

MEMORANDUM FOR THE RECORD

Subj: NOVEMBER 2017 CAMP COMMANDER'S MEETING

Encl: (1) December 2017 Camp Commander's Meeting Attendance Roster  
(2) Camp Commander's Meeting Brief  
(3) Significant Events Calendar  
(4) Marine Family Housing Dashboard  
(5) Construction Project Timeline

1. The facilitator for this meeting was the Camp Operations Officer.
2. The representatives of Camp tenants were in attendance per enclosure (1).
3. The following agenda items were discussed, per the enclosure (2).
  - a. Significant events calendar. The calendar was reviewed and over the course of the meeting, the below events were highlighted for the month of November, per enclosure (3).
    - (1) The Camp Kinser Obstacle Course will be demolished from 12 to 15 December.
    - (2) The Kinser Elementary School Winter Concert will be held 15 December.
    - (3) Kinser Festival has been rescheduled for 27 and 28 January 2018.
    - (4) The following MCCS events were highlighted:
      - (a) Barracks Door Decorating Contest will be held from 1 to 20 December. The winning rooms from each Regiment will receive a \$225 MCCS Gift Card to share between the residents.
      - (b) 13 December Santa will be visiting the Mess Hall from 1100-1230 with gifts for Marines and Sailors.
      - (c) On 14 December from 1700-1800 at the Library, Santa will be having a gift wrapping workshop for parents to sneak away to in order to wrap gifts.
      - (d) On 21 December from 1700 to 2100 at Surfside will be a Super Family Fun Night with Santa. There will be a traditional holiday meal, DJ, and Santa!
      - (e) On 24 December and 31 December there will be a hot meal delivery to all Marines on duty.
  - b. The 30-60-90 day outlook was reviewed.
  - c. Tenant organizations briefed their current initiatives and concerns, per enclosure (2).
3. Outputs from the meeting were:

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a. Camp Operations

(1) Regarding Kinser Festival:

(a) Resend Automated Message Handling Feasibility of Support to units in order to get required support for the Festival.

(b) Distribute Camp Letter of Instruction, Security Augmentation Force Activation Order, tentative traffic plans, and Special Event Force Protection Plan to required offices and tenants.

(3) Distribute Marine Family Housing Dashboard to Camp Kinser tenants. This is provided via enclosure (4).

b. Facilities Chief

(1) Provide an updated Gantt timeline to tenants for construction aboard Camp Kinser, provided via enclosure (5).

(2) Coordinate with Marine Corps Installations Pacific, GF, to provide infrastructure reset analysis results to tenants. Coordinate a brief to explain the outputs and what this means for tenants in the future.

c. Environmental requested to be contacted regarding all spills, no matter the size..

d. The Camp Kinser Exchange requested assistance with informing residents regarding upcoming holiday hours. The Camp will share the information using Facebook and the Family Readiness Officers (FRO) for tenants.

e. The USO requested support in disseminating upcoming events for the holiday season. The Camp will continue to post events via Facebook and the Camp Kinser Significant Events Calendar on Marines.mil and the FROs.

f. Camp Kinser will disseminate MCCS events via Facebook, Marines.mil, and FROs.

4. The following requests for information were submitted by tenants:

a. From the Camp Commander:

(1) What is the status of the VingCard Key System? Updates will be provided via separate correspondence as the project progresses.

(2) What is the process for procuring and appliances for the barracks? Why are lesser quality products being selected vice industrial products?

(a) This RFI was sent to the Base Property Control Office (BPCO)

(b) Answer received: "Per Mr Anthony Anderson, BPCO Deputy he stated; "USMC SERVMART is a mandatory source of supply for items not purchased via an Approved Program System of Record (APSR) e.g. GCSS-MC. We will find a source who can support your

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requirement or provide a suitable replacement based off the specifications. The requirement maybe sourced via our 4PL, DLA or RCO. Funding for PSE normally comes from MCICOM".

b. From Combat Logistics Regiment 35:

(1) With the laundry replacement facility being placed in Training Area 2, what is the plan to recoup the lost Unit Marshalling space?

(a) Camp Kinser Operations will work with MCIPAC-GF to develop courses of action to provide the space in other locations aboard Camp Kinser.

(b) Potential locations include the space North West of Building 107 and the land south of the softball field in vicinity of Gate 5.

4. Due-ins for the next meeting are:

a. Status update regarding the replacement of unit marshalling area/Training Area 2..

b. Status update regarding purchase/installment process for industrial washers/dryers.

c. Status update regarding the engineer study for mold in barracks 1217 and 1224.

d. Status update regarding exterior signage for the DEERS/Rapids ID Center.

e. Status update regarding building 506. Building 506, bay 1, has had a leak in the fire suppression system that has taken over one year to repair. Camp Kinser operations will continue to work with Facilities Engineering to determine why the work request has taken so long to address.

5. The next meeting will be held on 31 January, following the execution of Kinser Festival.

6. The point of contact for this event is the Camp Operations Officer, First Lieutenant Hannah A. Crawford via DSN (315)637-1645 or email [Hannah.crawford@usmc.mil](mailto:Hannah.crawford@usmc.mil)



H. A. CRAWFORD  
Camp Operations Officer



## **Camp Commander's Meeting Attendance**

**29 Nov 2017**

<u>Office</u>	<u>Representative</u>	<u>Email</u>
Camp Director	Mr. E. Aaron Hill	ernest.hill@usmc.mil
Camp Kinser Operations	First Lieutenant Crawford	Hannah.Crawford@usmc.mil
Installation Protection	Mr. Charles Bush	Charles.D.Bush@usmc.mil
Safety	Mr. Ernest Sustaita	ernest.sustaita@usmc.mil
Kinser Fire Department	Mr. Jun Shinya	jun.shinya.ja@usmc.mil
Environmental	Mr. Vance Maxey	vance.m.maxey@usmc.mil
Bachelor Housing	Mr. Roel Dauz	roel.dauz@usmc.mil
Air Force Family Housing	Ms. Sabrina Costa	sabrina.costa@us.af.mil
MCIPAC, GF	Mr. Matt Edlin	matthew.edlin@usmc.mil
Kinser Exchange	Mr. Tsutomu Irei	ireit@aafes.com
MBC	Ms. Melinda A. Faires	melinda.faires@mediattimail.net
IPAC/ID Center	Mr. Carl Engelke	carl.engelke@usmc.mil
USO	Mr. Will Stanley	wstanley@uso.org
USO	Ms. Emily Harmon	eharmon@uso.org
MCCS	Joann Ninneman-nakama	joann.ninnemannakama@okinawa.usmc-mccs.org
KSES PTO	Ms. Pruitt	kpruitt1029@gmail.com
Community Relations	Ms. Ichino Kuba	ichino.kuba.ja@usmc.mil



# Camp Commander's Meeting



Camp Commander, Camp Kinser

29 November 2017



# Agenda

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- Introductions
- Opening Comments
- Status Update
- Significant Events Calendar
- 30-60-90
- Tenant Initiatives/Issues
- Due Outs
- Next Event
- Camp Director
- Camp Sergeant Major



# Status Update



Topic	Executor	Status
<i>Construction Project Timeline</i>	<i>Camp Operations</i>	<i>Copy provided</i>
<i>Following up regarding FH Requests for Information</i>	<i>Camp Operations</i>	<i>Answers were received; Require clarification</i>
<i>Community Garden</i>	<i>Camp Operations</i>	<i>Evaluating potential location(s)</i>
<i>D-course demolition</i>	<i>Camp Operations ICW CLB-4</i>	<i>Demo is scheduled for 12-15 Dec</i>
<i>Kinser Festival</i>	<i>Camp Operations ICW MCCS</i>	<i>Scheduled for 27-28 Jan</i>
<i>Awareness Campaign for MOPS</i>	<i>Camp Operations ICW SMP and Chaplain</i>	<i>Coordination required</i>
<i>Unit Energy Manager Program</i>	<i>Camp Operations ICW Energy</i>	<i>Coordination IOT determine how to campaign and increase unit/tenant participation</i>
<i>Bongo Server Relocation</i>	<i>Camp Operations ICW</i>	<i>Location(s) being considered,</i>



MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
<div>MCCS/USO</div> <div>Kinser Elementary</div> <div>Misc</div> <div>Ops Battle Rythm</div> <div>ComRel</div>								1		2	
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Glow Bowling								10:00 am Coffee on the		5:00 pm - 9:00 pm	
								6:30 pm Semper Fit Jing		Tree Lighting Cerem	
								collapse			
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9:00 pm		9:00 am - 10:00 am		9:00 am Barracks Walk-t		9:00 am - 11:00 am		Fine Art Festival		No School - Professio	
ing		Camp Kinser Staff Brief		Early Release Day		DLA Disp. Serv. Trng.		8:00 am Barracks Mainte		Camp Courtney Chr	
		3:00 pm - 4:00 pm		5:00 pm USO - Taste of				11:00 am Spanish-inspir		Camp Commander's	
		School Advisory Council						3:00 pm Weekly Update		11:00 am - 11:55 pm	
								3:00 pm PTO Meeting		Glow Bowling	
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ing				Early Release Day				11:00 am Spanish-inspir		5:30 pm Winter Concert	
				2:00 pm NEO/TSH Plann				3:00 pm Weekly Update		10:00 pm Midnight Panc	
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Glow Bowling											
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		Camp Kinser Staff Brief		5:00 pm USO - Taste of		DLA Disp. Serv. Trng.		11:00 am Spanish-inspir		Coffee on the Patio	
								3:00 pm Weekly Update			
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		25		26		27		28		29	
										30	





# 30-60-90 Outlook



## 30 Days

1 Dec: Jingle Bell Fun Run  
2 Dec: Holiday Parade &  
Tree Lighting Ceremony  
4-8 Dec: AT Lvl II Course  
4-8 Dec: MCBB Guard and  
Protect FTX  
12-15 Dec: O-course Demo  
15 Dec: KSES Winter  
Concert

## 60 Days

- 27, 28 Jan: Kinser Fest
- TBD: Town Hall  
Meetings

## 90 Days

- 26 Feb – 2 Mar: AT Lvl  
II Course
- TBD Apr: O-course  
stump removal



# Camp Operations



## Initiatives

- Camp TEEP
  - Table-top exercises to wargame emergency action plans (EAPs).
  - Culminating exercises to execute EAPs, including tenants.
- Continued update/revision of Camp Orders.
- Construction aboard Camp Kinser.
  - Obstacle Course
- NEO/TSH Planning.
- Kinser Festival Planning

## Concerns

- MOA for Barracks Managers
- Infrastructure Reset – Analysis input anticipated to be complete Jan 18
- Please send all concerns for Camp Operations, including UH, to the Camp Kinser Org Box:  
[campoperationskinser@usmc.mil](mailto:campoperationskinser@usmc.mil)



# Installation Protection



## Initiatives

- Events:
  - 4-8 Dec: MCB G&P FTX
  - 4-8 Dec: AT Level II Course
- Goals:
  - Mature EOC pre-planned responses sets; ICS Forms
  - Post EOC Boards
  - **Leverage & train on C4I while maturing MCOP**
- Initiatives:
  - Personnel Categorizations
  - EOC Work Stations
  - Plan April LIA-Validation Drill

## Issues

- Challenges:
  - Maturing EOC
    - Work stations
    - EOC Level IV manning
  - COP: C4I not leveraged at G3/EM; spending \$ on new system (MCOP)
- Trends:
  - MCB EM is fragmented: Typhoons not under EM (mission creep)
  - **RAM completions**





# Safety



## Initiatives

- Practice holiday safety
- Traffic hazard awareness. On & off base
- Report mishaps

## Issues

- Open deficiencies
- Use crosswalks
- Follow construction guard signals



# Fire Department



## Initiatives

- Facilities Inspection.
- Fire Drills.

## Concerns

- None

- Fire Dial 911 from Cell  
098 911 1911



# Environmental



## Initiatives

- The Environmental Office stopped by both Motor Pool dispatches aboard Camp Kinser to verify that all tactical vehicles are equipped with spill kits and paperwork before leaving the lot.
- ECA completed 3/17

## Issues

- Hazardous Materials must be properly segregated in accordance with current compatibility chart.
- Burn permits must be signed by Fire department, safety and Environmental Office.
- New Activity Training Environmental Management plan (ATEMP) has been published and required for use in place of the FTEMP.
- No UER or USFJ reportable spills aboard Camp Kinser within the





# Bachelor Housing

## Initiatives

- Goal: Provide a clean, safe, and comfortable living environment
- SBEQ Barracks – WBR
- Barracks 1224 – ext doors
- Barracks 1217 - mold rpr
- Barracks Mgr MOU
  - Mgr Tng, 1 Dec, Qtrly rqmt

## Issues

- Barracks 1210 WBR
  - ECD unknown
- Washers / Dryers
- VingCard Key Systems
  - Upgrades, emergency fixes

**NOTE: CGIP scheduled CY 18**



# DLA Disposition Services



## Initiatives

- Upcoming Training:
  - Customer Turn-in Training
    - 6 & 20 Dec, 0900-1100
    - Bldg 600, Bay 5, Training room
- RTD Screening Hours of Operation
  - Tues, Wed, Thurs, 0800 – 1400

## Concerns

- None



# MCIPAC GF, Facilities



## Initiatives

### Construction:

- Gate 1, Gate 2, Highway 58 fence
- Trailer lot
- Minatogawa Bypass Fence/Patrol Road

### Design:

- Gate 4
- 1399
- 616
- Laundry Replacement
- 16 Demolitions

### Land Returns:

- Gate 5
- Highway 58

## Issues

- Laundry project
- Army Vets
- Building 300 Bay 2





# Camp Kinser Exchange



## Initiatives

- 2 Dec: Tree Lighting Ceremony
  - Open until 2100 to support the event.
  - Provide snacks and beverages for customers including LN.
- 25 Dec: Store Closed.
- 31 Dec: Limited Hours 1000-1800.
- 1 Jan: Limited Hours 1000-1800.

## Concerns

- None.



# MBC



## Initiatives

- MBC is the On Base High Speed Internet and Cable TV provider
- Year End Savings (Y.E.S.) locked in Price for 2018
- HD Migration Plan
- Kinser MBC Office – Open Friday

## Issues

- Service Continuity During Base Construction



# DEERS/RAPIDS ID Center

## Initiatives

- New Supervisor:  
Carl Engelke

## Concerns

- DEERS/RAPIDS  
connectivity.





# USO



## Initiatives

- Taste of Home Tuesdays
- Every Thursday:  
Spanish-inspired lunch
- Midnight pancakes,  
10pm – 3am, every  
other weekend
- Operation Birthday  
Cake

- Host unit events:
  - HITT training
  - Baby showers
  - Holiday functions
  - Birthday parties

## Concerns

- None



# MCCS



## Initiatives

- 1 Dec, 1000: Jingle Bell Fun Run
- 1-20 Dec: Barracks Door Decorating Contest
  - Winning Door will receive \$225 MCCS Gift Card!
- 13 Dec, 1100-1230: Santa Mess Hall Visit
- 14 Dec, 1700-1800: Santa's Workshop @ Library
  - Parents can sneak away and

- 21 Dec, 1700-2100: Family Fun Night with Santa at Surfside
  - Traditional holiday meal, DJ, and Santa!
- 24 Dec: Christmas Eve Meal Delivery
  - Hot meal, dessert, and holiday card delivered to all Marines on duty to say Thank you!

## Concerns

• None



# Camp Kinser Elementary



## Initiatives

- 1 Dec: Breakfast with Santa
- 4 Dec, 1500: School Advisory Council Meeting
- 7 Dec: Fine Art Festival
- 8 Dec: Professional Development Day, no students
- 12 Dec: Accelerated withdrawal date for 1st Semester
- 18 Dec – 2 Jan: Winter

## Concerns

- None



# Community Relations



## Initiatives

- 30Nov - Urasoe Mayor visit
- 02Dec - Visiting Naha Mayor
- 02Dec – Kinser Holiday Parade and Tree Lightning Ceremony
- 05Jan18 - Urasoe FD New Year's Parade
- 05Jan18 - Urasoe City and Urasoe Chamber of Commerce joint hosted New Year's Cerebration

## Concerns

- Mayor Matsumoto regretted to be the grand marshal for the Kinser holiday parade this year.
- The leadership sweet project tour with the Mayor's office is coordinated and ready to be kicked off. \*Camp Commander and Mayor have a sweet & coffee time at Urasoe local café for supporting Urasoe city leading "Sweet-Project" bi-monthly.





# Chaplain



## Initiatives

- Continued support from MLG Religious Ministry Teams.
  - Special thanks to LT McGraw (Maint. Bn.)
- POC: RP1(SW/AW)  
Austin Sims via DSN  
637-1148 or BB  
090-6861-4080

## Concerns

- Base Chaplain gapped since August, new Chaplain is expected to arrive at the end of December.



## Next Event

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- 31 January 2018 @ 0900
- Harbor Lounge, Surfside



# Tenant Commanders

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- 3d Maintenance Battalion
- 3d Supply Battalion
- CLR-35
- Headquarters Regiment



# Camp Director

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# Camp Sergeant Major

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# Camp Commander

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <div>MCCS/USO</div> <div>Kinser Elementary</div> <div>Misc</div> <div>Ops Battle Rhythm</div> <div>ComRel</div> </div>					2
				<div>MCCS Barracks Door Decorating Contest (Camp Kinser BEQs)</div> <div>10 am Breakfast with Santa</div> <div>100 am Coffee on the Patio</div> <div>90 pm Semper Fit Jingle Bell Fun Run collapse</div>	<div>11:00 am - 11:55 pm</div> <div>Glow Bowling</div> <div>5:00 pm - 9:00 pm</div> <div>Tree Lighting Ceremony</div>
4	5	6	7	8	9
MCCS Barracks Door Decorating Contest (Camp Kinser BEQs)					
9:00 am - 10:00 am Camp Kinser Staff Brief	9:00 am Barracks Walk-through Early Release Day	9:00 am - 11:00 am DIA Ops Serv. Trng	<div>Fine Art Festival</div> <div>8:00 am Barracks Maintenance Reconciliation</div> <div>11:00 am Spanish-Inspired Lunch</div> <div>3:00 pm Weekly Update</div> <div>3:00 pm PTO Meeting</div> <div>- collapse</div>	<div>No School - Professional Development Day</div> <div>10:00 am - 1:00 pm</div> <div>Coffee on the Patio</div>	<div>Camp Courtney Christmas and Holiday</div> <div>Camp Commander's Softball Tournament</div> <div>11:00 am - 11:55 pm</div> <div>Glow Bowling</div> <div>- collapse</div>
3:00 pm - 4:00 pm School Advisory Council Meeting	5:00 pm USO - Taste of Home - collapse				
11	12	13	14	15	16
MCCS Barracks Door Decorating Contest (Camp Kinser BEQs)					
9:00 am - 10:00 am Camp Kinser Staff Brief	<div>Accelerated Withdrawal for 1st Semester</div> <div>9:00 am Barracks Walk-through</div> <div>Early Release Day</div> <div>2:00 pm NEO/TSH Planning</div> <div>5:00 pm USO - Taste of Home</div> <div>- collapse</div>	<div>11:00 am - 12:30 pm</div> <div>Santa at the Mess Hall</div>	<div>7:00 am Commanding General/DoDEA Leader</div> <div>8:00 am Barracks Maintenance Reconciliation</div> <div>11:00 am Spanish-Inspired Lunch</div> <div>3:00 pm Weekly Update</div> <div>5:00 pm MCCS Santa's Workshop</div> <div>- collapse</div>	<div>10:00 am Coffee on the Patio</div> <div>1:00 pm Winter Concert</div> <div>5:30 pm Winter Concert</div> <div>10:00 pm Midnight Pancakes</div> <div>- collapse</div>	<div>12:00 am Midnight Pancakes</div> <div>12:00 am Camp Kinser Flea Market</div> <div>11:00 am Glow Bowling</div> <div>10:00 pm Midnight Pancakes</div> <div>- collapse</div>
18	19	20	21	22	23
MCCS Barracks Door Decorating Contest (Camp Kinser BEQs)					
No School - Winter Recess (Camp Kinser ES)					
9:00 am - 10:00 am Camp Kinser Staff Brief	<div>9:00 am - 11:00 am</div> <div>Barracks Walk-through</div> <div>5:00 pm - 7:00 pm</div> <div>USO - Taste of Home</div> <div>- collapse</div>	<div>9:00 am - 11:00 am</div> <div>DIA Ops Serv. Trng</div>	<div>8:00 am Barracks Maintenance Reconciliation</div> <div>11:00 am Spanish-Inspired Lunch</div> <div>3:00 pm Weekly Update</div> <div>5:00 pm Family Fun Night with Santa</div> <div>- collapse</div>	<div>10:00 am - 1:00 pm</div> <div>Coffee on the Patio</div>	<div>11:00 am - 11:55 pm</div> <div>Glow Bowling</div> <div>7:00 pm - 12:00 am</div> <div>Teen/Youth Winter Break Lock-in</div> <div>- collapse</div>
25	26	27	28	29	30
No School - Winter Recess (Camp Kinser ES)					



# MFH Dashboard

OCC REPORT AS OF 29 Nov 17

Entitlement		COURTNEY	KADENA	FOSTER	KINSER
JE	2	99%	94%	97%	94%
	3	84%	98%	77%	70%
	4	88%	93%	100%	
SNCO	3	96%	95%	85%	82%
	4	97%	91%	96%	
E-9	3	93%	70%	100%	
	4		95%	100%	
CGO	3	96%	98%	78%	88%
	4	88%	91%	100%	
FGO	3	100%	97%		
	4	95%	100%	92%	
SOQ	4	100%	100%	100%	

AVAILABLE UNITS							
	JE2	JE3	SN3	CG3	CG4	FG3	FG4
Camp Kinser	6	70	12	8	0	0	0



[illegible]

	HOUSING AREA	UNIT #	FREQ	REFUSE COLLECTION	NO BULK PICKUP
1	GENERAL OFFICER	164	1W	TUE	
2	VOICE OF AMERICA	6802-6822/9915-9932	1W	TUE	
3	ARNOLD TERRACE	9801-9820	1W	TUE	
4	OCS	9900-9981	1W	TUE	
5	CLARK VISTA	60-86	1W	TUE	
6	WASHINGTON HEIGHTS	8101-8213/8300/8301/8400	1W	TUE	
7	MAREK PARK	10190-10374	1W	TUE	
8	BEESON	9462-9475	1W	TUE	
9	JENNINGS	9276-9396	1W	TUE	
10	CHIBANA	50102-50236	1W	TUE	
11	O'DONNELL GARDENS	1000-2023	1W	TUE	
12	BAZELY TOWERS	10182 -10188	3W	MON/THU/SAT	
13	STEARLEY HEIGHTS	1702-2426	1W	MON	
14	STILLWELL PARK	1633-2078	1W	MON	
15	NORTH TERRACE	2501-2948	1W	MON	
16	TERRACE HEIGHTS	2950-2985	1W	MON	
17	SEBILLE MANOR	2757-5354 / 5400-5554	1W	MON	
18	KADENA HEIGHTS	2428-2445 / 5355-5457	1W	MON	
19	LESTER	6100-6158/6159-6236	1W	MON	
20	KISHABA	28/29 1411-2629	1W	TUE	
21	KISHABA TOWERS	26/27/2602/2604	3W	MON/WED/SAT	
22	CHATAN	1139-1384	1W	TUE	
23	SADA	1631-1668	1W	TUE	
24	SADA TOWERS	1669/1670	3W	MON/WED/SAT	
25	FOSTER TOWERS	376/377/378	3W	MON/WED/SAT	
26	PLAZA/GOQ	4024-4712	1W	MON	
27	KINSER	1401-1459	1W	SAT	
28	KINSER TOWERS	846-1088	3W	MON/WED/SAT	
29	MC TUREOUS	5015-5201	1W	SAT	
30	COURTNEY/GOQ	4396-4570/4397-4445	1W	SAT	
31	COURTNEY TOWERS	4506-4533	3W	MON/WED/SAT	

Enclosure (4)



C4401 Gate 1, MC4402 Gate, and MC4403 Utility and Infrastructure, Camp Kinser

[illegible]