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Civil Engineering

GROUND POLICING

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(Lt Col Michal D. Holliday)

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This publication establishes responsibilities for policing grounds on Mountain Home AFB (MHAFFB), and pertains to all personnel working or residing on MHAFFB. This publication does not pertain to Air National Guard units as the 266th Range Squadron is assigned to MHAFFB, however, it does not pertain to the Air Force Reserve Command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This revision recommends changes to the overall process of implementing and the execution of "Green Machine." Changed 366 CES/CEH to read 366 CES/CEAC, as well as other minor administrative changes.

1. General Responsibilities. All personnel (e.g., military, civilian and dependents) living or working on MHAFFB are responsible for ensuring the installation is maintained in the highest standard of cleanliness and order expected of military installations.

2. Specific Responsibilities. The following specific responsibilities are assigned for maintaining the base in proper order and appearance:

2.1. Main Base Area:

2.1.1. Group commanders will enforce procedures for grounds policing and grounds keeping within their area of responsibility (AOR) (refer to **Attachments 2 through 6**, maps identifying all groups, the 366th Operations Group (366 OG), the 366th Maintenance Group (366 MXG), the 366th Mission Support Group (366 MSG), and the 366th Medical Group (366 MDG) AOR for common area cleanup). Activate grounds policing procedures as often as necessary to maintain a neat and orderly appearance. Group senior enlisted managers and facility managers are the primary focal points to ensure grounds adjacent to their facility is kept free of tumbleweeds, down tree limbs, etc., after each windstorm and/or natural disaster.

2.2. Family Housing (FH):

2.2.1. AOR for housing occupants. IAW MHAFB Instruction (MHAFBI) 32-6004, *Inspection Standards for Military Family Housing*, occupants assigned AOR is midway between adjoining units and/or to the center of the street. If there is no adjoining unit, it is 2 feet beyond your backyard fence line, or 50 feet from your dwelling or to the nearest common area. Personnel accepting quarters with a corner lot are responsible for the entire seeded/rocked area regardless of the location of your fence. The grounds maintenance contractor is responsible for areas beyond 50 feet from the nearest dwelling or common areas. Occupants should not only maintain their lawns/flower beds/rocked areas, but use all available products and resources from the Self-Help Store, at no expense to them, to continually improve their yard each year. Specific grounds keeping responsibilities for residents are identified in the base housing brochure given to each resident upon assignment of quarters by the 366th Civil Engineer Squadron, Housing Management Office (366 CES/CEAC).

2.2.2. Residents are responsible for complying with the following guidelines regarding their AORs:

2.2.2.1. General yard appearance. Do not store or park junked or inoperative vehicles, (e.g., recreational vehicles (RV), campers, boats or pickup toppers) in the FH area. Do not park RVs anywhere in the housing area for more than 5 consecutive days without written authorization from 366 CES/CEAC IAW MHAFBI 31-101, *Installation Defense (ID) Instruction*. Do not perform extensive maintenance on vehicles in the FH area. 366 CES/CEAC will issue citations for violators who do not maintain their yards in a neat and orderly fashion and have an abundance of trash or animal feces.

2.2.2.2. Winter yard care. Remove dead vegetation and leaf accumulation in the fall and winter, and remove all snow and ice from driveways and sidewalks.

2.2.2.3. Summer yard care. During the growing season (March through October), FH occupants will ensure yards are in compliance with MHAFBI 32-6004. As a minimum, mow, edge and trim weekly to accommodate Tuesday and Friday lawn inspections. Yards must be green and well manicured. Flower and rock beds must be free of weeds.

2.3. **366 CES/CEAC** will routinely inspect FH areas.

2.4. **Green Machine responsibilities:**

2.4.1. Common area cleanup, locally referred to as “Green Machine,” will include the entire base (refer to **Attachments 2 through 6** for assignment of AORs).

2.4.2. The 366th Fighter Wing Commander (366 FW/CC) or designated representative will initiate a semiannual base-wide cleanup. Group commanders or designated representatives will inform each unit commander to assemble all their military personnel, provide the necessary instructions and ensure personnel, under their immediate control, possess the proper personal protective equipment and tools to effectively clear all debris from their assigned AOR.

2.4.2.1. 366 CES/CEOHP (Pavements and Equipment Shop) provides curbside pickup and is responsible for collecting bagged trash in the dumpsters along Gunfighter Avenue and/or Liberator Street.

2.4.2.2. Take tumbleweeds directly to the burn ditch adjacent to Fam Camp using unit government-owned vehicles. For an excessive amount of tumbleweeds contact 366 CES/CEOSC (Customer Service Office) at 828-2001. 366 CES will provide a dump truck and driver, and AOR manpower will load the truck.

2.4.3. Reasons to initiate Green Machine. Distinguished visitor visits, before and after special events such as air shows, and windstorms.

2.4.4. Group commanders may institute a local Green Machine at any time within their AOR as they deem appropriate.

RONALD D. BUCKLEY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

MHAFBI 31-101, *Installation Defense (ID) Instruction*, 30 March 2010

MHAFBI 32-6004, *Inspection Standards for Military Family Housing*, 15 October 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

Forms Adopted/Prescribed**Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms:

No forms are prescribed in this publication.

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AOR—Area of Responsibility

CC—Commander

CEAC—Housing Management Office (366 CES/CEAC)

CEOHP—Pavements and Equipment Shop (366 CES/CEOHP)

CEOSC—Customer Service Office (366 CES/CEOSC)

CES—Civil Engineer Squadron (366 CES)

FW—Fighter Wing (366 FW)

IAW—In Accordance With

ID—Installation Defense

MDG—Medical Group (366 MDG)

MFH—Military Family Housing

MHAFB—Mountain Home AFB

MXG—Maintenance Group (366 MXG)

OG—Operations Group (366 OG)

RV—Recreation Vehicle

Explanation of Terms

Areas of Responsibility (AOR) —Area from the building to the street or in case of an adjacent building the midway point between two buildings. If a building abuts a vacant lot, semi-

improved or undeveloped area, AOR stops at the end of the cultivated grass line joining the vacant, semi-improved or undeveloped area. AOR may include location outside fenced areas.

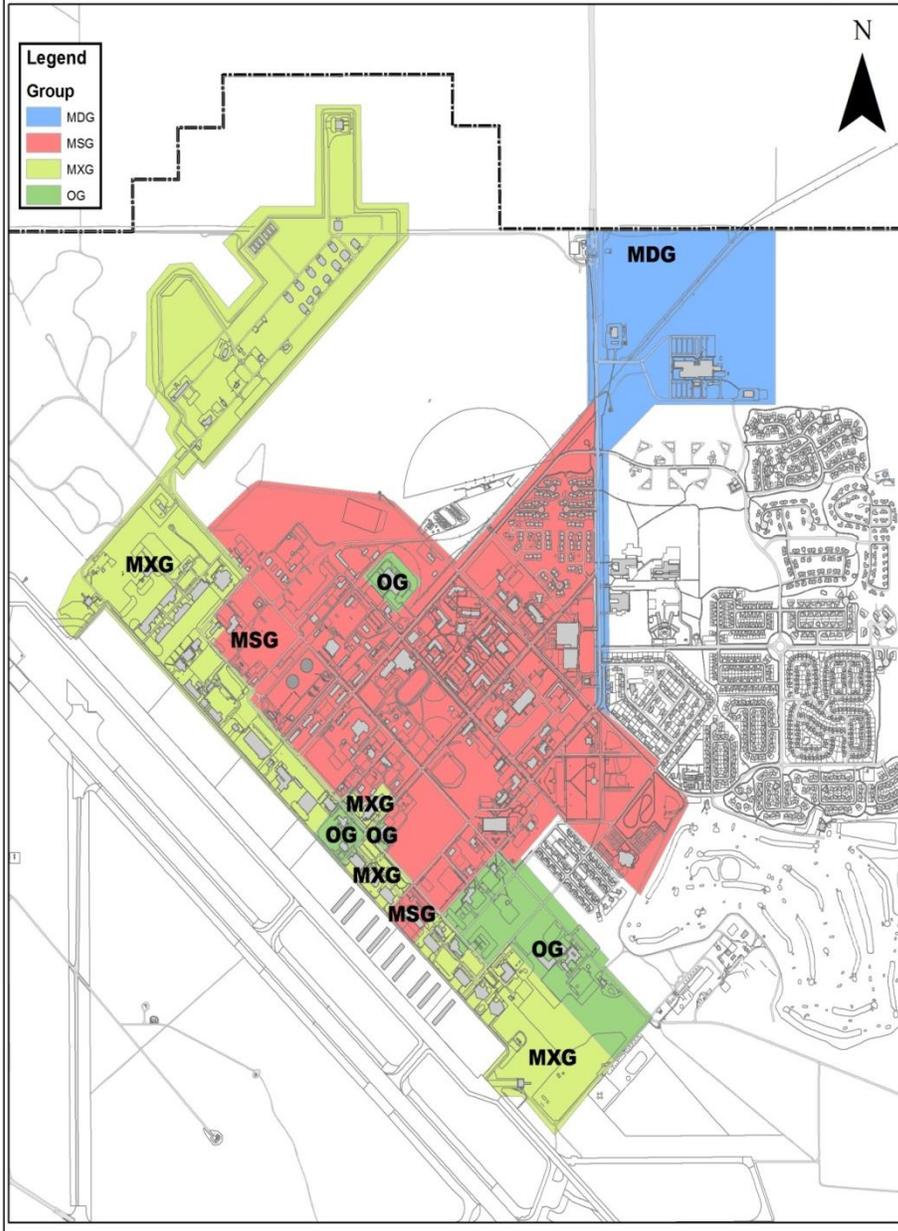
Grounds Policing—Remove litter and extraneous matter that detracts from the overall appearance. **Note:** Grounds policing also includes parking lots and refuse containers.

Grounds Keeping —Maintain a neat appearance of grass, bushes and shrubs. **Note:** Grounds keeping also includes edging sidewalks, driveways, and keeping parking lots, curbs and gutters weed free.

Green Machine —wide surge cleanup program where AORs are delineated by group, to prepare the base for a special event (e.g., visiting dignitaries, Community Appreciation Day, etc.).

Attachment 2

MAP IDENTIFYING ALL GROUPS AOR FOR COMMON AREA CLEANUP



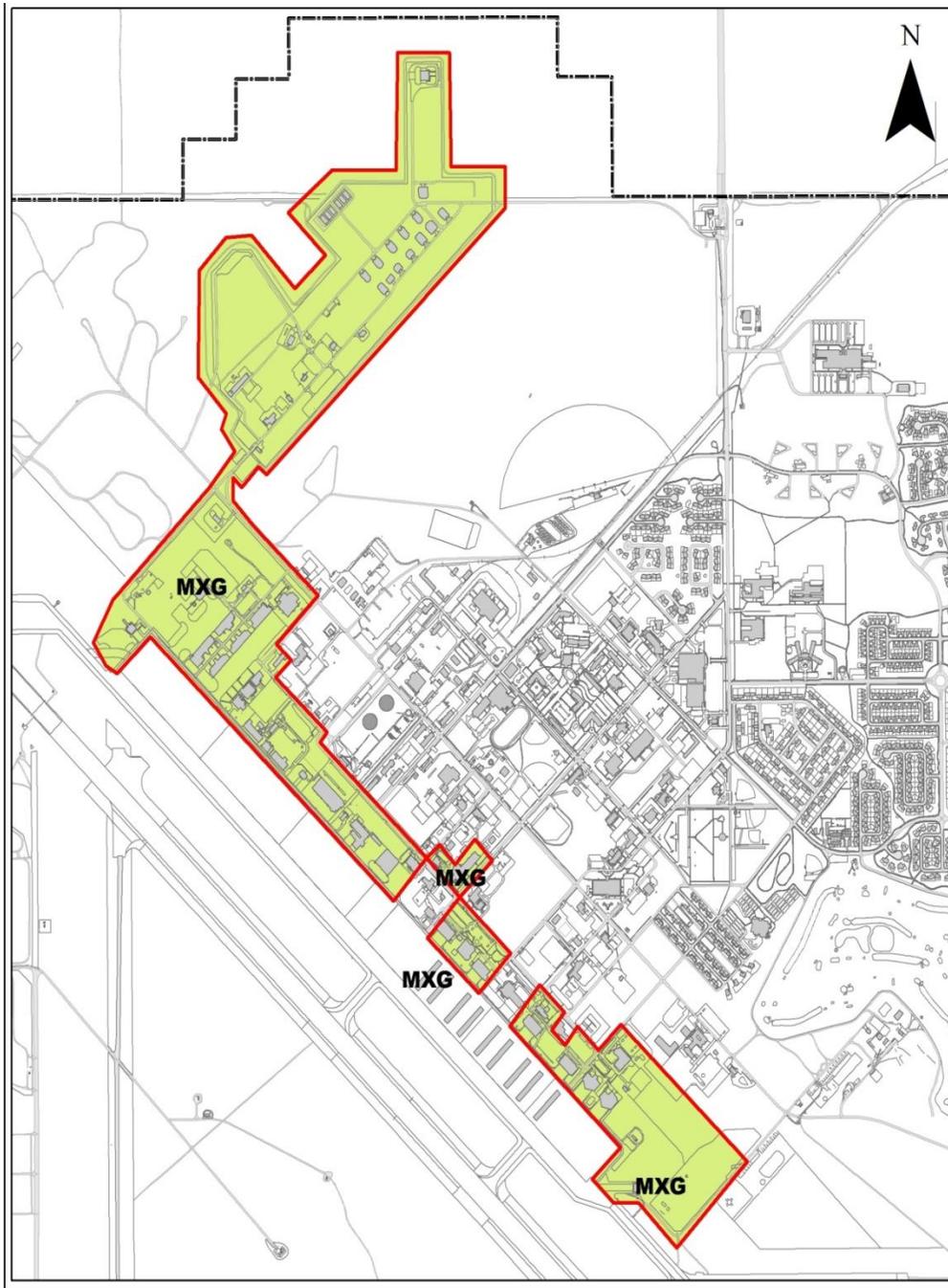
Attachment 3

MAP IDENTIFYING 366 OG AOR FOR COMMON AREA CLEANUP



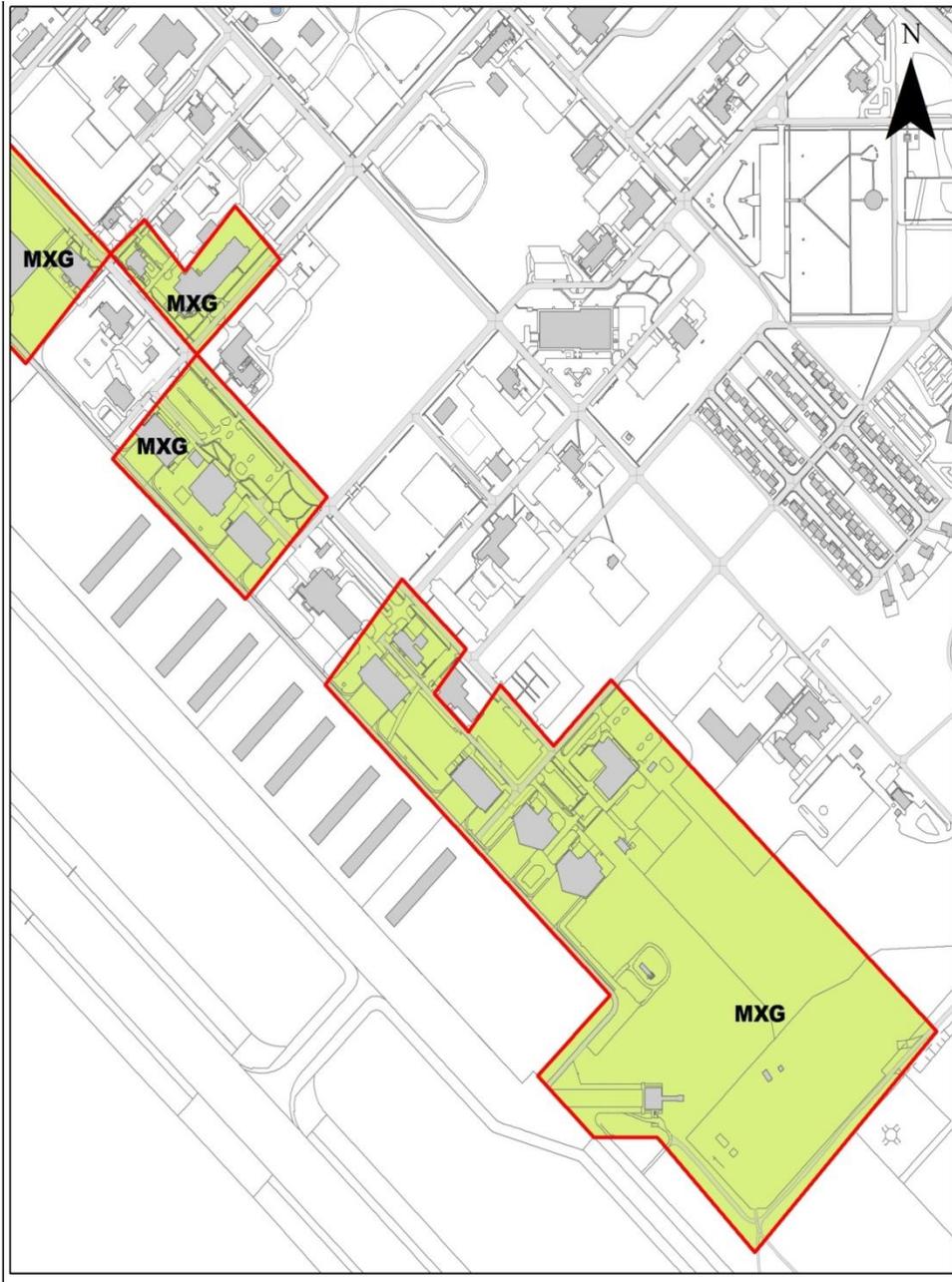
Attachment 4

MAP IDENTIFYING 366 MXG AOR FOR COMMOM AREA CLEANUP



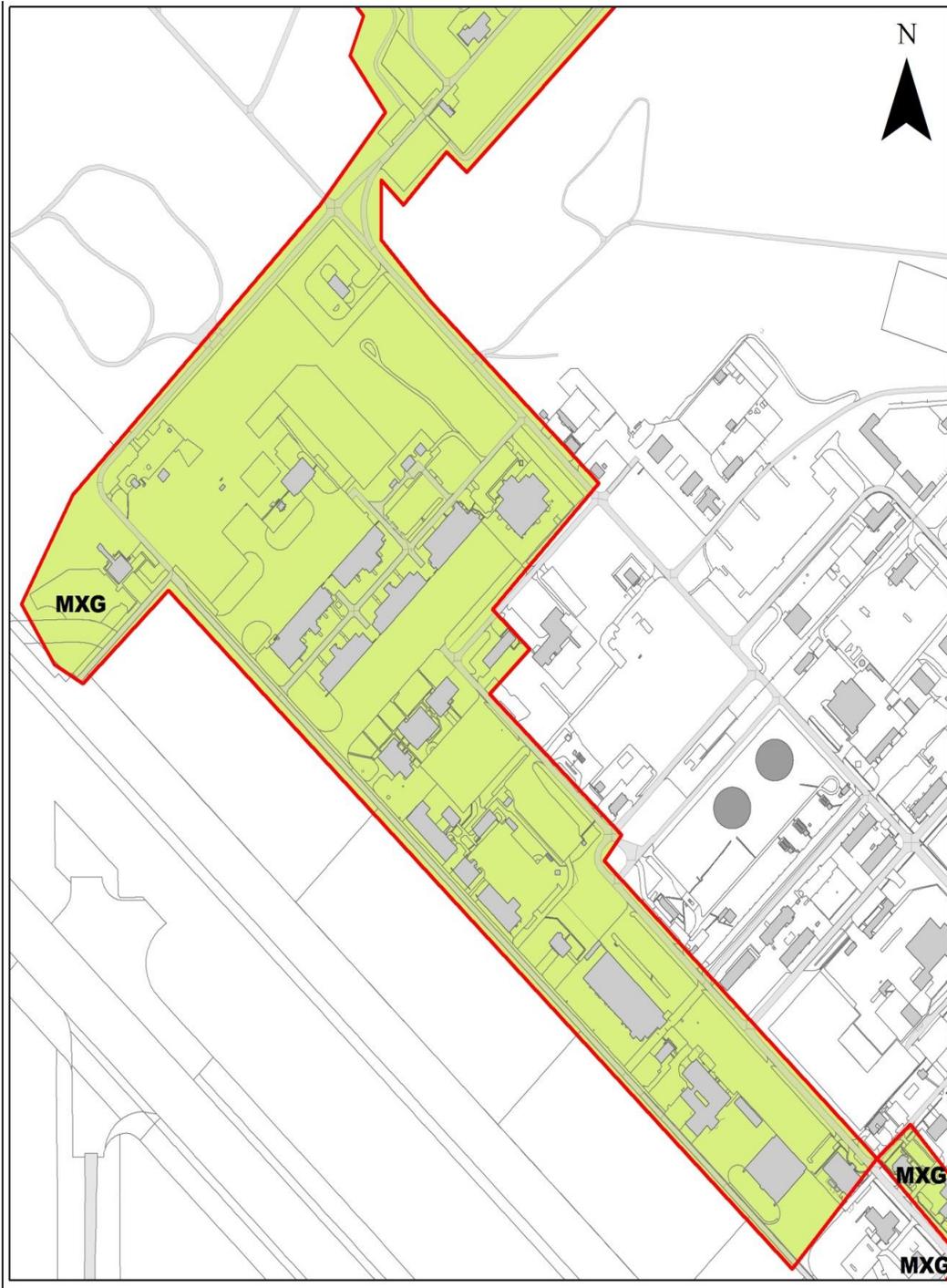
Attachment 4 (Cont'd)

MAP IDENTIFYING 366 MXG AOR FOR COMMOM AREA CLEANUP



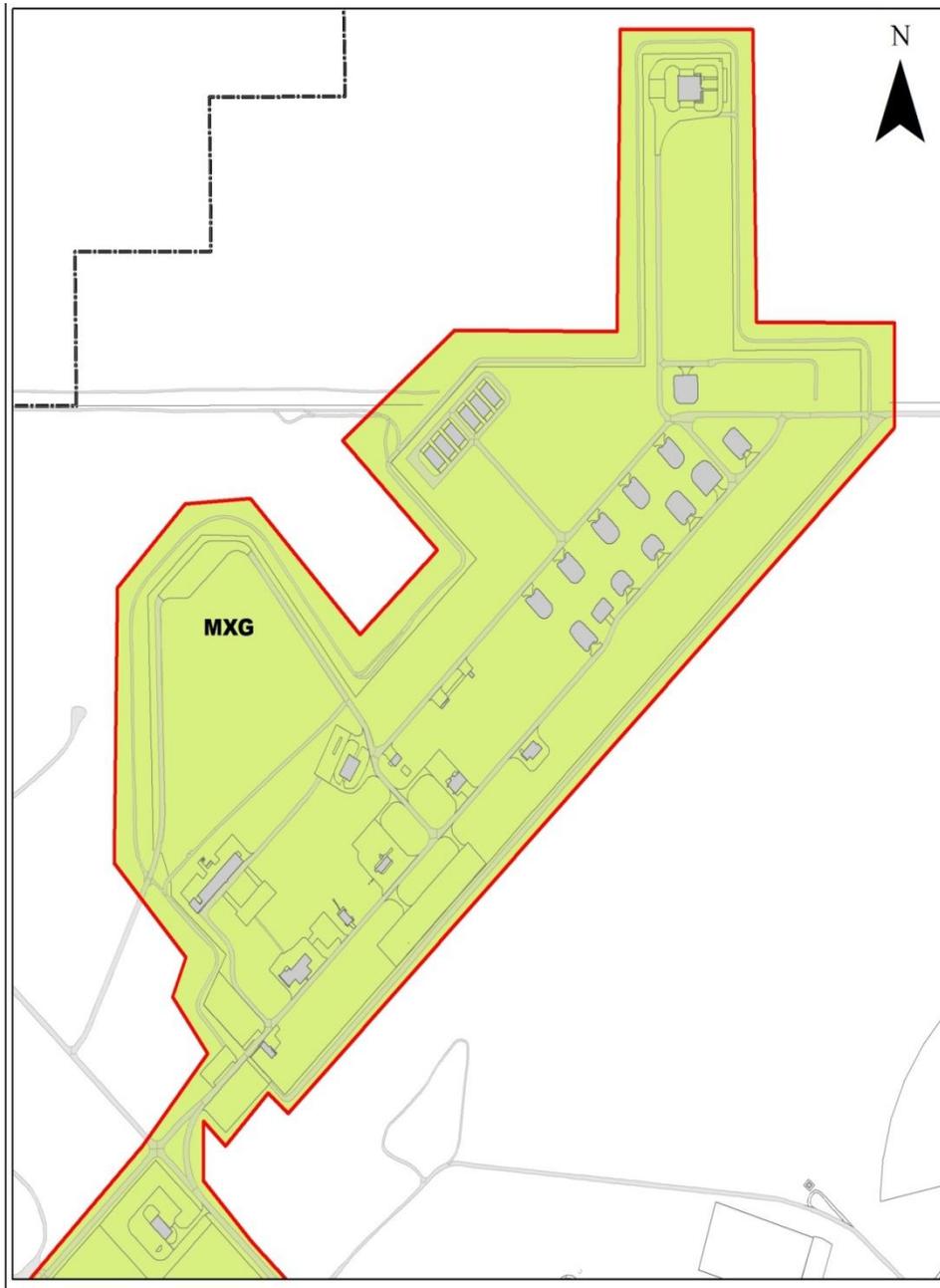
Attachment 4 (Cont'd)

MAP IDENTIFYING 366 MXG AOR FOR COMMOM AREA CLEANUP



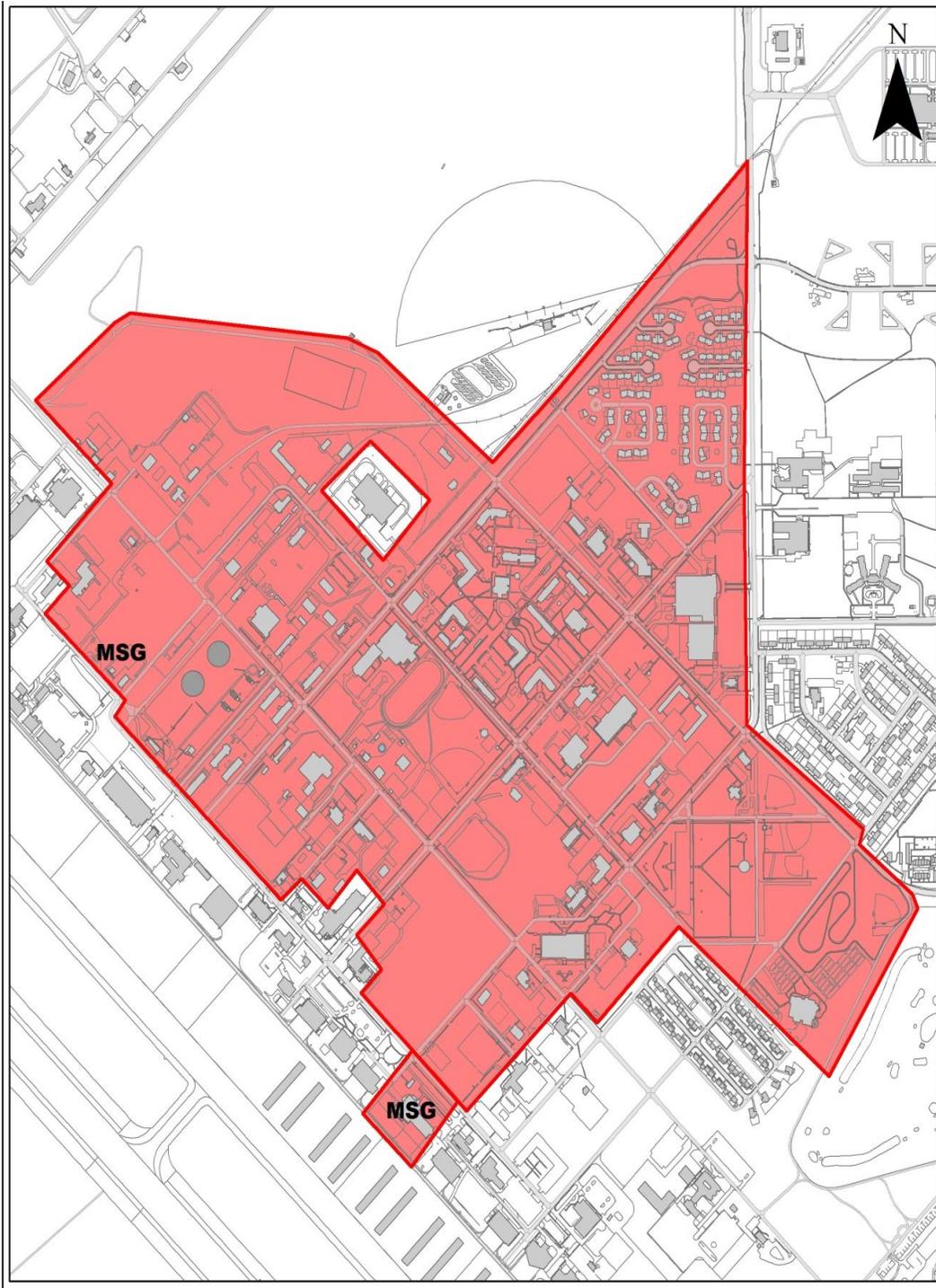
Attachment 4 (Cont'd)

MAP IDENTIFYING 366 MXG AOR FOR COMMON AREA CLEANUP



Attachment 5

MAP IDENTIFYING 366 MSG AOR FOR COMMON AREA CLEANUP



Attachment 6

MAP IDENTIFYING 366 MDG AOR FOR COMMON AREA CLEANUP

