



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
BOX 63002  
KANEHOE BAY, HAWAII 96863-3002

IN REPLY REFER TO:  
BaseO 11014.20A  
G-4  
26 MAR 2004

BASE ORDER 11014.20A

From: Commanding General, Marine Corps Base Hawaii  
To: Distribution List

Subj: GROUNDS MAINTENANCE AND POLICE; STANDARDS AND RESPONSIBILITIES

Ref: (a) MCO P5090.2  
(b) BaseO 11300.13  
(c) BaseO 4500.2  
(d) BaseO P5500.15 w/ changes 1-8  
(e) Grounds maintenance area of responsibility maps

Encl: (1) Base Inspector's Police Crew Assignments  
(2) MCBH Police Assignments  
(3) Facilities Department Grounds Maintenance at MCBH Kaneohe Bay

1. Situation. To establish standards and responsibilities for grounds maintenance and police aboard Marine Corps Base Hawaii (MCBH). References (a) through reference (e) serve as a baseline for this Order.

2. Cancellation. BaseO 11014.20

3. Summary of Change. This Order re-emphasizes responsibilities for the maintenance and police of MCBH Kaneohe Bay by providing general guidance for the base and tenant commands. Boundaries for unit grounds maintenance and police responsibilities are contained in the detailed maps of reference (e).

4. Mission. This Order describes grounds maintenance and police procedures consistent with the Marine Corps' historic reputation for efficiency, attention to detail, and cleanliness. Grounds maintenance and police of Camp Smith, Pu'uloa Range and Manana Housing areas are accomplished largely by contract, therefore, this Order focuses on MCBH Kaneohe Bay. Marine Corps Training Area Bellows (MCTAB) is monitored by the G-3, and units training in MCTAB will ensure its police as part of the normal range/training area check-in and check-out process. Ideally all areas on the base should be maintained in a clean, well-trimmed condition. Recognizing that occasionally large-scale clean-up efforts are required, this Order also provides for special base-wide police efforts with participation by both base and tenant activities.

5. Definitions

a. Grounds maintenance. Includes mowing, trimming, weed eating, pruning, edging and other activities taken to enhance the appearance of grass, trees, shrubs or other vegetation in a particular area.

b. Police. The removal of litter from a particular area along with its proper disposal. It also includes the neat and orderly storage of unit gear,

equipment, boxes, and material insofar as it is stored in an area visible to the general population.

## 6. Execution

a. Commander's Intent and Concept of Operations. Grounds maintenance and police responsibilities apply to both the base, as the hosting activity, and units that occupy various areas and buildings throughout the base.

### (1) Grounds Maintenance

(a) The Facilities Department (LF) is responsible for grass cutting and other types of grounds maintenance in large common areas and as outlined in reference (e).

(b) Units occupying an area and/or building aboard MCBH Kaneohe Bay is responsible for grounds maintenance (mowing, trimming grass around buildings sidewalks/obstacles, pruning shrubbery, etc.) in their adjacent areas. "Adjacent" areas generally extend to the nearest street, to the limits of the assigned area or to the beginning of another area of responsibility. Detailed boundaries regarding unit areas of responsibility is contained in reference (e). Green waste from grounds maintenance should be bagged and placed in dumpsters or taken directly to the base landfill.

(2) Police. Base police, like grounds maintenance, is a shared responsibility between the base and assigned units.

(a) Enclosure (1) designates primary street routes assigned to the Base Inspector's police crews at MCBH Kaneohe Bay. Crews will police these routes daily, or more frequently if needed. Ordnance and Range personnel will police streets/roads in the magazine area and at the Rifle Range.

(b) Enclosure (2) designates police responsibilities for units aboard MCBH Kaneohe Bay. Police these areas at least monthly, or more frequently if needed.

(c) Marine Corps Community Services (MCCS) will maintain the golf course, beaches, and all sports/recreation fields. This includes trash removal from non-Dempsey Dumpster containers immediately adjacent to these areas. MCCS and LF personnel will maintain other MCCS areas based upon verbal agreement between each department.

## b. Subordinate Element Missions

### (1) Base Inspector

(a) Conduct regular base inspections to determine state of police and grounds maintenance. Identify problem areas to appropriate action officers.

(b) Coordinate with units to resolve problems and ensure compliance with this Order.

(c) Provide primary street/area police details per enclosure (1) and on-call police/clean-up service as required.

(d) Publish bulletins for a base-wide semi-annual clean up and act as coordinator for the program.

(e) Maintain liaison with Mokapu School, Bank of Hawaii, and other commercial activities as required concerning police and maintenance of assigned areas.

(2) Assistant Chief of Staff, G-4

(a) Provide grounds maintenance service for MCBH Kaneohe Bay per enclosure (3) and reference (e).

(b) Coordinate with the Resident Officer-in-Charge of Construction and other contract administrators to ensure that contractor construction sites are adequately policed and maintained.

(c) Provide regularly scheduled and special-request pick up of all dumpsters.

(d) Provide street sweeping services for MCBH Kaneohe Bay and Camp Smith.

(e) Support semi-annual clean up program as required.

(f) Coordinate with MCCA concerning grounds maintenance at various MCCA activities.

(g) Review all tree removal actions and planting plans for compliance with the base landscaping plan and reference (a).

(3) Commanding Officers, Officers-in-Charge and Department Heads. Execute a ground maintenance and police program within assigned areas. Ensure compliance with the following:

(a) Mowing. Mow seeded areas consistent with their current use. Satisfactory grass height in living and work areas is one to four inches.

(b) Trimming, Edging, weeding, etc. Eradicate weeds and trim grass around buildings, structures, trees, hedges, fences, poles and similar places to present a well-manicured appearance, prevent encroachment upon structures and utilities, and keep building numbers clearly visible. Maintain edges of walks, curbs and driveways neatly.

(c) Pruning and Trimming of Shrubs. Trim shrubs and hedges to maintain a neat attractive appearance. Avoid over trimming that detracts from the overall landscaping (i.e. "circular" or "squared" trimming of plants). All shrubbery and hedges should be shaped in accordance with natural growth

patterns. Maintain hedges at street intersections not more than three feet high to allow unrestricted pedestrian and vehicle observation.

(d) Landscaping. Landscaping will be of an informal, practical design that requires minimal maintenance and is in concert with the surroundings. Rock gardens/borders, sandbags, nonessential fences, woody vines and painting/white washing of trees, shrubs, rocks, etc., for beautification are expressly prohibited.

(e) Streets. Units are responsible to police all streets within and bordering their areas of responsibility.

(f) Irrigation. Limit irrigation to areas where supplemental watering is essential to establish and support vegetation, to prevent dust and erosion, or to prevent loss of established turf or principal landscape planting. Irrigate per reference (b) and other utilities conservation guidelines.

(g) Preservation of Trees. Do not cut or relocate trees without prior consultation with the Environmental Compliance and Protection Department and approval from the Director, Facilities Department. Tree removal is the responsibility of the Facilities Department.

(h) Unauthorized Roads and Trails. Do not establish any new footpaths or roadways without prior consultation with the Environmental Compliance and Protection Department and approval of the Director, Facilities Department. Direct requests to park on seeded areas to the Base Inspector. Officers exercising police and grounds maintenance responsibilities over seeded areas will enforce these restrictions.

(i) Trash Disposal. Sort trash and dispose of recyclable items per reference (c), (d) and applicable state and federal laws. Deposit trash in dumpsters located in all living and work areas. Transport objects too large to fit inside dumpsters to the sanitary landfill. The activity responsible for the area is responsible for emptying trash receptacles other than dumpsters (this includes common use standing waste receptacles located in or adjacent to tenant activities' areas of responsibility).

(j) Enclosure (2) designates police responsibilities for sections aboard MCBH Kaneohe Bay. Police these areas at least monthly, of more frequently if needed.

(4) Marine Corps Community Services (MCCS). Maintain the golf course, beaches, sports/recreation fields and other areas. Areas of responsibility other than the golf course will be determined by applicable regulations and mutual agreements between LF and MCCS.

(5) Provost Marshal

(a) Vehicle Traffic. Confine all regular vehicular traffic to established roads and parking areas. Driving or parking on sidewalks, lawns and seeded areas are prohibited except for vehicles acting in an emergency

capacity, and Facilities Department and contractors' vehicles when necessary to perform work. Exceptions to this regulation include special event parking when approved by the commanding general.

(b) Littering of Thoroughfares and Common Areas. Ensure strict compliance with reference (d) regarding littering of base thoroughfares and State highways. Cite violators observed littering on thoroughfares, beaches, and other common area locations.

(c) Pets. Ensure compliance with reference (d), specifically the times allowed for pets on North Beach, from sunrise to 1000, 1500 to sunset and pet litter. Pet owners in all cases are responsible for the immediate police and proper disposal of animal waste.

## 7. Administration and Logistics

a. Procedures for VIP Visits/Exercises. Compliance with this Order will minimize the requirement for special preparations for VIP visits/exercises. However, should last minute work be required, details and support requirements will be published by letters of instruction or other means. All activities shall support such events.

### b. Semi-annual Cleanup Program

(1) A comprehensive base-wide cleanup will be conducted semi-annually, during April and October. The Base Inspector will chair the program and coordinate the cleanup. The clean-up effort will encompass all of MCBH Kaneohe Bay and may include other areas such as MCTAB, Pu'uloa, Camp Smith, etc. as needed or directed by the commanding general.

(2) Special projects/requirements will be formulated from command input and the Base Inspector's inspection reports.

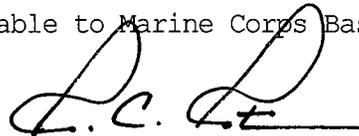
(3) Specific guidance and details of each cleanup will be defined in a bulletin to be published by the Base Inspector.

c. Changing Areas of Responsibility. Activities/departments who require a change in areas of responsibility will coordinate the desired change with the Director, Facilities Department, via appropriate chain of command.

## 8. Command and Signal

a. Signal. This Order is effective date signed.

b. Command. This Order is applicable to Marine Corps Base Hawaii.



R. C. ROTEN

Distribution: A

BASE INSPECTOR'S POLICE CREW DAILY ASSIGNMENTS

1. H-3 Street/area from Main Gate to Third Street (including the pedestrian footpath) immediately adjacent Nu'upia Road that extends from the Main Gate to Kailua Beach Drive)
2. "G" Street from Third Street to Mokapu Road
3. Lawrence Street from Mokapu Road to McLennan Street
4. Third Street from "E" Street to Selden Street
5. Mokapu Road from Mokapu Gate to Pyramid Rock
6. Palikilo Drive (All)
7. Sumner Road from Mokapu Road to Hale Koa Beach Park
8. Hale Koa Beach, North Beach, Ft. Hase Beach (As required after inspection by PMO/ Inspector)
9. "A" Street from First Street to Mokapu Road
10. "B" Street from First Street to Mokapu Road
11. "A" Street from First Street to Mokapu Road
12. "C" Street from Second Street to Mokapu Road
13. "E" Street from Third Street to Mokapu Road
14. Craig Avenue (All)
15. Harris Avenue from Maclachlan Street to South end
16. Reeves Road (All)
17. Reed Road (All)
18. Moffett Road (All)
19. Puuhawaiiiloa Road (All)
20. Manning Street (All)
21. Cushman Avenue (All)
22. Maclachlan Street (All)
23. Middaugh Street from Harris Avenue to Daly Road
24. Daly Road from Middaugh Street to Ordnance Area Gate (including open field South of Ulupau Housing Area)
25. Conduct sweeps of Super Playground and MCTAB as required

MCBH Police Assignments

1. Headquarters Battalion: The region from "E" Street to "G" Street and Mokapu. Both sides of "G" Street to the Main gate and extending along the footpath to Kailua Beach Road. Area also includes Pyramid Rock Beach.
2. 4<sup>th</sup> Force Recon Co: Perimeter Road and Sumner Road to the EOD warehouse, to include SAF Harbor and Hale Koa Beach.
3. 3d Marines: The Exchange/Commissary parking lots and surrounding grounds. The area inside of Craig Avenue, Harris Avenue, Seldon Street, and Mokapu Road. The Mokapu gate to Harris Avenue intersection, both sides of the road to include the Motor Pool grounds. Middaugh Beach Street from Harris Avenue to the Rifle Range to include Fort Hase Beach and shoreline up to the restricted area at the Rifle Range. Daly Road to the Magazine gate to include Fort Hase field up to the Housing Quarters.
4. CSSG-3: The area within "G" Street to Mokapu Road and Craig Avenue to Third Street from Lawrence Road to McLennan Drive and Manning Street through the Golf Club House. Area also includes North Beach.
5. MAG 24: The region from the runway at "A" Street to "E" Street and Mokapu Road to "E" Street. First Street to include the hangers and Reed Road extending to the O'Club and the road leading to the top of Kansas Tower.
6. 3rd Radio Battalion: Harris Avenue from the SCIF to Seldon Street to include Boondocker theater. Common areas within the region bordered by Craig Avenue to Seldon Street to Harris Avenue (PX Annex parking lot). The area in and around buildings 4034, 1051 and 1125 along Craig Street.
7. MCAF: The region from Perimeter Road to Sumner Road along runway to the Pyramid Rock coastline. The Beach Cottage areas are included within the region.
8. CPRFP: None.

FACILITIES DEPARTMENT GROUNDS MAINTENANCE AT MCBH KANEOHE BAY

1. The Facilities Department (LF) will maintain grounds at various locations throughout the base. Following is a general description of work:

a. Family Housing Areas. The Family Housing Department (LH) will maintain (including trimming) all playgrounds, all common areas, and designated quarters. Tenant responsibilities are in the Housing Manual issued at the time of occupancy. LH will resolve issues related to grounds maintenance in housing areas.

b. Base/Tenant Activities' Billeting and Working Areas. LF will mow all areas that can be done with tractor-drawn implements or riding mowers. Mowing of inaccessible areas and other work (trimming, pruning, edging, etc.) will remain the responsibility of the activity occupying the building or area.

c. Recreation Areas. The Marine Corps Community Services (MCCS) will maintain the golf course. MCCS and LF personnel will maintain other MCCS areas, with specific functions and areas to be determined by applicable regulations and mutual agreement between those departments.

d. Airfield. Grass height at the airfield will be maintained as agreed upon by LF, Marine Corps Air Facility (MCAF), the Environmental Department (LE) and the U.S. Department of Agriculture. This coordination will reduce the hazards of bird strikes to aircraft and protect endangered wildlife.

2. Because of the many factors that affect them, it is not practical or possible to establish precise mowing schedules. The approximate schedule for mowing during the rainy season (normally October through March) is a seven to ten day cycle. During the summer, the frequency may be reduced to a cycle of ten to fourteen days (if it can be done without compromising the appearance of the base) so that grounds maintenance personnel can do other off-season work (clear roadways/fence lines/ brush, trim trees, etc.). This plan is intended to balance the overall appearance of the base with the most productive use of resources.