



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

MCIEAST-MCB CAMLEJO 11100.10
G-F/IDD

APR 05 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 11100.10

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AND MARINE CORPS AIR STATION NEW
RIVER FACILITIES ASSIGNMENT AND UTILIZATION

Ref: (a) MCO 11000.5

Reports Required: I. Contract Personnel Count Annual Report (Control
Symbol: MCIEAST-MCB CAMLEJ 11100.10), par.
4a(2)(c)(1)

1. Situation. To establish policy and procedures for the assignment and utilization of facilities located at Marine Corps Base Camp Lejeune (MCB CAMLEJ) for Major Subordinate Commands (MSCs) and tenant organizations. As a component of facility assignment and utilization Facilities Sustainment, Restoration and Modernization (FSRM) must be understood, planned, programmed, budgeted and executed to best support the Marine Corps mission. FSRM requirements include maintenance, repairs, minor construction, and demolition of all real property and are funded annually.

2. Cancellation. BO 11100.10B.

3. Mission. To provide policy, guidance, and establish standards for the effective planning, programming and execution of the FSRM Program in support of the Operating Forces and Supporting Establishment. This is a Commanding General (CG) of Marine Corps Installations East (MCIEAST)-MCB CAMLEJ 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.

a. Summary of Revision. This Order has been converted from a Base Order to a MCIEAST-MCB CAMLEJO. References have been updated to comply with current policies and procedures. This Order has been completely revised and should be reviewed in its entirety.

b. Reference (a) designates the CG MCIEAST-MCB CAMLEJ, with the overall responsibility for assignment of all facilities located at MCB CAMLEJ and to ensure facilities are properly utilized.

c. Each facility is assigned a designated use Category Code Number by MCIEAST-MCB CAMLEJ from which facilities sustainment and maintenance funds are computed. Additionally, facilities sustainment funds are computed based on the facility Category Code (usage) reported to Headquarters, U.S. Marine Corps (HQMC) by this Command. Unauthorized changes of facility usage by MCB CAMLEJ tenant commands have a direct effect on sustainment and maintenance funds. All facilities assignment and usage will be based on a validated Basic Facility Requirement and will be approved by the CG MCIEAST-MCB CAMLEJ prior to any assignment change.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Requests for additional or new facilities support from Commanders/tenants must be submitted to the CG MCIEAST-MCB CAMLEJ (Assistant Chief of Staff (AC/S), G-F) via the organization's Facility Officer or MSC G-4. The request should provide a complete description of requirements to include number of personnel/equipment, justification, and date facilities are required. MCB CAMLEJ does not have a repository of vacant facilities; MSCs and tenants commands occupy all available space within the Camp Lejeune complex. Prior to forwarding the request for new or additional facilities, organization/MSCs should conduct a thorough evaluation of their existing assets and ensure they are properly utilized for the purpose which they were assigned by the installation and are used to their maximum potential.

(2) Concept of Operations

(a) The CG MCIEAST-MCB CAMLEJ is the approving authority for facility assignments aboard MCB CAMLEJ. Area Commanders are not authorized to make facility assignments or change usage of a facility without endorsed approval. All requests for facility assignment, re-designation or facilities transfer to another organization/MSCs require approval from the CG MCIEAST-MCB CAMLEJ.

(b) Requests from command/tenant organizations to relocate functions from one facility to another or requests to change the facility usage will be submitted to the CG MCIEAST-MCB CAMLEJ (AC/S, G-F) via the chain of command. The request must describe the reasons for relocation or change in facility use and include number of personnel involved, detailed justification and anticipated facility, telephone and data requirements associated with the request. Relocating from one facility to another is an expensive activity, with few if any at no expense. These un-programmed costs disrupt programmed projects/schedules and cause un-programmed deficiencies. Requirement for 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 hired by MSCs/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 CG MCIEAST-MCB CAMLEJ (AC/S, G-F) via the organization's chain of command, identifying the facilities that will be assigned to the contractor. The letter should provide the number of contract personnel, approximate square footage the contractor will be assigned, the purpose of contract support, and identify the organization that previously occupied the space and where they will be relocated. The MSC must wait for approval from CG MCIEAST-MCB CAMLEJ before allowing contractors on base. Contract personnel count toward Base loading and is required as part of an annual report to HQMC.

(2) For contracts that are not provided Government Furnished Facilities, it is the contractor's responsibility to provide all required facilities in support of the contract. In instances where facilities are made available to the contractor aboard the Installation, a real estate instrument is required between the government and the contractor for use 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 CG MCIEAST-MCB CAMLEJ.

(e) The AC/S, G-F will conduct periodic site visits to ensure proper facility utilization and collect appropriate feedback from MSCs/tenant commands.

5. Administration and Logistics. This Order has been coordinated with and concurred by the CG II MEF; Commander, U.S. Marine Corps Forces, Special Operations Command; CG Training and Education Command; Commanding Officer (CO), Marine Corps Air Station, New River (MCAS NR); and CO, Deployment Processing Command/Reserve Support Unit-East.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, MCAS NR, and all tenant and subordinate commands, contractors, and staff sections.

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


S. A. BALDWIN
Deputy Commander

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