



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER

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10 APR 2023

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: EARTH DAY AND BASE CLEAN-UP 2023

Ref: (a) MARADMIN 183/22
(b) MCO 5090.2

Encl: (1) Points of Contact

1. Situation. In accordance with the references (a) and (b), Marine Corps Air Station Cherry Point (MCAS CHERPT) will observe Earth Day during the month of April 2023. Marines, Sailors, and civilians will focus on improving our guiding principles of energy and water conservation as well as environmental stewardship. This Letter of Instruction (LOI) assigns tasks and responsibilities to support the Earth Day Celebration and conduct beautification of the installation through base-wide clean-up efforts.

2. Mission. From 1 April 2023 to 30 April 2023, the Marines, Sailors, and civilians of MCAS CHERPT will engage in Earth Day Celebration activities in order to raise awareness for environmental issues and stewardship of our natural resources.

3. Execution.

a. Commander's Intent. All units, tenant commands, and directorates are encouraged to participate in activities offered during Earth Week (17-21 April 2023). Additionally, all units, tenant commands, and directorates are encouraged to actively participate in clean-up efforts aboard the installation throughout the month. Marines, Sailors, and civilians aboard the installation are required to police their respective assigned areas of responsibility. Units will focus clean-up efforts on grounds, sidewalks, ditches, fences, parking areas, and roadways within the vicinity of their assigned buildings; unit building assignment maps are available upon request.

b. Concept of Operations.

(1) Units will police and beautify their areas of responsibility paying particular attention to grounds maintenance (e.g., vegetation growth within fenced areas and ditches, on fences and buildings, in parking lots, and landscaped areas) and all storage containers or shipping containers. Units will:

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- (a) Clear ditches of loose debris.
 - (b) Police fences and fence lines, parking lots, dumpsters (including those located near barracks and parking lots), buildings, and vehicle/equipment staging and storage areas.
 - (c) Turn in unnecessary pallets, wire, and other equipment not required for the daily mission.
 - (d) Clean, organize, and maintain a good state of police within all command facilities (walkways, landscaping, etc.).
- (2) Units may submit a request for support in transporting or disposing of debris by contacting the Facilities Maintenance Department (FMD) at 466-4363/4364.
 - (3) Units may request tools such as lawn mowers, weed eaters, rakes, and shovels from the FMD tool room located in building 85; contact the tool room at 466-3638.
 - (4) Units will turn-in recyclables in the following categories: local solid waste recyclable materials (i.e., recycle bin items such as paper, plastic bottles, cans, glass) and industrial, commercial, and bulk recyclable materials (i.e., large metals, tires, storage/embark boxes, pallets, batteries). Contact the Environmental Affairs Department (EAD) at 466-3631 with any questions and to coordinate turn in of materials.
 - (5) The Qualified Recycling Program will sell recycled materials turned in during the event and the proceeds will be offered as a cash prize to the unit that collects the most (by weight) trash, debris, and recyclable materials during the month of April.
 - (a) To be counted towards a unit's total, the command or unit must transport the trash, debris, and recyclable material collected during the April Earth Day event period to the Material Recovery Facility, building 4638, for inspection and recording of the weight.
 - (b) Contact the EAD at 466-3631 or via email at CHPT_FAC_EAD_OMB@usmc.mil with any questions and to coordinate turn in and recording of debris/recyclable material weight.
 - (6) All units will submit a summary of their Earth Day activities under this letter of instruction to the EAD at CHPT_FAC_EAD_OMB@usmc.mil by 5 May 2023.
 - (7) The EAD will sponsor and coordinate the following additional Earth Week activities; the details of these events will be publicized in early April.
 - (a) 18 April 2023: Earth Day 5K Run/Walk – Participants will be required to pay an “entry fee” of one recyclable item per participant at check in on the day of the event.
 - (b) 20 April 2023: Stormwater Pond and Beach Cleanup

c. Installation Tenant Missions.

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(1) All MCAS CHERPT tenant Commanding Officers, Officers-In-Charge, Division Directors, and Special Staff Officers.

(a) Ensure proper operational risk management and safety requirements are met.

(b) Conduct beautification of the installation.

(c) During the month of April, assign a working party to properly dispose of garbage, trash, and recyclables within and around your areas of responsibilities. Remove and or replace gear adrift. While performing the "Spring Cleaning" of your unit and areas of responsibility, pay particular attention to grounds maintenance (e.g. vegetation growth within fenced areas and ditches, on fences and buildings, in parking lots, and landscaped areas) and all storage/shipping containers.

(d) By 5 May 2023, submit a summary of Earth Day activities conducted under this letter of instruction to the EAD at CHPT_FAC_EAD_OMB@usmc.mil; include photographs (before and after, debris piles, etc.) to document improvements.

(2) Commanding Officer, Headquarters and Headquarters Squadron. Assign an H&HS working party to clean-up off base fence lines along base housing and areas adjacent to major roadways.

(3) Facilities Directorate/Environmental Affairs Department.

(a) Act as lead MCAS CHERPT agency for all events in observance of Earth Day.

(b) Ensure the availability and participation of appropriate personnel to support the base-wide clean-up and the increased volume of materials that will be turned in.

(c) Coordinate any traffic management concerns with the Provost Marshal Office.

(d) Provide educational outreach on environmental compliance, pollution prevention, and conservation subjects during Earth Day events.

(e) Coordinate with Communication Strategy and Operations (COMSTRAT) MCAS CHERPT to provide information to Government and External Affairs.

(f) Extend invitations to solicit for participation from environmental groups, non-governmental organizations, adjacent federal agencies, state, and local agencies/groups during Earth Day events.

(4) Marine Corps Community Services (MCCS). Synchronize 17-22 April Single Marine Program Base Clean-Up efforts with EAD Earth Week initiatives and this LOI.

(5) Provost Marshal Office. Provide traffic control as required.

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(6) COMMSTRAT.

(a) Coordinate with participating units to obtain and provide imagery of all Earth Day events throughout the month of April.

(b) Produce Social Media products promoting Earth Day and the Earth Day events.

4. Administration and Logistics. The action officer for this LOI is Matt Wallin of the EAD (466-5391; will.m.wallin@usmc.mil). Directives issued by this Headquarters are published and distributed electronically. Electronic versions of MCAS CHERPT LOIS can be found at <https://www.cherrypoint.marines.mil/Staff/Station-Adjutant/>.

5. Command and Signal.

a. Command. This LOI is applicable to all organizations and units aboard MCAS CHERPT.

b. Signal. This LOI is effective the date signed.



J. A. COTHERN
Acting

DISTRIBUTION: A

Points of Contact

Environmental Affairs Department

Primary: (252) 466-3631; CHPT_FAC_EAD_OMB@usmc.mil

Alternate: Mr. Will Wallin; 466-5391; will.m.wallin@usmc.mil

Alternate: Mr. Kurt Avellar; 466-3117; kurt.avellar@usmc.mil

Alternate: Mrs. Cheryl Murray; 466-5151; cheryl.murray@usmc.mil

Alternate: Mrs. Stephanie Connor; 466-5376; stephanie.connor@usmc.mil

Public Works Department

Work Tickets/Support: (252) 466-4363/4364

Tool Room: (252) 466-3638

Alternate: Mr. Tommy Deininger; (252) 466-7371

COMSTRAT

Ms. Samantha Kupiainen (252) 466-3824; Samantha.kupiainen@usmc.mil

Security and Emergency Services Directorate

MGySgt Eric Aguilar; (252) 466-6599; eric.aguilar@usmc.mil