



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REM Y REFER TO:
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APR 03 2024

From: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO ANNUAL SPRING CLEANUP 2024

Ref: (a) MCINCR-MCBQO 11104.1C
(b) MCBO P5100.1C

Encl: (1) Spring Cleanup Scheme of Maneuver

1. Situation. To provide guidance and instructions for Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) tenant commands and activities in order to conduct the Base Annual Spring Cleanup from 25 to 27 April 2024.

2. Mission. In accordance with the references, a Base-wide cleanup is conducted annually to maintain the professional appearance of the Base, provide improvements, build awareness, and properly dispose of trash and debris that has accumulated in common areas and along the Base perimeter.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maintain a professional appearance and cleanliness across the installation as well as generate awareness of Earth Day and the natural resources aboard the Base.

(2) Concept of Operations

(a) The MCINCR-MCBQ Annual Spring Cleanup, involving every tenant command, organization, and volunteer aboard the Base, will occur 25-27 April 2024.

(b) As defined in reference (a), MCINCR-MCBQ tenant commands, activities, and family housing occupants are responsible for maintaining a high state of police and cleanliness of their respective areas throughout the year. This includes cleaning of storm drains, street gutters, and removal of all downed branches, trash, and debris. All units, organizations, activities, and tenant commands will conduct a police call of the assigned areas 25-27 April 2024.

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(c) In addition to the regular policing of assigned areas, the following specific projects will be conducted during the cleanup:

1. The Potomac River shoreline police call on 25 April 2024.
2. The Wildlife Viewing Area, Chopawamsic Creek shoreline cleanup, and Base perimeter dump sites cleanup on 26 April 2024.
3. Waste amnesty turn-in from 0800-1500 on 26 April 2024.
4. Fishing area police call and vegetation trimming and Pollinator Garden planting and weeding on 27 April 2024.

(d) Inclement Weather Plan. Should inclement weather preclude execution of the Potomac River shoreline police call, it will be shifted from 25 April 2024 to 26 April 2024. No other events will have alternate dates.

(e) Safety. The safety of all personnel participating in the Annual Spring Cleanup is paramount. MCBQ Installation Safety Office will conduct a safety brief at the start of each day's clean-up operation. Reference (b) establishes the MCBQ Safety and Occupational Health Program and provides guidelines and procedures for the safe conduct of the Annual Spring Cleanup.

1. During mowing and trimming

- a. Operators must be familiar with equipment controls and safety devices.
- b. All guards will be installed and utilized on lawn equipment.
- c. Equipment will not be used if guards are deformed or missing.
- d. Check for equipment defects. Start the machine on firm, clear, level ground with feet and hands away from blades or other moving parts.
- e. Do not lift or tip the mower while it is running.
- f. Wear appropriate eye protection, long pants, safety shoes, and hearing protection.
- g. Audio headphones will not be worn.

2. Picking up trash

- a. Wear gloves when picking up trash.

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b. Assess the area while picking up trash to ensure there aren't needles, nails, broken glass, wildlife, etc. that could injure personnel.

3. Health Concerns. Depending on activity level, all personnel should be drinking approximately 64 ounces of water daily, to prevent dehydration.

4. Boating Activities. Boats will only be operated by trained personnel and all riders will wear appropriate flotation devices.

b. Tasks

(1) MCBQ Annual Spring Cleanup Manager

(a) Ensure widest dissemination of this Letter of Instruction.

(b) Coordinate with staff sections for equipment, scheduling, and vehicle support.

(2) Commanders, Directors, and OICs

(a) Ensure working parties and volunteers are available to conduct assigned actions throughout the Annual Spring Cleanup.

(b) Provide contact information for volunteers via email to Mr. Robert Shin, Robert.j.shin@usmc.mil by 15 April 2024.

(c) In accordance with reference (a), conduct a police call of the assigned areas.

(3) Assistant Chief of Staff (AC/S), G-1

(a) Collect, consolidate, and account for all personnel assigned by each unit and tenant command onboard MCBQ.

(b) Coordinate 20 Marines from tenant commands in full-duty status to support Spring Clean-up, with one being a Staff Noncommissioned Officer to serve as the SNCOIC and two Noncommissioned Officers to serve as troop handlers, no later than Monday, 15 April 2024.

(c) Report any delinquencies and unidentified billets to the Annual Spring Cleanup Manager no later than 19 April 2024.

(4) AC/S, G-4

(a) Provide transportation for each cleanup detail on 25-26 April 2024.

(b) Provide two stake-bed vehicles with drivers to haul trash, debris, and furniture items to dumpsters on 25-26 April 2024.

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(c) Coordinate the disposal of all furniture and large items with the Property Control Office.

(d) Provide one water cooler/jugs with water per vehicle.

(e) Provide dedicated Roadmaster support on 25-26 April 2024.

(f) Provide additional transportation support to the tenant commands and organizations to remove trash and debris as requested.

(5) AC/S, G-F

(a) Develop an overall plan for the conduct of the 2024 MCBQ Annual Spring Cleanup.

(b) Provide overall direction, guidance, and instructions to all concerned for the successful conduct of the Annual Spring Cleanup.

(c) Place two dumpsters for debris and a recycling receptacle in the parking lot adjacent to Building 3185 NLT 24 April 2024.

(d) Provide adequate staff and one truck for amnesty collection of hazardous materials adjacent to Building 3185 from 0800-1500 on 26 April 2024.

(e) Provide trash and recycling collection and consolidation containers for cleanup participants and volunteers.

(f) Facilities Engineering and Acquisition Division shall instruct all contractors aboard Base to conduct a thorough removal of all trash and excess debris from their work sites and laydown areas.

(6) AC/S, G-6. Provide three hand-held communication assets with extra batteries from 25-26 April 2024. Point of contact for this equipment will be the Annual Spring Cleanup Manager.

(7) Communications and Strategies Office. Provide appropriate pre-, during, and post-event coverage of the Annual Spring Cleanup.

(8) Commanding Officer, Security Battalion. Provide emergency support as required.

(9) Additional Cleanup Efforts

(a) Bring any debris and trash collected during cleanup efforts unaffiliated with the Annual Spring Cleanup to the two roll-off dumpsters staged at Building 3185. These dumpsters are to be used only for disposal of debris and trash. Under no circumstances should cardboard boxes, furniture, or hazardous material/waste be placed in the roll-off dumpsters. For disposal of

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bulk items or large quantities of material, prior coordination with the Qualified Recycling Program and Solid Waste Manager, at (703) 432-6295 or email marilisa.porter@usmc.mil, is required.

(b) Coordinate disposal of bulk metal, paper, and other recyclable materials (e.g., large scrap, aluminum, large cardboard, and bagged shredded material) with the Qualified Recycling Program and Solid Waste Manager, (703) 432-6295 or email marilisa.porter@usmc.mil.

(c) Coordinate disposal of hazardous materials/waste (e.g., paints, solvents, car batteries, tires, etc.) with the Solid and Hazardous Waste Program Managers, (703) 432-6295 / 6005 or (703) 432-0530 / 0527. These personnel can assist in determining whether a particular item is classified as hazardous material requiring special handling for disposal.

c. Coordinating Instructions

(1) All personnel and drivers conducting the Potomac Shoreline Cleanup will report to the recycling center, 3185 Bauer Road, at 1300, 25 April 2024, for instructions and equipment. The cleanup will be conducted in two groups: one from the southernmost point of the base's shoreline to the Chopawamsic Creek and the other from adjacent to the Wastewater Treatment Plant to the Hospital Point Boat Ramp. The southern team will be supported by the Quantico Fire and Emergency Services' boat while the northern team will be supported by natural resources and environmental affairs' boat.

(2) All personnel and drivers conducting the Wildlife Viewing Area, Chopawamsic Creek, and Perimeter Road cleanup will meet at the Lejeune Hall overflow parking lot at 0900, 26 April 2024, for instructions and equipment.

(3) Volunteers for cleaning and trimming vegetation at the Smith Lake, Breckenridge Reservoir, Dalton Pond, and Grays Reservoir fishing areas will report to the MCBQ Game Check Station, 27175 Telegraph Road, at 0900, 27 April 2024, for instructions and equipment.

(4) Volunteers for the Pollinator Garden will meet at the garden, intersection of Biddle Avenue and Nicholas Road, at 0900.

4. Administration and Logistics

a. Uniform. Military personnel participating in the MCBQ Annual Spring Cleanup are to wear the Woodland Marine pattern uniform and personal protective equipment, as required.

b. Equipment. Trash bags will be provided. There are limited litter grabber tools available.

c. Personnel assigned to police call details must bring their reflective safety belts, Gortex (weather dependent), and water containers.

5. Command and Signal

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- a. Command. This letter of instruction pertains to all MCBQ units and tenant commands.
- b. Signal. The point of contact for this event and the Base Annual Spring Cleanup Manager is Major Tyson S. Metlen at (703) 432-0536 or via email tyson.metlen@usmc.mil.


MICHAEL L. BROOKS

DISTRIBUTION: A

CUI



Spring Cleanup Scheme of Maneuver

25 April 2024



CUI Overview



CONOPS: A base wide cleanup will be conducted in conjunction with Earth Day. All tenants and units aboard base are expected to participate. The purpose is to maintain and enhance the professional appearance of Base, properly dispose of trash and debris, and expose personnel to locations on base they may take for granted or be unaware.

26 April

- Amnesty for waste disposal turn-in at the recycling center
 - HAZWASTE
 - Large items

25-27 April

- Focus of effort will be the coordinated cleanup of selected locations on base

Focus Areas

- Perimeter Road Dump Sites
- TDSA Beaverdam
- Potomac shoreline
- Fishing Areas
- Wildlife viewing area
- Pollinator Garden



CUI Spring Cleanup



17 April

- All volunteer and assigned personnel names and contact information reported to G-1

26 April

- 0900-1200: TDSA Beaverdam cleanup
- 0900-1200: Wildlife Viewing Area maintenance
- 0900-1200: Perimeter Road cleanup
- 0800-1500: HAZMAT/Waste Amnesty and 3185 Bauer Rd

25 April

- 1300-1630: Shoreline cleanup (timing accounts for low tide) from Chopawamsic Creek South and from Wastewater Treatment Plant North

27 April

- 0900-1200: Pollinator Garden cleanup
- 0900-1200: Smith Lake, Breckenridge Reservoir, Dalton Pond, and Grays Reservoir cleanup.



CUI

25 April Timeline



- 1300: Shoreline teams muster at the recycling center parking lot (Bldg. 3185)
- 1330: Shoreline teams depart for the shoreline
- 1630: Shoreline teams pickup at end locations and dropped off at recycling center for debrief





CUI

Shoreline South Team



1.24 Miles



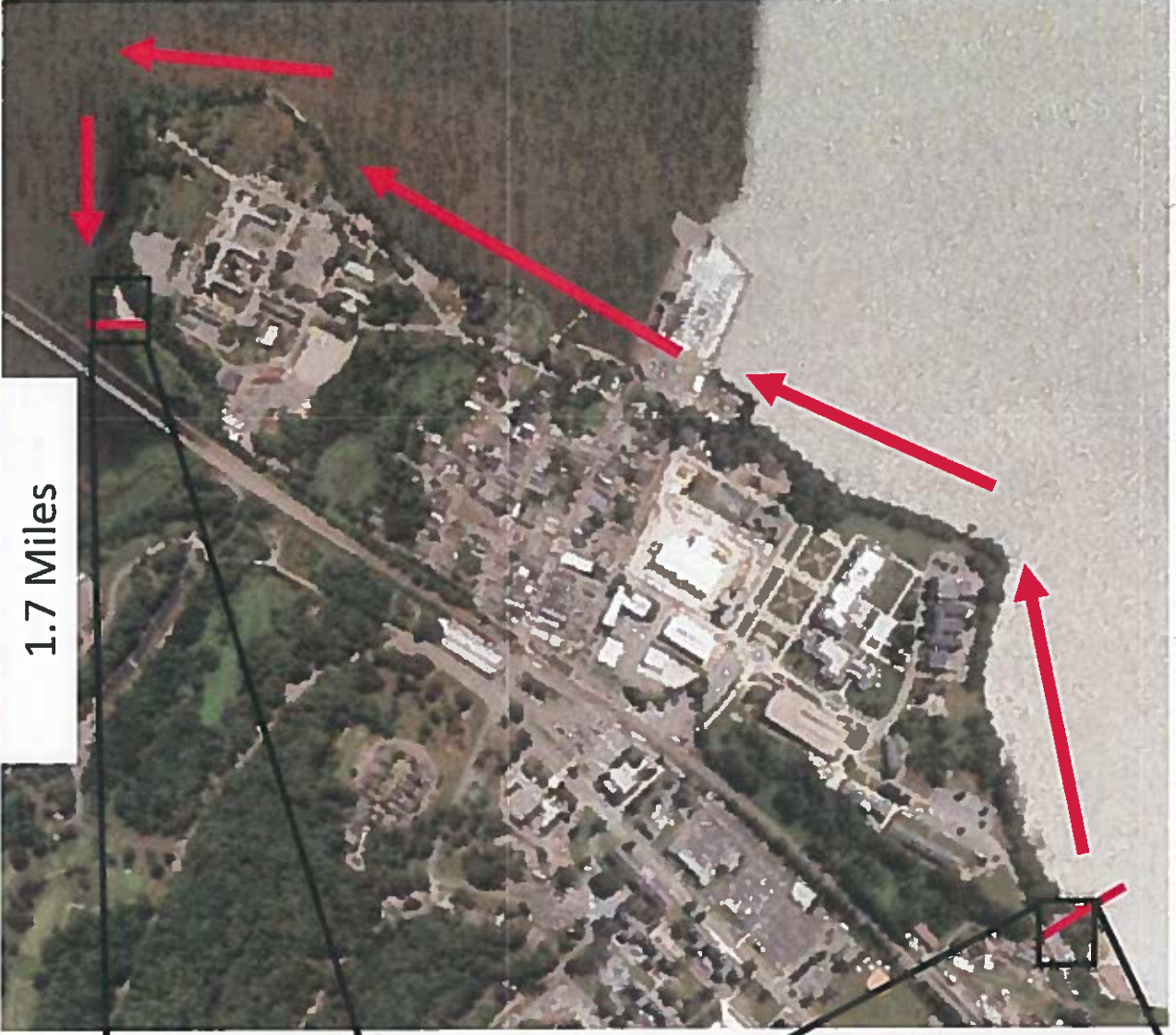
- Do not cross the train tracks except at the appropriate location (OCS)



CUI



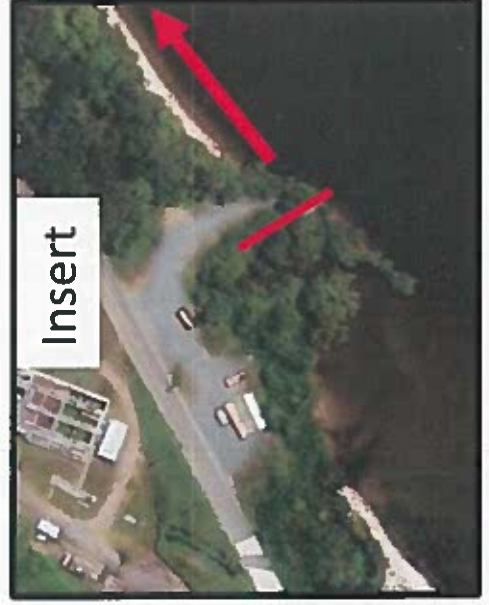
Shoreline North Team



1.7 Miles



Extract



Insert



CUI 26 April Timeline



- 0900: Muster at Lejeune Hall overflow parking lot
- 0930: Vehicles depart for Wildlife Viewing Area, TDSA, and Perimeter Road
- 1200: Pickup at dropoff locations
- 1215: Drop off at gravel parking lot behind Bldg 2006 for debrief





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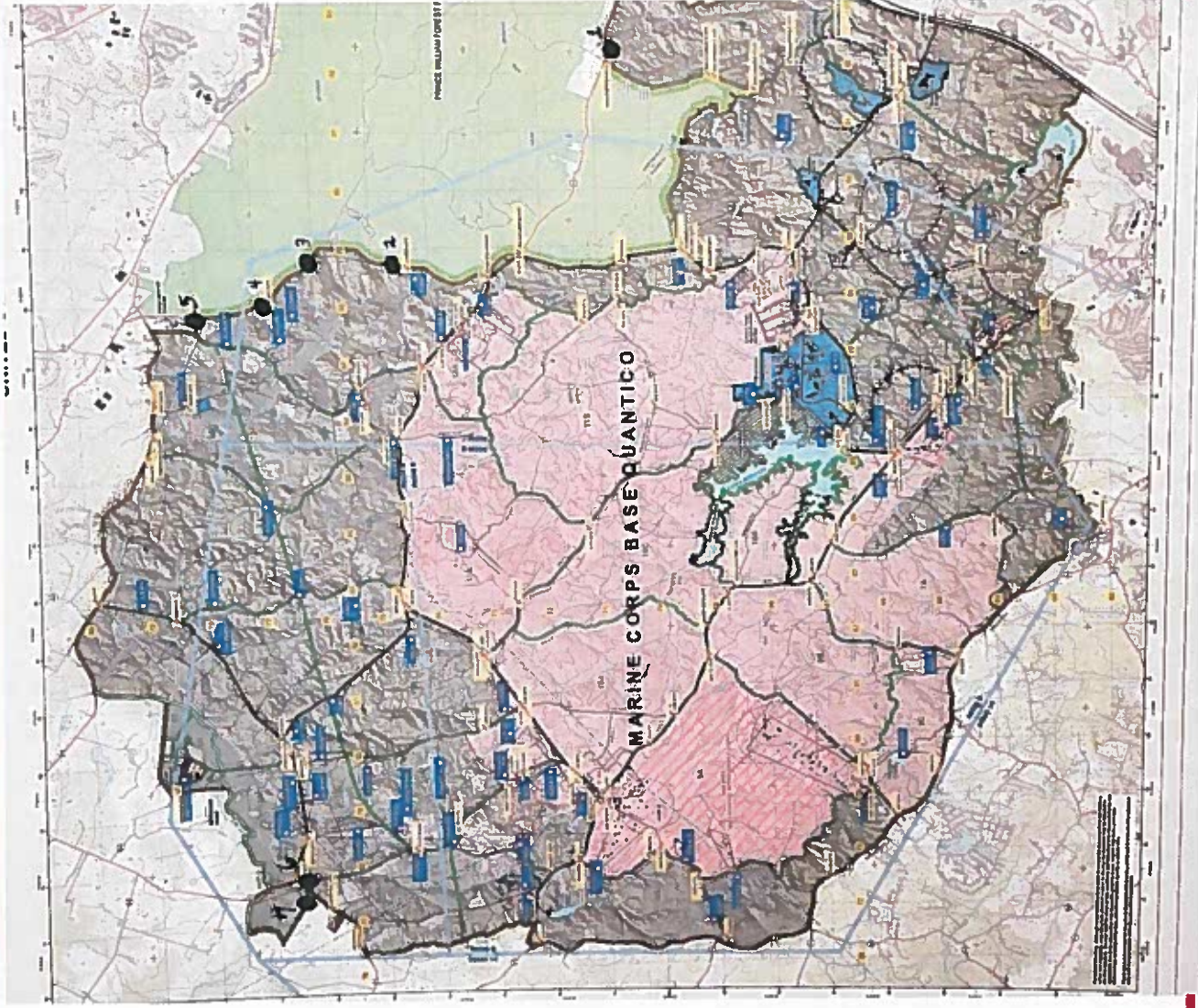


TDSA Beaverdam



CUI

Perimeter Road Dump Sites





CUI

Perimeter Road Dump Sites



- Site 1: Breckenridge Gate/Joplin Rd
- Site 2: Joplin Rd Mile Marker 14.5
- Site 3: Joplin Rd Mile Marker 16.5
- Site 4: Joplin Rd Mile Marker 18
- Site 5: Joplin Rd 618A gate
- Site 6: State RT 611(Fleetwood Dr) / 5A Gate
- Site 7: State RT 611 Adjacent to TA17C



CUI 27 April Timeline



- 0900: Meet at the MCBQ Gamecheck Station and Pollinator Garden for respective volunteers





CUI

Smith Lake



- Pick up trash
- Cut back vegetation along fencing
- Cut back vegetation around signs
- Walk the shoreline to the maximum extent possible



CUI



Grays Reservoir



- Pick up trash
- Cut back vegetation along fencing
- Cut back vegetation around signs
- Walk the shoreline to the maximum extent possible





CUI

Breckenridge Reservoir



- Pick up trash
- Cut back vegetation
- Cut back vegetation around signs
- Walk the shoreline to the maximum extent possible



CUI



CUI Dalton Pond



- Pick up trash
- Cut back vegetation
- Cut back vegetation around signs
- Walk the shoreline to the maximum extent possible





^{CUI}Logistics



- Use separate bags for cans/metal.
- Leave full bags tied off on the side of the road; they will be picked up later
- Notify Major Metlen of any large items (appliances, tires) and if possible move closer to the roads
- Stake-beds will do pick up at the end of the day
- Trash will be placed in roll-offs located in the parking lot across from the Recycling Center
- Metal will be placed next to the roll-offs
- Tires will be placed next to the roll-offs

Recommended Equipment

- Litter pickers
- Trash bags
- Loppers/Trimmers (Boat ramps and wildlife viewing area)
- Gloves





CUI Safety



- Bring PPE
 - Gloves
 - Reflective belt/vest
 - Sunscreen
 - Water
 - Gortex (weather dependent)
- No more than 10' into the wood line (UXO)
- 3-R's Recognize, retreat, and report 703-784-2253
- Be aware of traffic
- Safety vehicle will stay with each team

