



UNITED STATES MARINE CORPS
CAMPS FOSTER AND LESTER
MARINE CORPS INSTALLATIONS PACIFIC-MARINE CORPS BASE CAMP BUTLER
UNIT 35002
FPO AP 96373-5002

CampO 11014.1H
CS

16 FEB 2018

CAMP ORDER 11014.1H

From: Camp Commander, Camps Foster and Lester, Marine Corps
Installations Pacific-Marine Corps Base Camp Butler

To: Distribution List

Subj: CAMP GROUNDS MAINTENANCE AND POLICE

Ref: (a) MCBJO 11014.1

Encl: (1) Trash/Bulk/Recycling Collection Guidelines

1. Situation. Camp Foster, Camp Lester, and Plaza Housing areas beautification efforts and litter control are priorities which require daily attention at all levels. Our success in maintaining a clean camp requires a combined and concerted effort by all residents and activities.

2. Cancellation. CampO 11014.1G.

3. Mission. To establish policies and delineate responsibility for ensuring that Camp Foster, Camp Lester, and Plaza Housing areas are maintained in a constant state of good police.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. My intent is to maintain a community free of litter and trash thus making Camp Foster, Camp Lester, and Plaza Housing areas a community worthy of calling "Home."

(2) Concept of Operations. While the Camp Commander is ultimately responsible for maintaining a good state of police throughout the camps, this task is delegated to the Camp Director. The Camp Director is the primary coordinator for all camp police matters.

Distribution Statement A: Approved for public release;
distribution is unlimited.

b. Tasks

(1) Camp Director. The Camp Director will be responsible to the Camp Commander for ensuring the camps are maintained at the highest state of police. The Camp Director's responsibilities in the area of camp police include, but are not limited to, the following:

(a) Ensure that the various areas of police designated as the responsibility of tenant commands are properly maintained.

(b) Specifically ensure that the camps' common areas are kept in a constant good state of police. Assume responsibility for the state of police around unassigned facilities aboard the camps.

(c) Coordinate with General Facilities (G-F) to ensure that communal grass areas are cut, and scheduled trash pick-up is under contract. Contracts for the current fiscal year are performance based; meaning the contractor collects trash and cuts grass as required. Collection dates are subject to change at any time.

(d) Coordinate with G-F for the emplacement of signs in English and Japanese, on trash receptacles, which detail the prohibition of illegal dumping.

(e) Ensure Camp Services is staffed with noncommissioned officers in order to provide constant supervision over the monthly augments.

(2) Camp Services Chief

(a) Assume control and supervision of the daily activities of the camp police detail drawn from the tenant command based on population of E-5 and below. Notify Headquarters and Support Battalion, Marine Corps Installations Pacific-Marine Corps Base Camp Butler, and tenant commands by the fifth of each month, if personnel have not been assigned or replaced to camp police duty.

(b) Ensure motor transportation assets are available to support the emptying of trash receptacles, and the accomplishment of any other camp beautification efforts.

(c) Ensure all vehicles assigned to the Camp Services Office and camp police are maintained in accordance with the regulations set forth by Garrison Mobile Equipment.

(3) Tenant Commanders and Activity Managers

(a) All tenant commanders and activity managers are responsible for maintaining a good state of police in their designated tenant activity areas in accordance with current facility assignments. Initiative is the key to success. The term "Good Police" includes, but is not limited to, the picking up of all loose trash and debris; disposal of all such refuse in proper areas; maintenance of grounds to include the cleaning of all drainage ditches, culverts, roadways, and parking areas within designated areas of responsibility.

(b) Each tenant commander is required to publish an area police policy for their unit covering their respective areas of responsibility. The policy will incorporate the basic guidance disseminated in this order. Forward a copy of your policy to the Camp Director within 60 days of receipt of this order and within ten days whenever modified thereafter. All policies will be kept on file to address conflicts that may arise in the future.

(c) Each tenant command will provide the personnel as assigned on a monthly basis. These personnel will be used by the Camp Services Office to maintain those common areas not owned by a tenant activity and support all camp related events. If there is a significant change in the on hand personnel for your respective commands, submit updated on hand counts to the Camp Commander via the Camp Director.

(4) Central Military Police District (MPD/C). MPD/C is responsible and has jurisdiction for issuing minor offense reports to individuals found littering or illegally dumping trash aboard the camps, and adjacent areas under the authority of the Commanding General, Marine Corps Installations Pacific. Additionally, vandalism of any type will not be tolerated, and will be handled by MPD/C in accordance with established Provost Marshal's Office, Marine Corps Installations Pacific-Marine Corps Base Camp Butler procedures.

(5) Marine Corps Community Services (MCCS). Camp Foster, Camp Lester, and Plaza housing area, MCCS will be held responsible for the police of their designated and assigned

areas to include all athletic fields, picnic areas, tennis courts, swimming pools, youth and teen centers, skate parks, head facilities, and all other MCCS facilities.

(6) Army and Air Force Exchange Services (AAFES). All AAFES facilities aboard Camp Foster, Camp Lester, and Plaza housing area will be held responsible for the police of their designated and assigned areas to include all vender booths, parking lots, shoppettes, warehouses, and all other AAFES facilities.

(7) Camp Foster, Camp Lester, and Plaza Housing Area Housing Residents. Although the trash collection contracts for all housing areas aboard Camp Foster, Camp Lester, and Plaza Housing areas are controlled by the Air Force Housing Office. The state of police

within the housing areas cannot be overlooked. The following guidelines have been set forth to ensure a pleasant living environment.

(a) Regular trash collection for all housing areas aboard Camp Foster, Camp Lester, and Plaza Housing areas will be in accordance with enclosure (1). Contractors are responsible for removing trash from the housing units' trash receptacle. No trash should be placed on the curb by residents.

(b) Bulk trash collection for all aboard Camp Foster, Camp Lester, and Plaza Housing areas will take place once a week. No bulk trash is to be placed on the curb prior to 1700 on the day prior to the designated pick-up day. For specific pick-up times, housing residents are directed to contact the Kadena Housing Office at 634-4663. Car batteries, tires, and propane tanks are not authorized bulk trash. Contact AAFES service station for disposal.

(c) Recycling must become a way of life for all Status of Forces Agreement personnel on Okinawa. Each tenant command or activity aboard Camp Foster, Camp Lester, and Plaza Housing areas must establish an effective recycling program. Recyclables must be placed at the curb prior to 0800 on the day of pick-up, and containers removed from the curb that same day.

(8) Others

(a) The Camp Commander tasks every service member with the responsibility of enforcing the proper state of police aboard the camps. Observed littering or vandalism must be reported to the MPD/C in a timely manner in order to prevent further abuse.

(b) Those facilities and structures utilized by units and/or organizations not specifically outlined in this order, will be policed by the unit(s) and organization(s) that utilize them.

(9) Contractor's Requirements. Contractors service all trash enclosures aboard the camps as well as maintaining the grounds. The contractors are responsible for performing the following requirements in accordance with the standards established in the current contracts:

(a) Contractors shall collect and dispose of all refuse that is within three feet of a refuse container. The refuse container locations are outlined in enclosure (1).

(b) The contractor is not responsible for the collection of boxes or cartons that have not been broken down, as well as wood, metal, or any hazardous materials (e.g., paints, solvents, batteries, etc.).

(c) All containers at collection points shall be returned to their original position within the trash enclosures upon completion of collection.

(d) The containers shall be emptied during regular working hours (0730-1630).

(e) No person will salvage trash from any trash pick-up point unless authorized by the Camp Director.

(f) Grass and shrubs shall be cut or trimmed, as required per reference (a).

c. Coordinating Instructions. In an attempt to preclude disagreements between units which share a common police boundary, and to address special requests for grass cutting or refuse collection, the following guidelines will be utilized:

(1) For areas lying between two or more separate units, each unit will be expected to assume police responsibilities that extend more than halfway toward their neighbor's structure or facility. This policy covers mutually shared roads, parking lots, culverts, drainage ditches, and trash bins/receptacles.

(2) Any disagreements over common police boundaries that cannot be settled satisfactorily between tenant commands will be brought to the attention of the Camp Commander via the Camp Director's Office for final disposition.

(3) When a unit has facilities or structures lying next to a common usage roadway, that unit will be expected to police from their structure(s) up to and including the near side of that roadway. This is especially important for those units possessing fenced in motor transport or storage facilities along Six Marine Division Road on Camp Foster. Those units are expected to police from their fence line up to and including the near gutter on Six Marine Division Road.


(4) All requests for special refuse pick up, or grass cutting from tenant commands in support of a special event aboard Camp Foster, Camp Lester, or Plaza Housing area must be submitted to the Camp Services Facilities Administrator, via work request, at a minimum of ten days prior to the event.

4. Administration and Logistics. Report any deviation of the contractor's responsibilities to the Camp Director at 645-7317 or the Camp Services Facilities Administrator at 645-0883.

5. Command and Signal

a. Command. This order is applicable to all commands on Camp Foster, Camp Lester, and Plaza Housing areas.

b. Signal. This order is effective as of the date signed.


S. WOLCOTT
By direction

DISTRIBUTION: List A

Copy to:

CO, MWSS-172

CO, MWCS-18

CO, MWHS-1

CO, CLR-3

CO, CLR-35

CO, HQ REGIMENT

CO, 3D MED BN

CO, DEN BN

Trash/Bulk/Recycling Collection Guidelines

1. The following guidelines are provided for trash pick-up:
 - a. Trash must be bagged and placed into clear trash bags.
 - b. For sanitation reasons, trash is not to be placed out on streets or sidewalks.
 - c. For tower residents, do not block the doorway of the garbage room, or throw trash into the room from the doorway.
2. The following guidelines are provided for bulk trash:
 - a. No bulk trash is to be placed on the curb prior to 1700 on the day prior to the designated pick up day.
 - b. Bulk trash is to be placed at designated areas only. Area housing inspectors will inform residents of their area during the initial inspection.
 - c. Take extra caution when setting out glass items (i.e., Mirrors, aquariums, etc.).
 - d. Car batteries, tires, and propane tanks are not to be set out as bulk trash. Turn these items in at the place of purchase, or contact the AAFES service station or Auto Hobby/Skills Center.
3. The following items will be recycled:
 - a. Aluminum cans, metal cans, corrugated cardboard, newspaper, office paper, computer paper, magazines, glass, metal grills, aluminum lawn chairs, and lawn mowers.
 - (1) Rinse out all food from cans/jars and remove labels.
 - (2) Separate items according to category: Paper, glass, cans.
 - (3) Bag (clear) or bundle all recyclables.
 - (4) Break down and flatten all cardboard boxes.
 - (5) Place recycled items on the curbside by 0800 on the scheduled pick-up day.

(6) Promptly remove all recycle bins or refused items from the curb.

4. Direct all questions concerning the recycling program in unaccompanied quarters and tenant command to the G-F recycling center at 645-3139. Housing residents are directed to contact the Kadena Housing office at 634-4663.

Note: Residents may be cited by either the Area Housing Inspector or Camp Services for noncompliance with these guidelines.