

17 Oct 17

MEMORANDUM FOR THE RECORD

Subj: SEPTEMBER 2017 CAMP COMMANDER'S MEETING

Encl: (1) Camp Commander's Meeting Brief  
(2) Significant Events Calendar

1. The facilitator for this meeting was the Camp Operations Officer.
2. The following offices were invited or attended:
  - a. There was representation present from the following offices:
    - (1) Camp Operations
    - (2) Installation Protection
    - (3) Safety
    - (4) Fire Department
    - (5) Environmental
    - (6) Energy
    - (7) Bachelor Housing
    - (8) Defense Logistics Agency (DLA) – HMMC
    - (9) DLA – Disposition Services
    - (10) Combat-Ready Staging Program (CRSP)
    - (11) Community Bank
    - (12) Marine Corps Community Services (MCCS)
    - (13) Kinser Elementary School
    - (14) Chapel
  - b. The following offices were invited, but not in attendance due to various circumstances:
    - (1) Provost Marshall's Office (PMO)
    - (2) Air Force Family Housing

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- (3) Facilities Engineering
- (4) Marine Corps Installations Pacific (MCIPAC), General Facilities (GF)
- (5) Corrosion Repair Facility
- (6) Postal
- (7) Kinser Exchange
- (8) Commissary
- (9) Navy Federal Credit Union
- (10) DEERS/RAPIDS Identification Card Center
- (11) United Service Organizations (USO)
- (12) Community Relations
- (13) Parent Teacher Organization (PTO)

c. The following agenda items were discussed, per the enclosure (1).

(1) Significant events calendar. The calendar was reviewed and over the course of the meeting, the below events were highlighted for the month of October, per enclosure (2).

(a) The 3d Maintenance Battalion Zombie run was confirmed as canceled.

(b) October is Energy Action Month.

(c) Defense Logistics Energy Disposition Services customer training occurs the first and third Wednesday of every month.

(d) 25 October, the Automated Teller Machine (ATM) next to the Kinser Exchange will be replaced. It is scheduled for the replacement to occur from 0800 to 1500, with services returning at 1500. Personnel are encouraged to use the Surfside ATM.

(e) The Family Fitness Room is tentatively scheduled to open on 13 October at 0900.

(f) On 31 October, Typhoon Motors will be offering five liters of KIX ALL Fleet Motor Oil free with an oil change. Oil changes are by appointment only.

(2) The 30-60-90 day outlook was reviewed.

(3) Tenant organizations briefed their current initiatives and concerns, per enclosure (1).

3. Outputs from the meeting were:

a. Add the Single Marine Program to the meeting invitation and email distribution list.

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b. Add the Surfside Club Manager to the meeting invitation and email distribution list.

c. The Camp Chaplain requested support for increasing awareness regarding the Mothers of Pre-Schoolers (MOPS) program. It is an informal program ran through the Chapel that requires volunteer support. To increase volunteers, the Chaplain has asked for assistance in increasing awareness and coordinating support for the program. The Chaplain also runs Parent's Night Out and SafeTALK Training. All programs require command support to succeed.

d. Energy requested support for increasing tenant participation in the Unit Energy Manager (UEM) Program. Currently, not all tenants are actively engaged and participating. Additionally, not all UEMs that are appointed are providing the required information to the program coordinator. Energy has also requested assistance in information sharing for the UEM program.

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

a. To increase information sharing, is it possible to link calendars with MCCS, the USO, and the Elementary School to the SharePoint calendars?

(1) It is not possible to link calendars as MCCS, USO and the Kinser Elementary do not use SharePoint.

(2) Camp Operations will continue to work with tenant organizations to add significant events to the Camp Calendar. Camp Operations will support tenant organizations in awareness campaigns to ensure that events are properly advertised.

b. Is it possible to link the Safety and Camp Kinser Facebook pages?

(1) It is possible to link Facebook using 'linkpage.'

(2) Camp Operations will work with Safety to ensure awareness of initiatives and events.

4. Due-ins for the next meeting:

a. Awareness campaign for MOPS.

b. Information sharing plan for UEM program and energy initiative.

c. UEM program involvement campaign plan.

d. Conduct a hazardous material response meeting with the Camp Commander, Fire, and CBRNE, per Camp Commander's request.

e. The Bongo main server for Camp Kinser is located in Barracks 1399, which is due for a renovation. Camp Kinser needs to determine a new location and plan for movement of server.

f. 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 work with Facilities Engineering to determine why the work request has taken so long to address.

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5. 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).

A handwritten signature in black ink, appearing to read 'H.A. Crawford', written in a cursive style.

H. A. CRAWFORD  
Camp Operations Officer