

**17 MARCH 2004**

**Civil Engineer**

**USAF ACADEMY SPRING AND FALL  
CLEANUP**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-10, *Installations and Facilities*, and establishes normal guidance and defines the concept and responsibilities of the United States Air Force Academy (USAFA) base cleanup. This instruction indicates the responsibilities of each organization and housing residents on how to administer the program and to maintain the highest standards of appearance at the USAF Academy. Therefore, special programs such as base cleanup are developed to supplement normal housekeeping. This instruction applies to everyone assigned to or residing on the Academy.

**SUMMARY OF REVISIONS**

This publication has been revised to reflect organizational office symbols, phone numbers, command and organizational changes since 18 March 2002. A bar() indicates revision from the previous edition.

**1. Concept of Operations:**

1.1. The primary consideration in base cleanup is the timely and effective removal of trash and debris from the USAF Academy prior to **Graduation (spring)** and **Parents Weekend (fall)** of every year. Efforts will be concentrated on the entrances to the base, along the perimeter fences, on roads, sidewalks, and buildings. Sufficient personnel and equipment will be made available to permit simultaneous cleanup in various areas.

1.1.1. All 10th Air Base Wing (10 ABW), Dean of the Faculty (HQ USAFA/DF), 34th Training Wing (34 TRW), Preparatory School (HQ USAFA/PL), Tenants, Facility Managers and Military Family Housing (MFH) occupants will participate.

**2. Base Cleanup Commanders:** The 10 ABW Commander (10 ABW/CC) will designate a representative from the USAF Academy to operate as Officer in Charge (OIC). In this capacity, he or she has complete responsibility for all base-cleanup activities; he or she maintains command of and directs all forces involved in base-cleanup operations.

**3. Base Cleanup Control Center:** The OIC will specify the location of the Control Center and provide a contact number.

**4. USAF Academy Designated OIC:**

- 4.1. Coordinates all base-cleanup activities.
- 4.2. Publicizes the activities.
- 4.3. Assigns representatives from each major organization on base.
- 4.4. Provides a list of taskings for each major organization's Point of Contact (POC) and their cleanup crews.

**5. 10th Civil Engineer Squadron (10 CES):**

- 5.1. Provides a map and assists in identifying unit responsibilities for base cleanup.
- 5.2. 10th Civil Engineer Squadron Pavements and Equipment (10 CES/CEOSP) will assist with heavy equipment as required and will provide repair and equipment crews as necessary.
- 5.3. 10th Civil Engineer Squadron Contract Services (10 CES/CEM) will provide dumpsters for debris and waste disposal and empty as required.
- 5.4. 10 CES/CEM will coordinate with Grounds Maintenance Contractor on their tasks and responsibilities for base cleanup in the main base area.
- 5.5. 10th Civil Engineer Squadron Self Help Store (10 CES/CEHOM) will forecast for base cleanup supplies and remain open extended hours.
- 5.6. 10th Civil Engineer Squadron Cadet Support Branch (10 CES/CEOC) will coordinate with the Grounds Maintenance subcontractor to assist cleanup efforts in the Cadet Area.

**6. Facility Managers:**

- 6.1. Have their areas completed by the end of Cleanup Week.
- 6.2. Obtain, inventory, and issue appropriate equipment necessary to accomplish base cleanup (i.e., trash bags, etc.).
- 6.3. Provide vehicles with drivers to transport debris and waste to the dumpsters.
- 6.4. Coordinate with 10 CES/CEM for disposition of large trash and debris disposal area.
- 6.5. Coordinate with 10th Civil Engineer Squadron Environmental (10 CES/CEV) for appropriate disposition of recyclable materials and hazardous wastes.
- 6.6. Provide appropriate personal protective equipment when required. (i.e., gloves, eye protection etc.)

**7. Housing Cluster Chiefs:**

- 7.1. Coordinate with Military Family Housing (MFH) 10th Civil Engineer Squadron Housing (10 CES/CEH) occupants for materials and equipment needed for the accomplishment of Cleanup Week.

7.2. Coordinate with the 10th Civil Engineer Squadron Housing Maintenance (10 CES/CEHOM) for any materials and equipment needed for the cleanup.

7.3. Have areas completed by the end of Cleanup Week.

7.4. Coordinate with 10 CES/CEM for disposition of trash and debris that is over and above Cluster Chief's resources.

#### **8. Unit Representatives:**

8.1. Conduct a walk-through of their assigned area and develop a plan of attack using the tasking list provided by this plan.

8.2. Have areas completed by the end of Cleanup Week.

8.3. Coordinate with 10 CES/CEM for disposition of trash and debris over and above existing dumpsters.

#### **9. Grounds Maintenance Contractor:**

9.1. The following responsibilities will apply for both Base and Cadet Area Contractors as required within their designated areas:

9.2. Mows, trims, edges and cleans up all grassy areas base-wide that are stated in the Statement of Work (SOW), USAF Academy Grounds Maintenance Contract.

9.3. Polices and cleans up.

9.4. Rakes all leaves, twigs and debris.

9.5. Mulches and removes weeds for trees, shrubs, and landscape beds.

9.6. Repairs damaged grounds.

9.7. Fertilizes and aerates.

9.8. Performs grounds maintenance.

9.9. Replaces dead and diseased trees, shrubs, and ground cover as stated in the USAF Academy Grounds Contract.

9.10. Performs planting requirements.

**10. Logistics Readiness – Vehicle Operations.** 10th Mission Support Group Vehicle Operations (10 MSG/LGRMTO): Provides vehicles (vans) to organizations for support during Spring Cleanup week as required for assisting detail personnel and the 10 ABW members, HQ USAFA/DF and 34 TRW to designated areas.

**Table 1. Quick Reference Phone Numbers**

<b>SUPPORT AREA</b>	<b>333-4530</b>
<b>CONTRACT SERVICES FLIGHT</b>	<b>333-3053</b>
<b>CE CUSTOMER SERVICE DESK</b>	<b>333-2790</b>
<b>USAFA COMMAND CENTER</b>	<b>333-2633</b>
<b>GROUND CONTRACTOR QAE</b>	<b>333-3053</b>
<b>SELF HELP STORE (Country Store)</b>	<b>333-3776</b>

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