



DEPARTMENT OF THE NAVY
NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 4100.5C
Self-Help
18 Nov 03

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 4100.5C

Subj: APPEARANCE OF THE NAVAL WEAPONS STATION YORKTOWN

1. Purpose. To issue policy and assign responsibilities for the general appearance of the Station.

2. Cancellation. WPNSTA YORKTOWNINST 4100.5B

3. Background

a. The high standards of cleanliness and appearance of Naval activities continue to be the hallmark of the U.S. Navy. Unsightly activities have an immediate, adverse effect on personnel reporting on board and those who have caused the undesirable condition. Unfortunately, these adverse impressions and effects are lasting and work in direct opposition to the important goals of improving the material condition of the Navy and reflect adversely on overall fleet readiness.

b. It is imperative that all WPNSTA Yorktown personnel (military, civilian, and dependents) understand the importance of maintaining the Station in a clean and orderly manner at all times.

c. Despite the difficulties experienced by personnel reductions and shortfalls of maintenance funding, coupled with other problems inherent in today's environment, day-to-day cleanliness of the Station can and must be maintained or improved using our limited available resources.

4. Responsibility

a. To ensure compliance with WPNSTA Yorktown's policy of maintaining all areas, both indoors and outdoors, in an orderly, clean, and attractive manner, responsibility for the general appearance of assigned spaces, including those occupied by Station tenants, is as follows:

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(1) Sole occupant of a building has the responsibility for that building and the area adjacent to it (e.g., Building 702-Navy Regional Security Directorate; Building 1959-Atlantic Ordnance Command).

(2) Where two or more storefronts/tenants occupy a single building, the principal occupant will assume the responsibility.

(3) Occupants of family housing units are responsible for their unit and the areas adjacent to their quarters.

(4) Station personnel are responsible (First Lieutenant/Duty Section), in general, for all areas of the Station not specifically delineated in paragraphs 4a(1) through (3) above.

b. It is not intended that work generally assigned to Public Works or contractors (janitorial service, trash collection, grass cutting, etc.) be accomplished by Station personnel. What is intended, where possible, trash generated by the occupants of the building will be placed in proper receptacles and the responsible occupant will make Public Works aware of unsatisfactory performance by contractor personnel.

5. Action. Effective immediately, WPNSTA Yorktown division heads, tenant command COs/OICs, and storefront site managers will make sure that requisite attention is directed to the appearance of all areas within their assigned responsibilities and that these areas are maintained with the high standards of cleanliness and orderliness in keeping with the traditions of the U.S. Navy.



P. G. BEIERL

Distribution:

List I, II, III (Case A)