

REQUEST FOR UTILIZATION OF CAMP RIPLEY

ATS #		Original Request #		Change #		to ATS #	
Date:		Unit:		Unit Address:		UIC:	
Point of Contact (POC):		POC Phone:		DSN Phone:		E-Mail Address:	
Will media be coming to CRTC to support your training event?				YES		NO	
Media POC:				Media POC Phone #:			
BILLETING REQUIRED (circle type required)				Troop Issue	Chargeable Transient Quarters (CTQ)		BOTH
Units/Organizations requesting Chargeable Transient Quarters will submit a standard name line roster (SNL) outlining requirements to Camp Ripley, ATTN: JFMN-CRC-L							
POC's:		Housing Manager: 1SG Susan Ploof (320) 616-3138 susan.m.ploof.mil@mail.mil			Assistant Housing Manager: SSG Heather Berens (320) 616-3139 heather.r.berens.mil@mail.mil		
Advance Party		Main Body		Preferred Area	Other Buildings		QTY
Date of Arrival:		Date of Arrival:		Troop Issue:	Headquarters:		
Time of Arrival:		Time of Arrival:			Dining Facility:		
Date of Departure:		Date of Departure:			Maintenance Shelter:		
# Officers (M)		# Officers (M)			Medical:		
# Officers (F)		# Officers (F)			Supply:		
# Enlisted (M)		# Enlisted (M)			Kitchen (list T-Bldg(s) below)		
# Enlisted (F)		# Enlisted (F)					
Total # Personnel:		Total # Personnel:		Maid Service:			
Education Center Resources				TACC Resources			
SIZE	QTY	Date(s) Required	Start/End Time	ITEM	QTY	Date(s) Required	Start/End Time
Large (41-96)				Small (11-20)			
Medium (21-40)				TACC Kitchen			
Small (11-20)				TACC Theater (204)			
Conference RM (1-10)				TACC Gym			
				TACC Cafeteria (240)			
Miscellaneous Buildings							
ITEM		QTY		Date (s) Required		Start/End Time	
Recreation Center							
Hangar Conference Center							
Bull Pen							
Ripley Town Hall							
AVIATION REQUIREMENTS							
Miller Army Airfield Manager: CPT Shaun Meling (320) 616-2780 shaun.g.meling.mil@mail.mil			# Aircraft	Type of Aircraft:			
Remarks (to include Aviation POC and Phone #)							
Aviation Support Requirements (if any) Check all that apply							
TOWER		CRASH RESCUE		COLD FUEL			
** COLD FUEL IS FOR AIRCRAFT THAT ARE SHUTDOWN / FOR TRAINING PURPOSES REQUEST FUEL QUANTITIES BELOW **							

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AMMO/CLASS V	ASP Supervisor: CW3 Derek Lindberg (320) 616-3167 derek.j.lindberg.mil@mail.mil	SSG Daniel Miner (320) 616-3168 daniel.j.miner4.mil@mail.mil
Will ammunition items (Class V) be required while at Camp Ripley?	Circle One	YES NO
If yes, have forecasts and DA 581's been forwarded thru command channels?	Circle One	YES NO
MUST COORDINATE WITH ASP NLT THIRTY (30) DAYS PRIOR TO TRAINING DATES		
MORALE WELFARE RECREATION (MWR) DIVIDEND CHECK		
CRTC Budget Office: Michelle Van Lith at 320-616-2703 or michelle.m.vanlith.civ@mail.mil		
Units in Annual Training (AT) status are authorized MWR dividend. To request MWR you need to fill out an ATS Form 39 (Strength Report/Request for Morale Support Fund Dividends) and turn it into NGMN-CRB		
CONTRACT DINING FACILITY	Contract Dining Facility Information: Contract Dining Facility Request	
Contracting Officers Rep: SFC Paula Christensen (320) 632-7431 paula.j.christensen2.mil@mail.mil		
GSA / MILITARY BUS REQUEST	Defense Movement Coordinator: SFC Daniel Schilling (320) 616.2680 daniel.r.schilling.mil@mail.mil	
COMMERCIAL BUS REQUEST	Transportation Officer: CW2 Jon Dahlstrom (320) 616.6011 jon.m.dahlstrom.mil@mail.mil	
COMMUNICATION / INFORMATION TECHNOLOGY / RADIO-FREQUENCY / OTHER		
<u>Communication Needs for Minnesota National Guard Organizations:</u>		
1) Use your BN-BDE-34 th _ID IMO for requests.		
<u>Communication Needs for Non-Minnesota National Guard Units and Organizations:</u>		
1) Verify your reserved building/room is internet capable. You may need to schedule a different building to accommodate your unit or agencies needs.		
2) Contact the Camp Ripley IMO no less than 30 days prior to arrival date at Camp Ripley.		
Failure to contact the Camp Ripley IMO at least 30 days prior to arrival at Camp Ripley Training Center (CRTC) will result in denial of requests.		
Camp Ripley IMO: CW3 Scott Bjerke (320) 616-2702 scott.a.bjerke.mil@mail.mil		
MUTF/TMC	OLD ARMORY BLDG 15-1	EMTC
Coordinate use at: 320-616-3152 (Medical Purposes/Training Only)	Coordinate use at: 320-616-2666 (Use of Drill Floor will be entered on RFMSS)	Coordinate use at: 320-616-2708 (Use of EMTC will be entered on RFMSS)
Send ATS Form 23 to SSG William (Bill) Laine at william.r.laine.mil@mail.mil, or call 320-616-2709. Please Cc... ATS Form 23 to 1LT Joshua Goudge at joshua.r.goudge.mil@mail.mil		