



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11013.4
G-F/IDD

FEB 01 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 11013.4

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AND MARINE CORPS AIR STATION NEW RIVER
CONSTRUCTION PROGRAM

Ref: (a) MCO 3550.10
(b) MCIEASTO 5090.12
(c) BO 11014.1K

Encl: (1) Transfer and Acceptance of DoD 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 in accordance with references (a) through (c).

2. Cancellation. BO 11013.4E.

3. Mission

a. 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.

b. Minor construction projects costing less than 100,000 dollars are categorized as R1 projects. The Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) 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 R1 projects. An R1 project may be completed by self-help, troop training, unit-funded, or Seabee projects, or through contractual mechanisms.

c. Minor construction projects costing between 100,000 dollars and 1,000,000 dollars are R2 projects. Marine Corps Installations Command (MCICOM) is the authority for approval and funding of R2 projects.

d. Construction projects exceeding 1,000,000 dollars are considered Military Construction (MILCON) projects and are submitted annually to MCICOM for specific Congressional approval and funding.

e. 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 cost for purposes of circumventing funding and approval.

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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.

f. All requests for range training facility and maneuver training area projects shall be submitted to the CG, MCIEAST-MCB CAMLEJ (Attn: Assistant Chief of Staff (AC/S), G-3/5/Range Development Division (RDD)), in accordance with reference (a). A range training area is defined as all facilities associated directly with Range Training Areas and do not include academic or applied instruction facilities located within established cantonment areas. The AC/S, G-3/5 will prioritize and consolidate the training requirements with their own and forward to the AC/S, G-F (Attn: Director, Installation Development Division (IDD)).

g. No construction work, as defined in paragraph 3a, may occur without concurrence from the Director, 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. Site approvals do not constitute funding availability.

h. 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.

i. All approved construction must be executed under the oversight of personnel working for the Public Works Division (PWD) and the Resident Officer in Charge of Construction.

j. Any tenant command or Base organization that has authority to award contracts for new construction, demolition, 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, 1 March 2010, *Criteria for Transfer and Acceptance of Military Real Property Handbook*. The DD1354 will be provided to the Base, Approved Accepting Official (AAO) at the Building Occupancy Date (BOD). The AAO accepts the facility on behalf of the Base. The AAO has been designated as the Public Works Officer (PWO), or his designated (in writing) representative by the AC/S, G-F. The AAO ensures the information provided on the DD1354 is complete and correct before submitting the Real Property Accountable Officer (RPAO). The RPAO is required to update the Internet Naval Facilities Assests Data Store (iNFADS) within 10 days of the BOD. DD form 1354's received by the RPAO with incomplete or missing data will be returned for corrections prior to input into iNFADS.

k. Summary of Revision. This Order has been updated to capture the new R2 requirments of a project validation score of 55 instead of 50 which is now required for design authorization. It should be reviewed in its entirety.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG, MCIEAST-MCB CAMLEJ 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 the Base 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 the Base adheres to the CG, MCIEAST-MCB CAMLEJ's policy defined in the following paragraph.

(2) Concept of Operations. It is the CG, MCIEAST-MCB CAMLEJ's policy to monitor and manage all construction activities on the Base 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 MCICOM'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 the Base.

(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.

(l) Ensure construction activities are executed in accordance with Federal energy mandates and Department of Navy policy.

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(m) Ensure known contaminated sites (i.e., installation restoration, underground storage tank, former ranges, etc.) on Base have been delineated before construction activities begin. Protective measures should be considered for the protection of site workers and future occupants of the facility where appropriate.

b. Coordinating Instructions for the Minor Construction Program

(1) Minor Construction Review Board (MCRB)

(a) The MCRB convenes once per fiscal year (FY) for R1/R2 projects to review and validate all tenant command and Base organization minor construction requirements for possible funding for candidate R1/R2 projects based on the current year call for work.

(b) The MCRB will be comprised of seven voting members representing II Marine Expeditionary Force (MEF), 2d Marine Division, 2d Marine Logistics Groups, U.S. Marine Corps Forces, Special Operations Command (MARSOC), Training and Education Command (TECOM) formal schools, and MCIEAST-MCB CAMLEJ (two members). Enclosure (2) establishes the membership of the MCRB and provides the guidelines under which it operates.

(2) R1/R2 Program

(a) A call-for-work soliciting R1/R2 project requests will be issued each June. The MCRB will convene each September to review, validate (score), and prioritize all R1/R2 level projects for funding in that FY (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 for candidate R1/R2 projects 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. The MCIEAST-MCB CAMLEJ GIS web-based Map Viewer, accessible via <https://www.geofi-east.usmc.mil/maps>, can be used to generate required graphics. Access will need to be requested to utilize the website. Access request can be sent to the Regional Geospatial Information and Services (RGIS), G-F MCIEAST-MCB CAMLEJ. All requests must be submitted to the CG, MCIEAST-MCB CAMLEJ (Attn: Director, IDD), except for major subordinate command (MSC) requests, and TECOM Formal Schools. II MEF subordinate commands shall submit requests to the CG, II MEF (Attn: G-4/Eng). II MEF shall prioritize and consolidate the MSC requirements with their own and forward to the CG, MCIEAST-MCB CAMLEJ (Attn: Director, IDD). TECOM formal schools shall submit to CG, TECOM (G-4). TECOM G-4 will prioritize and consolidate the formal school's requirements and forward to the CG, MCIEAST-MCB CAMLEJ (Attn: Director, IDD). Refer to paragraph 3g for submittal guidance on range training facilities.

(c) Any cost estimate available should be attached; however, cost estimates are not required for unit submission. Director, IDD will forward all approved projects without estimates to the Base PWO for planning and estimating action. Projects that exceed R1 funding limits will be considered for inclusion under the R2 program.

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(d) The MCRB's validation and prioritization of R1/R2 projects will serve as the official decision on the requirements to be funded by this program. All MCRB approved R1 projects will be forwarded to the Base PWD for design and/or award. Based upon voting results, the MCRB will recommend no more than ten R2 projects for subsequent development and submittal to MCICOM. MCICOM will make final determination on which submitted projects are validated.

(3) R1 Program Actions

(a) Director, IDD will maintain a prioritized listing of all submitted R1 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 AC/S, G-F approval to execute.

(b) Prior to the call-for-work referenced in paragraph 2a, AC/S, G-F will perform a final review of the unfunded projects list, and select candidate projects. 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.

(c) Projects with an estimated cost of less than 10,000 dollars

1. Public Works has approval to perform minor construction costing less than 10,000 dollars.

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

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

1. Each June, The AC/S, G-F will review unfunded R1 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 FY. Such projects must provide engineer training value for units. The cost of project materials must be below the R1 funding threshold.

2. Each September, AC/S, G-F will evaluate unfunded R1 projects for potential execution by the Seabees in 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.

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

4. Unit-funded Projects. Units may elect to fund a project using organizational BSM1 funds. The requesting unit must submit a project request to the Director, IDD following the R1 project format specified in paragraphs 4b(2)(a) and (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

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future change orders for a unit-funded project are the financial responsibility of the requesting unit.

(e) Director, IDD will forward all approved R1 projects to PWD for subsequent design and/or award. The Director shall also prepare site approvals and Requests for Environmental Impact Review in accordance with reference (b).

(4) R2 Program Action

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

(b) Director, IDD will utilize information provided in a project request submission to develop cost estimates, obtain site approvals, prepare DD Form 1391 documentation, and Requests for Environmental Impact Review in accordance with reference (b).

(c) Typically, Camp Lejeune receives MCICOM funding for five or less R2 projects each year. Therefore, the MCRB's validation of R2 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 MCICOM for official validation. Only the top 10 projects will be developed for presentation and subsequent validation by MCICOM.

(d) Projects that exceed R2 funding limits will be returned to the requestor for submission during the next available MILCON program call-for-work.

(e) MCICOM will visit Camp Lejeune during the second quarter of each fiscal year to evaluate the Base's R2 requirements. Any project validated with a score of 55 or higher will receive design authorization. Designs will be executed the next FY after MCICOM validation. Projects not scoring 55 or higher will be cancelled. Project requestors will be notified of all MCICOM validation results.

(f) A Contract Advertisement Forecast (CAF) will be developed in October of each FY, and will include a current list of all current programmed Camp Lejeune R2 projects. The CAF serves as the Base's official request to MCICOM for construction funding. Any project that has been validated within three years of the applicable CAF submission will automatically be included on the CAF.

(g) 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.

(h) Director, IDD will consult with the requestor of a project that is not funded for construction within three years of validation and determine if there is still a viable need for the project. Any project that

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is not funded within five years of validation will require resubmission for funding consideration in accordance with paragraph 4b.

c. Coordinating Instructions for the MILCON Program

(1) Military Construction Review Board (MILCRB)

(a) Director, IDD will issue a call-for-work to Base Organizations and Commands in accordance with direction from MCICOM. Submissions will be forwarded through the same chain of command identified, and the format detailed, for R1 and R2 projects in paragraphs 4b(2) and (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 to review the MILCON submission and locally validate all Base Department and Command MILCON requirements.

(c) The MILCRB will be comprised of three voting members; II MEF G-4 (advocate for all subordinate commands), AC/S G-3/5 (advocate for all range related issues), and AC/S GF (advocate for all Base Units, except G-3). MILCRB membership will be at the AC/S level within their respective commands. MARSOC, TECOM (advocate for all formal schools), and Marine Corps Community Services will be non-voting advisory members.

(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 the CG, MCIEAST-MCB CAMLEJ for final approval.

(2) Director, IDD will prepare all documentation necessary for presenting the submission to MCICOM's MILCON Board and submit to MCICOM in accordance with MCICOM guidance. The documentation will include, but not limited to the following:

(a) DD Form 1391

(b) Site Approval

(c) Economic Analysis

(d) National Environmental Policy Act Documentation, Request for Environmental Impact Review

(e) Basic Facilities Requirements

(f) Facilities Planning Documents

(3) Director, IDD will brief the MCICOM MILCON Board. After receiving briefs from all Marine Corps installations, the MILCON Board prioritizes all activity projects into a single list that will represent the overall Marine Corps request for MILCON funding. The Program Objective Memorandum for that fiscal year is based on the MILCON prioritization list with budget controls (funding limits) and will be vetted through the Department of the Navy and Office of the Secretary of Defense comptrollers

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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 and safety issues, lead times of four to five years from project submission to funding allocation can be expected.

d. Responsibilities

(1) CG, MCIEAST-MCB CAMLEJ. Nominal owner of all real property within the Installation boundaries. Has final decision on prioritization of projects on annual MILCON submission to MCICOM.

(2) CG, II MEF

(a) Has final decision on prioritization of all MEF-related projects for annual R1 and R2 submission, and annual MILCON submission to Base.

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

(3) AC/S, G-F shall:

(a) Serve as the CG, MCIEAST-MCB CAMLEJ's representative and approving official regarding all construction aboard the Installation.

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

(c) Establish annual funding amount available for R1 program.

(d) Serve as MCRB chair and voting member.

(e) Provide representatives to serve on the MCRB.

(4) AC/S, G-3/5 shall:

(a) Serve as a MCRB voting member.

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

(c) Review 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, IDD shall:

(a) Be responsible for development, programming, and overall management of all construction programs (R1, R2, and MILCON) aboard MCIEAST-MCB CAMLEJ.

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- (b) Issue call-for-work in support of R1, R2, and MILCON programs.
 - (c) Serve as the non-voting chairman of MCRB meetings.
 - (d) Provide a representative to serve on the MCRB.
 - (e) Review project submittals and coordinates with the major commands for those requiring additional information.
 - (f) Provide major command evaluation of project requests from Base organizations, commands, and the TECOM formal schools.
 - (g) Ensure all construction projects are in compliance with the Base Master Plan. Issues site approvals for construction projects aboard the base.
 - (h) Be responsible for preparation and presentation of required documentation for MCICOM's review and validation of Base R2 and MILCON projects.
 - (i) Coordinate MILCON design and execution with MCICOM and Naval Facilities Engineering Command.
 - (j) Coordinate with Director, Environmental Management Division (EMD) for the removal of commercially valuable timber products prior to start of MILCON projects.
- (6) Director, EMD. Shall ensure environmental impact review and documentation is provided (as appropriate) on all submitted construction project requests, to include R1, R2, troop training, self-help, unit-funded, and MILCON projects.
- (7) PWD shall:
- (a) Exercise approval authority for projects costing less than 10,000 dollars per guidance of this Order.
 - (b) Prepare cost estimates, upon request, for R1 project submissions.
 - (c) Execute designs for approved R1 and validated R2 projects.
 - (d) Track funds expended for R1 program and provide Director, IDD with a monthly update of funds expended, including those approved under the PWO's authority.
 - (e) Direct PWD, Operations Branch to conduct inspections sufficient to ensure construction is in compliance with applicable codes and regulations and provides final acceptance on construction projects.
 - (f) Coordinate with Director, EMD for the removal of commercially valuable timber products prior to start of R1/R2 construction projects.
 - (g) Review R1/R2 project specifications and prepares scope of work for GIS data collection, if required. Provide direction to contractors

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on the use or collection of geospatial data for R1/R2 projects, and reviews contracted data deliverables to ensure compliance with required Specifications for Geospatial Data Deliverables.

(h) Reviews MILCON design submittals to ensure compliance and consistency with Base infrastructure.

(i) Serves as AAO and provides completed DD1354 to the RPAO in accordance with paragraph 3k of this Order.

(8) Officer in Charge of Construction shall:

(a) Manage construction upon award.

(b) Provide contracting management for projects less than or equal to 10,000,000 dollars.

(c) Ensure compliance with all regulatory permits.

(9) MSC's. For purposes of this Order, MSCs are those operational forces commanded by a General Officer and shall:

(a) Evaluate subordinate unit requests for new work.

(b) Evaluate projects submitted for troop training potential.

(c) Forward command construction priorities, regardless of scope, to CG, MCIEAST-MCB CAMLEJ (G-4) for inclusion into overall MSC prioritized submission.

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

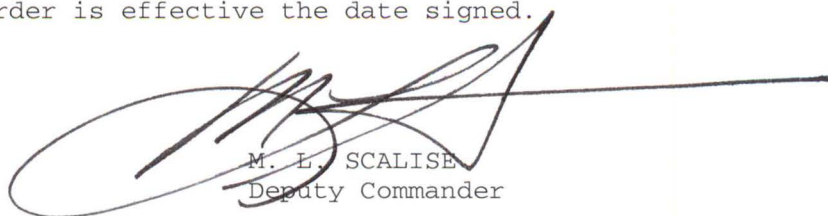
(10) Requesting Unit. Shall initiate development and execution of construction projects by submitting project requests through the appropriate chain-of-command.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base Camp Lejeune, Marine Corps Air Station, New River and all tenant organizations aboard the Base.

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



M. L. SCALISE
Deputy Commander

DISTRIBUTION: A/C (plus H&S Bn, WTBn, and MCAS New River)

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TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY														Form Approved OMB No. 0704-0188		
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PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.																
1. FROM (Organization Name)				2. DATE PREPARED (YYYYMMDD)		3. PROJECT/JOB NUMBER		4. SERIAL NUMBER		8. TRANSACTION DETAILS						
5. TO (Organization - Installation Code and Name)				6. RPSUID/SITENAME/INSTCODE/INSTNAME		7. CONTRACT NUMBER(S)		7a. PLACED-IN-SERVICE DATE (YYYYMMDD)		a. METHOD (X all that apply)				b. WHEN/EVENT (X all)		
										<input type="checkbox"/> ACQUISITION BY CONSTRUCTION				<input type="checkbox"/> TOTAL ASSET PLACED-IN-SERVICE		
										<input type="checkbox"/> TRANSFER BETWEEN SERVICES				<input type="checkbox"/> PARTIAL ASSET PLACED-IN-SERVICE		
										<input type="checkbox"/> CAPITAL IMPROVEMENT						
										c. TYPE (X one)						
										<input type="checkbox"/> DRAFT <input type="checkbox"/> FINAL <input type="checkbox"/> INTERIM						
9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATEGORY CODE	12. CATCODE DESCRIPTION	13. TYPE CODE	14. AREA PRIMARY UM		15. OTHER PRIMARY UM QUANTITY		16. SECONDARY UM	17. SECONDARY UM QUANTITY	18. COST	19. FUND SOURCE	20. FUND ORG	21. INTEREST CODE	22. ITEM REMARKS
23. STATEMENT OF COMPLETION. The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.										24.a. ACCEPTED BY (Typed Name and Signature)				b. DATE SIGNED (YYYYMMDD)		
a. TRANSFERRED BY (Typed Name and Signature)						b. DATE SIGNED (YYYYMMDD)				25. PROPERTY VOUCHER NUMBER						
c. TITLE (Area Engr./Base Engr./DPW/Construction Agent)						c. TITLE (DPWRPAO)										

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Minor Construction Review Board Procedures

1. Membership of the MCRB is:

Director, IDD (non-voting Chairman)

Deputy Director, IDD

AC/S G-3/5, MCIEAST-MCB CAMLEJ

Representative, II MEF

Representative, 2d MARDIV

Representative, 2d MLG

Representative, MARSOC

Representative, TECOM

Representative, PWD, MCIEAST-MCB CAMLEJ (non-voting)

Representative, EMD, MCIEAST-MCB (non-voting)

2. MSCs will thoroughly screen each unit-generated project submission before incorporation into a comprehensive, prioritized command listing for a relevant minor construction program R1/R2 that will be forwarded to Director of IDD.

3. Director of IDD will provide a cumulative listing of all Base Department and 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.

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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