



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC Box 20004
Camp Lejeune, North Carolina 28542-0004

BO 11100.10B
I&E

MAR 10 2005

BASE ORDER 11100.10B

From: Commanding General
To: Distribution List

Subj: FACILITIES ASSIGNMENT AND UTILIZATION

Ref: (a) MCO P11000.16B
(b) BO 11100.5R

1. Situation. To establish policy and procedures for the assignment and utilization of facilities located at Marine Corps Base, Camp Lejeune for Major Subordinate Commands (MSC's) and tenant organizations.

2. Cancellation. BO 11100.10A.

3. Mission

a. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

b. Reference (a) designates the Commanding General, Marine Corps Base, Camp Lejeune with the overall responsibility for assignment of all facilities located at Camp Lejeune and for ensuring the facilities are properly utilized. Reference (b) promulgates information as to the designation, responsibilities, policy and authority of Area Commanders. Area Commanders are not authorized to make facility assignments or change usage of facilities. This is a Commanding General, Marine Corps Base responsibility and it will not be delegated to the MSC's or Area Commanders. Due to continuing demands for facilities, it is imperative that existing assets are properly assigned and utilized to maximum potential. Each facility has been assigned a designated use (Category Code) and changing this designation is a Marine Corps Base decision. Additionally, facilities sustainment funds are computed based on the facility Category Code (usage) reported to Headquarters Marine Corps (HQMC) by this Command. Unknown changes to facility usage by Marine Corps Base have a direct effect on sustainment funds. All facilities assignments and usage will be based on validated requirements and will be approved by the Commanding General, Marine Corps Base prior to any change in assignment or usage.

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4. Execution

a. Requests for new or additional facilities support from Commanders/tenants are to be submitted to the Commanding General, Marine Corps Base (Assistant Chief of Staff, Installations and Environment) via the G4/Facility Officer of MSC and II MEF. The request should describe a complete description of the requirement to include the number of personnel involved, justification, and the date the facilities are required. Marine Corps Base does not have a repository of vacant facilities; MSC's and tenants commands occupy all available space in the Camp Lejeune complex. Prior to forwarding the request for new or additional facilities, MSC's need to conduct a thorough evaluation of their existing assets and ensure they are utilized to maximum potential. Once a request for new or additional facilities is received, Marine Corps Base will request assistance from the II MEF Facilities representative and request II MEF assistance in determining which MSC can best afford to satisfy the requirement.

b. Requests from Commands/tenants to relocate functions from one facility to another or requests to change the usage of a facility are to be submitted to the Commanding General, Marine Corps Base (Assistant Chief of Staff, Installations and Environment) via the chain of command. The request should describe the reasons for the relocation or usage change, to include number of personnel involved, detailed justification and anticipated facility, telephone and LAN costs associated with the requested action. Moves from one facility to another are expensive and few, if any, moves are at no expense. These unprogrammed costs disrupt programmed projects/schedules and causes unprogrammed deficiencies. Required funding in support of moves not programmed in the R1/R2 program will be the responsibility of the requesting command/tenant organization.

c. Recently, the Base has experienced an increase in facility requirements in support of contractors that have been hired by MSC's/tenant commands.

(1) If a contract is developed that identifies Government Furnished Facilities will be provided, provisions of these facility requirements will be the responsibility of the MSC serving as host to the contractor. During development of the contract, a request must be forwarded to the Commanding General, Marine Corps Base via the chain of command, identifying the facilities that will be assigned to a contractor. The

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letter should provide the number of contractor personnel, approximate square footage the contractor will receive, the purpose of this contract, and identify who was in the space/facility previously and where they will be relocated. Contractor personnel count toward Base loading and need to be reported to Headquarters Marine Corps on an annual basis.

(2) Contracts that are developed that do not provide Government Furnished Facilities to an incoming contractor will be made clear that it is the contractors responsibility to provide all required facilities in support of this contract. In those instances where facilities are made available to the contractor on Camp Lejeune, a real estate instrument will be required between the Government and the contractor, on a reimbursable basis. Unless specifically identified in the contract, contractors will not be provided non-reimbursable facilities support services.

d. Commanders at all levels will ensure facility assignments and designated usages are not changed without prior approval of the Commanding General, Marine Corps Base.

e. The Assistant Chief of Staff Installations and Environment will conduct periodic site visits to ensure facility usage is properly conducted and the MSC's/tenant command will be provided with appropriate feedback.

5. Administration and Logistics. This Order has been coordinated with and concurred by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, 2d Force Service Support Group, 2d Marine Expeditionary Brigade, 4th Marine Expeditionary Brigade and the Commanding Officer, Marine Corps Air Station, New River.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Marine Corps Base, Camp Lejeune.


W. A. MEIER
Chief of Staff

DISTRIBUTION: A