

REQUEST FOR UTILIZATION OF CAMP RIPLEY

Original Request	ATS #	Change # _____ to ATS # _____
Unit:	Unit Address:	Date:
		Commercial Phone:
Component:	Point of Contact:	DSN Phone:
		E-Mail Address:
UIC		

Mission or Training Event:

Billeting Requirements: Troop Issue YES/NO and/or Maid Service Quarters YES/NO Housing (320)616-3138/3139/3140

EMAIL: Assistant Housing Manager Heather.Berens@mn.ngb.army.mil

Units/Organizations requesting Maid Service Quarters will submit a Standard Name Line Roster (SNL) outlining requirements to Camp Ripley, ATTN: JFMN-CRC-L

Advance Party	Main Body	Preferred Area	Other Buildings	QTY
Date of Arrival:	Date of Arrival:	Maid Service:	Headquarters	
Time of Arrival:	Time of Arrival:		Dining Facility	
Date of Departure:	Date of Departure:		Maintenance Shelter	
# Male Officers:	# Male Officers:		Medical	
# Female Officers:	# Female Officers:	Troop Issue:	Supply	
# Male Enlisted:	# Male Enlisted:		Kitchen (<i>list T-Bldg(s) below</i>)	
# Female Enlisted:	# Female Enlisted:			
Total Number Personnel:	Total Number Personnel:			

Education Center Resources YES/NO (Circle One) (List Date/Time/Duration of Training)				TACC Resources YES/NO (Circle One) (List Date/Time/Duration of Training)			
SIZE	QTY	Date(s) Required	Start/End Time	ITEM	QTY	Date(s) Required	Start/End Time
Large (41-96)				Small (11-20)			
Medium (21-40)				TACC Kitchen			
Small (11-20)				TACC Theater (204)			
Conference RM (1-10)				TACC Gym			
LCD Projector				TACC Cafeteria (240)			

Special Requests	Miscellaneous Buildings/Equipment			
	ITEM	QTY	Date(s) Required	Start/End Time
Copy Machine / Internet Access / IT Requests See Page 4-5 for Instructions	Recreation Center			
	35MM Projector			
	PanoBoard			
	ECF (See Page 2)			
	Ripley Town Hall			

Confirmations: Post Operations will send out a confirmation for Facilities, Ranges and Training Areas. Confirmation of Buses, MILES, Supplies and Services, and Rations will be accomplished by each respective agency.

MILES REQUIREMENTS

To request MILES go here: [Miles Request Memorandum](#)

Contact for MILES Phone: (320)616-3170 DSN: 871-3170 E-Mail: Benjamin.Waskosky@mn.ngb.army.mil

SEND MILESREQUESTS TO:

Department of the Army
ATTN: DES/DPTMS Program Mgmt Branch
2123 S. J Street
Ft. McCoy, WI 54656-5148
FAX: (608)388-2929

AMMO/CLASS V

PHONE: (320)632-7338 DSN: 871-7338

E-MAIL: Derek.Lindberg@mn.ngb.army.mil or Daniel.Miner@mn.ngb.army.mil

Circle One

Will Ammunition items (Class V) be required while at Camp Ripley?

YES

NO

If yes, have forecasts been made in TAMIS?

YES

NO

Have DA 581's been submitted and approved at all levels in TAMIS?

YES

NO

(Must coordinate with ASP NLT Thirty (30) days prior to training dates.)

MORALE WELFARE RECREATION (MWR) DIVIDEND CHECK

Units in Annual Training (AT) status are authorized MWR dividend. To request MWR you need to fill out an ATS Form 39 (Strength Report/Request for Morale Support Fund Dividends) and turn it into JFMN-CRC-RM.

PHONE: (320)616-2703 DSN: 871-2703

E-MAIL: Michelle.VanLith@mn.ngb.army.mil

RATION BREAK POINT – RATION REQUIREMENTS

To arrange for a ration draw for unit prepared meals, contact the Camp Ripley Ration Break Point for procedures to submit a ration request DA Form 3294-R. Phone: (320)616-2665 DSN: 871-2665

E-Mail: Lonnie.Wise@mn.ngb.army.mil

CONTRACT DINING FACILITY

PHONE: (320)632-7431 DSN: 871-7431

E-Mail: Chris.DeGeest@mn.ngb.army.mil

Link to [Contract Dining Facility Request](#)

INFORMATION TECHNOLOGY (IT) REQUIREMENTS (INTERNET ACCESS / LONG DISTANCE CALLING / COPY MACHINES)

**Internet Access for NON-Minnesota National Guard Organizations:
PLEASE PASS THIS INFORMATION TO YOUR S6**

Contact the Camp Ripley IMO at (320) 616-2702 no less than 30 days prior to arrival date at Camp Ripley.

Failure to contact the Camp Ripley IMO at least 30 days in advance of arrival at Camp Ripley will result in denial of internet access.

Copy Machine requirements for Non-Minnesota National Guard Organizations:

Please contact SGM Vance England @ (651) 268-8885 for assistance in procuring a copy machine

Phone/Long Distance Calling capabilities for Non-Minnesota National Guard Organizations:

Local, DSN, and on-post calling capabilities are available in troop issue buildings. Please bring calling cards if you need to make long distance calls.

VTC/DLN Sites and Computer Lab requirements for Non-Minnesota National Guard:

Contact the Camp Ripley Distance Learning section at (651) 268-8216

****Information Technology requirements for MN National Guard Organizations****

MN ARNG units must request copy machines and/or all IT requirements (i.e. Network Connectivity in buildings) through their organizations IMO as a J6 Work Order.

VTC/DLN Sites and Computer Lab requirements for Minnesota National Guard Organizations:

Please click [here](#) to schedule a VTC/DLN site or reserve a Computer Lab

RADIO FREQUENCIES

MNARNG units get frequency assignment through channels for 34th ID.

Non-MNARNG units that require radio frequencies of any type for use while training at Camp Ripley need to contact: SFC Patrick Painschab, (651)282-4197 or E-MAIL: Patrick.Painschab@mn.ngb.army.mil

BUSES Call Traffic Manager (320)616-2680/2681

www.dma.state.mn.us In the drop down menu go to Internal Use Only; JFHQ-MN; J-Staff; J4 Logistics; Transportation; Bus Request Form

Note: Convoy Requests (DD Form 1265) must still be submitted to JFMN-J4-T 90 days prior to movement