

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**

374 AW INSTRUCTION 32-1002

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Civil Engineering

BASE APPEARANCE TEAM



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This instruction implements 374th Airlift Wing (374 AW) Base Appearance Team. It defines policies, assigns responsibilities and outline procedures and priorities for Base Appearance Team on Yokota Air Base (AB). The installation commander is responsible for the overall appearance and maintenance of the grounds assigned to the 374 AW and its tenant units. All commanders are responsible for the maintenance and appearance of facilities and grounds assigned to them, the 374th Support Group Commander (374 SPTG/CC) through the 374th Civil Engineer Squadron (374 CES) will normally maintain all common areas.

Chapter 1

GENERAL

1.1. Mission.

1.1.1. Eliminate the bulk of litter accumulated across Yokota AB, from both on- and off-base sources, that is serious potential for foreign object damage (FOD) to flightline operations.

1.1.2. Maintain the high standards of cleanliness and good order expected of Yokota AB as the “Gateway to the Orient”. Ensure base meets these standards during all distinguished visitor (DV) visits, by having a Base Appearance Team available to respond to taskings in support of Base Protocol Office and the DVs routes. This team will be available to respond 7 days a week, if needed.

1.1.3. Maintain the high standards of base appearance throughout Yokota AB on a day-to-day basis. Ensure the base meets the established standards by having a Base Appearance Team available to respond to any tasking given or called in by commanders, first sergeants, etc. This team will normally be available five days a week (Monday through Friday) from 0730 – 1200 hrs.

1.2. Responsibilities.

1.2.1. **374 AW Commander (374 AW/CC):** Overall appearance and maintenance of the grounds assigned to the 374 AW and tenant units. Inform 374 CES/CC of any special requirements or changes to this plan to support specific requirements.

1.2.1.1. **374 AW Public Affairs (374 AW/PA):** Provide support to publish periodic notices in support of Base Appearance Team operations and annual base clean-up days.

1.2.1.2. **374 AW Protocol (374 AW/CCP):** Provide to 374 CES/CC and 374 CES Heavy Repair (374 CES/CEOR) the schedule of DVs and the projected DV routes for upcoming visits. This will eliminate most of the last-minute calls but will also provide a tool for management to determine whether weekend support will/will not be required.

1.2.1.3. **374 AW Offices & Agencies :**

1.2.1.3.1. Ensure personnel exercise responsibility for maintenance of grounds and facilities under their control. This includes grounds maintenance within a 100-foot radius of their facilities and participation in base clean-up efforts.

1.2.1.3.2. Provide personnel to support Base Appearance Team. Ensure personnel can drive a manual shift.

1.2.1.3.3. Encourage all personnel to exercise proper stewardship of the base by picking up blowing trash, closing dumpster lids, maintaining their facilities, pulling up weeds, etc., wherever required.

1.2.1.3.4. Provide a 374 AW Point of Contact (POC) for Base Appearance Team. POC will coordinate and schedule personnel for Base Appearance Team to meet published schedule.

1.2.2. **Tenant Units assigned to Yokota AB :**

1.2.2.1. Ensure squadron commanders exercise responsibility for maintenance of grounds and facilities under their command. This includes grounds maintenance within a 100-foot radius of their facilities and participation in base clean-up efforts.

1.2.2.2. Provide personnel to support Base Appearance Team. Ensure personnel can drive a manual shift.

1.2.2.3. Encourage all personnel to exercise proper stewardship of the base by picking up blowing trash, closing dumpster lids, maintaining their facilities, pulling up weeds, etc., wherever required.

1.2.2.4. Each tenant unit will provide a POC for Base Appearance Team. POC will coordinate and schedule personnel for Base Appearance Team to meet published schedule.

1.2.3. 374th Operations Group Commander (374 OG/CC):

1.2.3.1. Ensure squadron commanders in the 374 OG exercise responsibility for maintenance of grounds and facilities under their command. This includes grounds maintenance within a 100-foot radius of their facilities and participation in base clean-up efforts.

1.2.3.2. Provide personnel to support Base Appearance Team. Ensure personnel can drive a manual shift.

1.2.3.3. Encourage all personnel to exercise proper stewardship of the base by picking up blowing trash, closing dumpster lids, maintaining their facilities, pulling up weeds, etc., wherever required.

1.2.3.4. Provide a 374 OG POC for Base Appearance Team. POC will coordinate and schedule personnel for Base Appearance Team to meet published schedule.

1.2.4. 374th Logistics Group Commander (374 LG/CC):

1.2.4.1. Ensure squadron commanders in the 374 LG exercise responsibility for maintenance of grounds and facilities under their command. This includes grounds maintenance within a 100-foot radius of their facilities and participation in base clean-up efforts.

1.2.4.2. Provide personnel to support Base Appearance Team. Ensure personnel can drive a manual shift.

1.2.4.3. Encourage all personnel to exercise proper stewardship of the base by picking up blowing trash, closing dumpster lids, maintaining their facilities, pulling up weeds, etc., wherever required.

1.2.4.4. Provide a 374 LG POC for Base Appearance Team. POC will coordinate and schedule personnel for Base Appearance Team to meet published schedule.

1.2.5. 374th Transportation Squadron Commander (374 TRANS/CC):

1.2.5.1. These scooters are designated for use of the Base Appearance Team and will not be tasked to support any other operational needs. These vehicles are considered "minimum essential" and not subject to recall.

1.2.5.2. Maintain appropriate parts to ensure street sweepers are able to be returned to service within 24 hours after most common equipment failures. Coordinate with the contractor and 374th Supply Squadron Commander (374 SUPS/CC) to establish minimum levels of parts for street sweepers.

1.2.5.3. Schedule sweeper rebuild program so no more than two sweepers are out of service at any time.

1.2.6. 374th Medical Group Commander (374 MDG/CC):

1.2.6.1. Ensure squadron commanders in the 374 MDG exercise responsibility for maintenance of grounds and facilities under their command. This includes grounds maintenance within a 100-foot radius of their facilities and participation in base clean-up efforts.

1.2.6.2. Provide personnel to support Base Appearance Team. Ensure personnel can drive a manual shift.

1.2.6.3. Encourage all personnel to exercise proper stewardship of the base by picking up blowing trash, closing dumpster lids, maintaining their facilities, pulling up weeds, etc., wherever required.

1.2.6.4. Provide a 374 MDG POC for Base Appearance Team. POC will coordinate and schedule personnel for Base Appearance Team to meet published schedule.

1.2.7. 374 SPTG/CC:

1.2.7.1. Inspect the base on a regular basis to ensure it is neat and clean. Determine duties and responsibilities of Base Appearance Team.

1.2.7.2. Ensure squadron commanders in the 374 SPTG exercise responsibility for maintenance of grounds and facilities under their command. This includes grounds maintenance within a 100-foot radius of their facilities and participation in base clean-up efforts.

1.2.7.3. Provide personnel to support Base Appearance Team. Ensure personnel can drive a manual shift.

1.2.7.4. Encourage all personnel to exercise proper stewardship of the base by picking up blowing trash, closing dumpster lids, maintaining their facilities, pulling up weeds, etc., wherever required.

1.2.7.5. Base Appearance Team Chief will be the 374 SPTG POC.

1.2.8. 374 CES/CC:

1.2.8.1. Advise 374 SPTG/CC of the status of sweepers, grounds maintenance equipment and manpower.

1.2.8.2. Provide a full-time Base Appearance Team Chief.

1.2.8.3. Are exempt from manning for Base Appearance Team since they provide full-time management and over-sight for this detail.

1.2.8.4. 374 CES Operations Flight, Commander (374 CES/CEO):

1.2.8.4.1. Review detailed instructions for the Horizontal Repair Section of the Heavy Repair Element (374 CES/CEORH) to ensure proper use and coverage of the Base Appearance Team (Pride Patrol).

1.2.8.4.2. Ensure the Chief, 374 CES/CEOR has all equipment and plans to accomplish Base Appearance Team detailed in this plan.

1.2.8.4.3. Provide radio support for the Base Appearance Teams.

1.2.8.5. Chief, 374 CES/CEOR:

1.2.8.5.1. Be responsible to Base Civil Engineer (BCE) and 374 CES Operations Flight (374 CES/CEO) for supervision of personnel and equipment for the Base Appearance Team.

1.2.8.5.2. Ensure cleanliness and proper maintenance of all equipment assigned to the Base Appearance Team.

1.2.8.5.3. Advise the BCE and 374 CES/CEO of any problems encountered in carrying out this plan which are beyond his/her capability to solve.

1.2.8.5.4. Review and advise 374 CES/CEO of any suspected Fraud, Waste, and Abuse (FW&A) of any type, immediately upon notification.

1.2.8.6. Superintendent, 374 CES/CEORH:

1.2.8.6.1. Be responsible to BCE, 374 CES/CEO, and 374 CES/CEOR for the proper supervision and management of personnel and equipment for the Base Appearance Team to include the Base Appearance Team chief.

1.2.8.6.2. Ensure safe operation of equipment and accountability of equipment being loaned to base organizations (e.g., power washers, etc.). This may include: operation instructions, videos and/or training classes.

1.2.8.6.3. Ensure all personnel assigned to the Base Appearance Team have been given a thorough briefing on their duties and responsibilities while assigned to this detail.

1.2.8.6.4. Coordinate any type of vehicle maintenance with the proper agencies to ensure a timely turn-in and return so not to disrupt the Base Appearance Team schedule.

1.2.8.6.5. Report any type of FW&A to 374 CES/CEOR immediately.

1.2.8.7. Base Appearance Team Chief:

1.2.8.7.1. Be responsible to BCE, 374 CES/CEO, and 374 CES/CEOR for the proper supervision of the Base Appearance Team personnel and equipment.

1.2.8.7.2. Brief members performing this detail on the following topics: duty hours, uniform standards, what to do, who to notify in case of an emergency, the do's and do not of this detail, breaks, kinds and variations of FW&A, appointments, etc. (Appointments should **not** be occurring while members are assigned as part of the Base Appearance Team detail. Organizations need to try to have all appointments rescheduled while members are on this detail.)

1.2.8.7.3. Brief members of this detail thoroughly on safety concerns and issues. Ensure the team members wear proper safety gear provided to them (e.g., reflective vest, leather gloves). Ensure each team is given a radio and know what their call sign is.

1.2.8.7.4. Ensure the detail members are properly licensed and have all their necessary items for driving the government owned vehicles (GOV) belonging to the Base Appearance Team.

1.2.8.7.5. Ensure enough supplies are available for the Base Appearance Team (e.g., large trash bags).

1.2.8.7.6. Ensure vehicles are properly taken care of (e.g., fueled, cleaned of all trash and litter, parked) prior to releasing members of the detail for the day. Ensure at least once a week (Fridays) vehicles must be thoroughly washed and cleaned up both inside and outside, and once a month vehicles must be waxed.

1.2.8.7.7. Be briefed by members of the Base Appearance Team on any problems involved with facility maintenance (e.g., opened dumpsters, lots of trash blowing around facilities), per-

sonnel or vehicles prior to releasing detail for the day. Resolve as many of these problems as possible and up channel other problems not able to be handled at this level of responsibility.

1.2.8.7.8. Actively monitor base areas to ensure job quality by Base Appearance Team.

1.2.8.8. 374 CES Chief, Infrastructure Element (374 CES/CEOI):

1.2.8.8.1. Provide, through Entomology, advice and direct action to control growth of weeds and vegetation in hard to maintain areas. Coordinate with the chief, 374 CES/CEOR.

1.3. Manning. Base Appearance Team manning will be determined by using current strength report. Base Appearance Team manning requirement will be updated annually in September.

1.4. Schedule.

1.4.1. Group tasking schedule will be published annually and provided to each POC.

1.4.2. Base Appearance Team detail is performed Monday through Friday (except holidays), from 0730 – 1200 hrs. **This detail must be available to respond to any tasking beginning at 0730 – 1200 hrs. This detail may also have to respond to a weekend or after hour tasking, if required.** Personnel in the grades of E-1 through E-6 are normally used. Uniform will be Battle Dress Uniform (BDU) and individuals need to dress appropriately for weather conditions. Personnel will report to the 374 CES/CEORH compound (Bldg 756). POC is 374 CES/CEORH, ext 225-5336.

Chapter 2

BASE APPEARANCE TEAM

2.1. Primary Duties.

2.1.1. **General.** The Base Appearance Team will send patrols at the beginning of each day to police all base roads and common areas to pick up trash and debris which is blowing around or laying along roads, sidewalks, etc. The team will perform any duties related to improving general appearance (e.g., minor bus shelter clean-ups, minor fixes along DV routes).

2.1.2. This is a **walking detail**. Members will have GOVs to take them from one main area to another. **DO NOT CRUISE YOUR SECTIONS WITH THE TRUCKS.** It wastes gas and you will overlook the litter.

2.1.3. The Base Appearance Team Chief will check odometers before and after the detail to ensure vehicles were not misused.

2.1.4. **KEEP SAFETY IN MIND AT ALL TIMES !** No speeding or reckless driving. If you pull off on one of the roads, make sure to use your turn signals and hazard lights. Do not just pull off. This is a good way to get rear-ended. Reflective Safety Vests are mandatory and must be worn at all times while performing this detail, except when on break or at lunch. If it is hot, you can remove your BDU tops (provided you are wearing a proper T-Shirt), but you must wear the vest over your T-Shirt.

2.1.5. If you pull off to the side of a road, do not block traffic or create a hazard to traffic. Use legal parking spots as much as possible. Do **not** drive vehicles on off-road surfaces.

2.1.6. **DO NOT PARK NEAR ANY OF THE BASE EATING ESTABLISHMENTS :** (e.g., Burger King, Popeyes, Food Court). Doing so may result in charges of FW&A.

2.1.7. **DO NOT TAKE TRUCKS THROUGH THE DRIVE THROUGHS AT BURGER KING OR POPEYES .** Every month there is one person who wants to test the theory, DON'T! **NOTE: Actual FW&A proven incidents, will be dealt with accordingly.**

2.1.8. At lunchtime, return the vehicles to the Horizontal Yard and park in the same area as you picked them up. Return the keys to the Base Appearance Team Chief.

2.1.9. After lunch, return to the office and pickup the set of keys for your vehicle from the Base Appearance Team Chief and check to see if there are any high visible or special interest areas in your area of responsibility needing attention that have been reported. If so, respond immediately to these areas of concern, and call back into the Base Appearance Team Chief with completed status.

2.1.10. End of the Day - Vehicle Turn-In:

2.1.10.1. Ensure there is at least $\frac{3}{4}$ of a tank of fuel in the vehicle. Any less than that, refuel the vehicle.

2.1.10.2. Make sure the entire vehicle is cleaned, including the bed of the truck. There will be cleaning supplies available within the 374 CES/CEORH complex. Your vehicle will be inspected by the Base Appearance Team Chief prior to your release from duty. On Fridays, the Base Appearance Team will be responsible for a thorough cleaning of the Base Appearance Team vehicles.

2.1.10.3. Return the safety vests to the cab of the vehicle, do **NOT** leave them in the bed of the vehicle.

2.1.11. Breaks – Since this is primarily a walking detail, breaks are authorized. Do **NOT** abuse this privilege. One 10-minute break each hour is authorized. The Base Appearance Team Chief will provide more information as necessary. Breaks will be adjusted depending on the heat index.

2.2. Areas.

2.2.1. Even though you are assigned to a specific area/sector of base, you may have to respond to another area (other than the one you are assigned) to assist with Base Appearance Team taskings. **DO NOT TURN-IN** vehicles and radios prior to the duty day being finished, your team taskings being completed, and the Base Appearance Team Chief releasing you. If you do turn it in early and we receive another tasking prior to the duty day being completed, you **WILL BE** called back in to complete the task. If you notice problems, report it back to the Base Appearance Team Chief to be up-channeled through to the Chief, 374 CES/CEOR, so they can notify the appropriate individuals to clean it.

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Commander