



UNITED STATES MARINE CORPS
CAMPS FOSTER AND LESTER
MARINE CORPS INSTALLATIONS PACIFIC-MARINE CORPS BASE CAMP BUTLER
UNIT 35002
FPO AP 96373-5002

CampO 3000.1F
CAMP

15 OCT 2020

CAMP ORDER 3000.1F

From: Camp Commander, Camps Foster and Lester, Marine Corps
Installations Pacific-Marine Corps Base Camp Butler
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR TYPHOONS (SHORT TITLE:
TYPHOON SOP)

Ref: (a) III MEF/MCIPAC-MCBBO 3000.1(series) (Typhoon SOP)
(b) BO 5400.1B (Marine Corps Base Camp Smedley D. Butler
Organization Chart)
(c) III MEF/MCIPAC MOU (dated 10 Jun 2015)
(d) USFJ Instruction 15-4001(Tropical Cyclone Conditions of
Readiness (TCCOR))
(e) CampO 5500.1(series) (Security Augmentation Force)
(f) III MEF Destructive Weather Feeding Bulletin
(g) III MEF/MCIPAC Bul 3006 (Equipment and Personnel Support
Requirements during Typhoons and other Natural Disasters)
(h) CampO 3440.1 (Camp Foster EOC SOP)
(i) CampO 3440.2 (Camp Foster EOC Staffing and Activation)

Encl: (1) Camp Foster Typhoon Checklist
(2) Camp Foster CEOC Typhoon Sign-in Sheet
(3) NAVMC 10789 (Meal Verification Record)
(4) NAVMC 11869 (Delegation of Authority)

1. Situation. In accordance with reference (a) through (i), this order establishes Standard Operating Procedures (SOP) for Camp Foster, Lester, and Plaza Housing (hereafter collectively referred to as Camp Foster) to minimize personnel injury and property damage during typhoon conditions. In accordance with references (b) and (c) the Camp Commander may exercise immediate tactical control over III Marine Expeditionary Force (III MEF) personnel and equipment in the event of a man-made or natural disaster (i.e. typhoon) to provide for the safety and security of the camp and its tenants.

a. Upon activation, Security Augmentation Force (SAF) personnel will remain under the tactical control of the Camp Commander through the Camp Emergency Operations Center (CEOC).

b. Upon activation, heavy equipment teams comprised of tactical vehicles and heavy equipment outlined in reference (g) also remain under the operational control of the Camp Commander through the CEOC.

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c. Upon activation the CEOC will coordinate through the Base Emergency Operations Center (BEOC) as a higher headquarters while reporting to and providing command and control for the Camp Commander.

2. Cancellation. CampO 3000.1E

3. Mission. Establish and promulgate standard procedures for planning, warning, and protection from typhoons for Camp Foster tenant units and camp organizations (MCCS, AAFES, DODDS, DECA, Red Cross, Navy and Marine Corps Relief Society (NMCRS), Navy Federal, and Community Bank) throughout the annual typhoon season and conditions established per reference (d).

4. Execution

a. Commander's Intent. Ensure the safety of all personnel and family members, and the protection of government property, equipment, and facilities onboard Camp Foster during Typhoon Cyclone Conditions of Readiness (TCCOR).

b. Concept of Operations. This SOP is in response to a typhoon and involves five critical stages: Planning and Preparation, Notification, Response, Recovery, and All Clear. Specific tasks associated with each phase are captured in enclosure (1). The CEOC will follow the Pre-Planned Response (PPR) checklists in reference (h) through all stages and TCCOR levels.

(1) Planning and Preparation (Pre-incident-TCCOR IV).

(a) No later than 1 April annually, the camp will complete an annual typhoon exercise in coordination with the tenant units and camp organizations including the Provost Marshal Office (PMO) in preparation for typhoon season. The exercise will include typhoon working groups in order to update reference (g) with Marine Corps Installations Pacific (MCIPAC) G4 and correct any discrepancies from the previous year.

(b) All military destructive weather officers capable of obtaining accounts on the Command, Control, Communications, Computers, and Intelligence (C4i) system should do so through <https://identitymanagement.cnic.navy.mil> and bookmark the Camp Foster C4i page located at <https://c4isuite.atfp.cnic.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx>.

1. Training on the use of C4i is available through the Foster CEOC and Antiterrorism Officer.

2. All account holders should become familiar with the TCCOR Status module located at the top of the main page.

(2) Notification (TCCOR IV-TCCOR AC). The declaring authority for determining the TCCOR resides with the Commanding Officer of 18th Wing, Kadena Air Base. Camp Foster is notified of TCCOR changes via AtHoc, Defense Collaboration Services (DCS), and email from the BEOC.

(3) Response (TCCOR III-TCCOR IE)

(a) Camp Foster will activate the CEOC with the assistance of Camp Services and tenant units in accordance with references (a), (c), (d), (e), (g), and (i). The CEOC will execute the PPR for typhoons utilizing reference (h).

(b) All personnel and assets provided by the tenant commands to the camp will attach to Camp Services and remain assigned to the CEOC until the CEOC formally stands down.

(c) The CEOC will direct and coordinate the actions of tenant units to protect personnel and property against the potential effects of a tropical cyclone.

(d) All Camp Foster units will ensure completion of enclosure (1) for their perspective facilities and report completion to the CEOC via the C4i Typhoon Status module, email to mcbbutler.ceoc.foster.wo@usmc.mil or calling the CEOC at 645-9804/5/6/7.

(4) Recovery (TCCOR IR). Upon declaration of TCCOR 1R the CEOC will send recovery teams to ensure the safety of the camp. Personnel not directly involved in recovery operations will remain in their sheltered locations. In extreme instances, when the damage caused by the typhoon exceeds the capacity of assets on hand, the Camp Commander may activate additional resources per references (b), (e), and (g).

(5) All Clear (TCCOR SW-AC)

(a) Upon declaration of TCCOR SW units may return to work at the direction of their chain of command. Any damages discovered should be immediately reported to the CEOC via email or phone call.

(b) An After Action Report (AAR) is a retrospective analysis on a given sequence of actions/events previously undertaken which exercises performance evaluation and improvement ideas. AAR's should be submitted to the CEOC to address unique or unusual issues or to present best practices that have been identified.

(c) On order of the Camp Commander the CEOC will stand down and return to normal operations. The CEOC will remain able to receive reports through email.

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c. Tasks(1) Camp Emergency Operations Center

(a) The CEOC will have attached, and under its operational control, the Camp Guard, activated SAF, and heavy equipment teams as outlined in reference (g) in order to complete the PPR for typhoons in reference (h). The primary emergency responders remain the Provost Marshall Office (PMO) and MCIPAC Fire and Emergency Services (F&ES) that reside under the operational control of MCIPAC unless otherwise directed.

(b) The CEOC will maintain close coordination and situational awareness with the BEOC via established communication means outlined in the references and this order. If the BEOC is not operational during a typhoon, the Camp Foster CEOC will coordinate with all adjacent MCIPAC CEOCs until the BEOC becomes operational.

(2) Camp Director(a) During Planning and Preparation (Pre-incident-TCCOR IV)

1. Review all typhoon orders, checklist, warnings, and notifications prior to typhoon season.

2. Ensure the CEOC is mission capable, and all Camp Foster typhoon orders are updated and disseminated prior to 1 June of each year.

(b) During Notification (TCCOR IV-TCCOR AC)

1. Upon receipt of alert, notify the Camp Commander and tenant units/camp organizations.

2. Ensure Camp Foster units and tenants complete checklists in enclosure (1).

(c) During Response (TCCOR III-TCCOR IE). Activate the CEOC to ensure mission capability and assume all designated duties at the onset of TCCOR-II and remain operational until TCCOR-AC/SW/IV is declared by the proper authority, or at the discretion of the Camp Commander.

(d) During Recovery (TCCOR IR). Ensure the CEOCWC provides updates on all recovery operations and reports all serious damage to the BEOC and Maintenance Operations Center (MOC).

(3) CEOC Watch Commander (CEOCWC)/Senior Watch Officer (SWO). The CEOCWC is directly responsible to the Camp Commander, Camp Director, or their appointed representative.

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(a) Supervise all operations of the CEOC and keep the Camp Commander and Camp Director informed of all aspects of typhoon operations.

(b) Ensure a watch log is maintained on existing Common Operating Picture (COP) programs of record (C4i, MCOP, etc.) and maintain any other materials required to develop and maintain situation awareness and effective, efficient execution of all designated duties.

(c) During Planning and Preparation (Pre-incident-TCCOR IV)

1. Conduct vulnerability assessments, identify communications modes, ensure camp requirements are captured and validated, and provide tenant organizations typhoon preparedness training.

2. Ensure monthly communications checks with BEOC are successfully completed and verify the status of Defense Connect Online Chat (DCO Chat), SharePoint, Secure Internet Protocol Router Network (SIPR), Non-classified Internet Protocol Router Network (NIPR), phone numbers, typhoon distribution list, radios, and mass notification systems.

(d) During Notification (TCCOR IV-TCCOR AC). Alert tenant organizations of current TCCOR as well as any updates sent from MCIPAC.

(e) During Response (TCCOR III-TCCOR IE)

1. In the absence of the Camp Director, activate the CEOC and ensure completion of the PPR for typhoons in reference (h).

2. Coordinate and conduct regular radio checks and report all activities and coordinate all movements outside of the CEOC with the BEOC.

(f) During Recovery (TCCOR IR)

1. Coordinate and supervise initial recovery efforts, dispatch SAF teams to perform damage assessments.

2. Coordinate removal of large debris that represent a safety hazard.

3. Recall any additional mission essential personnel, as required, to support recovery operations.

4. Report facility damages to BEOC and MOC.

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(g) During All Clear (TCCOR SW-AC). Upon order of the Camp Commander, demobilize the CEOC, releasing all equipment and Marines to their parent commands after a full accountability of all equipment and personnel.

(4) Camp Services Chief/CEOC Watch Officer (CEOCWO). Serve as the primary coordinator with tenant commands and organizations.

(a) During Planning and Preparation (Pre-incident-TCCOR IV)

1. Ensure personnel, equipment, and resource requirements are available and correctly identified in reference (f) and (g), define shortfalls, and arrange for adequate replacements.

2. Supervise the securing of loose equipment, supplies, or debris; inventory typhoon equipment in typhoon locker; coordinate support request to tenant units; and plan for billeting and messing of personnel.

3. Prepare for Meal Ready-To-Eat (MRE) issuance for all tenant organizations.

(b) During Notification (TCCOR IV-TCCOR AC). Be prepared for recall to the CEOC serve as CEOCWO in the absence of CEOC personnel until the announcement of TCCOR AC/SW/IV. If another CEOCWO is available, remain operationally ready for recall as essential personnel and assist in recovery operations at TCCOR 1R.

(c) During Response (TCCOR III-TCCOR IE)

1. Ensure equipment is delivered in support of the typhoon per reference (g) and personnel are accounted for utilizing enclosure (2).

2. Supervise the placement of sandbags around H&SBN facilities

3. Ensure colors are lowered at TCCOR 1C.

(d) During Recovery (TCCOR IR). If recalled, assist with the coordination and acquisition of assets for CEOC recovery operations.

(e) During All Clear (TCCOR SW-AC)

1. Receive unopened cases of MRE's and conduct accountability.

2. Coordinate clean-up operations and assist the CEOCWC in compiling damage reports and AARs

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3. Ensure colors are displayed upon the announcement of TCCOR SW/AC/IV.

(5) CEOC Watch Clerk

(a) Report to the CEOC at the announcement of TCCOR II and remain until released by the CEOCWC in TCCOR SW/AC/IV.

(b) Maintain the CEOC operational capability through general police of work area; answering phone calls; maintenance of charts and logs; utilizing PKI card to log in, monitor, and update COP programs of record such as C4i, MCOP, DCO chat; and maintain other forms of emergency communications in the CEOC.

(6) Billeting Representative. Notify all barracks of changes in TCCOR conditions. Report barracks damages and billeting issues to CEOC.

(7) Camp Guard and Security Augmentation Force (SAF)

(a) When activated, muster with the CEOCWO at the onset of TCCOR II, or when directed by the Camp Commander.

(b) Assignments will be in accordance to reference (g)

(c) Assist with the rescue of trapped or isolated personnel, within their capability, and to ensure the safety and security of Status of Forces Agreement (SOFA) status personnel on Camp Foster.

(d) Upon completion of operations, all activated personnel will be released back to their parent units by the CEOCWO or Camp Commander.

(8) Heavy Equipment Team

(a) Heavy equipment teams will muster at the CEOC upon declaration of TCCOR II and will remain at their assigned post until released by the CEOCWC or Camp Commander.

(b) Remain operational throughout all typhoon conditions to assist with the rescue of trapped or isolated personnel, within capability.

(c) At TCCOR IR, heavy equipment teams will assist with damage assessment/recovery operations including removal of large debris blocking roads.

(d) All teams will return to the CEOC, or to another location as directed by the CEOCWC or Camp Commander, upon completion of TCCOR IR and remain until released to their parent units by the CEOCWC or Camp Commander.

(9) Tenant Commands

(a) Be prepared to provide the necessary equipment and personnel to the Camp Commander for employment through the CEOC immediately upon declaration of TCCOR II.

(b) In accordance with reference (a) and (e), upon request, provide rosters of personnel assigned to the CEOC, SAF, and/or heavy equipment teams.

(c) Ensure participation in the annual pre-typhoon season exercise/rehearsal.

d. Coordinating Instructions

(1) All typhoon orders and checklists will be reviewed annually and republished as needed prior to the beginning of typhoon season.

(2) If equipment and/or personnel are needed for other typhoon operations (i.e. delivery of MRE's to other camps) by the parent units, the unit must ensure coordination with the CEOC prior to attempting to recall CEOC assigned personnel. Personnel and equipment assigned to the CEOC cannot be re-tasked without prior coordination in accordance with reference (b) and (g).

(3) MRE Issuance and Mess Hall Services. The Mess Hall will normally be closed, unless directed to remain open by the Camp Commander, on the announcement of TCCOR-IC. All Personnel will place their EDIPI in the "Meal Card" block of enclosure (3) for each MRE consumed. Personnel entitled to COMRATS pay will be checked for reimbursement of MREs consumed at a later date.

(a) All requests for MREs will be submitted to Camp Services prior to 1 May. Using enclosure (4), each unit will identify delegated individuals with the authority to request, receive, and turn-in of MREs. Those individual will be responsible for supplying MREs to their personnel and ensuring that the MREs are properly accounted for. All MREs will be stored indoors and locked away in order to be protected from weather and potential theft.

(b) Tenant Commands will receive the total number of MRE's that were requested and will ensure enclosure (3) is properly completed and submitted per reference (f). MREs lost or consumed without proper documentation will be replaced by the responsible unit supply at the unit's expense.

(c) In the event the mess hall becomes inoperable due to damage or electrical outages, destructive weather feeding may be implemented in accordance with reference (a). Distribution of MREs will be executed only when all other feeding options are not feasible or impractical. Generally during power outages, when no other damage

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exists, the mess hall will re-open upon setting of TCCOR-IV/SW and utilize the utility outage menu.

1. The CEOC will notify units of any change in the status of the mess hall. Once the mess hall ceases operation, the MREs are to be distributed and accounted for per enclosure (3) and in accordance with reference (f).

5. Administration and Logistics

a. The CEOC falls under the operational control and reports directly to the Camp Commander, or their appointed representative, and is specifically charged with coordinating all damage control and recovery efforts aboard Camp Foster.

b. The CEOC is the primary Point of Contact for any matter relating to this order. The CEOC phone numbers are 645-9804/5/6/7 and email is mcbbutler.ceoc.foster.wo@usmc.mil.

6. Command and Signal

a. Command

(1) This Order is applicable to all units and personnel aboard Camp Foster and Lester, Marine Corps Base, Camp Smedley D. Butler.

(2) Succession of Command. In the event of the Commander's absence, the following personnel shall assume the duties as the Commander for Emergency Management related matters.

(a) First Alternate: Executive Officer

(b) Second Alternate: Camp Director

(c) Third Alternate: Camp Operations Officer

(d) Other: The CEOCWC.

b. Signal

(1) General. C4i and NIPR email are the primary means of communications, with telephone as secondary, and Land Mobile Radio (LMR) as tertiary. Communications checks will be conducted upon setting of TCCOR-II. Upon setting of TCCOR-IC, all communications assets will be activated and will remain active until secured by the BEOC.

(2) Disaster Communications

(a) LMR Zone A/3. Provides Camp or Air Station coordination for principal staff during all TCCOR phases.

(b) LMR Zone B/3. Provides Marine Corps interoperability and coordination during all TCCOR phases.

(c) LMR Zone C/3. Provide DoD interoperability and coordination for all TCCOR phases.

(d) Typhoon Chat. The BEOC will determine the preferred communications mean for MCIPAC and inform the CEOC prior to TCCOR II. Foster CEOC also employs C4i chat on the Camp Foster C4i main page for tenant units to communicate directly and instantly with the CEOC.



J. L. HAMMOND

DISTRIBUTION: List A

Copy to:

Fire Chief, Camp Foster

PMO, Camp Foster

Destructive Weather Officers

Installation Protection Working Group Members

MCB Butler Emergency Manager



CAMP FOSTER TYPHOON CHECKLIST

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Abbreviations

ALL: All Camp Foster Units and Tenant Commands
BEOC: Base Emergency Operations Center
CD: Camp Director
CEOC: Camp Emergency Operations Center
CEOCWC: CEOC Watch Commander
CSC: Camp Services Chief
DoDEA: Department of Defense Education Activity
TCCOR: Tropical Cyclone Condition of Readiness

Pre-Incident Checklist

Typhoon preparation is a collective process conducted by all commands and emergency responders to minimize loss of life. The camp will complete an annual typhoon exercise in coordination with the tenant units and camp organizations prior to 1 June in preparation for typhoon season. All camp typhoon orders and checklists will be reviewed annually and republished prior to the beginning of typhoon season. Typhoon working group will be held with Camp Services and tenant units no later than 90 days prior to the beginning of typhoon season in order to update III MEF/MCIPAC Bul 3006 through MCIPAC G4.

PLANNING AND PREPARATION (Pre-Incident)					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Review typhoon warning, notification and response procedures.	CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify/verify safe haven areas.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ensure all personnel are enrolled in AthOC and contact information is up to date.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Inventory and replenish typhoon supplies.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Assignment vacant billet responsibilities to specific individuals.	CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Exercise typhoon warning, notification and response procedures with key personnel.	CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensure personnel and equipment resourcing requirements are adequate and, if not, shortfalls are addressed and mitigated.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Update and disseminate this order NLT 1 June.	CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Order sand and sandbags to meet camp sandbag requirements.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)

10.	Submit MRE requirements to Camp Services prior to 1 May.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Provide MLC employees a translated version of checklist tasks that could affect their operations.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<p>Ensure all Destructive Weather Officers have been identified, given the CEOC contact info, and have accounts on C4i at https://c4isuite.atfp.cnmc.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx.</p> <p>Note: Contact the CEOC for training on how to update unit TCCOR status in C4i if needed.</p>	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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CAMP FOSTER TYPHOON CHECKLIST



TCCOR-IV Checklist

Destructive winds of 50 knots (58 mph) or greater are possible within 72 hours. Marine Corps Bases Japan remains in TC-IV from 1 June to 30 November annually.

TCCOR-IV CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Conduct monthly communications Exercise. Verify status of DCO Chat, Sharepoint, SIPR, NIPR, contact phone numbers, contact emails, distribution lists, LMR, and Mass Notification System.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Fill and pre-stage sandbags for placement in TCCOR I.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ensure ALL personnel are enrolled in AtHOC.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	For sponsors on TAD, develop plans to assist dependents with preparations as may be needed.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Stay abreast of inbound flights with arriving personnel and possible issues with TCCORs.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Coordinate testing of the emergency generators.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Be prepared to attend any Typhoon Conference the Commander may direct.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)



CAMP FOSTER TYPHOON CHECKLIST



TCCOR-III

Destructive winds of 50 knots (58 mph) or greater are possible within 48 hours. Activities aboard military installations will continue without interruption.

TCCOR-III CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Upon receipt of TCCOR-III alert prepare to move water bulls, MRE's and personnel.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Conduct a general police call including the removal of any missile hazards to the camp. All camp trashcans will be returned to the Camp Services warehouse.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supervise the securing of loose equipment, supplies or debris subject to wind or water damage, or which could cause injury or damage by being blown about. Notify the CEOC when complete.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Coordinate with the CEOCWC and Post CEOC watch bill. Ensure all watch standers are trained and aware of duties.	Camp Guard Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Prepare Camp Guard and identify any additional SAF requirement. Guard and SAF will be recalled at the onset of TCCOR-II. Alcohol is secured for all Guard and SAF personnel.	Camp Guard Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Inventory/consolidate all requisite typhoon equipment in the Camp Services typhoon gear locker.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensure that maintenance and fueling on emergency generators and measures are in place to ensure they will be sustained with at least 4 days' worth of fuel.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Validate Family and Individual Relocation Plan with MCCS and Billeting.	Billeting Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Organize and prepare to activate the CEOC in accordance with CEOC SOPs and PPRs.	CEOCWC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Contact pregnant women who may be recalled to the U.S. Naval Hospital at TCCOR-1C to determine if they will need assistance.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)

11.	Coordinate with tenant units to plan for the evacuation of temporary facilities (i.e. trailers, tents, etc.)	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Plan for the operation of the Mess Hall during TCCOR-I and close at TCCOR-1C unless directed otherwise by Camp Commander.	Mess Hall Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Coordinate support to tenant units, as requested.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Determine feeding and lodging requirements for personnel negatively affected at TCCOR-1C to TCCOR-SW not already accounted for in May 1st request, and coordinate with Camp Operations regarding feeding plans.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Contact pregnant women who may be recalled to the U.S. Naval Hospital at TCCOR-1C to determine if they will need assistance.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Prepare water containers for flushing where duties/watches will be locked down from TCCOR.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Coordinate to receive MRE's at the Camp Services Warehouse.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Prepare to initiate feeding and watering plan for personnel living in the barracks.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Ensure that new personnel and guests are aware of Okinawa's TCCOR system and are provided copies of Typhoon Preparedness Guides.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CAMP FOSTER TYPHOON CHECKLIST



TCCOR-II

Destructive winds of 50 knots (58 mph) or greater are anticipated within 24 hours. Normal activities aboard military installations continue without interruption.

TCCOR-II CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Verify previous checklists are completed.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Execute IIIMEF-MCBBBUL 3006. Place water bulls in designated locations, dispatch all heavy equipment teams and activated SAF personnel outlined in III MEF/MCIPAC-MCBBBul 3006 to the CEOC. Teams will be released upon TCCOR-SW/AC.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Empty and secure all public trash containers, cover all marquees, and conduct a general cleanup for missile hazards.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	All personnel will cease throwing garbage into dumpsters and solid waste collection points as contractors will begin clearing them out for typhoon conditins.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Coordinate to issue MRE's to units at the Camp Services Warehouse.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Conduct FOD walk downs and cleanup of any missile hazards around the Camp and Home. Ensure trampolines and outdoor equipment in housing is secured.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensure classified material is secured regardless of open storage status.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Turn in or store unnecessary government vehicles. Remove all canvas from tactical vehicles. Park vehicles to provide maximum protection from high winds.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Tape around inside of worn door jams of secured building entrances and cover or block inside of windows (do NOT tape windows).	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)

10.	Ensure that all water bulls are in place and functional according to III MEF/MCIPAC Bul 3006.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Pick up Destructive Weather MREs from Camp Services.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Ensure all personnel are aware alcohol is secured for all military personnel.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Track and be prepared for incoming flights over the next 96hs. Naha Airport will historically still land plane up to TCCOR-1E and incoming personnel will need shelter/supplies.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Ensure that maintenance has been performed on emergency generators and measures are in place to ensure they will be sustained with at least 4 days' worth of fuel.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Update TCCOR status in C4i or contact the CEOC to report status once checklist is complete. 645-9804/5/6/7	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CAMP FOSTER TYPHOON CHECKLIST



TCCOR-I

Destructive winds of 50 knots (58 mph) or greater are anticipated within 12 hours. All nonessential activities should be discontinued as directed by service commanders. There will be no school for DODDS students. Children will return and/or remain home. School buses will return children if enroute, however, staff and teachers work during normal duty hours. If, due to a diminishing threat of destructive winds, TCCOR-SW is declared, personnel will return to normal duty as directed by service commanders. Military/civilian personnel may be released if necessary to supervise children released from school.

TCCOR-I CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Verify previous checklists are completed.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Ensure ALL personnel are notified of TCCOR and possible timelines for the storm.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Place sandbags as needed around facilities.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Conduct last minute check for missile hazards and housing areas.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Implement vehicle storage plans from TCCOR-1 to TCCOR-1C. Complete before TCCOR-1E	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Move any equipment that may be damaged off floors subjected to flooding and away from windows.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Remind personnel that DODEA schools MAY close and that children may be sent home. Note: Inform parents to contact DoDEA for information if needed.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)



CAMP FOSTER TYPHOON CHECKLIST



TCCOR-IC (Caution)

Destructive winds of 50 knots or greater are anticipated within 12 hours; actual winds, including gusts, are 34-49 knots. All non-essential travel is suspended. All nonessential activities should be discontinued as directed by Service Commanders. Government motor vehicle operations will be curtailed and military/civilian personnel will be released to their quarters. Private and government vehicle operations will be limited to personnel returning to their quarters or duty post and government vehicles returning to secure locations. If due to a diminishing threat of destructive winds, TCCOR-SW is declared, personnel will return to normal duty as directed by Service Commanders. Camp commanders will specify in their plans those activities under their jurisdiction which must be continued. The following specific activities will be discontinued: mess halls, amusement and recreation activities, PX/BX, commissaries, snack bars, and restaurants, domestic labor, except live-in employees.

TCCOR-IC CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Verify previous checklists are completed.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Secure all nonessential activities. Essential activities include support of urgent military missions, damage control, telephone/communications equipment repair, weather services. All military/civilian personnel not essential are to be released to their quarters and should remain in quarters. Gates will be secured within 2 hours of TCCOR-IC declaration.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Colors will be lowered to preclude danger to exposed personnel and to the displayed flags.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Relocate GOV's to indoor locations (warehouse)	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Close mess hall operations unless directed otherwise by the Camp Commander.	CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Secure liberty for all personnel.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Vehicle operations are to be limited to essential missions only.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensure that roll-up doors (bay doors) are secured with typhoon bars where required. Place sandbags around designated facilities.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Initiate Feeding Plan once Mess Hall has been secured.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)



CAMP FOSTER TYPHOON CHECKLIST



TCCOR IE (Emergency)

Destructive winds of 50 knots or greater are occurring. Continuance of indispensable military and civil operations; emergency functions for the preservation of life, law, and order may be permitted by camp commanders. All other activities will be discontinued promptly and all personnel, except those in the functions noted, are prohibited from leaving their quarters/shelters until TCCOR-SW is declared.

TCCOR-IE CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	ABSOLUTELY NO OUTDOOR MOVEMENT OTHER THAN LIFE SAVING EFFORTS BY AUTHORIZED PERSONNEL ONLY.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Be prepared to dispatch additional assets per III MEF-MCBBUL 3006 in an emergency.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ensure accountability of personnel upon declaration of TCCOR-1R.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Monitor radios, televisions, web sites for storm/TCCOR information.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	IMMEDIATELY report any damages, injuries, power outages, etc. to the CEOC 645-9804/5/6/7.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)



CAMP FOSTER TYPHOON CHECKLIST



TCCOR IR (Recovery) (Post-Incident)

Destructive winds of 50 knots are no longer occurring and work crews are assessing damage, however winds of 34-49 knots, including gusts, still exist. Nonessential functions remain closed, until TCCOR SW or ALL CLEAR is established. All but emergency personnel remain in quarters. DODDS schools remain closed. If there is extensive damage, the island may remain in TCCOR-IR while a selective recall is made to obtain personnel to remove hazards and assess damage.

TCCOR-IR CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	ABSOLUTELY NO MOVEMENT OF <u>ANY</u> PERSONNEL EXCEPT EMERGENCY RESPONSE OR RECON/RECOVERY TEAMS DIRECTED FROM THE CEOC IS ALLOWED UNTIL TCCOR SW/AC.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Report any initial damage/injuries to the CEOC 645-9804/5/6/7, DCS/C4i chat, or mcbbutler.ceoc.foster.wo@usmc.mil	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Begin initial phone muster of all personnel for accountability.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Update TCCOR status in C4i once injury/damage reports have been submitted.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)



CAMP FOSTER TYPHOON CHECKLIST



TCCOR Storm Watch

Winds are not forecast to exceed 50 knot (58 mph) but there still exists a probability of high winds due to the proximity of the storm. The storm is also close enough to the area that a heightened alert status is necessary in order to rapidly establish regular TCCOR condition should the storm deviate from the forecast track. Personnel should follow Standard Operating Procedures for TCCOR Storm Watch and stay alert for any changed to TCCOR status. Caution should be exercised in conducting outdoor activity. Military and civilian personnel will return to work during normal duty hours unless instructed otherwise by their chain of command. Destructive weather Meals Ready to Eat (MRE) may be issued to camps that have sustained damage to mess halls rendering them inoperable. Commissaries and BXs will reopen unless directed otherwise by the installation commander.

TCCOR-SW CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	All personnel return to work at the discretion of the Commander. Note: Normal procedure is if there are over 3.5hrs remaining in the workday the person returns within 2 hours.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Complete ALL Hands Muster.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Facilities' Managers/Building Custodians begin detailed Damage Assessments during the daylight hours of TCCOR-SW and TCCOR-AC and submit detailed damage assessments to the CEOC at mcbbutler.ceoc.foster.wo@usmc.mil .	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Gates will reopen within 3hrs of TCCOR-SW announcement unless directed by BEOC to not do so.	Camp Guard Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ensure that colors are reinstituted if not already done.	CSC			
6.	If weather permits, initiate clean up during daylight hours.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Coordinate the return of unopened cases of MREs to the Camp Services Warehouse.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	With approval from the Camp Commander and BEOC, deactivate the CEOC and release all equipment and Marines to their commands.	CD/CEOCWC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosure (1)



CAMP FOSTER TYPHOON CHECKLIST



TCCOR IV/All Clear

All danger from the typhoon has passed, however preparation for the next one should continue. Following damage assessment and the ALL CLEAR announcement, any extended recovery actions will begin. DODDS teachers, staff, and students return to school during normal hours.

TCCOR-ALL CLEAR CHECKLIST					
#	CHECKLIST ITEMS	Execution	NO	YES	N/A
1.	Return to Pre-Typhoon Season preparedness posture (or TCCOR-4 between 1 June and 30 Nov).	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Tenant commands must consolidate and strictly account for all MREs using enclosure (3). This report must be turned in to the CSC.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	All units must submit damage and casualty reports to the CEOC mcbbutler.ceoc.foster.wo@usmc.mil.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	With approval from the Camp Commander, deactivate the CEOC and release all equipment and Marines to their commands.	CD/CEOCWC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Submit After Action Reports/Lessons Learned to the CEOC within 48 working hours if Okinawa entered TCCOR-1E	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ensure that colors are reinstituted if not already done.	CSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Update TCCOR status in C4i once checklist is complete.	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFTER ACTION

Solicit lessons learned from staff and tenant commands. An After Action Report (AAR) will be submitted via the CEOC and Camp Director to the Camp Commander as needed.

Enclosure (1)



CAMP FOSTER CEOC TYPHOON SIGN IN SHEET



2 - 7-Ton
(CEOC)

- 1. _____
 - # _____
- 1A. _____
 - # _____
- 2. _____
 - # _____
- 2A. _____
 - # _____

1 - EBFL/TRAM
(CEOC)

- 1. _____
 - # _____

1 - M936
WRECKER
W/OPERATOR/A-
DRIVER
(Motorpool)

- 1. _____
 - # _____

1 - EBFL
(Motorpool)

- 1. _____
 - # _____



CAMP FOSTER CEOC TYPHOON SIGN IN SHEET



2 - HARDBACK
HMMWV
CEOC

- 1. _____
 - # _____
- 2. _____
 - # _____

2 - M997
AMBULANCE
AND 1 A-DRIVER
(Fire Department
& USNH)

- 1. _____
 - # _____
- 1A. _____
 - # _____
- 2. _____
 - # _____

3 - HARDBACK
HMMWV
(4 Drivers - PMO)

- 1. _____
 - # _____
- 2. _____
 - # _____
- 3. _____
 - # _____
- 4. _____
 - # _____

Enclosure (2)



CAMP FOSTER CEOC TYPHOON SIGN IN SHEET



CEOC WATCH COMMANDER

- 1. _____
- # _____

CEOC WATCH OFFICER

- 1. _____
- # _____
- 2. _____
- # _____

CEOC WATCH CLERKS

- 1. _____
- # _____
- 2. _____
- # _____
- 3. _____
- # _____
- 4. _____
- # _____



CAMP FOSTER CEOC TYPHOON SIGN IN SHEET



PMO Watch
Commander

- 1. _____
- # _____

16
Guard/SAF
PMO

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____



CAMP FOSTER CEOC TYPHOON SIGN IN SHEET



Guard/SAF
SOG

- 1. _____
- # _____

GUARD/SAF
COG

- 1. _____
- # _____
- 2. _____
- # _____

8
Guard/SAF
CEOC

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Meal Verification Record (10110)

NAVMC 10789 (Rev. 01-05)

(Previous editions will not be used)

Date :

Type of Meal (check applicable box) : ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Brunch ☐ Night Meal ☐ Other (specify) _____

Category of Personnel (check applicable box) :

<input type="checkbox"/> MARCORP-Regular	<input type="checkbox"/> Navy-Reserve	<input type="checkbox"/> Air Force-Regular	<input type="checkbox"/> National Guard (specify service) _____	<input type="checkbox"/> Foreign (specify service) _____
<input type="checkbox"/> MARCORP-Reserve	<input type="checkbox"/> Army-Regular	<input type="checkbox"/> Air Force-Reserve	<input type="checkbox"/> Cadets (specify service) _____	<input type="checkbox"/> Officer Payroll Checkage (specify service) _____
<input type="checkbox"/> Navy-Regular	<input type="checkbox"/> ARMY-Reserve	<input type="checkbox"/> Coast Guard	<input type="checkbox"/> ROTC (specify service) _____	<input type="checkbox"/> Other (specify service) _____

Meal Card Number	Command or Unit	Meal Card Number	Command or Unit
1.		33.	
2.		34.	
3.		35.	
4.		36.	
5.		37.	
6.		38.	
7.		39.	
8.		40.	
9.		41.	
10.		42.	
11.		43.	
12.		44.	
13.		45.	
14.		46.	
15.		47.	
16.		48.	
17.		49.	
18.		50.	
19.		51.	
20.		52.	
21.		53.	
22.		54.	
23.		55.	
24.		56.	
25.		57.	
26.		58.	
27.		59.	
28.		60.	
29.		61.	
30.		62.	
31.		63.	
32.		64.	

Type of Meal :		Category of Personnel :	
Meal Card Number	Command or Unit	Meal Card Number	Command or Unit
65.		90.	
66.		91.	
67.		92.	
68.		93.	
69.		94.	
70.		95.	
71.		96.	
72.		97.	
73.		98.	
74.		99.	
75.		100.	
76.		101.	
77.		102.	
78.		103.	
79.		104.	
80.		105.	
81.		106.	
82.		107.	
83.		108.	
84.		109.	
85.		110.	
86.		111.	
87.		112.	
88.		113.	
89.		114.	

I HEREBY CERTIFY that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

Name and Grade of Meal Verification Supervisor

Signature of Meal Verification Supervisor

Name and Grade of Mess Hall Manager / Officer

Signature of Mess Hall Manager / Officer

Name and Grade of Unit Commander / Officer in Charge

Signature of Unit Commander / Officer in Charge

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER of RATIONS

_____ X _____ = _____

NAVMC 11869 (11-12) (EF)

FOUO - Privacy sensitive when filled in.

NOTICE OF DELEGATION OF AUTHORITY				DATE:	
Purpose: To identify delegated individuals with the authority to request, receipt, or turn-in supplies on behalf of the appointed Responsible Officer in accordance with MCO 4400.150F.					
AUTHORIZED REPRESENTATIVE(S)					
2. ORGANIZATION RECEIVING SUPPLIES			3. LOCATION		
4. LAST NAME, FIRST NAME, MI		AUTHORITY			8. SIGNATURE AND INITIALS
		5. REQ	6. REC	7. TURN IN	
AUTHORIZATIONS BY RESPONSIBLE OFFICER, SUPPLY OFFICER, OR ACCOUNTABLE OFFICER					
9. THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO: Request/Receive/Turn in Meals Ready to Eat (MRE)					
10. REMARKS					
I ASSUME FULL RESPONSIBILITY					
11. UNIT IDENTIFICATION CODE			12. DODAAC / ACCOUNT NUMBER		
13. LAST NAME, FIRST NAME, MI			14. GRADE	15. PHONE NUMBER	16. EXPIRATION DATE
17. SIGNATURE					

Completion instructions by block number for NAVMC 11869:

- (1) **Date** - Enter the calendar date the form is prepared.
- (2) **Organization receiving supplies** - Enter the name of the unit and, if prepared by a Responsible Officer to delegate authority to request, receipt, or turn-in supplies, the CMR account number or name of the section involved.
- (3) **Location** - Enter the name of the installation on which the unit is located.

AUTHORIZED REPRESENTATIVE(S) Section

- (4) **Last Name, First Name, Middle Initial** - Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to NAVMC 11869 dated" in the remarks block of the follow on card. Enter "not used" on next available line when all lines are not used.
- (5) **REQ** - Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
- (6) **REC** - Enter "YES" in this block for each person authorized to receive supplies. Otherwise, enter "NO".
- (7) **TURN IN** - Enter "YES" in this block for each person authorized to turn in supplies. Otherwise, enter "NO".
- (8) **Signature and initials** - Enter the signature and initials of authorized representative.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section

- (9) Enter an "X" in the appropriate box "DELEGATES TO" or "WITHDRAWS FROM" to show that the authorized representative is delegated or withdrawn from the authority to request, receive, and/or turn-in supplies. Specify the classes of supplies for which the representatives may sign in "THE AUTHORITY TO:" section.

- (10) **Remarks** - Enter the Supply Section or other activity to which the form is being sent.

I ASSUME FULL RESPONSIBILITY Section

- (12) **Unit identification code** - Enter the assigned unit identification code (UIC).
- (13) **DODAAC/Account Number** - Enter the unit DODAAC and any locally assigned account number.
- (14) **Last Name, First Name, Middle Initial** - Enter the name of the responsible officer.
- (15) **Grade** - Enter the grade or rank of the responsible officer.
- (16) **Telephone number** - Enter the office telephone number of the responsible officer.
- (17) **Expiration date** - Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
- (18) **Signature** - Enter the signature of the responsible officer.

FOR OFFICIAL USE ONLY

ENCLOSURE (4)