



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 5420.12D
PWO
25 OCT 2013

DEPOT ORDER 5420.12D

From: Commanding General
To: Distribution List

Subj: RESPONSIBILITIES OF THE DEPOT DEVELOPMENT BOARD AND NEW
CONSTRUCTION PROJECT PROCEDURES

Ref: (a) MCO P5090.2A: Environmental Compliance and Protection
Manual
(b) DepO 11014.2K: Depot Facilities Maintenance Policy
and Procedures

Encl: (1) Definitions and Examples of Terms
(2) Policy and Procedures for Requesting and
Accomplishing Minor Construction (New Work)
(3) Work Request Form
(4) Minor Construction (New Work) Scoring Sheet

1. Situation. With competing requirements and limited resources for facilities investment, MCRD/ERR Parris Island (MCRD PI) needs to effectively prioritize engineering effort, compete decisively for project funding, and carefully steward government resources during project execution.

a. The Depot Development Board (DDB) reviews the nature and scope of projects proposed for inclusion in the Depot's Minor Construction and Five-Year Military Construction (MILCON) programs. The Board proposes the addition, deletion, or shifting of projects between program years and recommends project priorities for approval by the Commanding General.

b. There are two main events that Marine Corps Installations Command (MCICOM) conducts annually to manage service-funded construction and repair projects in the Facilities Sustainment Restoration and Modernization (FSRM) program: Project Validations and the Construction Advertising Forecast (CAF). The Depot Development Board will convene to review, validate, and prioritize projects prior to these events.

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(1) Members of the MCICOM staff visit the Depot each January to inspect and score recently submitted projects. Projects that receive a minimum number of points are considered "validated" and are eligible for design funding.

(2) MCICOM reviews installations' CAF nominations each June. Projects that will have complete and awardable designs within the following fiscal year are approved for funding and placed on the CAF. In preparation for the CAF, FMD submits a command-endorsed, prioritized list of projects to MCICOM.

c. Military Construction (MILCON) is the primary source of major construction and real property acquisition for the Marine Corps. The timeline for MILCON projects typically lasts five years. Individual projects are approved and funded by Congress. MCDR PI participates in two events that are part of the MILCON prioritization process:

(1) In the spring, three years before award year, the Depot provides a prioritized list of potential MILCON projects to TECOM. TECOM prioritizes projects across the command and submits a consolidated list of requirements to MCICOM.

(2) In the winter, two fiscal years before award year, MCICOM convenes a board to review and prioritize MILCON projects Marine Corps-wide. MCRD PI briefs the board on its nominations and command priorities. MCICOM ranks the overall Marine Corps project list and submits it to Congress via the Office of the Secretary of Defense.

2. Cancellation. DepO 5420.12C

3. Mission. To establish the roles and responsibilities of the Depot Development Board.

4. Execution

a. Commander's Intent. The Depot Development Board shall be the forum for making project recommendations to the Commanding General, prioritizing effort on new work, reviewing space allocation and staff section relocations, and reviewing policy relating to infrastructure development.

b. Concept of Operations. The Depot Development Board performs the following functions:

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(1) Review the nature and scope of Minor Construction projects, approve proposed projects for MCICOM validation, and recommend to the Commanding General priorities for project design and MCICOM's CAF.

(2) Review the Depot's unprogrammed MILCON projects. Recommend project priorities to the Commanding General, in preparation for TECOM and MCICOM's annual project prioritization boards.

(3) Review and periodically update the Depot Master Demolition list.

(4) Review the scope, siting, and priorities proposed by the Mission Sustainment/Quality of Life Committee for inclusion in the Five-Year Non-Appropriated Fund (NAF) Programs.

(5) Review planned and actual use of land, considering such facets as the siting of facilities, forestation, landscaping, and the diversion of unused real estate to other purposes. Objectives listed in reference (a) are:

(a) Assure continuous planning and balanced application of the Depot's Natural Resources Program.

(b) Plan, promote, and foster the national objectives for environmental enhancement of the activity in cooperation with local authorities and organizations.

(c) Review environmental documentation to determine if the potential for environmental degradation or public controversy exists.

(6) Review actual use of facilities to determine potential for relocation, consolidation, or elimination of functions to more efficiently carry out the Depot's mission.

(7) Review other programs that may affect the development and appearance of the Depot, e.g., exterior storage of material and equipment, parking, traffic patterns, etc.

c. Tasks

(1) Assistant Chief of Staff, Installation and Logistics

(a) With the Commanding General's guidance, chair the Depot Development Board

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(b) Schedule and conduct post Depot Development Board outbrief for the Commanding General and her staff.

(c) Forward Depot Development Board results to the Commanding General for approval.

(2) Voting members

(a) Determine whether new project proposals submitted to the DDB should go forward for validation by MCICOM.

(b) Prioritize unfunded MILCON projects.

(c) Prioritize design requirements for minor construction projects.

(d) Prioritize minor construction projects nominated for the MCICOM CAF.

(e) Nominate projects for validation by the DDB.

(f) Endorse facility assignments and workspace allocation.

(3) Public Works Officer

(a) Schedule, announce and facilitate Depot Development Board meetings.

(b) Provide the primary technical support for facilities planning and other activities pertaining to the development of the Depot's Class 1 and 2 Plant Property.

(c) Brief the Depot Development Board on long-range (5-25 Year) Minor Construction plans. Identify objectives and general principles to guide short-range (one year or less) and mid-range (1-5 year) plans.

(d) Brief the Depot Development Board on the Facilities Support Requirement (FSR) issued by the Commandant of the Marine Corps, and the Depot's supporting Basic Facilities Requirements List (BFRL).

(e) Brief the Depot Development Board on current Repair and Restoration projects for situational awareness.

(f) Present minor construction project descriptions to support DDB validation and design and execution prioritization.

(g) Maintain a record of all DDB proceedings. Prepare minutes of each Board meeting. Record all action items and assign each an office of primary responsibility. Forward minutes for the Chairman's review within one week after the Board meets.

(4) Non-voting members. Provide technical, policy, regulation or other expertise to support the Board's decision making process.

d. Coordinating Instructions

(1) The Depot Development Board consists of six voting members:

(a) Assistant Chief of Staff, Installation and Logistics (Chairman)

(b) Assistant Chief of Staff, Operations

(c) Commanding Officer, Recruit Training Regiment

(d) Commanding Officer, Headquarters and Service Battalion

(e) Commanding Officer, Weapons and Field Training Battalion

(f) Director, Marine Corps Community Services.

(2) Non-voting members are:

(a) Other principal or special staff officers, as required

(b) Facilities Maintenance Officer (FMO)

(c) Public Works officer (PWO)

(d) Natural Resources and Environmental Affairs Officer (NREAO)

(e) Offices or departments submitting projects

(3) The Chairman shall convene the Board in May and November for each year to review projects and develop recommendations for the Commanding General. The Board shall also convene at the call of the Chairman to execute any of the functions set forth in paragraph 4.b above.

(4) The terms "Minor Construction" or "New Work" are defined as the erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of an activity from one installation to another. The definitions and examples of these categories are provided in enclosure (1).

(5) Proposed New Work projects will be submitted to the PWO prior to DDB meetings, utilizing guidance in enclosures (2) and (3). PWO will provide cost estimates and prepare environmental compliance documents. Each project will be presented to the Board by a voting member or their designated representative. The PWO will score potential projects utilizing enclosure (4) and provide results for consideration by the voting members. After the DDB votes on validations and prioritizations, the Chairman will present the results to the Commanding General for approval. If circumstances warrant, the Chairman may request voting members brief their projects to the Commanding General.

e. Small New Work projects, with cost estimates less than \$2,500, and up to a limit of 6 percent of the Depot's current year M1 funding authorization, are processed outside the DDB. The FMO will brief such projects to the Chairman as they are developed. As the Chairman approves locally-funded New Work it will be included in FMD's Annual Work Plan. The FMO will keep affected parties notified of the status of M1 projects.

f. Previously-identified New Work or Minor Construction projects that have not been funded may be re-nominated to the Depot Development Board. Unfunded projects will not automatically carry forward from one fiscal year's priority list to the next.

5. Administration and Logistics

a. The Assistant Chief of Staff, Installation and Logistics is the proponent for this order.

b. All tenant unit commanders may nominate projects. New project nominations are submitted to the Public Works Officer, a minimum of one week prior to convening of the DDB. Project descriptions must follow guidelines in reference (b). Units nominating projects should be prepared to brief them to the Depot Development Board.

c. A typical DDB agenda will include:

Opening remarks	AC/S I&L
MILCON/M2/R2 overview	PWO
Project updates	PWO
MCCS project update	Dir MCCS
Project nominations	DDB
Voting	DDB
Closing remarks	AC/S I&L

(1) The May DDB agenda will include an explanation of the CAF process, proposed Depot CAF projects, and validated Minor Construction projects eligible for design prioritization.

(2) The November DDB agenda will include an explanation of the validation process, unfunded Depot MILCON projects for prioritization, and proposed Minor Construction projects for prioritization.

6. Command and Signal

a. Command. This order is applicable to all units aboard MCRD/ERR PI.

b. Signal. This order is effective on the date signed.


R. L. GRABOWSKI
Chief of Staff

DEFINITIONS AND EXAMPLES OF TERMS

1. Maintenance. Recurring, periodic, and scheduled work required to preserve a facility in such condition that it may be used for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

2. Repair. The restorations of a facility to such condition that it may be effectively used for its intended purpose by overall, reprocessing, and/or replacement of component parts or materials that have deteriorated by action of the elements, usage, or abuse and which have not been corrected through maintenance. Known as "M" projects.

3. Minor Construction (New Work). The erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. This includes real property equipment installed and made a part of such facilities and related site preparation, excavation, filling, landscaping, or other land improvement. Known as "R" projects.

a. Addition, Expansion, or Extension. A physical increase to a real property facility that adds to the overall external dimensions of the facility, and which normally results in an increase of physical statistics contained in real property record cards. Examples are as follows:

(1) Addition. Increasing the length, width, or height of a building.

(2) Expansion. Increasing the production capacity of a facility.

(3) Extension. Increasing the length of a water, communication, or electrical line.

b. Alteration. The adjustment of interior arrangements, on-base location, or other physical characteristics of an existing facility so that it may be more effectively adapted to, or used for, its designated purpose. Examples of alterations are as follows:

(1) Erecting or removing permanent or temporary partitions, installing additional doors or windows, or adding a mezzanine. (As a general guide, partitions that are built into the building become Class 2 property after installation and are considered as alteration; relocatable partitions that remain on the Class 3 plant property records after installation or alterations.)

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(2) Installing major air conditioning, evaporative, cooling, heating, or ventilating equipment in an existing building not previously air conditioned or heated.

(3) Constructing a fire escape on a building.

(4) Relocating or removing plumbing fixtures.

c. Conversion. A major structural revision of a real property facility that changes the functional purpose for which the facility was originally designed or utilized.

d. Replacement. A complete reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired.

4. Emergency Work. Work requiring immediate action to correct or prevent loss or damage to government property, to restore disrupted essential services, or to eliminate imminent hazards to personnel or property.

5. Service Work. Work that is relatively minor in scope and not emergency work by nature, is normally accomplished with less than 16 man-hours, and does not require more than two work centers to accomplish. Examples of service are as follows: unstopping plugged commodes, repair of screens, replacement of windowpanes, repair of dripping faucets, etc.

6. Self-Help Program. The program by which military personnel in units other than the Maintenance Division can accomplish repair and maintenance of assigned facilities.

7. Cyclic maintenance. That routine and recurring maintenance performed by Maintenance Division personnel to selected facilities of the Depot. This work is performed without request on rotating cycles as labor availability permits. Examples are replacing door knobs and shower heads, repair of windows, screens, locks, electrical outlets, etc.

8. Funding Limits

- Repair and Restoration (M Projects)
 - M1: < \$300K Locally Approved
 - M2: \$300K - \$5M HQMC Approval
 - M2: \$5M-\$7.5M SECNAV Approval
 - M2: > \$7.5M Congressional Approval

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- Construction (R Projects)
 - R1: < \$100K Locally Approved
 - R2: \$100K - \$750K HQMC Approval
 - MILCON: > \$750K Congressional Approval

POLICY AND PROCEDURES FOR REQUESTING AND ACCOMPLISHING MINOR
CONSTRUCTION (NEW WORK)

1. All Minor Construction (New Work) is funded under functional category "R" of the Depot's expense operating budget, and funds for this functions are very limited. Accordingly, requests for this category of work should be carefully reviewed by the requester as to the necessity for accomplishment. Normally, this type of work is necessary to support changes in mission, or to allow more efficient accomplishment of a presently assigned mission. Items of New Work must be considered on a "need-to-have" versus a "like-to-have" basis. The Depot New Work program is reviewed/updated by the Depot Development Board.

2. The Commanding General may authorize New Work projects not to exceed \$100,000 per project. FMO has authority to expend not more than \$2,500 per project to accomplish essential New Work.

3. Procedures for Requesting New Work

a. Request may be submitted to the PWO by the following:

(1) All general staff officers.

(2) Commanding Officer, Recruit Training Regiment.

(3) Commanding Officer, Headquarters and Service Battalion.

(4) Commanding Officer, Weapons and Field Training Battalion.

(5) Commanding Officer, Naval Dental Center.

(6) Officer-in-Charge, Branch Medical Clinic.

b. Special staff department heads and unit commanders not listed in paragraph 3a may initiate New Work request and submit them via the cognizant General Staff or Commanding Officer.

c. Request for New Work may be submitted at anytime. Request will be held by the PWO and prepared for review by the Depot Development Board. The Board will meet at the discretion of the Chairman. The Assistant Chief of Staff, Installation and Logistics will publish the results and subsequent approval/disapproval of the Commanding General. Requests for New Work

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will include a statement regarding each of the following, as appropriate, in section 10 of the work request form, NAVFAC 9-11014/20:

- (1) Unit importance
- (2) Impact on unit mission
- (3) Influence on personnel safety
- (4) Impact on overall unit's efficiency
- (5) Impact on morale and welfare
- (6) Impact on environment/pollution
- (7) Impact on energy conservation
- (8) Impact on security of equipment, property, or facilities
- (9) Effect on aesthetics

d. Requests of such urgency that the requester desires an immediate meeting of the Depot Development Board must be so annotated and addressed to the Assistant Chief of Staff, Installation and Logistics.

e. Prior to the convening of the depot Development Board, the PWO will coordinate with the originators of pending New Work requests to rank requests by order of "command importance."

f. Requests for New Work on a reimbursable basis will normally be approved subject only to funding availability and adequate processing/scheduling periods.

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(PW Department see instructions in NAVFAC MO-321)

WORK REQUEST (MAINTENANCE MANAGEMENT)

NAVFAC 9-11014/20 REV. 2-68) S/N 0105-LF-002-7510
Supersedes NAVDOCKS 2351

PART I- REQUEST (Filled out by Requester)

1. FROM		2. REQUEST Number (for PW only):	
3. TO:			
5. REQUEST FOR: <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK.		6. Required Completion Date:	
7. FOR FURTHER INFORMATION CALL:		8. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
Priority 1: Immediate (PW or APW Approval) Priority 2: Next work day (PW or APW Approval) Priority 3: 7 days		Priority 4: 14 days Priority 5: 1 Month Priority 6: When Possible	
		9. Priority:	
10. Work Needed			
11. FUNDS CHARGEABLE		12. SIGNATURE (Requesting Official)	

PART II-COST ESTIMATE

(Filled out by Maintenance Control Division if estimate requested)

13. TO:		14. ESTIMATE NO.	
15. COST ESTIMATE		16. Sketch / Plan Attached <input type="checkbox"/> YES <input type="checkbox"/> NO	
a. Labor	\$	17. <input type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____ <input type="checkbox"/> APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____, IF AUTHORIZED BY 25 TH OF _____ AND FUNDS MADE AVAILABLE. <input type="checkbox"/> DISAPPROVED. _____	
b. Material	\$		
c. Overhead and/or Subcontract	€		
d. Equipment Rental/Lease	€		
e. Contingency	\$		
f. TOTAL	\$		
		18. SIGNATURE	19. DATE

PART III - ACTION (Filled out and signed by individual completing work)

20. TO:			
21.... AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER		22.... WORK REQUESTED ___ BEEN CX ___ BEEN DEFERRED ___ WILL BE PERFORMED BY OTHERS ___ COMPLETED	
23. SIGNATURE		24. DATE	

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REAL PROPERTY FACILITIES MANUAL

HQMC O&MMC PROJECT SURVEY DATA SHEET

MINOR CONSTRUCTION

ACTIVITY NAME (incl supplementals)	YR/MO/DY	COMMAND PRI
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PROJECT NO.	TITLE	COST
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FACILITY NO.	FAC CODE (4 DIGIT)
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- A. Associated repair project number (if any):
- B. Has site approval been obtained (para 3003, MCO P11000.12):
- C. Is NEPA documentation included?
- D. Does project scope incorporate applicable code requirements eg. Accessibility, Fire, and ATEP?

COMMAND PRIORITY

Upper 1/3, Mid 1/3, Lower 1/3
 15 13 10 6 2 0

OPERATIONAL INFLUENCE OF PARTICULAR FACILITY (Based on CORRS Rating at the 4-digit FAC Code level)

C4	C3	C2	C1
10	7	4	0

<u>FACILITY USE</u> (What is facility's primary function; based on 3 digit FAC Code?)	<u>C1</u>	<u>C2</u>	<u>C3</u>	<u>C4</u>
OPERATIONS/TRAINING	10	14	18	20
MAINTENANCE/PRODUCTION	6	9	12	15
SUPPLY	5	8	11	14
MEDICAL	6	9	12	15
ADMINISTRATIVE	5	8	11	14
HABITABILITY/MESSHALLS	10	14	18	20
COMMUNITY/MCCS	0	2	6	8
UTILITIES	10	14	18	20
ROADS AND GROUNDS	5	7	10	14

REAL PROPERTY FACILITIES MANUAL

REQUIREMENT IS:

A CMC directed program:	10				
Concurrent with an M2 proj	15				
Req'd to comply w/a MOrder	10				
Change in Mission	5				
Self Amortizing (w/i 5 yrs)	5				
Project includes demolition of Inadequate facility	0	5	10	15	20

PROJECT DESIGN (BUILDINGS ONLY) INCORPORATES FEATURES/SYSTEMS TO ASSIST ACHIEVING LEEDS SILVER GOALS. TECHNOLOGIES AND FEATURES THAT SHOULD BE CONSIDERED INCLUDE (BUT ARE NOT LIMITED TO)

(1) HIGH EFFICIENCY CHILLERS	0	1
(2) PREMIUM EFFICIENCY MOTORS AND TRANSFORMERS	0	1
(3) VARIABLE AIR VOLUME (VAV) SYSTEMS AND VARIABLE SPEED DRIVE MOTORS	0	1
(4) OCCUPANCY SENSORS	0	1
(5) HEAT RECOVERY	0	1
(6) HIGH EFFICIENCY DX AIR CONDITIONING UNITS	0	1
(7) SOLAR WATER HEATING	0	1
(8) PHOTOVOLTAIC SYSTEMS	0	1
(9) SOLAR WALLS	0	1
(10) DAYLIGHTING	0	1
(11) HIGH PERFORMANCE WINDOWS	0	1
(12) HIGH ALBEDO "COOL" ROOFING	0	1
(13) INTEGRATED PHOTOVOLTAIC ROOFING	0	1
(14) RADIANT HEATING	0	1
(15) OTHER:	0	1

ADD 1 POINT FOR EACH ADDITIONAL FEATURE CONSIDERED IN THIS PROJECT

TOTAL SCORE _____

Need to score 50 for HQMC validation