

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

**374TH AIRLIFT WING
INSTRUCTION 32-1002**



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Civil Engineering**

BASE APPEARANCE TEAM

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Certified by: 374 MSG/CC
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This instruction implements the 374th Airlift Wing (374 AW) Base Appearance Team. It defines policies, assigns responsibilities and outlines procedures and priorities. 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 Mission Support Group Commander (374 MSG/CC), through the 374th Civil Engineer Squadron (374 CES), will maintain all common areas and ensure all records created in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Updates office symbols. Changes duty hours for Base Appearance Team Change/Adds squadron to unit/directors, etc (paragraph 2.2.1). Changed “Do not park near...” to “Do not use GOV for...” (paragraph 5.1.4.). Adds **Caution:** Do **NOT** stop for trash on the north and south overrun of the runway anywhere between the traffic lights/alarm signals (paragraph 5.2).

1. Mission.

1.1. Eliminate the bulk of litter accumulated across Yokota AB from both on- and off-base sources.

1.2. Ensure base meets high standards of cleanliness and good order during all distinguished visitor (DV) visits by having a Base Appearance Team available to respond 7 days a week, if needed.

1.3. Maintain the high standards of base appearance throughout Yokota AB on a day-to-day basis. The team will be available during duty hours from 0930-1630 from Monday through Friday.

2. Responsibilities.

2.1. 374 AW Commander (374 AW/CC): Responsible for overall appearance and maintenance of the grounds assigned to the 374 AW and tenant units. Informs 374 CES/CC of any special requirements or changes to this plan to support specific requirements.

2.1.1. 374 AW Public Affairs (374 AW/PA): Publishes periodic notices in support of Base Appearance Team operations and annual base clean-up days.

2.1.2. 374 AW Protocol (374 AW/CCP): Provides 374 CES/CC and 374 CES/CEO 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 or will not be required.

2.1.3. 374 AW Units & Staff Agencies:

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 cleanup.

2.1.3.2. Provide personnel to support Base Appearance Team. Ensure personnel can drive a vehicle with a manual transmission.

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

2.1.3.4. Provide a unit Point of Contact (POC) for the Base Appearance Team. POC will coordinate and schedule personnel for the Base Appearance Team to meet published schedule.

2.2. Tenant Units assigned to Yokota AB:

2.2.1. Unit commanders, directors, etc., 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 cleanup.

2.2.2. Provide personnel to support the Base Appearance Team. Ensure personnel can drive a vehicle with a manual transmission.

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

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

2.3. 374th Operations, Maintenance, and Medical Group Commanders (374 OG/CC, 374 MXG/CC, and 374 MDG/CC):

2.3.1. Ensures squadron commanders in their groups 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 cleanup.

2.3.2. Provides personnel to support the Base Appearance Team. Ensure personnel can drive a vehicle with a manual transmission.

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

2.3.4. Provide 374 OG, 374 MXG, 374 MDG POC's for the Base Appearance Team. POC's will coordinate and schedule personnel for the Base Appearance Team to meet the published schedule.

2.4. 374th Mission Support Group Commander (374 MSG/CC):

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

2.4.2. Ensures squadron commanders in the 374 MSG 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 cleanup.

2.4.3. Provides personnel to support Base Appearance Team. Ensure personnel can drive a vehicle with a manual transmission.

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

2.4.5. The Base Appearance Team Chief will be the 374 MSG POC.

2.5. 374th Logistics Readiness Squadron Commander (374 LRS/CC):

2.5.1. Provides scooters designated for use by 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.

2.5.2. Maintains appropriate parts to ensure street sweepers are able to be returned to service within 24 hours after most common equipment failures. Coordinates with the contractor and establishes and maintains minimum levels of parts for street sweepers.

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

2.6. 374th Civil Engineer Squadron Commander (374 CES/CC):

- 2.6.1. Advises 374 MSG/CC of the status of sweepers, grounds maintenance equipment and manpower.
- 2.6.2. Provides a full-time Base Appearance Team Chief.
- 2.6.3. CE personnel are exempt from manning for the Base Appearance Team since they provide full-time management and oversight for this detail.
- 2.7. Commander, 374 CES Operations Flight (374 CES/CEO):
 - 2.7.1. Relays detailed instructions to the Base Appearance Team Chief from the Horizontal Repair Shop to ensure proper use and coverage of the Base Appearance Team (Yokota Pride Team).
 - 2.7.2. Ensures the Chief of Heavy Repair has all equipment and plans to accomplish Base Appearance Team duties detailed in this plan.
 - 2.7.3. Provides radio support for the Base Appearance Team.
- 2.8. Chief of Heavy Repair Section (374 CES/CEOH):
 - 2.8.1. Responsible to Base Civil Engineer (BCE) and 374 CES/CEO for supervision of personnel and equipment for the Base Appearance Team.
 - 2.8.2. Ensures cleanliness and proper maintenance of all equipment assigned to the Base Appearance Team.
 - 2.8.3. Advises the BCE and 374 CES/CEO of any problems encountered in carrying out this plan which are beyond his/her capability to solve.
 - 2.8.4. Reviews and advises 374 CES/CEO of any suspected Fraud, Waste and Abuse (FW&A) of any type, immediately upon notification.
- 2.9. NCOIC of Horizontal Repair (374 CES/CEOHP):
 - 2.9.1. Is responsible to BCE, 374 CES/CEO, and 374 CES/CEOH for the proper supervision and management of personnel and equipment for the Base Appearance Team to include providing the Base Appearance Team Chief.
 - 2.9.2. Ensures 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.
 - 2.9.3. Ensures all personnel assigned to the Base Appearance Team have been given a thorough briefing on their duties and responsibilities while assigned to this detail.
 - 2.9.4. Coordinates any type of vehicle maintenance with the proper agencies to ensure a timely turn-in and return so as not to disrupt the Base Appearance Team schedule.
 - 2.9.5. Reports any type of FW&A to 374 CES/CEOH immediately.
- 2.10. Base Appearance Team Chief:
 - 2.10.1. Is responsible to BCE, 374 CES/CEO, and 374 CES/CEOH for the proper supervision of the Base Appearance Team personnel and equipment.
 - 2.10.2. Briefs 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 don'ts

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.)

2.10.3. Briefs detail members thoroughly on safety concerns and issues. Ensures the team members wear proper safety gear provided to them (e.g., reflective vest, leather gloves). Ensures each team is given a radio and knows what their call sign is.

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

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

2.10.6. Ensures 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. Ensures at least once a week (Fridays) vehicles are thoroughly washed and cleaned both inside and outside, and once a month vehicles are waxed.

2.10.7. Obtains information from Base Appearance Team members on any problems involved with facility maintenance (e.g., open dumpsters, lots of trash blowing around facilities), personnel or vehicles prior to releasing members of the detail for the day. Resolves as many problems at the lowest possible level and up-channels any problems not able to be resolved to the next level of responsibility.

2.10.8. Actively monitors base areas to ensure job quality by the Base Appearance Team.

2.11. Chief of Infrastructure Systems Section (374 CES/CEOI):

2.11.1. Provides through Entomology, advice and direct action to control the growth of weeds and vegetation in hard-to-maintain areas. Coordinates with 374 CES/CEOH.

3. Manning. Yokota AB Tenant Units will provide 4 personnel per shift according to the published schedule.

4. Schedule.

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

4.2. Base Appearance Team detail is performed Monday through Friday (except holidays), from 0900-1630. This detail must be available to respond to any tasking during these hours, and 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 utilized. Uniform will be Battle Dress Uniform (BDU) or Airman Battle Uniform (ABU) and individuals should dress appropriately for weather conditions. Personnel will report to the 374 CES/CEOHP compound (Bldg 756). POC is the Base Appearance Team Chief, ext 225-5336.

5. Base Appearance Team.

5.1. Primary Duties.

5.1.1. General. The Base Appearance Team will send patrols each day to police all base roads and common areas to pick up trash and debris adjacent to or 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).

5.1.2. Team members will keep safety in mind at all times and act accordingly! Reflective safety vests are mandatory and must be worn at all times while performing this detail. If it is hot, team members can remove their BDU or ABU tops, provided they are wearing the proper T-shirt, but they must wear the safety vest over their T-shirt.

5.1.3. If a driver must pull off to the side of a road, they will ensure they use appropriate turn signals and hazard lights and will not block traffic or create a hazard to traffic when stopping for trash. Team members will use legal parking spots as much as possible and not drive vehicles on off-road surfaces.

5.1.4. Team members will not use a GOV for personal use at any time.

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

5.1.5.1. Team members ensure there is at least $\frac{3}{4}$ of a tank of fuel in the vehicle.

5.1.5.2. Team members ensure the vehicle is cleaned, including the bed of the truck. Cleaning supplies will be available within the 374 CES/CEOHP complex. The vehicle will be inspected by the Base Appearance Team Chief prior to release of the team members from duty. On Fridays, the Base Appearance Team will be responsible for a thorough cleaning of the Base Appearance Team vehicles.

5.1.5.3. Team members will return the safety vests to the cab of the vehicle.

5.1.6. Breaks – Since this is primarily a walking detail, breaks are authorized. This privilege shall not be abused. 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.

5.2. Areas. The base is broken down into sections listed out in a plan within the Horizontal duty location. Caution: Team members are not to stop for trash on the North and South overrun of the runway anywhere between the traffic lights/alarm signals. If problems are noticed, report it back to the Base Appearance Team Chief to be up-channeled through to the Chief of Heavy Repair, 374 CES/CEOH, so they can notify the appropriate individuals to clean it.

5.3. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

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