



## DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT  
690 PEARY STREET  
NEWPORT, RHODE ISLAND 02841-1522

IN REPLY REFER TO:

NAVSTANPTINST 11014.1

XO

OCT 03 2017

### NAVAL STATION NEWPORT INSTRUCTION 11014.1

From: Commanding Officer, Naval Station Newport

Subj: BASE APPEARANCE AND CLEANLINESS

Ref: (a) NAVSTANPTINST 5090.3C RECYCLING MATERIALS PROGRAM

Encl: (1) CDO Focus Zones

1. Purpose. To define the expectations for appearance and cleanliness for all commands on Naval Station Newport (NSNPT).
2. Background. The appearance and cleanliness of Naval Station Newport is a direct reflection upon each and every person residing and working on board. Maintaining a clean, attractive, and operationally effective base is an all-hands effort that reflects the pride and dedication of all personnel on NSNPT.
3. Policy
  - a. NSNPT shall be maintained to present an appearance which reflects pride. Ground vegetation will be maintained in accordance with current Commander, Navy Region, Mid-Atlantic (CNRMA) standards.
  - b. All commands on NSNPT are responsible for professional appearance and cleanliness within 100 feet of their assigned facilities and adjacent parking areas; this is each command's area of responsibility (AOR). Commands with reserved parking areas (delineated by signs) are responsible for those areas as well, even if they are more than 100 feet from their facility. Commands inside a fenced compound are responsible for that entire area regardless of dimensions. The NSNPT Commanding Officer (CO) is responsible for Common Areas.
  - c. Parking on grass areas is strictly prohibited. All personnel on board NSNPT will park in designated parking areas.

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#### 4. Responsibilities

a. Commands on NSNPT are responsible for the following in the AOR:

- (1) Policing all litter, debris, and trash, and ensuring its proper disposal.
- (2) Sweeping sidewalks, gutters, and other surfaced areas too restrictive or congested for operation of a mechanical street sweeper.
- (3) Maintaining landscaping other than grass.
- (4) Remove vegetation (e.g. weeds, grass) from sidewalks, parking, and other non-landscaped areas
- (5) Preventing the accumulation of equipment and materials which detract from base appearance and ensuring the proper removal of all equipment or material to the appropriate storage or disposal facility identified later in this instruction.
- (6) Maintaining outside storage areas in a neat and orderly manner.
- (7) Reporting all routine facility issues beyond the tenant commands ability to repair through the onsite building manager to the Public Works Department (PWD) at (401) 841-1905. Emergencies and urgent report of damage or safety concerns throughout the base should be reported to the NSNPT Command Duty Officer (CDO) at (401) 862-8378.
- (8) Fully supporting Base Pride Days. Base Pride Days are single day events designed to bring all NSNPT commands together to conduct a very thorough base cleaning. Base Pride Days will be scheduled in the early spring and mid fall and will be advertised via message.
- (9) Complying with the guidelines and regulations contained in this instruction.

b. NSNPT PWD is responsible for the following:

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(1) Acquiring and managing grounds maintenance contract services and monitoring base appearance related to grounds maintenance.

(2) Acquiring and managing trash disposal contract services and monitoring dumpster placement, trashcan placement, and emptying schedules.

(3) Making repairs to all facilities beyond the resident's capabilities.

c. NSNPT CDO is responsible for the following:

(1) Conducting daily tours of the base focusing on issues related to base appearance and cleanliness while in the focus zone of the day in accordance with enclosure 1.

(2) Mustering the Duty Section at 1300 Monday through Friday and conducting organized base cleaning functions.

(3) Utilizing the duty section for discrepancy correction. All others outside of the duty section capability will be referred to PWD for correction.

d. NSNPT Duty Section is responsible for the following:

(1) Mustering at 1300 Monday through Friday and conducting organized base cleaning functions under the direction of the CDO.

## 5. Disposal

a. Plant Property that is no longer required will be turned into the Defense Reutilization and Marketing Office (DRMO). Likewise, all equipment or bulk raw materials no longer required and reusable can be turned in at DRMO.

b. Recyclable Materials will be disposed of in accordance with reference (a). Questions should be directed to your command/department recycling coordinator.

c. If items are of no further use or value to the government and are too large they must be broken down to sizes that enable it to fit into the dumpster. If the dumpster is full, contact the Public Works Department (PWD) Recycling

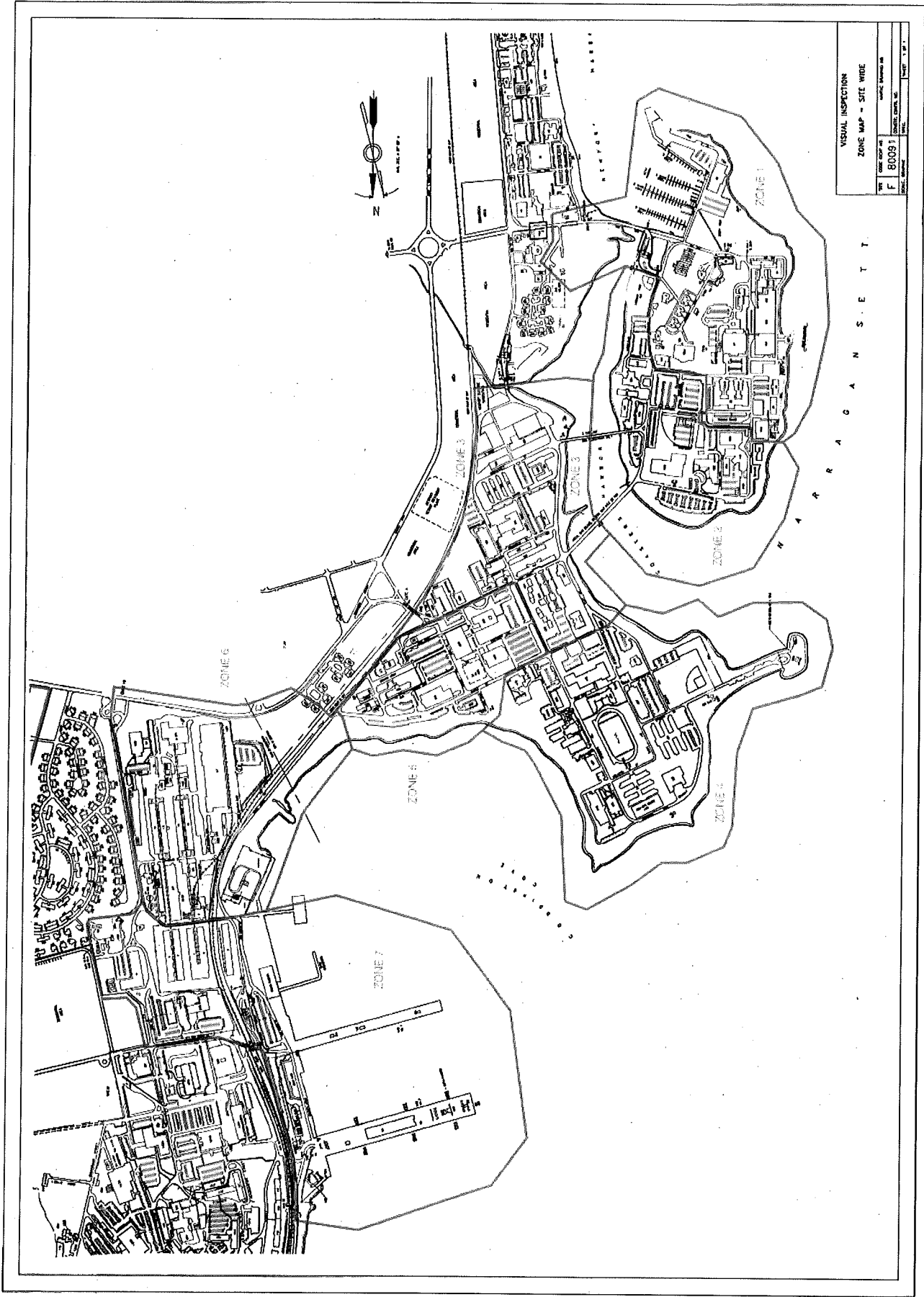
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Specialist/Refuse Collection at (401) 841-1790 through your building manager for emptying. In the meantime, find another authorized disposal site or hold the trash on station until the dumpster is empty. Do not place anything alongside the dumpsters as the vehicle operator will not take any trash not already in the dumpster and it may impede their ability to empty the dumpster.



I. L. JOHNSON

CDO FOCUS ZONES





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IN REPLY REFER TO:

5530  
Ser N00/639  
**OCT 03 2017**

MEMORANDUM FOR THE RECORD

SUBJ: PHYSICAL SECURITY INTRUSION DETECTION SYSTEM ALARM LOG  
THREE YEAR RETENTION PERIOD BASELINE SETTING

Ref: (a) OPNAVINST 5530.13C

1. Reference (a) requires all Arms ammunition and Explosive (AA&E) Intrusion Detection System (IDS) daily alarm logs be maintained for three years. Naval Station Newport employs a single IDS system which tracks all security alarms to include AA&E. For simplicity, all IDS alarm logs are maintained for three years.
2. The IDS alarm logs are stored, electronically, within the LENEL alarm monitoring system itself. While the system is capable of retaining data up to, and exceeding, the three year requirement, current system data only includes records back to 15MAR15.
3. This memorandum establishes a baseline date of 16MAR15 for maintaining three years worth of IDS alarm logs. In addition, moving forward, alarm logs will also be electronically backed up to a second location to ensure preservation for the three year period.
4. This memorandum will expire 16MAR18 or upon recording and storage of the third year of IDS alarm logs.

A handwritten signature in black ink, appearing to read "I. L. Johnson", written over a circular stamp or mark.

I. L. JOHNSON  
Commanding Officer  
Naval Station Newport