



UNITED STATES MARINE CORPS
COMBINED ARMS TRAINING CENTER
CAMP FUJI, JAPAN
PSC 564 BOX 80
FPO AP 96387-0080

IN REPLY REFER TO
CATCO 1050.3M
H&S
10 Jun 22

COMBINED ARMS TRAINING CENTER ORDER 1050.3M

From: Commanding Officer
To: Distribution List

Subj: CAMP FUJI LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO 1050.3J Regulations for Leave, Liberty, and Administrative Absence
(b) MARFORJO 1050.1A Liberty Regulations
(c) III MEF/MCIPAC-MCBBBUL 5800 Off-Limits Establishments and Areas
(d) MCO P1020.34H Uniform Regulations
(e) MCO 1752.5C Sexual Assault Prevention and Response Program
(f) Joint Travel Regulations

Encl: (1) Sample Tier Cards
(2) Sample Tier Card Package
(3) Foreign Leave Pre-Travel Checklist
(4) Camp Fuji Overnight Liberty Request

1. Situation. The intent of this order is to provide guidance on leave and liberty regulations for all service members of Combined Arms Training Center (CATC) Camp Fuji.

2. Cancellation. CATCO 1050.3L

3. Mission. To promulgate leave and liberty regulations and procedures for permanently assigned, Temporary Duty/Temporarily Additional Duty (TDY/TAD), and Fleet Assistance Program (FAP) Marines and Sailors at CATC Camp Fuji.

4. Execution

a. Commander's Intent

(1) Purpose. To provide regulations and guidance for uniformed personnel to take leave and liberty in a safe and orderly manner while upholding the highest traditions and standards of the Marine Corps, while adhering to the policies and regulation in accordance with the references.

(2) Method. Summarize pertinent details for leave, liberty, and the tier card program at Camp Fuji.

(3) End State. A comprehensive liberty program that results in a reduction of misconduct by employing effective prevention measures, empowering junior leaders to take charge and

Distribution Statement A: Approved for public release; distribution is unlimited.

10 Jun 22

prevent incidents from occurring, and maintaining an environment promoting respect for human dignity and fostering outstanding foreign relations.

b. Leave. Service members executing leave anywhere in Japan are subject to the off-limits area restrictions, liberty buddy requirements, and alcohol and curfew regulations per all references.

(1) Annual Leave Procedures. Per reference (a), and as required by higher headquarters, all Marines shall request for annual leave via Marine Online (MOL). Annual leave will be granted at the discretion of the Commanding Officer (CO). Regulations dictating day of departure, day of return, local area, normal work hours, leave in conjunction with liberty, PCS leave, and terminal leave are all explained in reference (a). Service members are encouraged to route their leave plans as early as possible, but no later than 15 days from the date of execution.

(2) Foreign Leave. Service members desiring to take leave at a location outside of the United States or Japan will complete all requirement for foreign travel (AT Level 1 training within 12 months, SERE 100.1 Level A Code of Conduct training within 36 months, ISOPREP completed/updated through the Marine Corps Installations Pacific (MCIPAC) G2, Individual Anti-Terrorism Travel Plan (IATP), Country Threat Brief, Air and Personnel Automated Clearance System (APACS), Country Clearance, Theater Clearance, and appropriate vaccination verification) per enclosure (3). The Camp Fuji Adjutant, S-1 Chief, Mission Assurance Team, and Anti-Terrorism Officer will assist in this regard.

(3) Emergency Leave. All emergency leave requests will be expedited and granted in accordance with reference (a). The CATC Commanding Officer may authorize emergency leave without a Red Cross message when presented other credible sources. Reference (a) defines the circumstances under which personnel are entitled to funded emergency leave

(4) Convalescent Leave. Convalescent leave is a non-chargeable absence from duty granted to sick and wounded Marines who have been admitted to a hospital and are not yet fit for return to duty. Convalescent leave in excess of 30 days shall be coordinated with HQMC. Convalescent leave may be authorized by the CATC CO upon advice of the attending physician, or the CO of a Military Medical Treatment Facility (MTF) per reference (a).

(5) Permissive Temporary Additional Duty (PTAD). PTAD may be authorized for Marines per reference (a). In approving such requests, care must be taken to ensure that the planned absence clearly falls within the criteria provided. If it does not, the absence shall be handled under normal leave or liberty procedures. The Commander is authorized to grant periods of PTAD not to exceed 30 days in most cases. PTAD requests that are in excess of 30 days must go to the Commanding General, Marine Corps Installations Pacific. SkillBridge in excess of 30 may be authorized by the CO.

(6) Check-In and Check-Out Procedures. Check-in and check-out for authorized leave and liberty shall be conducted and enforced by each service member's Officer or Staff Non-Commissioned Officer and reinforced with S-1 oversight. A service member can also check in

or out with the Camp Fuji Command Duty Officer for it to be documented and reported to their direct leaders for its completion via MOL.

c. Liberty. Liberty in Japan will be executed in accordance with all references. The deprivation of normal liberty, under certain circumstances, can be essential for the protection of the foreign relations between the United States and Japan. Parameters are established in this order to place Marines and Sailors in the various liberty levels established below based on their individual merit, demonstrated personal conduct, and trustworthiness.

(1) Regular Liberty. A liberty period, usually commencing at the end of normal working hours on a given day and expiring with the start of normal working hours on the next working day. Public holiday weekends and public holiday periods or days which, by direction of the President, are extended to exceed (3) days, are regular liberty periods. Prior to weekend liberty, a section's SNCO or Officer will conduct a safety brief and reminder of the policies in place.

(2) Overnight Liberty. In order to ensure compliance with the curfew policy and maintain accountability, Marines and Sailors E-5 and below must complete and submit enclosure (4), the Camp Fuji Overnight Liberty Request. This request must be reviewed and signed off by the section leader and Company leaders. All leaders retain the right to deny a liberty plan that is not in compliance with all orders, but the CO retains the right to deny overnight liberty to a Marine even if their plan is in compliance.

(3) Special Liberty. Liberty granted outside of regular liberty for unusual reasons, such as, but not limited to, compensatory time off, emergencies, to exercise voting responsibilities of citizenship, for observance of major religious events requiring the individual to be continuously absent from work or duty, or for special recognition. 72 Hour Liberty is a special liberty period commencing at an hour designated by the CO and expiring (3) days later. 96 Hour Liberty is a special liberty period commencing at an hour designated by the Commanding General, Marine Corps Installations Pacific and expiring (4) days later. The CATC CO retains full discretion to grant or deny special liberty requests and decide who is authorized to grant overnight liberty.

(4) Liberty Limits. Liberty may be authorized as follows, subject to the provisions contained in reference (b), and the passport/visa/immunization/entry requirements per location.

(a) Normal daily liberty at the end of the workday is restricted to mainland Japan.

(b) Weekend liberty is authorized for mainland Japan and all Okinawan Islands.

(c) 72 hour special liberty is authorized for Republic of Korea (South Korea), Taiwan, and Guam. Liberty to these areas must be in compliance with foreign leave requirements.

(d) 96 hour special liberty (depending on USPACOM restrictions) is authorized for: Republic of Philippines, Thailand, Singapore, Indonesia, Malaysia, and Hawaii. Liberty to these areas must be in compliance with foreign leave requirements.

(5) Curfew. Curfew applies to MARFORJ personnel as outlined. Curfew requires service members to be: (1) on a U.S. military installation; (2) in a private off-installation residence; (3) in a place of temporary lodging; or (4) in the performance of official duties, which includes duty-related travel between an off-base residence and place of duty. General rules: Prior to 2400, all service members must depart bars, clubs, or similar off base establishments. Curfew hours for E-5 and below is 0100-0500.

(6) Liberty Buddy. Having a liberty buddy is a proactive measure to promote good conduct and preserve the well-being of CATC Camp Fuji uniformed personnel. A liberty buddy is defined as another responsible individual and is required when consuming alcohol.

5. Administration and Logistics

a. Tier Card Program

(1) Purpose. The personal conduct of uniformed personnel can significantly influence and impact, both positively and negatively, United States-Japanese foreign relations. Statistically, most off-base liberty incidents of misconduct occur between the hours of 2400 and 0500. The Liberty Campaign Program is intended to significantly reduce incidents and is an essential element of maintaining good foreign relations between the United States and our host country of Japan. All CATC Camp Fuji uniformed personnel will act in a manner consistent with proper military decorum, standards, and regulations.

(2) Prerequisites. A Marine or Sailor's readiness and actions will dictate which liberty level they are granted and their liberty card assignment. Marines and Sailors who show greater responsibility and exemplary personal conduct will have the opportunity to be placed in a less restrictive liberty level and be issued the corresponding Tier Card.

(a) Joint Reception Center New Joins Brief, including:

1. Sexual Assault Prevention and Response Training
2. Responsible Drinking Training
3. Japanese Cultural Awareness Training
4. Liberty Policy and SOFA brief

(b) Terrorism Awareness Training

(c) Completed Check In Sheet

(d) Recommendations from the chain of command

(3) Tier 3. Any Marine or Sailor may be placed in a Tier 3 Liberty status, meaning both off-installation liberty and any alcohol consumption are not authorized. New joins E-5 and

below are automatically placed in a Tier 3 status until the prerequisites are complete. Every 30 days, this tier status will be reviewed in order to determine if a less restrictive liberty level is appropriate. All personnel are authorized to transit between U.S. military bases by means of Government Owned Vehicle or the Green Line Bus system.

(4) Tier 2. Any Marine or Sailor may be placed in a Tier 2 Liberty status, meaning any off-installation purchase or consumption of alcohol is not authorized. Consumption of alcohol on board military installations is authorized for Tier 2 Liberty holders that are 20 years old or older. Tier 2 Marines are still subject to curfew hours. Every 30 days, this tier status will be reviewed in order to determine if a less restrictive liberty level is appropriate.

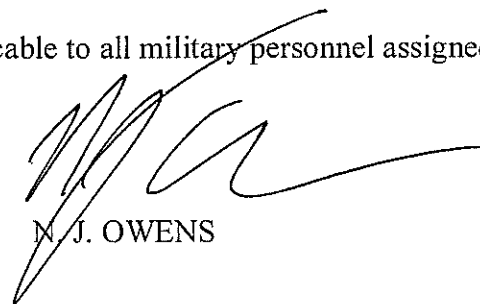
(5) Tier 1. Marines and Sailors possessing a Tier 1 Liberty status are authorized off-installation liberty and consumption of alcohol when they are 20 years old or older. Tier 1 Marines are still subject to curfew hours and require a liberty buddy when consuming alcohol.

(6) E-6 and Above. There is no curfew, liberty buddy requirement, or tier card required.

(7) Tier Card Production. Tier Cards will be produced in accordance with enclosure (1) and (2) via H&S Company. Following verification of all information by H&S Company, Liberty Tier cards will be routed for signature to the CATC CO for approval and distributed per the instructions contained in this order. The manufacture, distribution, or possession of a fraudulent Tier Card is a violation of this order.


(8) Tier Card Use. Marines and Sailors will retain their tier cards for the important points of contact contained on them. These cards can be checked upon entry or exit of an installation or at any point when there is a violation suspected. Marines and Sailors residing in the Bachelor Enlisted Quarters will sign in and out of the liberty logbook when leaving and returning to base for proper accountability. The CO retains the authority to seize tier cards or assign a new liberty tier status.

6. Command and Signal. This Order is applicable to all military personnel assigned or attached to CATC Camp Fuji.





N. J. OWENS

Distribution: A

Honor/Liberty Card	
 <div style="display: inline-block; text-align: center;"> <h1 style="margin: 0;">TIER 1</h1> <p style="margin: 0;">E-1 to E-5</p> </div>	
DATE ISSUED	SECTION
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST NAME, MIDDLE INITIAL / EDIPI	
RESIDENCE / BILLETING ADDRESS	
BARRACKS 262 RM	
GRADE, NAME, TITLE, OF ISSUING OFFICER	
O-6/ COL NEIL J. OWENS INSTALLATION COMMANDER	
SIGNATURE	

LIBERTY GUIDE	
Curfew - No off-installation liberty between the hours of 0100 and 0500, must return to and remain on assigned base or in off-base quarters.	
Alcohol - No public consumption of alcohol (bars/taverns/etc.) from 2400 to 0500. All Service Members must depart bars or similar establishments serving alcohol prior to midnight.	
Liberty Buddy - Required only when the consumption of alcohol is planned or to be executed off-installation.	
PMO	224-8377/ 090-6861-5578
OFFICER OF THE DAY	224-8475/090-6861-7694
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON BASE)	911
EMERGENCY (OFF BASE)	110/119
LOCAL GOTEMBA TAXI	0120-249-003
HONOR STATEMENT	
<i>I am an Ambassador for my nation and demanded to perform honorably in all I do in every aspect of life.</i>	
<i>I will treat everyone with respect and dignity enforcing ethical standards of my peers and those I lead.</i>	
SIGNATURE OF CARD HOLDER	

Honor/Liberty Card	
 <div style="display: inline-block; text-align: center;"> <h1 style="margin: 0;">TIER 2</h1> </div> 	
DATE ISSUED	CARD #
RATE/RANK/GRADE	DATE OF BIRTH
LAST NAME, FIRST NAME, MIDDLE INITIAL / EDIPI	
RESIDENCE / BILLETING ADDRESS	
GRADE, NAME, TITLE, OF ISSUING OFFICER	
O-6/ COL NEIL J. OWENS INSTALLATION COMMANDER	
SIGNATURE	

LIBERTY GUIDE	
Curfew - No off-installation liberty between the hours of 0100 and 0500 and must return to or remain on a base or in a residence during curfew hours.	
Alcohol - No alcohol purchase or consumption off-installation (except consumption in a Service Members's off-base quarters). All Service Members must depart bars or similar establishments serving alcohol prior to midnight.	
PMO	224-8377/ 090-6861-5578
OFFICER OF THE DAY	224-8475/090-6861-7694
DOD SAFE HELPLINE	877-995-5247
EMERGENCY (ON BASE)	911
EMERGENCY (OFF BASE)	110/119
LOCAL GOTEMBA TAXI	0120-249-003
HONOR STATEMENT	
<i>I am an Ambassador for my nation and demanded to perform honorably in all I do in every aspect of life.</i>	
<i>I will treat everyone with respect and dignity enforcing ethical standards of my peers and those I lead.</i>	
SIGNATURE OF CARD HOLDER	

TIER 1 (E-5 and below) LIBERTY CARD REQUEST CHECKLIST

COVER SHEET

- ROUTING SHEET

LEFT SIDE IN ORDER

- *CHECKLIST
- *COPY OF CHECK IN SHEET
- *JOINT RECEPTION CENTER CERTIFICATE
- *JOINT ANTI-TERRORISM LEVEL 1 CERTIFICATE (CY CURRENT)

RIGHT SIDE IN ORDER

- *MARINE'S REQUEST LETTER
- *LIBERTY REGULATIONS IN JAPAN CHECKLIST
- *CHAIN OF COMMAND RECOMMENDATIONS MUST INCLUDE:
 - Description of Character and Conduct
 - Trusted and Responsible

PREREQUISITES: (VERIFIED AND SIGNED BY THE COMPANY CLERK)

TRAINING:	DATE COMPLETED/SIGNATURE
JOINT RECEPTION CENTER	
SAPR TRAINING (FY CURRENT)	
CULTURAL AWARENESS TRAINING	
RESPONSIBLE DRINKING TRAINING	
TERRORISM AWARENESS TRAINING	
BIRTHDAY	
ROOM NUMBER	

COMBINED ARMS TRAINING CENTER CAMP FUJI
(For Official Use Only)

ROUTING SHEET

ROUTING SEQUENCE	SECTION	CODE	INITIALS/ DATE	ROUTING SEQUENCE	SECTION	CODE	INITIALS/ DATE
6	CO	S, E			MESSHALL		
5	XO	B			SUPPLY		
4	SGTMAJ	B			MEP		
	ADJ				CARPLAN		
3	S-1			2	CO CMDR	B	
	S-3			1	CO 1STSGT	X, B	
	S-4				OIC		
	S-6				SNCOIC		

ORIGINATOR SUMMARY

NAME OF ORIGINATOR: RANK LASTNAME, FIRSTNAME MI	SECTION: EDIT	PHONE: EDIT	DATE DUE:
SUBJECT: TIER 1 HONOR/LIBERTY CARD ICO RANK LASTNAME, FIRSTNAME MI			DATE: EDIT

SUMMARY

1. PURPOSE.
TO GRANT SNM WITH A TIER 1 LIBERTY CARD.

2. BACKGROUND.
SNM HAS COMPLETED ALL REQUIRED TRAINING AND PRE-REQUISITES.

3. DISCUSSION.
SNM WISHES TO BE GRANTED A TIER 1 LIBERTY CARD.

4. RECOMMENDATION.
APPROVAL FOR THE LIBERTY CARD IS HIGHLY RECOMMENDED.

ACTION CODES:

A - Appropriate Action
 B - For Review/Comment
 C - For Concurrence
 D - For Information
 E - Return to Company Office
 F - Concurrently Route
 S - Signature
 X - Originator

CATC Form 1000/3 (rev. Apr 2014)

Enclosure (2)



UNITED STATES MARINE CORPS
COMBINED ARMS TRAINING CENTER
CAMP FUJI, JAPAN
PSC 564 BOX 80
FPO AP 96387-0080

IN REPLY REFER TO:

1050

Section

17 May 22

From: Rank First Name Middle Initial Last Name EDIPI/MOS USMC

To: Commanding Officer

Subj: REQUEST FOR A TIER 1 LIBERTY CARD

Ref: (a) MARFORJO 1050.1A Liberty Regulations

1. Per the reference, I request to be issued a Tier 1 Liberty Card. I believe I am worthy of this privilege based on the following:

DCTB: 20211029 AGE/DOB: 20/20010220

- a. No alcohol related incidents throughout Marine Corps career.
- b. No adverse conduct Page 11's, 6105's or NJP's or Court Martial in the past 12 months.
- c. Received Joint Reception Center Training.
- d. Received SAPR Training.
- e. Received Cultural Awareness Training.
- f. Received Responsible Drinking Training.
- g. Received Terrorism Awareness Training.

2. I understand the current liberty policy while a member of this command. Additionally, I understand that liberty is a privilege and that I must adhere to the ethos of "Honor, Courage, and Commitment" at all times. I further understand that as an ambassador of the United States, I will conduct myself appropriately, and not bring discredit to my country or my unit.

F. M. LNAME

Enclosure (2)

Marine Forces Japan Order, Liberty Regulations in Japan Checklist
Initial Indicates Understanding Each Statement

_____The following training is required prior to executing off base liberty: Joint Reception Center, SAPR, Terrorism Awareness, Responsible Drinking, and Japanese Cultural Awareness Training.

_____It is Mandatory for service members to maintain their liberty card at all times during off base liberty.

_____All Tier 1 Liberty card holders will sign out with the barracks Duty Non-Commissioned Officer prior to commencing off base liberty and, if not in special liberty status, will report back to the barracks prior to 0100 each evening to check in. If in a special liberty status, personnel must be in an approved residency 0100 to 0500.

_____All ranks will depart bars, clubs, or similar off base establishments prior to 2359.

_____All ranks, regardless of status or liberty card, shall not consume alcohol off base between the hours of 2400-0500 (excluding private residence on/off base, or authorized hotel room on/off base).

_____Personnel who are of legal age – 20 years or older – are expected to responsibly consume alcohol. Tier 2 Liberty Card Holders, regardless of age, are NOT authorized to consume alcohol off base.

_____Personnel with a BAC of .03% or higher can be denied off-base liberty or leaving their off base residence.

_____Although a liberty buddy is not required for Tier 1 and 2 Liberty card holders off base, it is strongly encouraged and recommended. Tier 1 Liberty Card holders who participate at any time in an activity that involves consumption of alcohol is required to have a liberty buddy while off base.

_____A liberty buddy is another responsible individual and required for consuming alcohol off base.

_____If personnel become lost or change plans, they will inform their chain of command.

My initials above, and signature below, indicate complete understanding of all items listed above in accordance with the Marine Forces Japan Order Liberty Regulations Japan.

RANK

FIRST, LAST, M.

DATE

SIGNATURE



UNITED STATES MARINE CORPS
COMBINED ARMS TRAINING CENTER
CAMP FUJI, JAPAN
PSC 564 BOX 80
FPO AP 96387-0080

IN REPLY REFER TO:
1050
Section
17 May 22

From: Rank First Name Middle Initial Last Name EDIPI/MOS USMC
To: Commanding Officer

Subj: ENDORSEMENT FOR A TIER 1 LIBERTY CARD

Ref: (a) MARFORJO 1050.1A Liberty Regulations

1. I have reviewed SNM's request for a Tier 1 Liberty Card and have confirmed that the information is correct. I have personally observed this Marine on a daily basis. Based upon this period of observation and the Marine's record, (Initial next to appropriate statement)

- a. Member does not have enough observation time: _____
- b. I enthusiastically recommend approval: _____
- c. I strongly recommend approval: _____
- d. I recommend approval: _____
- e. I recommend with reservation: _____
- f. I do not recommend: _____

2. NCOIC/PLT SGT explanation of above recommendation.

//PRINT NAME / SIGNATURE//

SECOND ENDORSEMENT by SNCOIC

1. Forwarded recommending approval/disapproval.

2. Required Comments:

//PRINT NAME / SIGNATURE//
Enclosure (2)

CHAIN OF COMMAND RECOMMENDATIONS

CHAIN OF COMMAND ENDORSEMENT ON: FIRSTNAME MI. LASTNAME
Requestor's name

20211029
Date of Request

OIC: Recommend Approval/Disapproval.

Remarks: _____

Rank/Name	Signature	Date
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S-1: (Ensure Marine has completed check-in requirements) Recommend Approval/Disapproval

Remarks: _____

Rank/Name	Signature	Date
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Company 1stSgt: Recommend Approval/Disapproval.

Remarks: _____

Rank/Name	Signature	Date
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Company Commander: Recommend Approval/Disapproval.

Remarks: _____

Rank/Name	Signature	Date
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Sergeant Major: Recommend Approval/Disapproval.

Remarks: _____

Rank/Name	Signature	Date
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Commanding Officer: Approved/Disapproved

Signature	Date
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Enclosure (2)

CATC Camp Fuji
Pre-Travel Requirements Checklist

APPLICABILITY: These requirements apply to all DOD personnel (active-duty military and civilian) traveling on OFFICIAL travel and all Active-Duty military personnel on leave or UNOFFICIAL travel (includes military Reservists on Title 10 Orders). Requirements must be completed if traveling outside of Japan to another foreign area and not back to the U.S. or a U.S. territory. It's recommended to complete this checklist 30 days prior to the execution of leave in order to allow adequate time to process the request. Some countries may require you to purchase tickets in order to show proof of dates for visitation; it's recommended to get refundable tickets in the event that the country or chain of command denies approval of the entry/leave request.

Items covered and recommended order of completion:

1. AOR Location Specific Brief
2. ATRP Awareness Training
3. SERE Code of Conduct Training
4. Combating Trafficking in Persons Training
5. ISOPREP / PRMS Submission or Review
6. USFK (Korea) Required Training (if going to Korea)
7. IATP/TT Submission
8. APACS Travel Clearance Request
9. Security Manager Notification and Brief (SCI cleared only)

TRAINING AND READINESS

1. **AOR Location Specific Brief:** For travel to a CDRUSPACOM area, receive an AOR specific brief from your SSO, AT/FP Officer, or intelligence lead. Alternatively, you may review the four key unclassified documents and/or the classified Combating Terrorism Knowledge Base (CTKB). Either option must be completed within *90 DAYS PRIOR TO TRAVEL*.

a. The four key documents for the unclassified AOR Brief:

(1) **DOD Foreign Clearance Guide. Review specific countries/areas to be visited.** You will find relevant country specific information for your intended destination as well as the associated minimum "Lead-Time" and "Concurrence" submission timelines for the APACS Travel Clearance Request. <https://www.fcg.pentagon.mil/>

- Note if any areas are "CDRUSPACOM Travel Restricted"

(2) **Department of State** Country Specific Information for the intended destination. Within this document are any associated SecState Travel Alerts or Warnings, along with Safety/Security Information and AmEmbassy phone numbers. http://travel.state.gov/travel/travel_1744.html

(3) **Worldwide FPCON and Threat Level Chart.**

https://iatp.pacom.mil/threat_matrix

(4) PACOM AOR Threat Level Chart <https://www.pacom.mil/organization/staff-directorates/j3/j34/index.shtml>

b. Review current terrorist and criminal threat level, history of anti-US and anti-government sentiment, and prosecutions/assessments of future terrorism in the Travel Restricted area(s) to be visited.

– SIPR: (<http://ctkb.dia.smil.mil/ctkb-spring/main.do>)

AOR Brief completion date _____

Additional AOR BRIEF information by country can be found at:

Overseas Security Advisory Council <https://www.osac.gov>

FAA Cat 2 List <https://private.amc.af.mil/a3/default.aspx?tab=11> (get waiver if necessary)

Centers for Disease Control (CDC) <http://wwwnc.cdc.gov/travel/destinations/list.htm>

USPACOM Command Surgeon – J07 <http://www.pacom.mil/organization/staff-directorates/j0/j07.shtml>

DoD Joint Risk Assessment Management Portal (JRAMP) <http://www.jramp.mil>

2. Complete **Antiterrorism Level I Training**. - *Must be completed within 12 months of travel* - NIPRNet: <https://atlevel1.dtic.mil/at/>

ATFP Training Completion Date _____ **Cert #** _____

3. Complete **Survival, Evasion Resistance, and Escape (SERE) Course 100.2 Level A** (or equivalent).

– *Must have been completed within 36 months of travel*

– NIPRNet: <https://marinenet.usmc.mil> or JKO Online: <https://jkodirect.jten.mil/>

SERE Training Completion Date _____

4. Complete **Human Rights Training** (If traveling to the SOUTHCOM AOR):
<http://jko.jten.mil/>

Training Completion Date _____

5. Complete/Verify/Review **ISOPREP** data. (One-time individual registration is required.)

– *Within six (6) months of travel*

– SIPRNet: <http://prmsglobal.prms.af.smil.mil>

– NIPRNet:

<https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Survey.aspx>

***Note: If you have previously completed an ISPOREP you may only need to verify and update the information. Please call the MCIPAC G2 Office at DSN 645-5144/5146.**

PRMS/ISOPREP Completion Date _____

SUBUNIFIED/GEOGRAPHICAL COMBATANT COMMAND (GCC) REQUIREMENTS

6. There are additional requirements for travel to different Geographic Combatant Commands (GCC) and South Korea (See respective GCC's website OR USFK).

- USFK: <http://www.usfk.mil/usfk/content.theater.required.training.52>
- CENTCOM: <https://atiam.train.army.mil/mthp/>
- SOUTCOM: <http://www.southcom.mil>

GCC-Specific Training Completion Date _____

TRAVELER ACCOUNTABILITY & ALERTING

7. Register/Load traveler and itinerary data into the USPACOM Travel Tracker and Individual Antiterrorism Plan (TT/IATP) Program.

- A completed and General Officer approved AT plan is required for travel to a USPACOM Travel Restricted Area.
- NIPRNet: <https://iatp.pacom.mil/>
- A Travel Tracker (TT) entry is required for all other countries/areas that are **NOT** Travel Restricted

(If applicable) Gain approval from Flag Officer/General Officer/Senior Executive Service (FO/GO/SES) for USPACOM Travel Restricted Areas.

- Travel must be "mission essential".
- Exceptions considered based on purpose of travel, familiarity with destination, and threat.
- "Buddy Rule" is in effect for all CDRUSPACOM Travel Restricted areas. (If applicable) For Theater Security Cooperation missions, coordinate with USPACOM/J56.

Travel Tracker Submission Date _____ **(No approval required)**

IATP GO Approval Date _____ **(Restricted Travel Only)**

We strongly recommend that U.S. citizens traveling to or residing in the Philippines enroll in the Department of State's Smart Traveler Enrollment Program (STEP) at

<https://step.state.gov/step/>. STEP enrollment gives you the latest security updates, and makes it easier for the U.S. embassy or nearest U.S. consulate to contact you in an emergency. If you do not have Internet access, enroll directly with the nearest U.S. embassy or consulate.

When you sign up, you will automatically receive the most current information we compile about the country where you will be traveling or living. You will also receive updates, including

Travel Warnings and Travel Alerts (where appropriate). You only need to sign up once, and then you can add and delete trips from your account based on your current travel plans!

A well-informed traveler is a safer traveler. Consular officers around the world compile country-specific information, travel alerts, travel warnings, fact sheets and emergency messages to provide you with timely and accurate travel information about every country where you may travel.

THEATER AND COUNTRY CLEARANCE

8. Register/Submit data to **Aircraft and Personnel Automated Clearance System (APACS)**. – NIPRNet: <https://apacs.milcloud.mil/apacs/login.jsp>

– Traveler will need dates of training, itineraries, official contact info, and contact info during travel and statement noting TT/IATP completion and entry #. (IATP approval for USPACOM Travel Restricted areas).

APACS Submission Date _____ **Theater Approval Date** _____ **Country**
Approval Date _____

9. **SCI cleared personnel shall contact their Special Security Officer (SSO) in the MEF G-2 prior to foreign travel.**

CATC POC: (ATFP, PRMS/ISOPREP, IATP/TT, APACS ASSISTANCE, AOR BRIEFS)

Mr. David Ingram: (CATC ATO, Mission Assurance Officer)

- DSN: 315-224-8632
- NIPR: david.ingram3@usmc.mil
- SIPR: david.l.ingram@usmc.smil.mil

Location: Provost Marshall Office, Bldg 81, Camp Fuji, Japan



Camp Fuji Overnight Liberty Request

Headquarters and Service Company, CATC Camp Fuji, has established this overnight liberty request. This form is to be completed by all personnel, E-5 or below, to be vetted by their SNCOIC or OIC for any regular liberty request that would be off base between 0100-0500.

This form must be filled out and submitted to H&S Company by 1200 on the Thursday before the liberty _____



Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR)			
NAME:	RANK:	AGE:	SECTION:
PERIOD COVERED:	TIER STATUS: 1 2 3		
SNCOIC NAME/RANK:	OIC NAME/RANK:		
HOTEL NAME:	PREFECTURE:	ADDRESS:	
MODE OF TRAVEL (CIRCLE ALL THAT APPLY): Car Motorcycle Airplane Bus Train			
LIBERTY BUDDY (REQUIRED FOR ALCOHOL CONSUMPTION):			
COVID MITIGATION:	PREFECTURE STATUS:		BOOSTED: YES NO

Part B: SMALL UNIT LEADER / SUPERVISOR COUNSELING QUESTIONS	
1. List any other destinations:	
2. Mode of Travel/Contingency Plan:	
3. When did you last review Camp Fuji's leave and liberty policy? DATE:	
4. Are you authorized to consume alcohol? YES or NO	
5. List off-limit areas near destination and curfew hours:	
6. Vehicle inspection completed? (Check list on back) YES NO N/A	
Ensure that Marines/Sailors have your contact information if their plans change or they need assistance. Encourage attaching itinerary or route planning.	
SNCOIC/OIC Signature:	Date:
Marine/Sailor's Signature:	Date:
Company 1stSgt Signature:	Date:
Company Commander Signature:	Date:

POV INSPECTION CHECKLIST			
ITEM & CHECK	SAT	UNSAT	RECOMENDATIONS
1. HEADLIGHTS: Both high and low beams operational?			
2. BRAKELIGHTS: Operational, lenses intact?			
3. TAIL LIGHTS: Operational, lenses intact?			
4. TURN SIGNALS & PARKING LIGHTS: Operational front & rear?			
5. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear?			
6. BACKUP LIGHTS: Operational?			
7. LICENSE PLATE LIGHT: Operational?			
8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH BIAS TIRES.			
9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision?			
10. WINDSHIELD & WIPERS: Both wipers present, good blades and operational?			
11. MIRRORS: Outside and inside not cracked?			
12. BUMPERS: Not bent or damaged in-a-way that would be hazardous?			
13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?			
14. MOTORCYCLE SAFETY EQUIPMENT(if applicable): Approved helmet, protective clothing, gloves, reflective vest and face/eye protection?			
15. BRAKES: Operational			
16. BRAKE FLUID: Filled to appropriate level?			
17. PARKING BRAKE: Adjusted to prevent movement when engaged?			
18. EXHAUST SYSTEM: Free of leaks?			
19. HORN: Functional?			
20. DEFROSTER: Operational?			
21. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.			
22. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers.			

POV Inspection Checklist

- a. Vehicle Condition: Complete the checklist above.
- b. Insurance: Is Marine's car insurance coverage up to date/current? **YES NO**
- c. Driver's License: Does Marine possess a valid SOFA license? **YES NO**
- d. Driver's Improvement Course or Motorcycle Safety Course: **YES NO**
- Does Marine possess valid course cards? **YES NO**
- e. Roadside Emergency Service Plan? ? **YES NO**

Emergency Numbers:

On base 0550-88-5857 or DSN 911
Off base 110 (police) 119 (fire/ambulance)

PMO DSN: 224-8377
FIRE 0550-88-5849
SAFETY 0550-88-5854

MEDICAL DSN: 224-8338
CDO 0550-88-5858
CDO Cell 090-6861-7694