

COMSCINST 5000.13	COG CODE N4	DATE 4 DEC 1979
-------------------	-------------	-----------------



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5000.13
M-14
4 December 1979

COMSC INSTRUCTION 5000.13

To: The Staff of Commander, Military Sealift Command

Subj: CHRISTMAS DECORATIONS

1. Purpose. To set forth policy regarding the use of decorative materials in federal and leased buildings administered by the General Services Administration.

2. Policy. It is the policy of COMSC that decorations may be installed in accordance with the following:

a. Manufactured Decorations. Manufactured decorations, such as crepe paper, drapes, curtains, cotton, cardboard, flock, and similar material shall be flameproof. This material shall be used in a manner which will not in any way damage walls, ceilings, or any parts of the building.

b. Christmas Trees. Trees may be brought into the building provided that:

(1) Trees shall be no higher than four feet except for main lobby entrances.

(2) Trees shall be placed away from heating equipment, curtains, other combustible material, and in locations that will not interfere with entranceways and exit areas.

(3) Where chemically treated trees are not used, freshly cut trees should be obtained. The freshness of the tree should be maintained by sawing it off at an angle at least one inch above the original cut and keeping the tree standing in water during the entire time it is kept in the building.

(4) Trees shall be removed from the building as promptly as possible, and in no case shall a tree remain for more than ten days after installation.

4 December 1979

c. Holly, Cornstalks, and Similar Material. Holly, cornstalks, and similar material may be used for decorative purpose only with the approval of the GSA Building Manager or Building Owner. If approved, only small quantities of such material shall be used. Requests for use of this material will be forwarded to the Office Services Division (ext 22660).

d. Candles. Lighted candles shall not be used for decorative purposes at any time.

e. Decorative Snow. The use of decorative snow will not be permitted on walls, doors, windows, or glass.

f. Removal of Christmas Decorations. Personnel will be responsible for removing all Christmas decorations on or before the first working day following New Year's day.

/S/

B. KEENER, III