125 HP to 3000 HP which require continual shift operators. There are an additional 60 automatic heating plants that require daily checks. Plant personnel perform inspections and schedule replacement programs.
4003. WATER TREATMENT. Facilities consist of seven water treatment plants and 96 wells. All treatment plants require full or part-time watch. All wells are checked on each shift. Plant personnel perform inspections and schedule replacement programs.
4004. SEWAGE TREATMENT. Facilities consist of seven treatment plants with 75 lift stations to provide sewage treatment for the Camp Lejeune complex. All plants require full or part-time watch. All lift stations are checked on each shift. Plant personnel perform inspections and schedule replacement programs.
4005. COLD STORAGE. Plant personnel operate equipment required for the refrigeration of perishable items. The plant has nine compressors with two systems for direct expansion and circulation. Plant personnel perform inspections and schedules replacement programs.
4006. ENERGY MONITORING AND CONTROL SECTION. Facility consists of a MODCOMP II and Hewlett-Packard A700 digital computer to monitor and control utility usage and assist in the identification of areas relative to energy conservation. The section also employs a Motorola load management system to control peak electrical demand requirements.



BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 5

MAINTENANCE AND REPAIR BRANCH

	<u>Paragraph</u>	<u>Page</u>
MAINTENANCE AND REPAIR BRANCH	5001	5-3
EMERGENCY SERVICES SECTION	5002	5-3
GENERAL TRADES SECTION	5003	5-3
GENERAL SERVICES SECTION	5004	5-3

FIGURE

5-1 ORGANIZATIONAL CHART	5-2
------------------------------------	-----

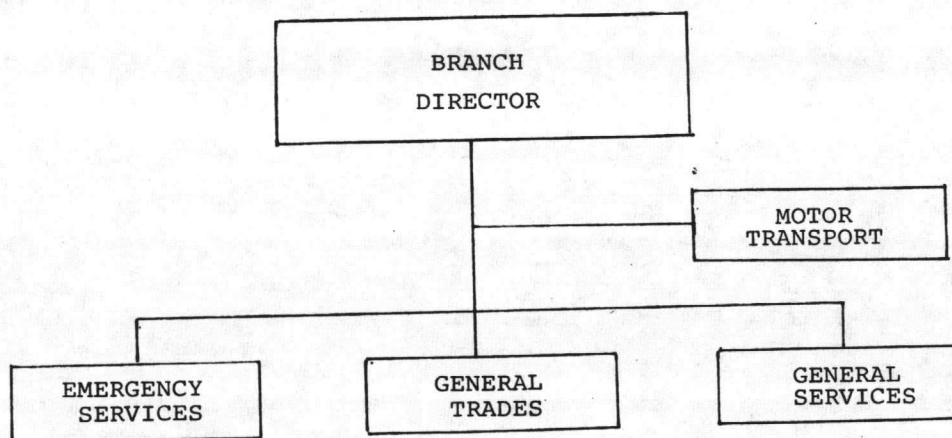


Figure 5-1.--Organizational Chart, M & R Branch

BASE MAINTENANCE DIVISION ORGANIZATION AND FUNCTIONS MANUAL

CHAPTER 5

MAINTENANCE AND REPAIR BRANCH

5001. MAINTENANCE AND REPAIR BRANCH. Responsible for the maintenance and repair of buildings, structures, roads, grounds, distribution systems, air conditioning, and assorted equipment. Performs services such as insect and rodent control, horticultural management, refuse collection and the operation and maintenance of heavy equipment.

5002. EMERGENCY SERVICES SECTION. Performs emergency service type work utilizing personnel of the mechanical and buildings trades at Marine Corps Base and outlying areas.

5003. GENERAL TRADES SECTION. Performs a variety of maintenance and repair in the mechanical and building trades to include carpentry, plastering, masonry, painting, electrical and electrical distribution system, refrigeration, water and sewage systems, and metal working.

5004. GENERAL SERVICES SECTION. Responsible for the maintenance and repair of roads, hardstand, storm sewers and ditches, and improved and unimproved lands. Directs and controls insect and rodent control programs. Collects and disposes of refuse and garbage and maintains sanitary landfill facilities. Provides for the operation and maintenance of construction equipment. Operates and maintains the Onslow Beach Bridge.

