



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350

MCICOMO 11000.1

G-F

JUL 31 2018

MARINE CORPS INSTALLATIONS COMMAND ORDER 11000.1

From: Commander

To: Distribution List

Subj: MAINTENANCE RESPONSIBILITY UNIT IDENTIFICATION CODE (UIC) HOLDER
RESPONSIBILITIES

Ref: (a) MCO 5400.54
(b) MCO 7300.21B
(c) DoDI 4000.19
(d) OUSD Memorandum, "Accounting Policy Update for Financial Statement Reporting for Real Property Assets," dated 30 Sep 2015
(e) DoDD 5100.03
(f) MCO 11000.5
(g) DoDI 1015.15
(h) DoDI 1000.15
(i) OUSD (AT&L) Memorandum, "Standardizing Facility Condition Assessments," dated 10 Sep 2013

1. Purpose. To issue policy and procedures governing the management of facilities and infrastructure on Marine Corps installations and to clarify host-tenant responsibilities in which the host is not assigned as the Maintenance Responsibility Unit Identification Code (UIC) holder.

2. Background

a. In accordance with reference (a), Commander, Marine Corps Installations Command (MCICOM) is designated as the single authority for all Marine Corps installations matters. MCICOM exercises command and control of regional installations commands, establishes policy, exercises oversight, and prioritizes resources to optimize installation support to the operating forces, tenant commands, Marines, and family members.

b. Marine Corps facilities are generally categorized as buildings, structures, or linear structures. Detailed data on each facility is maintained in the internet Naval Facilities Asset Data Store (iNFADS), the Department of the Navy's (DON) authoritative record of real property assets. Each facility record includes numerous data elements, including Maintenance Fund Source Code (MFSC) and Maintenance Responsibility UIC. These data elements indicate the type of funds used for maintenance and repair of a facility and the UIC of the activity responsible for funding facility sustainment, restoration, and modernization (FSRM) costs for the preservation of the facility. For appropriated fund organizations, these data elements, along with related sustainment fund source codes and sustainment organization codes, dictate which organizations receive FSRM funds to maintain the facilities infrastructure. Although the host is normally identified as the Maintenance Responsibility UIC holder for real property on Marine Corps installations, several exceptions exist which are described in paragraph 4.d.

3. Policy

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a. Maintenance Responsibility UIC holders are responsible for budgeting and funding facility requirements subject to this Order in accordance with references (b), (c), and (d).

b. The installation (host) will be assigned the Maintenance Responsibility UIC for all exclusive and shared use real property facilities on Marine Corps installations except for the instances outlined in paragraph 4.d. below, when tenant activities have exclusive use or occupy at least 90 percent or more of the real property asset. The 90 percent threshold acknowledges that from an operational and economic benefit perspective, there is a level of usage below 100 percent which should require the tenant to be responsible for maintenance as well as financial reporting required by reference (e).

c. The host installation will be assigned the Maintenance Responsibility UIC for all facilities utilized by Marine Corps Reserve (MARFORRES) units per reference (f). In accordance with reference (f), MARFORRES will be responsible for operational costs.

d. As outlined in paragraph 4.d.(1) through 4.d.(13), tenant command activities on board Marine Corps installations will be assigned the Maintenance Responsibility UIC and have fiducial responsibility to budget for and receive funding to maintain the real property facilities they exclusively use or occupy/control at least 90 percent of the asset. Host-tenant support agreements with Maintenance Responsibility UIC tenant, per reference (c), will formally establish funding responsibilities for real property asset FSRM and Base Operating Support (BOS) requirements. Inter-service support agreements (ISSA), memorandums of understanding (MOU), and use agreements must be developed to support the rights and financial reporting responsibility regarding these assets.

(1) Facilities used exclusively by a Defense or Navy Working Capital Fund (NWCF) tenant activity to provide a NWCF product or service, or those facilities occupied entirely by NWCF personnel who produce or deliver NWCF products and services. If a NWCF tenant activity is the exclusive user of an entire site designated as a special area in INFADS, the NWCF tenant will hold the Maintenance Responsibility UIC for all assets within the special area including the roads, sidewalks, parking lots, perimeter fence line, and entry control points.

(2) Facilities used exclusively by a Defense Agency or other Federal Agency activity (e.g., Defense Intelligence Agency, Defense Logistics Agency).

(3) Facilities used exclusively by a Military Department or component activity of the Department of Defense (DoD) (e.g., Army, Air Force, Navy, Coast Guard). This exception does not apply on joint bases where the Maintenance Responsibility UIC will be assigned in accordance with Joint Basing Implementation Guidance (JBIG).

(4) Facilities used exclusively by state-sponsored National Guard units.

(5) Facilities used exclusively by a Combatant or Subordinate Unified Command where the Secretary of the Navy is not assigned as the Combatant Command Support Agent (CCSA) per reference (g). In this instance, the Maintenance Responsibility UIC will be assigned to the activity designated by

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the CCSA.

(6) Facilities (300 and 500 category code series) used exclusively for Research and Development (300) or by a Defense Health Agency activity (500) to deliver medical or dental services.

(7) Facilities that are government-owned, contractor-operated. In this instance, the Maintenance Responsibility UIC will be assigned to either the sponsoring tenant activity or the contractor depending on terms and conditions of the contract.

(8) Facilities used by Marine Corps Community Services or other non-appropriated fund activities where appropriated FSRM funding support is not authorized per reference (h).

(9) Any facility that has been transferred to the Base Realignment and Closure (BRAC) Program Management Office for disposal. In this instance, the Maintenance Responsibility UIC will be the assigned BRAC Caretaker Support Office and will not require a host-tenant support agreement.

(10) Any outgranted facility that requires the outgrantee to be responsible for FSRM per the terms and conditions of the respective real estate agreement. The term "outgrant" means any agreement whereby a non-DON entity may, depending on the type of real estate instrument issued, maintain an interest in, or use of, DON-controlled real property. This includes leases, licenses, use agreements, host tenant real estate agreements, easements, permits, rights of entry, or any other term applied to a similar agreement.

(11) Any ingranted facility that requires the ingranatee to be responsible for FSRM per terms and conditions of the respective real estate agreement. The term "ingrant" means transactions such as leases, permits or licenses, temporary easements, foreign base rights agreements, and treaties, under which DON acquires less than a fee interest in or control of real property. This exception does not apply if the ingranatee is a host activity or other appropriated fund Marine Corps activity.

(12) Any facility used by a non-Federal or private entity that is not authorized to receive appropriated fund support per reference (i).

(13) Any facility with an established host-tenant agreement, ISSA, or other agreement (i.e., international agreement) that identifies the non-Marine Corps tenant activity as responsible for FSRM.

e. The host installation will hold the Maintenance Responsibility UIC for all common-use facilities which are used, or available for use, by all activities on a Marine Corps installation. Examples include dining halls, chapels, and theaters.

f. The host installation will be assigned the Maintenance Responsibility UIC for vacant/unassigned facilities upon receipt from a tenant activity. The overall condition of the facility, including environmental condition, shall be evaluated prior to relinquishment, or transfer, from a tenant activity with assigned Maintenance Responsibility UIC. The relinquishing activity is responsible to fund an environmental condition assessment. Identified adverse effects due to past facility operations shall be characterized and documented. Adverse effects attributable to the

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relinquishing activity require mitigation prior to acceptance by the host installation. Tenants will not be required to remediate adverse effects of outdated construction practices such as lead or asbestos usage, or documented conditions prior to occupancy. Existing Maintenance Responsibility UIC holders shall be responsible for complying with this Order until the Maintenance Responsibility UIC is successfully transferred.

g. The host installation will be assigned the Maintenance Responsibility UIC for all facilities with multiple tenants (joint-use). However, if a tenant meets one of the criteria in paragraph 4.d. above, the host installation shall establish host-tenant agreement(s) that identify facility sustainment as reimbursable to a tenant or tenants in a joint-use facility. In this case, the sustainment organization code and sustainment fund source code associated with the reimbursable tenant's asset allocation (utilization) record(s) in iNFADS shall reflect the tenant's organization and fund source code used by the tenant to fund facilities sustainment.

h. The restoration/modernization organization code and restoration/modernization fund source code in iNFADS shall reflect the organization responsible for funding facilities restoration and modernization unless alternate arrangements are agreed upon. Support agreements and other directives may be applicable.

i. Regardless of the Maintenance Responsibility UIC assignment, the host installation is responsible for providing facilities sustainment, restoration and modernization services in accordance with the established ISSA, MOU, or other agreement.

j. Regardless of the Maintenance Responsibility UIC assignment or arrangements for sharing facilities sustainment responsibilities in joint-use facilities, non-Marine Corps tenants are responsible for certain FSRM requirements as outlined below:

(1) Additions, improvements, alterations, and/or rehabilitation of facilities for the tenant's occupancy or use (tenant-specific requirements which are beyond the scope of the host's responsibilities to maintain the existing structures).

(2) Maintenance and repairs, beyond normal wear and tear and without limitation, caused solely by the tenant's occupancy or use of the facilities.

(a) Normal wear and tear implies the maintenance requirement would exist regardless of tenant. Examples include periodic painting, carpet repair/replacement, and change of occupancy preparations created by rotating staff. Although a host can reasonably be expected to provide this maintenance, budget constraints may hinder a host's ability to provide it.

(b) Beyond normal wear and tear implies a requirement would not exist for a typical occupant. The requirement is often generated by special equipment that creates a need for a facility modification. Modifications to return a facility to original condition would also be considered beyond normal wear and tear.

k. All Maintenance Responsibility UIC activities, regardless of whether the host or tenant, shall ensure that management of their assigned facilities and infrastructure meet the standards outlined in reference (f), section 4.b.(5)(c). Proper management, prioritization of resources, and timely correction of life, safety, or health discrepancies not only extend the service life of existing facilities, but also enable organizations to function at their most efficient and effective level. Additionally, preventive maintenance reduces unplanned maintenance and repair actions which are inherently more expensive, time consuming, and disruptive to daily operations.

l. To properly execute FSRM responsibilities and ensure the safety and security of Marine Corps facilities, Maintenance Responsibility UIC holders are responsible for the necessary planning, inspections and condition assessments, hazardous material surveys, project development and design, environmental compliance, and compliance with energy reduction and cybersecurity mandates.

4. Responsibilities

a. Installation Commanders

(1) Properly maintain real property data in iNFADS to support efficient planning, management and reporting of shore facilities and infrastructure. This includes updating real property record cards for assets on the installation regardless of Maintenance Responsibility UIC. The accuracy and completeness of the facility data in iNFADS is the responsibility of the appointed Real Property Accountability Officer (RPAO).

(2) Establish working relationships with all supported commands and tenant activities and ensure support agreements are established in accordance with reference (c). Support agreements shall clearly identify whether the host or tenant will hold the Maintenance Responsibility UIC for occupied facilities and whether the responsibilities described in this Order are reimbursable or non-reimbursable.

(3) Ensure Real Property Inventory (RPI) data is current and accurate, periodic asset evaluations are conducted every three or five years as appropriate, and updates are incorporated into authoritative information systems in a timely manner.

(4) Ensure all shore facilities have a component-level condition index and facility condition index, periodic condition assessment updates are conducted at least every five years, and updates are incorporated into authoritative information systems in a timely manner.

(5) Ensure that the RPAO takes an active role in assessing the condition of facilities proposed for Maintenance Responsibility UIC transfer and formerly accept Maintenance Responsibility UIC for facilities when it has been determined that conditions of this Order have been met.

(6) Any conflicts or disagreements related to Maintenance Responsibility UIC will be resolved by the Regional Commander and Maintenance Responsibility UIC holder chain of command based on advice by the Regional Engineer.

b. Maintenance Responsibility UIC Holders

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(1) Manage facilities and infrastructure in accordance with this Order to minimize impact to daily operations and risk to mission and shore readiness.

(2) Ensure reporting of any changes to real property record cards to installation RPAO for update in INFADS.

(3) Budget and fund facility requirements subject to this Order in accordance with references (b), (c), and (d).

(4) Fund Facilities Condition Assessment Program (FCAP) condition assessments, RPI asset evaluations, and other facility requirements where the host is not responsible.

c. Non-Maintenance Responsibility UIC Holders

(1) Ensure installation RPAO is notified of any changes to real property record cards for update in INFADS.

(2) Work with installation to develop ISSA, MOA, or other use agreement.

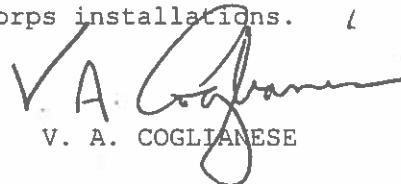
(3) Comply with established ISSA, MOA, or other use agreement.

(4) Provide funding via project order annually.

(5) Provide funding for any project cost above the original project order.

5. Review and Effective Date. MCICOM will review this Order annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Marine Corps policy and statutory authority.

6. Applicability. This Order applies to all MCICOM regions, installations, and tenant activities on Marine Corps installations. /


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