



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

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MARINE CORPS ORDER P11000R.20 W/Ch 1

From: Commandant of the Marine Corps


To: Distribution List

Subj: Real Property Facilities Manual, Volume XIV, Reserve
Facilities

Encl: (1) LOCATOR SHEET

Reports Required: Reserve Military Construction Backlog
(Report Control Symbol DD-11000-07)
(External RCS (RAC BI) 1768), pars. 3e and
4b

1. Purpose. To provide information and guidance concerning the acquisition and management of facilities for Marine Corps Reserve activities.
2. Recommendation. Recommendations concerning the contents of this Manual are invited and will be submitted to the Commandant of the Marine Corps (CMC) (LFL) through the chain of command for evaluation.
3. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
4. Certification. Reviewed and approved this date.


W. G. CARSON, JR.
Deputy Chief of Staff
for Installations and Logistics

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Encl: (1) New page inserts to MCO P11000R.20

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present pages 7-3 and 7-4 of the basic Manual and replace with corresponding pages contained in the enclosure hereto.
3. Summary of Change. Due to scheduling constraints, the inspector-instructor often needs to hold one drill period on a Friday evening, two on Saturday, and one on Sunday morning. This Change gives the commander more flexibility in scheduling drills, with no additional cost to the Government.
4. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.
5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

Handwritten signature of W. M. Carson in cursive.

Deputy Chief of Staff
for Installation and Logistics

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ENCLOSURE (1)

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INTRODUCTION

0001. PURPOSE. To provide guidance for the acquisition and management of real property used in support of the Selected Marine Corps Reserve (SMCR).

0002. RESPONSIBILITIES. The Commanding Generals (CG's), 4th Marine Division (MarDiv) and 4th Marine Aircraft Wing (MAW) shall:

1. Jointly develop and operate a facilities management program for Reserve facilities per the instructions contained in this Manual and other directives issued by the CMC and the Naval Facilities Engineering Command (NAVFACENGCOM).
2. Consolidate facilities management functions within the Base Operations Section (BOS) of the 4th MarDiv headquarters to maximize benefit from the limited number of facilities personnel assigned.
3. Prepare and maintain a Memorandum of Understanding (MOU) to outline the scope of facilities support to be provided by the 4th MarDiv (BOS) to the 4th MAW.
4. Maintain all records and reports relating to the acquisition and management of real property per the current edition of SECNAVINST P5212.5B, Disposal of Navy and Marine Corps Records.

CHAPTER 1

PLANNING AND PROGRAMMING FOR CONSTRUCTION OF RESERVE FACILITIES

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CHAPTER 1

PLANNING AND PROGRAMMING FOR CONSTRUCTION OF RESERVE FACILITIES

1000. GENERAL INFORMATION

1. Purpose. To allocate responsibilities for the planning and programming of facilities for the 4th MarDiv and 4th MAW.

2. Scope. The acquisition of land, improvements, and the construction of facilities to support ground and air units of the Naval and Marine Corps Reserve are funded by the Military Construction Naval Reserve (MCNR) appropriation. The MCNR appropriation provides funding for major construction (projects costing in excess of 400,000), minor construction (projects costing between \$200,000 and \$400,000), and planning and design activities.

3. Planning and Programming Sequence. The annual development of a MCNR 5-year program by the Commander, Naval Reserve Force (COMNAVRESFOR) Facilities Planning Board is the initial step in the MCNR planning and programming sequence. As full voting members on this board, the 4th MarDiv and 4th MAW will submit their individual prioritized lists of joint-use (Navy/Marine Corps) projects and a consolidated (Div/Wing) list of Marine Corps sole-use projects when requested by the Chairman of the Board. The total cost of projects compiled within each year of this 5-year plan must be approximately equal to the MCNR 5-year defense program (FYDP) control levels published by the Chief of Naval Operations (CNO) (095) and the CMC (LFL). Once completed and approved, the MCNR 5-year plan will be forwarded to CNO (095) for inclusion into the Shore Facilities Planning Program. Marine Corps funded (sole-use) projects will also be forwarded to the CMC (LFL) by the 4th Division Wing Team (DWT) for inclusion into the Headquarters Marine Corps (HQMC) internal military construction (MILCON) review process

1001. RESPONSIBILITIES

1. Marine Corps Reserve sole-use construction projects are the programming (funding) responsibility of the Marine Corps. Navy and Marine Corps Reserve joint-use projects are the programming responsibility of the Navy.

2. The CG's of the 4th MarDiv and 4th MAW will each identify and define their own new facility construction requirements to support the missions of their respective commands. Each CG will comply with the current edition of SECNAVINST 11010.13, and this Manual in the accomplishment of their facilities management responsibilities.

3. The CG 4th MarDiv (Rein) shall:

a. Maintain the real property inventory for the Marine Corps Reserve. Acquisition and disposition of real property will be accomplished per the current edition of NAVFAC P-73 (Real Estate Procedural Manual).

b. Develop and maintain plans for the management of Reserve facilities requirements, deficiencies, and excesses.

c. Maintain facilities planning documents (FPD's) to include all facilities requirements, deficiencies, and excesses.

d. Maintain liaison with the COMNAVRESFOR, Engineering Field Divisions of the Naval Facilities Engineering Command, District Offices of U.S. Army Corps of Engineers, and the various continental United States (CONUS) Army Headquarters on matters concerning planning, construction, and use of joint service facilities.

e. Prepare and submit the Reserve Component Military Construction Backlog Report described in SECNAVINST 11010.13 for all Division, sole-use facility projects to the CMC (LFL), biennially, beginning 10 April 1990. Coordinate with the COMNAVRESFOR to ensure that they are aware of division requirements for joint-use (Navy/Marine Corps) projects so they can be included in their backlog report. Report Control Symbol DD 11000-07 (External RCS (RAC BI) 1768 is assigned to this report.

f. Provide a prioritized list of joint-use (Navy/Marine Corps) Reserve MILCON projects to the COMNAVRESFOR, when requested, for use in the development of the MCNR FYDP.

g. Submit the following facilities forms and documents, as necessary:

(1) Form [NAVMC 10915](#) (Basic Facilities Requirement (BFR) Item Determination Sheet).

(2) An updated facility planning document.

(3) Summary for Correction of Facility Deficiencies ([NAVMC 10956](#) (8-85)).

(4) Project documentation for proposed MCNR projects (DD Forms 1391 (Project Data Sheet), 1391c, 1390's, site approvals and supporting facility studies).

4. The CG 4th MAW shall:

a. Provide a prioritized list of joint-use (Navy/Marine Corps) Reserve MILCON projects to the COMNAVRESFOR, when requested, for use in the development of the MCNR FYDP.

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b. Prepare and submit the Reserve Component Military Construction Backlog Report described in SECNAVINST 11010.13 for all 4th MAW, sole-use facility projects to the CMC (LFL), biennially, beginning 10 April 1990. Coordinate with the COMNAVRESFOR to ensure that they are aware of any wing requirements for joint-use (Navy/Marine Corps) projects so that they can be included in their backlog report. Report Symbol DD-11000-07 (External RCS (RAC BI) 1768) is assigned to this report.

c. Provide facilities information, as necessary, to the CG 4th MarDiv per the Facilities Support MOU between the CG's 4th MAW and 4th MarDiv.

5. Inspector-Instructors (I - I's) of 4th MarDiv Units and Commanding Officers of 4th MAW sites have the responsibility of keeping their respective CG's apprised of the type and condition of facilities occupied. Facilities data will be furnished to the 4th MarDiv, as requested. The CG 4th MAW will provide the CG 4th MarDiv all facilities data submitted by 4th MAW sites. Facilities data must be updated by the I-I whenever a new facility is occupied, when space allocation increases or decreases by 10 percent or more, or 5 years after the previous submission, whichever occurs first. The adequacy of a Reserve facility to support the mission of assigned SMCR units must be continually reviewed as increases/decreases in authorized strength, receipt of new equipment and mission changes all have an impact on facilities requirements. When I-I's and commanding officers determine that a facility deficiency exists that can only be corrected by a construction project, the deficiency will be reported in writing to CG 4th MarDiv or 4th MAW, as appropriate. At sites where the SMCR unit is a tenant at an installation with a public works department, the correspondence reporting the deficiency shall be routed via the host activity for comment. Validated projects will be placed in the MCNR backlog pending programming in the FYDP and subsequent funding. The CG 4th MarDiv will develop project documentation to support construction at Marine Corps-owned/managed sites and will assist the Navy in the development of the project documentation at sites where the Navy is the host.

6. Joint Service Reserve Component Facility Boards (JSRCFB)

a. SECNAVINST 11010.13 of 20 June 1988 implements the provisions of DoDDir. 1225.7 which establishes the requirements for the military departments to participate in a JSRCFB in each State. The purpose of these boards is to provide a forum in which the military services share information regarding their planned future Reserve facility construction projects within the State with a view toward maximizing joint service construction/use whenever practicable.

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The JSRCFB's will review major construction projects only (costs in excess of \$400,000). The current edition of MCO 5420R.14 provides guidance for the Marine Corps representative on each board.

b. The CG 4th MarDiv shall coordinate implementation of SECNAVINST 11010.13, and appoint primary and alternate members to the JSRCFB's in States, where applicable, per MCO 5420R.14.

1002. SITE APPROVALS

1. The CG 4th MarDiv is authorized to grant site approvals for projects planned within civilian communities. Site approval for projects planned aboard military installations will be requested from the installation commander. General site approval will be accomplished by completion of a [NAVMC 11069](#) (Request for Project Site Approval) and retaining the original form as a part of the project file. A [NAVMC 11069](#) must be completed and forwarded to the CMC (LFL) to obtain site approval for specialized projects that involve ammunition, explosives, electromagnetic radiation, or airfield safety criteria.

2. Site approval for Marine Corps projects at activities where the SMCR unit is a tenant will be obtained per the directives of the host activity. The CMC (LFL) will be provided an information copy of all correspondence regarding site approval at non-Marine Corps activities.

1003. ACQUISITION

1. The acquisition of Reserve facilities will be kept to the minimum amount necessary to support the missions of the SMCR units that will be assigned to the Reserve center. Reserve facilities will be acquired by one of the following methods (listed in priority order):

a. Make full use of existing, partially used facilities of other Reserve components or the active forces.

b. Use of local, existing real property facilities excess to the needs of the military departments or other Federal agencies by transfer, use agreement, or permit.

c. Lease or donation of privately or publicly-owned facilities that meet the needs or can be modified at reasonable cost to meet the needs of the Reserve unit(s).

d. Construction of additions to existing Reserve component and active force facilities, or construction on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

e. Lease or purchase existing real property facilities that meet the needs without uneconomical remodeling or renovation.

f. Joint construction of a new facility by two or more Reserve components or with an active force. If such construction at a single location cannot be done concurrently for some presently irreconcilable reason, the design and siting of the initial structure shall include provisions for future expansion.

g. Unilateral construction of a new facility by one Reserve component only when supported by a JSRCFB recommendation that has carefully reviewed all other acquisition methods and found them impracticable or uneconomical.

2. When construction of a new facility is determined to be the most practicable/economical solution to a facility deficiency, a MCNR project cannot be programmed until the total on-board personnel strength of the unit(s) to be supported is a minimum of 75 percent of the total authorized strength. Waiver of this requirement may be granted by the Assistant Secretary of the Navy (Shipbuilding and Logistics).

3. The activation of a new SMCR unit at a specific location and the relocation of an existing SMCR unit must be approved by the CMC. The CMC (RESO) directs the activation of new SMCR units and the CMC (LFL) must approve the acquisition of facilities to accommodate the relocation of existing SMCR units. Approval of the Secretary of the Navy must be obtained prior to the establishment or disestablishment of a Marine Corps Reserve Center and when relocating an SMCR unit beyond the city limits of its existing location. When approval of the Secretary of the Navy is required prior to the relocation of a SMCR unit, the CG's 4th MarDiv/4th MAW will submit the documents required by the current edition of OPNAVINST 5450.169 upon receipt of notification that the CMC (LFL) has approved the request to acquire facilities to support the relocation.

4. When a unit actually relocates to another facility, the I-I of division units and the commanding officer of wing sites will accomplish the following immediately upon occupying the new facility:

a. Submit unit diary entries per the current edition of MCO P1080.35 (PRIM), par. 7106, reporting the relocation of the

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I-I staff and the current edition of MCO P1080R.38 (RESPRIM), par. 7109, reporting the relocation of the SMCR unit.

b. Submit change of address information per the current edition of MCO 4420.4, NAVMC 2766 (LMCA), and NTP-3, Supplement 1.

c. Prepare and submit a new Facilities Data Sheet.

1004. COLLATERAL EQUIPMENT

1. Policy. HQMC has the budgetary and funding responsibility for collateral equipment at Marine Corps Reserve activities and for Marine Corps requirements at joint-service Reserve centers/facilities. Built-in or installed equipment is considered an integral part of the building and is engineered, procured, and installed using MCNR funding. Justification for this type of equipment will be included in the Project Data Sheet for the MCNR construction project. Nontechnical collateral equipment requirements are funded under the Operation and Maintenance Marine Corps Reserve (O&MMCR) appropriation (for items with a unit cost of less than \$15,000) or Procurement Marine Corps (PMC) appropriation (for items with a unit cost of \$15,000 or more) by HQMC.

2. Responsibility. The CG's 4th MarDiv and 4th MAW will determine the types and quantities of collateral equipment needed by each of their respective MCNR projects. A collateral equipment requirement list will be submitted to the CMC (LFL) at the time the Project Data Sheet is developed for programming actions to be initiated. Guidance for determining furniture, furnishings, equipment for bachelor housing, and furniture for administrative offices and dining facilities is contained in the current edition of MCO 10160.8. For office machines, the current edition of MCO 10460.2 applies.

1005. FACILITY DISPLACEMENT BY ACTIVE COMPONENTS. Whenever a Reserve unit located aboard an active component installation is displaced from its facility, the active component shall provide replacement facilities of equal size and capability to those being replaced. The CG 4th MarDiv or 4th MAW, as appropriate, will determine the suitability of the replacement facilities provided.

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CHAPTER 2

FACILITIES MAINTENANCE, REPAIR, AND MINOR CONSTRUCTION

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CHAPTER 2

FACILITIES MAINTENANCE, REPAIR, AND MINOR CONSTRUCTION

2000. INFORMATION. The CG's 4th MarDiv and 4th MAW will develop and operate a program to provide for the maintenance and repair of existing facilities and the construction of new facilities to meet the requirements of the SMCR.

2001. DELEGATION OF AUTHORITY. The CG's 4th MarDiv and 4th MAW are redelegated the following authority vested in the CMC by SECNAVINST 11010.12:

a. Approve all repair projects with a cost of \$400,000 or less, except those repair projects that exceed \$150,000 and their cost is 50 percent or higher of the replacement cost of the facility. Repair projects that exceed \$400,000 and those in excess of \$150,000 that are 50 percent or higher of the replacement cost of the facility will be submitted to the CMC (LFL) on a DD Form 1391 for approval. The DD Form 1391 will be prepared per the current edition of MCO P11000.5.

b. Approve all O&MMCR funded minor construction projects with a cost not to exceed \$175,000. Projects costing between \$175,000 and \$200,000 (statutory limit) will be forwarded to the CMC (LFL) for approval. Included within these minor construction limits shall be a 5.5 percent cost factor for construction supervision, inspection, and overhead along with a 5 percent factor for contingencies.

2002. PROGRAMMING/BUDGETING. The CG 4th MarDiv has the primary responsibility for justifying and allocating an appropriate portion of the O&MMCR budget to Reserve facilities maintenance, repair, and minor construction. The CG 4th MAW will provide facilities deficiency information to the CG 4th MarDiv for budgeting purposes. All maintenance and repair projects and those minor construction projects with current working estimates of \$200,000 or less shall be programmed in the FYDP by the CG 4th MarDiv. Construction projects with costs in excess of \$200,000 will be programmed as MCNR projects.

2003. MAINTENANCE OF REAL PROPERTY FLOOR. The CG's 4th MarDiv and 4th MAW are provided a specific amount of the operating

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budget fund authorization issued by the CMC (FDB) for the maintenance of real property. Funds dedicated to the maintenance of real property may not be reprogrammed to support other functions without prior Congressional approval. The CG's 4th MarDiv and 4th MAW may reprogram funds from other O&MMCR functions to increase the amount of funds required to accomplish maintenance, repair, and minor construction projects.

2004. BACKLOG OF MAINTENANCE AND REPAIR (BMAR) REPORT. The CG 4th MarDiv shall submit the BMAR report for all Marine Corps-owned Reserve facilities per the current edition of MCO P11000.7. The BMAR report will be submitted to the CMC (RESB and LFL) by 10 October annually.

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CHAPTER 3

ENVIRONMENTAL, PEST CONTROL, AND NATURAL RESOURCES
MANAGEMENT

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CHAPTER 3

ENVIRONMENTAL, PEST CONTROL, AND NATURAL RESOURCES
MANAGEMENT

3000. PURPOSE. The purpose of this chapter is to identify environmental and natural resource management responsibilities at Marine Corps Reserve activities, which have resulted from the increased concern that our Nation has shown for the protection and enhancement of the environment.

3001. BACKGROUND

1. Presidential executive orders and Congressional legislation have directed all Federal agencies to provide leadership in the protection of the environment.

2. Marine Corps implementation of Presidential and Congressional mandates is concerned with directing the various aspects of environmental/natural resource programs toward the single objective of environmental compliance. To the extent possible, the Marine Corps also pursues the goal of environmental enhancement.

3002. APPLICABILITY. All Marine Corps Reserve activities will share in Marine Corps efforts to protect that portion of the environment which they affect. The CG's 4th MarDiv and 4th MAW shall develop and manage an Environmental Management program per the instructions contained in the current edition of MCO P11000.8 (Real Property Facilities Manual, Volume V). Technical assistance in natural resources, pollution abatement, and environmental management matters is available from Engineering Field Divisions (EFD's) of the NAVFACENGCOM. Proper management of pesticide products is covered by the current edition of OPNAVINST 6250.4.

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CHAPTER 4

ENERGY AND UTILITIES MANAGEMENT

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CHAPTER 4

ENERGY AND UTILITIES MANAGEMENT

4000. GENERAL INFORMATION

1. Purpose. This chapter provides the objectives, policies, criteria, and procedures for the conservation and management of Marine Corps Reserve energy and utilities services for accomplishment of assigned mission with minimum waste and at the lowest life-cycle cost.

2. Scope. Utility services include the following:

- a. Electricity.
- b. Heat and hot water.
- c. Air-conditioning.
- d. Sewage.
- e. Water.
- f. Gaseous fuels.

4001. UTILITIES PROCUREMENT. Whenever feasible, utility services shall be procured from commercial sources, or by cross-servicing with adjacent government activities. Utility services may be procured without formal contract as outlined in MCO P11000.9B, chapter 2. When required by MCO P11000.9, EFD's of the NAVFACENGCOM will negotiate and award utility service contracts where the Marine Corps is the real property owner and is not located aboard another DoD activity. Requests for procurement of utilities services will be submitted per NAVFACENGCOM procedures.

4002. ENERGY AND UTILITIES CONSERVATION

1. Goals. DoD and DON goals have been established for energy conservation as noted below. The baseline for all goals is, except where so stated, energy usage of the period October 1984 through September 1985 (FY85).

a. 1995 Mobility Goal. Reduce fuel consumption in administrative use vehicles by 12 percent.

b. 1995 Installation Goal. Achieve an overall 12 percent reduction in energy usage per gross square foot.

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2. Requirements

a. Energy conservation shall be included as a specific item to be examined during local command inspections.

b. The CG's 4th MarDiv and 4th MAW shall take appropriate action to conserve utilities and institute energy consumption control measures, to include assignment of goals established in paragraph 4002.1, preceding, and the reporting of actual consumption. These measures shall be aligned with the Defense Energy Information Systems (DEIS) I and II reports, which provide fuel inventory and consumption data and utility consumption data to the DoD. (See paragraph 4003.)

c. Contingency plans for dealing with potential energy shortages shall be developed to ensure availability of energy at each Reserve center.

d. The following conservation policies are the basis for a "conservation ethic" promoted throughout the DoD and directed herein for continued application:

(1) Use of weapons, equipment, and flight demonstrations shall be the minimum considered essential for training and recruiting.

(2) Compact/subcompact commercial sedans and station wagons shall continue to be purchased for Marine Corps fleet replacement, consistent with mission accomplishment.

(3) All units shall encourage energy saving suggestions through incentive awards, to include the selection of applicants for beneficial suggestion awards, letters of commendation and appreciation, meritorious masts, etc.

(4) The exchange of ideas and knowledge on energy conservation by including this subject in troop training and information programs shall be encouraged.

(5) Large-scale, energy intensive exercises shall be kept at a level required to maintain operational readiness. Exercise sponsors shall include energy requirements and potential conservation alternatives available in any environmental impact assessment prepared for the exercise.

(6) Marine Corps-owned/leased/rented commercial vehicles shall be pooled, wherever possible.

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(7) Energy consumed for lighting shall be reduced by the inactivation of nonessential lamps and fixtures after normal working hours and by applying nonuniform lighting standards to existing systems.

4003. ENERGY REPORTING REQUIREMENTS

1. General. The DEIS, described in the current edition of MCO 4100.9, requires the submission of a Bulk Petroleum Product Report (DEIS I) and the Utility Energy Report (DEIS II) by both the 4th MarDiv and 4th MAW.

2. DEIS I. The DEIS-I report provides bulk petroleum inventory, receipts, consumption, and sales to DoD and non-DoD activities and military service-unique utilization information.

3. DEIS II. The DEIS-II report identifies inventories of coal, propane, wood, and liquefied petroleum gas only, and the consumption of all purchased utility energy (electricity, natural gas, propane, liquefied petroleum gas, coal, fuel oil, steam, and hot water), and renewable energy sources.

4. Energy Audit Report (EAR). This feedback report is provided to activities that submit the DEIS II report. The EAR is a management tool that allows activities to monitor energy consumption per square foot of facility space. A copy of the EAR is sent to each DEIS II reporter approximately 7 weeks after the close of each quarter.

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CHAPTER 5

ENGINEERING SUPPORT

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CHAPTER 5

ENGINEERING SUPPORT

5000. INFORMATION. Engineering support for Reserve facilities will be accomplished to the extent possible with in-house personnel assets. When requirements exceed the capabilities of in-house personnel, engineering support may be obtained through:

1. EFD's

a. Each EFD of the NAVFACENCOM is responsible for providing technical engineering support to DON activities within their respective area.

b. Specific support from EFD's include:

- (1) Facility inspections.
- (2) Project document preparation.
- (3) Architectural and engineering work and negotiations.
- (4) Contract administration.
- (5) Engineering studies.
- (6) Lease administration.
- (7) Source of technical information.
- (8) Military construction planning and design.

2. Public Works Officer. The Public Works Officer is a Civil Engineer Corps Officer of the Navy responsible for administering engineering functions, construction and utility contracts, and performing other staff duties as assigned by the activity commander. The Public Works Department aboard DON installations is a source of professional engineering support and advice and will be used whenever possible to provide engineering support to Reserve activities that are aboard, or in the immediate vicinity of, a DON installation.

3. Other Than Navy Support. Liaison will be maintained with other DoD components to obtain or provide cross-servicing support, and to enter into cooperative agreements with other Federal, State, and municipal agencies for mutual aid when it is in the best interest of the Government.

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4. Maintenance Service Contracts. Maintenance service contracts may be obtained per the current edition of MCO P4200.15. Contracts with an annual cost of \$2,500 or less may be obtained by Reserve units. Contracts that exceed \$2,500 must be referred to a contracting officer at a major military or other Government activity as outlined in MCO P4200.15.

5001. ACTION. The CG's of the 4th MarDiv and 4th MAW will develop procedures to provide required technical engineering support to Reserve facilities from in-house assets or from other sources outlined in paragraph 5000.

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CHAPTER 6

FIRE PROTECTION AND FACILITIES SAFETY PROGRAM

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CHAPTER 6

FIRE PROTECTION AND FACILITIES SAFETY PROGRAMS

6000. GENERAL

1. Fire Prevention/Protection Program. Fire prevention and protection must be considered in relation to the Marine Corps mission and include all measures relating to prevention and detection of fires to prevent loss of life, injury, and property damage. The current edition of MCO P11000R.17 provides guidelines for a fire prevention/protection program for Marine Corps Reserve activities.

2. Facilities Safety Program. Safety is an essential element of an effective facilities management program. Safety factors will always be considered in the development of projects for maintenance, repair, and construction and the daily operation of Reserve facilities. NAVMC 2692, Unit Safety Program Management Manual and Marine Corps Ground Occupational Safety and Health (GOSH) Program Manual and 29 CFR 1910, OSHA 2206, Safety and Health Standards provide guidelines for development and operation of a facilities safety program.

6001. ACTION. The CG's 4th MarDiv and 4th MAW will issue instructions to supplement those contained in the directives listed in paragraph 6000 to ensure that each Reserve facility has an effective safe driving, fire prevention, and ground occupational safety and health program. Safe driving, fire prevention, and ground occupational safety and health shall be included in command inspection checklists.

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CHAPTER 7

HOUSING MANAGEMENT AND LEASING

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CHAPTER 7

HOUSING MANAGEMENT AND LEASING

7000. GENERAL. Reserve centers are designed and constructed as training facilities per the current edition of NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations. As such, they are ill-suited for providing billeting accommodations. However, billeting of personnel in Reserve centers may be approved under those conditions outlined below.

7001. POLICY

1. Permanent Billeting of Active Duty Personnel. Existing Reserve facilities that have space in excess of requirements outlined in NAVFAC P-80 may be modified with O&MMCR funds to provide billeting of unaccompanied personnel in areas with an excessively high cost of obtaining quarters in the civilian community. Space converted to support billeting of personnel will meet the occupancy standards contained in the current edition of MCO P11000.18.

2. Temporary Billeting of Active Duty Personnel

a. Unaccompanied active duty personnel reporting to a Reserve activity with problems that preclude the immediate acquisition of quarters in the civilian community may be voluntarily provided temporary quarters within a Reserve facility (where appropriate) for the minimum amount of time necessary to obtain civilian quarters. Concurrence of the Reserve center commander must be obtained prior to billeting anyone in a joint service Reserve center. Space provided for temporary billeting in Reserve centers is classified as inadequate. Unaccompanied personnel are not entitled to payment of basic allowance for quarters (BAQ) or certification of nonavailability of government quarters when inadequate quarters are occupied voluntarily. Reserve centers must be equipped with the following features before an individual may be billeted overnight:

- (1) Smoke detectors.
- (2) Billeting area must be near exits with emergency lighting and doors must have panic hardware.
- (3) Toilet and shower facilities.

b. Straggler/Deserters. Personnel in an unauthorized absence or deserter status who report back to military control at a Reserve activity will normally be processed as outlined in current edition of MCO 5000.10 (Return of Absentees). Personnel in an unauthorized absence or deserter status will not be billeted overnight in a Reserve center unless there are no other means available to provide the required billeting. Concurrence of the Reserve center commander must be obtained prior to billeting personnel in a joint service Reserve center. Facility requirements listed in paragraph 7001.2a, preceding, must be available. Before billeting stragglers or deserters, I-I will:

(1) Determine if transient billeting space is available at any local military installation. These facilities will be used for billeting if available.

(2) Determine if local law enforcement detention facilities are available and meet adequate standards for the detention of military personnel. The use of civilian detention facilities for billeting of personnel should be evaluated on a case by case basis since not all stragglers require incarceration.

3. Billeting of Members of the SMCR. Members of the SMCR performing inactive duty training are authorized to be billeted overnight at commercial hotels/motels under the following conditions:

a. Member must reside outside a 50-mile radius from the site at which authorized drills are performed unless terrain or large bodies of water require driving more than 50 miles.

b. Member must be in a drill status and performing inactive duty training at a drill site or executing inactive duty training orders.

c. Member must be performing multiple scheduled drills (minimum of two, 4-hour training periods exclusive of meal hour) on the day following use of commercial billeting. If, due to scheduling constraints, the I-I needs to hold one drill period on a Friday evening, two on Saturday, and one on Sunday morning, then the reservists may be provided commercial billeting both Friday and Saturday nights.

d. Rooms provided will be on a double occupancy basis with like sexes (officers separate from enlisted). An exception would be a husband and wife who are members of the SMCR and who perform drills on the same day. If a member brings their spouse (who is not a member of the SMCR) to the hotel/motel, a room will not be provided for the member and spouse.

e. The commercial billeting program provides for overnight lodging only; it does not provide for meals, telephone calls, or.

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any other service provided by the hotel/motel.
Guidelines for the issue and sale of meals to SMCR
personnel are provided in the current edition of MCO
10110R.1.

f. Personnel will wear the seasonal service uniform
or appropriate civilian attire at the commercial
billeting site.

4. Funding for Commercial Billeting. O&MMCR funding
will be used to pay for the commercial billeting of
SMCR personnel. The CG's 4th MarDiv and 4th MAW will
budget for their respective requirements.

5. Personnel Requirements. Members of the SMCR are
not subject to the uniform code of military justice
during periods between drills since they are
considered to be in a civilian status. In view of
this fact, each member meeting the criteria for
overnight commercial billeting will be required to
sign the following statement on each occasion that
commercial billeting is provided:

a. I certify that I am in a drill pay status and
reside that 50 miles from my drill site.

b. My acceptance of commercial billeting is
VOLUNTARY.

c. I agree to satisfactorily perform at least two, 4-
hour drill periods on the day following my use of
commercial billeting. If I do not satisfactorily
perform the drill, I will reimburse the Marine Corps
for the cost of the commercial billeting used by me.

d. I understand that disability benefits under Title
10, USC, Section 6148, are not applicable to me
during the period of overnight billeting.

e. I understand that any misconduct or infraction-of
law while billeted overnight before drills or
between drills falls under the jurisdiction of civil
authorities and that all offenses will be reported
to such authorities.

f. I agree to reimburse the Marine Corps for any
payments the Marine Corps should make for loss or
damage to the billeting establishment caused by my
acts or negligence. If collection from me on either
of these accounts becomes necessary I consent to
repayment of the debt through the withholding of pay
per Section 70701 of the Department of Defense
Procurement Manual. I understand that commercial
billeting provides for a room only and that I must
reimburse the hotel/motel for any

charges above the basic room rental rate that were created as a result of my actions.

6. New Construction of Bachelor Quarters at Reserve Activities. Bachelor enlisted quarters (BEQ) and bachelor officer quarters (BOQ) may be constructed at Reserve activities using MCNR funding when the active duty personnel population requiring government quarters is large enough to economically justify the project. Bachelor quarters can also be constructed for SMCR personnel who reside outside a 50-mile radius from their drill site, but only upon the completion of an economic analysis which determines that such construction would be more economical to the government than providing local, commercial contract billeting during drill periods.

7. Leasing. Bachelor housing may be leased for active duty personnel per MCO P11000.18A, chapter 5. Funding to support bachelor leased quarters will be provided by the CG's 4th MarDiv and 4th MAW.

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8000. GENERAL INFORMATION. Upon the mobilization and departure of SMCR units from their Reserve center/facilities, a continuing requirement for the management of these facilities will remain. Actions such as the disposition of "remain behind" equipment and garrison property, the provision of facility support to Marine Corps Mobilization Stations and other post M-day Reserve facility users (i.e., casualty assistance teams), and the eventual closure of unneeded facilities for the duration of the national emergency must be planned for and accomplished.

8001. RESPONSIBILITIES

1. Upon the partial or full mobilization of the SMCR, the Base Operations Section of the 4th MarDiv headquarters will transition to its wartime table of organization (T/O) (7900W, Base Support Center), which includes augmentation by a "station keeper" billet at each Reserve center/site where units of the 4th MarDiv/4th MAW are located. The Director, Base Support Center (BSC) will remain under the command and control of the CG 4th MarDiv until the Division Headquarters relocates from New Orleans. At that time, the command and control of the BSC will transition to the CMC I&L).

2. The CG's of the 4th MarDiv and 4th MAW will continue to exercise their facilities management responsibilities until their headquarters are relocated from New Orleans.

3. At those joint service Reserve facilities where the Marine Corps is a tenant, the Director, BSC will keep the host service facility commander aware of any continuing requirement the Marine Corps has for its spaces within the facility. Conversely, the Marine Corps station keeper will keep the Director, BSC apprised of host service plans for the future use or closure of the facility.

8002. FACILITY CLOSURES. At that point after M-day when no continuing use of a Marine Corps-owned Reserve facility has been identified, the facility will be advertised as excess and made available for use by the other military services or Federal agencies for the duration of the national emergency. Marine Corps managed facilities will be returned to their owners if no continuing need can be foreseen. Station keepers at such closed facilities will be reported to the CMC (M) as available for reassignment.