



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 11015.1B
B 04
17 Dec 12

MARINE CORPS BASE ORDER 11015.1B

From: Commander
To: Distribution List

Subj: WOODLAND TREE AND SHRUB MANAGEMENT

Ref: (a) MCO P5090.2A
(b) MCBO 5090.1B
(c) MCBO P4400.1

1. Purpose. To establish procedures for the protection and managed utilization of trees and shrubs at Marine Corps Base, Quantico (MCBQ), per the references.

2. Cancellation. MCBO 11015.1A.

3. Summary of Revision. This Order has been revised to include changes in requirements and guidance for the managed utilization of woodland trees and shrubs at MCBQ.

4. Information

a. Reference (a) provides guidance for overall management of the forest resource at MCBQ. This includes direction for preparation of long-term forest management guidelines, which have been incorporated into the Integrated Natural Resources Management Plan (INRMP) for MCBQ.

b. Reference (a) also provides authorization for the MCBQ Forest Management Program to conduct timber sales, and further directs that "forest products will not be donated, abandoned, carelessly destroyed, used to offset costs of contracts, or traded for products, supplies, or services. Proceeds collected from the sale of installation forest products shall be forwarded to the servicing Marine Corps accounting and finance officer." These revenues support the Base Forest Management Program.

c. The managed utilization of woodland trees and shrubs is the responsibility of the Assistant Chief of Staff, G-5 (Installation and Environment Division) and is executed primarily by the Forestry Section of the Natural Resources and Environmental Affairs (NREA) Branch.

5. Policy. It is the policy of the Commander, MCBQ to manage and preserve the forest resource in order to provide for viable and varied training areas, sustained yields of quality wood and fiber, fish and wildlife habitats, watershed protection, recreational opportunities, and development and maintenance of desirable biological diversity in the forest community consistent with proven scientific practices, public demand, and the military mission.

6. Procedures

a. Training Area Maintenance. The removal of small trees and shrubs that encroach periodically into maintained openings such as rights-of-way, roadsides, landing zones, and other improved areas is authorized. Approval must be obtained from the Head, Forestry Section, NREA Branch, G-5 (Installation and Environment Division) prior to clearing openings that have not been recently maintained. Additionally, if tree removal is to be accomplished with heavy equipment or other methods that cause soil disturbance, prior approval must be obtained through the Head, NREA Branch.

b. Base Requirements For Forest Products. Occasional military needs arise for logs, poles and other wood products for use in obstacle courses, limited pioneer construction and concealment. Other natural resources programs, such as the Fish, Wildlife and Agronomy Section, NREA, also have infrequent requirements for certain wood products such as small trees or poles for fish structures. These requirements can usually be accommodated and shall be coordinated with the Head, Forestry Section at (703)784-5324.

c. Clearing For Base Construction Projects. All types of land clearing must first have the appropriate environmental analysis and site approval per reference (b). An appraisal shall be completed to determine the fair market value of any trees contained within proposed areas of clearing. This appraisal will be determined by the Forestry Section, as soon as the limits of clearing have been designated on the ground. Payment shall be made by the site development contractor or responsible organization for the value of the trees prior to any trees being removed from the site. Payment shall be by certified or cashier's check, payable to the U.S. Treasury, and delivered to the Forestry Section Collection Agent. On occasion, the Forestry Section may be able to contract for removal of the trees through a timber sale, provided enough time is allotted prior to award of the construction contract to avoid possible claims by the site development contractor for delays caused by the government.

d. Tree Maintenance In Base Developed Areas. Prior to trees being removed or pruned in the developed areas of the

Base, approval must be obtained from the Forestry Section. All trees planted in developed areas must be in compliance with the guidelines listed in the Base Exterior Architecture Plan (BEAP) Plant Palette (Table 3-1). The list excludes species that have been determined to be invasive and also includes a number of suitable native plants. Specific guidelines for size and types of trees to be planted along roadsides, parking lots, buildings, and in open areas are also provided in the BEAP. Any deviations from BEAP guidelines will require evaluation and approval by the Head, Forestry Section.

e. Commercial Timber Harvests. Timber harvests are regularly scheduled to maintain and improve forest health as well as meet other multiple use objectives. These harvests are scheduled on a priority basis with the least healthy and oldest timber stands receiving the highest priorities. A 10-year schedule designating the planned harvesting locations is included in the "Forest Management Chapter" of the INRMP.

f. Personal Use Firewood Permits

(1) Personal use firewood cutting is authorized under a purchased permit arrangement. Gathering firewood for any Base quarters or personal use, except through the purchased firewood permit system, is prohibited.

(2) Firewood permit fees are \$25 and permits are valid for a period of six months from the date issued. A map showing authorized and restricted areas for firewood cutting is provided with each permit. All terms and conditions of the permit are stated therein, and establish the official policy and guidelines for use of the permit. Permit holders will be required to sign a "Waiver of Liability." The areas open for firewood gathering may change periodically to comply with forest insect and disease control measures or quarantines, and changes in Base access procedures. The Head, Forestry Section will ensure that any required deviations from established procedures are provided in writing as supplemental guidelines to firewood permit patrons and all affected base organizations are notified.

(3) Firewood permits are sold throughout the year in the Marine Corps Exchange, at the Recreation, Information, Tickets and Tours (REC ITT) Ticket Sales area, by Marine Corps Community Services (MCCS). Information regarding REC ITT sales hours of operation may be obtained by calling (703)432-8850. Firewood permit sales are also conducted at the game checking station, at the junction of Russell Road and Telegraph Road, during its posted hours of operation, which vary seasonally. Information on hours of operation may be obtained by calling (703)784-5329.

(4) Firewood permits will be serially numbered. NREA "Collection Agents" selling permits are appointed in writing per reference (c). Firewood permits sold by MCCA are accounted for as bulk sales by the primary NREA Forestry Collection Agent to MCCA, in lots of 25. Payment is received from MCCA at the time bulk permits are delivered. Funds collected from the sale of firewood and all other lumber and timber products shall be deposited to the Navy Budget Clearing Account 17F3875, by completing DD Form 1131, Cash Collection Voucher, and submitting an original and three copies to the Finance Officer, Comptroller Division.

g. Miscellaneous Forest Products

(1) The Head, Forestry Section will coordinate an annual Christmas greenery gathering program for active and reserve duty military and civilians stationed at MCBQ who possess valid identification. Normally, this will be on the three Sundays prior to Christmas Eve. This service will be provided at no cost; however, a permit must be obtained prior to entering any training areas. The Head, Forestry Section will coordinate access with Range Management Branch, G-3 (Operations Division) to ensure compatibility with training. Range Management will identify areas available for this program. The Head, Forestry Section will ensure that passes are issued only to those areas identified. Greenery gathering will be allowed in specific designated areas only. Subject to participation and availability, greenery gathering may not be authorized every year. Christmas tree cutting has not been allowed for some time due to the lack of suitable trees present on the Base for this purpose. The Head, Forestry Section may periodically determine that some areas can be opened for Christmas tree cutting. Information about these programs and permits can be obtained by calling the Forestry Office at (703)784-5324.

(2) The removal or transplanting of small trees, shrubs, flowers, or any other type of vegetation from the Base for personal use is prohibited. However, under special circumstances, permission may be granted by the Head, Forestry Section for the removal of trees, shrubs or other vegetation for special ceremonial plantings, research or other special studies.

h. Utilization and Disposal of Wood from Tree Maintenance Operations

(1) Base Maintenance, Lincoln Military Housing (LMH), and MCCA personnel performing authorized cutting of limbs and trees around utility rights-of-way, housing, and other

developed areas shall dispose of the resulting wood at the "clean wood disposal area" located behind the fire training tower off MCB 1. All brush and limbs smaller than four inches in diameter shall be separated from larger wood materials and placed in the appropriate brush or wood area at the disposal site. The dumping of debris, leaves, wood chips, mulch, lumber, other building materials or furniture, is prohibited at the clean wood disposal site. The forestry section may periodically allow firewood collection at this site to patrons with a valid firewood cutting permit. These patrons are required to check in and out at the forestry office during normal work hours.

(2) Base, MCCA, and LMH maintenance personnel will follow all restrictions and guidelines in place to prevent the spread of invasive forest pests.

(3) Service and construction contractors working on the Base will normally be required to haul all limbs, brush, trees, and stumps, off base.

(4) Under certain conditions the Head, Forestry Section may make exception to paragraphs 6h(1) and 6h(3) above, and require that small quantities of firewood be left on site in an accessible location, or delivered to another location available for firewood gathering. It may also be directed that brush and small trees be chipped, mulched, or cut up and scattered on the site. The Head, Forestry Section will coordinate any required changes in contracted clearing projects with the appropriate Contracting Officer having oversight for the project.

i. Compliance with Forest Pest Management Policies

(1) Native and introduced forest pests may become problematic and require specific control guidelines to prevent their spread to other uninfected areas. Federal and state governments may issue policies, bans, and quarantines on the movement of various wood products within and outside of states to prevent the spread of non-native pest species.

(2) The introduced Emerald Ash Borer is one pest that caused quarantines to be placed on certain Virginia counties in 2008. In August 2012, the quarantine was expanded to cover all Virginia counties and cities. Quarantines on the movement of tree products affect a number of Base functional areas and operations including, logging, firewood cutting, clearing for construction, tree and stump removal and pruning, and the purchase of mulch and trees for planting in developed and forested areas.

(3) The forestry section has developed and provided guidelines to those affected operations and organizations to ensure that the Base is in compliance with the established quarantine regulations and intent. These particular guidelines will be adjusted and disseminated as required. The Forestry Section will continue to monitor the Emerald Ash Borer and any other introduced and native forest insect pest problems.

(4) Invasive forest insect pests are spread very quickly over great distances by the movement of firewood to other areas for various recreational or camping activities. It is very important to use only firewood from the local area for campfires to prevent the spread of pests and also avoid the possibility of unlawful violations concerning the movement of firewood. Introduced invasive pests usually do not have natural predators to keep their populations in check, so everyone must be careful to do their part in preventing further unintentional spread.

7. Action

a. All MCBQ activities, tenant commands and contractors working on base will comply with the provisions of this Order.

b. The Director, G-5 (Installation and Environment Division) will ensure the managed utilization and protection of the forest resource per the procedures established by this Order.

c. The Head, Forestry Section, NREA Branch, G-5 (Installation and Environment Division) will ensure that receipts from the sale of forest products are properly collected and submitted for deposit as specified in paragraph 6f(3) above.

d. The Director, Comptroller Division will review funds collected from the sale of forest products to ensure compliance with established directives.

e. The Finance Officer, Comptroller Division shall be responsible for validating receipts and vouchers (DD Form 1131) submitted by the Forestry Section Collection Agent, and ensuring that these receipts are credited to the proper designated account.

/s/
DAVID W. MAXWELL

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