



Camp Upshur Policies and Procedures:

- Camp Upshur personnel will be available **Mon-Fri 0800-1600** and **Sat-Sun 0800-1100**. Check-in/out times must be during these hours per MCB Quantico Commander's Policy Letter 1-05. **Units must request and gain approval from OIC, Camp Upshur to check-in/out during times other than what is published.**
- Per MCB Quantico Commander's Policy Letter 1-05, any damages associated with the user's stay will be the responsibility of the using unit to reimburse MCB Quantico for repair costs.
- If you have questions or need assistance please use the phone numbers listed on the next page to contact the appropriate personnel.
- Prior to checking into Camp Upshur **all visiting civilian groups** must check in with the MCB Quantico Visit Coordinator located in building 3250, MCB Quantico. After checking in with the Visit Coordinator, visitors will then be authorized to check in at building 26102 located at Camp Upshur.
- **The signing representative/Unit Liaison serve as the POCs to Camp Upshur staff. All issues, requests, and other matters need to be routed through them. Requests from all other personnel will not be entertained without Camp Upshur staff being notified by the Unit Liaison that he/she is tracking.**

Check-in procedures:

Only E-6/Officer or civilian equivalent and above are authorized to check-in and assume responsibility for Camp Upshur facilities, which will include a joint inspection of all assigned facilities with Camp Upshur personnel. **The individual signing for facilities is expected to reside aboard Camp Upshur during the training event.** If a signing official will not be residing aboard Camp Upshur, a SNCO, Officer, or civilian equivalent may be designated as a point of contact and must be listed on the check-in sheet and accompany the signing representative during the check-in process. During check-in, the individual assuming responsibility for the facilities will be briefed on the policies and procedures of Camp Upshur, and will indicate the date and time for the final joint inspection with Camp Upshur personnel prior to check-out. The individual assuming responsibility of the facilities during check-in must ensure all members of their unit are briefed on and comply with the Camp Upshur Policies and Procedures.

Check out procedures:

The individual who assumed responsibility for the billeting facilities during check-in must be available to conduct the final joint inspection and check-out of the unit at the time requested during check-in. If there are any desired changes to the check-out time, the responsible individual must coordinate the requested change at least 24 hours in advance of check-out with Camp Upshur personnel. When indicating check-out time, it is imperative that the responsible individual knows the unit's bus schedule, and allows enough time to conduct the final joint inspection, any additional cleaning as the result of a failed inspection, and an additional re-inspection. Inspection of the facilities will go no earlier than 0800 the day of check out, and no later than 1 hour prior to the unit's departure. If the facilities are not cleaned appropriately, the using unit will clean them again until the joint inspection is found satisfactory. Once the final joint inspection is complete and found satisfactory, responsibility for the facilities will return to Camp Upshur personnel. Upon Camp Upshur personnel assuming responsibility of the facilities, no using unit personnel are authorized in the buildings.

Camp Upshur Policies:

By initialing next to each policy below you are stating that you have read, understand, and will enforce all policies while aboard Camp Upshur. Failure to uphold the stated policies may result in further restrictions to include your unit being asked to leave Camp Upshur training areas.

Unit Liaison Responsibilities

The SNCO/Officer or civilian equivalent that signs for facilities is expected to reside on the camp with the unit for the duration of the unit's stay and will be designated as the Unit Liaison. In the case the signing official cannot reside aboard the camp, a designated SNCO/Officer or civilian equivalent can be appointed to serve as Unit Liaison and will accompany the signing representative during the check-in/check-out process. These individuals are the only unit representatives authorized to request additional facilities or training aids through Camp Upshur staff. All other personnel will be turned away without prior notice from the Unit Liaison to Camp Upshur staff.

The responsibilities of the Unit Liaison are as follows:

- Enforce the rules of Camp Upshur, and ensure all policies and procedures pertaining to the camp are adhered to.
- Serve as the Camp Upshur's POC in all matters pertaining to the unit and Camp Upshur.
- Serve as the logistical POC for unit concerning consumables (toilet paper, cleaning supplies, trash bags, etc.).
- Ensure that cleanup of all allocated facilities and surrounding grounds is conducted daily.
- Ensure that all vehicles are parked in authorized parking areas only.
- Ensure that dumpsters are not overflowing and that personnel are not utilizing the Camp Upshur permanent personnel's dumpster located beside Building 26102.
- Serve as the unit POC for de-conflicting usage of, and resolving issues pertaining to, all shared facilities.
- Identify and promptly report all maintenance issues to Camp Upshur's Facilities Chief. Problems can be reported in person at Building 26102 Mon-Fri 0800-1600, and Sat-Sun 0800-1200. Emergency issues can be reported after-hours by notifying the DNCO via the Duty Cell Phone (703-928-9303).
- In the case of fire or medical emergency, serve as the POC and on-scene commander. Contact RMB, ensure accountability of unit, and notify Camp Upshur staff. Submit Incident Reports to Camp Upshur staff and update as required.