

**STATE OF MINNESOTA
DEPARTMENT OF MILITARY AFFAIRS
OFFICE OF THE POST COMMANDER
15000 HIGHWAY 115, CAMP RIPLEY
LITTLE FALLS, MINNESOTA 56345-4173**

8 December 2009

**CAMP RIPLEY LOGISTICAL SUPPORT PROCEDURES
MINNESOTA NATIONAL GUARD TRAINING CENTER**

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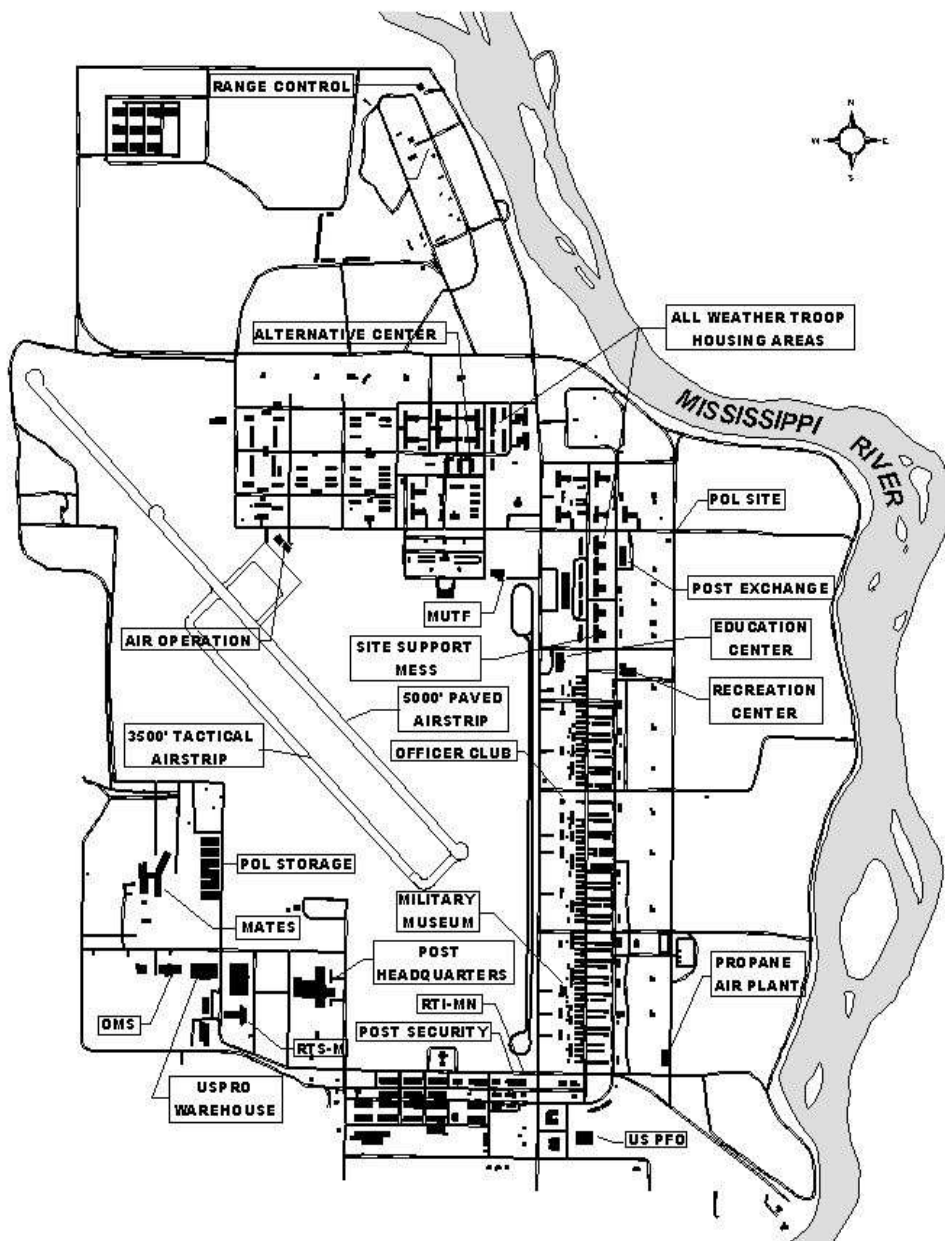
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PHONE AND BUILDING NUMBERS
 15000 HWY 115, CAMP RIPLEY
 LITTLE FALLS, MN 56345-4173
 AREA CODE 320 - PREFIX 632 - DSN 871

<u>OFFICE</u>	<u>BLDG #EXT</u>	
AIRFIELD OPERATIONS	8-197	7426
AMMUNITION OFFICE	24 - 199	7338
BILLETING/HOUSING	6 - 76	3140/3139/3138
DEPARTMENT OF PUBLIC WORKS	2-268	3006
LOGISTICS OFFICER	11-1	2706
MOBILIZATION AND TRAINING EQUIPMENT SITE	17-1	3046
MEDICAL UNIT TRAINING FACILITY	8 - 81	7377/7266
MUSEUM	1 - 86	7374
OPERATIONS AND PLANS	11 - 01	2710
POL	17 - 99	3001/3002
POST COMMANDER	11 - 01	2699
PROPERTY BOOK OFFICER (PBO)	6 - 76	7424
DOL - RATION REQUEST	11-63	2665/2684
RANGE CONTROL	24-199	6015/6006
SITE SUPPORT DINING FACILITY	7 - 131	3173
SUPPLY AND SERVICES DIVISION	2 - 207	3128/3130
USPFO MINNESOTA	15 - 2	2730
UTILITIES REPAIR SERVICE	2-268	3156/3155



PURPOSE

This publication is designed to establish uniform procedures for logistical support of organizations using Camp Ripley training facilities. This document supersedes all previous logistical Support Procedures.

GENERAL

1. Camp Ripley logistical support services are under the direction and supervision of the Post Commander. Timely utilization of available facilities and supplies offered by Camp Ripley is encouraged and contributes to the successful accomplishment of each training mission.
2. Required Reports: To ensure all your requirements are filled, all reports must meet the scheduled time limits. Close coordination between the Division or Troop Command Headquarters organizations and their respective USPFO (NG) or Control Group (USAR) is recommended in compiling information for these reports. Required copies of local forms are available upon request and local reproduction is authorized or facsimile forms may be used as needed. The Required Reports Checklist is on page 6.
3. Use of Camp Ripley Facilities: Requests for use of Camp Ripley facilities, for other than annual training, by military units will be submitted on an ATS Form 23, "Request for Camp Ripley Facilities." Send the request along with a letter of transmittal (2 copies) through channels to arrive at Camp Ripley, ATTN: MNAG-CRC-O. Upon approval and acknowledgment, one copy of the request will be returned to the requesting unit listing facilities, equipment, and supplies, which are available.
4. Consolidating Reports and Requests: It is imperative that all requests and required reports be screened and consolidated at division or major headquarters level prior to forwarding to Camp Ripley. Requests and reports from individual units or organizations will not be honored unless approved by the major headquarters concerned.
5. Advance Party: Personnel from using organizations must arrive at Camp Ripley by 1300 hrs the day preceding scheduled training and must report to Building 6-76 for final coordination.
6. Schedule of Operations: The business schedule for Camp Ripley is 0800-1630 hrs daily except weekends and holidays. Hours other than those stated may be arranged with individual departments.
7. Telephone Service: Troop issue buildings have telephone service available which provides on post and Defense Switch Network (DSN) capabilities. Organizations required to make long distance calls will need to make arrangements to have a credit card or other means from home station. Pay telephones are available on Post. Locations are published in the Troops in Training Telephone Directory.
8. Delegation of Authority – DA Form 1687: Properly prepared Delegation of Authority cards are required for all supplies, ammo, housing, and property. This form should be completed by the organization supply officer and provided to each section in the Logistics Division. The organization supply officer assumes full responsibility for all supplies receipted for by his authorized representative. Supply officers or representatives must present their Military I.D. to draw or turn-in property.
9. Commercial Transportation for Movement of Troops: Organizations other than elements of the Minnesota ARNG are responsible for all movements (military air, commercial air, bus, etc.) of their personnel to and from Camp Ripley. This includes transportation arrangements for individuals departing Camp Ripley for emergency reasons. USPFO for Minnesota will assist organizations on a limited basis during normal working hours in cases of individual emergency travel providing prior arrangements have been made and necessary travel orders are provided.

10. Shipment of Organic Equipment to and from Camp Ripley: All organizations shipping organic equipment on U.S. Government Bill of Lading (GBL) to Camp Ripley for training will coordinate with the Camp Ripley Logistics Officer in regard to unloading, receipt, and storage of the equipment. Return shipment of the equipment, to include required routing, preparation of the GBL, arrangement for commercial carriers, and loading of equipment, is the responsibility of the visiting unit.

11. Direct Shipment of Supplies to Camp Ripley:

a. Visiting organizations may make arrangements for shipment of certain supplies directly from Government or commercial sources to Camp Ripley. Items acceptable for this arrangement include janitorial supplies, lubricants, operational rations, engineer construction material, and field fortification material.

b. To minimize difficulties and discrepancies, the following procedures should be followed:

(1) Advise Camp Ripley Logistics Officer upon initiation of request for items to be shipped for storage at Camp Ripley. A copy of the purchase requisition will suffice for advance notice.

(2) The receiving **organization must be on site** to accept the entire shipment. Material received will be stored until arrival of the organization.

(3) All shipments and applicable documents must be marked as follows:

(a) M/F: State concerned and/or organization.

(b) Ship to: DOL, ATTN: MNAG-CRC-L-S&S, W57VWG
Camp Ripley, 15000 Hwy 115, Little Falls, MN 56345-4173.

REQUIRED REPORTS CHECKLIST

These reports and requests are the responsibility of the visiting organization. Reports other than those listed and referred to throughout this publication will be initially prepared by Camp Ripley.

<u>When Required</u> (prior to training)	<u>Report</u>	<u>Form</u>	<u># of Copies</u>
120 days	TAMIS Forecast (Initial)	DA Form 5514-R 1	1
90 days	TAMIS Forecast (Adjusted)	DA Form 5514-R	2
90 days	POL Requirements	Letter/e-mail	1
90 days	Request for Camp Ripley Usage	ATS-23	2
60 days	Subsistence Support Request	Memorandum for Record	1
60 days	Estimated Ration Requirements	ATS-307	1
60 days	Ice Requirements	ATS-307	1
60 days	Travel Ration (Return Trip)	ATS-307	1
60 days	Supply and Services Requirements	Letter/e-mail	2
60 days	Direct Fund Cite (MIPIR)	DD Form 448	1
45 days	Funding to USPFO		
30 days	IDT Ration Request	DA Form 3294-R	1
30 days	Ration Request	DA Form 3294-R	1
30 days	Finalized Personnel Strength Report	ATS-307	1
30 days	Site Support Dining Facility	Memorandum for Record	1
15 days	Changes to Ration Requirements	ATS-307	1
15 days	Final Consolidated Ration Request	DA Form 3294-R	1
48 hours	Ammunition Requests (Annual Training)	DA Form 581	6
30 days	Ammunition Requests (IDT)	DA Form 581	6
24 hours	HAZMAT Documentation (Class III&V)	Certificate	1
24 hours	Commander's Appointment Orders (ASP)	Copy of Order	1
24 hours	Delegation of Authority (Separate form must be prepared for each class of supply: I, II, III, IV, V)	DA Form 1687	

FUNDING

1. In order to meet all training and support requirements, funding must be provided the USPFO for Minnesota, ATTN: MNAG-PFO-CB, as early as possible and preferably not less than 45 days prior to scheduled training periods. Funds will be provided under the automatic reimbursement concept using Military Interdepartmental Purchase Request (DD Form 448), MIPR or letter of authorization for the following items:
 - a. Usage fee – Only identifiable incremental costs will be charged to organizations.
 - b. Miscellaneous Supplies – Supply and Services (S&S) draw.
 - c. POL – Mogas, Diesel, and JP8 (direct billing through system- not MIPR'd).
 - d. Repair parts – batteries, mirrors, tires, etc.
 - e. MATES – Issue and turn in for vehicles and equipment.
 - f. Subsistence – Draw from TISA (USMC, USN, USAF, USMCR, USNR, USAFR)
 - g. Ice
 - h. Laundry – Sheets, pillow cases, blankets, etc.
 - i. Chemical Latrines
2. Subsistence: Army National Guard Units from states other than Minnesota must provide the USPFO-Minnesota subsistence funds withdrawn from their account and transferred to Minnesota. Reimbursement is obtained centrally through Headquarters, Department of the Army (HQDA), for meals provided to Army Reserve and Active Army.
3. Final billings and adjustments will be made by the USPFO for Minnesota, with activities, as early as possible, following the training period.
4. Any supplies/services not specifically addressed herein, will be the responsibility of the visiting organizations. Organizations requiring special services (i.e. commercial laundry, chemical latrines) should make procurement and contracting arrangements prior to arriving at Camp Ripley.
5. It should be noted that all costs incurred by active component personnel supporting the training under the CAPSTONE, PARTNERSHIP or AFFILIATION programs must be absorbed by units being supported.

RATION SUPPLY AND ACCOUNTING

SECTION I	FIELD TRAINING MENU AND RATIONS AVAILABLE
SECTION II	ACCOUNTING SYSTEMS
SECTION III	RATION ESTIMATES AND REPORTS
SECTION IV	ISSUE PROCEDURES
SECTION V	TURN IN PROCEDURES
SECTION VI	WEEKEND TRAINING PROCEDURES
	SAMPLE FORMS

REFERENCES

NGB Pamphlet 350-1 (Annual Field Training Administrative Instructions)

AR 30-1 (The Army Food Service Program)

AR 30-18 (Army Troop Issue Subsistence Program)

AR 30-21 (The Army Field Feeding System)

TM 10-412 (Armed Forces Recipe Service)

Minnesota ARNG 14 Day Menu, dtd 1 Jun 96)

Minnesota ARNG 14 Day Menu, dtd 1 Jun 96

SECTION I

FIELD TRAINING MENU AND RATIONS AVAILABLE

1. **Field Training Menu:**

- a. The Minnesota ARNG 14 Day Menu, as amended by the State Menu Board, will be used by units/organizations training at Camp Ripley, MN.
- b. Copies of the amended menu are available at the Ration Break Point (RBP).
- c. Units conducting training at Camp Ripley will follow the accounting systems in AR 30-1 or AR 30-21, as applicable.

2. **Types of Rations Available:**

- a. "A" Rations.
- b. Operational Rations.
 - (1) Meals Ready to Eat (MRE's)
 - (2) Meal, Operational Ration, Commercial (MORC)
 - (a) With or without bread
 - (b) Must indicate number of personnel
 - (3) Field Rations (Commercial B Ration)
 - (a) With or without enhancements
 - (b) Must indicate number of personnel

SECTION II
ACCOUNTING SYSTEMS

1. Army Field Feeding System (AFFS):

a. This accounting system will be used by units conducting AT involving overnight field billeting and payroll deduction for officers.

b. Instructions for AFFS are found in AR 30-21.

2. Requesting Subsistence Support:

a. Units/organizations will submit a Memorandum for Record to the RBP 60 days prior to Annual Training. The following information needs to be included:

(1) Unit DODAAC and service component, (USAR, ARNG, Active, etc.)

(2) Start date and meal (ATS Form 307)

(3) Stop date and meal (ATS Form 307)

(4) Personnel strength (ATS Form 307)

(5) Ration Mix (ATS Form 307)

(6) Ice requirements (ATS Form 307)

(7) Warming/cooling requirements

(8) Additional requirements (Advance party/convoy rations, etc.)

b. A finalized personnel strength report (ATS 307) will be submitted 30 days prior to AT.

c. Finalized subsistence requisitioning documents (DA Form 3294) will be submitted 15 days prior to AT. Requisitions will be for a minimum of the first 4 days plus advance ration requests.

d. Samples of DA Form 3294 and ATS Form 307 are found in ANNEX "A".

3. Cash Collection for Meals:

a. The procurement, issue, and control of Cash Meal Payment books for ARNG is the responsibility of each respective USPFO, as outlined in AR 30-1. The appropriate Army Reserve Headquarters will appoint Cash Collection Control Officers as per AR 30-1. Army Reserve Cash Collection Control Officers must requisition DD Form 1544 (Cash Meal payment Books) from their appropriate headquarters or office and will be responsible for issue and control of DD Form 1544.

b. Security of DD Form 1544 and cash collection is the responsibility of each major command and/or USPFO responsible for appointing Cash Collection Control Officers.

SECTION III

RATION ESTIMATES AND REPORTS

1. **Ration Estimates:**

a. Estimates for rations will be submitted on ATS Form 307, Prepare the form as follows:

(1) Indicate the date and day of the week ration cycle is to begin.

(2) Complete entire form with meal estimated requirements for both advance party and main body personnel.

(3) On specific dates when operational rations will be consumed, the requirements for rations will be reduced accordingly.

(4) Indicate whether advance party will operate a dining facility or eat at the Contract Dining Facility.

b. All menu days will run consecutively. Individual meals will not be interchanged between menu days without the approval of the Ration Break Point Manager.

c. Strength estimates must be realistic as funds are to be based on total rations requested regardless of the total consumed. Special considerations should be given to strength estimates for meals with anticipated variances, such as meals served on non-training days.

2. **Required Reports:**

a. Reporting Schedule: Report of Ration Estimate (Reference paragraph 1a above) will be to the Office of the Post Commander, ATTN: MNAG-CRC-L-RBP, 60 days prior to the training period.

b. Travel Ration (Return Trip):

(1) Units planning to prepare meals for the return trip to home station will submit required strength figures on ATS Form 307, 60 days prior to the training period. Requirements beyond those indicated must be coordinated with the RBP Manager.

(2) Procurement and issue of Operational Rations required for scheduled training periods or travel will be done by the RBP. Units requesting MRE's will submit their requests through command channels to the Post Commander, ATTN: MNAG-CRC-L-RBP. Submit requests for Operational Rations for Annual Training on DA Form 3294-R.

c. Ice Requirements: Major headquarters that want the RBP to procure ice for Annual Training or IDT need to submit requirements on ATS Form 307. Ice will be stored by the RBP and issued as authorized by appropriate headquarters. Reimbursement will be required for ice furnished to all units with exception to MN National Guard units. DD Form 448 (Military Interdepartmental Purchase Request-MIPR) will be provided USPFO-MN for reimbursement.

d. Report Changes: Changes to initial reports will be submitted on ATS Form 307 when changes in strengths occur involving 100 or more troops. Change results will be submitted 15 days prior to the arrival of the advance detachment at the Training Center unless an emergency occurs. The changing of menu days involving operational rations after submission of the initial ration estimate is discouraged.

SECTION IV
ISSUE PROCEDURES

1. Distribution of Field Rations:

a. Field rations will be issued from the Ration Break Point, Bldg 11-63, normally on a two (2) day ration cycle. Subsistence supplies will be issued in bulk from the RBP directly to the major consolidating headquarters ration breakdown point. The ration cycle will be breakfast, lunch, and dinner. All separate organizations, battalions, units, etc., to include non-divisional organizations, will normally be assigned to a major consolidating headquarters for ration support. In the event it becomes necessary for the RBP to provide direct ration breakdown support to separate units or organizations, timely reports must be submitted as directed in Section III.

b. The RBP will provide a Class I issue schedule which will indicate issue dates, request due dates and report due dates.

c. During winter training periods, the RBP will provide direct ration breakdown support to units/organizations in training. A bulk issue of supplies will be made by the RBP to the unit/organization. The organization will be responsible for breakdown and delivery of rations to unit dining facilities. Organizations drawing rations are required to use a vehicle with heated cargo space for all ration pick-up and delivery. The organization is responsible for obtaining a heated vehicle.

d. All trucks used for delivering rations must be clean, covered, military vehicles with pallets on the floor.

2. Consolidated Ration Breakdown Point (Troops in Training):

a. The RBP will furnish the consolidated ration breakdown point with all the paper/plastic bags required for ration breakdown; however, it will be the responsibility of the organization drawing rations to furnish their own tools/equipment.

b. Personnel responsible for operating the breakdown point will ensure all perishable commodities are repackaged immediately after being subdivided.

c. The unit/organization operating the breakdown point is responsible for sanitation of the training facility area that they may be working in and/or building assigned. The Rations Break Point Manager, his representative and/or Installation Veterinarian will conduct sanitation inspections of the breakdown point. Trash pickup will be coordinated with the Camp Engineer.

3. Issue Locations:

a. Semi-perishable and perishable subsistence will be issued by subsistence personnel from RBP, Building 11-63.

b. During AT periods, the breakdown point may be co-located at the RBP, Building 11-63.

4. Issue Procedures:

a. Supply Officers of incoming organizations, authorized to receipt for subsistence, will report to the Ration Break Point Manger, Building 11-63, upon arrival for instructions covering subsistence procedure.

b. Ration Request: Consuming accounts supplied rations by the RBP will submit initial consolidated Ration Request (DA Form 3294-R) to the Post Commander, Camp Ripley, ATTN: MNAG-CRC-L-RBP, not later than 30 days prior to arrival at Camp Ripley. Subsequent ration requests will be submitted in accordance with the Class I Issue Schedule published by the RBP.

c. Field Ration Issue Slip: The RBP will complete the DA Form 3294-R and make the necessary issues as indicated on the Class I Issue Schedule published for each training period.

d. Forced/Mandatory Issue Items: When it is necessary for the Ration Break Point Manager to rotate stocks of perishable subsistence or to relieve excesses accumulated by fluctuating strengths, such items may be issued to units/organizations in training either in addition to its authorized allowance or as an acceptable substitute. When this action is necessary, the Ration Break Point Manager will consult with the organizational supply officer and food service supervisors for proper inclusion on the menu. Units concerned will be notified in advance of an anticipated force issue.

e. Control of Ration Issue Items: The Ration Break Point Manager may publish a list of ration components which will be controlled and/or regulated by this office, effective the 13th menu day of the 14-day menu. This action may be taken to relieve the possibilities of excesses within unit dining facilities.

f. Condiment Issue: Condiments required for training at Camp Ripley will be issued by the RBP based on the MN ARNG 14-day menu.

g. Tray-Rations: Requests for T-Rations must be submitted at least 60 days prior to requirement to ensure availability.

SECTION V

TURN-IN PROCEDURES

TURN-INS:

Supported Units will turn in all excess subsistence (unopened MRE cases, and loose semi-perishable A Ration components) to the RBP according to the published schedule prior to departure from the field training site. Documentation will be generated by the RBP. No paperwork is necessary from the Unit.

SECTION VI

WEEKEND TRAINING PROCEDURES

Procedures for Weekend Training:

a. Minnesota National Guard units/organizations desiring Class I support for weekend training at Camp Ripley will complete the Rations Request DA Form 3294-R and forward to the Post Commander, Camp Ripley, MNAG-CRC-L-RBP to arrive no later than 30 days to scheduled training.

b. Out-of-State National Guard and/or Reserve Components requiring subsistence support for weekend training will complete the Ration Request and forward as indicated in paragraph a. above. DA Form 3294-R will be submitted 30 days prior to scheduled training. DA Form 3294-R reimbursement will be required for Class I supplies furnished to USMC, USN, USAF, USMCR, USNR and USAFR. Direct subsistence funds cite must be furnished at least 60 days prior to training.

c. Menus for weekend training will be utilized as indicated in the Minnesota ARNG 14-day menu.

d. Strength estimates requested in paragraph a above must be realistic since rations will be procured based on these estimates. In the event of a significant change, i.e., 15 or more, notify the RBP as soon as possible.

e. The full condiment issue required for weekend training will be issued unless organizations request item deletions.

f. Operational rations for weekend training will be requested on the same DA Form 3294-R.

POL - CLASS III AND IIIA

SECTION I	REFERENCES
SECTION II	GENERAL
SECTION III	SUPPLY OF CLASS III AND IIIA SUPPLIES
SECTION IV	TRANSPORTATION OF FUEL ON PUBLIC ROADWAYS

SECTION I

REFERENCES

DA Pam 710-2-1, Chapter 12

MNGR 710-2

SECTION II

GENERAL

1. **Purpose:** To set forth the policies and procedures concerning issue, storage, accounting and establishing of requirements for Class III and IIIA supplies required at Camp Ripley during annual and weekend training periods.
2. **General:** Camp Ripley will furnish bulk petroleum and packaged products to visiting states and/or USAR units based on their estimates. Methanol and ether, icing inhibitor will be premixed at the Tank Farm for winter training only.
 - a. Estimates for all petroleum products, such as MOGAS, diesel fuels, JP-8, engine oils, gear lubes, greases, etc., must be forwarded to Office of the Post Commander, ATTN: MNAG-CRC-L (POL) 15000 Highway 115, Camp Ripley, Little Falls, MN 56345-4173, ninety (90) days prior to training period. Include with the estimate a listing of all units your organization will be providing Class III support for. Estimates and listings will be forwarded in memorandum format.
 - b. Requirements for POL enroute to and from the Training Center is the responsibility of the organization concerned.

SECTION III

SUPPLY OF CLASS III AND IIIA SUPPLIES

3. **Supply of Class III and IIIA Supplies:**
 - a. Supply and re-supply of POL items indicated above will be coordinated with the Installation Support Unit Class III Office by a representative of visiting states' USPFO or responsible Officer of the US Army Reserve, Active Army, etc. Normal hours of operation will be between the hours of 0700-1530 daily. Requests for refueling during other than indicated hours must be coordinated with the POL Office.
 - b. Bulk petroleum products will be provided to visiting organizations from the tank farm, Building 17-99, located east of the MATES complex. Retail petroleum products will be provided to visiting organizations from the POL Points (service station, MOGAS and diesel) located on East Motor Pool Road. POL Point No. 1 located north of MATES and POL Point No. 2 in area nine are available on a loan basis to further effect distribution of POL items.
 - c. Request for utilization of the Service Station Point will be submitted to the Training Site Petroleum Office 90 days prior to the training activity. First come, first serve basis.

d. Minnesota ARNG Elements: Users will account for bulk petroleum products in accordance with MNGR 703-1.

e. All other organizations: Bulk Class III and IIIA accountability will be transferred to the elements concerned through use of DD Form 1348-1. This form must be signed by an authorized representative prior to departing Camp Ripley.

SECTION IV

HAZARDOUS MATERIAL TRAINING NECESSARY TO TRANSPORT FUEL ON PUBLIC ROADWAYS

1. Reference 49 Code of Federal Regulations 172, Subpart H, Part 177, Section 177.816.
2. Drivers attempting to pick up ammunition or bulk fuel **MUST** furnish documentation showing:
 - a. Hazardous Materials Driver Training was completed within the past two years.
 - b. Signature of the trainer and tester.
 - c. A brief summary of training conducted. For example: "Training conducted complies with Hazardous Materials Training Requirements outlined in CFR 49, Sections 172.704 and/or 177.816." Drivers who are unable to furnish the appropriate documents will be unable to pick up ammunition or bulk fuel.
3. Active/Guard Reserve and Troop Program Unit personnel in uniform and on orders are required to receive specific training prior to transportation of hazardous materials. Unit technicians are required to have the appropriate state issued commercial drivers license. Training will be documented on the individuals DD Form 348 or DD Form 5984-E.
4. The TASC at your support installation has a copy of Module 9 of the Army Commercial Drivers License software that will satisfy the HAZMAT training requirement. A copy of the course software can be ordered from the U.S. Transportation School, Directorate of Training, ATTN: ATSP, Ft Eustis, VA 23604-5407.

HOUSING DIVISION BUILDINGS AND SUPPLY

SECTION I

GENERAL

Purpose and Scope

SECTION II

CANTONMENT AREA BUILDINGS AND EQUIPMENT

Troop Housing
Cantonment Area Buildings
Miscellaneous Buildings & Equipment

SECTION III

ISSUE PROCEDURE

Area Issue
Property in Area Buildings

SECTION IV

CANTONMENT AREA SANITATION

Standards of Sanitation
Police of Buildings
Police of Area
Sanitation Inspection

SECTION V

TURN-IN PROCEDURE

Turn-In of Areas
Property Storage and Building Arrangement

SECTION I

GENERAL

1. **Purpose and Scope:** To establish procedure to assign cantonment area housing to organizations conducting training at Camp Ripley and basic information on buildings, equipment and sanitation.

SECTION II

CANTONMENT AREA BUILDINGS AND EQUIPMENT

1. **Maid Service Quarters:**

- a. Camp Ripley has no family quarters available. Maid Service Quarters are available. Request by submitting a completed ATS 23 to Operations.
- b. VIP (0-7 and above) visits will be directed to MNAG-CRC-PCA.

2. **Troop Housing:**

- a. The major headquarters of each organization scheduled to conduct annual training at Camp Ripley will coordinate area utilization with the Housing Manager prior to/during the pre-camp conference and establish a preliminary Consolidated Billeting Plan. The ATS 23 Form (Request for Utilization of Camp Ripley) will be submitted to the Housing Manager prior to AT Conference.

- b. Units will submit their requests into RFMSS. This will allow for any conflicts to be worked through prior to the AT Conference.

- c. Emergency repairs will be called into Housing during duty hours, extension 3138/3139/3166 or Post Security during non-duty hours at extension 7375.

3. **Cantonment Area Buildings:**

- a. Headquarters buildings in the cantonment area are furnished with adequate office furniture and telephones for the types of organizations listed below. Additional furniture is available on a limited basis.

- (1) Brigade Size Headquarters
Buildings 3-1, 3-2, 5-1, 5-2.

- (2) Battalion Size Headquarters
Buildings 3-3, 3-4, 5-2, 7-1 (sections 1, 2, 3, 4 and 5)
9-1, 10-1, 10-5, 21-1 and 23-1

- b. **Orderly Room and Supply Buildings:** The buildings listed below by area are designated for two-company utilization:

3-6, 3-7, 3-8, 3-9, 3-10 and 3-11
5-6, 5-8, and 5-9

- c. **Orderly Room and Supply Buildings:** The buildings listed below by area are designated for single unit utilization:

Building 5-7, 21-6 and 21-7, 22-6, 23-6 and 23-7

d. Unit housing buildings, located in Areas 7, 9 and 10, are buildings designed with quarters, mess, supply and orderly rooms under one roof. These buildings are completely winterized for use in winter, summer and for weekend activities. The dining area of these buildings will be considered for indoor recreation. Television sets are positioned in each building for this purpose. These buildings are now equipped with Satellite service.

e. Unit Housing/Mess in Area 7 is equipped to support 140 personnel, Area 9 is equipped to support 160 personnel and Area 10 is equipped to support 160 or 184 personnel. All items must be cleaned prior to turn-in of buildings.

4. Miscellaneous Buildings and Equipment: The following buildings and equipment are available:

- a. Camp Ripley Chapel is available upon request through the Civilian Scheduler - Bldg 11-1.
- b. Recreational and Training Center (Bldg 6-97): Request through Housing.
- c. Alternative Center: Hours of operation are posted in various places throughout post. If wanted during hours when there is no volunteer, a key will be attained from the Billeting Office (Bldg 6-76).

SECTION III

ISSUE PROCEDURE

1. Area Issue: The organizational Unit Supply Officer, with a Delegation of Authority (DA Form 1687) on file at the Housing Section, will be directed to the Housing Manager, Bldg 6-76, (Ed Center) for the purpose of coordinating issue of assigned area.

a. Housing personnel are doing inventories in preparation for the unit arrival. Units will sign for facilities at the Ed Center and notify the Housing Manager (x3138) of any discrepancies found in their buildings.

2. Property in Area Buildings: The Issue Form lists the property in the area buildings and is initiated in duplicate by the Housing personnel. After receipting for the property, the Unit representative will receive one copy of each Issue Form. At the close of the training period, the same Issue Form will be used for the turn-in of property.

a. Fire extinguishers positioned in buildings are for fire protection of that building and are not to be removed. Discharged or broken seals on extinguishers will be reported to the Housing Manager immediately.

b. Water hoses are positioned on basis of one per mess building for fire protection, mess hall operation and cleaning.

SECTION IV

CANTONMENT AREA SANITATION

1. Standards of Sanitation: The following standards of sanitation and police of area are applicable to all organizations and separate units in order to obtain clearance at the close of the training period.
2. Police of Buildings:
 - a. Buildings: Floors are to be swept and mopped. There are chemical dispensers installed in all janitorial closets. If product is empty, notify Housing at x3166/3138. Lavatories, stools, urinals and shower stalls will be scrubbed with soap and cleanser and rinsed well with water. All scrub brushes can be requested through Supply and Services, Bldg 2-207. Desk drawers must be cleaned of all contents and office supplies are to be removed from buildings. Temporary signs, bulletins, etc., must be removed. Please LEAVE all postings from the Housing Staff in place, ie, map in orderly room, checklists throughout, etc. All windows/window sills must be washed. All windows and doors closed.
 - b. Hutments: Floors will be swept, mopped and excess water removed. Hutment windows and doors closed and secured. The main electric switch for each hut row is to be turned off. DO NOT REMOVE FUSES. Light bulbs will be left in all hutments.
 - c. Police of Area: Organizations will police their assigned area starting 50 yards on the airfield side to 50 yards past Motor Pool Road. Improvised walks, signs, stones, boards and anything that alter the general appearance of the area will be removed.
 - d. Expendable Supplies: All un-opened boxes/bottles/containers of expendable items will be returned to Supply and Services. If there is more than one open box of the same item, combine them to make one full box and return. Any open boxes/bottles will be placed in the Supply Room locker.
 - d. Sanitation Inspection: The Housing Personnel is also designated as the Sanitation Inspector and will inspect for deficiencies of sanitation at the time of turn-in.

SECTION V

TURN-IN PROCEDURES

1. Turn-In of Areas: The following instructions concern turn-in of property and clearance of assigned areas. Turn-in time(s) must be scheduled at the time of issue. Property will be returned to the same building in which it was originally stored and placed in accordance with the respective Issue Slip. All property will be in serviceable condition for the next organization. All buildings will be ready for Housing Personnel at the time of scheduled turn-in. If unit has a scheduled time and they are not ready, they will be moved to the end of the schedule and Housing will continue with the other scheduled turn-ins. Compliance with procedures established herein would assist the Housing Personnel in obtaining an expedient and accurate count of all property issued to each unit representative. Property shortages will be accounted for in accordance with procedures found under Supply and Services, Section IV.
2. Property Storage and Building Arrangements: Property will be arranged within buildings in accordance with instructions contained herein
 - a. Huts: Cots will be folded and returned to assigned Supply Room. Hut doors and windows will be closed.

- b. Mattress Covers: It is the unit's responsibility to draw mattress covers from Supply and Services, Bldg 2-207, at the beginning of IDT/AT and turn them in at the end of IDT/AT.
- c. Garbage and Trash Cans: Plastic garbage cans and covers will be clean and stored inside of the buildings.
- d. Recycling Containers: All recycling containers will be emptied into the recycling bins by kitchen door. Once the recycling is removed, all containers will be washed, rinsed and the tops left off for drying.
- e. Headquarters Building: Office furniture such as desks, chairs, office tables, etc., accounted for on the Issue Form will remain in the respective headquarters building.
- f. Building Keys: Upon completion of a verified count of property in a building, the building will be locked and key(s) turned over to the Housing Personnel. Unit personnel will not be offered access to a cleared building unless accompanied by the Housing Personnel. All lost keys will incur a charge of \$10.00 per key. The unit representative responsible for the keys must pay for any lost keys before the building will be cleared.

d. Cleaning Requirements:

- (1) For HQ buildings – listed in SOP
- (2) For BOQ/BEQ buildings – listed in SOP
- (3) For "T" building – listed in SOP

CLEANING REQUIREMENTS FOR T BUILDINGS

- | | |
|--------------------|---|
| 1. BAYS | SWEEP AND MOP FLOORS (under beds included)
CLEAN OUT FOOTLOCKERS |
| 2. HALLS & STAIRS | SWEEP AND MOP STAIRS
SWEEP AND MOP HALLS |
| 3. WATER FOUNTAIN | SCRUB WITH CLEANER AND RINSE WELL WITH WATER |
| 4. LATRINES | CLEAN MIRRORS, URINALS, TOILETS,
SHOWERS AND SINKS
MOP FLOORS AND SHOWER |
| 5. ORDERLY ROOM | SWEEP AND MOP FLOOR
REMOVE ALL GARBAGE FROM DESK AND FILING CABINET |
| 6. SUPPLY ROOM | SWEEP AND MOP FLOOR
HANG WET MOPS
REMOVE ANY MOP HEADS THAT ARE NO LONGER USABLE |
| 7. DINING ROOM | PUT ALL CHAIRS UP ON TABLES (8 PER TABLE)
SWEEP AND MOP FLOOR |
| 8. KITCHEN | CLEAN <u>ALL</u> SINKS, COUNTERS, TABLES,
REFRIGERATORS AND FREEZERS, WIPE INSIDE AND OUT
<u>EMPTY GREASE TRAPS</u> , PLACE ON TABLE
CLEAN STOVES AND GRIDDLES
TAKE ALL GARBAGE OUT |
| 9. JANITORS CLOSET | CLEAN THE SINK SO THAT IT IS FREE OF ANY/ALL DEBRIS
REMOVE ANY REMAINING PRODUCTS, PAPER/CLEANING
SWEEP AND MOP FLOOR |

* POLICE ALL OUTSIDE AREAS

* IF DRAINS OR STOOLS ARE PLUGGED, USE PLUNGER FIRST, THEN CALL DEPARTMENT OF PUBLIC WORKS AT EXT. 3005. AFTER 1630 AND ON WEEKENDS, CALL SECURITY AT EXT. 7375.

* CLOSE AND SECURE ALL WINDOWS AND DOORS IN BUILDING

*** HOUSING PERSONNEL WILL NOT STAY IN YOUR BUILDING IF ALL ABOVE AREAS ARE NOT READY FOR INSPECTION AT THE TIME OF TURN-IN**

- **SEE BUILDING CHECKLIST**

CLEANING REQUIREMENTS FOR HQ BUILDINGS

1. FLOORS: Sweep and mop all floors.
2. LATRINES:
 - a. Scrub sinks
 - b. Clean and wipe mirrors
 - c. Sweep and mop floors
 - d. Clean urinals and toilets
3. CHAIRS: Place all types of furniture together in one area. (i.e. all typists chairs, all executive chairs etc.)
4. GARBAGE: Take all garbage outside and place in garbage cans.
5. WINDOWS: Close all Windows.
6. Police all areas surrounding the building.
7. If drains or stools are plugged, use plunger first, and then notify the Department of Public Works at extension 3005.
8. **HOUSING PERSONNEL WILL NOT REMAIN IN YOUR BUILDING IF ALL AREAS COVERED ABOVE ARE NOT READY FOR INSPECTION AT THE SCHEDULED TURN-IN TIME.**

CLEANING REQUIREMENTS FOR BOQ BUILDINGS

1. HALLWAYS: Sweep and mop all hallways and common areas.
2. ROOMS:
 - a. Sweep and mop all rooms.
 - b. Close all Windows.
 - c. Scrub all Sinks
 - d. Clean and wipe down all mirrors
 - e. Clean all showers
 - f. Clean all latrine floors.
 - g. Clean all toilets.
3. COMMON AREA:
 - a. Sweep and mop all floors.
 - b. Clean out all washers and dryers including lint trap.
 - c. Sweep and mop all stairways.
4. GARBAGE: Take all garbage outside and place in garbage cans.
5. Police all areas surrounding the building.
6. If drains or stools are plugged, use plunger first, and then notify Department of Public Works at ext. 3005.
7. MOP SINKS AND CLEANING CLOSET: clean the sink so that is free of any/all debris. Remove any remaining products, paper/cleaning supplies. Sweep and mop floor.
8. HOUSING PERSONNEL WILL NOT REMAIN IN YOUR BUILDING IF ALL AREAS COVERED ABOVE ARE NOT READY FOR INSPECTION AT THE SCHEDULED TURN-IN TIME.

AMMUNITION SUPPLY AND ACCOUNTING

REFERENCES

SECTION I	GENERAL - PURPOSE AND SCOPE
SECTION II	AMMUNITION REPORTS
SECTION III	AMMUNITION SUPPLY PROCEDURES Ammunition Requests Turn-in Serviceable Ammunition Turn-in Reclaimable Salvage Ammunition Accountability
SECTION IV	TRANSPORTATION
SECTION V	MALFUNCTIONS AND DUDS
SECTION VI	UNRECLAIMABLE SALVAGE
SECTION VII	SAFETY
SECTION VIII	AMMUNITION AMNESTY
SECTION IX	RESOURCE RECOVERABILITY/ ENVIRONMENT
	SAMPLE FORMS

REFERENCES

AR 190-11

AR 710-2

AR 735-5

DA Pam 385-64

DA Pam 710-2-1

DA Pam 710-2-2

Drawing 19-48-75-5 (available from DAC)

Index of U.S. Army Unitization, Storage and Outloading Drawings for Ammunition and Components

FORCOM/TRADOC Suppl 1 to AR 190-11

FORSCOMR 350-10

FORSCOMR 700-4

MIL-STD-129-1, Part 2

NGB PAM 350-3

SB 742-1

TB 9-1300-385

TRADOCR 350-30

TRADOCR 700-2

Title 49, CFR, (BOE 6000) Parts 106-180 and 397

Hazardous Materials Regulations of the Department of Transportation

SECTION I

GENERAL - PURPOSE AND SCOPE

1. The Camp Ripley Ammunition Supply Point (ASP) will requisition, receive, store, account for, and issue all ammunition for periods of training at Camp Ripley.
2. The ASP will be open from 0700 to 1630 daily. The ASP will be open on weekends and holidays if required. Hours other than those indicated may be arranged with the Ammunition Officer. Office space and facilities for visiting troop ammunition personnel may be available at the ASP building, 24-199.
3. The ASP will maintain all current information regarding availability of ammunition, stocks, lots, and credits. Information will be available to visiting USPFO's or their TAMIS representatives upon request.
4. Ammunition will be issued on a daily basis. It is important that close coordination between S-3 and S-4 officers be maintained to ensure an adequate supply of ammunition be on ranges for one day's firing only. Ammunition and explosives will not be issued in excess of identified immediate training needs.
5. A briefing may be conducted by the ASP for organization's ammunition personnel prior to issue of ammunition. This briefing will normally be conducted in conjunction with the co-located Range briefing in Building 24-199. The briefing will emphasize requisitioning, accounting, and ammunition procedures.

SECTION II

AMMUNITION REPORTS

1. All organizations scheduling training at Camp Ripley will submit their approved ammunition requirements to this headquarters **120 days prior** to the training period. This is required if ammunition is to be at Camp Ripley for the scheduled training. This approval is normally in the form of TAMIS and consists of the TAMIS manager's DOL summary reports or DA Form 5514-R.
2. The forecast will be used for all ammunition reports. Reports will show the approved quantity required, DODIC, and month required. Reports will be signed by approving personnel at Command level, through respective TAMIS Manager. Elements not using TAMIS will send the above information in memorandum form.
3. Units may re-forecast ammunition not used during a scheduled month. This re-forecast must be for a forward month, minimum of 90 days, and through their training management channels. Ammunition not used as scheduled, or reforecast properly, will become assets of the ASP for use by other units.
4. All major commands will verify their ammunition allocation with the ASP **30 days** prior to training. That allocation will list all ammunition items by DODIC number, nomenclatures and quantity available, or short, for the command's forthcoming training period.

SECTION III

AMMUNITION SUPPLY PROCEDURES

1. Ammunition Request:

a. Ammunition requests will be prepared on a DA Form 581 and/or DA Form 581-1 six copies (see page 49). This is a pre-printed, serial numbered Request for Issue and Turn-in of Ammunition.

b. In order to obtain training ammunition expenditure data for the "Training Ammunition Management Information System" (TAMIS), required by the Department of the Army, each DA Form 581 will be prepared in accordance with the example in ANNEX "A".

c. All DA Form 581's will be submitted to the ASP 48 hours in advance of the time ammunition is to be issued for AT periods. IDT DA Form 581's will be submitted through approving authority 30 days prior to use.

d. Coordination must be made 24 hours in advance for issue of ammunition after normal duty hours.

e. Supply officers or organizations desiring to receive ammunition will submit DA Form 1687 in accordance with AR 710-2, paragraph 11-9, f. and g. (1) & (2), Section IV. The individual signing for the ammunition must be designated on the DA Form 1687 and is HAZMAT certified. In addition, a current copy of the Commander's Assumption of Command Orders will be made available to the ASP. See ANNEX "A" for a sample DA Form 1687

f. Requisitioning organizations will be responsible for all ammunition items in their possession. Ammunition containers should not be opened in advance of a firing exercise. During firing, only those containers required for immediate expenditure should be opened. Removal of the ordinance seal from ammunition containers is considered opening the container. Safety and handling will be in accordance with Camp Ripley Range Regulations.

g. In order to preclude the accumulation of small lots of ammunition in storage, all issues from the ASP will be made from the smallest and oldest lots on hand. Units will insure that these lots, as identified by ASP personnel, are expended first to prevent return of these items to storage.

2. Turn-In of Serviceable Ammunition:

a. DA Form 581 will be used for the turn-in of unexpended serviceable ammunition (see ANNEX "A"). Turn-ins will be routed in the same manner as issues. Five copies of DA Form 581 will be prepared and ammunition accepted will be posted to the credit of the appropriate command.

b. All ammunition which is not expended during the day for which it was drawn must be turned in to the Camp ASP Office on a prepared Turn-In Document (DA Form 581) or held on the range, under guard, for the next day's firing. Security will be in accordance with NGR 190-11 and Camp Ripley Range Regulations.

c. Arrangements for turn-in of ammunition during other than normal duty hours must be made with the ASP.

d. Units may coordinate with the ASP as to a consolidated turn in at the end of their training period.

e. Ammunition returned to the ASP must be in the same condition (e.g. outer pack, inner pack and item) as when drawn.

3. Turn-In of Reclaimable Salvage:

a. All reclaimable salvage material will be turned in to the ASP using DA Form 581 (see ANNEX "A"). Each unit representative returning salvage material will stop at the ASP and a representative of the Ammunition Office will verify count and furnish the unit representative a signed carbon copy. After all firing has been completed and final turn-in has been made, totals will be reconciled to ensure accountability has occurred. Shortages will be certified by use of DA Form 5811-R.

b. Small arms salvage will be returned as indicated below:

(1) Expended cartridge cases will be inspected for live rounds and be free of dirt and grass, segregated by type and placed in wooden ammunition boxes prior to turn-in. Metal cans will be returned empty. One hundred percent accountability is required for all ammunition and residue.

(2) Bandoleers will be returned in wooden ammunition boxes, free of dirt and cardboard inserts.

(3) Ammunition boxes will be returned empty and clean, except those used for small arms, brass and bandoleers.

(4) Machine gun links and rifle clips will be placed in wire bound crates by type and turned in.

(5) Care must be exercised to maintain packing material in a serviceable condition.

(6) All items such as tin cans, wire bound crates, closing tapes, cardboard and steel strapping will be disposed of by coordination with the ASP. This resource recoverability plan is managed and fiscally responsive to Ammunition Logistics.

c. All artillery salvage will be returned on the day that it is fired, when possible. One hundred percent accountability of artillery brass and packing is required.

(1) Fiber containers will be returned outside the wooden boxes. Fiber containers will be empty.

(2) Metal containers will be processed, as are fiber containers.

(3) Wooden boxes will be returned empty and clean.

(4) Cartridge cases, brass and steel will be separated by type prior to turn-in.

(5) Nose plugs, horse shoes, rubber cushions, grommets, etc. will be returned in wooden boxes and separated by type.

(6) Questions relative to residue requirements should be directed to the ASP.

d. A representative of the ASP will inspect all salvage. **Turn-ins that do not comply with above conditions will be rejected.** Corrective action will be accomplished by the unit prior to re-inspection and acceptance of salvage material by the ASP.

e. Requisitioning organizations will be responsible for ammunition packaging material until turned in to the ASP. This includes protection from fire and the elements.

f. Supplementary charges will be removed from projectiles only when attaching proximity fuses. Supplementary charges will be packed in the containers from which the fuses have been removed. Containers will be marked "Explosives" and will be returned to the ASP.

g. All units using any chemical agents, which are hazardous to the environment, will return all empty containers to the ASP for disposition.

h. The ASP will not accept salvage during other than normal operational hours. **Salvage turn-ins must be processed prior to 1500 hours daily unless prior coordination is made.**

i. Units are responsible for disposing of "garbage items" at the transfer station.

4. Ammunition Accountability:

a. As per regulation each organization or unit should maintain an organic record of all issues and turn-ins of ammunition, fired residue and reclaimable salvage (DA Form 5515). Should issues and turn-ins not reconcile, a statement by the commander explaining the circumstances of the losses and his efforts used to resolve the losses will be required by the ASP (DA Form 5811-R).

b. The ASP will consolidate all DA Form 581s at the close of training period with unit ammunition personnel.

c. On completion of each training period, an Ammunition Consumption Certificate (see ANNEX "A") will be signed by the first LTC in the chain of command or the ranking responsible officer of the requisitioning unit. Responsible officer must ensure that all ammunition has been accounted for (i.e. small arms and pyrotechnic items).

d. Factors for determining the quantities of fired small arms brass are listed below (reference DA Pam 710-2-2, Appendix L):

CHART FOR RECONCILIATION OF EXPENDED AMMUNITION AND CASTINGS:

<u>CASE TYPE</u>		<u>WEIGHT FRACTION IN POUNDS</u>
.22 Caliber, Brass Long		.0014
.30 Caliber, Brass	.0286	
20 mm case		4 casing per lb. 11 link per lb.
40 mm plastic case		15 per lb.
40 mm Alum		6 per lb.
25 mm, steel		2 casing per lb.
		6 link per pd
.38 Caliber, Brass, All		.009
.45 Caliber, Brass, All		.0124
.50 Caliber, Brass, All		.121
5.56 Millimeter, Brass, All	.0135	
7.62 Millimeter, Brass, All	.026	
20 Millimeter, Brass		.25
Shotgun, Plastic		60 per lb.
9 mm, Brass		.0094
<u>CASE TYPE</u>		<u>WEIGHT FRACTION IN POUNDS</u>

All other brass or steel casing Individual Count

LINKS

5.56 mm	divided by 228
7.62 mm	divided by 100
50 cal.	divided by 25

Cartridge cases to Weight Computation:

Formula: Rounds of .22 Caliber Weight of expended
 Brass, Issued x Weight Factor = Cartridge Cases

Computation: 40,000 X .0014 = 56 Pounds

NOTE: Work to one decimal place and round down = 56 Pounds expended

Weight to cartridge cases computation:

Formula: Weight of 9MM Qty of Expend
 Brass, Issued Ctgs Divided by Weight Factor =# Ctg Cases

Computation: 82.0 Pounds Divided by .009 = 9,111.1 Rounds

NOTE: Work to one decimal place and round down = 9,111 Rounds

e. All artillery casings will be counted. Reconciliation for 155 MM Projectiles will be accomplished by counting propelling charge containers and related items.

f. The Troop Command Headquarters in training and Range Control will periodically inspect all training areas and firing ranges for discarded live ammunition, expended cartridge cases, and residue ammunition packing materials. Items found will be reported to the organization/unit utilizing that area so they can recover them and turn into the ASP for credit to their account.

g. Ammunition or ammunition components, live or expended, found on Post that are not under the control of an organization or unit will be reported by telephone to the ASP or Range Control. No turn-in will be required by the finder. The ASP will attempt to identify owner and issue a credit to that customer. If determined necessary, Post Security will be notified if circumstances indicate suspected violations of regulations.

SECTION IV
TRANSPORTATION

1. Transportation of Ammunition:

a. Hazardous Material Training Necessary to Transport Ammunition on Public Roadways.

177.816. (1) Reference 49 Code of Federal Regulations 172, Subpart H, Part 177, Section
(2) Drivers attempting to pick ammunition or bulk fuel MUST furnish documentation
showing:

(a) Hazardous Materials Driver Training was completed within the past two
years.

(b) Signature of the trainer and tester.

(c) A brief summary of training conducted. For example "Training conducted
complies with Hazardous Materials training requirements outlined in CFR 49, Sections 172.704 and/or
177.816." Drivers who are unable to furnish the appropriate documents will be unable to pick up
ammunition or bulk fuel.

(3) Active/Guard Reserve and Troop Program Unit personnel in uniform and on orders
are required to receive specific training prior to transportation of hazardous materials. Unit technicians
(Department of the Army Civilians) are required to have the appropriate state issued commercial drivers
license. Training will be documented on the individuals DA Form 348-E.

(4) The TASC at your support installation has a copy of Module 9 of the Army
Commercial Drivers License software that will satisfy the HAZMAT Training Requirement. A copy of the
course software can be ordered from the U.S. Transportation School, Directorate of Training, ATTN:
ATSP-TDP, Ft. Eustis, VA 23604-5407

b. The normal load of ammunition designated for military combat vehicles during combat
training operations is authorized for movement within Camp Ripley. Movement routes shall avoid troop-
housing areas. Primers and fuses must remain in the original or approved containers. Blasting caps and
WP rounds must be transported in a separate vehicle. Coordination of all WP firing must be made with
Range Control. Any deviation to this policy will be cleared with the ASP, Range Office and/or Post
Security.

c. No personnel shall ride in the rear of any vehicle carrying ammunition.

d. All vehicles transporting ammunition will display the appropriate explosive placard on all
four sides. Placards will be removed as soon as all ammunition has been off-loaded. Placarded vehicles are
not allowed in the cantonment area.

e. Vehicles transporting ammunition will not tow any other vehicles except ammunition trailers. All trailers transporting ammunition will be covered with a tarpaulin to insure protection against the elements.

f. Vehicles transporting ammunition shall be equipped with not less than two fire extinguishers placed in the cab of the vehicle, filled and ready for immediate use. Extinguishers are available at S&S, Warehouse 2-207, and will be requisitioned by the organizational supply officer as required. These extinguishers will consist of a minimum of two 10# BC extinguishers.

g. Smoking is prohibited by all personnel while transporting ammunition or when they are within 50 feet of any vehicle transporting ammunition. No smoking will be allowed within the confines of the ASP.

h. Vehicle engines will be turned off during loading/unloading operations.

i. Small arms ammunition and pyrotechnics may be stored in the Cantonment Area if sufficient safety and security measures are taken in accordance with Physical Security of Arms, Ammunition, and Explosives, Army Regulation 190-11. All other ammunition will not be stored within the Cantonment Area. Storage requirements may be coordinated with the Camp Ripley Ammunition Office.

j. Items other than those indicated in paragraph i., will be transported directly to range where it is to be used. Ammunition may be stored overnight on ranges in Government owned vehicles, provided vehicle is under guard.

k. When trucks are loaded and are ready for movement off-post, the driver will be furnished with appropriate Transportation Hazard Guide. Prior to loading of ammunition for on-post firing, all vehicles will be inspected. Vehicles found unsatisfactory for shipment of ammunition will be rejected until deficiencies are corrected (DAP 385-64).

l. Vehicles scheduled for transporting ammunition will be adequately supplied with fuel to eliminate refueling while loaded with ammunition. Fueling of ammunition transport vehicles is prohibited when loaded at Camp Ripley.

m. Vehicles transporting ammunition will be loaded only to rated capacity.

n. Commanders will insure that an adequate number of personnel are dispatched to pick up and return ammunition to and from the ASP.

o. Adequate number of vehicles must be furnished to completely load out each DA Form 581. Questions concerning number of vehicles for transporting ammunition will be discussed with the ASP.

p. Vehicles transporting ammunition during the training period will not leave Camp Ripley without prior approval of the Post Commander. Units intending to bring any ammunition to Camp Ripley will receive prior approval from the Post Commander. In addition, Post Security and the ASP will be notified of such movement of ammunition.

q. Speed limits will be observed at all times by vehicles carrying ammunition.

r. Movement of ammunition in vehicles with catalytic converters is restricted to main traffic routes and/or hard stands away from combustible material.

s. Vehicles transporting any electrical detonating ammunition will not have radio

communications organic to it.

- t. Vehicle operators will turn off all radios prior to entry into the ASP.

SECTION V
MALFUNCTIONS AND DUDS

Unexploded Ordnance/Misfire Procedures and Reporting

a. Misfire procedures

- (1) Down load misfires after taking proper action IAW applicable publications.
- (2) Return the misfires to an unarmed condition by resetting the fuse and reinstall safeties as applicable on the round.
- (3) Place the misfired round in the original shipping container and label the container as “misfired round”.
- (4) Upon completion of the fire mission, return the misfired ammunition to the Ammunition Supply Point (ASP).
- (5) If the round can not be disarmed, leave the round in its present position.
- (6) Immediately report the type of round, the location, name, unit and an individual having knowledge of the misfire to the Range Control.

NOTICE - Unexploded ordnance (Duds) is ammunition which has been fired, projected from tube/barrel (is armed) but has failed to function

b. Dud procedures

- (1) Leave all duds untouched and in place, to include rounds observed striking the impact area but fail to detonate.
- (2) If found outside of impact area, mark the area.
- (3) Route traffic a safe distance around them and report to Range Control without delay. The report must include the following information:
 - (a) Type and size of dud.
 - (b) Location by grid coordinate with other descriptions to pinpoint dud. A map overlay indicating location of dud and submit to Range Control upon request.
 - (c) Name, Rank and Unit of individual reporting the dud.

SECTION VI

UNRECLAIMABLE SALVAGE

Un-reclaimable Residue from Fired Ammunition:

1. Un-reclaimable residue from fired ammunition consists of all ammunition and portions of ammunition items which have functioned or detonated, such as burned out illuminating and smoke shells, practice rounds (TP) and fragments of HE rounds which may be distributed throughout the training areas.
2. Personnel are cautioned not to touch any of the above types of ammunition under any circumstances. Any of the items discovered in the training areas will be reported and marked in the same manner as duds (see reference Section V, paragraph b.).
3. All un-reclaimable residue from fired ammunition will be picked up or moved by authorized personnel only and under the supervision of technically qualified Explosive Disposal Teams and returned to the ASP.

SECTION VII

SAFETY

Ammunition Storage and Safety: All ammunition will be handled, stored and used in accordance with Camp Ripley Range Regulations and applicable Army Regulations, Field Manuals and Technical Manuals.

SECTION VIII

AMMUNITION AMNESTY

Ammunition Amnesty: Personnel finding any and all ammunition or its residue should report it to Range Control. There will be complete privacy as to the return of this ammunition. People are cautioned to ensure ammunition is safe prior to movement.

SECTION IX

RESOURCE RECOVERABILITY/ENVIRONMENT

The Post supports a Resource Recoverability Environment plan. Items of ammunition, which are residue, which have an effect on the environment, are processed by the ASP for resource management. These items are steel strapping, burned smoke canisters, "horse-shoes" for mortars, expended hand-held aluminum flares to name a few. Units are requested to return all these items to the ASP to support this program.

REQUEST FOR ISSUE (DA FORM 581) OF
TRAINING AMMUNITION INFORMATION SHEET

NOTE: THIS TRAINING AMMUNITION SHEET IS GIVEN FOR YOUR USE IN REQUISITION TO ENSURE "FACTORY PACK". USAGE OF ANY AMMUNITION IN QUESTION SHOULD BE DIRECTED TO THE DIRECTOR OF OPERATIONS - RANGE CONTROL AT CAMP RIPLEY. THIS LIST IS NOT ALL ITEMS IN THE SYSTEM, BUT COMMONLY USED DODIC'S. OTHER AMMUNITION UNIT PACK INFORMATION CAN BE OBTAINED FROM THE ASP.

<u>CLASS</u>	<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>UNIT PACK</u>
1305-	A011	CTG, 12 Gage, 00 Buck Shot	10/Ctn-240/Case
1305-	A017	CTG, 12 Gage, #9 Shot	25/Ctn-500/Case
1305-	A059	CTG, 5.56MM, Ball, M855, Clip	840/Ctn-1680/Case
1305-	A062	CTG, 5.5MM, Ball, M855, Linked	800/Can-1600/Case
1305-	A063	CTG, 5.56MM, Tracer, M856	820/Can-1640/Case
1305-	A064	CTG, 5.56MM, Link 4 x 1	800/Can-1600 Case
1305-	A066	CTG, Cal, 5.56, Ball, M193	820/Ctn-1640/Case
1305-	A068	CTG, 5.56MM, Tracer, M196	820/Can-1640/Case
1305-	A071	CTG, 5.56MM, Ball, 10/Clip, M193	840/Can-1680/Case
1305-	A075	CTG, 5.56MM, Blank, Linked, M200	400/Can-800/Case
1305-	A080	CTG, 5.56MM, Blank, M200	1140/Can-2280/Case
1305-	A106	CTG, Cal., 22 Long Rifle	500/Ctn-5000/Case
1305-	A111	CTG, 7.6MM, Blank, Linked, M82	200/Can-800/Case
1305-	A131	CTG, 7.6MM, Linked, 4 Ball-1 Tracer	200/Can-800/Case
1305-	A143	CTG, 7.6MM, Ball, M80 Linked	200/Can-800/Case
1305-	A358	CTG, 9mm, PRAC, F/AT-4	50/CTN
1305-	A363	CTG, Cal., 9MM Ball	50/Ctn-1000/Case
1305-	A475	CTG, Cal., 45 Ball, M1911	50/Ctn/1000 Can-2000/Case
1305-	A520	CTG, Cal., 50 Ball f/M85MG	85/Can-170/Case
1305-	A555	CTG, Cal., 50 Ball f/M2MG	100/Can-200/Case

<u>CLASS</u>	<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>UNIT PACK</u>
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1305-	A557	CTG, Cal., 50 Ball, 4 Ball- 1 Tracer f/M2MG	100/Can-200/Case
1305-	A598	CTG, Cal., 50 Blank, Link f. M2MG	100/Can-200/Case
1305-	A896	CTG, 20 mm, Linked, TP/TP-T	100/Can
1305-	A940	CTG, 25 mm TPDS-T, M910	30/Can
1305-	A976	CTG, 25 mm TP-T, M793	30/Can
1305-	B480	CTG, 40MM, Link, PRAC., M385	50/Case
1310-	B519	CTG, 40MM, Practice, M781	100/Case
1310-	B535	CTG, 40MM, White Star, PARA, M583	44/Case
1310-	B546	CTG, 40MM, HEDP M433	72/Case
1310-	B584	CTG, 40MM, TP M918	32/Case
1310-	B642	CTG, 60MM, HE, M720	16/Case
1310-	B646	CTG, 60MM, SMK, M722	16/Case
1315-	C256	CTG, 81MM, HE, M374A3	3/Case
1315-	C445	CTG, 105MM, HE w/o Fuse	2/Box
1315-	C449	CTG, 105MM Illuminating, w/Fuse	2/Box
1315-	C452	CTG, 105MM, Smoke, HC w/Fuse	2/Box
1315-	C454	CTG, 105MM, WP w/Fuse	2/Box
1315-	C511	CTG, 105MM, TP-T, M490A1	2/Box
1315-	C520	CTG, 105MM, TPDS-T, M724A1	2/Box
1315-	C623	CTG, 120MM, HE, M933	2/Can
1315-	C697	CTG, 4.2 HE N335 Fuse rqd	2/Box
1315-	C706	CTG, 4.2", Illuminating, w/Fuse	2/Box
1315-	C784	CTG, 120MM TP-T M831	2/Box
1315-	C785	CTG, 120MM TPCSDS-T M865	2/Box
1315-	C786	CTG, 120MM APFSDS-T M829	2/Box

<u>CLASS</u>	<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>UNIT PACK</u>
1315-	C787	CTG, 120MM HEAT-MP-T M830	2/Box

1315-	C876	CTG, 81MM, M880, TP	As Required
1315-	C868	CTG, 81MM IUK HE M821 w/Fuse	2/Box
1315-	C995	Launcher/CTG 84MM AT-4	1/Each
1320-	D505	Projectile, 155M Illum, M485A2	8/Pallet
1320-	D528	Projectile, 155M, Smk WP M825	8/Pallet
1320-	D540	Charge, Propelling, 155MM, Green Bag	2/ Can
1320-	D541	Charge, Propelling, 155MM, White Bag	1/Can
1320-	D544	Projectile, 155MM, HE, M107	8/Pallet
1320-	D550	Projectile, 155MM, WP, SMK, M110A1	8/Pallet
1330-	G811	Body, Practice, Hand, Grenade (Baseball)	50/Case
1330-	G878	Fuse, Grenade, Hand, Practice	As Required
1330-	G940	Grenade, Hand, Smoke, Green	16/Box-As Required
1330-	G945	Grenade, Hand, Smoke, Yellow	16/Box-As Required
1330-	G950	Grenade, Hand, Smoke, Red	16/Box- As Required
1330-	G955	Grenade, Hand, Smoke, Violet	16/Box As Required
1330-	G963	Grenade, Hand, CS, Riot	16/Box-As Required
1340-	H163	Rocket, 2.75", HE, M151	Each
1340-	H463	Rocket, 2.75", MPSM Prac (hydra), M267	Each
1340-	H826	Rocket, 2.75", HEDP, M247	Each
1340-	H972	Rocket 2.75", Prac (Hydra)	Each
1340-	H974	Rocket, 2.75", MPSM, M267	Each
1340-	H975	Rocket 2.75", PRAC, M274	Each
1345-	K042	Mine, PRAC, M88 (volcano)	
<u>CLASS</u>	<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>UNIT PACK</u>
1345-	K143	Mine, AP, M18A1, Claymore, HE	6/Case

1345-	K145	Mine, AP, M18A1, Claymore, w/o Accessories	6/Case
1365-	K765	Chemical Agent, CS	50/Can-As Req
1365-	K866	Smoke, Pot, HC., 30#, M5	1/Box
1365-	K867	Smoke, Pot, 30# Floating, HC, M4A2	1/Box
1370-	L305	Signal, Illumination, Green Star Para, M195	As Required
1370-	L306	Signal, Illumination, Ground, Red Star Cluster, M158	As Required
1370-	L307	Signal, Illumination, Ground, White Star, Cluster, M159	As Required
1370-	L311	Signal, Illumination, Ground, Red Star Para, M126	As Required
1370-	L312	Signal, Illumination, Ground, White Star Para, M127	As Required
1370-	L314	Signal, Illumination, Ground, Green Star Cluster, M125	As Required
1370-	L367	Simulator, Anti-Tank (ATWESS) M22	As Required
1370-	L495	Flare, Surface, Trip, M49	As Required
1370-	L592	Simulator, Anti-Tank Launcher (TOW)	As Required
1370-	L594	Simulator, PROJ, Ground Burst M115A2	As Required
1370-	L595	Simulator, Projectile, Air Burst M-9 (SPAL)	As Required
1370-	L598	Simulator, Booby Trap, Flash, M117	5/Ctn
1370-	L599	Simulator, Booby Trap, Illum, M118	5/Ctn
1370-	L600	Simulator, Booby Trap, Whistling, M119	5/Ctn
1370-	L601	Simulator, Hand Grenade M116A1	As Required
1370-	L602	Simulator, FLASH, ARTY, M21	162/Ctn
1375-	M023	Charge, Demo, Comp. C-4 1 ¼ #	As Required
1375-	M030	Charge, Block, ¼ # TNT	As Required
<u>CLASS</u>	<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>UNIT PACK</u>
1375-	M032	Charge, Demo, Block, TNT, 1#	48/Box As Req
1375-	M039	Charge, Demo, 40 #, Cratering	1/Box

1375-	M130	Cap, Blasting Electric, M6	6/Ctn
1375-	M131	Cap, Blasting, Non Electric, M7	6/Ctn
1375-	M420	Charge, Demo., 15 # Shaped, M2	3/Box-As Required
1375-	M421	Charge, Demo, 40 # Shaped, M3	1/Box
1375-	M456	Cord, Detonating	50 Foot Roll
1375-	M591	Dynamite, Military MI	As Required
1375-	M670	Fuse, Blasting, Time, M700	50 Foot Roll
1375-	M766	Igniter, Blasting, M60	5/Ctn
1375-	ML45	Holder, Blasting Cap & Shock Tube M9	As Required
1375-	ML47	Cap, Blasting, Non- Electric M11	As Required
1375-	MN02	Cap, Blasting, Non- Electric M18	As Required
1375-	MN03	Cap, Blasting, Non- Electric M13	As Required
1375-	MN06	Cap, Blasting, Non-Electric Delay M14	As Required
1375-	MN07	Cap, Blasting Non- Electric M15	As Required
1375-	MN08	Igniter, Time Blasting Fuse, M80/M81	As Required
1390-	N285	Fuse, MTSQ, M577	16/Box-8/Can
1390-	N286	Fuse, MTSQ, M582	16/Box-8/Can
1390-	N335	Fuse, PD, M557	16/Box-8Can
1390-	N340	Fuse, PD, M739	16/Box-8/Can
1390-	N463	Fuse, Proximity, M728	16 per Case
1390-	N464	Fuse, Proximity, M732	16 per Case
1390-	N523	Primer, PERCUSSION, M82	As Required
1410-	PB99	GM, PRAC, BTM- 71A-3 EXT (TOW)	1/Each
1410-	PE64	GM, PRAC, BTM-71A-3A Ext (TOW)	1/Each

SUPPLY & SERVICES

SECTION I

GENERAL

Purpose and Scope
Organizational/Unit Supply Officers
Coordination
Responsibility

SECTION II

ISSUE PROCEDURES

S&S Property Issued from Warehouse 2-207
Field Tentage
Janitorial Supplies
Extinguisher, Fire, CO2 and Dry Chemical
Mattress Covers

SECTION III

TURN-IN PROCEDURES

S&S Property & CIF Equipment Turn-in
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SECTION IV

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Property Shortages

SECTION V

CHEMICAL LATRINES

SECTION VI

MISCELLANEOUS

SECTION I

GENERAL

1. **Purpose and Scope:** To establish the procedures for issue, turn-in and clearance of all Supply & Services (S&S) property and Central Issue Facility (CIF) equipment issued to organizations conducting training at Camp Ripley.
2. **Organization/Unit Supply Officers:** S&S property, CIF equipment and recreational items will be issued only to appointed organizational and/or unit supply officers or their authorized representatives.
3. **Coordination:** The Delegation of Authority for Property is required prior to issue of equipment. An “Annual Training Information Packet” is available from the warehouse supervisor.
4. **Responsibility:** Organizational and/or unit supply officers or their representatives will be responsible for checking, receiving and turn-in of S&S property, CIF equipment and items in their respective areas. Organizational/unit supply officers and their representatives are cautioned against accepting boxed, baled or packaged property unless container has been opened and contents individually counted.

SECTION II

ISSUE PROCEDURES

1. **S&S Property Issued from Warehouse 2-207:**
 - a. Listings of S&S property and/or CIF equipment are available at Warehouse 2-207. A listing of property is also available at the following WEB Site: [HTTP://www.dma.state.mn.us/CPRIPLEY/index.htm](http://www.dma.state.mn.us/CPRIPLEY/index.htm). For accounting purposes, a 13 digit stock number on the S&S and/or CIF issue form indicates all items of federal property. All other items are state property and are indicated by part number or “STATE” and a four-to-eight digit stock number.
 - b. During AT periods, advance parties will draw all S&S property and CIF equipment prior to 1600 on Friday of the advance party week. Any issues not accomplished by 1600 Friday will be made after 0800 Saturday, providing prior arrangements have been made with the S&S Warehouse Supervisor.
 - c. During other periods, advance parties will draw all S&S property and CIF equipment prior to 1500 on Friday of the arrival of the main body. Hours other than those stated must be arranged with the S&S Warehouse Supervisor.
 - d. All S&S property and CIF equipment will be issued and turned in utilizing locally produced property receipts.
2. **Field Tentage:** Due to limited availability of tentage for field use at Camp Ripley, units are urged to provide for their requirements prior to departure from home stations.
3. **Janitorial Supplies:** Minnesota units are reminded that all janitorial supplies and cleaning materials is the unit’s responsibility and must be obtained at home stations. A limited number of janitorial supplies are available from the S&S on a reimbursable basis through the USPFO-Minnesota. Prior arrangements must be made by the visiting element (ARNG, Active Army, USAR units, etc.) and a Military Interdepartmental Purchase Request (DD Form 448) has been provided to the USPFO-Minnesota.
4. **Extinguisher, Fire, CO2 and Dry Chemical:** Extinguisher, fire, CO2 and dry chemical are issued for

use in mess operation in field, POL points, maintenance areas, transporting ammunition and are effective in control of gasoline, oil, electrical and ammunition fires only. This type of extinguisher should not be used on grass, paper or wood fires as it will only hasten the burning action and spread the fire. Personnel should be reminded that fire extinguishers are issued specifically for fighting fires and are not to be used for any other purpose.

5. Mattress Covers: Each organization/unit training will replace mattress covers at the beginning of the training period for unit sanitation and health purposes and to ensure that each individual will have a clean mattress cover. Organizational/unit supply officers will draw replacement covers from Warehouse 2-207 at first opportunity after areas have been receipted from the Housing Division. Soiled mattress covers will be tied in bundles of ten (10) and turned into Building 2-207 not later than the first Wednesday of AT due to commercial laundry commitments. Mattress covers will not require changing at the close of the training period.

SECTION III

TURN-IN PROCEDURES

1. S&S Property & CIF Equipment Turn-In:

a. Organizational and/or unit supply officers will coordinate date and hour of their S&S property turn-in and clearance with the Warehouse Supervisor.

b. A meeting for turn-in of S&S/CIF equipment will be held during winter AT periods on Tuesday of the second week, place and time to be announced, for those units departing on the following Friday or Saturday. Coordination and scheduling will be made for turn-in of S&S property, cleaning of CIF equipment and drying of arctic and/or GP small/medium tents. S-4's or their representatives will attend this meeting.

2. Unserviceable Property: Organizational/unit supply officers will report unserviceable S&S/CIF property to the Warehouse Supervisor for disposition, by tagging unserviceable equipment.

3. Special Turn-In Instructions: All S&S property will be turned in to the same warehouse as issued from and in the same condition, except for normal fair wear and tear.

SECTION IV

ACCOUNTING FOR PROPERTY SHORTAGES

Property Shortages:

a. State Quartermaster Property: Shortages of state property will be handled in accordance with Chapter 8, MNCR 735-35-3. A properly prepared Statement of Charges (AGO Form 193) in four (4) copies, listing shortages incurred, will accompany the payment instrument. Settlement will be made with the State Property Officer, by certified check, cashiers check or money order payable to the Treasurer-State of Minnesota. Settlements for all shortages will be completed on or before the last day of training periods. Forms are available at S&S, Warehouse 2-207.

b. Federal Property: Loss and/or damage of federal property disclosed while on loan from

Camp Ripley will be the responsibility of the user (organizational and/unit supply officer). Transfer of responsibility and/or accountability will be accomplished as follows:

(1) Action by Minnesota National Guard Elements:

(a) Due caution must be exercised by the organizational/unit supply officers to ensure that all federal property on loan from Camp Ripley is properly received for by a duly appointed supply officer and secured in the organizational storage warehouse or area. Shortages disclosed at time of check-in and reconciliation at the conclusion of the training period will be settled by:

Submission of DA Form 3161 (Request for Issue or Turn-in) (Lateral Transfer) from the PBO, Camp Ripley, Minnesota to the appropriate organizational property book officer an/or unit hand receipt holder found responsible for the loss. The lateral transfer document will transfer responsibility from the PBO, Camp Ripley to the responsible property book officer and/or hand receipt holder.

(b) The SPBS's representative from Camp Ripley PBO office will prepare the lateral transfer document and obtain necessary signature of the organizational property book officer and/or hand receipt holder and submit the completed documentation to the Camp Ripley PBO Officer prior to departure from Camp Ripley and before the unit can be given final clearance.

(2) Shortages Incurred by all other Organizations/Units:

(a) The PBO, Camp Ripley, or his authorized representative, will consolidate all like item shortages and prepare "Non-Expendable or Expendable Annual Training Shortages" document listing all items short. Separate shortage documents will be prepared due to expendability of items and the accounts they are from (expendable, non-expendable, S&S or CIF). Authorized USPFO, USAR or Active Component Representatives will verify Total Price Dollars with total on Annual Training Shortage documents and sign in the Received By and Date the form. The Annual Training Site Shortage documents will then be forwarded to the USPFO-MN for billing purposes.

(b) Cash collections will not be accepted for federal property shortages.

(c) Reimbursement will be required to cover all shortages. A Standard Form 1080 billing will be initiated by the USPFO-Minnesota to cover the shortages.

(d) Athletic equipment lost, damaged or destroyed must be replaced with like items.

SECTION V

CHEMICAL LATRINES

Chemical latrines are required during winter training operations and are optional during summer training operations. Units wishing to contract for chemical latrines will be required to have a Military Interdepartmental Purchase Request (DD 448) submitted to USPFO-MN in addition to a request with the total amount of :

- a. Total latrines required
- b. Dates required
- c. Servicing required
- d. Meeting point with contractor
- e. Time
- f. Date
- g. Point of Contact in a letter to MNAG-CRC-L at least thirty (30) days prior to use.

Costs per chemical latrine are based upon the current contract price. Call for current prices for latrines, servicing, and moving. One latrine will service approximately 40 individuals for three days. The following worksheet should be used to calculate costs. A sample letter for requesting latrines is on the next page.

CHEMICAL LATRINE COST WORKSHEET

Chemical latrine costs (Call MNAG-CRC-L for current prices)

- _____ per latrine
- _____ per service
- _____ per clean, service, move

_____ number of latrines required for training period x cost of latrine = _____

_____ number of services required for training period x cost per service = _____
(latrine should be serviced every three days)

_____ number of clean, service and moves required for training period x cost = _____

TOTAL _____

The following is a sample letter for requesting chemical latrines:

HEADING

1. The following is furnished for requesting chemical latrines for the period _____ to _____.
 - a. Number of latrines required: _____
 - b. Dates services are required on latrines: _____
 - c. Dates pump and moves are required on latrines: _____
 - d. Will meet vendor at range house on _____ at _____
(Date) (Time)
 - e. POC that will meet vendor at range house: _____
(Rank) (Name)

2. POC for this unit is: _____
(Rank) (Name)

SECTION VI

MISCELLANEOUS INFORMATION

General:

a. For sanitary purposes, mattresses will be encased in mattress covers and pillowcases placed on pillows when these items are used by personnel. Pillowcases will not be accepted at S&S Warehouse prior to turn-in of pillows.

b. If S&S property items become damp or wet due to inclement weather and cannot be dried out prior to turn-in, organizational/unit supply officer should contact Warehouse 2-207 for instructions on how turn-in is to be accomplished.

PREPARATION OF DA FORM 1687
NOTICE OF DELEGATION OF AUTHORITY RECEIPT FOR SUPPLIES

<u>BLOCK NUMBER</u>	<u>INSTRUCTIONS</u>
1.	Enter the calendar date the form is prepared.
2.	Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder, enter the hand receipt number or section involved.
3.	Enter the installation and state where the unit is located. (home station)
4.	Enter the name and rank of the person(s) authorized to request or receive supplies. Enter the person's ETS date above their name. Ensure the rank matches the scope of responsibility. Enter "XXXNOT USEDXXX" on the next available line when all lines are not used.
5.	Leave blank. Make a large X through the whole box.
6.	Enter "YES" in this block for each person authorized to request supplies. Otherwise enter "NO".
7.	Enter "YES" in this block for each person authorized to receive supplies. Otherwise enter "NO".
8.	DELEGATES TO: Enter an "X" in this box to show that the authorized representative is delegated to request/receive supplies. Enter the statement "Requisition of receipt of Class V supplies as indicated above".
9.	Enter the ASP or other activity to which the form is being sent Enter the following statement: "Authorized representatives listed above have passed security screening required by AR 190-11, paragraph 2-11, dated 30 Sep 93".
10.	Enter the assigned UIC for the battalion or separate company.
11.	Enter the DODAAC for the battalion or separate company.
12.	Enter the name of the responsible officer.
13.	Enter the rank of the responsible officer.
14.	Enter the phone number of the responsible officer.
15.	Enter the expiration date. (not to exceed one year)
16.	Enter the signature of the responsible officer and attach a copy of the appointment orders.

CONTRACT DINING FACILITY

1. Units requiring prepared meals support at Camp Ripley should submit CDF Ration Request Memo to CRC-CDF, ATTN: COR, 15000 Hwy 115, Little Falls, MN 56345-4173, NLT 30 days prior to training dates. This memo identifies requirement requests for subsistence from the Contract Dining Facility (CDF). Prior to requesting support, units should have coordinated with their battalion S4 office to ensure support cannot be provided from another MSC unit. The CDF Rations Request Memo will identify a unit POC by name and phone number. The unit POC will contact the CDF Contracting Officer Representative (COR) 12 hours in advance of first meal to finalize request with last minute changes, determine actual serving times, and draw meal cards. All meal cards will have a period (dates of support) entered on them prior to issuance to the unit.

2. Meal Cards for use During the Period of Support Requested. The Camp Ripley Contract Dining Facility COR will issue meal cards for meals to be provided based on requirements as identified on the submitted CDF Ration Request Memo. Meal cards will be issued upon arrival. The unit will enter the authorized diner's name in ink. The unit commander, or designated individual authorized to request rations, will authenticate the card by signature. Any cards not required upon receipt will be returned to the COR.

a. RED meal cards are issued to units authorized more than one meal per day.

b. BLUE meals cards are issued to units on IDT weekends. Normally, only one meal is authorized for each 8 hours of scheduled training. However, when circumstances warrant (reference AR 30-1) an additional meal for unit or individual(s) may be authorized.

c. GREEN Site Support meal cards are issued to those individuals working Code 124 Order in support of Camp Ripley operations.

d. All AGR and Officers will pay cash for their meals at CDF.

e. Subsistence In Kind meals will be furnished to enlisted personnel rather than money in lieu thereof.

f. Non-Subsistence In Kind soldiers will need to contact Eclipse, Mr. Nathan Jefferson, 4355 N. Richards, Suite 205, Milwaukee, WI 53212, Phone: 1-800-334-6459, FAX: 444-964-0683.

3. Diner Control.

a. Procedures. Units training at Camp Ripley which do not have organic mess capability will request meal support by submission of a CDF Ration Request Memo to the CDF, identifying dates of meals to be supported and number of personnel to be supported. In requesting meals, units should request meals only for enlisted personnel to be supported. The subsistence request should identify a "Unit Point of Contact" (POC) who will be the coordination for the support. The POC will coordinate with the CDF COR, phone number 320-632-7431 or DSN 871-7431 within 12 hours prior to the requested support to finalize the numbers of personnel to be supported, coordinate actual serving times, etc. CDF Dining Hours will be: B-0600-0730, L-1130-1300, D-1700-1900. Units will not coordinate with the CDF prior to submission of a CDF Ration Request Memo.

b. Diner Control. It will be the responsibility of the unit to place command

emphasis on ensuring that maximum diner participation is accomplished based on meals requested. Units which have a diner participation of less than 90% of actual meals requested will be required to respond by formal endorsement through command channels addressing the difference in headcount requested for support versus the head count served. The CDF headcount person will verify the diner's meal card for date of support as entered on the card and verification of the name on the ticket to correspond to the diner's Military Identification Card. This outlines diner policy for the CDF at Camp Ripley IAW AR 30-1.

(1) The CDF is considered an open mess dining facility, for support of students attending the RTI school, and to support any unit training at Camp Ripley not having dining facility support for any or all of Their training period. The CDF will also support any individual on travel status to Camp Ripley outside of a 50-mile radius of Camp Ripley. Anyone traveling in a per diem status will pay the posted contract meal rate. Enlisted personnel authorized to travel within a 50-mile radius of Camp Ripley can subsist at "no cost".

c. Diner Meal Cards. Any unit needing support must identify on CDF Ration Request Memo in the number of enlisted SIK soldiers requiring support. The unit POC will ensure the meal cards are date stamped correctly. The unit POC will ensure the meal cards are filled out with the authorized diner's name and signed by the Commander or his designated representative prior to issuance to the unit member. Meal cards will be issued to the unit personnel prior to arrival at the CDF. The designated unit POC will be with the unit during the times of serving to coordinate support. If any problems arise during support, the unit POC will coordinate the issue/problem with the COR; if the COR is unavailable during the serving time, the unit POC may coordinate with the CDF person in charge at the time of serving.

d. Diner Pay Procedures. Officers and AGR enlisted personnel, whether in a per diem status or not, will be required to pay the Contract Meal Rate, unless under AR 600-38 procedures. Breakfast cost will be \$4.02 Standard, \$3.90 Discount, Lunch \$7.28 Standard, \$7.07 Discount, Dinner \$7.23 Standard, \$7.02 Discount for full meal. Extra's, such as, Coffee, Juice, Soup will cost an additional \$28.00 for 5 gallons. Cookies or Rolls will cost an additional \$7.00 for 5 dozen. Enlisted Personnel (Non-AGR) not in a Per Diem status will eat at no cost, i.e. "SIK, AGR during AT status will dine at no cost, since their separate rations or rations not available status should have been withdrawn, IAW AR 30-21.

Examples of authorized meals based upon an approved unit training schedule.

Training	Assemble	Dismiss	Meals
MUTA 2	0800	1700	1
MUTA 3	0800 SAT 0800 SUN	1700 SAT 1200 SUN	1 0
MUTA 4	0800 SAT 0800 SUN	1700 SAT 1700 SUN	1 1
MUTA 5	1700 FRI 0800 SAT 0800 SUN	2200 FRI 1700 SAT 1700 SUN	0 1 1
MUTA 3	0800 SAT thru	1200 SUN	3
MUTA 4	0800 SAT thru	1700 SUN	4
MUTA 5	1700 FRI thru	1700 SUN	6

Reference AR 30-1

EXAMPLE

MINNESOTA ARMY NATIONAL GUARD

Your unit name
Street No
City, State Zip

RBMN-ATS (30)

20 March 2001

MEMORANDUM FOR Office of the Post Commander, ATTN: MNAG-CRC-L (CDF),
15000 Hwy 115, Camp Ripley, Little Falls, Minnesota
56345-4173

SUBJECT: Request for Contract Dining Facility Support

1. This unit is requesting Contract Dining Facility Support for the following dates:

DATE	BRKFST	LUNCH	DINNER	SIK
15 May 00	20	14	8	X
16 May 00	8	9	15	X
17 May 00	20	0	8	X
18 May 00	20	0	0	X

STANDARD

DISCOUNT

SIK=Subsistence In Kind

2. Point of Contact for this unit is SFC John H. Doe at phone number 320-632-XXXX.

Encl
Alpha Roster

SIGNATURE BLOCK
XXXXXX, XXXX, XXX
XXXXXXXXXX, XXXX

MEDICAL CARE

1. Medical Support:

a. Sick call will normally be conducted by the organization in training, i.e., battalion aid stations or medical company clearing stations. The Training Command is responsible for supply of all medical consumable items for aid stations and clearing stations. MTOE medical sets and/or kits must be complete and brought to Camp Ripley for use at the aid stations and clearing stations. Medical supplies required by organizations for their aid stations, will not be furnished by Camp Ripley. When re-supply cannot be furnished by organic medical support and an EMERGENCY exists, the Medical Unit Training Facility (MUTF) will supply emergency medical supplies if on hand.

b. Medical Support When the MUTF is Operational:

(1) Credentials: All medical practitioners (Doc/PA & other medical personnel training at Camp Ripley or MUTF/TMC, must be credentialed through Walter Reed Army Medical Center, prior to performing their AT Training. If practitioner's report to their duty destination at Camp Ripley and are not credentialed, it is too late for them to become credentialed.

(2) The MUTF provides medical care on a 24-hour basis when major training is taking place.

(3) Evacuation from unit sick call will depend upon the medical resources in the field, i.e. either to the designated field medical facility or to the MUTF. Medical care, which cannot be provided by the MUTF, will be obtained from appropriate civilian/military/VA facility as determined by the MUTF Coordinator or OIC. **WHEN THE MUTF IS IN OPERATION NO ONE IS AUTHORIZED TO GO DIRECTLY TO A CIVILIAN MEDICAL TREATMENT FACILITY BEFORE REPORTING TO THE MUTF, UNLESS IT IS A LIFE THREATENING SITUATION.** As soon as possible after the emergency, the MUTF must be advised of the emergency.

(4) Individuals reporting to the MUTF must be transported to and from the MUTF by unit transportation. They will bring with them DD Form 689 (Sick Slip), ATS Form 47A, AGO Form 40-2, SF Form 600, DA Form 2173 (Line of Duty). Weapons **are not** allowed in the clinic.

(5) All "medical documents" will be returned to the "individual's unit" of assignment upon discharge from the MUTF. All off-post billings from civilian medical care facilities will be sent to the individual's unit of assignment by the civilian medical care facility.

c. Medical Support when the MUTF is closed:

(1) Medical Care/Treatment: An off-post-civilian medical care facility (St Gabriel's Hospital) will be used to obtain medical care. Units are responsible for direct evacuation to a civilian medical care facility. The following forms will be filled out prior to patient evacuation: ATS Form 47A, AGO Form 40-2, DA Form 2173, SF Form 600 and copy of individual's orders. Original copy to soldier's unit, copy to civilian care provider and copy to MUTF/TMC. During IDT (weekend's) forms will be provided at the Billeting Office (Education Center) or during the workweek, forms will be picked-up at MUTF/TMC.

(2) All forms will have “highlighted” areas to be filled out. In the event of an “Emergency Evacuation”, all forms will be provided at St. Gabriel’s Hospital. Unit representatives will then fill out the forms on the individual. All billings will be sent to individual’s unit of assignment. Units are responsible to ensure processing of bills in accordance with their appropriate medical directives and payment of said bills by their supporting Medical Service Section (AGO).

Following is a list of civilian medical care providers:

<u>NAME OF FACILITY</u>	<u>ADDRESS & PHONE NUMBER</u>	<u>HOURS</u>
Family Medical Center PA811 SE 2 nd Street (work week only)	Little Falls, MN 56345 Phone: (320) 632-6611	0800-1700, M-F 0815-1130, SAT
Falls Court Dentists, PA	119 NE 1 st Street Little Falls, MN 56345 Phone: (320) 632-6621	0830-1630, M-F
Midwest Vision Centers	121 NE 1 st Street Little Falls, MN 56345 Phone: (320) 632-9201	0900-1730, M-W 0900-2000, THU 0900-1730, FRI 0900-1200, SAT
St. Gabriel’s Hospital (weekend care)	815 SE 2 nd Street Little Falls, MN 56345 Phone: (320) 632-5441	0001-2400, S-S

2. The ATS Form 47A, AGO Form 40-2 & DA Form 2173 must have all entries completed, signed and accompany the individual seeking treatment. In the event of an EMERGENCY EVACUATION, a unit representative MUST, within 4 hours, present the treatment facility a completed ATS Form 47A or AGO Form 40-2 and DA Form 2173 or the individual will be billed for the treatment. As you will note, all billings will be sent to the individual’s unit of assignment. Units are responsible to ensure processing of bills in accordance with their appropriate medical directives and payment of said bills by their supporting Medical Claims Office. ATS Form 47A and AGO Form 40-6 are available upon request from the Education and Training Center (Bldg 6-76).

a. Prescriptions: When MUTF/TMC is closed for the season and a prescription is given from a civilian care provider, soldier must go to **Coborn’s Pharmacy**, pay for prescription and request reimbursement by completing CHAMPUS Claims Form (DD Form 2642). Individual’s unit of assignment will provide DD Form 2642. When the MUTF/TMC is open, soldier will bring prescription back to clinic to be filled.

Following is a list of civilian care providers for prescriptions:

<u>NAME OF FACILITY</u>	<u>ADDRESS & PHONE NUMBER</u>	<u>HOURS</u>
St. Gabriel's Hospital	815 SE 2 nd Street Little Falls, MN 56345 Phone (320) 632-5441	0700-1730, M-F 0800-1630, S-S 24-Hour Emergency
Coborn's Pharmacy	1105 2 ND Ave. NE Little Falls, MN 56345 Phone (320)-632-2380	0800-2100 M-F 0900-1800 SAT 1200-1700 SUN

(3) Non-Prescriptions Medications (over-the-counter): Individual component command directives must be followed to obtain non-prescription medications. In most cases, this will entail the individual purchasing the medication and claiming reimbursement through their unit.

TURN-IN POINT FOR HAZARDOUS WASTE

1. A turn-in point for select hazardous waste is available for troops training at Camp Ripley during the hours of 0700-1200, Monday-Friday. It is located at the Solid Waste Transfer Station south of Range Control. The turn-in point is within the contaminated soils building in the east end of the building.
2. Only the following spent items are accepted:
 - Alkaline Batteries
 - Lithium Batteries
 - Magnesium Batteries
 - Mercury Batteries
 - Nicad Batteries
 - Protective Mask Filters
 - Weapons Cleaning Rags and Patches
3. Batteries must be separated by type and deposited into the appropriate marked containers.
4. No mixing of battery types will be tolerated in the interest of safety and efficiency of operation. Hazardous Waste Logs (MNGR Form 200-3-0501) will be on clipboards for each waste stream and must be filled out completely each time waste is deposited.
5. Normally, one of the solid waste transfer station crew members will be available for directions to turn-in area.
6. Please be sure to separate your waste streams prior to entering the turn-in site.
7. For further information or assistance please call SGT Bill Bradlich, MNAG-FMO-E at Ext 7565 or Mr. Jesse Turner, Transfer Station, Ext 7612.

EQUIPMENT CLEANING FACILITY MANAGEMENT PLAN

1. Purpose and Scope: The Minnesota Army National Guard (MNARNG) is committed to the continuing effort of providing environmentally friendly equipment cleaning procedures, which do not have a negative impact on the operational training mission at Camp Ripley. The Equipment Cleaning Facility (ECF) is an integral component of the MNARNG effort to improve the environmental quality at Camp Ripley.

One of the goals of the ECF is to reduce the risk of chemical contaminants typically associated with weapons cleaning from entering the environment. This goal is achieved by providing an environmentally friendly facility that consolidates all weapon-cleaning operations.

This Facility Management Plan (FMP) outlines the management responsibilities and procedures for facility operation. The plan applies to all tenant activities and organizations that utilize the ECF and it also applies to personnel and activities temporarily assigned and/or training at Camp Ripley Maneuver Training Center (CRMTC).

2. Facility Description: The ECF building (Building 10-152) is separated into five individual weapon-cleaning areas designated as the Main Bay, Bay A, Bay B, Bay C, and Bay D.
 - a. The Main Bay consists of two large garage areas with a smaller attached room. The two large garage areas are designated for large caliber weapons cleaning and can accommodate tracked vehicles as well as towed artillery (e.g., M109 and M198 howitzers, M1 tanks, M2 Bradley's, etc.). The smaller attached cleaning area contains an aqueous part cleaner, a parts solvent tank, a weapon solvent tank, and a steam cleaner.
 - b. Bay A contains two weapons cleaning solvent tanks and two steam cleaners. This bay is designed for all small caliber weapons cleaning up to and including 50 caliber, M60, and crew served weapons.
 - c. Bay B is a larger area containing three weapons cleaning solvent tanks and three steam cleaners and is also designed for all small caliber weapons cleaning up to and including 50 caliber, M60, and crew served weapons.
 - d. Bay C contains two weapons cleaning solvent tanks and three steam cleaners and is designed for all small caliber weapons cleaning up to and including 50 caliber, M60, and crew served weapons.
 - e. Bay D contains two weapons cleaning solvent tanks and three steam cleaners and is designed for all small caliber weapons cleaning up to and including 50 caliber, M60, and crew served weapons.
3. Responsibilities: The titles and responsibilities of organizations and key personnel responsible for the proper management of ECF operations are outlined below.
 - a. Camp Ripley Operations – Ensures certification of the Facility Manager, Facility Operator, and Facility Environmental Coordinator positions, provides unit scheduling coordination to Housing and Billeting, and provides financial support for the ECF.
 - b. Housing and Billeting – Schedules unit usage based upon their training schedule needs, ECF availability, and provides issuing authority of building access.

- c. Facility Manager – The Facility Manager has overall responsibility for the safe and proper everyday operational control of the ECF. In addition, the Facility Manager conducts and oversees the proper certification of the Facility Operator and the Unit Detail Supervisor.
- d. Facility Operator – The Facility Operator provides continuous onsite operational coverage during all cleaning operations, conducts onsite inventory control, facility check in/check out procedures, startup/shut down of the facility, and ensures the Unit Detail Supervisor is properly certified on ECF safety requirements and cleaning operations.
- e. Facility Environmental Coordinator (FEC) – The Facility Environmental Coordinator is responsible for the overall environmental procedures.

ANNEX "A"

AGO FORM 40-2 – Request for Line of Duty Investigation (LODI) Medical Care and/or Incapacitation Pay

ATS FORM 23 - Request for Utilization of Camp Ripley

ATS FORM 307 – Estimated Requirements for Rations

DA FORM 581 – Request for Issue and Turn-In of Ammunition

DA FORM 1687 – Notice of Delegation of Authority – Receipt for Supplies

DA FORM 2173 – Statement of Medical Examination and Duty Status

DA FORM 3161 – Request for Issue or Turn-In

DA FORM 3294-R – Ration Request/Issue/Turn-In Slip

DA FORM 5514-R – TAMIS Training Ammunition Forecast Report

DA FORM 5515 – Training Ammunition Control Document

DA FORM 5692-R – Ammunition Consumption Certificate

DA FORM 5811-R – Certificate – Lost or Damaged Class 5 Ammunition Items

DD FORM 448 – Military Interdepartmental Purchase Request

DD FORM 689 – Individual Sick Slip

DD FORM 2624 – Specimen Custody Document – Drug Testing

SF 600 – Chronological Record of Medical Care