



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 11104.1A

G-4

25 APR 2000

STATION ORDER 11104.1A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS) MIRAMAR BASE CLEANLINESS
RESPONSIBILITY ASSIGNMENTS

Encl: (1) Zone 1 Areas of Responsibility
(2) Zone 2 Areas of Responsibility
(3) Zone 3 Areas of Responsibility
(4) Zone 4 Areas of Responsibility
(5) Zone 5 Areas of Responsibility
(6) Zone 6 Areas of Responsibility
(7) Zone 7 Areas of Responsibility
(8) Zone 8 Areas of Responsibility
(9) Zone 9 Areas of Responsibility

1. Purpose. To establish responsibilities for station cleanliness and designate coordinated cleaning and grounds maintenance responsibilities for departments and tenants aboard Marine Corps Air Station (MCAS) Miramar.

2. Cancellation. StaO 11104.1

3. Discussion. Cleanliness and maintenance of buildings and grounds at MCAS Miramar requires firm, positive leadership and action by all concerned. All personnel on the station share in the responsibility for keeping MCAS Miramar clean. Commanding officers, department heads, and officers in charge have specific responsibility to maintain surveillance and cleanliness of their areas. The station's limited grounds maintenance contract does not cover the majority of the grounds and common areas, therefore unit and activity leaders have the primary responsibility for station cleanliness. To ensure the highest standards of cleanliness and grounds maintenance on the station, specified Areas of Responsibility (AOR) have been identified. An AOR is defined as the exterior of each building or structure, and all grounds, lots, common areas, curbs, and roads, extending to the center divide of neighboring roads.

4. Responsibility

a. Each department or tenant within an AOR will designate an Area Cleanliness Coordinator (ACC) and an alternate in writing to the Public Works Officer. The ACC will be responsible for the cleanliness and grounds maintenance of assigned AOR. Each AOR "Major Tenant" is identified on the enclosure. The ACC "Major

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Tenant" is directed to coordinate equitable manpower from each ACC "Minor Tenant" in the AOR. Minor tenants are directed to provide manpower for maintaining of the AOR. Commanding Officers, department heads, and officers in charge will incorporate AORs into their inspections to ensure areas are kept clean and grounds are well maintained.

b. The MCAS Miramar Assistant Chief of Staff G-4 Installations and Logistics (G-4 I&L) is responsible for all non-designated areas and any area in the need of immediate attention as directed by Commanding General's or Chief's of Staff. The G-4 I&L Operations Officer will observe station cleanliness and grounds appearance during daily rounds, notify ACCs of any discrepancies, and monitor the correction of discrepancies. The G-4 I&L will employ the Station Buildings and Grounds Working Party of 15 personnel to perform tasks such as debris and trash removal, foliage cutting, grass mowing and minor repairs.

(1) The Buildings and Grounds Working Party personnel will be assigned in writing from station units and tenants, to perform duties with G-4 I&L for periods of approximately 30 days (periods exceeding 30 days are subject to G-4 I&L and parent unit concurrence). Personnel assigned will remain on parent unit rolls, they will not be entered in a Temporary Additional Duty (TAD) transfer status, will not be joined TAD to Headquarters and Headquarters Squadron (HHS) MCAS Miramar, and will not be included in Fleet Assistance Program (FAP) totals. Personnel will be screened prior to assignment to preclude limited duty persons and pending disciplinary or legal actions. The G-4 I&L will submit daily muster reports to the parent units of personnel assigned to the Buildings and Grounds Working Party to specify presence for duty.

(2) Quotas for Buildings and Grounds manning will be contained in a joint letter from the Commanding General MCAS Miramar, the Commanding General 3d Marine Aircraft Wing and the Commanding Officer Marine Aircraft Group 46, that establishes specific manpower taskings in the respective apportionments of 20 percent, 65 percent and 15 percent. The joint tasking letter will be revised and republished as required to reapportion quotas in accordance with significant permanent or indefinite changes in personnel strengths.

c. Area Cleanliness Coordinators will:

(1) Be familiar with the scope of the station grounds maintenance contract within their AOR.

(2) Ensure the AOR is kept free of litter, garbage, weeds, overgrowth, and/or other debris that detracts from the appearance of the surrounding facility or creates a safety hazard.

(3) Ensure all sidewalks, common areas, and parking lots are swept at regular intervals as necessary to keep the area free of sediments and debris. Request street sweeping through the Garrison Mobile Equipment (GME) Branch, at 7-4416.

(4) Ensure streets, curbs, and sidewalks are kept free of grass and weeds protruding through cracks.

(5) Coordinate the use of Self Help equipment and tools to maintain their AOR within the standards of this order.

(6) Remove all recyclable items to Station Recycling, information source at extension 7-6366.

d. GME Officer will conduct regular comprehensive mechanical sweeping of streets and parking lots.

e. Public Works Officer will:

(1) Provide oversight of grounds maintenance contract. Modify contract as appropriate.

(2) Provide Self Help support and tools as required.

(3) Update this order to reflect changes in the Station footprint.

f. Areas of Responsibility. AORs are listed in enclosures (1) through (9) and assigned as follows:

Zone 1 Family Housing

Enclosure (1):

Area A	Housing
Area B	Housing

Zone 2 Community Support

Enclosure (2):

Area A	MCCS
Area B	G-4
Area C	Exchange
Area D	Midwife Clinic
Area E	Housing
Area F	Commissary

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Area G	Exchange
Area H	Medical/Dental Clinic
Area I	Legal
Area J	MCCS
Area K	MAG 46 Medical
Area L	Child Care Center

Zone 3 Golf Course

Enclosure (3):

Area A	MCCS
Area B	G-6

Zone 4 Officer Housing

Enclosure (4):

Area A	MCCS
Area B	G-4 Logistics Division

Zone 5 Enlisted Housing

Enclosure (5):

Area A	G-4 Logistics Division
Area B	MCCS
Area C	Exchange
Area D	Chapel

Zone 6 Maintenance Support

Enclosure (6):

Area A	PWD
Area B	PWC
Area C	Vet Clinic
Area D	Nearly New/Food Bank
Area E	MAG 46
Area F	GSE
Area G	Exchange
Area H	HAZMAT
Area I	Exchange
Area J	MWSG 37
Area K	MAG 11
Area L	Recycling
Area M	MWSG 37
Area N	PMO
Area O	MCCS

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Zone 7 Flight Maintenance and Supply

Enclosure (7):

Area A	NAVCONBRIG
Area B	Fuels
Area C	MACG 38
Area D	Exchange
Area E	Fire Dept
Area F	MALS 11
Area G	MALS 11/MALS 16/Aviation Supply
Area H	MALS 11/16
Area I	PWC
Area J	CNSD/PMO

Zone 8 Flight Line Support

Enclosure (8):

Area A	Station
Area B	G-8
Area C	MCCS
Area D	MALS 11/MALS 16
Area E	Supply
Area F	Exchange
Area G	Safety
Area H	TACTS
Area I	Operations
Area J	H&HS
Area K	MAG 46
Area L	3D MAW HQ/NAMTRAGRUDET/ Station G-3 Training/ NavalOps Med Ins.
Area M	Aviation Physiology
Area N	PWC
Area O	MALS 11
Area P	MAG 11/16

Zone 9 Flight Line

Enclosure (9):

Area A	MAG 16
Area B	Fuels
Area C	MAG 16
Area D	Operations
Area E	MAG 11
Area F	MAG 11
Area G	MAG 11
Area H	Ordnance/Supply

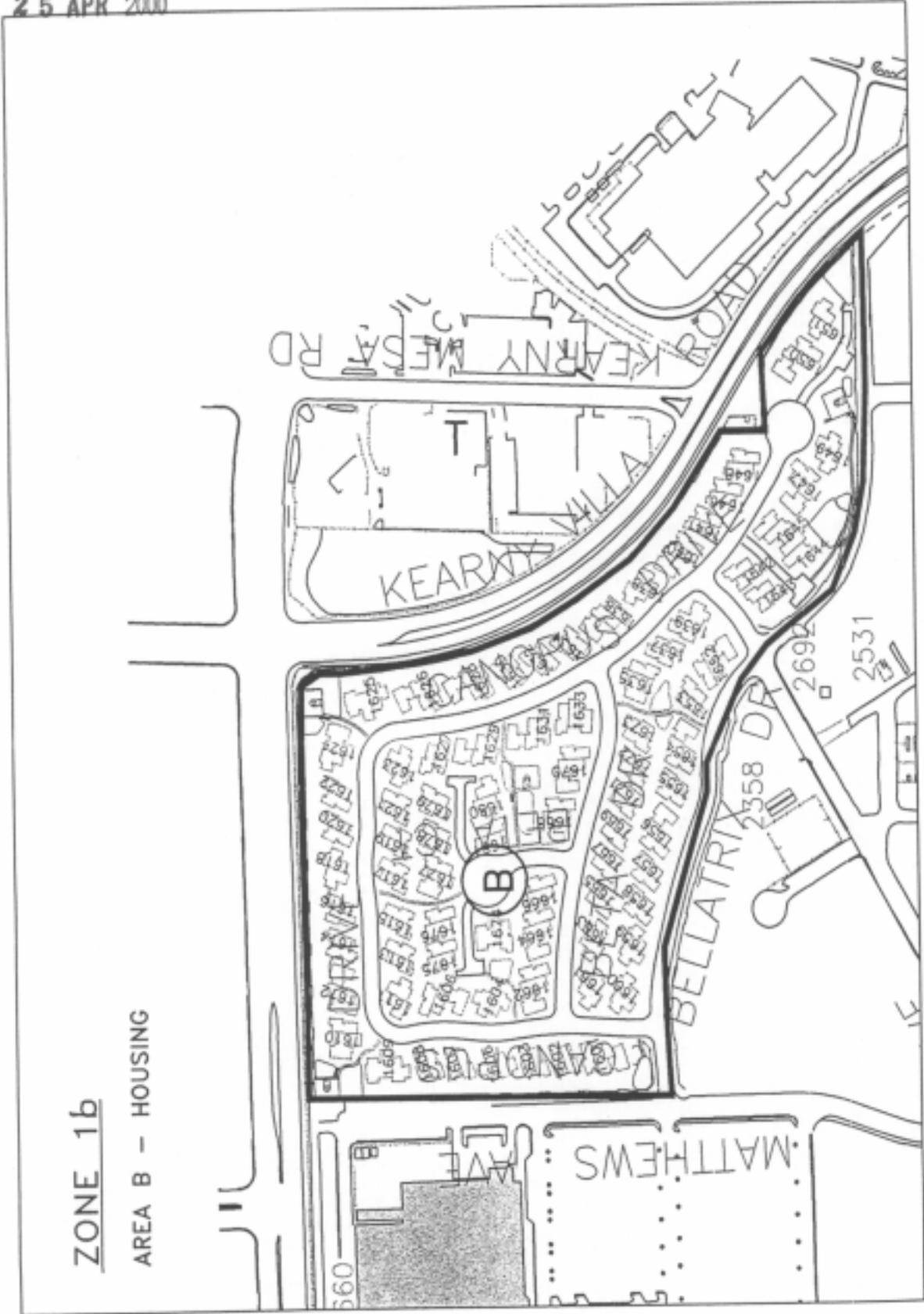
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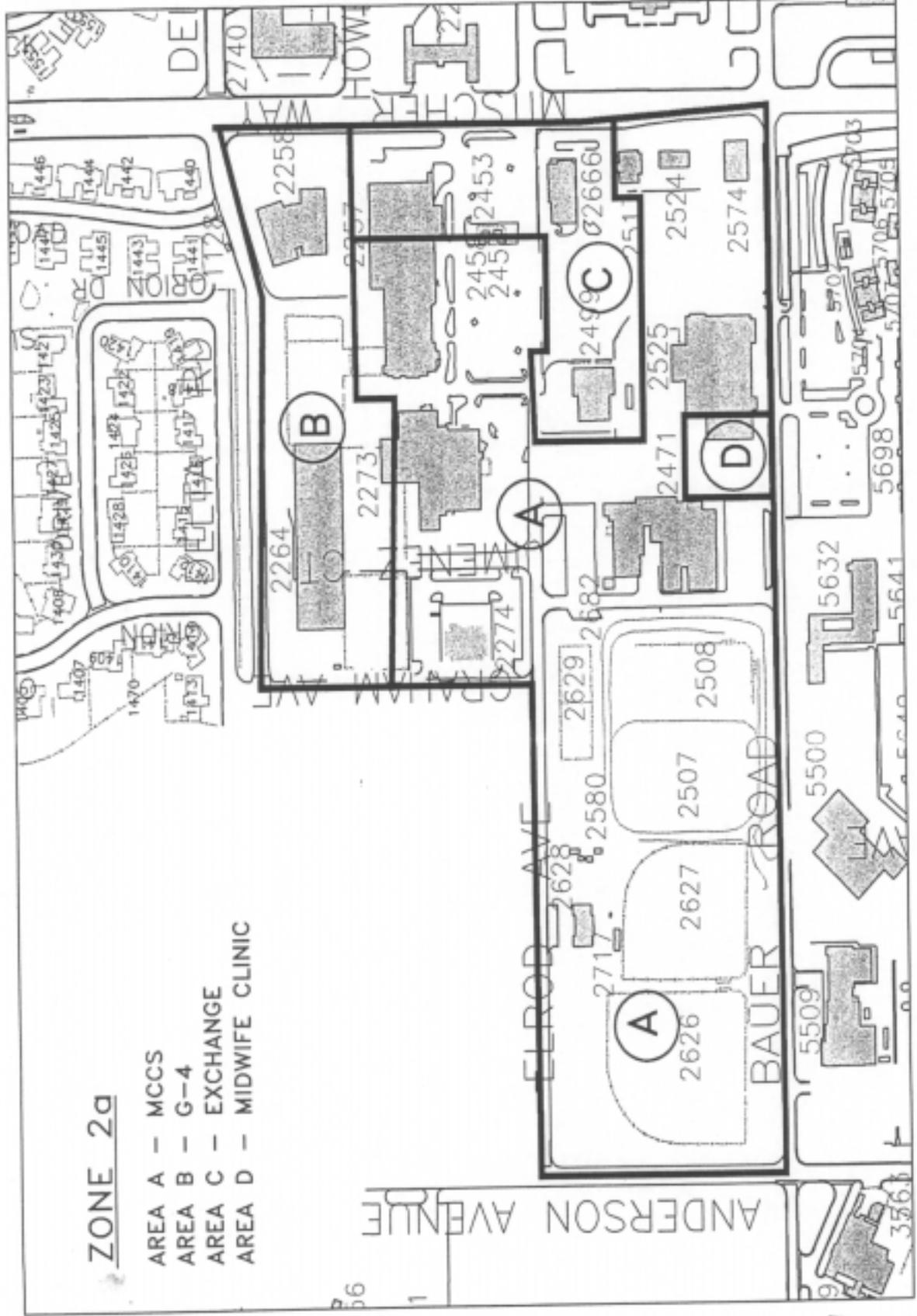
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5. Concurrence. The Commanding General, 3d Marine Aircraft Wing, and the Commanding Officer, Marine Aircraft Group 46, concur in the provisions of this order.


P. A. GOUGHLAN
Chief of Staff

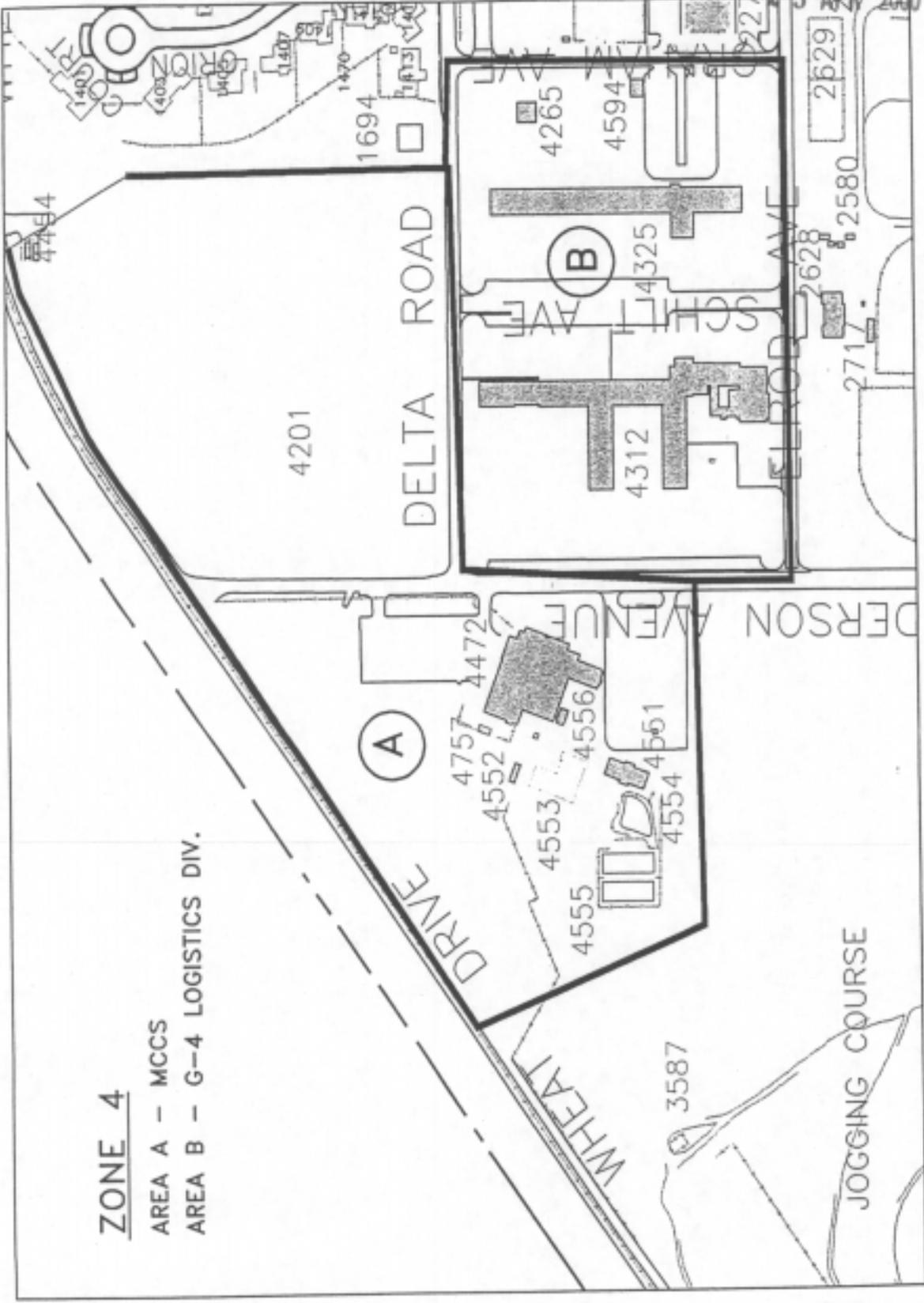
Distribution: A





ZONE 2a

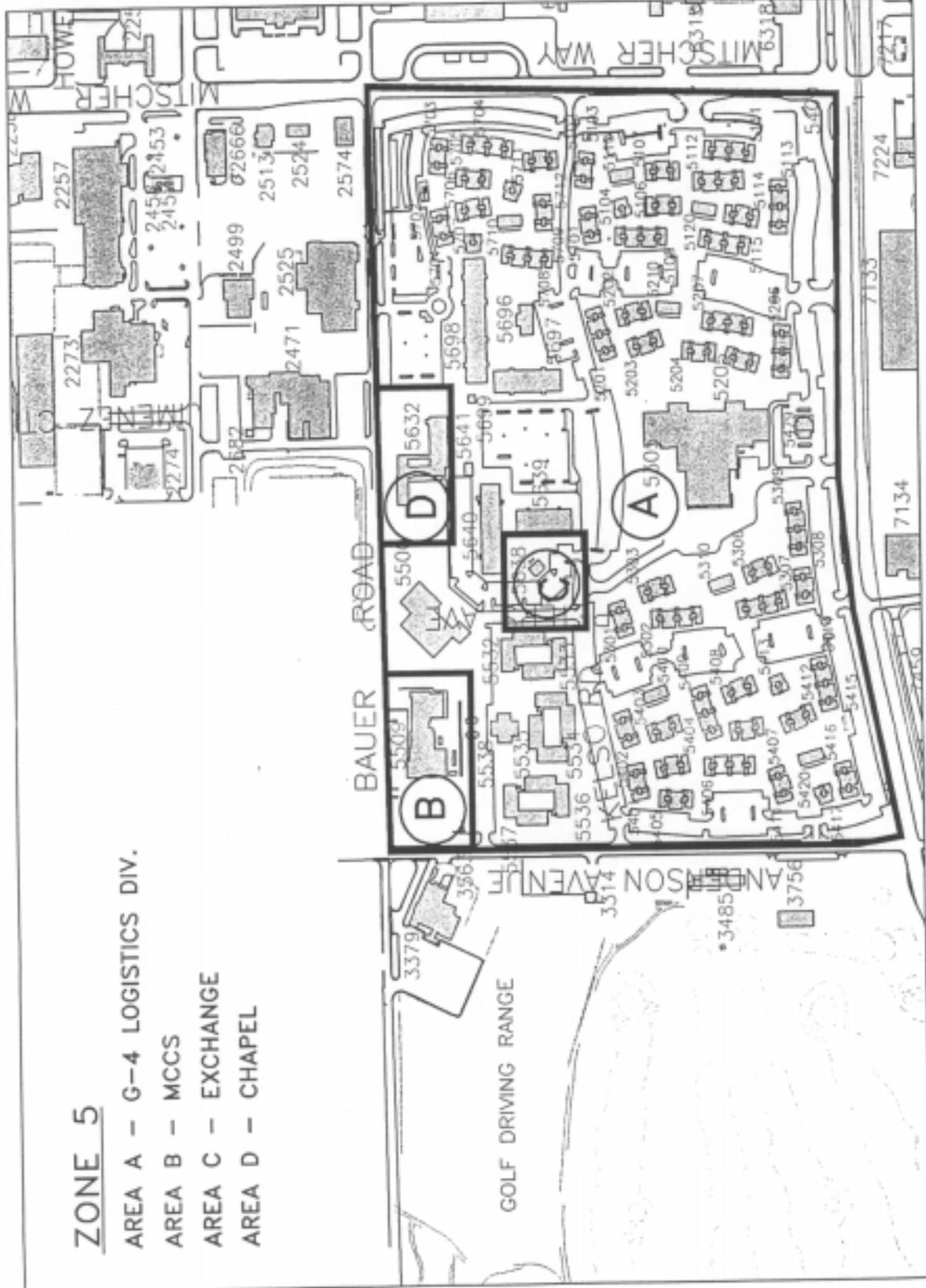
- AREA A - MCCS
- AREA B - G-4
- AREA C - EXCHANGE
- AREA D - MIDWIFE CLINIC



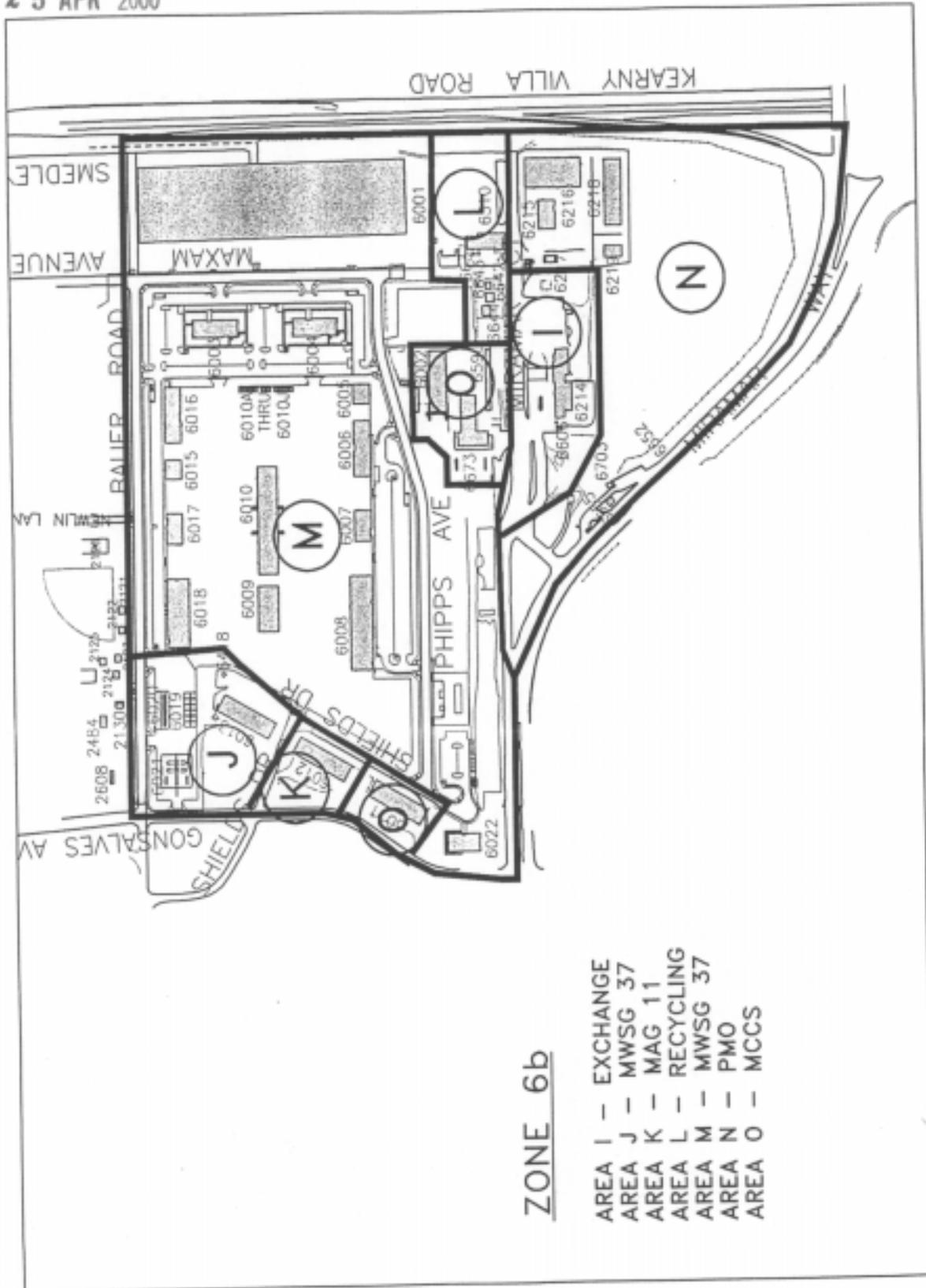
ZONE 4

AREA A - MCCS

AREA B - G-4 LOGISTICS DIV.



- ZONE 5**
- AREA A - G-4 LOGISTICS DIV.
 - AREA B - MCCS
 - AREA C - EXCHANGE
 - AREA D - CHAPEL

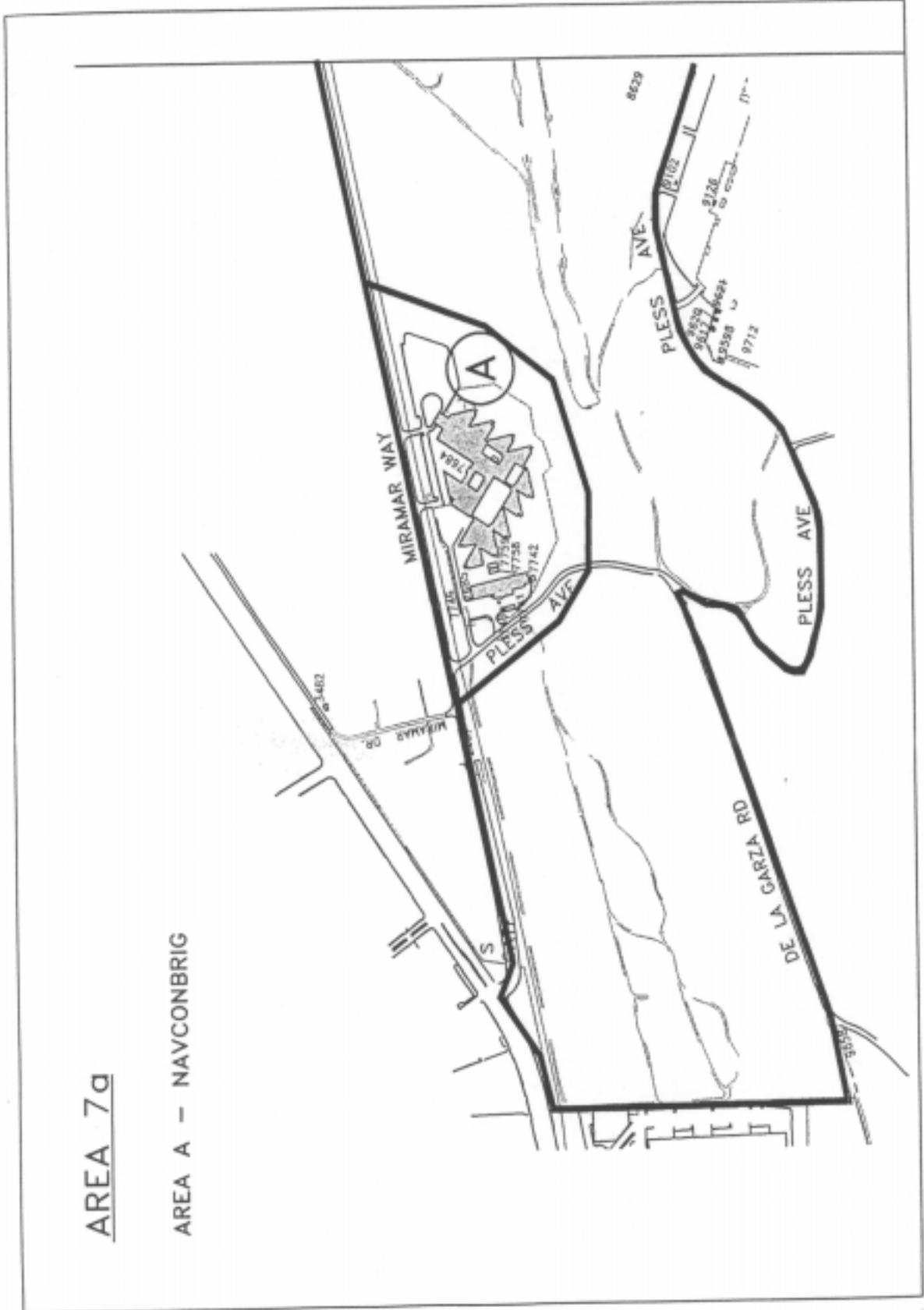


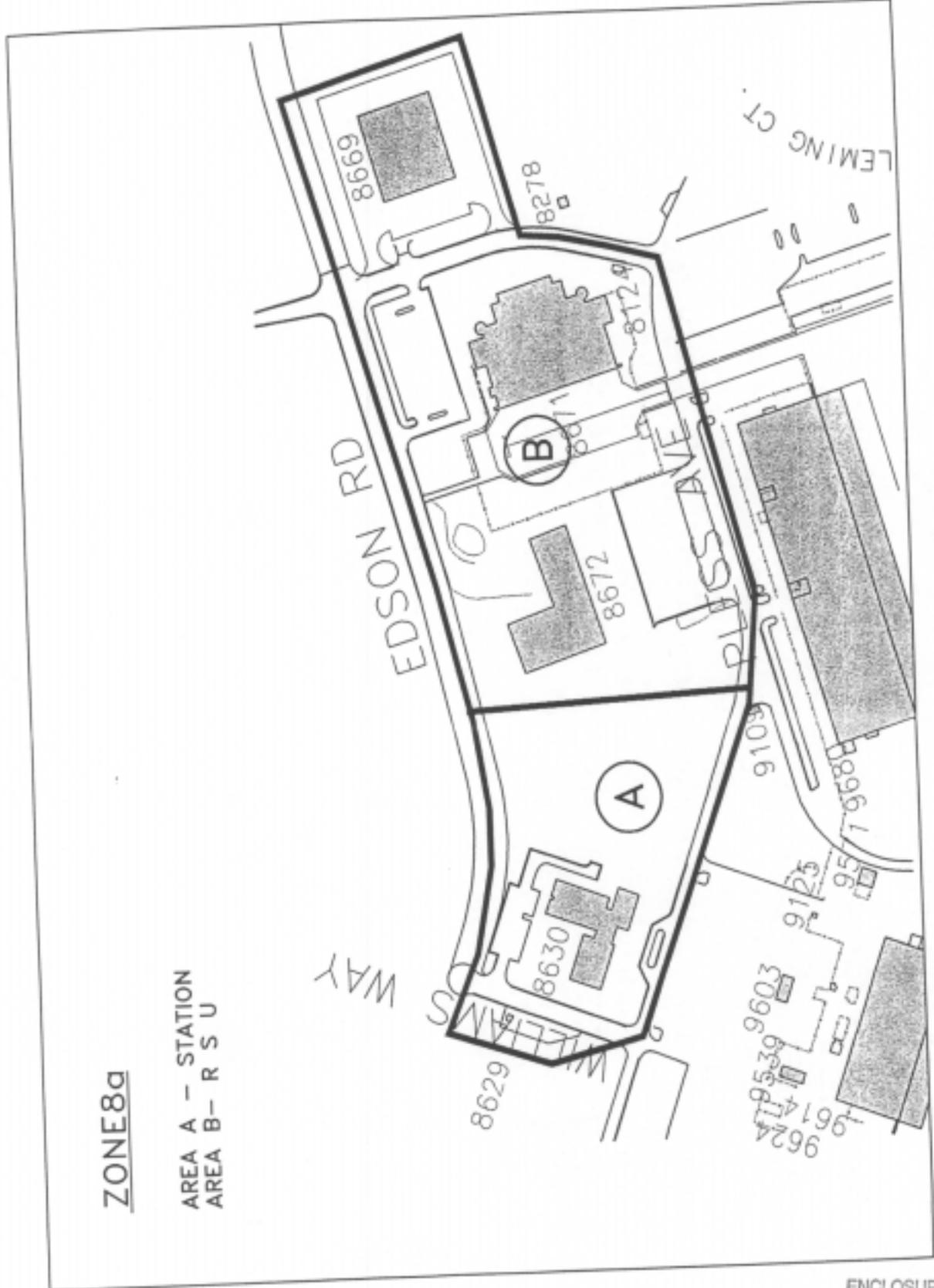
ZONE 6b

- AREA I - EXCHANGE
- AREA J - MWSG 37
- AREA K - MAG 11
- AREA L - RECYCLING
- AREA M - MWSG 37
- AREA N - PMO
- AREA O - MCCS

AREA 7a

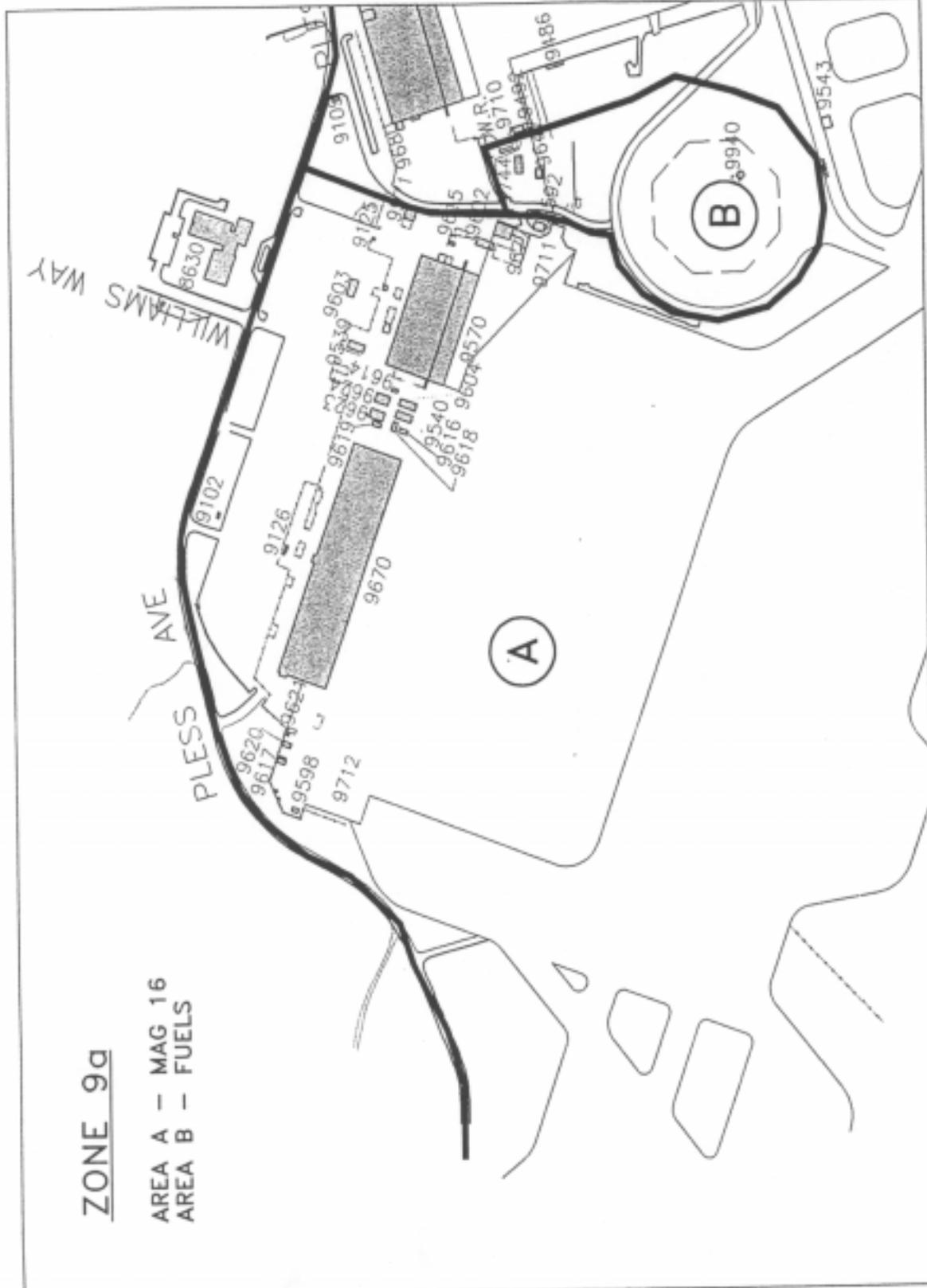
AREA A - NAVCONBRIG





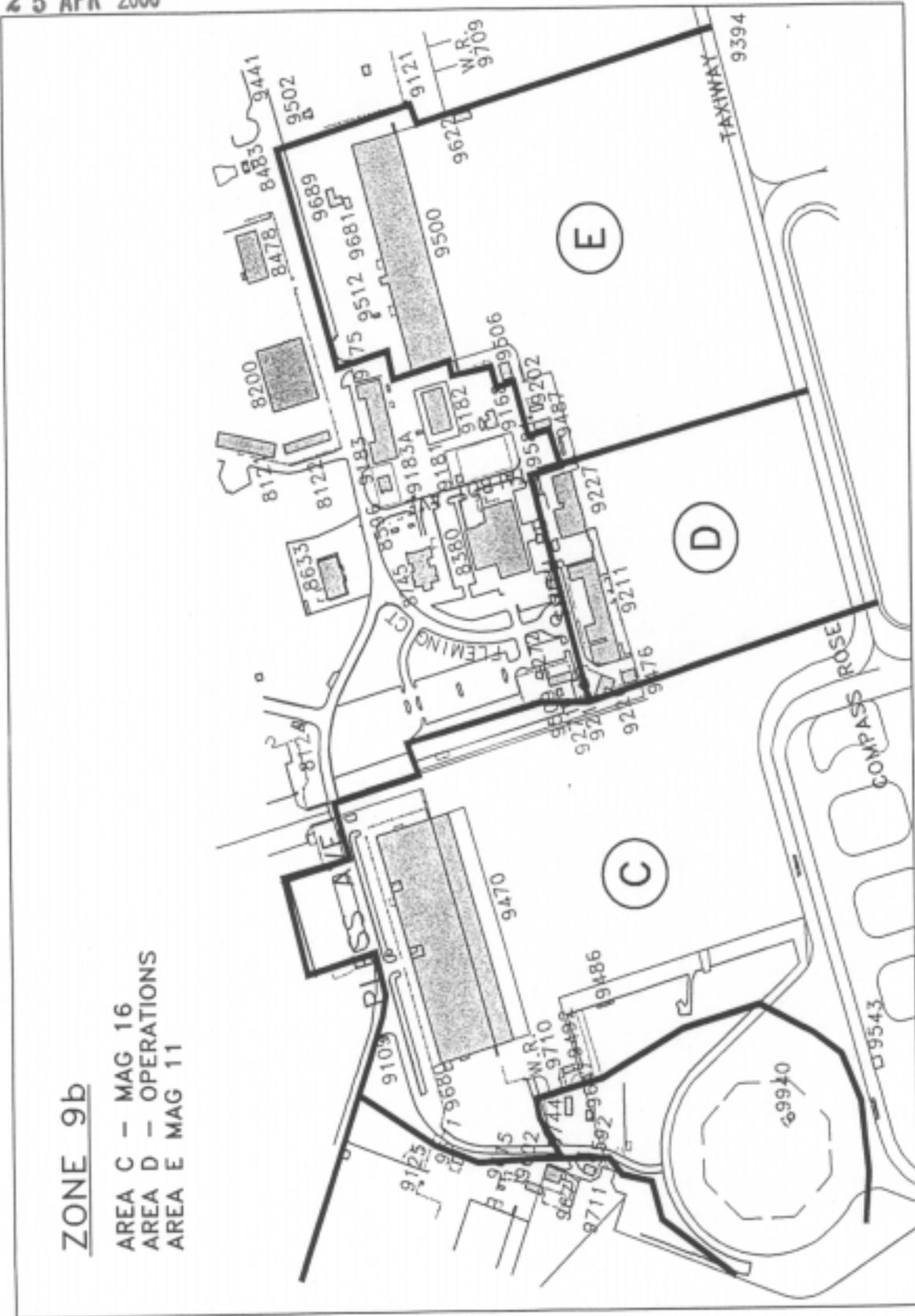
ZONE8a

AREA A - STATION
AREA B - R S U



ZONE 9a

AREA A - MAG 16
AREA B - FUELS



ZONE 9b

- AREA C - MAG 16
- AREA D - OPERATIONS
- AREA E - MAG 11

ZONE 9c

AREA F - MAG 11

