

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

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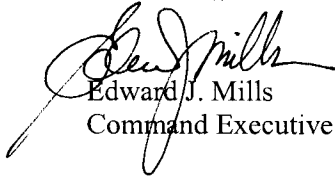
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**Facilities Engineering**  
**REPAIR, MAINTENANCE, AND ALTERATION PROCEDURES FOR BUILDING 3400**

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FOR THE COMMANDER:

OFFICIAL:



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DISTRIBUTION

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**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.

**Suggested improvements.** The proponent agency of this pamphlet is HQ USMEPCOM, J-4 /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/MFA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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#### A. References

### Glossary

#### 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/Facilities Directorate (J-4/MFA) 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 intraservice support agreement with the Naval Training Center (NTC), HQ USMEPCOM occupies Building 3400. The Naval Facilities Engineering Command (NAVFAC) contracts through NTC to perform repairs on Building 3400 and for janitorial services.

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

#### 5. Building alterations and space allocations

a. Directors and special/personal staff officers will designate an individual to be the RMA point of contact (POC) for alteration and space allocation requests within their directorate or office.

b. Individuals will contact their directorate or office RMA POC to establish alteration and space allocation requirement requests. The RMA POC will collect information for the request to prepare USMEPCOM Form 420-3-1-R-E (Facility Work Request) and submit it to J-4/MFA, Architecture and Engineering Division. J-4/MFA will review the request for approval and funding.

c. If the request is approved, an initial cost estimate will be provided to the requesting director or special/personal staff officer for inclusion in the annual budget. When funds become available, a work order will be submitted to NAVFAC.

d. J-4/MFA will track alteration requests. The Director, J-4/MFA, or the designated representative will provide a status report of building alteration projects to the staff, as requested.

## **6. Maintenance and repair requests**

### **a. During duty hours.**

(1) Individuals in Building 3400 will contact the Building 3400 Manager directly by e-mail (global address book, "Building 3400 Management," [Building3400Management@fis.mepcom.army.mil](mailto:Building3400Management@fis.mepcom.army.mil)) with maintenance and repair requests (e.g., problems with air conditioning, ventilation, heating, latrine).

(2) If maintenance is not performed within a reasonable amount of time, the requester will contact J-4/MFA.

**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 NTC contract surveillance representative directly by e-mail (global address book, "Building Cleaning") to report janitorial issues.

b. If janitorial issues are not resolved, contact J-4/MFA.

c. Lighting is a janitorial responsibility. Individuals will report lighting issues to the local janitorial service personnel for repair.

**Appendix A**  
**References**

***Section I*** (The publications needed to comply with this regulation.)  
***Required Publications***

None

***Section II*** (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)  
***Related Publications***

None

***Section III*** (Publications prescribed by this regulation.)  
***Prescribed Publications***

None

***Section IV*** (The forms needed to comply with this regulation.)  
***Required Forms***

**DA Form 2028**

Recommended Changes to Publications and Blank Forms. Cited in “Suggested improvements” paragraph.

(<http://www.apd.army.mil/pub/eforms/pdf/a2028.pdf>)

**USMEPCOM Form 420-3-1-R-E**

Facility Work Request. Cited in paragraph 5c.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/pubs>)

***Section V*** (The forms prescribed by this regulation.)  
***Prescribed Forms***

None

***Section VI*** (The file numbers this regulation prescribes for the user to file specific documents.)  
***Required Record Numbers***

None

**Glossary**

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**NAVFAC**

Naval Facilities Engineering Command

**NTC**

Naval Training Center

**POC**

point of contact

**RMA\***

repair, maintenance, and alteration

**USMEPCOM**

United States Military Entrance Processing Command

\*USMEPCOM-unique acronym