



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22634 5001

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### MARINE CORPS BASE BULLETIN 11101

From: Commander

To: Distribution List

Subj: MARINE CORPS BASE QUANTICO SPRING CLEAN-UP 2014

Ref: (a) MCBO P11000.1A

(b) MCBO 11104.1B

(c) MCBO P5100.1C

Encl: (1) MCBQ Clean-up Personnel Support Requirements

(2) Priority of Effort for the Spring Clean-up

1. Purpose. To provide guidance and instructions to Marine Corps Base, Quantico (MCBQ) Area Commanders, Area Coordinators, Marine Corps Combat Development Command organizations, tenant activities for the conduct of the annual MCBQ Spring Clean-up.

2. Background. In accordance with references (a) and (b), a semi-annual, base-wide clean-up is conducted in the spring and fall. The purposes of the Spring clean-up is to maintain the professional appearance of the Base and properly dispose trash and debris which accumulated, particularly in the common areas, at the ranges and in the training areas, and along the Base perimeter. The clean up is also an ideal time to dispose of unneeded items that clutter work and living areas.

### 3. Information

a. Concept of Operations. The MCBQ Spring Clean-up, involving every organization and family aboard the Base to some extent, will occur 5 May through 9 May 2014. This will be a focused effort to address the common areas and perimeter of the Base. The clean-up will consist of two planning conferences. Dates of these conferences are 10 April, Initial Planning Conference at 1330-1430 and 25 April, Final Planning Conference at 0930.

b. References (a) and (b), assign geographic areas of responsibility to MCBQ Area Commanders and Area Coordinators, as well as outline specified tasks for conducting the Spring Clean-up.

c. MCBQ Area Commanders, Area Coordinators, and Family Housing occupants are responsible for maintaining a high state of police in their respective areas. Police, as defined in this Bulletin, includes cleaning of storm drains, street gutters, and removal of all branches, trash, and debris.

d. Enclosure (1) identifies the military personnel required to support the Spring Clean-up event 5 May - 9 May 2014, targeting the common areas and the perimeter of the Base.

e. Enclosure (2) outlines the priority of effort that will be utilized to employ the working party.

f. Safety: The safety of all personnel participating in the Spring Clean-up is important and must be planned for and supervised. Reference (c), which establishes the MCBQ Safety and Occupational Health Program, provides guidelines and procedures for the safe conduct of the Spring Clean-up.

#### 4. Action

a. Assistant Chief of Staff (AC/S), G-4 (MCBQ Spring Clean-up Coordinator) will:

(1) Develop an overall plan for the conduct of the 2014 MCBQ Spring Clean-up,

(2) Provide overall direction, guidance, and instructions to all concerned for the safe and successful conduct of the Spring Clean-up; refer to the MCBQ Chief of Staff to resolve any issues,

(3) Provide two buses to transport the 75-person police detail during the Spring Clean-up event on 5 May - 9 May 2014,

(4) Provide vehicles with drivers to haul large and heavy type items and furniture on 5 May - 9 May 2014,

(5) Provide one vehicle with driver to haul trash and debris to dumpsters on 5 May - 9 May 2014,

(6) Provide a dedicated vehicle for medical emergencies,

(7) Coordinate the disposal of all furniture and large items with Property Control Office point of contact,

(8) provide two water coolers/jugs with ice water per vehicle, which will be maintained in each vehicle,

(9) Coordinate with Food Service Branch for Mess hall times for each location where working party will be assigned during the meal period.

(10) Provide dedicated road master support to the police detail on 5 May - 6 May 2014,

(11) Coordinate the work of the police detail to clean-up common areas, roadways, and perimeter of the Base,

(12) Provide trash bags, work gloves and required miscellaneous items for the police detail,

(13) Provide additional transportation support to the area commanders and area coordinators, as required, to remove trash and debris, and

(14) Provide large recycling bags to the police detail for the collection of all recyclable glass, paper, and plastic debris.

b. AC/S, G-1 will:

(1) Coordinate sourcing 75 Marines from the organizations identified in enclosure (1) for the police detail to work on 5 May - 9 May 2014. Advise organizations sourcing personnel for the detail of the following:

(a) Communicate date, time, and location for the police detail muster for 5 May - 9 May 2014.

(b) Personnel assigned to the police detail should bring with them: their reflective safety belts; Gortex (as needed); camelbaks; canteens; and/or water bottles for hydration purposes.

(c) The non-commissioned officers are intended to serve as troop handlers for the police detail. They are to report to the Spring Clean-up Staff Noncommissioned Officer-in-Charge (SNCOIC) at the quarterdeck of Lejeune Hall (building (bldg) 3250) at 0800 on Friday, 2 May 2014, in order to conduct a driving tour of their respective routes of police prior to the execution dates. This tour of the area is expected to take two hours.

(2) Provide a by-name roster of the Marines assigned to the detail (indicate those on comrats and provide meal card information for those not on comrats) to the AC/S, G-4 no later than Monday, 21 April 2014.

(3) Publish the Marine Corps Base Quantico Spring Clean-up Bulletin on the MCBQ website.

c. AC/S, GF will:

(1) Coordinate disposal of bulk metal and all recyclable materials (e.g., large scrap aluminum and all types of large cardboard),

(2) Take appropriate actions during this week to assist in the overall beautification of the base,

(3) NLT 2 May 2014, place (2) roll off dumpster for debris and recycling receptacle in the Overflow parking lot adjacent to bldg 3250,

(4) Provide wood chipping capability to dispose of all tree branch/natural wood debris, and

(5) Provide location and times for the Marines to begin the Shore clean up.

d. AC/S, G-6 will provide (6) hand-held communication assets with extra batteries on 5-9 May 2014 for the Spring Clean-up event.

e. Public Affairs Officer will provide appropriate pre and post event coverage of the Spring Clean-up in the Quantico Sentry.

f. Commanding Officer (CO), Security Battalion will:

(1) Provide military police support as necessary on Fuller, Russell, and Purvis Roads for the safety of the Spring Clean-up crews working in those areas. Provide emergency support as required.

(2) Coordinate with Prince William and Stafford County Law Enforcement to assist in traffic control and safety and the policing of the on and off ramps on US Route 1.

g. CO, Headquarters and Service Battalion will provide the Spring Clean-up SNCOIC to supervise the police detail on 5 May - 9 May 2014. The SNCOIC must also be available to participate in the pre-brief and driving tour of the area with the police detail troop handlers at 0800 Friday, 2 May 2014 on the quarterdeck of Lejeune Hall (bldg 3250). SNCOIC will sign for the two water coolers provide by G-4. Coordinate with Base Food Service for water and ice pick up and drop off each day from Bruce hall (Mess Hall) bldg. 2000.

h. Family Housing Neighborhood Mayors will coordinate neighborhood clean-up with Lincoln Military Housing (LMH) and provide advance notification to families of event.

i. Director, Marine Corps Community Services (MCCS) will:

(1) Conduct a police call around all MCCS facilities during the three-day evolution.

(2) Provide luncheon on the 9th of May at 1130 for the 75 Marines. Location will be at Barnett Pavilion, Barnett Field.

j. Commanders, Officers-In-Charge and Building Managers:

(1) Internally, coordinate and conduct an aggressive clean up of assigned areas (as identified in reference (b) from 5 May - 9 May 2014. This clean-up will focus on the removal of leaves, sticks and debris in preparation for the summer season. Police all visible areas into wood lines. Additionally, ensure that a thorough field day of all buildings in your assigned area is conducted,

(2) Submit work requests to the Facilities Maintenance Section (FMS) no later than 15 May 2014, for signs that need to be repainted or repaired,

(3) Place debris and trash collected in the one roll-off dumpsters that will be staged in the overflow parking lot across from Lejeune Hall (bldg 3250). These dumpsters are to be utilized only for disposal of debris and trash. Under no circumstances should cardboard boxes, furniture or hazardous material be placed in the roll-off dumpster,

(4) Coordinate disposal of bulk metal and paper recyclable materials (e.g., large scrap aluminum and all types of large cardboard) with the G-5 Facilities Support Contracting Office point of contact, and

(5) Coordinate disposal of hazardous materials (e.g., paints, solvents, car batteries, etc.) with the Solid and Hazardous Waste Program Manager, Environmental Compliance Section. The Solid and Hazardous Waste Program Manager can assist in determining whether a particular item is classified as hazardous material requiring special handling for disposal.

k. Police Detail

(1) Personnel comprising the police detail are to muster at the overflow parking lot behind Lejeune Hall (bldg 3250) at 0800, Monday, 5 May 2014.

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(2) The noncommissioned officers will serve as troop handlers for the police detail. They are to report to the Spring Clean-up SNCOIC in Lejeune Hall (bldg 3250) at 0800 on Friday, 2 May 2014, in order to conduct a driving tour of their respective routes of police; this tour of the area is expected to take two hours.

#### 5. Coordinating Instructions

a. Uniform. Military personnel participating in the MCBQ Spring Clean-up are to wear the Desert MARPAT uniform and personal protective equipment and reflective belt as required.

b. Vehicles. All vehicles in support of the Spring Clean-up are to report to the overflow parking lot located behind Lejeune Hall (bldg 3250) NLT 0800, 5 May 2014.

#### 6. Points of Contact

(1) MCBQ Spring Clean-up Coordinators: The 2014 MCBQ Spring Clean-up Coordinators are Gunnery Sergeant (GySgt) Saucedo (703)784-1909 and Larry Eck, (703)784-2883.

(2) Director G-1: Master Gunnery Sergeant M. Wagner, (703) 784-2681.

(3) Director G-3: Major (Maj). F. Glencamp, (703) 784-3420.

(4) AC/S G-4: Larry R. Eck, (703) 784-2883.

(5) Director GF: Mr. E. Rupe, (703) 432-1330.

(6) G-6: Maj. J. Cotto, (703) 432-4783.

(7) Security Battalion: Lieutenant S. E. Burke, (703) 784-6687.

(8) Public Affairs: J. Elise Van Pool, (703) 432-2388.

(9) GF Facilities Support Contracting Office: Mr. James Bracken, (703) 784-1223.

(10) Navy Recycling: Mr. Kenny Wright, (703) 784-2333.

(11) Solid and Hazardous Waste Program Manager, Environmental Compliance Section: Major P. A. Baker, (703) 432-0536.

(12) Property Control Office: Mr M. Selbe, (703) 784-6430 (for SERVICEABLE furniture); and (703) 784-5397/98 (for UNSERVICEABLE furniture and large bulk items).

(13) Area I (Headquarters Service Battalion (HqSvcBn)):  
Captain (Capt) R. Garnett, (703) 784-6696.

(14) Area II (Marine Corps Air Facility Quantico):  
Major C. T. Smith, (703) 784-1451.

(15) Area III (Officer Candidate School): Maj S. Wright,  
(703) 784-4342.

(16) Area IV (The Basic School): Lieutenant Colonel (Maj)  
E. Tyler, (703) 784-2941.

(17) Area V (Weapons Training Battalion): Capt M. Grist,  
(703) 784-6756.

(18) Area VI (Reserve support Unit): Capt T. Williams,  
(703) 784-5393.

(19) Area VII (Marine Corps Service Command): Mr. A.  
Parker, (703) 432-3375.

(20) Area IX (Navy Health Clinic (NHCL)): Hospital  
Corpsman Master Chief Boyd, (703) 784-1517.

(21) Training Command (Training & Education Command  
(TECOM)): LtCol J. A. Righter, (703) 784-3046.

(22) LMH: Ms. Nakaya Dozier, (703) 432-8509.

(23) MCCS: Doug Rudy, (703) 784-2769.

/s/  
C. B. EDWARDS  
Chief of Staff

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**MCBQ Spring Clean-up Personnel Support Requirements**

1. A police detail of military personnel is required to conduct the 2013 Spring Clean-up event being conducted on 5-9 May 2014.
2. Personnel support requirements for the Spring Clean-up police detail are as follows:

**Dates are as follows:**

**\*5 May until 9 May 2014**

	<u>GRADE</u>	<u>QUOTA</u>
CG, TECOM	NCO	1
	LCpl & below	24
CO, HqSvcBn	SNCO	1
	NCO	2
	LCpl & below	24
CO, Security Battalion	NCO	1
	LCpl & below	11
CO, Marine Corps Embassy Security Group	NCO	1
	LCpl & below	<u>10</u>
	Total	75

**\*NHCL will be responsible for policing up their own area.**

CO, NHCL	Petty Officer	0
	E-3 & below	5

**Priority of Effort for the Spring Clean-up Team**

1. Day One and Two - 5-6 May 2014. Main Supply Routes (MSR) will be the priority of effort for day one and two. The Spring Clean-up SNCOIC will divide the working party into teams as to accomplish the task within the prescribed amount of time. MSRs to be completed are as follows:

- a. Intersection of Fuller Road and Route 1.
- b. Intersection of Russell Road and Route 1.
- c. Fuller Road from the intersection of Fuller and Route 1 to Barnett Road.
- d. Russell Road from the intersection of Russell and Route 1 to Barnett Road.
- e. Purvis Road from Russell Road to Fuller Road.
- f. North Bank Trail.

The areas surrounding the buildings and all streets located between the intersection of Fuller and Little Road and Russell Road and Catlin Avenue will be the priority of effort for day Two. The Spring Clean-up SNOIC will utilize references (a) and (b) to ensure that all buildings and streets are policed. In conjunction with the private organization volunteers and the families living in family housing aboard MCBQ, Public Private Venture LMH and the working party will conduct a thorough police of all housing areas. The Spring Clean-up SNOIC will utilize the references (a) and (b) to ensure that all buildings and streets are policed.

2. Day Three and Four - 7-8 May 2014. In conjunction with Natural Resources and Environmental Affairs (NREA) and the Amphibious Raids and Recon (R&R) department of Marine Corps Systems Command, the working party will conduct a thorough police of the MCBQ shoreline starting at 0700 along the Potomac River. The R&R compound will serve as the center of operations. R&R will be responsible for the safety of, and make all command decisions concerning, any personnel transported on their vessels. R&R personnel will transport the working party to and from various points along the Shore line using R&R watercraft. NREA personnel and equipment will be used to haul all trash amassed by the working party back to the R&R compound for offloading. Quantico Fire and Emergency Services personnel and watercraft

Enclosure (2)

will be used to provide on-water safety observers and emergency services, and act as on-scene commander for emergencies.

4. Day Five - 9 May 2014. With G-5 guidance, the working party will separate collected trash into waste and recyclables for removal from the R&R compound. Following the trash separation, a cookout will be provided for the working party and assisting agencies, with support from MCCS.

5. PRIORITY OF EFFORT: The Spring Clean-up SNCOIC will divide the working party into two teams in order to accomplish the task within the prescribed amount of time.

a. Team One:

(1) The following routes will be the priority of effort for Team one.

(a) Intersection of Fuller Road and Route 1.

(b) Intersection of Russell Rd and Route 1.

(c) Fuller Rd from the intersection of Route 1 to Barnett Rd.

(d) Russell Rd from the intersection of Russell and route 1 to Barnett Rd.

(e) Purvis Rd from Russell Rd to Fuller Rd.

(f) On and off ramps from US Rt. 1 coming onto MCBQ Russell Rd. gate.

b. Team Two: The areas surrounding the buildings and all streets located between the intersection of Fuller and Little Rd and Russell Rd and Catlin Street will be the priority of effort for Team two. The fall Clean-up SNCOIC will utilize references (a) and (b) to ensure that all buildings and streets are policed. This team will also help out Team one and other organizations as needed.

c. Area Commanders: All area Commanders (SYSCOM, HQSVCBN, TBS, OCS, MCAF, TECOM and WTBN) will ensure that their areas assigned to them are policed in accord with the Base Clean-up bulletin. Should area Commanders need assistance, their S4/G4 will request help via the Base G-4.

Enclosure (2)