

MASTER FILE



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAUA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3229

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 4010.2F
N7
11 DEC 97

NAVPHIBASELCREEK INSTRUCTION 4010.2F

Subj: ALLOCATION, COLLECTION AND DISPOSITION OF PALLETS

Ref: (a) SOPA (ADMIN) LCREEKSUBAREAINST 5440.1

1. Purpose. To inform all Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) departments, resident activities, and ships of the availability of pallets upon request and stress the importance of returning pallets to the NAVPHIBASE LCREEK Supply Department. Changes to this instruction constitute a major revision; therefore, additions, deletions or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 4010.2E is hereby cancelled and superceded.

3. Background. The NAVPHIBASE LCREEK Supply Department normally has a limited number of wooden pallets available for use by departments, resident activities and ships homeported at Little Creek. The NAVPHIBASE LCREEK Ordnance Division retains a limited number of metal pallets to support ammunition movement. Since NAVPHIBASE LCREEK is not funded for the procurement of pallets, it is important that excess pallets be turned in for reutilization.

4. Action

a. NAVPHIBASE LCREEK Shore Resident Activities. Ensure all pallets not required are turned in at building 3090. If transportation assistance is required, Public Works Center (PWC), Little Creek Site (464-7423) will provide a truck, without driver, for transporting pallets to building 3090. Pallets are to be delivered inside the security fence at building 3090 between the hours of 0800-1500, Monday through Friday. Contact the Foreman, Receiving & Delivery Branch (464-8706/7) for further information.

b. Ships. Special empty pallet collection areas have been designated along the pier fence line as indicated below:

- (1) Between Piers 13 and 14, 14 and 15, and 16 and 17
- (2) Between Piers 56 and 57
- (3) The corner of the Quaywall east and Quaywall Dogleg berths.

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Per reference (a), reusable pallets shall be stacked no more than nine high, within the white lines, and shall be positioned with the larger forklift openings outward to provide easy access by a forklift. Smooth sided pallets (no wing ends) will not be placed in the same stacks with wing ended pallets. The two different types will be stacked separately for return to the Defense Distribution Depot (DDNV), Norfolk for reuse.

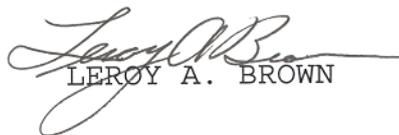
Note: These collection areas are for usable empty pallets only and shall be free of all debris (i.e., cardboard, wooden boxes, scrap wood, etc.)

NAVPHIBASE LCREEK Port Operations will transport unserviceable wooden pallets (pallets which are less than 50 percent complete or have no framework) to the NAVPHIBASE LCREEK Recycling Facility. Ensure these pallets are stacked separately from the serviceable pallets, no more than 9 high.

Empty pallets shall not be left on commercial carriers. These pallets are to be stacked as indicated above for pick-up by the NAVPHIBASE LCREEK Supply Department and returned to DDNV Norfolk for reuse.

e. NAVPHIBASE LCREEK Operations Department. Monitor pallet collection areas to ensure areas are clear of trash and pallets are properly stacked for pick-up. Coordinate with Pier Senior Officer Present Afloat (SOPA) and/or Commander, Amphibious Group TWO to maintain cleanliness in pallet collection area(s) when needed.

f. NAVPHIBASE LCREEK Supply Department. Schedule the pick-up of empty pallets every Wednesday and Friday at 1300. Coordinate with PWC, Little Creek Site Transportation to have a flatbed available at collection sites for loading pallets by Supply Department personnel and delivery to DDNV Norfolk.


LEROY A. BROWN

Distribution:
NAVPHIBASELCREEKINST 5216.2N
List I - Case A
List II
List III - Case B & C

Stocked by:
Commanding Officer
Naval Amphibious Base, Little Creek
2600 Tarawa Court, Suite 100
Norfolk, Virginia 23521-3229