



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
11300
IE&L/LF
02 NOV 2015

POLICY LETTER 13-15

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: FACILITIES INITIATIVES REVIEW AND APPROVAL PROCESS

Ref: (a) BaseO 11010.3, Standard Operating Procedures for Facilities
Management Services/Support (Short Title: SOP for FMSS)

1. Purpose. Provide additional guidance regarding the reviews and approvals required for any planned actions involving facilities aboard Marine Corps Base (MCB) Hawaii.

2. Cancellation. Policy Letter 7-12.

3. Information

a. The intent of the review and approval process is to ensure our facilities meet future and current mission requirements. This process is an important and necessary step to guarantee initiatives involving maintenance, repair, alteration, or construction of our facilities are done properly and in accordance with all applicable building codes, safety regulations, environmental laws, the MCB Hawaii master plan and other governing directives.

b. As new structures are built, they must be compatible with the overall architectural theme of the base. This does not mean every new building should be an exact copy of the others, instead this relates to color, exterior accents, roofing materials, roofline, landscaping, etc. The concept is to promote creativity, while ensuring an architectural theme that will look good now and in the years to come.

c. The Director, Installations, Environment and Logistics (IE&L) serves as the hub for all facilities related issues aboard MCB Hawaii. The Director, IE&L functions as the approval authority for new construction as well as any significant alterations, repairs, or maintenance. All new construction and exterior architectural designs including any significant alterations, repairs, or maintenance, must be staffed through the Director, IE&L for approval.

4. Scope. The activity funding the initiative is responsible for preparing and routing all required reviews and documents through the IE&L Director. This includes design review, site approval forms, digging clearance forms, maintenance, repair, alteration or construction approval forms. All Facilities Department approvals must be granted prior to construction. To minimize risk to public safety, the Facilities Department reserves the right to stop all work for any life/safety code violations. This policy letter shall be incorporated into unit and directorate operating procedures.


S. C. KILLEEN

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