



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
7918 BLANDY ROAD SUITE 100  
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 11012.1A  
N7  
24 Oct 05

### NAVSUPPACT NORFOLK INSTRUCTION 11012.1A

Subj: APPEARANCE PROGRAM FOR GROUNDS ON NAVAL SUPPORT ACTIVITY  
HEADQUARTERS COMPLEX AREA

1. Purpose. To establish an effective grounds maintenance program for the Naval Support Activity (NAVSUPPACT) Headquarters Complex area. The appearance of the Headquarters area affects recruiting, retention and performance of personnel, operational effectiveness, and relations with the general public and their support of the Navy.

2. Cancellation. NAVSUPPACTNORVAINST 11012.1

3. Discussion. The NAVSUPPACT Norfolk Disaster Preparedness (N7) has the primary responsibility for grounds maintenance. The grounds are presently maintained by a service contract managed by the Naval Facilities Engineering Command Mid-Atlantic, Norfolk. The general policing of grounds for litter is not cost effective when included in the grounds maintenance service contract. Manpower limitations prevent NAVSUPPACT Norfolk Disaster Preparedness from adequately policing the entire Headquarters area for trash. Consequently, the concerned effort of all tenant activities is required to keep areas immediately adjacent to their buildings litter free.

4. Responsibility. Naval Support Activity, Norfolk and tenant activities will assist in maintaining the appearance of the Headquarters area by performing the following:

a. Policing assigned grounds on a daily basis. Tenant commands are responsible for the cleanliness of their designated smoking areas.

b. Depositing trash in dumpsters provided, ensuring no metal objects are placed in burnable trash dumpsters. Depositing metal trash in appropriately marked dumpsters provided by NAVSUPPACT Norfolk. Ensuring that trash is separated properly at the source.

c. Screening of scrap and unusable equipment prior to disposal in the proper dumpster.

d. Providing NAVSUPPACT Norfolk Disaster Preparedness a point of contact to maintain and coordinate the grounds program.

5. Assignment of Cognizant Areas. Activities will use the following listed guidelines to determine areas of responsibility. When two or more activities occupy the same building, the senior activity will arrange for an equitable delegation of responsibility. General guidelines are as follows:

a. Where no natural division lines exist, the building occupant will be responsible for the space immediately surrounding that building area, to a point midway to the nearest building.

b. Where a street or driveway forms a boundary line between areas of responsibility, activities concerned will clean/police the area on their side of the centerline.

c. Where a fence forms a boundary, each activity will clean/police the area on their side.



M. A. COLLINS

Distribution: (NAVSUPPACTNORVAINST 5216.1R)  
List I, II and IV