



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 10460.3
B 27
23 Aug 10

MARINE CORPS BASE ORDER 10460.3

From: Commander

To: Distribution List

Subj: ENGRAVING/WOODWORKING SERVICES

Encl: (1) Sample Letter (Metal Engraving)

(2) Sample Letter (Woodworking Services)

1. Purpose. To promulgate instructions for obtaining engraving/woodworking services.

2. Cancellation. MCBO 10460.1A.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information. The Marine Corps Base, Quantico (MCBQ) Brig has the ability to engrave metal name tags and plates, and to provide woodworking services to support local activities.

a. Request Process. Requests for engraving and requirements for special engraving (i.e., stylized lettering, scrollwork, etc.) will be informally addressed in writing by email to the workshop supervisor or by phone/visit to the facility. A typewritten sample letter work request format is included in the enclosures. The request may include a diagram of the work requested. All requests will be handled on an individual case-by-case basis only, as time permits.

b. Metal (Brass or Aluminum)

(1) Turnaround time per request is 15 working days. Requests for multiple items may require 20 working days or more depending on the quantity and type of engraving required.

(2) To preclude breakage and damage to the plaques or trophies, addressees are requested to deliver the request and material to the MCBQ Brig, Bldg. 3247. When notified, the customer will pick up the completed material at the same location.

(3) Jeweler's brass, 12 by 12 inches, is available through local commercial sources and may be obtained by requisitioning through normal supply channels.

(4) The engraving workshop does not maintain a supply of brass or aluminum. The requesting activity will be notified immediately in the unlikely event of spoilage for nonstick metal construction. Any spoilage by the engraver will have to be furnished by the individual requesting the service. Engraving of aluminum will be done at the requesting activity's risk.

c. Woodworking

(1) Timeframes for return of woodworking projects will be determined at the time of the request. Normal turnaround time for projects will be 14-21 days depending upon the workshop's current workload.

(2) All items required for projects must be supplied by the requesting unit (i.e., wood, stain, polyurethane, plexiglas, etc.). All items to complete a project must be brought into the workshop at the time that the request is accepted.

5. General. Requests official in nature will be prioritized for completion ahead of unofficial requests. Due to the nature of the request process it is recommended that all unofficial requests are submitted 30 days prior to the desired completion date. Some examples of each request are listed below.

a. Official Request

- (1) Marine of the Month.
- (2) Marine of the Quarter.
- (3) Honor Graduate, Sergeant's Course.

b. Unofficial Request

- (1) K-Bars/knives/watches.
- (2) Smoking Lamp.
- (3) Plaques for individual transferring, retiring, etc.

6. Action. Activity heads should anticipate their needs and observe the timeframes cited in the above paragraphs.

/s/
M. M. KAUZLARICH
Chief of Staff

DISTRIBUTION: A

SAMPLE LETTER (METAL ENGRAVING)

HEADING

10460
Code
Date

From: Commanding Officer/Branch Heads
To: Brig Officer, Marine Corps Base, Quantico Brig
(Attn: Workshop)

Subj: METAL ENGRAVING REQUEST

Ref: (a) MCBO 10460.3

1. Per the reference, it is requested that two brass/aluminum plates be engraved as listed below.

I. M. MARINE
HONOR GRADUATE, SNCO ACADEMY
1 FEB 2010 - 20 Mar 2010

A. J. SQUARED AWAY
MARINE OF THE QUARTER, SCTY BN
1 OCT 2010 - 31 OCT 2010

2. Upon Completion of the work requested, please notify
_____ at extension_____.

J. T. AVERHART

ENCLOSURE (1)

SAMPLE LETTER (WOODWORKING SERVICES)

HEADING

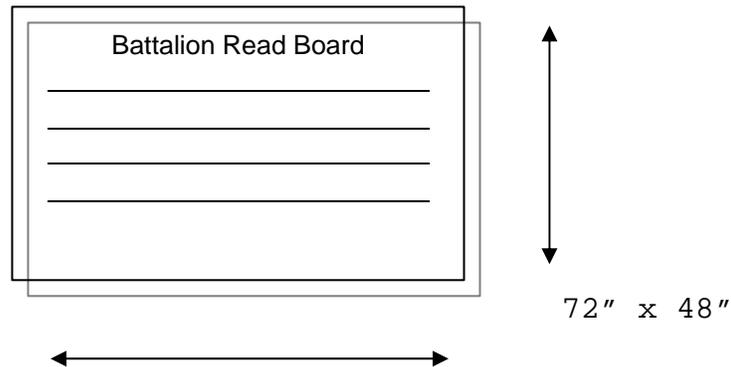
10460
Code
Date

From: Commanding Officer/Branch Heads
To: Brig Officer, Marine Corps Base, Quantico Brig
(Attn: Workshop)

Subj: WOODWORKING REQUEST

Ref: (a) MCBO 10460.3

1. Per the reference, it is requested that a battalion bulletin board be constructed as shown below: (Note: Ensure all measurements are included in the request). Measurements are for two brass/aluminum plates to be engraved as listed below.



2. Upon Completion of the work requested, please notify _____ at extension_____.

J. T. AVERHART

ENCLOSURE (2)