



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

MCBO 10460.1A
B 27
17 Apr 98

MARINE CORPS BASE ORDER 10460.1A

From: Commanding General
To: Distribution List

Subj: ENGRAVING/WOODWORKING SERVICES

Encl: (1) Sample Letter (Name Tags)
(2) Sample Letter (Metal Engraving)
(3) Sample Letter (Woodworking Services)

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

2. Cancellation. MCBO 10460.1.

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

4. Information. The MCB Brig has the ability to engrave plastic or metal name tags and plates, and to provide woodworking services to support local activities.

a. Plastic Name Tag

(1) A typewritten request will be submitted in triplicate using the format shown in enclosure (1). For name tag engraving, a typewritten roster of names listed in alphabetical sequence, will be submitted along with the appropriate quantity of blank tags, plus 10 percent for breakage or engraving error.

(2) A minimum of 15 days turnaround time is required for less than 100 tags, and 20 days for quantities greater than 100.

(3) To preclude breakage and damage to name tags, addressees are requested to deliver their requests and material to the MCB Brig, Bldg. 3247. When work is completed, the customer will be notified for pickup, and any unused blanks will be returned to the customer. Only blank name tags (NSN 8455-01-G55-8122), 5/8 by 3 inches, will be engraved with single line, last name, in 5/16 of an inch letters.

b. Metal (Brass or Aluminum)

(1) A typewritten request will be submitted in triplicate using the format shown in enclosure (2).

(2) The 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.

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

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

(5) 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 **nonstock** 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. Special Engraving. Requests for special engraving requirements (i.e., stylized lettering, scrollwork, etc.) will be addressed in writing to the Brig Officer, MCB Brig, Bldg. 3247. Special requests will be handled on an individual case-by-case basis **only**, as time permits.

d. Woodworking

(1) A typewritten request will be submitted in triplicate using the format shown in enclosure (3). The request will include the woodworking requirements and a diagram of the requested work.

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

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

5. General. Only engraving requests of an official nature will be accepted from units not having engraving capabilities. Some examples are as follows:

a. Official Request

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

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b. Unofficial Reauest

(1) K-Bars/knives/watches.

(2) Smoking lamps.

(3) Plaques for individuals transferring, retiring, etc.

6. Action. Activity heads desiring engraving services will submit requirements using the formats illustrated in the enclosures. Anticipate your needs and observe the timeframes cited in the above paragraphs.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

SAMPLE LETTER (NAME TAGS)

HEADING

10460
Code
Date

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

Subj: NAME TAG ENGRAVING REQUEST

Ref: (a) MCBO 10460.1A

1. Per the reference, it is requested that 10 name tags be engraved as listed below:

<u>Name</u>	<u>Quantity</u>
ABLE	1
BAKER	1
BROWN	1
CHARLES	1
CLARK	1
DOVER	1
DRIVER	1
EASTER	1
FOSTER	1
GALDS	1

2. Upon completion of work requested, please notify _____
_____, at extension _____.

C. M. CRAMER, JR.

ENCLOSURE (1)

SAMPLE LETTER (METAL ENGRAVING)

HEADING

10460
Code
Date

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

Subj: METAL ENGRAVING REQUEST

Ref: (a) MCBO 10460.1A

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

JAKE M. SWINTON
HONOR GRADUATE, NCO SCHOOL
1 FEB 1998 - 28 FEB 1998

LCPL J. E. GELETKO
MARINE OF THE MONTH
JULY 1998

2. Upon completion of work requested, please notify _____
_____, at extension _____

C. M. CRAMER, JR.

ENCLOSURE (2)

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SAMPLE LETTER (WOODWORKING SERVICES)

HEADING

10460
Code
Date

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

Subj: WOODWORKING REQUEST

Ref: (a) MCBO 10460.1A

1. Per the reference, it is requested that a battalion bulletin board be constructed as shown below: (Note: ensure to enclose measurements).



2. Upon completion of work requested, please notify _____
_____, at extension _____

C. M. CRAMER, JR.

ENCLOSURE (3)