



UNITED STATES MARINE CORPS

CAMPS FOSTER & LESTER
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER
UNIT 35002
FPO AP 96373-5002

CampO 3500.1
Camp

18 APR 2014

CAMP ORDER 3500.1

From: Camp Commander, Camps Foster and Lester, Marine Corps
Base, Camp Smedley D. Butler

To: Distribution List

Subj: UNIT TRAINING AREAS ABOARD CAMPS FOSTER/LESTER

Ref: (a) MCO 1553.3A

Encl: (1) Map of designated unit training areas aboard Camps
Foster/Lester

(2) Camps Foster/Lester Training Area Request Form

(3) EMP 13.1.1 Field Training Environmental Management
Plan Form

1. Situation. The purpose of this Order is to promulgate regulations which ensure personnel aboard Camps Foster and Lester train in a safe and effective manner in order to preserve life and limb, prevent damage to camp infrastructure, and promote positive community relations.

2. Mission. The requirement to train Marines and Sailors in realistic scenarios that not only hone existing skills but impart new ones can never be diminished. Camp Services will attempt to facilitate all unit training requests. The camp commander has authorized designated tactical training areas aboard the camp in an effort to minimize the safety hazards and local community burden associated with unit movements to and from the Central Training Area (CTA). If units desire to train aboard the camp they must adhere to the special considerations and guidelines outlined in this order to reduce safety hazards and accidents and to prevent damage to personal property and camp infrastructure.

3. Execution. The following procedures will be utilized to request and conduct training aboard Camps Foster and Lester.

18 APR 2014

a. Tactical Training Areas

(1) Enclosure (1) are maps of designated unit training areas aboard Camps Foster and Lester, to include tactical training areas. The tactical training areas have been designated by the camp commander as areas approved for use by tenant units to conduct small-scale, short duration training exercises such as combat operations center and communications exercises, etc. Large-scale or long term training exercises should be conducted in the CTA.

(2) The Camp Services Administration/Operations Office is responsible for managing and scheduling the unit tactical training areas aboard Camps Foster and Lester. Tactical training areas will be scheduled on a first-come basis. In order to reserve a tactical training area, units are required to submit enclosures (2) through (3) at least two weeks in advance of the date requested to conduct training. The Training Area Request Form must include approval signatures from General Facilities (G-F), Camp Environmental Coordinator, Base Safety and Facilities Engineer Central. The Operational Risk Management (ORM) worksheet must be signed by the unit commander or a representative with "By direction" authority. The ORM worksheet must include all phases of training and identify an officer-in-charge (OIC) and staff noncommissioned officer-in-charge (SNCOIC) with point of contact (POC) information. If tent stakes or any ground-penetrating anchoring/staking mechanism is used, Facilities Maintenance Branch, Work Management Unit, must be contacted at least 30 days prior to the start of the exercise at DSN 315-645-3798 to obtain a utility clearance. Environmental pre and post exercise walkthroughs are required.

(3) The following rules will be adhered to when conducting tactical training exercises aboard Camps Foster and Lester:

(a) Damage to camp infrastructure (buildings and grounds) is the responsibility of the using unit. The using unit will pay all costs associated with damage to the camp or private property. Units must plan for repairs in their exercise training budgets. Damage includes, but is not limited to ruts, buildings, etc.

(b) Explosive detonations and weapons firing of any kind, to include blank ammunition and simunition, are prohibited.

18 APR 2014

(c) A corpsman and safety vehicle must be on site throughout the training evolution.

(d) Units are not authorized to dig anywhere aboard Camps Foster and Lester. Units requiring the use of equipment grounding rods must receive approval from Facilities Engineer Central before use. Coordination with Facilities Engineer Central is essential to prevent damage to underground utilities.

(e) Units are not authorized to splice into shore power electricity at exercise sites without prior approval from Facilities Maintenance and the Camp Administrative/Operations Chief.

(f) All head calls and personal hygiene must be conducted in surrounding facilities heads or portable toilets.

(g) Any ruts created by vehicles during training must be filled in with packed dirt by the occupying unit prior to departure. If the Camp Administration/Operations Chief determines reseeding is required, the using unit will pay for costs associated with reseeding. Expenses will be worked through G-F, Marine Corps Base.

(h) Units must adhere to quiet hours between 2200 and 0500.

(i) Alcohol is not allowed in the tactical training area while unit training is being conducted unless a waiver has been granted by the camp commander. Illegal drugs and narcotics are not allowed in the training areas at any time.

(j) A detailed police call will be conducted and all trash will be removed at the conclusion of the exercise.

(k) An on-site checkout inspection must be conducted by Camp Operations and Camp Environmental personnel before units are relieved of responsibility for the training area.

(4) The camp commander may authorize exceptions to the above rules on a case-by-case basis.

b. Other Training Areas

(1) The camp's parade deck is used for changes of command, parades, helicopter landing zone for Very-Important-Persons/Distinguished Visitors and other special events. Unit

18 APR 2014

small-scale, short duration tactical training exercises may be approved by the camp commander on a case-by-case basis depending on the time of year, ground saturation, type of equipment used, etc. The parade deck will be reserved through the Camp's Administration/Operations Office and is available on a first come basis. In order to reserve the parade deck, units are required to submit enclosures (2) and (3) with ORM worksheet at least two weeks in advance of the date requested to conduct training. The ORM worksheet must be signed by the unit commander or a representative with "By direction" authority. The ORM worksheet must include all phases of training and identify an OIC and SNCOIC with POC information. If requesting the parade deck for a unit small-scale, short duration tactical training exercise, the training area request must include approval signatures from Base Environmental, Safety, and Facilities Engineer Central. If tent stakes or any ground-penetrating anchoring/staking mechanism is used, Facilities Maintenance Branch, Work Management Unit, must be contacted at least 30 days prior to the start of the exercise at DSN 315-645-3798 to obtain a utility clearance. Environmental pre and-post exercise walkthroughs are required.

(2) The movie theater (Bldg 1000), and the Headquarters and Service Battalion Class Room 120B (Bldg 494) can be used by units to conduct classroom type training, briefings and ceremonies. These facilities will be reserved through the Camp Administration/Operations Office and are available on a first come basis at phone number 645-7317. In order to reserve facilities, units are required to submit enclosure (2) at least 72 hours in advance of the date requested to conduct training. Units must ensure the Facility is policed before turning it over to Camp Administration/Operations. An onsite checkout inspection must be conducted by Camp Administration/Operations personnel before units are relieved of responsibility for the Facilities.

(3) The Ocean Breeze Club lounges, education center classrooms, Marine Corps Community Service (MCCS) classroom, community center, library classroom, running track, softball and all MCCS recreational fields can be reserved for unit functions through the camp's Marine Corps Community Service office at DSN 645-5270. The Foster Chapel (Bldg 50) can be reserved thru the chapel administration office at phone number 645-7486. Weapons and other tactical equipment are not allowed in the Foster Chapel unless they are being used for ceremonial purposes.

4 8 APR 2014

4. Administration and Logistics. The provisions of this order are applicable to all tenant units and tenant organizations aboard Camps Foster and Lester.

5. Command and Signal.

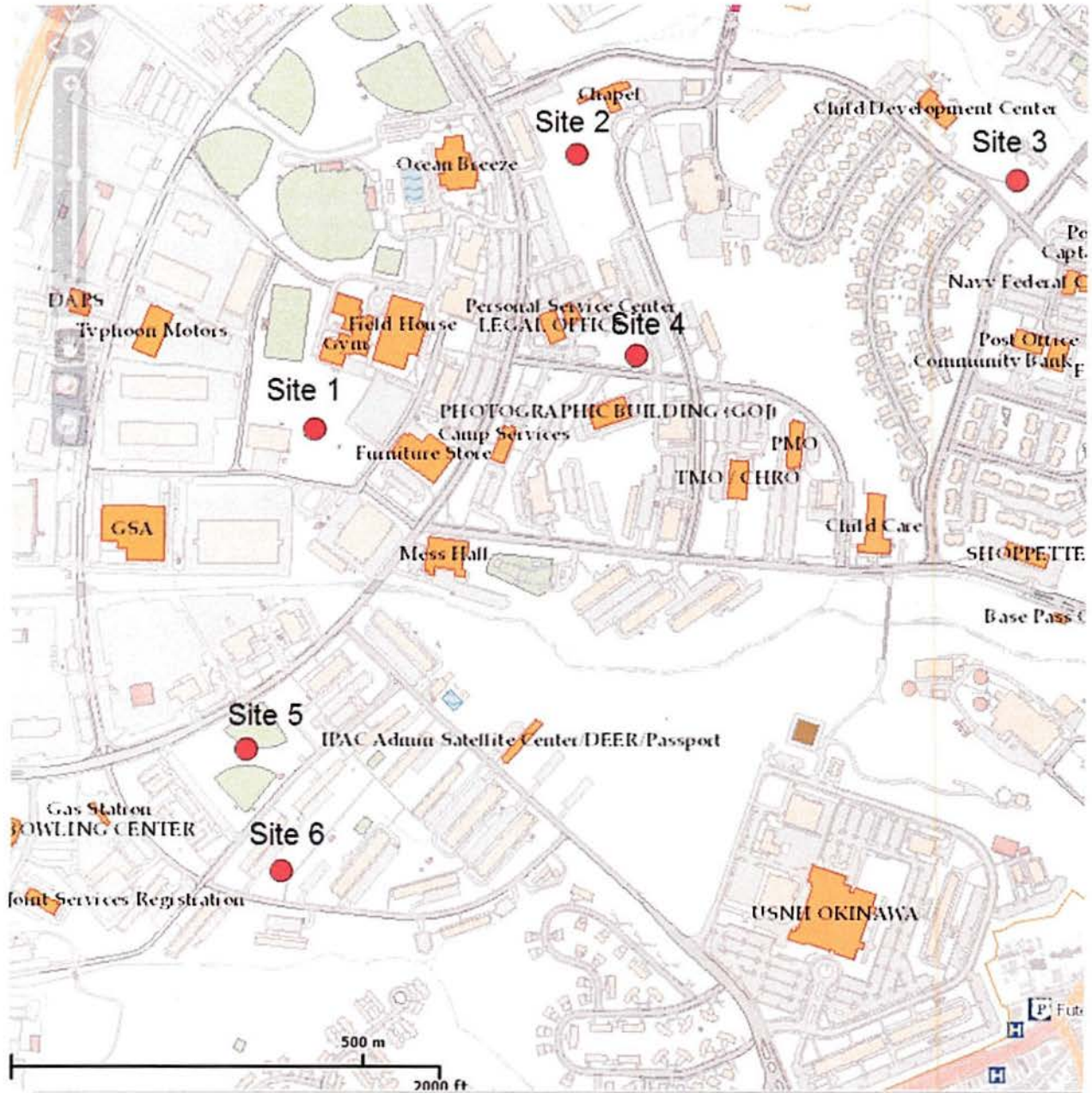
a. Command. This order is directive in nature. This order will be distributed as directed and all tenant and visiting units and organizations will incorporate these procedures.

b. Signal. This order is effective immediately.


K. J. ESTES

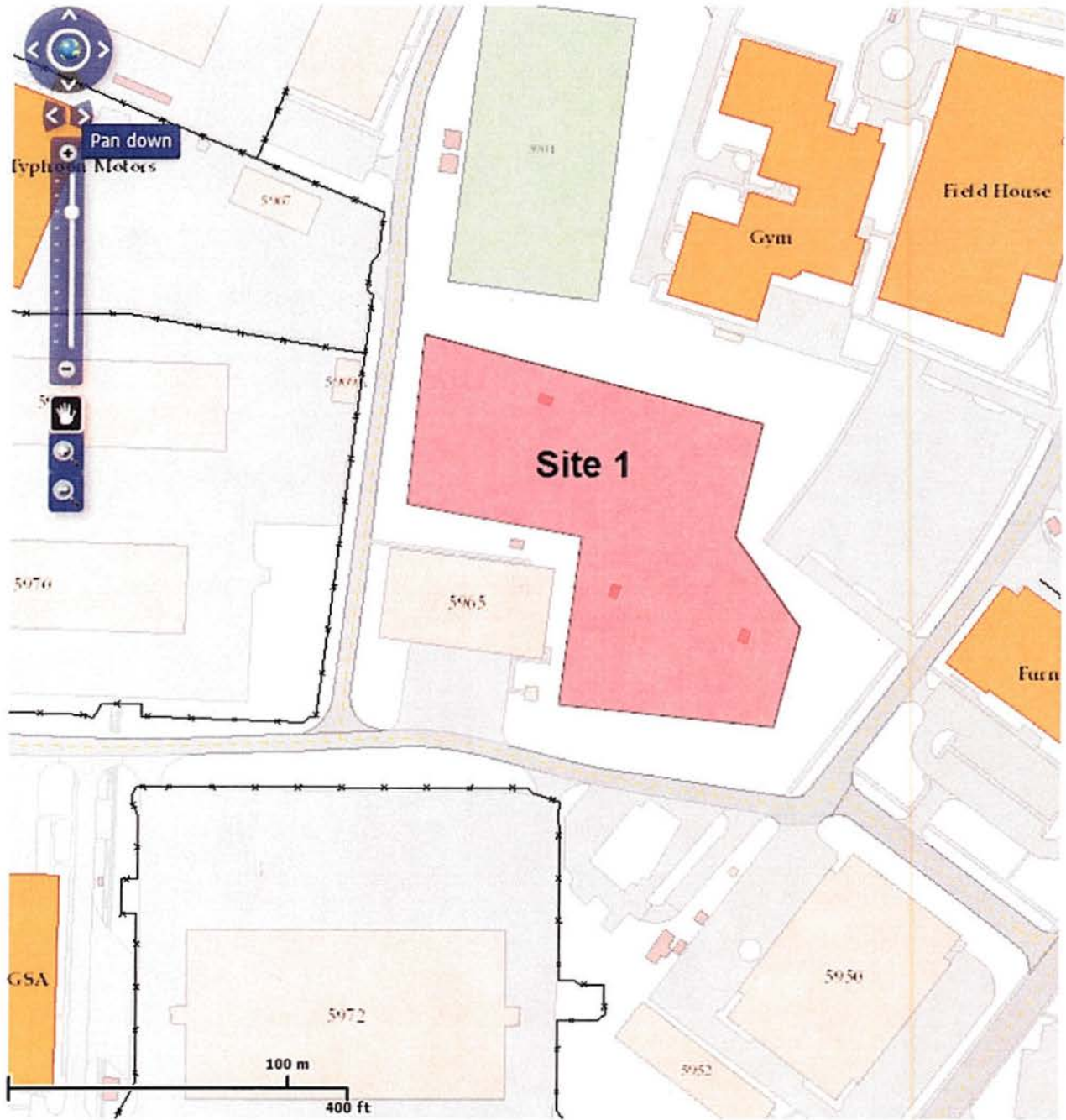
Distribution: A

MAP OF DESIGNATED TRAINING AREAS OVER VIEW

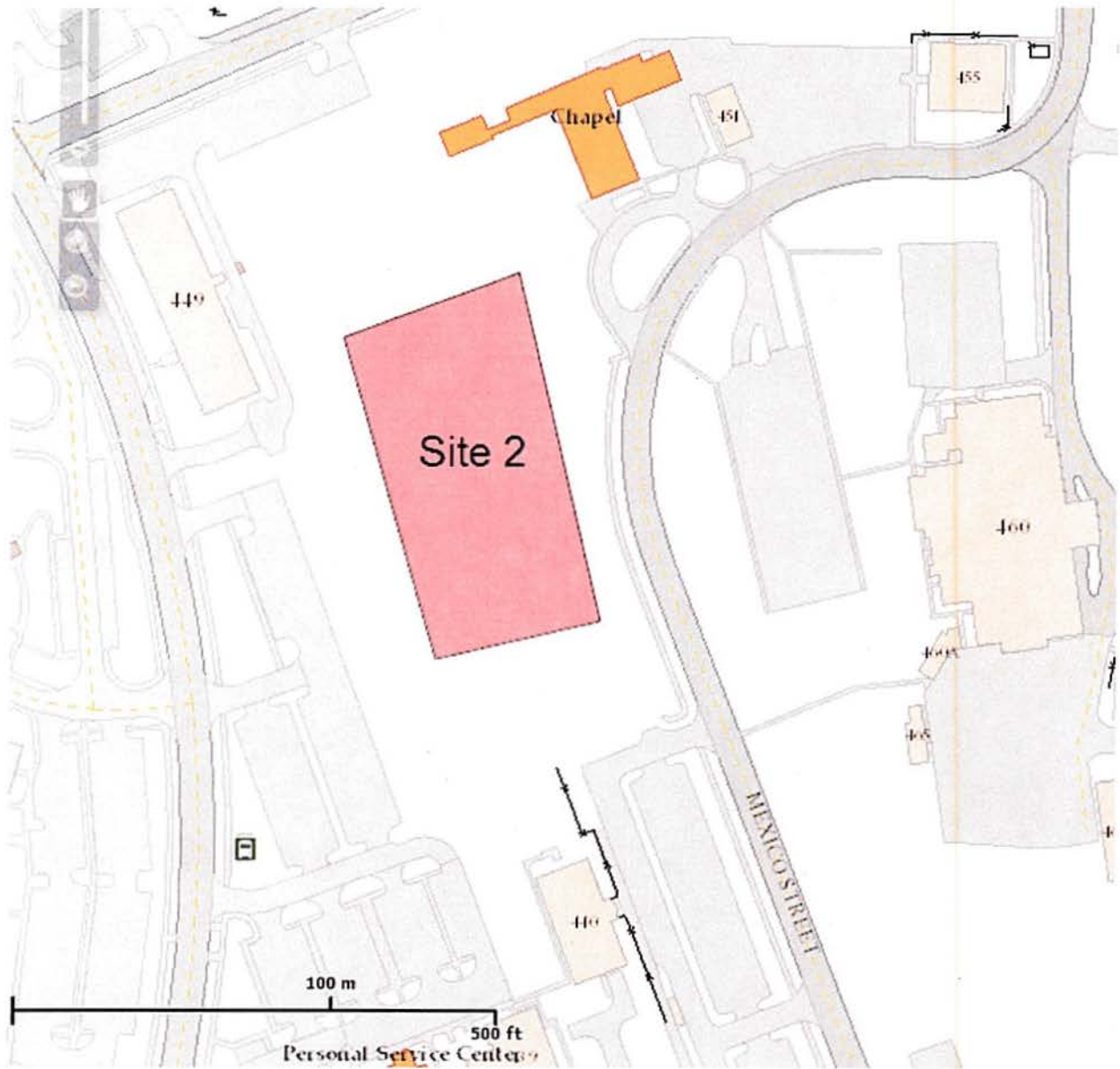


Note: Unit Training is prohibited in vacant/unoccupied structure or homes.

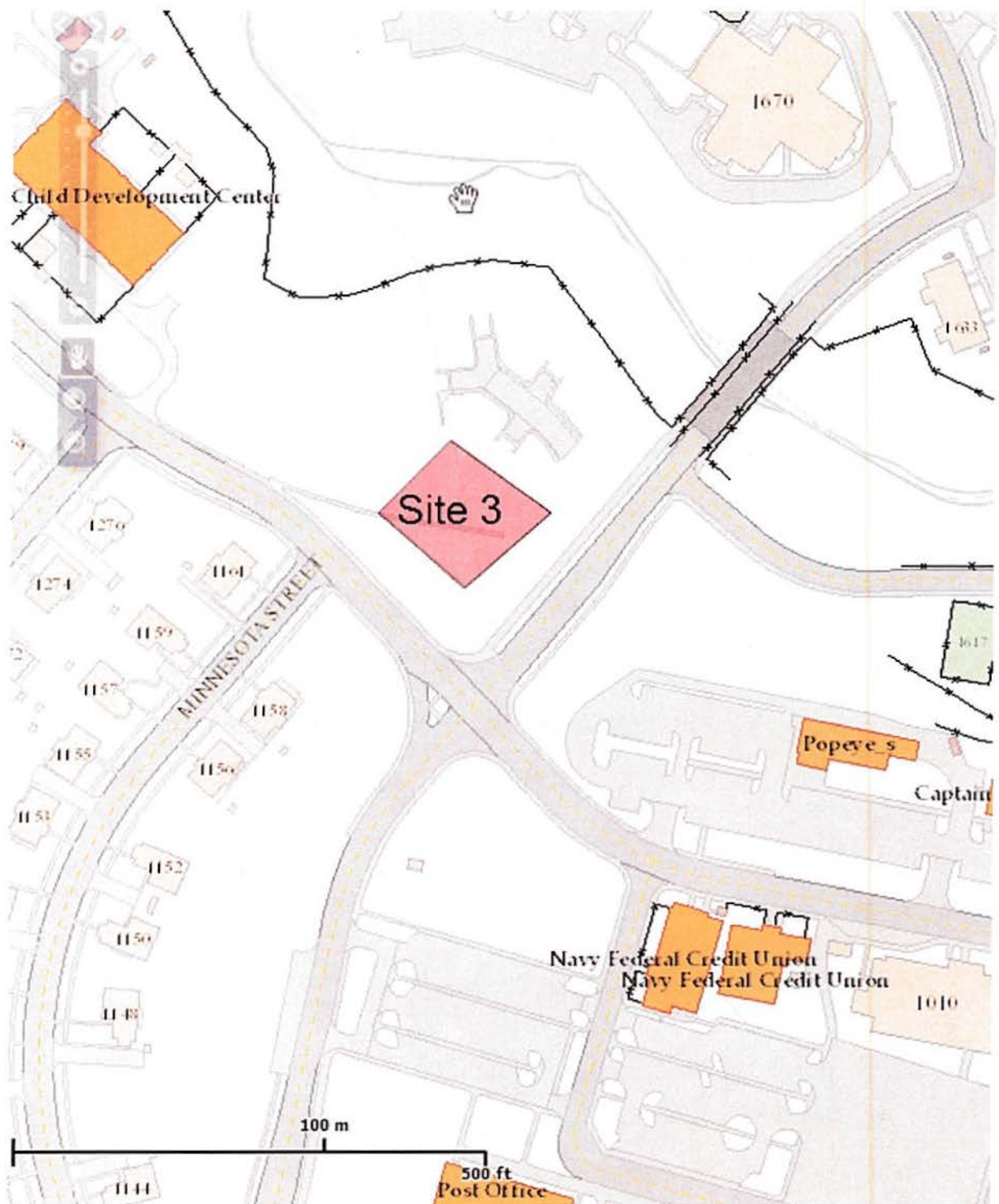
DESIGNATED TRAINING AREA SITE 1



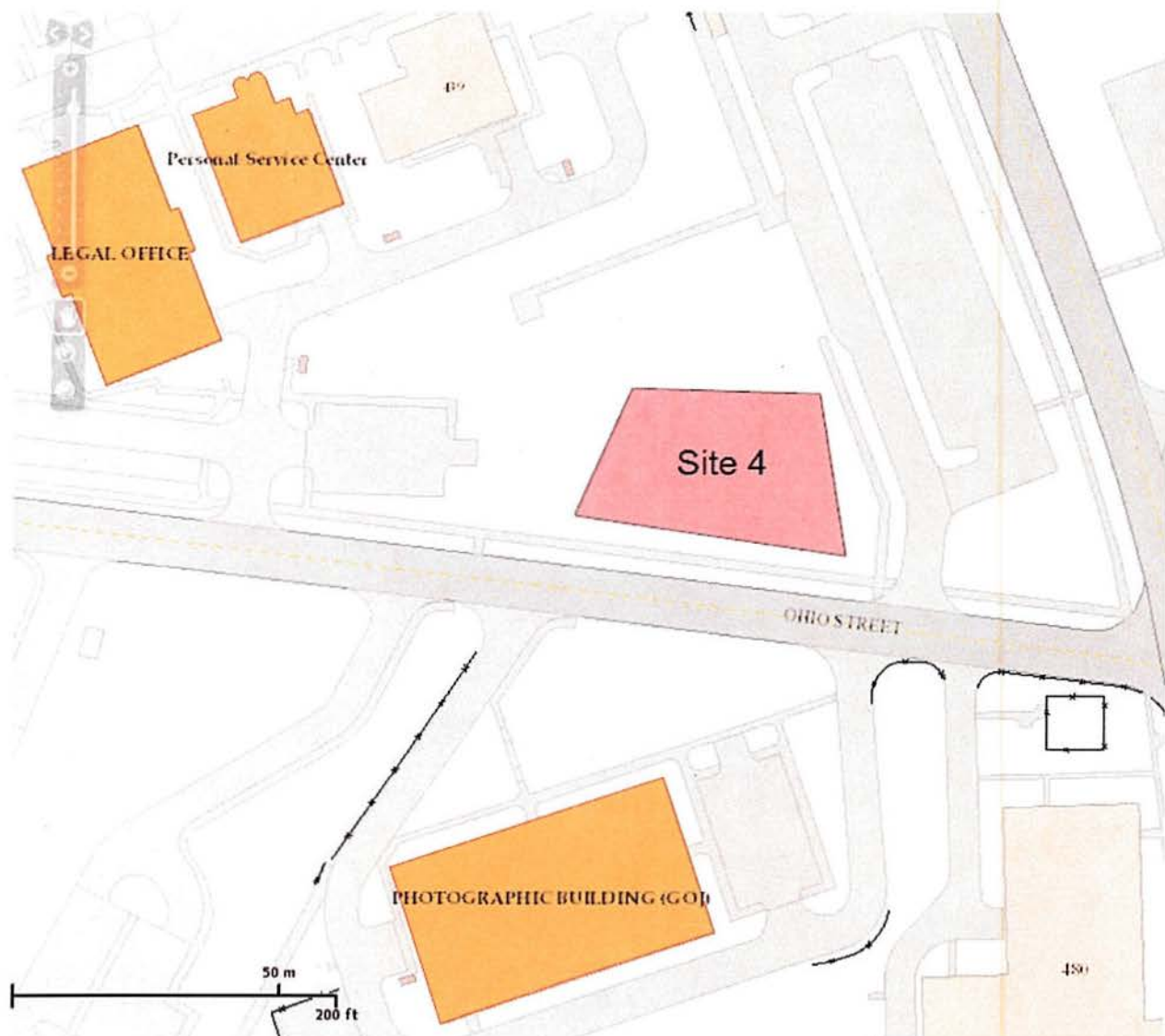
DESIGNATED TRAINING AREA SITE 2



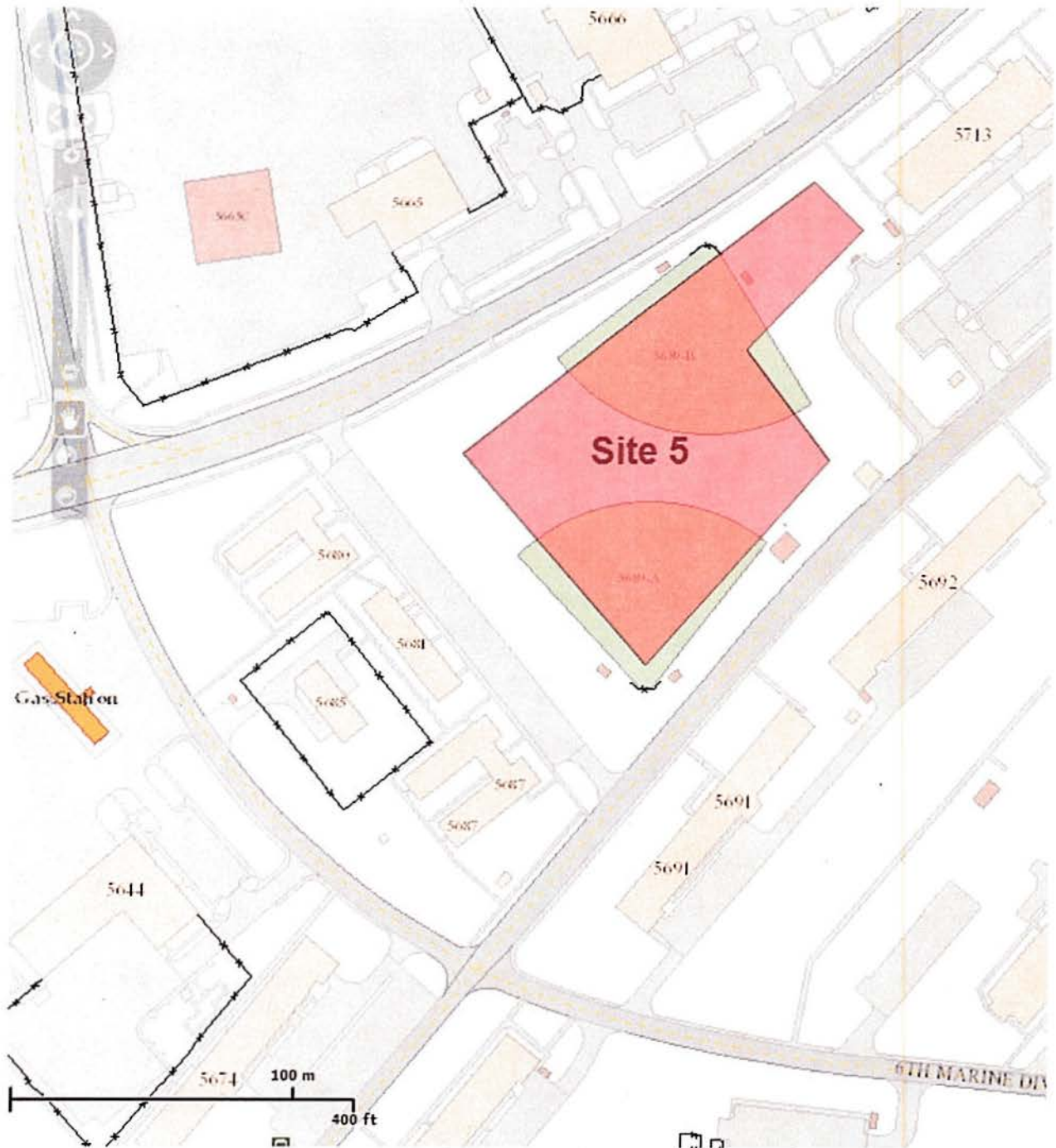
DESIGNATED TRAINING AREA SITE 3



DESIGNATED TRAINING AREA SITE 4



DESIGNATED TRAINING AREA SITE 5



DESIGNATED TRAINING AREA SITE 6



18 APR 2014

CAMPS FOSTER AND LESTER TRAINING AREA REQUEST FORM

1. BASE ENVIRONMENTAL OFFICE (Bldg 494, Phone 645-5970): **REQUIRED FOR ALL EVENTS AND TRAINING EXERCISES**

WILL HAZARDOUS MATERIALS BE USED DURING THIS OPERATION?

YES / NO (CIRCLE ONE)

APPROVED / DISAPPROVED

(SIGNATURE AND DATE)

(PRINT NAME AND RANK)

2. BASE SAFETY OFFICE (Bldg 2619, Phone 623-4053): **ONLY REQUIRED FOR UNIT TACTICAL TRAINING EXERCISES**

APPROVED / DISAPPROVED

(SIGNATURE AND DATE)

(PRINT NAME AND RANK)

3. FACILITIES ENGINEER CENTER (Bldg , Phone): **REQUIRED FOR ALL EVENTS AND TRAINING EXERCISES**

APPROVED / DISAPPROVED

(SIGNATURE AND DATE)

(PRINT NAME AND RANK)

4. CAMP ADMINISTRATION/OPERATIONS (Bldg 494, Phone 645-7317):

TRAINING APPROVED: YES / NO

(SIGNATURE AND DATE)

(PRINT NAME AND RANK)

18 APR 2014

REQUESTING UNIT: _____

OIC AND SNCOIC: _____

PHONE NUMBER: _____

AREA REQUESTED: _____

DATES REQUIRED: _____

(START DATE/TIME and END DATE/TIME)

NAME OF OPERATION: _____

TOTAL NUMBER OF PERSONNEL INVOLVED: _____

TYPE AND QUANTITY OF VEHICLES BEING USED: _____

TYPE AND QUANTITY OF WEAPONS BEING USED: _____

PLEASE PROVIDE AN ORM WORKSHEET UPON SUBMISSION. (NOT REQUIRED WHEN REQUESTING CHAPEL, MOVIE THEATER, SPORTS FIELD OR MCCS FACILITIES.)

I understand that my unit will be held accountable and must pay for all damages to Camp grounds or infrastructure as a result of requested training.

I understand that the Camp Administration/Operations Officer must be notified of any changes to this exercise.

I understand that my unit is held responsible for the upkeep of the training area. A detailed police call will be conducted and all trash will be picked up and properly disposed of at the conclusion of the exercise. I will contact the Camp Administration/Operations Officer inspection. Phone: 645-7317.

Signature: _____ Name/Rank: _____

Date: _____

EMP 13.1.1 FIELD TRAINING ENVIRONMENTAL MANAGEMENT PLAN FORM			
SECTION A: FIELD TRAINING DATA			
1. Title of Field Training:	2. Date(s): _____ to _____		
3. Location of Field Training (including a 8-digit grid as required):	4. Time: _____ to _____		
5. Estimated No. of Participants:			
6. Brief Description of Field Training:			
SECTION B: COMMANDING OFFICER'S INFORMATION			
1. CO's Name (Last, First, MI)	2. Grade/Rank	3. Unit	4. DSN
SECTION C: SANITARY CONTROL			
1. Type of activities held at training			
<input type="checkbox"/> Mess Facilities <input type="checkbox"/> f <input type="checkbox"/> Shower Facilities <input type="checkbox"/> \		Sample Form Download form from the Environmental Website: https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/EMS%20Blank%20Forms/Forms/AllItems.aspx or contact Environmental Section at DSN 315-645-5970	<input type="checkbox"/> Porta Johns
2. Describe gray water collection a			
3. Describe human waste manager			
4. Describe medical waste management and disposal procedures :			
SECTION D: SOLID WASTE/RECYCLING MANAGEMENT			
1. Type of waste generated from training area:			
<input type="checkbox"/> Trash <input type="checkbox"/> Wet Garbage <input type="checkbox"/> Pallets <input type="checkbox"/> Ammo Containers		<input type="checkbox"/> MRE Heaters <input type="checkbox"/> Wire <input type="checkbox"/> Expended Brass Casings <input type="checkbox"/> Used Cooking Oil <input type="checkbox"/> None <input type="checkbox"/> Other(s):	
<i>If other, describe here:</i>			
2. Type of recycling generated from training area:			
<input type="checkbox"/> Cans <input type="checkbox"/> Plastic Bottles <input type="checkbox"/> None <input type="checkbox"/> Other(s):		<input type="checkbox"/> Glass <input type="checkbox"/> Paper <input type="checkbox"/> Scrap Metal	
<i>If other, describe here:</i>			
3. Describe trash/wet garbage waste collection and disposal procedures:			

4. Describe MRE heaters collection and disposal procedures:									
5. Describe expended brass casings collection and disposal procedures:									
6. Describe refuse (ie. wires, pallets, ammo containers, etc) collection and disposal procedures:									
7. Describe recycling management procedures:									
8. Describe used cooking oil collection and disposal procedures:									
<p>Sample Form</p> <p>Download form from the Environmental Website:</p> <p>https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/EM%20Blank%20Forms/Forms/AllItems.aspx</p> <p>or contact Environmental Section at DSN 315-645-5970</p>									
<p style="text-align: center;">SECTION E: ENVIRONMENTAL MANAGEMENT</p> <p>1. Type of activities occurred at training area:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> HM/POL Storage</td> <td><input type="checkbox"/> HM Dispensing</td> </tr> <tr> <td><input type="checkbox"/> Weapon Cleaning</td> <td></td> </tr> <tr> <td><input type="checkbox"/> None</td> <td></td> </tr> </table> <p><i>If other, describe here:</i></p>	<input type="checkbox"/> HM/POL Storage	<input type="checkbox"/> HM Dispensing	<input type="checkbox"/> Weapon Cleaning		<input type="checkbox"/> None				
<input type="checkbox"/> HM/POL Storage	<input type="checkbox"/> HM Dispensing								
<input type="checkbox"/> Weapon Cleaning									
<input type="checkbox"/> None									
2. Describe HM/HW management procedures that will be taken to ensure activity has minimal impact on the environment:									
SECTION F: SPILL PREVENTION, CONTAINMENT, AND CLEANUP									
<p>1. Type of vehicles/equipment staged at training area:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Generator(s) Qty: <input style="width: 50px;" type="text"/></td> <td><input type="checkbox"/> Fuel Tank(s) Qty: <input style="width: 50px;" type="text"/></td> <td><input type="checkbox"/> Vehicle(s) Qty: <input style="width: 50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Tanker Vehicle(s) Qty: <input style="width: 50px;" type="text"/></td> <td><input type="checkbox"/> Flood Light(s) Qty: <input style="width: 50px;" type="text"/></td> <td><input type="checkbox"/> Jerry Can(s) Qty: <input style="width: 50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> Other(s):</td> <td></td> </tr> </table> <p><i>If other, describe here:</i></p>	<input type="checkbox"/> Generator(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Fuel Tank(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Vehicle(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Tanker Vehicle(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Flood Light(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Jerry Can(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> None	<input type="checkbox"/> Other(s):	
<input type="checkbox"/> Generator(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Fuel Tank(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Vehicle(s) Qty: <input style="width: 50px;" type="text"/>							
<input type="checkbox"/> Tanker Vehicle(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Flood Light(s) Qty: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Jerry Can(s) Qty: <input style="width: 50px;" type="text"/>							
<input type="checkbox"/> None	<input type="checkbox"/> Other(s):								
<p>2. Type of spill response equipment/kit will be available at training area:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Absorbent Pads</td> <td><input type="checkbox"/> Absorbent Socks</td> <td><input type="checkbox"/> Drip Pans</td> <td><input type="checkbox"/> Secondary Containments</td> </tr> <tr> <td><input type="checkbox"/> Dry Sweep</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> Other(s):</td> <td></td> </tr> </table> <p><i>If other, describe here:</i></p>	<input type="checkbox"/> Absorbent Pads	<input type="checkbox"/> Absorbent Socks	<input type="checkbox"/> Drip Pans	<input type="checkbox"/> Secondary Containments	<input type="checkbox"/> Dry Sweep	<input type="checkbox"/> None	<input type="checkbox"/> Other(s):		
<input type="checkbox"/> Absorbent Pads	<input type="checkbox"/> Absorbent Socks	<input type="checkbox"/> Drip Pans	<input type="checkbox"/> Secondary Containments						
<input type="checkbox"/> Dry Sweep	<input type="checkbox"/> None	<input type="checkbox"/> Other(s):							
<p>3. Will vehicle/equipment maintenance occur in the field? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>									
4. Describe spill prevention procedures and countermeasures for the field exercise:									
<p>5. Have all applicable personnel been trained IAW EMSP 13.1.1 Field Training Environmental Management Plan Form? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>									

8 APR 2014

6. List location(s) where EMSP 13.1.1 Field Training Environmental Management Plan Form be posted on site:			
SECTION G: NATURAL RESOURCES & SOIL EROSION CONTROL			
1. Surface of the field training location is:			
<input type="checkbox"/> Crushed Coral <input type="checkbox"/> Gravel <input type="checkbox"/> Grass <input type="checkbox"/> Bare Ground <input type="checkbox"/> Asphalt/Pavement <input type="checkbox"/> Other(s): <i>If other, describe here:</i>			
2. If not asphalt/pavement, describe the vehicle and equip traffic management plan to reduce surface disturbance on site:			
3. The following are located within _____ feet of the training area:			
<input type="checkbox"/> Drainage Ditches within: <input type="text"/> Ft <input type="checkbox"/> Streams within: <input type="text"/> Ft <input type="checkbox"/> Water Bodies within: <input type="text"/> Ft <input type="checkbox"/> Other(s): <i>If other, describe here:</i>			
4. Describe procedures that will be implemented to prevent red soil run-off:			
Sample Form			
1. This responsibility rests solely with _____ I am responsible for _____		Download form from the Environmental Website: https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/EMS%20Blank%20Forms/Forms/AllItems.aspx	
2. POC's Name (Last, First, MI)		or contact Environmental Section at DSN 315-645-5970	
6. E-mail Address		5. DSN	
		8. Date	
SECTION I: FOR ENVIRONMENTAL OFFICE USE ONLY			
1. Name (Last, First, MI)	2. Grade/Rank	3. Unit	4. DSN
5. E-mail Address	6. Signature (double click to digitally sign): X _____		7. Date
8. Comment:			
CAMP/STATION ENVIRONMENTAL OFFICES:			
Camp Schwab/JWTC: 625-2683/2684		Camp Foster/Lester: 645-5970/0789	
Camp Hansen/CTA/Ie-shima: 623-4495/7223		MCAS Futenma: 636-2066/2067	
Camp Courtney: 622-7350 or 623-4495/7223 (Hansen)		Camp Kinser: 637-4405/3218	
WASTE DISPOSAL/RECYCLING:			
FE FSCU: 645-3911 (Gray Water Disposal Contract)		JEMMS: 637-6029 (Hazardous Waste)	
FE Recycling: 645-3139 (Recycling)		USNH: 643-7208 (Medical Waste)	
FOR EMERGENCY/FIRE/SPILL INCIDENTS, CALL 911 . IF ON RANGE, CONTACT APPROPRIATE RANGE CONTROL OFFICE.			

ENCLOSURE: SITE SKETCH MAP

Attach the site sketch map including the location of:

1. All activities checked in Sections C thru G;
2. Spill response supplies; and,
3. Areas where personnel should evacuate in case of a spill

Sample Form

Download form from the Environmental
Website:

<https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/EMS%20Blank%20Forms/Forms/AllItems.aspx>

or contact Environmental Section at
DSN 315-645-5970