

# REQUEST FOR UTILIZATION OF CAMP RIPLEY

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

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@us.army.mil](mailto:Heather.Berens@us.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:			

<b>Education Center Resources</b> YES/NO (Circle One) (List Date/Time/Duration of Training)				<b>TACC Resources</b> 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)			

<b>Special Requests</b>	<b>Miscellaneous Buildings/Equipment</b>			
	ITEM	QTY	Date(s) Required	Start/End Time
<b>Copy Machine / Internet Access / IT Requests</b> 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)616-3129 DSN: 871-3129 E-Mail: [Benjamin.Waskosky@us.army.mil](mailto:Benjamin.Waskosky@us.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@us.army.mil](mailto:Derek.Lindberg@us.army.mil) or [Daniel.Miner@us.army.mil](mailto:Daniel.Miner@us.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@us.army.mil](mailto:Michelle.VanLith@us.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@us.army.mil](mailto:Lonnie.Wise@us.army.mil)

## CONTRACT DINING FACILITY

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

E-Mail: [Chris.DeGeest@us.army.mil](mailto:Chris.DeGeest@us.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:

- 1). Verify your reserved building/room is internet capable – [Internet Capable Buildings](#)  
You may need to schedule a different building to accommodate your unit/agencies needs.
- 2.) Contact the [Camp Ripley IMO](#) at (320) 616-2702 no less than 15 days prior to arrival date at Camp Ripley.  
**Failure to contact the Camp Ripley IMO at least 15 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 from a local vendor.

### 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 IMO](#) at (320) 616-2702

**\*\*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. Please be aware that Camp Ripley has a limited number of buildings that are internet capable. You may need to schedule a different building to accommodate your units needs. You will need to provide your IMO with:**

- 1.) Building numbers where copy machine and/or IT requirements are required
- 2.) Dates of training
- 3.) Number of computer systems, printers and copy machines required
- 4.) POC's

**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 34<sup>th</sup> 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@us.army.mil](mailto:Patrick.Painschab@us.army.mil)**

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

[www.dma.state.mn.us](http://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**