



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 11013.4E

BIDD

OCT 10 2006

## BASE ORDER 11013.4E

From: Commanding Officer

To: Distribution List

Subj: BASE CONSTRUCTION PROGRAM

Ref: (a) MCO P11000.5F

(b) BO 11000.1D

(c) BO P11014.1J

Encl: (1) DD Form 1354, Transfer and Acceptance of Military Real Property

(2) Minor Construction Review Board Procedures

(3) Minor Construction Project Validation Form/Checklist

1. Situation. To provide information on the process for requesting the programming and execution of construction projects.

2. Cancellation. BO 11013.4D.

3. Mission

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

b. Construction is defined in reference (a) as the installation or assembly of a facility; the addition, extension, alteration, conversion, or replacement of an existing facility; or the relocation of an existing facility. The term includes installed equipment as well as related site preparation, excavation, filling, landscaping, and other land improvements.

c. Minor construction projects costing less than \$100,000 are categorized as R-1 projects. The Commanding Officer, Marine Corps Base (CO, MCB) is authorized to expend a limited amount of the Operations and Maintenance, Marine Corps (O&M, MC) appropriation designated for maintenance and repair of the Base's real property on R-1 projects. An R-1 project may be completed by self-help, troop training, unit-funded, or Seabee projects, or through contractual mechanisms.

OCT 10 2006

d. Minor construction projects costing between \$100,000 and \$750,000 are R-2 projects. Headquarters Marine Corps (HQMC) is the authority for approval and funding of R-2 projects.

e. Construction projects exceeding \$750,000 are considered Military Construction (MILCON) projects and are submitted biannually to HQMC for specific Congressional approval and funding.

f. Per reference (a), each project, regardless of scope, must result in a complete and useable facility. Projects may not be split into increments to reduce the const for purposes of circumventing funding and approval requirements. For this reason, no improvements can be made to a facility for two years after completion of a previous construction project unless a new mission develops, or the improvements are unrelated to the previous effort.

g. All requests for range training facility and maneuver training area projects shall be submitted to the CO, MCB, Director, Training and Operations (Attn: RDD) in accordance with BO 15401. Director, Training and Operations will prioritize and consolidate the training requirements with their own, and forward to Director, IDD.

h. No construction work, as defined in paragraph (a) of this section, may occur without concurrence from the Director, Installation Development Division (IDD). Concurrence will be generated only after the project is vetted through the appropriate review process for funding consideration. Concurrence will be issued in the form of a site approval form signed by Director, IDD.

i. Prior to execution, all approved construction must undergo review in accordance with reference (b) to determine the project's potential environmental impacts. This review process may generate stipulations that must be incorporated into the project's design or the project's site development plan.

j. All approved construction must be executed under the oversight of personnel working for the Base Public Works Officer/Resident Officer in Charge of Construction (PWO/ROICC).

k. Any tenant command or base organization that has authority to award contracts for new construction, demolition,

OCT 10 2006

or construction on an existing facility that adds new parts, items, systems, or other capital improvements that are not considered as maintenance or repair (e.g. replacement of windows, replacement of roofs, replacement of an exterior utility, etc.) must complete a DD Form 1354 (enclosure (1)) in accordance with United Facilities Criteria 1-300-8, 21 November 2003, *Criteria for Transfer and Acceptance of Military Real Property Handbook*. The completed form will be forwarded to the Director, IDD so that the construction or demolition action can be captured in the Base's Real Property Inventory.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officer (CO), Marine Corps Base (MCB), Camp Lejeune, as the responsible agent for facilities and real estate aboard the Installation, has the responsibility and commitment to ensure the overall facilities readiness of the Base. On a recurring basis, construction projects are executed at MCB, Camp Lejeune to improve utility and road infrastructure, training and administrative facilities, family housing and bachelor quarters, and other quality of life facilities. This Order is intended to provide a framework for ensuring that all construction activity undertaken aboard MCB, Camp Lejeune adheres to the CO's policy defined in the following paragraph.

(2) Concept of Operations. It is the policy of the CO to monitor and manage all construction activities on MCB, Camp Lejeune in order to:

(a) Control the proliferation of unneeded construction projects-to include prefabricated structures-that result in an increase in real property inventory. Such an increase contributes to inefficient use of funds administered by Headquarters Marine Corps's (HQMC's) Facilities, Sustainment, Restoration, and Modernization Program.

(b) Ensure a safe working environment for both contractor and Base employees as it relates to construction activities.

(c) Protect important historical, cultural, natural and environmental aspects of MCB, Camp Lejeune.

OCT 10 2008

(d) Preclude unnecessary and potentially costly impediments to Base operations.

(e) Protect existing Base utilities and infrastructure that may conflict with future construction activities.

(f) Ensure that all construction activities are compliant with the Base Master Plan.

(g) Ensure construction activities meet antiterrorism/force protection and physical security standards.

(h) Document and record the capital improvements to existing facilities or the addition of new facilities.

(i) Ensure construction activities are carried out in accordance with all applicable Federal, State and local environmental regulations.

(j) Determine, if necessary, and coordinate the collection of Geospatial Information Systems (GIS) spatial and non-spatial data.

(k) Ensure all applicable permits/approvals for construction, maintenance, repair, and ground-disturbing activities are obtained from appropriate Federal, State, and/or local regulatory authority.

b. Coordinating Instructions for the Minor Construction Program

(1) Minor Construction Review Board (MCRB)

(a) The Base Minor Construction Review Board (MCRB) convenes twice per fiscal year (once for R-1 projects and once for R-2 projects) to review and validate all Tenant Command and Base Organization minor construction requirements for possible funding.

(b) The MCRB will be comprised of five voting members representing II MEF, 2d MarDiv, 2d MLG, and MCB (two members). Enclosure (2) establishes the membership of the Minor Construction Review Board (MCRB) and provides the guidelines under which it operates.

OCT 10 2006

(2) R-1 Program

(a) A call-for-work soliciting R-1 project requests will be issued each August. The MCRB will convene the following month to review, validate (score), and prioritize all R-1 level projects for funding in that fiscal year (October through September). Project scores will be calculated using the matrix provided in enclosure (3).

(b) Units will submit project requests for new work/construction under cover of letter. The letter will provide a detailed narrative description of the work requested, thorough justification as to why the project is required, and the impacts to mission if the project is not approved. Include drawings, sketches, or photographs of the subject work as an attachment. All requests must be submitted to CO, MCB (Attn: Director, IDD), except for MEF Subordinate Command (MSC) requests, which will be submitted to CG, II MEF (G-4/Engr). II MEF, G-4 will prioritize and consolidate the MSC requirements with their own and forward to CO, MCB (Attn: Director, IDD).

(c) Any cost estimate available should be attached; however, cost estimates are not required for unit submission. Director of IDD will forward all approved projects without estimates to the Base PWO for planning and estimating action. Projects that exceed R-1 funding limits will be considered for inclusion under the R-2 program.

(d) The MCRB's validation and prioritization of R-1 projects will serve as the official decision on the requirements to be funded by this program.

(e) Director, IDD will maintain a prioritized listing of all submitted projects that were not approved for funding. Should additional funds become available during the fiscal year, the Director will recommend projects from this list for Director, I&E approval to execute.

(f) Prior to the call-for-work referenced in paragraph b(1), Director, I&E will perform a final review of the unfunded projects list, and select candidate projects for carry-over to the next fiscal year. All remaining, unfunded projects will be returned to the relevant project requestor without action. However, the requestor may resubmit the project in response to the next fiscal year's call-for-work.

OCT 10 2006

(g) Projects with an estimated cost of less than \$5,000

1. Public Works has approval to perform minor construction costing less than \$5,000. Is it possible to increase that cost to \$10,000? The experience here at WTNB has been that projects under \$5,000 don't go very far.

2. Projects that do not impact on safety, health, the environment, or mission accomplishment will be returned to the requestor without further action.

(3) R-2 Program

(a) Candidate projects for inclusion in this program are typically identified to HQMC two fiscal years prior to funding of work. Local projects submitted from this activity compete for limited funds against projects submitted Marine Corps wide.

(b) A call-for-work soliciting R-2 project requests will be issued each October. Submission of R-2 projects will follow the same procedures identified in section 4.b.2 for R-1 projects. The MCRB will convene in November to review and prioritize all R-2 projects prior to HQMC's annual on-site validation.

(c) Director, IDD will utilize information provided in a project request submission to develop cost estimates, obtain approval for site location, prepare Form DD Form 1391 documentation, and request reviews by the Base Environmental Impact Working Group in accordance with reference (b).

(d) Typically, Camp Lejeune receives HQMC-funding for five or less R-2 projects each year. Therefore, the MCRB's validation of R-2 projects will serve as a screening mechanism to determine which submissions are of high priority. The outcome will establish which projects will be presented to HQMC for official validation. Only the top 15 projects will be developed for presentation and subsequent validation by HQMC.

(e) Projects that exceed R-2 funding limits will be returned to the requestor for submission during the next available MILCON program call-for-work.

OCT 10 2006

(f) HQMC will visit Camp Lejeune during the second quarter of each fiscal year (typically February) to evaluate the Base's R-2 requirements. Any project validated with a score of 50 or higher will receive design authorization. Designs will be executed the next fiscal year after HQMC validation. Projects not scoring 50 or higher will be cancelled. Project requestors will be notified of all HQMC validation results.

(g) A Contract Advertisement Forecast (CAF) will be developed in September and March of each fiscal year, and will include a current list of all current programmed Camp Lejeune R-2 projects. The CAF serves as the Base's official request to HQMC for construction funding. Any project that has been validated within three years of the applicable CAF submission will automatically be included on the CAF.

(h) Projects may be validated out-of-cycle and elevated in CAF priority if the project is needed to support a change in mission, address a critical hazard to life and property, respond to an Act of God or equivalent circumstance, or comply with an unforeseen regulation/order that jeopardizes continued use of a facility, range, or other activity until the corrective project is initiated.

(i) Director of IDD will consult with the requestor of a project that is not funded within three years of validation, and determine if there is still a viable need for the project. Any project that is not funded within five years of validation will require resubmission for funding consideration in accordance with paragraph (b) of this section.

(4) Minor Construction by Naval Construction Force (NCF/Seabee) and Marine Engineer Units (Troop Training)

(a) Each June, Director, I&E will review unfunded R-1 requests for those projects that could be completed by Marine engineer units, and will submit a list of projects to the MSC engineering units for consideration as troop training projects for the upcoming fiscal year. Such projects must provide engineer training value for units. The cost of project materials must be below the R-1 funding threshold.

(b) Each September, Director, I&E will evaluate unfunded R-1 projects for potential execution by the Seabees in

OCT 10 2006

response to their annual Naval Construction Force (NCF) call-for-work that same month. The supported unit may be asked to host the Seabee unit by providing logistical, training, and billeting support during the period of construction.

(5) Self-Help Projects. Reference (c) provides detailed procedures for unit use of the Base Self-Help Program.

(6) Unit-funded Projects. Units may elect to fund a project using organizational funds. The requesting unit must submit a project request to the Director of IDD following the R-1 project format specified in Section 4.b.(2)(a-b) of this Order for review and approval. Approved projects must not result in a change of facility use. Once approval is given, the unit will coordinate with the PWO to execute the project. Any future change orders for a unit-funded project are the financial responsibility of the requesting unit.

c. Coordinating Instructions for the Military Construction (MILCON) Program

(1) Military Construction Review Board (MILCRB)

(a) Director of IDD will issue a call-for-work to Tenant Commands and Base Organizations during October of each odd-numbered calendar year. Submissions will be forwarded through the same chain-of-command identified, and the format detailed, for R-1 and R-2 projects in Section 4.b(2-3). Once submissions are received, IDD will evaluate each project proposal against pre-established objectives, and develop an overall, prioritized submission for MILCRB review.

(b) The MILCRB will convene in January of each even numbered calendar year to review the MILCON submission and locally validate all Base Department and Tenant Command MILCON requirements.

(c) The MILCRB will be comprised of three voting members; II MEF, G4 (advocate for all subordinate commands), Director, Training & Operations (advocate for all TECOM related issues) and Director I&E (advocate for all Base Units, except T&O). However, the members will be at the Assistant Chief of Staff level within their respective commands.

(d) Any changes deemed appropriate by the MILCRB will be incorporated into the submission and forwarded to the CG, II MEF for endorsement of that Command's requirements, and then to



OCT 10 2006

the CO, MCB for final approval. The reviews by CG, II MEF and CO, MCB will occur in March of each even-numbered year.

(2) Director, IDD will prepare all documentation necessary for presenting the submission to HQMC's MILCON Planning Evaluation Group (PEG). The documentation will include, but not limited to the following:

- (a) DD Form 1391.
- (b) Site Approval.
- (c) Economic Analysis.
- (d) NEPA Documentation.
- (e) Basic Facilities Requirements.
- (f) Facilities Planning Documents.
- (g) CORRS Ratings.

(3) Director, IDD will brief the HQMC MILCON PEG in November of each even-numbered calendar year. After receiving briefs from all USMC installations, the PEG prioritizes all activity projects into a list that will represent the overall Marine Corps request for MILCON funding. This master list will be examined by the DON and OSD comptrollers before forwarding to Congress for review and inclusion in authorization and appropriation legislation for a particular fiscal year.

(4) Unless there is an emergent need related to national security, environmental, or health & safety issues, lead times of four to five years from project submission to funding allocation can be expected.

d. Responsibilities

(1) Commanding Officer, MCB. Nominal owner of all real property within the Installation boundaries. Has final decision on prioritization of projects on biennial MILCON submission to HQMC.

(2) Commanding General, II Marine Expeditionary Force

OCT 10 2006

(a) Has final decision on prioritization of all MEF-related projects for annual R-1 and R-2 submission, and biennial MILCON submission to MCB.

(b) Provides a representative to serve on the MCRB and the MILCRB.

(3) Director, Installations & Environment

(a) Serves as CO, MCB's representative and approving official regarding all construction aboard the installation.

(b) Supplies annual list of recommended projects to Naval Construction Force (NCF/Seabee) and Marine Engineer Units (Troop Training) for execution.

(c) Establishes annual funding amount available for R-1 program.

(d) Serves as Military Construction Review Board chair and voting member.

(e) Provides representatives to serve on the MCRB.

(4) Director, Training and Operations

(a) Serves as a Military Construction Review Board voting member.

(b) Provides a representative to serve on the MCRB.

(c) Reviews all projects that provide improvements to range/training areas (both maneuvering areas and live-fire ranges) aboard installation prior to review by MCRB or MILCRB; has authority to eliminate such projects from consideration for validation.

(d) Responsible for establishing priorities for all projects involving range/training areas.

(5) Director, Installation Development Division

(a) Responsible for development, programming, and overall management of all construction programs (R-1, R-2, and MILCON) aboard MCB, Camp Lejeune.

OCT 10 2006

(b) Issues call-for-work in support of R-1, R-2 and MILCON programs.

(c) Serves as the non-voting chairman of MCRB meetings.

(d) Provides a representative to serve on the MCRB.

(e) Reviews project submittals and coordinates with the major commands for those requiring additional information.

(f) Provides major command evaluation of project requests from Base Organizations, Area Commanders, and the Training & Education Command Formal Schools.

(g) Ensures that all construction projects are in compliance with the Base Master Plan. Issues site approvals for construction projects aboard the base.

(h) Maintains an unfunded R-1 project listing and supporting documentation.

(i) Reviews and approves appropriate self-help projects and unit-funded projects.

(j) Responsible for preparation and presentation of required documentation for HQMC's review and validation of Base R-2 and MILCON projects.

(k) Coordinates MILCON design and execution with HQMC and Naval Facilities Engineering Command (NAVFAC).

(6) Director, Environmental Management Division. Ensures environmental impact review and documentation is provided (as appropriate) on all submitted construction project requests, to include R-1, R-2, troop training, self-help, unit-funded, and military construction projects.

(7) Public Works Officer

(a) Exercises approval authority for projects costing less than \$5,000 per guidance of this Order.

(b) Prepares cost estimates, upon request, for R-1 project submissions.

OCT 10 2006

(c) Tracks funds expended for R-1 program. Provides Director, IDD with a monthly update of funds expended, including those approved under the Public Works Officer's authority.

(d) Directs either the Resident Officer in Charge of Construction (ROICC) Office or the Public Works Division. Operations Branch to conduct inspections sufficient to ensure construction is in compliance with applicable codes and regulations.

(e) Coordinates with Director, Environmental Management Division for the removal of commercially valuable timber products prior to start of construction projects.

(f) Review project specifications and prepares scope of work for GIS data collection, if required. Provides direction to contractors, reviews data deliverables and ensures final delivery meets required specifications.

(8) Major Subordinate Command. For purposes of this Order, MSCs are those operational forces commanded by a General Officer that include or are subordinate to II MEF (excluding 2d Marine Air Wing).

(a) Evaluates subordinate unit requests for new work.

(b) Evaluates projects submitted for troop training potential.

(c) Forwards command construction priorities, regardless of scope, to CG, II MEF, G-4 for inclusion into overall MEF prioritized submission.

(d) Provides a representative (typically from the command G-4 office) to serve on the MCRB and the MILCRB.

(9) Requesting Unit. Initiates development and execution of construction projects by submitting project requests through the appropriate chain-of-command.

5. Administration and Logistics. Not applicable.

6. Command and Signal

BO 11013.4E

OCT 10 2006

a. Command. This Order all applicable to Marine Corps Base, and all tenant organizations aboard Marine Corps Base.

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

  
W. A. MEIER  
By direction

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

TITLE:

BO 11013.4E

OCT 10 2006

## TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

Form Approved  
OMB No. 0704-0188

PAGE 1 OF 2 PAGES

The public reporting burden for the collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION

1. FROM (Installation/Activity/District and ZIP Code) ROICC/OICC JACKSONVILLE, NORTH CAROLINA AREA 1005 MICHAEL ROAD CAMP LEJEUNE, NC 28542-2521				2. DATE PREPARED (YYYYMMDD)		3. PROJECT/JOB NUMBER		4. SERIAL NUMBER  2006-		9. TRANSACTION DETAILS a. <input type="checkbox"/> NEW CONST. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input type="checkbox"/> OTHER (Specify) b. <input type="checkbox"/> PHYS. COM. AVAIL. <input type="checkbox"/> BENF/O <input type="checkbox"/> PARTIAL BOD <input type="checkbox"/> FINANCIAL COM. <input type="checkbox"/> OTHER (Specify)			
5. TO (Installation/Activity/Service, ZIP Code & INSNO) COMMANDING GENERAL ATTN: PUBLIC WORKS DIVISION MARINE CORPS BASE PSC BOX 20004 CAMP LEJEUNE, NC 28542-0004				6. SITE/INSNO/ NAME  M67001		7. CONTRACT NUMBER(S)		8. DRAWING NUMBER(S)		c. <input type="checkbox"/> DRAFT <input type="checkbox"/> FINAL <input type="checkbox"/> INTERIM		d. EFFECTIVE DATE (YYYYMMDD)	
10. ITEM NO.	11. FACILITY NO.	12. CATEGORY CODE	13. CATCODE DESCRIPTION	14. TYPE	AREA		OTHER		19. COST	20. FUND SOURCE	21. FUND ORG	22. INTER- EST CODE	23. ITEM REMARKS
15. UNIT OF MEAS 1	16. TOTAL QUANTITY UM 1	17. UNIT OF MEAS 2	18. TOTAL QUANTITY UM2										
1				P						3	8		
2													
3													
4													
5													
6													
7													
a. TRANSFERRED BY (Typed Name and Signature)				d. DATE SIGNED (YYYYMMDD)		25.a. ACCEPTED BY (Typed Name and Signature)				b. DATE SIGNED (YYYYMMDD)			
c. TITLE (Area Engr./Base Engr./DPW)						c. TITLE (DPW/RPAO)				26. PROPERTY VOUCHER NUMBER			

OCT 10 2008

MINOR CONSTRUCTION REVIEW BOARD PROCEDURES

1. Membership of the MCRB is:

Director, Installation Development Division (non-voting  
Chairman)

Deputy Director, Installation Development Division, MCB

Director, Range Development, Training and Operations  
Department, MCB.

Representative, II Marine Expeditionary Force

Representative, 2d Marine Division

Representative, 2d Marine Logistics Group

Representative, Public Works Office, MCB (non-voting)

Representative, Environmental Management Division, MCB (non-  
voting)

2. MSCs will thoroughly screen each unit-generated project  
submission before incorporation into a comprehensive,  
prioritized command listing for a relevant program (R-1 or R-2)  
that will be forwarded to Director of IDD.

3. Director of IDD will provide a cumulative listing of all  
Base Department and Tenant Command construction requests for  
MCRB review and validation.

4. The MCRB will utilize the validation form in enclosure (3)  
of this Order to assist in establishing overall Installation  
priorities. The validation process plus fiscal limitation,  
compatibility with added mission-related requirements, and other  
variables deemed essential will be used to prioritize the slate  
of projects recommended for funding approval.

ENCLOSURE (2)

## MINOR CONSTRUCTION PROJECT VALIDATION FORM/CHECKLIST

UNIT: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

			RATING
1. <u>Command Priority:</u>			
Top	20%	5	
Top	40%	4	
Bottom	60%	3	
Bottom	40%	2	
Bottom	20%	1	_____
2. <u>Impact of Mission:</u>			
HIGH		4	
MEDIUM		3	
LOW		2	
NONE		0	_____
3. <u>Impact on Training:</u>			
HIGH		4	
MEDIUM		3	
LOW		2	
NONE		0	_____
4. <u>Impact on Security:</u>			
HIGH		3	
MEDIUM		2	
LOW		1	
NONE		0	_____
5. <u>Impact on Safety:</u>			
HIGH		4	
MEDIUM		3	
LOW		2	
NONE		0	_____
6. <u>Impact on Moral/Welfare:</u>			
HIGH		3	
MEDIUM		2	
LOW		1	
NONE		0	_____

Total Score: \_\_\_\_\_

Project Validated By:

NAME/RANK

CMD

DATE