

**Camp Gruber Joint Maneuver  
Training Center – Heavy  
Regulation**



Camp Gruber Joint Maneuver Training Center –  
Heavy  
Oklahoma Army National Guard  
Braggs, Oklahoma 74423-0029  
1 January 2009

**UNCLASSIFIED**

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**Camp Gruber Joint Maneuver Training Center – Heavy**

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**By Order of the Commander:**

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**Official:**

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**History.** This publication was originally printed on 1 March 1994.

**Summary.** This regulation establishes guidance and procedures to be used by visiting units, Reserve or Active

Components, while training at and/or utilizing Camp Gruber facilities.

**Applicability.** The procedures in this Regulation apply to all military (AC/RC) and civilian agencies utilizing any facility on Camp Gruber.

**Impact on Army Manning System.** This regulation does not contain any information that affects the Oklahoma Army National Guard Full Time Manning System.

**Army Management Control Process.** This regulation is subject to the requirements of AR 11-2. It contains

internal control provisions but does not contain a checklist.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Facility Manager.

**Suggested Improvements.** Users are encouraged to send comments and suggested improvements on DA 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Camp Gruber Joint Maneuver Training Center – Heavy.

**Distribution.** A

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## **Chapter 1**

### **General Information**

**1-1. Purpose:** This regulation establishes guidance and procedures to be used by visiting civilians, National Guard, Reserve or Active Component units that are training and/or utilizing Camp Gruber facilities.

#### **1-2. Responsibility.**

a. The Adjutant General (TAG), State of Oklahoma, exercises overall command and control of Camp Gruber and approves all policies developed by the Oklahoma Military Department (OMD) and the Oklahoma Army National Guard (OKARNG) in the development and operation of Camp Gruber Joint Maneuver Training Center – Heavy (CGJMTC-H).

b. The Commander, CGJMTC-H, OKARNG, under the command of TAG receives guidance, direction, and operational control from the Chief Of Staff (COS) to execute the operations of CGJMTC-H. He will maintain operational control and supervision over the following:

- (1) Federal and state property not issued to troops.
- (2) Sustainment, Restoration and Modernization (SRM) of roads, buildings, and facilities as well as supporting infrastructure including: electrical, water, sewer, and telephone utilities and services.
- (3) Control and supervision of training and administrative facilities.
- (4) Direction of the military police.
- (5) Provides the supervision in construction of approved projects and plans during the development process.
- (6) Commands all assigned military members of CGJMTC-H.
- (7) Provides guidance and direction in the form of SOPs, and supports and executes operational control over units using CGJMTC-H training areas and facilities.
- (8) Supervise tenant unit/activity use of CGJMTC-H facilities. This does not include internal operation of the tenant, Unit Training and Equipment Site (UTES). Requirements for additional equipment storage in the UTES to support training will be made to the Deputy Director of Maintenance at the Oklahoma Military Department.

c. Base Operations Manager, CGJMTC-H:

- (1) Performs the duties of the Commander during non-military duty days. Duties are performed under supervision of the COS, OKARNG.
- (2) Supervises all CGJMTC-H full-time support (FTS) personnel:
  - (a) Federal Military Technicians
  - (b) State of Oklahoma employees
  - (c) AGR personnel
- (3) Responsible for the day-to-day operations of the CGJMTC-H.
- (4) May assume operational control of the UTES personnel temporarily in the event of emergency. If time permits, prior approval is obtained from the Director of Plans, Operations, Training and Military support and the Director of Maintenance for the Oklahoma Military Department. In the event time is of the essence, OPCON is assumed, with notification to the Director of Plans, Operations, Training and Military Support and the Director of Maintenance as soon as possible. In either event, the Director of Plans, Operations, Training and Military Support is notified of the emergency.

d. Commanders and/or officer-in-charge (OIC) of units or organizations using CGJMTC-H are responsible for:

- (1) Ensuring that all provisions of this regulation are followed.
- (2) Training and administration of their units/organizations and their personnel.
- (3) Providing internal security of all facilities within their assigned areas.
- (4) Ensuring all safety procedures and regulations are followed.

### 1-3. Hours of Operation.

An alternate work schedule is used by the CGJMTC-H FTS personnel. The schedule begins on the first pay cycle at the beginning of each calendar year.

a. The two week pay cycle begins on Sunday and ends the following Saturday; each work day is a ten-hour day from 0630 to 1700, or 6:30 am to 5:00 pm.

b. The hours of operation during weekend training are Saturday 0730 to 1700 and Sunday 0700 to 1600. However, the Range Branch operates on extended hours on Friday and Saturday nights during weekend training.

c. Other extended hours of operation are explained in the following chapters by each CGJMTC-H section chief.

### 1-4. Points of Contact.

Each section office, the telephone number, building number, and location:

Headquarters Building 154/155 (Anzio Road & 4 <sup>th</sup> St.)	(918) 549-6001
Base Operations Manager/Post Commander Building 155 (Anzio Road & 4 <sup>th</sup> St.)	(918) 549-6071
Personnel & Community Activities Building 154 (Anzio Road & 4 <sup>th</sup> St.)	(918) 549-6001/6007
Resource Management Building 155 (Anzio Road & 4 <sup>th</sup> St.)	(918) 549-6222
Logistics Building 327 (Central Europe Rd and 10 <sup>th</sup> st.)	(918) 549-6164
Billeting Division Building 117 (Rhineland Road)	(918) 549-6065/6066
Operations Branch Building 119 (Rhineland Rd & 4 <sup>th</sup> St.)	(918) 549-6194/6195
Provost Marshal Building 154 (Anzio Road)	(918) 549-6045
Security Trailer 25 (Central Europe Rd & HWY 10)	(918) 549-6021
Facilities Engineering Division/ Facility Manager Building 154 (Anzio Rd & 4 <sup>th</sup> St.)	(918) 549-6075/6072
Range Control Building 740 (S. France & 14 <sup>th</sup> St)	(918) 549-6041/6042

**1-5. Uniform and Appearance Standards.** All personnel will wear the appropriate uniform prescribed in AR 670-1. The highest standard of personal appearance is required. All military personnel in uniform will wear appropriate headgear when walking or traveling in military vehicles. Any soldier whose appearance is not in accordance with regulations may be denied access to CGJMTC-H and its facilities.

Commanders and/or OICs will prescribe appropriate civilian clothing for their personnel in accordance with the highest standards of a military installation.

**1-6. Military Courtesy.** Military personnel, regardless of component, are expected to meet the highest standards of military courtesy as outlined in current DOD regulations.

**1-7. Safety.** The safety requirements listed below pertain to the cantonment area only. Refer to CGJMTC-HR 385-1 for range safety requirements.

- a. Road guards, wearing reflective vests, are required when having a formation in roadways.
- b. When running alone at dusk or dawn, a road guard vest is required. If running in a formation at any time, road guards with reflective vests are mandatory. No running is authorized on Central Europe Road.
- c. Coordination of all formation/unit/group PT events that utilize cantonment roadways will occur 24 hours prior to the event at the scheduled training meeting conducted at Range Control (Bldg. 740) at 0830.
- d. Marching elements, using roadways of any size, will have road guards at the front and rear wearing reflective vests.
- e. All personnel operating a motorcycle on Camp Gruber are required to wear a properly fastened DOT approved helmet, proper eye protection, full-fingered gloves, long trousers, long-sleeved shirt or jacket, high-visibility garments (bright color for day and retro reflective for night), and leather boots or over-the-ankle shoes.

**1-8. Accident Reporting Requirements.**

- a. Reference: AR 385-40 Accident Reporting and Records
- b. Accident reports, DA Form 285, are prepared by the unit/organization and submitted to the CGJMTC-H Range Officer on duty at Building 740. The Chief, Plans and Training Division at CGJMTC-H will submit the original report to the Adjutant General of Oklahoma, ATTN: State Safety Officer.
- c. An Accident Report, DA Form 285, is prepared and submitted for any unexpected event or series of events that result in one or more of the following:
  - (1) Accidental damage to military and/or nonmilitary property, to include facilities, equipment, or material where there is a cost to repair or replace.
  - (2) Injury to military personnel, including federal military technicians, on or off duty as defined in AR 385-40. Any medical treatment by civilian medical personnel or facility must be reported to the Personnel Officer at the Personnel and Community Activities office in Building 154.
  - (3) Occupational illness to all personnel in accordance with AR 385-40.
  - (4) Injury/illness to non-OKARNG personnel and/or damage to public or private property.
- d. State Property Accidents will be reported in accordance with OKJFHQ Policy Memorandum # 06-07, Dated 24 March 06.
  - (1) The operator will fill out an "Accident Information Form" (DCS/Risk MGMT Form 009).
  - (2) The operator will notify his/her supervisor immediately upon occurrence.
  - (3) The supervisor will inform the Agency Risk Management Officer (OKSRM-PC) at phone # 405-228-5679, no later than the next business day.
  - (4) The supervisor will have the operator fill out a "Scope of Employment Form" (DCS/Risk MGMT Form 002).
  - (5) The supervisor and employee will complete a "State Employee Accident Report" (OKARNG Form 15-E) and forward to the State Personnel Manager (OKSRM-SP).

### **1-9. Prohibited Practices.**

- a. Climbing on buildings, mobile homes, or other installations, and power poles.
- b. Throwing telephone wire or other objects over power lines and buildings.
- c. Erecting radio antenna within 50 feet of an overhead power line, or with out clearance from the Director of Public Works (DPW).
- d. Removal of fire plugs, manhole covers, telephone poles, or other construction material from any area without authorization.
- e. Cutting trees, except as specified in the Record of Environmental Consideration.
- f. Tampering with, or unauthorized repair of, refrigeration and air conditioning systems.
- g. Washing vehicles or equipment except at the designated authorized site.
- h. Altering any building, facility, or road network without written authority from the commander or the DPW
- i. Depositing gasoline, oil, trash, cans, or dirt (mud) in sewage and draining systems.
- j. Driving tracked vehicles or vehicles over 10 tons on asphalt covered roads.
- k. Privately owned vehicles (POVs) in the training areas without clearance from Range Control.
- l. Driving on CGJMTC-H with an open container of alcohol or under the influence of alcohol or any controlled substance.
- m. Using or occupying areas without prior clearance for protection of endangered species. (OMD Regulation 200-1) (American Burying Beetle inhabits CGJMTC-H)
- n. Digging holes, trenches, or pits in cantonment area without approval of both the DPW and Range Control.
- o. Tampering with road barricades, fences, or using roads blocked by range barricades.
- p. Tampering with, splicing into, removing, or changing locations of commercial and/or internal telephone systems.
- q. Installing air conditioners in buildings without prior approval of the commander or the DPW.
- r. Trespassing on adjoining private property.
- s. Stringing of wire on ground or overhead around heliports.
- t. Tampering with or adjusting hot water heaters.
- u. Driving or parking vehicles on mowed areas, except areas designated for driving or parking.
- v. Hunting inside the CGJMTC-H cantonment area.
- w. Smoking in government buildings and other facilities.

### **1-10. Fishing.**

- a. Fishing is allowed in areas open to public access. These areas are posted daily on the Camp Gruber hunting web page and on bulletin boards at access points on the post.
- b. An Oklahoma resident or non-resident fishing license and a Camp Gruber Sportsman Access Permit (UXO card) must be carried by all personnel while fishing in the public access area.
- c. Fishing within the restricted area is allowed IAW CG-Policy Memorandum 07-01.
- d. Those wishing to fish in the restricted area must possess either a valid Military I.D.; a Military Dependand I.D.; Retired Military I.D.; or be a civilian employee of the DoD or OMD.
- e. The I.D. holder and any guests must check in and check out daily at Range Control or the Security Office if Range Control is not operational. A valid UXO access permit is also required.
- d. All state wildlife management laws apply, including possession of a valid Oklahoma fishing license or proof of exemption.

**1-11. Construction Sites.** All construction sites are off limits.

**1-12. Police Call Area.** Using units and organizations are responsible for the policing of their assigned area. The CGJMTC-H Command Sergeant Major (CSM) will coordinate with the using unit's CSM, first Sergeant (1SG), Detachment Sergeant, etc. to ensure compliance with police call policy.



### **1-13. Operation of Motor Vehicles.**

a. All vehicles, government or private, will be operated safely in full accordance with the laws of the state of Oklahoma and these regulations.

b. The training unit commander will control POVs. It is desirable to designate one central parking area and require troops to use only military vehicles for training purposes. NO POVs IN THE TRAINING AREAS w/o written authorization from Range Control.

c. No vehicles will be operated or parked on designated air strips/heliports, lawns, or mowed area. Military Police will impound any vehicle found in violation of this regulation.

d. Track vehicles will not operate on hard surface roadways, to include improved gravel surface roads such as Sicily Road.

e. General speed limits unless otherwise posted:

- |  |                           |
|--|---------------------------|
| (1) Hard Surface Roads                 | AS POSTED/ 35MPH UNPOSTED |
| (2) Gravel Roads                       | 25 MPH                    |
| (3) Unimproved Roads and Cross-country | 15 MPH                    |

**1-14 Law Enforcement.** Both federal and state laws apply to all personnel on Camp Gruber.

### **1-15. Camp Gruber Services and Facilities.**

a. The Army and Air Force Exchange Service (AAFES) operates a Post Exchange (PX) or shopette. The PX is located between 3<sup>rd</sup> and 4<sup>th</sup> Street, Building 135.

(1) The hours of operation are Tuesday through Friday, 1000 to 1400 or 10:00 am to 2:00 pm.

(2) The hours of operation on Saturday is normally 1000 to 1700 or 10:00 am to 5:00 pm.

(3) The PX is normally closed on Sundays and Mondays.

(4) The PX manager is flexible and may adjust the hours to support the needs of training units.

Commanders or OICs must coordinate directly with the Base Operations Manager at 918-549-6071.

b. Self-service laundry.

(1) There is a coin-operated laundry facility at Rhineland Road and 4<sup>th</sup> Street, Building 211. It is open 24 hours a day and contains a vending machine with laundry detergent and bleach.

(2) There is a free laundry facility at Rhineland Road and 5<sup>th</sup> Street, Building 212. Units requesting the free services will need to request it through RFMSS on Form 107.

### **1-16. Privately Owned Firearms and other Weapons.**

a. Privately owned firearms, ammunition, and/or weapons are prohibited in National Guard facilities and/or property unless specifically approved by the Adjutant General. It is unlawful for any person, military or civilian, who has been convicted of a felony or a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. By Oklahoma Concealed Carry Law, any structure owned or leased by the city, county, state, or federal government is a prohibited place.

(1) These provisions do not apply to law enforcement personnel, on or off duty, in the execution of their duties. However, off-duty law enforcement officers must possess and carry (on person) proper law enforcement identification (agency issued CLEET and Commission Card).

(2) These provisions do not apply to hunters who are properly licensed and permitted on National Guard property during legal hunting seasons as authorized by law and agreement with the Department of Wildlife.

(3) These provisions do not apply to competitive shooters attending an approved event on National Guard ranges.

(4) These provisions do not restrict an individual from transporting or storing a personal weapon in their personal automobile in accordance with applicable state laws.

(a) Weapons will be transported by the most direct route when entering or leaving the installation to hunting areas, ranges, or any other authorized activity. Intermediate stops to the PX, place of work, or other facility are not authorized.

(b) Firearms will be unloaded when transported.

(c) Ammunition will be carried separate from the weapon.

(d) Weapons will be kept in a locked case, rack, box, or trunk with a trigger lock or cable, or in any other approved locking device.

b. References:

- (1) Policy Memorandum 08-11
- (2) Title 21 and 29, Oklahoma State Statutes.
- (3) Title 18, United States Code.

## **Chapter 2 Personnel and Community Activities**

### **Section I Personnel Services**

**2.1-1. Scope.** The Directorate, Personnel and Community Activities Division (DPCA) is responsible to the Commander for the overall management of the personnel, administration, and community activities programs that are essential to the operation of Camp Gruber Joint Maneuver Training Center – Heavy (CGJMTC-H). The DPCA is also assigned the additional duty as CGJMTC-H Detachment Commandant, responsible for all assigned and attached personnel.

**2.1-2. Coordination for DPCA Activities.** Upon arrival for training, a personnel representative, personnel officer or personnel NCO, will coordinate directly with the DPCA or his/her representative for required administrative services while training at CGJMTC-H.

a. DPCA provides direct personnel and administrative services to the full-time support (FTS) personnel of CGJMTC-H, to include: federal military technicians, state of Oklahoma employees, AGR personnel, and military personnel performing IDT, AT or ADSW.

b. DPCA provides an electronic library with some publications in hard copy.

c. DPCA provides mail and distribution services to CGJMTC-H, tenant organizations, and using units and organizations.

d. DPCA formulates and implements personnel and administrative policies, plans, and procedures to improve the efficiency of operations.

#### **2.1-3. Mail Service.**

a. Each unit will ensure that all mail clerks have a current DD Form 285 in their possession when picking up mail.

b. Incoming mail and distribution is available for pickup at 1000 hours daily.

c. Outgoing mail and distribution should be dropped off NLT 1400 daily.

d. The address to be used by the training units for personal mail is:

RANK, NAME  
Unit Designation  
CGJMTC-H  
P.O. Box 29  
Braggs, OK 74423-0029

**2.1-4. American Red Cross Emergency Notification.** The local Red Cross Chapter in Muskogee, Oklahoma is:

American Red Cross  
566 North 6<sup>th</sup> Street  
Muskogee, OK 74401  
Phone: (918) 682-1366

### **2.1.5. Military ID Card Machine.**

- a. CGJMTC-H has the capability of making military ID cards for all components.
- b. CGJMTC-H DEERS/RAPIDS system hours of operation will be by appointment only on Wednesdays between 0800-1130 and 1200-1530.
- c. Requests for the DEERS/RAPIDS system in addition to normal hours of operation must be submitted by memorandum to the Base Operations Manager NLT two weeks prior to requested date.
- d. CAC pin unlocks outside of the hours listed above will be handled on a case by case basis. Soldiers must have certification from their command stating that this action is mission essential.

## **Section II**

### **Information Management and Technology Section (IM&T)**

**2.2-1. Scope.** The IM&T section is responsible to the commander and the Oklahoma Military Department Director of Information Management (OKDOIM-C) concerning the overall management of the CGJMTC-H IM&T Section.

#### **2.2-2. References.**

- a. OMD Pam 25-23
- b. CGJMTC-H Telephone Directory

#### **2.2-3. Appointment of Telephone Control Officer (TCO).**

- a. The full-time facility TCO falls under the IM&T Section Supervisor, located in the headquarters building, telephone number (918) 549-6232. The TCO is responsible for managing the telephone system on a daily basis, to include: approving or disapproving requests for telephone service, assigning telephone numbers, updating and publishing the CGJMTC-H Telephone Directory, and coordinating maintenance and repair with maintenance personnel or contractors.
- b. The TCO has the authority to delegate the responsibility for managing telecom equipment within their area(s) of responsibility. The assigned personnel will be held accountable for the issue and turn-in of any IM&T equipment (per sect. 2.2-4, below).

**2.2-4. Additional or Special Telephone Requirements.** Requests for additional services, special services, or changes to services must be submitted on the OKARNG Form 107E or by memorandum at least six (6) weeks prior to the scheduled training.

**2.2-5. CGJMTC-H Telephone Directory.** The directory is updated and posted monthly on the Camp Gruber website.

**2.2-6. Analog Equipment.** The CGJMTC-H phone system is Voiceover IP (VoIP); analog lines are in limited locations. Usage of any analog equipment must be coordinated with the TCO. Additional equipment and requirements will be coordinated through the IM&T section.

**2.2-7. Appointment of Information Assurance Security Officer (IASO).** The full-time IASO is the IM&T Section Supervisor, located in the HQ building 155, telephone number (918) 549-6231. The IASO is responsible for managing all IM&T equipment and IM&T related equipment on CGJMTC-H.

#### **2.2-8. Equipment.**

- a. The CGJMTC-H is on Active Directory. All IM&T related equipment must have prior approval by the OKDOIM or IM&T offices before connecting to the network. Personal laptops and desktops are not allowed on the network.

- b. Limited IT equipment may be available for checkout upon request.
- c. VoIP and network drops are located in billets and most chargeable quarters, access and additional drops must be coordinated through the IM&T section.

**2.2-9. Wireless Network.** The south cantonment area of Camp Gruber has a wireless network setup for work and personal use. This is an evolving system and different implementations will be applied to it. Contact the IM&T section for the status of the wireless network.

**2.2-10. KIOSK Computers.** KIOSK computers have been emplaced in certain buildings within the south cantonment area of Camp Gruber. Their purpose is to allow traditional NG soldiers to access their AKO accounts.

**2.2-11. Internet Café.** The internet café is located on the south end of building 112. The internet café is designed for use of personal computers. Several computers have been emplaced for all personnel to use. Network drops are available for personal laptops. Contact Range Control Firedesk, Billeting, or IM&T for the password to access the computers.

### **Section III**

#### **Medical Facilities and Support**

**2.3-1. Scope.** Oklahoma Army National Guard medical personnel on duty at CGJMTC-H are responsible to the Adjutant General for Oklahoma, the State Surgeon, and the Commander concerning the overall professional medical management of the CGJMTC-H medical facilities.

**2.3-2. Troop Medical Clinic (TMC).**

- a. The clinic is available for issue to certified, professional medical personnel only.
- b. The clinic is partially equipped for use by qualified professional medical personnel.
- c. The clinic is not supplied with medical supplies or drugs.
- d. Usage must be coordinated thru OKARNG Med Det, OKC.

**2.3-3. Medical Support, Supplies and Equipment.** Camp Gruber does not provide medical support, supplies, or equipment.

a. Medical personnel are not assigned to CGJMTC-H. Requests for medical personnel support should be sent directly to the OKARNG State Surgeon.

b. Medical supplies, including both over-the-counter drugs and prescription drugs, are not available through CGJMTC-H. Requests for medical supplies should be sent directly to the USPFO for Oklahoma, OKPFO-SS.

**2.3-4. Local Civilian Medical Facilities.** Routine minor illness, injury, or sick call is treated at local civilian medical facilities. Military personnel, active or reserve component, are required to provide their full name, rank, SSN, unit designation, unit address, home address, POC at unit's home station, telephone number at unit's home station, and branch of military service. Local facilities are:

- a. Muskogee Immediate Care Clinic, 3520 Chandler RD, Muskogee, OK 74403. Phone Number (918) 682-0721.
- b. Muskogee Regional Medical Center, Emergency Room, 300 Rockefeller Drive, Muskogee, OK 74401. Phone Number (918) 684-2151.
- c. Hillcrest Medical Center, Severe Burns to Face and Body, 1120 South Utica, Tulsa, OK 74104. Phone Number (918) 579-1000.

**2.3-5. Medical Report.** Each unit or organization training at CGJMTC-H will submit a medical report to the DPCA upon completion of training. The report should contain the same information specified in paragraph 2.3-4.

**2.3-6. Evacuation.**

a. Units or organizations training at CGJMTC-H should ensure that their key personnel are aware of MEDEVAC radio frequency and Lifesaver Point Locations.

b. Military MEDEVAC is not routinely available at CGJMTC-H. Units or organizations must coordinate military MEDEVAC support in advance through the appropriate channels. When military MEDEVAC is provided, the aircraft is stationed at the heliport adjacent to Headquarters, Building 155, and is designated as Lifesaver Point Number 1.

c. Requests for military MEDEVAC is sent to the OKARNG Aviation Office, OKSAO, at least 60 days prior to the beginning of training.

d. Lifesaver points are established throughout the CGJMTC-H reservation for the rapid deployment of ground and aerial MEDEVAC. Grid coordinates are provided by Range Control.

e. Commercial MEDEVAC is provided by Life Flight in Tulsa, OK. Telephone Number (918) 584-5433.

f. The Muskogee County Emergency Medical Service Ambulance (EMSA) is used for transporting seriously injured patients when aerial MEDEVAC is not required. The nearest EMSA is approximately 12 miles from Camp Gruber.

g. MEDEVAC, EMSA, and all other Evacuations will be coordinated thru Range Control.

## **Chapter 3**

### **Plans and Training**

**3-1. Scope.** The Plans and Training Division is responsible to the Commander for the overall management of operations and training programs of the training center, the range control and safety programs in the training areas, and the security of the training center in the training areas and the cantonment area.

a. The Operations and Training Branch is responsible to the Chief, Plans and Training Division for the overall scheduling of all ranges, training areas, and range facilities on Camp Gruber.

b. The Range Branch (Range Control) is responsible to the Chief, Plans and Training Division for the overall management, maintenance and repair, preparation, issue, and receipt of all ranges and training areas.

c. The Provost Marshal Branch and Civilian Police Security are responsible to the Chief, Plans and Training Division for overall security of CGJMTC-H.

**3-2. Requests to Train.** Information concerning the availability of training facilities can be accomplished telephonically; however, training facilities are scheduled and reserved only after a written request has been received. The Range Facility Management Support System-RFMSS program is the primary means for requesting and scheduling resources at Camp Gruber for all OKARNG units. Organizations may request RFMSS passwords from the Operations & Training Section. Passwords will be issued by the RFMSS administrator. Organizations unable to access RFMSS will submit a form 107E, Request for Training Facilities, this form will be used as a last resort.

a. Cancellation of training facilities previously approved may be initially accomplished telephonically, but requires written documentation.

b. The Oklahoma Army National Guard will receive priority consideration for training dates, other requests are considered on a first-come, first-serve basis throughout the training year.

c. Additionally a Record of Environment Consideration (REC) must be submitted to:

Oklahoma Army National Guard-Training Site Command  
ATTN: OKCG-PT-OT  
P.O. Box 29  
Braggs, OK 74423-0029

Forms can be obtained via the Camp Gruber Training Center website. The web address is <http://www.okguard.org/cgts/>.

- a. A pre-AT conference is scheduled within the first 3 months of each year.
- b. A quarterly training meeting is held 90 days prior to execution of training.

**3-3. Cherokee County Game Management Area.** Training areas 501, 502, 503, 504 and 506 are located in the Cherokee County Game Management Area and are not controlled by Camp Gruber. They can be utilized pending approval of the Oklahoma Department of Wildlife and Conservation. Requests to train in this area must include the specific type training you desire to conduct, type and number of vehicles that will enter the area, number of troops, and a map overlay showing specific grid coordinates of troop and unit location. Approval is required from both the CGJMTC-H Commander and the Oklahoma Department of Wildlife Conservation.

**3-4. After Action Reports.** Upon Completion of Annual Training (AT), military units are requested to submit an after action report. Included in the reports are the types of training conducted, problems regarding the use of training areas and/or ranges, difficulties encountered due to the lack of facilities provided by CGJMTC-H, and any other information that may be of value to the CGJMTC-H Commander and his staff. Positive, constructive reports provide CGJMTC-H the information needed for future expansion, changes to current facilities, and improved facilities for training.

**3-5. Range Control Operations.**

- a. Range Control personnel are on duty while units are training.
- b. Units will continuously monitor the CGJMTC-H FM Range Control frequency for emergencies, fire, weather, and range safety (40.80 MHz).
- c. Range Control will coordinate issue and receipt of all Camp Gruber training areas, ranges, and range equipment.
- d. Arrivals and departures of units and organizations are reported to Range Control as they occur.
- e. Advance party personnel will report their arrival in person at the Range Control Office and keep range control informed prior to doing any training.
- f. Rear detachment personnel will report to Range Control after all clearances have been secured prior to departure from CGJMTC-H.

**3-6. Daily Training Meeting.** Specific training activities are coordinated daily with Range Control at 0830 in Building 740. This applies to all military and/or civilian activities.

**3-7. Safety Officer.** Units and organizations will appoint, in writing, a Safety Officer, at all levels within the organization. A safety briefing is conducted by Range Control within 48 hours of arrival. Safety Officers are responsible for:

- a. Becoming familiar with the Camp Gruber Range and Training Facilities Safety Regulation (CGJMTC-HR 385-1, ) and the Department of the Army (DA) and Forces Command (FORSCOM) safety regulation and directives.
- b. Ensuring their personnel complies with all safety regulations and directives.
- c. Establishing and maintaining an active accident prevention program.
- d. Ensuring immediate reporting of accidents and injuries to Range Control.

- e. Submitting an information copy of each accident to Range Control.
- f. Preparing and reviewing safety reports submitted, ensuring reports are accurate and complete, and that appropriate corrective action has been taken.

**3-8. Military Convoys.** All convoy movements, to include the arrival to and departure from Camp Gruber must be coordinated with Range Control. All military convoys will enter/exit CGJMTC-H through the gates located at the junction of Oklahoma Highway 10 and Sicily Road (Gates 8 & 9).

**3-9. Canceling Training.** The cancellation of any training request will be reported promptly to the Chief, Plans and Training Division, Operations and Training branch. A formal written cancellation is required.

**3-10. Ammunitions/Explosives/Pyrotechnics.** Vehicles carrying ammunition, explosives or pyrotechnics arriving at CGJMTC-H will be routed directly to the ammunition holding area via the Sicily Road off Oklahoma Highway 10 entrance, (Gates 8 & 9). Ammunition, explosives and pyrotechnics are not authorized in the cantonment area. Coordination with Range Control is required prior to the arrival of the ammunition/explosives/pyrotechnics transport vehicle to:

- a. Using units/organizations will provide copies of DA Form 581 (ammunition requests) indicating type, number and lots of ammunition on hand.
- b. Obtain access for the lock to the CGJMTC-H ammunition truck route entrance (Gates 8 & 9), plus the keys to the ammunition holding area entrance gate and the ammunition storage container(s).
- c. Obtain a range and safety policy and operations procedural briefing.
- d. Coordinate the date the transport vehicle will arrive.
- e. Ensure the vehicle transporting ammunition or explosives is properly inspected, loaded, and posted with the appropriate placards in accordance with regulatory requirements.

**3-11. Bivouac and Tactical Training Areas.**

a. Commanders will ensure that personnel understand and practice provisions of FM 21-10, Field Hygiene and Sanitation. The use of chemical latrines (VINNY latrines/dumpsters) is the only authorized field latrine facilities. Trash and garbage will be dumped in the VINNY latrines/dumpsters only or hauled to the training units designated trash dumpsters in the cantonment area. Trash will not be buried or burned in the field.

b. Authorized fighting positions that were dug for training purposes will be filled prior to departure from the training areas. Obstacles constructed for training will be dismantled prior to departure from the training areas. Approval of digging in the training areas is completed on the Record of Environmental Consideration (REC).

c. Prior to clearing the bivouac and training area, Range Control personnel will inspect and determine if adequate field sanitation measures were in effect and that trash, field wire, booby traps, and other training devices have been removed. After training, remove and turn-in all communication wire, concertina wire, barbed wire, TOW missile wire, etc.

d. Do not remove artifacts (arrowheads, pottery, bones, etc.) of any kind from Camp Gruber training areas. If any are found, cease digging and report the findings directly to the Facilities Engineering Division, Environmental branch.

e. When possible, use camouflage netting for concealment instead of trees, bushes and grasses. Only trees with a diameter base of 2 inches or smaller may be used for camouflage.

f. If a unit occupies a training area that is damaged or littered, they will contact range control to verify that they were not responsible for the damages. Range control representatives will confirm on site the extent of damage/litter.



**3-12. Physical Security of Weapons.** Units and organizations training at CGJMTC-H are responsible for security of their weapons. The following guidance is provided:

- a. Approved rifle and pistol racks sufficient to secure arms are the responsibility of the commander concerned for utilization while at Camp Gruber.
- b. Small arms will be secured at all times in locked arms racks when not in the personal possession of the issued unit member. Individuals are responsible for safekeeping of individual weapons issued to them while in their possession.
- c. Small arms stored in locked arms racks within a field environment must be safeguarded on a 24 hour basis.
- d. In the cantonment area, weapons stored in locked arms racks or lockers in a secure supply room must be kept under constant surveillance by the charge of quarters or other designated personnel. Personnel designated as security guards do not need access to the security keys, but will know who has possession of the keys in case of fire or other emergencies.

**3-13. Restricted and Limited Access Areas.**

- a. Warehouse Area.
- b. Storage Yards A/B/C.
- c. Facility Engineer Storage Yard.
- d. Ammunition Holding Area.
- e. Range Maintenance Complex Area/Compound.
- f. Building Maintenance/Roads and Grounds Area/compound.
- g. Water Tower.
- h. Water Treatment Plant Area.
- i. Water Intake Building (Greenleaf Lake).
- j. Small Arms Ranges/Control Towers.
- k. Fuel Point.
- l. Motor Pools.
- m. Unit Training and Equipment Site (UTES).
- n. Unit Training and Equipment Site Annex (UTES Annex).
- o. Rappel Towers.
- p. Obstacle Course.
- q. Blue Devil Landing Zone.
- r. MOUT Assault Course (MOUT-UAC).
- s. MOUT Collective Training Facility (MOUT-CTF).
- t. Engagement Skills Trainer (EST).
- u. HEAT Trainer.

**3-14. Training Area Restrictions.** Prior to entering any training area all personnel (military or civilian), will obtain a clearance from Range Control. Privately owned vehicles (POVs) are not allowed outside the cantonment area. Exceptions to policy are considered by Range Control on a case-by-case basis.

**3-15. Unexploded Ammunition or Duds.** All persons are warned not to disturb unexploded or unexploded ammunition, what is commonly referred to as duds. Any type of unexploded ammunition should be considered extremely dangerous. When any type of unexploded ammunition is found follow these procedures:

- a. Mark the area distinctly where the unexploded ammunition is located.
- b. Determine accurate location (eight digit grid coordinates when possible).
- c. Notify Range Control at extension 6041 or by FM radio (Frequency: Primary 40.80/Alternate 31.30).

**3-16. Range Surface Danger Zone (SDZ).** This is the actual impact area within which firing of live ordnance is conducted. Personnel must receive clearance from Range Control before entering a surface danger zone to assure that no firing is scheduled during the period of entry. When range firing is in progress, training areas inside the SDZ impact area will not be utilized for other training activities. CGJMTC-HR 385-1, Camp Gruber Range and Training Facilities Safety Regulation list all the Surface Danger Zones located on Camp Gruber.

**3-17. Airspace Operations.**

a. Blue Devil Landing Zone (in the vicinity of coordinates UK028501) will be the primary helicopter landing location at Camp Gruber. All helicopter operations in and out of Camp Gruber airspace is monitored by Range Control FM Primary (40.80).

b. Aviators are responsible for visually separating their aircraft from other aircraft operating on Camp Gruber Training Center.

c. The capability of rotary wing aircraft to operate from unimproved training areas is recognized. Subject to CGJMTC-H approval, rotary wing aircraft may land and take off from any part of the training center other than the cantonment area with the following exceptions:

(1) Any area closed by Range Control for weapons firing and Airborne Operations.

(2) Landings are not authorized in areas occupied by troops and vehicles, unless the helicopter(s) is/are participating in that exercise scenario, or if the helicopter is involved in an actual MEDEVAC mission. Pilots are responsible for ensuring that such operations pose no hazard to personnel on the ground.

(3) Cherokee County.

**3-18. Security.** Entrance to Camp Gruber Training Center may be restricted / limited dependant on the threat condition level and by the order of the Commander.

a. Security/ Military Police personnel will monitor all incoming and outgoing traffic.

b. All entrance gates are locked at all times except as indicated:

(1) Central Europe Road Gate, is the main entrance, it is open during normal duty hours and manned 24 hours daily.

(2) Sicily Road Gate, military convoy entrance, is open on request.

(3) All other gates are open when requested.

c. Activities of visitors are monitored, gates and fences are checked for security breeches, and the military or civilian police patrol the cantonment area.

d. Military police or civilian security police will enforce regulations concerning traffic and parking within the cantonment area.

e. The military or civilian police make random spot checks of unregistered vehicles. These checks are particularly conducted in restricted areas in restricted areas or limited access areas.

f. Contractors and their employees, vendors, and other workers are monitored as they enter and leave CGJMTC-H. Based on Department of Defense and Department of the Army regulations, they are subject to search at any time by the military police and/or security.

g. Emergency vehicles are normally admitted to any restricted area or training area while in the process of performing official emergency duties and is given the full cooperation of the CGJMTC-H staff.

**3-19. Fire Prevention.** Units and organizations will appoint a unit Fire Marshal who is responsible for a continuing program of educating personnel in fire prevention, prompt reporting of fires, and in fire fighting. Upon arrival and prior to the start of training, the unit Fire Marshal must report to Range Control to obtain a safety briefing regarding weather, fire conditions, and any restrictions. The following points are emphasized:

a. Lighted smoking material and matches are not thrown from vehicles.

b. All flammable debris is cleared away from demolition pits and from warming fires.

c. Warming fires are authorized by Range Control, upon written request. The unit will provide a 55-gallon drum, as open fires are not authorized.

d. Do not smoke within 50 feet of ammunition or petroleum products.

e. Pyrotechnics such as signal flares, smoke grenades, trip flares and artillery simulators present extreme fire hazards. Do not activate without Range Control approval. Range Control will assist you in selecting a location that is clear of all combustible material and can be observed until completely extinguished.

f. Blank ammunition is capable of starting a fire; do not fire into dry foliage.

g. Report all fires immediately upon discovery to Range Control. Reporting procedures:

(1) Use FM primary radio frequency 40.80 MHz. The alternate frequency is 31.30 MHz. Telephone may be used if available, dial 6041 or 6021.

(2) Give the fire location, size, direction of fire movement, unit designation, caller name, and number of personnel present. Take immediate action, except in surface danger zone areas, to stop the spread of the fire to prevent loss of life or government property.

## **Chapter 4**

### **Logistics**

**4-1. Scope.** The Logistics Division is responsible to the Commander for the overall management of Camp Gruber Joint Maneuver Training Center – Heavy (CGJMTC-H) supply and warehouse operations, the vehicle and equipment maintenance programs, and the billeting office.

a. The Supply Branch is responsible to the Chief, Logistics Division pertaining to developing and implementing the overall supply program and the warehouse operations. Normal supply procedures are followed as set forth in OMD-PFO-Pamphlets.

b. The Maintenance Branch is responsible to the Chief, Logistics Division concerning the maintenance of vehicles and equipment assigned to CGJMTC-H. Their ability to support units or organizations other than the training center is extremely limited. Normal maintenance procedures are followed as set forth in the State Maintenance Office SOP.

c. The Billeting Branch is responsible to the Chief, Logistics Division for the management of chargeable quarters, and the scheduling of all other buildings; such as barracks, dining facilities, administrative facilities, motor pools, etc.

**4-2. Request for Usage.** Camp Gruber Logistics Division will coordinate and support units through the major command that is requesting usage at CGJMTC-H.

a. Request for usage/logistic support at CGJMTC-H is submitted on RFMSS at least 90 days prior to your required usage dates.

b. Unit Identification Code (UIC), Department of Defense Activity Address Code (DODAAC), Unit name, address and POC with phone number is required on all RFMSS requests submitted.

c. Non- DOD/ Civilian Agencies requests for usage/logistic support at CGJMTC-H is submitted on OKARNG Form 107E at least 90 days prior to your required usage dates.

Agency name, address and POC with phone number is required on all 107E Forms submitted.

**4-3. Supply and Warehouse Operations.** The warehouse inventory is mostly for the maintenance and repair of CGJMTC-H facilities. The warehouse will support the tenant organizations on CGJMTC-H on a limited basis, but units and organizations training at CGJMTC-H are expected to bring all classes of supplies necessary to perform their mission/training including janitorial supplies.

a. Units and organizations desiring support from CGJMTC-H with Class I (ice only), II, III, IV, and VII items are required to submit requests at least 90 days in advance.

b. The training unit commander will furnish two copies of DA Form 1687, Delegation of Authority – Receipt of Supplies, with attached assumption of command memorandum, for personnel designated to draw property. Only those individuals listed on DA Form 1687 are permitted to request and/or receive supplies or property.

c. A DD Form 448, Military Interdepartmental Purchase Request (MIPR) is required for all non-OKARNG units when requesting support for supplies or property. See Chapter 6, paragraphs 6-4 and 6-5 for additional information.

**4-4. Supply and Warehouse Issue Procedures.** The CGJMTC-H Log Form 1 is used to request all classes of supplies from CGJMTC-H warehouse. This form is available from the warehouse, Building 327.

a. Requests are submitted through your unit or organization headquarters, to the Warehouse for approval and issue.

b. expendable supplies are issued on Log Form 1 and/or automated issue documents.

c. Non-expendable/durable items are issued on DA Form 2062 or DA Form 3161.

**4-5. Availability of Fuel/POL.** The fuel point is a Capitalized Fuel Site with Defense Energy Support Center (DESC). It is located on Rhineland Road and East of 15<sup>th</sup> Street. Coordination for fuel is made at the warehouse or the Logistics office. Complete unit designation, UIC, DODAAC, Accounting Processing Code (APC), signal code, and complete address including POC with phone number is required for all units requesting fuel.

- a. The fuel point is automated. Fuel keys are issued so refueling may be done on a 24-hour basis.
- b. Bulk refuel for JP8 is available and is issued during normal duty hours. Issue of bulk JP8 is on DA Form 2765-1 with unit's document number
- c. Refueling operations during Annual Training is done IAW instructions in your Admin/Log orders and Chapter 5, OMD-PFO Pam 710-2.
- d. Petroleum products required to support special projects is provided by CGJMTC-H, and accounted for by the Project Officer/OIC, in accordance with OMD-PFO Pam 710-2.
- e. Unit fuel points are established in designated areas only. All spills are reported immediately to Director of Public Works Environmental Branch. See Chapter 5, paragraphs 5-10.

**4-6. Subsistence/Storage.**

- a. A ration breakdown and issue point is not available. The warehouse will not accept subsistence turn-in.
- b. Subsistence required to support IDT/AT is procured IAW instructions published by your unit's MACOM.
- c. Refrigerated storage buildings are available for perishable goods, and limited storage is available in commercial type refrigerator/freezers in each of the dining facilities. Cold storage facilities are drawn from the warehouse. Your requirement for cold storage should be included on the OKARNG Form 107 or RFMSS.
- d. Inspect the refrigerated storage buildings assigned to you frequently throughout the day to ensure they are operating properly.
- e. CGJMTC-H does not provide locks and keys to the refrigerated storage buildings. Units and organizations must provide their own locks and keys. These keys need to be readily available at all times in the event that repairs are required.

**4-7. Property Issue/Turn-In Procedures.**

- a. Property issues/turn-ins is made from/to CGJMTC-H from 0900 to 1430 daily. Each unit is designated a specific time in which to report for issues.
- b. The unit or organization commander or his authorized representative is responsible for receipt, accounting, and turn-in of training center property.
- c. The unit or organization commander will furnish two copies of DA Form 1687, Delegation of Authority – Receipt of Supplies, with attached assumption of command memorandum for personnel designated to draw property.
- d. The unit or organization Logistics/S4 representative will coordinate with the CGJMTC-H Logistics Officer for property during AT and IDT to include requesting additional hours of operation.

**4-8. Lost, Damaged, or Destroyed Property.**

- a. Turn-in of unserviceable equipment is accomplished IAW AR 710-2, DA Pam 710-2-1 and OMD-PFO Pam 710-2
- b. Relief from the responsibility and accountability for lost, damaged, and destroyed property is secured IAW AR 735-5 and OMD PFO Pam 735-5. Priority of adjustment documents is as follows.
  - (1) Cash Collection Vouchers (DD Form 1131) is prepared and forwarded in the same manner as the DD Form 362 below.

(2) Statement of Charges (DD Form 362) is prepared IAW AR 735-5 and OMD-PFO Pam 735-5 by the unit or organization concerned and forwarded to Property Book Officer (PBO), CG-MC-L for the Installation Commander.

(3) Reports of Survey are initiated immediately upon discovery of loss or damage by hand receipt holder. Notification of loss or damage is forwarded immediately to the PBO, CG-MC-L for the Installation Commander.

c. Commanders and/or officer-in-charge (OIC) of all units and organizations should make their personnel fully aware of their responsibility for safeguarding all materials and equipment received from CGJMTC-H.

#### **4-9. Ammunition and Explosive Supply and Storage.**

a. CGJMTC-H does not issue ammunition and explosives. Units and organizations must make their own arrangements prior to their scheduled training.

b. Ammunition and explosive storage facilities are available through Range Control. Only Hazard Classification 1.4 and below may be stored at the ammo holding area.

c. All ammunition storage and handling is IAW:

- (1) CGJMTC-HR 385-1
- (2) AR 385-63, Chapter 5
- (3) TM 9-1300-206
- (4) FM 5-25

d. Ammunition and explosives are strictly prohibited from being carried or stored within the cantonment area.

#### **4-10. All Other Classes of Supply and Services.**

a. Class II: Organizational clothing/equipment.

- (1) No supply or repair facilities are available.
- (2) Expendable and janitorial supplies are limited.
- (3) Cots, sheets, pillows and pillowcases are available.

b. Class IV: Construction materials:

(1) Construction materials are available, but limited. Direct coordination with the DPW Division is required.

(2) Construction material for use during AT/IDT is obtained as outlined in NGR350-1 and OMDR 350-1.

c. Class VI: Personal demand items. Limited Post Exchange, AAFES Shoppette, items are available during AT/IDT periods.

d. Class VII: Major end items. Requisition through your unit's PBO and IAW appropriate TOE/TDA. Requisitioning through CGJMTC-H PBO is on a special arrangement basis only.

(1) Tents and cots are issued from the warehouse on DA Form 3161, a hand receipt, to the unit or organization, limited availability.

(2) When turning in tents, units or organizations will unfold them for inspection of damages, cleanliness, completeness, and size. Warehouse personnel will provide materials to make necessary repairs and supervise the repair. Units and organizations will provide an adequate number of personnel for the tasks (4 to 6 personnel). Tents will be repaired, inventoried, folded, and tagged as to type and serviceability in accordance with TM/FM.

(3) Any unserviceable tents must be so marked. Tent poles, support beams, and ridgepoles are separated by type and length for turn-in. Units and organizations will provide an adequate number of personnel to replace items of issue back into proper storage areas. Warehouse personnel will supervise tent turn-in. Tents and/or cots will not be accepted until completely dry.

e. Class VIII: Medical materials. See Chapter 2, Section 3, paragraph 2.3-3(b).

f. Class IX: Repair parts. Provided by organic PLL capability. See Chapter 4, paragraph 4.13.

g. Class X: Material to support nonmilitary program. Higher headquarters of the units or organizations will make this determination.

h. Units and organizations during annual training or extended IDT periods will make their own arrangements for shower point operations using organic equipment.

**4-11. Field Sanitation.** CGJMTC-H uses the Vinny Dumpster System (VDS). The VDS is a trailer with a GCWR of 8,000 pounds, and must be pulled by a 2-1/2 ton vehicle or larger. There is a 3-yard trash dumpster and two (2) chemical latrines mounted on the VDS.

a. The VDS is issued from the warehouse, personnel signing for the VDS will receive a briefing on the proper operation, maintenance, and service procedures.

(1) Commanders or officers-in-charge will ensure all personnel follow instructions to prevent damage to the VDS.

(2) An accident/incident report must be filed on all VDSs that are returned damaged, i.e. legs broken, tanks ruptured, etc.

b. Units bivouacking in field locations are required to draw the VDS.

c. Units and organizations are required to perform the necessary maintenance on the VDS. It is the Units responsibility to clean the VDS prior to Turn-In.

e. The VDS dump site and service site is located ½ block south of Central Europe Road on 8<sup>th</sup> Street. Direct coordination with the warehouse is required.

f. VDS exterior will be cleaned at the vehicle wash point.

g. The VDS is off limits at the potable water point.

h. Units and organizations must have approval prior to taking the VDS off the training center reservation for use at any other area or location.

#### **4-12. Trash and Garbage.**

a. Field locations.

(1) Hauling trash and garbage from field locations is the responsibility of the training units and organizations using the VDS.

(2) Plastic trash/garbage bags are required before placing field trash and garbage in the VDS.

(3) Flatten cardboard boxes and dispose of them in the cardboard trailers located at each dining facility in the cantonment area for recycling.

(4) Do not place the following in trash dumpsters in the cantonment area or the VDS dump site dumpster:

(a) Rocks

(b) Wood or wooden pallets

(c) Scrap metal

(d) Hazardous waste

(e) Medical waste

(f) MRE heaters (unless activated and allowed to cool prior to disposal)

b. Cantonment Locations.

(1) Place trash and garbage in dumpsters provided outside various facilities.

(2) Flatten cardboard boxes and place in the cardboard recycling trailers.

(3) Dispose of hazardous materials IAW AR 200-1, Chapter 6; such as ammunition, POL products, and pyrotechnics.

(4) Dispose of medical hazardous waste IAW OMD PFO Pam 710-2, Chapter 6, paragraph 9.

(5) Parking in front of dumpster locations in unauthorized, violators will be ticketed by MP's.

**4-13. Maintenance Support.** CGJMTC-H does not provide direct vehicle and equipment maintenance support. Units and organizations are responsible for providing their own Class IX parts and personnel to maintain their vehicles and equipment.

a. If your maintenance requirements are beyond your unit's or organization's capabilities, direct coordination with the Oklahoma Army National Guard, Oklahoma Military Department, State Maintenance Manager is required.

3745 Thunderbird Road  
Norman, OK 73069-8283  
Comm: (405) 321-7909  
DSN: 940-3376

b. The Unit Training Equipment Site (UTES) at CGJMTC-H is not a maintenance facility for units or organizations training at Camp Gruber. Only emergency assistance can be expected from the UTES.

c. Maintenance support for special projects is provided by units or organizations performing the mission.

#### **4-14. Billeting and Facilities.**

a. References:

- (1) NGB Pam 37-100
- (2) NGR 37-109
- (3) Oklahoma State Statutes, Title 44
- (4) OKARNG Pam 5-1
- (5) CGTC Billeting SOP

b. Requests for quarters are to be made at least thirty (30) days in advance. Requests received less than 30 days prior to utilization is honored on an "as available" basis. Camp Gruber SBOQ/SBEQ Reservation Form (Reproducible) is at Appendix A.

c. Limited chargeable quarters are available for distinguished visitors, bachelor officers, senior NCO personnel, enlisted personnel, and other authorized visitors. A roster by name, rank and gender is required not later than (NLT) 15 days prior to training date to hold reservations.

- (1) Personnel may be billeted in chargeable quarters with amenities and maid service.
- (2) Quarters are available for both male and female.
- (3) A twelve-point modern RV Park with picnic tables, security lights, charcoal grills, and a pavilion.

d. Priority of billeting assignments for chargeable quarters:

- (1) Annual training (AT) attendees.
- (2) Military personnel having an attendance requirement of 20 days or more.
- (3) Military personnel having an attendance requirement of 16-19 days.
- (4) Military personnel having an attendance requirement of 5-15 days.
- (5) Military personnel having an attendance requirement of less than 5 days.
- (6) Inactive Duty Training (IDT) attendees.
- (7) Visitors and transient military personnel.
- (8) Unofficial quarters are provided when available and reissued on a 72-hour period.

e. Permanent facilities available consist of the following type buildings:

- (1) Administrative Buildings and Facilities:
  - (a) 1 – Brigade HQ
  - (b) 3 – Battalion HQ
  - (c) 3 – Company Size HQ
- (2) Medical Facilities: 1 – Brigade Medical Clinic
- (3) Barracks Buildings and Facilities:
  - (a) 2 – 120 bed capacity
  - (b) 1 – 40 bed capacity (transient male)



- (c) 1 – 40 bed capacity (transient female)
- (4) Conference and Classroom Buildings and Facilities:
  - (a) 2 – 100 personnel capacity
  - (b) 1 – 70 personnel capacity (bldg. divided into 2 classrooms seating 35)
  - (c) 1 – 10 room facility (each room seats 10)
- (5) Eight (8) – Consolidated Buildings/Facilities contain the following:
  - (a) Administrative office and supply space
  - (b) 8 – sleeping bays (4 bays downstairs, 40 beds each, 4 bays upstairs, 20 beds each)
  - (c) Dining facility with a capacity of 160 personnel
  - (d) 2 – male latrines
  - (e) 2 – female latrines
- (6) One (1) – Dining Facility with a capacity of 160 personnel.
- (7) Lodge and Group Camp:
  - (a) 1 – administrative brigade facility
  - (b) 3 – 18 bed capacity
  - (c) 1 – central shower/latrine facility
  - (d) 1 – lodge with a ballroom, dining room, and kitchen
- (8) Motor Parks: 2 – battalion size motor pools, fenced.

f. All buildings and facilities are issued and turned in using a prepared hand receipt (DA Form 3161) or facsimile. They are furnished with the following:

(1) Barracks: beds, mattresses and mattress covers, pillows, footlockers, and wall lockers. Linens are available for issue upon request.

(2) Administrative: desks, chairs, file cabinets, and tables.

(3) Dining facilities: kitchens are fully equipped, including tables, chairs, and cooking/serving equipment.

g. Installation of any type air conditioning system is prohibited without written approval. Any unauthorized air conditioning system may be removed by Camp Gruber personnel and stored until unit or organization departs.

h. Recreational facilities are available. Reservations are preferred when unit or organizational activities are planned.

(1) Three softball fields and a limited amount of softball equipment.

(2) One sand volleyball court with poles, nets and balls.

(3) One outside basketball court, with lights and basketballs.

(4) Two horseshoe pits with horseshoes.

(5) Two-mile fitness track.

(6) Golf driving range, 300 yard, with 10 “T” boxes. Limited amount of golf clubs are available from the administration office for use at the driving range or for use at one of the golf courses around CGJMTC-H.

(7) Fitness Center with state-of-the-art exercise equipment and free weights.

(8) A picnic area for unit and organization parties is available. Blue Devil Recreation Area is located off Southern France Road and 15<sup>th</sup> Street, north of the fuel point and east of Range Control. Reservations are required. Usage coordinated through the billeting office. This area contains:

(a) 1 – softball field

(b) 2 – horseshoe pits

(c) 1 – sand volleyball court

(d) 1 – charcoal grill

(e) Potable water

(f) A large outside deck

(g) Several picnic tables

## **Chapter 5**

### **Director of Public Works & Environmental**

**5-1. Scope.** The Director of Public Works (DPW) Division is responsible to the Commander for the Architectural and Engineering (A&E) plans and services of real property, and the overall sustaining, restoration and maintenance of all real property, such as: buildings and facilities, equipment, and roads and grounds. The DPW division is also responsible for the overall environmental program.

a. The Engineering Plans and Services Branch is responsible to the Chief, Facilities Engineer for maintaining the engineering drawings, files, and plans on CGJMTC-H. The branch works with the Director of Engineering at the Oklahoma Military Department on current and future architectural and engineering plans and drawings at the training center. The branch maintains all records and files on the exact location of all underground utilities.

b. The Facilities Maintenance Branch is responsible to the Chief, Facilities Engineer for the overall maintenance and repair of the buildings, equipment, utility infrastructure and roads and grounds.

c. The Environmental Branch is responsible to the Chief, Facilities Engineer for the overall environmental program, which includes: protection of wildlife (specifically endangered species), various plants, soils, air quality, etc. The branch coordinates with the Oklahoma Military Department and the National Guard Bureau for environmental concerns. Refer to OMD 200-1 for additional information.

**5-2. Energy Conservation.** Camp Gruber Joint Maneuver Training Center – Heavy (CGJMTC-H) is on an Energy Management System. We adhere to OMDR 11-27, Oklahoma Military Department Energy Conservation Plan. The units and organizations requesting to train at CGTS are expected to follow these guidelines and regulations unless superseded by the Commander or the Facility Manager.

a. Heating is set at 72 degrees Fahrenheit during the winter months.

b. Buildings and facilities with air conditioning are set at 79 degrees Fahrenheit during the summer months.

c. Installing heaters or air conditioners is strictly prohibited. The DPW, or his representative, may make random checks to ensure compliance with the guidelines and regulations.

d. Report problems with the Energy Management System directly to the DPW Office. All thermostats and “troubleshooting” problems are controlled in the DPW office via computer.

e. Funds are limited—conserve energy.

**5-3. Utilities.** CGJMTC-H provides electricity, propane, water, and a modern sewage system to the units and organizations.

a. Electricity is provided by a rural cooperative, which provides service for the training center. Do not alter any of the electrical circuits, inside or outside of the buildings, without consulting with the DPW office.

b. A local contractor provides propane. The company may service the propane tanks while units or organizations are occupying buildings or facilities. Do not interfere with the driver or ask him to fill personal tanks of any type.

c. CGJMTC-H produces its own water from Greenleaf Lake. We operate a “state of the art” water plant on post, which is off limits to the training units and organizations. Potable water is provided at the 15<sup>th</sup> Street and Rhineland Road junction.

d. The sewage system is modern and will support approximately 3000 personnel.

e. Report all utility breaks to the DPW as soon as possible. Safety and sanitation is an utmost concern when utility lines break.

**5-4. Maintenance of Facilities.** During duty hours, send requests for the maintenance or repair of buildings and facilities to the DPW, located in the Headquarters Building, No. 154 (918)549-6077. After hours contact Range Control at (918) 549-6041

a. Identify yourself.

- b. Telephone number where you can be reached.
- c. Building name or number that needs maintenance.
- d. Identify the problem.

**5-5 Facilities Fires & Alarms.** When alarms are triggered, the commander will notify Range Control immediately and evacuate the building to an identifiable location and account for all personnel. The facility is not to be re-entered until cleared by fire department or DPW personnel.

**5-6. Dining Facilities Equipment.** Do not relocate any equipment without approval from the Facilities Engineer due to circuit limitations. Contact the Facilities maintenance officer if the equipment needs repair.

- a. Proper operation of dining facility equipment is important for preventive maintenance. Contact the Logistics Division if you need guidance.
- b. Due to fire hazards, do not store anything in the hot water heater closets. Keep the doors closed and contact the Facilities Maintenance Officer for maintenance or repairs.
- c. Sanitation around the dining facilities is important. Do not empty or wash food particles in garbage cans onto the ground. Discharge gray water and waste into the sanitary sewer.
- d. To prevent damage to garbage disposals, do not dispose of bones, paper products, and similar items.
- e. Clean grease traps thoroughly on a regular schedule, dispose of the debris in plastic bags, and place in the dumpsters. All grease traps will be cleaned prior to the unit's departure.

**5-7. Construction or Modifications.** All construction or modification of buildings or facilities, regardless of scope, must have the approval of the Installation Commander. Submit request to the Facilities Engineer for review identifying the type of work, the scope of work, and who will perform the work. An NGB Form 420 may be obtained for the DPW Office for your use to include this data. A sketch of the area and work is very helpful in approving or identifying the work.

**5-8. Parking.** The DPW allows parking on the side of the street nearest the building, with the support of the Provost Marshal, for a maximum of ten (10) minutes for loading or unloading vehicles. We wish to prevent damage to the shoulder of the streets and the grounds and ensure safety of personnel walking between the vehicles and for the access to facilities for emergency purposes.

**5-9. Digging.** Digging within the cantonment area is strictly prohibited. The DPW Officer is the only one who can approve digging within the cantonment area. A base Civil Engineer Work Clearance Request (AF Form 103) is issued prior to digging (See Appendix B). This is for your protection due to underground utilities. Digging and all other ground disturbing activities must be fully discussed in the Record of Environmental Consideration (REC).

**5-10. Location of Fuel Tankers.** Authorized fuel point areas are as follows:

- UV009494: Fenced Compound (Bn Mtr Pool)
- UV010494: East End of Fenced Compound
- UV014494: Tent City Area (See FE Br)
- UV025494: Central Europe Rd & 15<sup>th</sup> St.
- UV009499: AVN Fuel
- UV032502: Bulk Fuel Point 18<sup>th</sup> St. North of UTES

- a. Fuel tankers are not allowed to operate within any other areas inside the cantonment area without prior approval.
- b. Units will adhere to safety regulations concerning refueling.
- c. Aviation fuel tankers will have the tractor attached at all times in the event of grass fires.

d. Report all spills to Range Control immediately, and then to the DPW, Environmental office. Adequate absorbent material should be available in the event of spills.

**5-11. Flammable Liquids.** (Reference TM-1101 and TM 10-1113)

a. Tanks, containers, and pumping equipment, portable or stationary, used for storage or handling of flammable liquids, will meet OSHA, Department of Army, and National Guard Bureau regulations. Storage, handling, or use of flammable liquids will be under the supervision of qualified personnel.

b. Keep ignition sources, such as matches and lighters, away from flammable liquids. Post warning signs and “No Smoking” signs.

c. Report spills to Range Control immediately and then to the Environmental Office. Keep the area isolated.

d. Keep an adequate number of fire extinguishers and make sure all personnel know where they are located.

**5-12. Volatile Materials.** Keep packages containing: paints, thinner, or other volatile material, in a tightly closed area when not in use, store in an approved facility.

**5-13. Tools and Equipment.** CGJMTC-H normally does not provide tools or equipment to units or organizations. Exceptions are:

a. Lawn mowers, weed eaters, and lawn care tools are provided on a very limited basis and may be available only after normal duty hours.

b. Various hand tools required for projects supported by CGTS.

c. Paint, paint brushes, water hoses, cleaning materials, and various supplies for projects supported by CGJMTC-H.

**5-14. Environmental Quality Protection and Enhancement Policy.** The environmental quality protection and enhancement policy governing proposed and scheduled activities at CGJMTC-H is OMD Regulation 200-1 and CGJMTC-H 200-1.

a. CGJMTC-H Environmental Management – Standard Operating Procedures (SOP) was updated January 2004 and is available from the Camp Gruber Environmental Section (918-549-6223).

b. To ensure each unit’s or organization’s training activities do not exceed the approved scope of OMDR 200-2, and the Environmental Quality Protection and Enhancement Review Policy a process has been established. The steps are as follows:

(1) Each unit submits an REC along with their request to train at CGJMTC-H, the OKARNG Form 107E, Camp Gruber/Training Area/Facility Request.

(2) A complete review is performed by the Environmental Branch and approved/disapproved.

c. CGJMTC-H is the home of an endangered species, the “American Burying Beetle (*Nicrophorus americanus*).” Measures are itemized in the REC to protect this beetle.

d. List proposed fortifications, fighting positions and other excavations constructed during training activities on the REC. Disassemble all structures and restore the terrain to its natural state upon completion of training.

e. Construction equipment operator training and/ or actual construction activities must be fully discussed on the REC. Activities / Training is limited to approved areas only.

Coordinate proposed construction activities that are not a part of a Military Training Exercise with the Camp Gruber Environmental Section for completion of REC.

f. The REC will include land repair plans to correct damage from tactical and fighting vehicle training. Tracked vehicles will not perform neutral turns or use any paved or hard surfaced road.

g. Cutting or altering land terraces is prohibited.

h. Report POL leaks or spills to Range Control and the Environmental Office upon discovery. Refer to the CGTC Spill Prevention & Countermeasure Plan (Version 2.0, February 2004) for any additional guidance as necessary.

i. Field kitchens will dispose of waste water either at the site according to FM 21-10, Field Hygiene and Sanitation, page 107 (see Appendix D), or by returning the water to the Vinny Dump site for disposal in the waste water system. Include field kitchens on the REC.

j. Do not bury or leave solid waste in any training/range area. Bag, and transport solid waste to dumpsters in the cantonment area. Maximize the use of Vinny Dumpsters at all times.

k. Do not construct field latrines. They are not authorized.

l. Use of demolitions is limited to authorized demolition training ranges or approved construction project sites. The amount of explosives authorized on demolition ranges is outlined in CGJMTC-HR 385-1.

m. Hazardous substances such as electrolyte, batteries, oil, lubricants, solvents, etc. is stored and disposed of by Unit Training and Equipment Site (UTES). Contact the Camp Gruber Environmental Office for assistance with proper disposal of all hazardous materials.

n. For training exercises involving water purification, written approval of purification points must be obtained from Range Control and the Environmental Section. The backwash water discharge resulting from these operations shall not be discharged to the surface water. The backwash shall be contained and taken to the Vinny Dump site for disposal into the wastewater system.

**5-15. Storm Water Pollution Prevention Plan.** (Reference OMD Regulation 200-1)

Anyone conducting a construction activity, including clearing, grading, and excavating, which results in the disturbance of one or more acres of land, is required to apply for coverage under the **General Permit GP-005A for Storm Water Discharges for Construction Activities within the State of Oklahoma**. Such activities may include (but are not limited to) road building and construction of residential houses and offices. **General Permit GP-00-01 for Storm Water Discharges from Industrial Activities within the State of Oklahoma** regulations apply to anyone from the private or public sector who operate an industrial facility with potential pollutants that may be exposed to storm water. **Contact Camp Gruber Environmental Office at (918-549-6223) before conducting any construction and /or industrial activities that might involve a Storm Water Pollution Prevention Plan.**

**5-16. Cultural/Archaeological Resources.** Cultural and Archaeological resources are protected IAW the Integrated Cultural Resources Management Plan. Collecting artifacts, such as arrowheads and WWII items, is prohibited and a violation of federal law. If artifacts are found, leave them where found, mark the location, and report it to the Environmental Office.

**5-17. Recycling.** Camp Gruber is currently recycling cardboard, waste paper and all metals, which is coordinated by DPW and Logistics. Waste oil, antifreeze, and filters are recycled at UTES. Help us in this noteworthy endeavor. We are saving the government and the American taxpayer money when we recycle. If you have suggestions, contact the DPW Office.

## **Chapter 6**

### **Resource Management**

**6-1. Scope.** The Resource Management Division (OKCG-RM) is responsible to the Commander concerning the Camp Gruber Joint Maneuver Training Center – Heavy (CGJMTC-H) overall fiscal management program, and develops and implements policies, procedures, guidelines and regulations pertaining to fiscal management, including pre-planning, budgeting, programming, funds allocation, procurement, commercial accounts management, accounting, internal controls, auditing and reporting.

#### **6-2. References.**

- a. AR 37-1
- b. DFAS Regulation 37-1
- c. NGB Pam (AR) 37-1
- d. OMD PFO Pam 37-100
- e. NGR 5-1/ANGI 63-101
- f. Army National Guard Master Cooperative Agreement

#### **6-3. Cost for Use of the Training Center.**

a. Federal users will arrange for use of the training center through a direct agreement with CGJMTC-H and the Oklahoma Army National Guard (OKARNG).

(1) Army National Guard users, from any state, are not charged for use of the training center unless additional or enhanced services are requested.

(2) Identifiable Direct Costs (IDC) are assessed to all federal users except the National Guard. IDC are those costs CGJMTC-H incurs that are directly related to usage by the user and that CGJMTC-H would not otherwise incur. Estimated IDC is provided upon receipt of the OKARNG Form 107E.

b. Non-Federal users will arrange for use of the training center through a written agreement with CGJMTC and OKARNG.

(1) Non-federal users will pay IDC as described above in paragraph 6-3a (2).

(2) Non-federal users will be charged Overhead Costs (OC) as determined by the CGJMTC-H Commander and approved by the United States Property and Fiscal Officer (USPFO) for Oklahoma. Estimated OC and IDC is determined upon receipt of the OKARNG Form 107E.

#### **6-4. Reimbursement for Services, Goods, and Support.**

a. Federal users will finalize reimbursement arrangements with CGJMTC-H and the OKARNG 30 days prior to their scheduled training. Final costs are determined upon completion of training.

(1) Department of Defense organizations may prepare a DD Form 448, Military Interdepartmental Purchase Request (MIPR).

(2) Other federal users may prepare a purchase order used by their agencies.

(3) Other forms of reimbursement documents should be discussed with the Resource Manager.

(4) Users may use the reimbursable system for the first three quarters of each year. The final quarter will be direct fund cite against the unit's funds.

(5) Reoccurring training by federal users will require a Memorandum of Agreement and an Interservice Support Agreement (ISSA) according to Camp Gruber's Support Reimbursement Policy.

b. Non-Federal users will finalize reimbursement arrangements with CGJMTC-H and the OKARNG 30 days prior to their scheduled training. Final costs are determined upon completion of training.

(1) Valid purchase orders are accepted from state agencies and private organizations.

(2) Money orders, cashier checks, company checks, and personal checks are accepted and will be made payable to DCD-IN or Program Income based on payable invoice.

c. MIPRs, purchase orders, etc. are prepared and addressed as follows:

OKARNG – Training Site Command  
ATTN: OKCG-RM  
P.O. Box 29  
Braggs, Oklahoma 74423-0029  
Commercial Phone Number (918) 549-6222

**6-5. Goods, Services, and Support Not Provided.** CGJMTC-H does not provide all of the goods, services, and support that may be required by your organization. Direct contact with the United States Property and Fiscal Officer (USPFO) for Oklahoma or other OKARNG support offices may be necessary.

a. Submit requests for support of medical supplies and drugs, equipment rental, rations, and other POL directly to:

USPFO for Oklahoma  
ATTN: OKPFO-SS  
3501 Military Circle  
Oklahoma City, OK 73111-4398  
Commercial Phone Number (405) 228-5223

b. Submit requests for support of Class IX parts, fuel, and other vehicle and equipment parts directly to:

JFHQ  
Office of State Surface Maintenance  
ATTN: OKMO  
1208 Thunderbird Street  
Norman, OK 73069-8447  
Commercial Phone Number (405) 217-8000

c. Submit requests for support of GSA and other government vehicle usage directly to:

JFHQ  
ATTN: OKDCSLOG-DM  
3535 Military Circle  
Oklahoma City, OK 73111-4398  
Commercial Phone Number (405) 228-5675

**6-6. Verification of Charges.** Each organization should verify charges and costs of training with the Resource Manager.

## APPENDIX A

TRANSIENT BILLETING REGISTRATION FORM																		
PRIVACY ACT OF 1974, THE AUTHORITY FOR COLLECTING THIS DATA IS 10 U.S.C. 3012. THE PRINCIPAL PURPOSE FOR THIS DATA COLLECTION IS TO IDENTIFY THE INDIVIDUAL AND DETERMINE ELIGIBILITY, PRIORITY AND ENTITLEMENT COMMENSURATE WITH GRADE. DISCLOSURE IS VOLUNTARY. HOWEVER, IF THE DATA IS NOT COLLECTED, RESERVATION/REGISTRATION PROCESSING CANNOT BE PROPERLY COMPLETED.																		
MY ACTUAL ARRIVAL TIME IS: _____, I _____ ACCEPT _____ DECLINE THE QUARTERS PROVIDED ON THIS DATE _____ I ASSUME RESPONSIBILITY FOR QUARTERS ASSIGNED AND THE PROPERTY THEREIN. I UNDERSTAND THAT UNAUTHORIZED REMOVAL OR DESTRUCTION OF ITEMS IS CAUSE FOR PROSECUTION OF OMD PAM 735-11 AND OMD PAM 5-1. I WILL NOTIFY THE BILLETING OFFICE IF THERE ARE ANY DISCREPANCIES TO THE ROOM INVENTORY SHEET, LOCATED IN THE ROOM, WITHIN 30 MINUTES OF REGISTRATION.																		
<b>LAST NAME</b> , First Name, Middle Initial:						ARRIVAL DATE:			DEPARTURE DATE:									
SSN:						RANK:			GENDER: MALE OR FEMALE (CIRCLE ONE)									
COMPONENT: NG AR AF NV MR RESERVES CIVILIAN (CIRCLE ONE)						STATUS:												
<b>ORGANIZATION/UNIT ADDRESS</b>						<b>CAMP GRUBER BILLETING</b> <b>PO BOX 29</b> <b>BRAGGS, OK 74423</b>  <b>CHECK OUT TIME IS 1000 HRS</b> <b>NO TOBACCO USE IN FACILITIES</b>  <b>PAYMENT BY CASH, CHECK OR</b> <b>CREDIT CARD(VISA OR Master Card)</b>												
UNIT:																		
STREET:																		
CITY:																		
STATE:																		
ZIP CODE:																		
UNIT PHONE:																		
COMMERCIAL:																		
SIGNATURE																		
RV SITE NUMBER: _____ KEY # _____																		
BLDG 232	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
BLDG 228	1A	1B	2A	2B	3A	3B	5A	5B	4A	4B								
	6A	6B	7A	7B	9A	9B	8A	8B	10A	10B								
BLDG 227	1A	1B	2A	2B	3A	3B	5A	5B	4A	4B								
	6A	6B	7A	7B	9A	9B	8A	8B	10A	10B								
BLDG 226	1A	1B	2A	2B	3A	3B	5A	5B	4A	4B								
	6A	6B	7A	7B	9A	9B	8A	8B	10A	10B								
BLDG 128	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B								
	6A	6B	7A	7B	8A	8B	9A	9B	10A	10B								
	11A	11B	12A	12B	13A	13B	14A	14B	15A	15B								
	16A	16B	17A	17B	18A	18B	19A	19B	20A	20B								
FG BLDGS	164A	164B	166A	166B	168A	168B	272A	272B	274A	274B	276A	276B						
FG TRLS	40A	40B	40C	41A	41B	41C	42A	42B	42C	43A	43B	43C						
FG TRLS	44A	44B	44C	45A	45B	45C	46A	46B	47A	47B	47C							
LINEN: YES NO		PAID: CASH ( ) CHECK # ( ) CREDIT CARD ( ) BILLED ( )										CLERKS INITIALS:						
\$																		



## APPENDIX B

BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST <small>(See Instructions on Reverse)</small>		DATE PREPARED
1. Clearance is requested to proceed with work at _____ on Work Order No. _____, Contract No. _____, involving excavation or utility disturbance per attached sketch. This area <input type="checkbox"/> has <input type="checkbox"/> has not been staked or clearly marked.		
2. TYPE OF FACILITY/WORK INVOLVED		
<input type="checkbox"/> A. PAVEMENTS	<input type="checkbox"/> D. FIRE DETECTION & PROTECTION SYSTEMS	<input type="checkbox"/> G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW
<input type="checkbox"/> B. DRAINAGE SYSTEMS	<input type="checkbox"/> E. UTILITY <input type="checkbox"/> OVERHEAD <input type="checkbox"/> UNDERGROUND	<input type="checkbox"/> H. SECURITY
<input type="checkbox"/> C. RAILROAD TRACKS	<input type="checkbox"/> F. COMM. <input type="checkbox"/> OVERHEAD <input type="checkbox"/> UNDERGROUND	<input type="checkbox"/> I. OTHER
3. DATE CLEARANCE REQUIRED		4. DATE OF CLEARANCE
5. SIGNATURE OF REQUESTING OFFICIAL		6. TELEPHONE NO.
		7. ORGANIZATION
ORGANIZATION		REMARKS (Use Reverse for additional comments)
REVIEWER'S NAME AND INITIALS		
B A S E  C I V I L  E N G I N E E R I N G	A. ELECTRICAL DISTRIBUTION	
	B. STEAM DISTRIBUTION	
	C. WATER DISTRIBUTION	
	D. POL DISTRIBUTION	
	E. SEWER DISTRIBUTION	
	F. ENVIRONMENTAL	
	G. PAVEMENTS/ GROUNDS	
	H. FIRE PROTECTION	
	I. ZONE _____	
	J. OTHER (Specify)	
9. SECURITY POLICE		
10. SAFETY		
11. COMMUNICATIONS		
12. BASE OPERATIONS		
13. CABLE TV		
14. COMMERCIAL UTILITY COMPANY		
<input type="checkbox"/> TELEPHONE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC		
15. OTHER (Specify) _____		
16. REQUESTED CLEARANCE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
17. TYPED NAME AND SIGNATURE OF APPROVING OFFICER (Chief of Operations Flight or Chief of Engineering Flight)		17a. DATE SIGNED