

# Combined Arms Training Center Camp Fuji

## Training Unit SOP



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# Operations/Range Scheduling Smart Pack

Upon notification that training at Camp Fuji will occur, call the Combined Arms Training Center (CATC) Camp Fuji S-3. The Fuji Maneuver area is a bilateral use training area between U.S. Forces and the Japanese Ground Self Defense Force with scheduling practices unlike anywhere else in the world.

**CATC S-3** DSN: 315-224-8602

**CATC S-3** Cell: 090-6861-7495

**Range Scheduling:** 315-224-8052

Camp Fuji Range Control email: [william.j.gallagher.ctr@usmc.mil](mailto:william.j.gallagher.ctr@usmc.mil)

## Operations Timeline

As soon as Deployment dates are forecasted	<ul style="list-style-type: none"> <li>o Deployed Unit's Gunner Contacts CATC Camp Fuji Installation Gunner</li> <li>o Contact S-3 to schedule the Initial Planning Conference (IPC). (Representatives recommended for IPC: Gunner; S-3 and Chief; S-4 and Chief; S-6; Medical Officer or IDC)</li> <li>o Identify Range Scheduling point of contact for unit</li> </ul>
NLT 120 days prior to the quarter which training will occur	<ul style="list-style-type: none"> <li>o Complete all range requests via RFMSS</li> <li>o Contact <b>Range Scheduling</b> to confirm submissions</li> <li>o Schedule Pre Deployment Site Survey</li> </ul>
D-45	<ul style="list-style-type: none"> <li>o Schedule Midterm Planning Conference (Representatives recommended for MPC: Gunner; S-3 and Chief; S-4 and Chief; S-6; Medical Officer or IDC)</li> <li>o Schedule Officer in Charge/Range Safety Officer Course. This OIC/RSO course will be conducted on the last Thursday of every month.</li> <li>o Schedule Welcome Aboard Brief conducted by Camp Fuji's primary staff and given to SNCOs and Officers</li> <li>o Provide any initial scheme of maneuver documents if available</li> </ul>
D-20	<ul style="list-style-type: none"> <li>o Conduct Final Planning Conference</li> <li>o Submit final scheme of maneuver as well as any amendments to paperwork previously submitted</li> <li>o Confirm all scheduled live fire ranges and maneuver ranges with the Range Control Officer</li> <li>o Provide scheme of maneuver for any potential EOD support that you may require</li> </ul>
Upon Arrival	Confirm all scheduled live fire ranges and maneuver training areas with the Range Control Officer.
Continuing Actions During Training	Schedule any required EOD support no later than 5 working days prior to the start of your event.
5 working Days Prior to Live Fire	Unit submits Surface Danger Zones/Weapon Danger Zones, Scheme of Maneuver, signed ORM to the Camp Fuji Range Control Officer for approval.
EOD	Submit all EOD support requests NLT (5) working days prior to date requested. EOD must be present for all target insertions and extractions in the impact area. Training Units must provide (1) FMF Corpsman to EOD for routine and emergency operations NO ONE MAY ENTER THE IMPACT AREA WITHOUT EOD
Range Check Out One Day Prior	To check-out ranges, OIC and RSO must have: <ul style="list-style-type: none"> <li>• Current valid command authorization letter</li> </ul>

	<ul style="list-style-type: none"> <li>• Printed and approved RFMSS request</li> <li>• Completed and signed operational risk management form</li> <li>• Training scheme of maneuver</li> <li>• Training roster to include Rank, First and last name, DODID, blood type and date of birth of all participants</li> <li>• Approved SDZ/WDZ</li> </ul> <p>The RSO will sign for a "Range Can" containing:</p> <ul style="list-style-type: none"> <li>• Motorola radio</li> <li>• iPad Mini 4 with digital blank utilization report</li> <li>• Emergency casualty evacuation procedures</li> <li>• NATO 9-line form</li> <li>• CFO 3500.1</li> <li>• TM's per allowable weapon systems on the range</li> <li>• Range flags</li> </ul>
Upon Training Completion	<p>Schedule range turn-in with Range Control</p> <p>Units dispose of all trash and dunnage (to include unexpended ammunition).</p> <p><b><i>During designated "free entry days" the local community has access to ALL ranges and impact areas. It is imperative that all duds are reported to Range Control.</i></b></p>
Range Cancellations or Changes	Please notify the CATC Camp Fuji Range Control Officer immediately if scheduled firing or maneuver must be canceled or postponed.
Tuesday Meeting	Every Tuesday a range scheduling meeting is held with the JGSDF for final scheduling and coordination of all training for the following two weeks. Per bilateral agreements, the results of this meeting are announced to the local community. <b>Camp Fuji does not accept changes made after the range scheduling meeting.</b>
Fire Desk Operator Tax	In order to sustain training in the Fuji Maneuver Area the training unit must provide (1) Fire Desk Operator (any rank or MOS) per Company sized element (aprox). Final determination of number or exception will be made at the Final Planning Conference.

Training Aids / Opportunities:

Targets	Camp Fuji has limited target assets to assist training units. Please contact CATC Camp Fuji Range Ops, <a href="mailto:fujirangecontrol@usmc.mil">fujirangecontrol@usmc.mil</a> , for a detailed list of all targets and training aids available for check out.
Training Area Access	Gate 4 (see Appendix B) is restricted to commercial and personal vehicles only. Commercial vehicle convoys greater than three vehicles and all tactical vehicles must use either Gate 5 or Gate 7. Tracked vehicles may only use Gate 7. You may coordinate gate openings ahead of time or call Range Control to have PMO open the gates.
ISMT	CATC Camp Fuji has an Indoor Simulated Marksmanship Trainer (ISMT) facility that can train a maximum of four shooters at one time. It is located at building 265 and is scheduled through RFMSS.
DVTE	CATC Camp Fuji has a Deployable Virtual Training Environment (DVTE) to support computerized Call for Fire Training, Close Air Support training, as well as other simulations.
Classroom / Recreational Area Scheduling	Use of the multi-purpose classrooms and multi-purpose field must be scheduled through RFMSS. Big and Little Guns Gym and/or any of the recreational courts and fields must be scheduled through the Operations Chief prior to the requested date. Requests will be handled on a first come first serve basis.
Training on CATC Camp Fuji Proper	Coordinate any training on Camp Fuji Proper through Range Control. This includes patrolling, rehearsals, and training on MCCS property. No training is authorized inside command buildings or living quarters. Exceptions must be routed through the S-3.

# Logistics Smart Pack

Coordination between the training unit S-4 and the Camp Fuji S-4 should be made as soon as possible. The CATC Camp Fuji S-4 Section will be the sole points of contact aboard CATC Camp Fuji for all logistics matters (DSN 224-8641/8004).

The Logistical Support Request (LSR) is the primary means of requesting logistical support from CATC Camp Fuji. This package contains all the required documentation and letters of authorization required. Training units should contact the CATC Camp Fuji S-4 for the template. The training unit S-4 needs to submit the LSR to the CATC Camp Fuji S-4 as soon as possible, NLT 30 days prior to arrival.

All timelines and requirements listed below are not inflated or "gunny timed" in any way. The information listed below accurately reflects CATC Camp Fuji's ability to meet training unit logistics related support requirements. If not met, CATC Camp Fuji and the S4 section will not be able to support.

<p>Billeting Available</p>	<ol style="list-style-type: none"> <li>1. Bldg 266-271: Open squad bays for male E-5 and below. Squad Bay capacity is 48 personnel per squad bay. Each building contains five squad bays and one lounge.</li> <li>2. Bldg 262: Double occupancy rooms with a shared head for E-6 to E-8, WO to CWO-5, O-1 to O-3, and all females.</li> <li>3. Bldg 450: Single occupancy rooms for E-9, and O-4 to O-10.</li> <li>4. Mountain View Inn Hotel: Transient Billeting Facility (TBF). Reservations can be made at 315-224-8500. Consider this option for VIPs.</li> </ol>
<p>Laundry Services</p>	<ol style="list-style-type: none"> <li>1. A laundry room is available to training units at the community center. <b>Training units are responsible for the police of the laundry facility.</b> Washers and dryers will not be used to clean CIF gear.</li> <li>2. There are a limited number of washers and dryers (2 of each) on the first floor of each training unit barracks. These are able to be used by training units, however, if a training unit barracks is shared by different training units then the units who are not on the first floor will not be able to use the laundry room due to not having access to another training unit's squad bay.</li> </ol>
<p>Maintenance Facilities</p>	<p>Maintenance facilities are available for training unit use once prior coordination has occurred. Building 416 has six full size maintenance bays that Motor Transportation and Engineer Platoon (MEP) occupies for daily operations. It is recommended that units bring adequate consumables and a Class IX block capable of sustaining them throughout their duration as those materials will not be made available from the installation.</p>
<p>Vehicle Lots</p>	<p>Four vehicle lots exist for training unit use. CATC Camp Fuji has two loading/unloading ramps for tractor trailer vehicles to load/unload equipment. Units may use these lots for staging or for storing equipment while aboard CATC Camp Fuji but must request a storage lot through the S-4.</p>
<p>Warehouses</p>	<p>CATC Camp Fuji has limited warehouse spaces that are able to be signed out to training units. Coordination for signing out the warehouse spaces are coordinated through the S-4 section. To sign out a warehouse space, a joint walkthrough will be conducted, once complete the CATC Camp Fuji S4 section will sign out keys for the space to the training unit.</p>

GME	CATC Camp Fuji does not provide GME vehicles to training units. A space available shuttle (Green Line Service) runs to nearby U.S. military stations on a predetermined route and time. Green line times and schedules are provided to training units via the S-4. For all other GME related information work through the S-4.
Rental Vehicles	CATC Camp Fuji does not support requests for rental vehicles. Training units that require rental vehicle support will provide their own rental vehicles.
Licensing	CATC Camp Fuji does not train or issue out licenses to personnel requiring SOFA or GME licenses. Training units requiring licenses of any kind will need to come equipped with those licenses prior to arrival to CATC Camp Fuji.
Tactical Vehicle Movement Operations	<p>1. III Marine Expeditionary Force and MCIPAC have not conducted a route or traffic study in the Kanto Plain (area surround CATC Camp Fuji) to and from CATC Camp Fuji. Therefore, tactical vehicle movements to and from CATC Camp Fuji, and Yokohama Port, or any other destination in the Kanto Plain must be routed through S-4 for approval.</p> <p>2. Tactical Vehicle movements to NAF Atsugi, Yokosuka NB, Yokota AB, and Camp Zama, are not authorized unless approved by the Commanding Officer, CATC Camp Fuji. See/contact S-4 for details. GTRs/TMRs need to be approved by each training unit's HHQ and a copy provided to CATC Camp S-4 for de-confliction/support if required.</p> <p>3. Movement for tactical vehicles throughout the Kanto Plain is very limited (due to narrow streets, local drivers unfamiliar with large military vehicles, and limited road master support). Due to these factors such as these tactical vehicle movement on Japanese Roads is strictly controlled and should be used as a last resort for movement planning.</p> <p>4. CATC Camp Fuji falls under the III MEF guidance for tactical vehicle movements. Training units conducting tactical vehicle movements are required to follow the guidance set forth in the III MEF MT SOP, to include, but not limited to the requirement for "headlight/tail-light", vehicles inspections, etc.</p>
Vehicle Recovery	CATC Camp Fuji is not responsible for any vehicle recovery. Units should plan to do their own self-recovery and/or vehicle recovery or contact the DST for assistance, if available.
Fuel Support	<p><b>Units should provide their own fuel keys that will be programmed with proper fuel codes by the CATC Camp Fuji supply section.</b></p> <p>CATC Camp Fuji can create fuel keys for training units if the unit budget authority submits proper VILKEY request letter. If a unit does not have a fuel key that is compatible with Marine Corps fuel system, the POC for obtaining one can be reached at 645-6041 at Camp Foster, or 224-8321 at CATC Camp Fuji.</p> <p>a. The fuel farm is open 24 hours per day, 7 days per week.</p> <p>b. The fuel farm supports refueling of tactical vehicles, GME assets, authorized rental cars, and Plant Property assets.</p> <p>c. The fuel farm does not have the capability to issue fuel in excess of 100 gallons and fuel must be pumped in 30 gallon increments. The pumps disperse fuel for small to medium tanks and cannot be used for bulk quantities. Failure to follow this instruction will result in burnout of pump motors and cause closure of the fuel farm.</p>

	<p>d. Bulk fuel requests (DD Form 1149 with the unit's line of appropriation and DODAAC) can be submitted to CATC Camp Fuji bulk fuel section with a minimum of 96 hours advance notice for deliveries so contracting can coordinate the delivery. It is the responsibility of the training unit to plan for fuel delivery.</p>
ServMart	<p>Office and cleaning supplies are purchased with GSA Advantage card or GCPC through ServMart, Yokota AB. Training units are responsible for their own ServMart runs.</p>
GCPC	<p>It is highly recommended that the training unit has a registered GCPC Holder during Advon, Execution of Training, and Retro-grade phases. Assistance for quotes will be provided by CATC Camp Fuji Supply. POC for this matter is the Supply Operations Chief or Supply Admin Chief at DSN 315-224-8314.</p>
MRE's	<p>MRE's are provided by III MEF via CATC Camp Fuji. It is the training unit's responsibility to submit requests to III MEF utilizing CLC2S. Once approved by III MEF in CLC2S, training units will schedule pick up of ALL MRE's from CATC Camp Fuji Supply. Excess MRE's will NOT be turned back in to CATC Camp Fuji Supply. It is the training unit's responsibility to retrograde with excess MRE's.</p>
POL's	<p>POLs must be ordered prior to arrival. The FISC at Yokosuka, Japan is the staging point for all POL requisitions. Training units will provide the FISC with the JON for POL requirements. A FISC representative can be contacted at DSN 243-5102/9179.</p>
Requisition Management/Shipments	<p>All Supply items shipped to CATC Camp Fuji will utilize the following M34015 TAC 2 address:</p> <p>TRAFFIC MANAGEMENT OFFICE  MF CATC CAMP FUJI DSN 315-224-8321  ATTN: (TRAINING UNIT RUC) (TRAINING UNIT POC)  2092 NAKABATA SHIZUOKA PREF  GOTEMBA CITY JP 412-0006  JAPAN</p> <p>Before shipment is made, Training Units must contact the Due and Status File section at CATC Camp Fuji Supply via OMB FUJI SUPPLY (<a href="mailto:Fuji-Supply@usmc.mil">Fuji-Supply@usmc.mil</a>) or by DSN 315-224-8021.</p>
Armory	<ol style="list-style-type: none"> <li>1. Storage. Prior to arriving, units must request authorization to store their weapons in the CATC Camp Fuji armory. A template will be provided by CATC Camp Fuji S-4. Cage spaces will be provide based on the number of weapons that will be stored in the armory.</li> <li>2. Armorers and Custodians. Before arrival, training units must provide the S-4 with a request for armory access that includes the information for all personnel that are requesting unaccompanied access to the armory. This template will be provided by the CATC Camp Fuji S-4.</li> <li>3. Armory Access <ol style="list-style-type: none"> <li>a. Unaccompanied Access: Training units may be authorized unaccompanied access to the armory and an IDS pin. Training units must provide a copy of the completed NAVMC 11386 for all personnel requesting unaccompanied access. Appointment letters for personnel conducting AA&amp;E screenings must also be provided.</li> <li>b. Security weapons and rounds. Training units must bring security weapons, security ammunition, and locks; CATC Camp Fuji will not issue or temp loan these items.</li> </ol> </li> </ol>

	<p>4. Two Marine Rule. The two Marine rule will be enforced at all times when handling the keys in order to protect both the keys and equipment stored in the armory and to ensure safety.</p> <p>5. It is recommended that armory personnel arrive to CATC on the advanced party in order to receive proper instruction on armory procedures.</p> <p>6. Requests for after-hours access must be coordinated through the S-4.</p>
ASP	<p>Contact the ASP OIC at DSN 224-8398 to coordinate ammunition procedures. Ammunition requirements need to be forecasted in TAMIS and e-mailed to <a href="mailto:Fuji-ASP@usmc.mil">Fuji-ASP@usmc.mil</a> NLT 60 days prior to the unit's first ammunition draw date. This is due the CATC Camp Fuji ASP having a very limited amount of space for ammunition and therefore requires enough time to source the ammunition and properly store/stage it prior to training unit arrival.</p> <ol style="list-style-type: none"> <li>1. Coordinate Ammunition pickup times with the ASP SNCOIC. The training unit is required to provide a two Marine guard in the event of VSA usage. Prior coordination must occur via the ASP OIC and the S-4 section.</li> <li>2. Training units cannot store their own training ammunition in the ASP without proper co-ordination at least 30 days prior to training. Security ammunition must be stored in the armory. The ASP does not provide safe haven storage unless approved by the Commanding Officer via the ASP OIC. Training ammunition brought back from the field shall be properly turned back into the ASP directly.</li> <li>3. Ammunition can only be transported on approved routes, which are on a map available at the ASP.</li> <li>4. Appropriate explosive placards must be placed on all sides of any vehicle and/or trailer transporting ammunition. Training units are responsible for bringing their own explosive placards, Kanji placards can be sub-custody issued by the ASP.</li> <li>5. The ASP operates strictly from Monday through Friday from 0730 to 1600. Due to the CATC Camp Fuji ASP having a very limited amount of personnel, after hours, weekend, or holiday period ammunition operations cannot be supported. The S-4 can facilitate coordinating for emergency issues.</li> <li>6. All units need to arrive at Fuji with command representatives assigned in writing by the training unit battalion commander to certify and verify dunnage. Spray paint is required to be sourced by the unit; proper obliteration and consolidation is necessary before leaving the range.</li> <li>7. Ammunition turned back into the ASP is required to be returned with as much of the original packaging as possible and in a safe state prior to leaving ranges (fuses set on safe, safety pins replaced, etc.)</li> <li>8. Cancellations and adjustment requests need to be submitted via TAMIS-R, via training unit S-4, in accordance with applicable references. Prior coordination by phone or email two days prior to cancellation of request is required.</li> </ol>

<p>CATC Camp Fuji Temporary Loan Equipment</p>	<p>1. CATC Camp Fuji does not possess any equipment that can be used for temporary loan. All equipment temploans must be coordinated through the Division Support Team (DST) via AMHS message through 4th Marine Regiment.</p> <p>2. Wash racks are available via coordination with the S4 section.</p>
<p>Mess Hall</p>	<p>Total capacity during normal meal hours is 1700 patrons. Training units must provide an electronic EDIPI rosters separated by Subsistence In Kind (SIK i.e. meal cards) and COMRAT's. Rosters of all Marine, Navy, Army, Air Force, and civilian personnel will also be separated for personnel who will be subsisting in the Mess Hall. The CATC Camp Fuji S4 section will supply the roster format and coordinating instructions to be used.</p> <p>1. Mess Hall Augmentation. Training units that eat in the CATC Camp Fuji Mess Hall are required to provide personnel augmentation; this requirement will be met prior to any training unit personnel subsisting in the Mess Hall. The minimal requirements for Mess Hall augmentation is one cook (3381 MOS) per 75 Marines and one mess man (8014 MOS) per 25 Marines. Mess physicals must be completed prior to arrival at Camp Fuji. Cooks must be able to provide their sanitation cards and mess physicals. The primary POC for Cooks and Mess men for duties and reporting is the Mess Hall Chief at DSN 224-8389.</p> <p>2. Cooks will wear the Marine Corps Issued Food Service uniform. Cooks are not authorized to wear camouflage utilities while performing their duties in the Mess Hall, unless otherwise directed by the Mess Hall Chief. Cooks will be provided as long as the training unit is subsisting in the Mess Hall.</p> <p>3. Mess Men are required to attend mandatory Sanitation and Food Safety Training given by the Mess Hall Manager and must provide a completed DD 2971 (Conditional Employee Or Food Employee Reporting Agreement Form) prior to beginning Mess duty. Once the training unit sets the rotation schedule, it is the training unit's responsibility to ensure that Mess Men are not replaced/switched out prior to the next rotation's mandatory training. This ensures patron safety and mitigates the risk of cross contamination and food borne illnesses.</p> <p>4. Special Meal Requests should be submitted two weeks in advance to the Mess Hall Manager. Changes to the menu selection must be submitted no less than 72 hours prior to pick up. The necessary paper gear and plastic ware are provided at the training unit's expense. The Mess Hall does not provide hot wets for training units.</p> <p>5. The Mess Hall has no field mess equipment (vats, tray ration heating system, expeditionary field kitchen, etc.) and does not provide paper gear, vat jugs, food containers or serving utensils for the field. If required, all of the above will be provided by the training unit.</p> <p>6. BOM items will be supplemented by training units upon arrival to accommodate for their unit personnel subsisting in the Mess Hall. BOM requirements will be sent out to training units via the S-4 section.</p>
<p>Commercial Transportation</p>	<p>All commercial TOT/TOP to and from POE/POD needs to be coordinated through Mr. Kobayashi and the S-4. All</p>

	transportation needs to be finalized with Mr. Kobayashi NLT 10 days prior. Mr. Kobayashi can be reached at DSN 315-224-8642.
Port-a-john Requests and Gray Water Removal	All port-a-john support and gray water removal needs to be coordinated through Mr. Tanaka, who can be reached at DSN 315-224-8333. Soakage pits and leech fields are not authorized.
Toll Passes	Toll Passes are the training unit's responsibility. Toll passes will not be provided by CATC.
HAZMAT	All HAZMAT must be stored properly. Batteries are not authorized in billeting spaces. HAZWASTE needs to be disposed of through the Environmental Office (Bldg 25).

#### Checklist

- (D-60) Ammunition Request submitted via TAMIS
- (D-30) LSR completed and submitted
- (D-10) Port-a-john support and gray water removal requests finalized
- (D-10) All TOT/TOP requests finalized
- (D-7) Appropriate personnel possess SOFA licenses
- (D-7) Feed plan confirmed with S-4
- (D-7) Armory Space request confirmed with S-4
- (D-7) Marshalling/Storage lots request confirmed with S-4
- (D-7) Warehouse space request confirmed with S-4
- (D-7) Office space request confirmed with S-4
- (D-7) Initial Serv-Mart runs completed by training unit
- (D-7) AA&E screenings for armorers and custodians provided to S-4
- (D-7) Toll passes secured from home station
- (ADVON) Fuel Keys on-hand and operational
- (ADVON) Rental vehicles locked on
- (ADVON) Working Party accounted for
- (ADVON) Messmen and Cooks provided to Mess Hall
- (ADVON) All storage lots, office spaces, billeting areas, warehouses, and armory cages signed for

# Communications Smart Pack

1. Outline of assets and assistance provided by S-6:

- a. Telephone service with DSN and commercial access.
- b. Network Services
- c. Tactical Radio loan with limited AN/PRC man pack and MRC vehicle equipment.
- d. Second and limited third echelon communication equipment maintenance.

2. Prior to arriving:

a. **Make liaison with your unit Frequency Manager to acquire frequencies prior to arrival for training. CATC Camp Fuji S-6 is not authorized to provide this service.**

b. All Marines that require access to the MCEN network, must have a System Access Authorization Request (SAAR) completed and submitted to your unit's S-6.

c. Ensure the communications support package has been completed and submitted to the S-6.

Network Services and Computer Support	<p>1. Computer support including desktop support, can be made available through the CATC Camp Fuji MCEN representative.</p> <p>2. Training Units must arrive with the computer hardware needed for mission requirements. This will include computers, LAN cable, cards, connectors, and equipment to cover equipment failure. CATC Camp Fuji has no ADP equipment available for use by Training Units.</p> <p>3. Network Requirements:</p> <ul style="list-style-type: none"> <li>a. Only PC's fielded by Next Generation Enterprise Network (NGEN) or Secure Operational Infrastructure and Communications (SONIC) program offices and approved for connection to the MCEN network can be plugged into ports previous designated as being MCEN ready ports.</li> <li>b. Units will provide the following information to the S-6 as soon as possible in order expedite the connectivity of the computers being added to the network: <ul style="list-style-type: none"> <li>(1) Computer Name.</li> <li>(2) Asset Tag.</li> <li>(3) Serial Number.</li> <li>(4) MAC Address.</li> </ul> </li> </ul>
Telephone System	<p>1. CATC Camp Fuji has a limited amount of DSN trunks and the telephone system is for official business only. Personal calls, MWR Calls are not authorized.</p> <p>2. Direct access to the Defense Switching Network (DSN) on the Kanto Plain and Okinawa is available. All training unit office spaces have phones pre-installed with DSN capability. These phones do not access worldwide DSN connectivity or the commercial telephone system (NTT). Authorization for worldwide and commercial use is limited to (10) key personnel per training unit, primarily, the Commanding Officer and his staff. Access to these systems is restricted and can only be utilized once a Class of Service (COS) M5 or M6 has been signed by the Training Unit CO or OIC. If these Marines and/or others need a phone installed in billeting rooms,</p>

	<p>submit a letter to request installation. Using units will be charged for their calls.</p> <p>3. Units must submit a phone directory to the CATC Camp Fuji S-6 once section work spaces are established.</p> <p>4. Telephone general use instructions:</p> <ul style="list-style-type: none"> <li>a. Calls aboard CATC Camp Fuji: Dial all 7 digits.</li> <li>b. The DSN prefix for CATC Camp Fuji is 224-8XXX.</li> <li>c. To access DSN, dial 94 + the seven digit DSN number. DSN is only available in designated office spaces.</li> <li>d. Training Units will be provided with an updated CATC Camp Fuji Telephone Directory upon request from S-6.</li> <li>e. Due to CATC Camp Fuji's isolated location and the lack of a civilian fax center, most FAX requests of importance will be authorized after being coordinated with CATC S-6. There is scan to H Drive and scan to e-mail capability available for use aboard CATC Camp Fuji.</li> </ul>
Radio Services	<p>1. The CATC Camp Fuji Communications Maintenance Shop maintains and issues all radio assets. A joint LTI will be completed on all gear prior to issue and return. All proper documentation will be kept in accordance with Communications Material Security (CMS) requirements.</p> <p>2. A list of radio assets held by CATC Camp Fuji available for issue to assist in training in the maneuver areas will be supplied by CATC Camp Fuji Communications Chief, to training units after submission of the training unit support package. A list of assets held by CATC Camp Fuji is in Appendix H.</p> <p>3. Communications Maintenance Chief at (DSN) 224-8358</p>
Tactical Communications Network Support	<p>CATC Camp Fuji has a small amount of tactical communications equipment available for use by Training Units. Training Units must bring the equipment needed to install, operate, and maintain all tactical communications networks. For a list of assets go to <a href="https://sharepoint.mcipac.usmc.mil/installation/fuji/S6/SitePages/Home.aspx">https://sharepoint.mcipac.usmc.mil/installation/fuji/S6/SitePages/Home.aspx</a></p> <ul style="list-style-type: none"> <li>a. Only government machines will be allowed on the legacy network after appropriate IAVA scans have been performed on the machines.</li> <li>b. Legacy Network has been shut down for training units, see S-6 for Legacy connectivity.</li> </ul>
CMS Gear	<p>In accordance with the EKMS-1, <b>all units must submit an authorization letter to S-6 so the requesting Training Unit can sign for CCI equipment</b> (i.e. SINCGAR radios temp loan) from CATC Camp Fuji.</p> <ul style="list-style-type: none"> <li>a. All users will be required to sign a "CMS User Form", also known as the CMS Acknowledgement Form.</li> <li>b. All CCI equipment will be issued via SF 153 with the statement "User Responsibility" on the form. The SF 153 will be accompanied by an ECR card to account for SL-3 equipment.</li> <li>c. All Communications Security material users, including SIPR Net access users, need to submit to S-6 a copy of Verification of Security Clearance from the JPAS system.</li> </ul>

## Medical Smart Pack

<p>Required Training Unit medical Personnel</p>	<p>1. Training units provide their own Medical Staff including qualified Medical Provider (e.g. Medical Officer, Physician Assistant, or Independent Duty Corpsman (IDC)).</p> <p style="padding-left: 40px;">a. Units will have an adequate number of medical personnel to meet their training requirements.</p> <p>2. A medical provider is required to be present on camp whenever large caliber weapons are being fired. Large caliber weapons are defined as any weapon employing munitions of 20mm or greater in diameter and includes demolition materials greater than 0.25 lbs. of TNT to include hand grenades.</p> <p>3. Non-military personnel must ensure they have adequate medical provider (e.g. Medical Officer, Physician Assistant or Nurse Practitioner). The Branch Health Annex (BHA) is staffed with an IDC who cannot legally provide routine care for non-active duty personnel (MLC, IHA, GS, contractors, dependents, etc). Non-active duty personnel will be treated on emergency basis only. USNH Yokosuka ER physician must be consulted in any case involving non-military personnel. In the case of dependents, the sponsor should be contacted as soon as possible.</p>	
<p>Medical Equipment / Supplies</p>	<p>Units must provide all medical equipment, supplies and immunizations necessary for the duration of their training operations.</p>	
<p>AHLTA and CHCS</p>	<p>AHLTA and CHCS access request forms shall be submitted to USNH Yokosuka IM/IT department four weeks prior to arrival. Medical providers must complete credentialing process through USNH Yokosuka credentialing office prior to arrival. Medical systems access forms will be submitted to CATC Camp Fuji BHA for validation.</p>	
<p>Medical Personnel Duty</p>	<p>While at CATC Camp Fuji, training unit medical personnel will be required to augment the BHA's duty watch bill. There are two positions are required to filled:</p> <p style="padding-left: 40px;">a. Duty Provider. Medical provider will coordinate with CATC Camp Fuji SMDR on all 24 hour watch bills.</p> <p style="padding-left: 40px;">b. Duty Corpsman. E-5 and below Corpsman will stand this 24 hour duty. The duty corpsman will assist with after-hours patients as requested.</p>	
<p>CASEVAC</p>	<p>Due to CATC Camp Fuji's isolated location and lack of organic air support assets, the primary method of evacuation will be by ground ambulance to local host nation facilities or to USNH Yokosuka for emergency services and/or follow on care. In the event of a "life or limb" emergency, patients can be evacuated by ground to one of several local Japanese medical facilities or, if weather and recourses permits, by air via life flight service to host nation trauma center. The following Casualty scenarios detail how CASEVAC procedures are implemented based on patient location, and severity of injury.</p>	
<p>CASEVAC Hierarchy</p>	<p>Routine Casualty Aboard CATC Camp Fuji</p>	<ol style="list-style-type: none"> <li>1. Marine/Civilian will self-transport to BHA.</li> <li>2. Medical Staff will treat the injury/illness at BHA or make determination for casualty to be transported to local hospital or Yokosuka Naval Hospital.</li> </ol>

	Routine Casualty in Training Area	<ol style="list-style-type: none"> <li>1. Unit notifies CATC Camp Fuji Range Control and sends 9-Line.</li> <li>2. Unit self-lifts casualty to BAS or requests support to retrieve casualty at ambulance exchange point (AXP).</li> <li>3. Medical Staff will treat the injury/illness at BHA or make determination for casualty to be transported to local hospital or Yokosuka Naval Hospital.</li> </ol>
	Priority/Urgent Casualty Aboard CATC Camp Fuji	<ol style="list-style-type: none"> <li>1. Marine/Civilian calls 911.</li> <li>2. CATC Camp Fuji Fire Department responds to scene and stabilizes casualty.</li> <li>3. CATC Camp Fuji Fire Department will transport casualty to BHA for treatment or expedite transport to local medical facility.</li> <li>4. If necessary and if resources/weather permits CATC Camp Fuji Fire Department will coordinate with Range Control for aircraft to transport casualty to Yokosuka Naval Hospital or host nation trauma hospital.</li> </ol>
	Priority/Urgent Casualty in Eastern Training Area	<ol style="list-style-type: none"> <li>1. Unit notifies CATC Camp Fuji Range Control and sends 9-Line.</li> <li>2. Range Control calls 911.</li> <li>3. CATC Camp Fuji Fire Department responds to ambulance exchange point (AXP) and stabilizes casualty.</li> <li>4. CATC Camp Fuji Fire Department will transport casualty to BHA for treatment or expedite transport to local medical facility.</li> <li>5. If necessary and if resources/weather permits CATC Camp Fuji Fire Department will coordinate with Range Control for aircraft to transport casualty to Yokosuka Naval Hospital or host nation trauma hospital.</li> </ol>
	Priority/Urgent Casualty in Northern Training Area	<ol style="list-style-type: none"> <li>1. Unit notifies CATC Camp Fuji Range Control and sends 9-Line.</li> <li>2. Range Control calls 911.</li> <li>3. CATC Camp Fuji Fire Department contacts local fire department for EMS support.</li> <li>4. Local fire department responds to ambulance exchange point (AXP) and stabilizes casualty and transports to local host nation medical treatment facility.</li> <li>5. If necessary and if resources/weather permits CATC Camp Fuji Fire Department will coordinate with Range Control for aircraft to transport casualty to Yokosuka Naval Hospital or host nation trauma hospital.</li> </ol>

# Training Unit Personnel Tax

Identify all camp taxes upon arrival to Camp Fuji.

EOD	<ul style="list-style-type: none"> <li>(1) FMF Corpsman per unit must be provided for routine and emergency Operations</li> </ul>
S-3/Range Operations Center	<ul style="list-style-type: none"> <li>(1) Marine per Company (aprox) must be provided to the Range Operations Center to conduct Fire Desk Operations. (Any Rank/Any MOS)</li> <li>(1) Camp Commandant per unit (SNCO or Officer) and must be reachable by cell phone</li> </ul>
S-4	<ul style="list-style-type: none"> <li>(1) Cook (3381 MOS) per 75 Marines</li> <li>(1) Mess Man (8014 MOS) per 25 Marines.</li> </ul> <p>Mess physicals must be completed prior to arrival at CATC Camp Fuji. Cooks must be able to provide their sanitation cards and mess physicals.</p>
Headquarters Company	<ul style="list-style-type: none"> <li>(1) Marine per 100 Marines for day to day working parties.</li> </ul>

## Required Training Unit Personnel

In order to provide the best services to your unit, ensure the following billets are a part of your inbound roster.

Medical	<ul style="list-style-type: none"> <li>(1) FMF Corpsman</li> <li>At least (1) Medical Officer or IDC</li> </ul>
Command Duty Officer	<ul style="list-style-type: none"> <li>At least (1) SNCO or Officer must be on duty and provide a constant duty phone number to the CATC Camp Fuji CDO.</li> </ul>
Uniformed Victims Advocate (UVA)	<ul style="list-style-type: none"> <li>At least (1) qualified UVA must be present for all tenant units</li> </ul>
Substance Abuse Control Officer (SACO)	<ul style="list-style-type: none"> <li>At least (1) qualified SACO must be present for all tenant units</li> </ul>
Equal Opportunity Officer (EO)	<ul style="list-style-type: none"> <li>At least (1) appointed EOR must be present for all tenant units</li> </ul>
Suicide Prevention Officer	<ul style="list-style-type: none"> <li>At least (1) appointed SNCO or Officer must be present for all tenant units</li> </ul>
Operational Stress Control and Readiness (OSCAR) Team Member	<ul style="list-style-type: none"> <li>As part of deployment work-up, SNCO and Officers should have attended this training</li> </ul>