

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

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Facilities Engineering
Repair, Maintenance, and Alteration Procedures for Building 3400

FOR THE COMMANDER:

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Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Pamphlet is approved for public release.

Executive Summary. For use of this pamphlet, see United States Military Entrance Processing Command (USMEPCOM) Regulation 420-3 (USMEPCOM Facilities Management). This pamphlet defines the procedures for requesting repair, maintenance, and alterations (RMA) within Building 3400.

Applicability. This pamphlet applies to United States Military Entrance Processing Command (USMEPCOM) personnel in Building 3400.

Supplementation. Supplementation of this pamphlet is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-4/MEFL-FD (Facilities). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**This pamphlet supersedes USMEPCOM Regulation 420-3, January 19, 2006

This regulation contains a number of major revisions and must be reviewed in its entirety to have a clear understanding of all revisions

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1. Purpose

The purpose of this pamphlet is to provide procedures for the Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) staff to request repair, maintenance, and alteration (RMA) and janitorial service issues within Building 3400.

2. References

References are listed in appendix A.

3. Abbreviations

Abbreviations are explained in the glossary.

4. Overview

J-4/MEFA-FD) is the proponent for all RMA requests in Building 3400. RMA for Building 3400 is for repairs, alterations, and space allocations within the building, including maintenance and janitorial services.

a. By intra-service support agreement with the Naval Station Great Lakes (NSGL), HQ USMEPCOM occupies Building 3400. The Naval Facilities Engineering Command (NAVFAC) contracts through NSGL to perform repairs on Building 3400 and for janitorial services.

b. J-4/MEFA-FD receives, validates, coordinates, processes, monitors, and acts as liaison between HQ USMEPCOM, NAVFAC, and the NSGL Building Manager for RMA requests and issues pertaining to HQ USMEPCOM in Building 3400. J-4/MEFA-FD also validates space needs and allocates the assignment of space to organizations within the Headquarters.

5. Building alterations and space allocations

a. J-4/MEFA-FD designated individual will be the RMA point of contact (POC) for all alteration and space allocation requests for HQ.

b. The J-4/MEFA-FD designated individual RMA POC will collect information and submit all requests to the NAVFAC (Assistant Public Works Officer) APWO for planning and cost estimates. If the cost estimate is approved by HQ/J-4/MEFA-FD, and funds become available, a MIPR will be submitted to NAVFAC for commitment.

c. J-4/MEFA-FD will track alteration requests. The J-4/MEFA-FD, or the designated representative will provide a status report of building alteration projects, as needed.

6. Maintenance and repair requests

a. During duty hours.

(1) Individuals in Building 3400 will contact the J-4/MEFA-FD Command representative/POC with maintenance and repair requests (e.g., problems with air conditioning, ventilation, heating, lighting, latrine).

b. **After duty hours.** Individuals in Building 3400 will contact the USMEPCOM security guard to report after-duty-hours immediate maintenance issues (e.g., water leaks, broken windows, storm damage). Contact the security guard by phone at (847) 688-3680, ext. 7637.

7. Janitorial services

a. Individuals in Building 3400 will contact the J-4/MEFA-FD representative/POC directly to report janitorial issues.

Appendix A
Glossary

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

NAVFAC

Naval Facilities Engineering Command

NSGL

Naval Station Great Lakes

POC

point of contact

RMA*

repair, maintenance, and alteration

USMEPCOM

United States Military Entrance Processing Command

APWO

Assistant Public Works Officer