



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

CampO 3500.1A
Camp
22 AUG 2018

CAMP ORDER 3500.1A

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

Subj: UNIT TRAINING ABOARD CAMPS FOSTER/LESTER

Ref: (a) MCO 1553.3A
(b) CAMPO 6200.1G
(c) CAMP ORDER 5100 .2D

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
(4) Required Administrative Actions

1. Situation. To establish regulations which ensure personnel aboard Camps Foster and Lester train in a safe and effective manner in order to preserve life and prevent damage to camp infrastructure.

2. Cancellation. CampO 3500.1

3. Mission. To train Marines and Sailors in realistic scenarios that not only hone existing skills but impart new ones can never be diminished. The camp commander has authorized designated 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). Camp Services will attempt to facilitate all unit training requests. 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, loss of life, accidents, damage to government property and camp infrastructure. Training areas has been 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.

4. Execution. The following procedures will be utilized to request and conduct training aboard Camps Foster and Lester. The Camp Services Administrative/Operation Office is responsible for the approval and scheduling of unit training aboard Camp Foster and Lester. Training areas will be scheduled on a first-come basis.

a. Outdoor Training Areas

(1) All training, other than annual training requirement and small unit PT that is being conducted aboard Camp Foster and Lester, must be approved by Camp Services. Enclosure (1) are maps of designated unit training areas aboard Camps Foster and Lester, to include training areas.

(2) In order to reserve a 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 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.

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

(a) The Training Area Request Form must include approval signatures from General Facilities (G-F), Camp Environmental Coordinator, Base Safety and Facilities Engineer Central.

(b) The 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.

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

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

(f) During black flag (WBGT Index 90 Degrees or above), all strenuous nonessential outdoor physical activity will be halted for all units. Essential activities are defined, as those activities associated with scheduled exercises or other major training evolutions where the disruption would cause undue burden on personnel or resources, be excessively expensive or significantly reduce a unit's combat readiness.

(g) Formation runs and hikes will not exceed a three man front and shall be completed by 0645.

(h) Units are not authorized to dig anywhere aboard Camps Foster and Lester. 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.

(i) 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.

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

(k) 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 unit will pay for costs associated with reseeding. Expenses will be worked through General Facilities, Marine Corps Base.

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

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

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

(o) 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.

(p) 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 small-scale, short duration 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.

(4) The camp commander may authorize exceptions to the above rules on a case-by-case basis. Enclosure (4) contains a summary of required administrative actions for each type of training. Camp Operation will determine what documents and signature are required for any other training or event not listed in enclosure (4).

(5) This training area may be used for other event such as unit gathering event, MCCS base event and sport. Enclosure (4) contains a summary of required administrative actions for each type of training/ event. Camp Operation will determine what documents and signature are required for any other training or event not listed in enclosure (4).

b. Indoor Training Areas

(1) 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.

(2) 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.

(3) The Foster Chapel (Bldg 50) can be reserved thru the chapel administration office at phone number 645-7486. Weapons and other equipment are not allowed in the Foster Chapel unless they are being used for ceremonial purposes.

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

6. 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.



V. J. CIUCCOLI

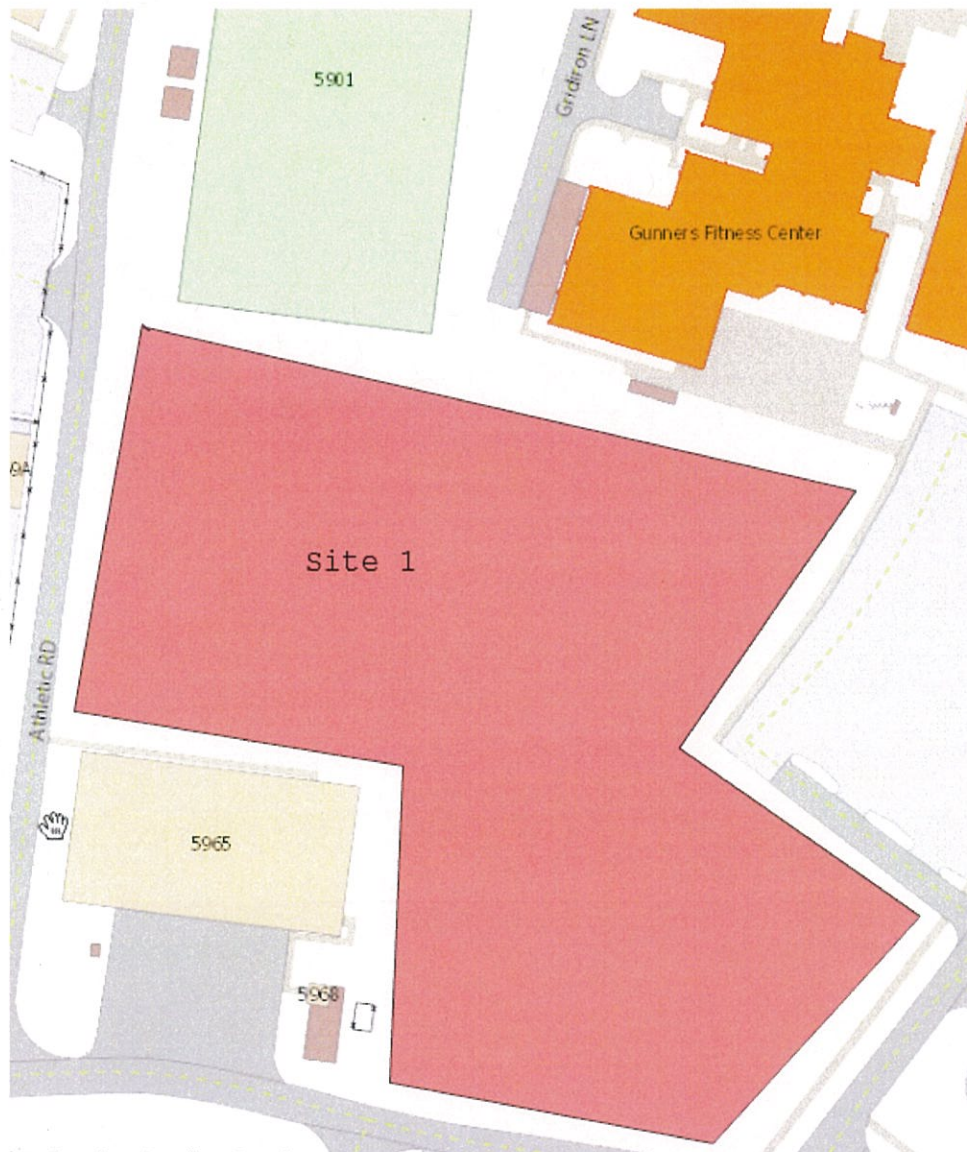
Distribution: A

MAP OF DESIGNATED TRAINING AREAS OVER VIEW

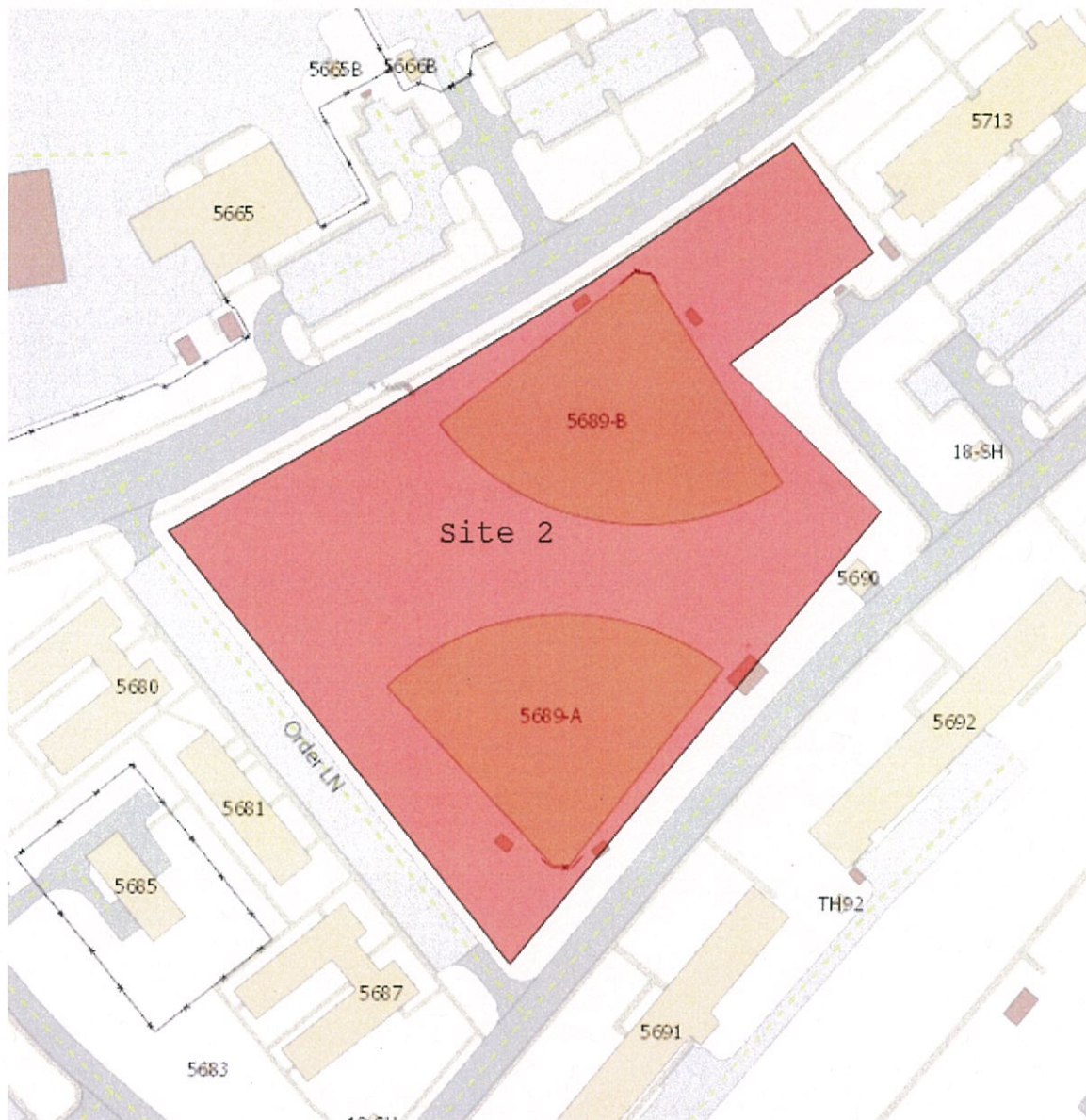


Note: Unit Training is prohibited in vacant/unoccupied structure or homes.

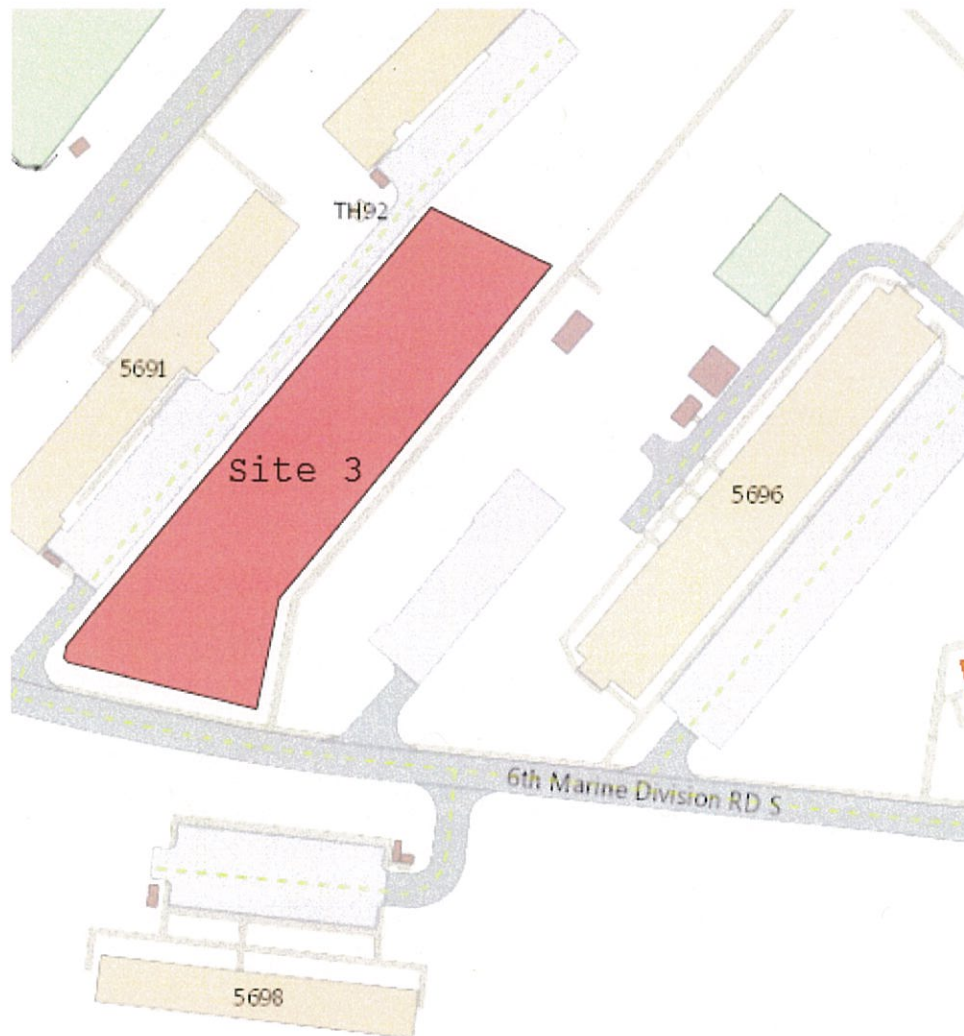
DESIGNATED TRAINING AREA SITE 1



DESIGNATED TRAINING AREA SITE 2



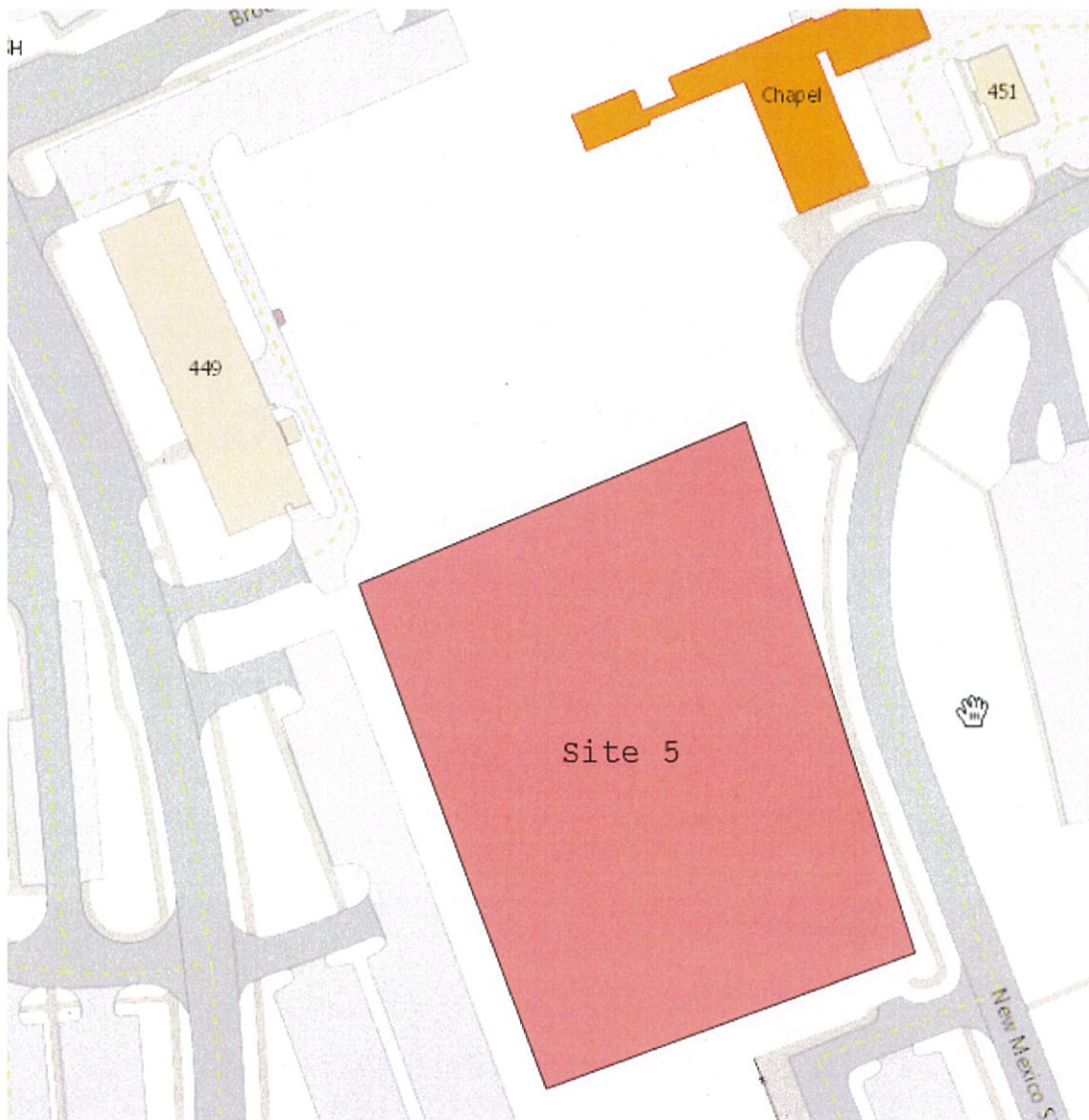
DESIGNATED TRAINING AREA SITE 3



DESIGNATED TRAINING AREA SITE 4



DESIGNATED TRAINING AREA SITE 5



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
TRAINING EXERCISES**

APPROVED / DISAPPROVED

(SIGNATURE AND DATE)

(PRINT NAME AND RANK)

3. FACILITIES ENGINEER CENTER (Bldg. 363, Phone 645-7294): **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): **REQUIRED FOR
ALL EVENTS AND TRAINING EXERCISES**

TRAINING APPROVED: YES / NO

(SIGNATURE AND DATE)

(PRINT NAME AND RANK)

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: _____

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EMP 13.1.1 Activity & Training Environmental Management Plan (ATEMP)

COMPLETE THIS PLAN IF YOU'RE CONDUCTING ANY OF THE FOLLOWING ACTIVITIES IN OKINAWA:

- Training or holding an event in a Range Training Area (RTA, CTA, JWTC, & Ie-Shima)
- Training taking place on a Marine Corps Camp/Station
- Festivals and Unit Functions

PURPOSE OF THIS FORM:

This form will guide proponents in reducing the impact they will have on Range Training Areas (RTA) or Camp/Station activity areas, and address potential environmental risks and emergency procedures in the event of an emergency such as a hazardous material spill. Use this form to inform the Environmental Affairs Branch (EAB) of your proposed activity. Ensure the information in this form is passed to those participating in the activity. All activity participants shall know where this form can be found when in the field.

IMPORTANT: Submit your ATEMP at least *****10 business days***** prior to the start of the activity in order to ensure enough time is available for EAB to review your plan and request further information. Failure to submit plans far enough in advance may result in plans not being approved in time. NOTE: If you are unsure as to whether you are required to submit this form, please consult your Camp/Station Environmental office. All activities must remain in compliance with applicable Marine Corps Orders, Base Orders, and Japan Environmental Governing Standards (JEGS).

HOW TO COMPLETE THIS PLAN

Complete this form electronically. All applicable sections must be filled prior to submission. Forms not correctly filled may result in delayed approval.

GENERAL: Further information is provided below for the corresponding sections on the form. If the activity includes a practice listed in the sections below, select 'YES' on the form and follow the management procedures as written. If you are completing this form and are not the Unit Environmental Representative (UER) for your unit or either of the individuals named in Section A, ensure the form is approved by them before submitting.

Section A: For training involving more than one unit, name the unit reserving the training area. If training will be conducted across multiple training areas, list all training area names in the 'Training Site' textbox. The number in the 'Number of Participants' textbox should reflect the estimated sum of all people involved in the exercise.

Section C: If there are multiple contacts for environmental-related issues, insert additional names and information in section H.

Section G: If conducting water purification training then provide the additional water purification training information at the end of Section G. If conducting excavation greater than 2 meters in any Engineer Training Area (ETA), a detailed description of excavation and dig permit are required. ATEMP will act as a Dig Permit for **ETA ONLY**. These requests will be forwarded to the cultural resource section for approval. All other actions will require dig permit.

Section H: Provide any additional comments. If applicable, provide the section letter in which the comment refers to (e.g. Section C).

SUPPORTING DOCUMENTS: A site sketch and any other supporting documents must be submitted with the ATEMP.

Site Sketch: Attach a site sketch outlining the areas to be used during the activity. Sketch must include locations of practice(s) which have been answered with a "YES". Attain range maps through [Google Maps](https://maps.google.com/) or at the following site: <https://mcipacviewer.nmci.usmc.mil/rco/>.

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EMP 13.1.1 Activity & Training Environmental Management Plan (ATEMP)

Examples of required site sketch areas:

- Staging of any container(s) holding hazardous material – including fuel – which exceeds a 110 gallon capacity (e.g. SIXCONs, fuel bladders, generators, etc.). Outline where the hazardous material will be stored, the location of spill kits, and the direction of flow if the hazardous material spills.
- Water Intake and release points from a natural source, including the ocean. Outline where water will be taken from and where it will be released.
[NOTE: Graywater includes water produced from hand washing, teeth brushing, showering, shaving, and field mess water. Graywater release is prohibited and must be disposed of in a sanitary sewer (see EMP 04.3 – Disposal of Gray Water from Training Area Exercises SOP). Only water which has been purified for training is authorized to be released in training areas.]

HOW TO SUBMIT THIS PLAN FOR APPROVAL

Once completed, submit this form via email to the Camp/Station Environmental Office at which the activity will take place. Once approved, the Camp/Station Environmental Staff will send the signed plan back to the submitter.
DO NOT SEND SCANNED COPIES OF THIS FORM. ONLY SEND ELECTRONIC FILES AS PDF.

CAMP/STATION ENVIRONMENTAL OFFICES

Camp/Station	Office Phone
Camp Kinser	637-4405/1815
MCAS Futenma	636-2066/2067
Camp Foster/Lester/Taiyo	645-5970/0789
Camp Hansen/Courtney/CTA/Ie-jima	623-7223/4495/4634
Camp Schwab/Gonsalves/NTA	625-2683/2684

USING THIS PLAN IN THE FIELD

Prior to the beginning of the activity notify all involved personnel of this plan. Ensure this form is on-site at the activity and that all personnel are aware of its location. Complete and post EMSP 11.2 – Spill Response and Notification Procedures on all bulk fuel tanks and generators and ensure personnel are aware of spill response procedures outlined in this document. [NOTE: All vehicles shall have a EMSP 11.2 document when dispatched.]

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EMP 13.1.1 Activity & Training Environmental Management Plan (ATEMP)

Section A: Proponent Information

<i>Proponent</i>	<i>Name of Activity</i>	<i>RCNI Number (RFMSS users only)</i>	
<i>Activity Location (Ex: Camp Foster, LZ Dodo, Parade Deck)</i>	<i>Number of participants</i>	<i>Start Date (YYYYMMDD)</i>	<i>End Date (YYYYMMDD)</i>

Section B: Brief Description

Section C: On-Site Contacts

Officer In Charge (OIC) or Equivalent

Rank	Last Name	First Name	Work Phone	Mobile Phone

Field Contact for Environmental Matters (preferred that this person have attended Environmental Compliance Course)

Rank	Last Name	First Name	Work Phone	Mobile Phone

Section D: Human Waste and Hygiene

Range Training Areas:

- Proponents will manage human waste and hygiene within accordance to current Range Regulations.

Other Activities:

- Only Port-a-Johns or use of existing/permanent facilities is permitted.

Practice		Management
<input type="checkbox"/> YES <input type="checkbox"/> NO	FIELD HYGIENE (showers, hand washing, laundry)	<ul style="list-style-type: none"> • Grey water will be disposed of in accordance with EMP 4.3 Disposal of Grey water from Training Area Exercises. • No grey water will be discarded in the activity areas. • Failure to comply will result in unit paying for disposal through a contractor.

Other – Describe any other sanitary control procedures that will be taken.

Section E: Solid Waste Management

Practice		Management
<input type="checkbox"/> YES <input type="checkbox"/> NO	FIELD MESS, TRASH, RECYCLING, MRE HEATERS, AND BRASS	<ul style="list-style-type: none"> • Any trash/mess waste produced during the activity will be taken out of the training areas and taken back to the camp/station • If a dumpster is required, a contract will be established prior to starting the activity. • All recycling will be conducted in accordance with EMP 7.7 Recycling Guidelines. • MRE heaters will be activated and discarded as trash, once cooled. • Spent Brass will be handled and disposed of in accordance with current Range Regulations. • Proponents will not conduct any open burning without a permit.

Other – Describe any other solid waste that will be produced and management procedures in place.

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EMP 13.1.1 Activity & Training Environmental Management Plan (ATEMP)

Section F: Hazardous Material/Waste Management

Practice		Management
<input type="checkbox"/> YES <input type="checkbox"/> NO	BULK POL STORAGE (i.e., SIXCON, FRC)	<ul style="list-style-type: none"> Fuel tanks and bladders will be placed in secondary containment. Vehicles carrying tanks will be placed in secondary containment. Refueling will be monitored closely to prevent overfilling.
<input type="checkbox"/> YES <input type="checkbox"/> NO	HAZARDOUS MATERIAL/WASTE STORAGE	<ul style="list-style-type: none"> An HWAP will be established with all applicable personnel made aware of its location and how wastes are separated. Containers will be labeled with date and name of contents. Liquid hazardous materials/wastes will be kept in secondary containment. All used oils and hazardous wastes will be retrograded out of the activity area to the unit's hazardous waste accumulation point (HWAP) upon completion of the activity.
<input type="checkbox"/> YES <input type="checkbox"/> NO	GENERATORS AND/OR FLOODLIGHT USE	<ul style="list-style-type: none"> Generators and floodlights will be staged in secondary containment at all times and will be checked for leaks hourly. Refueling will be monitored closely to prevent overfilling.
<input type="checkbox"/> YES <input type="checkbox"/> NO	VEHICLE/EQUIPMENT MAINTENANCE (2 nd Echelon or more)	<ul style="list-style-type: none"> Vehicle maintenance will take place within secondary containment. A spill kit containing appropriate spill material types will be kept in the maintenance area. Drip pans will be utilized while conducting fluid changeouts.

Containment management and spill response

All personnel will be made aware of **EMSP 11.2 Spill Response and Notification Procedures**. Spill kits will be staged next to the secondary containment in case of a leak or spill. Secondary containments will be checked hourly for spills. Leaking, malfunctioning or defective equipment will be removed from service immediately. Any sheen on accumulated rainwater will be removed with absorbent pads prior to release of the water.

NO digging of contaminated soil resulting from spills or leaks.

<input type="checkbox"/> YES <input type="checkbox"/> NO	WEAPONS CLEANING	<ul style="list-style-type: none"> Weapons cleaning agents (e.g. LAW and CLP) containers, swabs and Q-tips produced from weapons cleaning will be collected at a central point, double bagged and taken back to the unit's armory hazardous waste accumulation point (HWAP). None of these wastes will be discarded as trash.
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Other – Describe any other hazardous materials/waste control procedures that will be taken.

Section G: Soil Erosion and Water Management

Practice		Management
<input type="checkbox"/> YES <input type="checkbox"/> NO	DIGGING	<ul style="list-style-type: none"> No digging is authorized without a dig permit. Vegetation and wildlife will not be removed. After completion, activity area will bereturned to original state.
<input type="checkbox"/> YES <input type="checkbox"/> NO	ENGINEER TRAINING AREA	<ul style="list-style-type: none"> No excavation below 6 meters is authorized. Collateral material and equipment will not be abandoned on the range. Upon completion of training the ETA area will be leveled. Red clay will be removed from equipment prior to returning to garrison.
<input type="checkbox"/> YES <input type="checkbox"/> NO	WATER PURIFICATION	<ul style="list-style-type: none"> Water for purification will only be drawn from authorized locations in activity areas, as outlined in Range Regulations. Refer to EMP 4.4 Disposal of Wastewater and Products from TWPS.

Water purification training information (if applicable)

Name of water body to draw from	Amount to be drawn (approx.)	Water release point (if applicable)

Other – Describe any other erosion or water control procedures that will be taken.

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EMP 13.1.1 Activity & Training Environmental Management Plan (ATEMP)

Section H: Additional Comments

Section I: Agreement and Form Filler's Information

I acknowledge that the information in this form is accurate and that personnel will be made aware of this plan and required procedures prior to commencement of proposed activity. If aspects of the activity change after submission of this form, the activity will still be conducted in accordance with Base/Station Orders (i.e. MCB Butler Range Regulations).

Rank	Last Name	First Name	Work Phone	Mobile Phone

Section J: Environmental Office Comments and Signatures

Comments or special instruction:

Environmental Affairs Branch Signature (Plan is not valid unless signed)

Camp/Station Coordinator

Required Administrative Actions

Event/ Training	BASE ENVIRONMENTAL OFFICE	BASE SAFETY OFFICE	FACILITIES ENGINEER CENTER	ORM	LOI	MAP WITH ROUTE
Unit Run		X		X	X	X
Unit Hike		X		X	X	X
COC	X	X	X	X	X	
5K Run		X		X	X	X
Unit Fun Day	X	M	M	X	X	
Antenna Setup	X	X	X	X	X	

Note: Camp Operation will determine what documents and signature are required for any other training or event not listed above.

X= Required M= Maybe (Depending on the event).