

**Camp Gruber Training Center
Regulation 210-1**

Camp Gruber Training Center Regulation



**Camp Gruber Training Center
Oklahoma Army National Guard
Braggs, Oklahoma 74423-0029
2 April 2020**

UNCLASSIFIED

**Headquarters
Oklahoma Military Department
Oklahoma City, OK
2 April 2020**

CG Regulation 210-1

Camp Gruber Training Center

By Order of the Commander:

MAC B. CARTER
COL, LG, OKARNG
Garrison Commander



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.

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 Training Center.

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 Training Center (CGTC).

b. The Commander, CGTC, OKARNG, under the command of TAG receives guidance, direction, and operational control from the Director joint Staff (DJS) to execute the operations of CGTC. 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 CGTC.
- (7) Provides guidance and direction in the form of SOPs, and supports and executes operational control over units using CGTC training areas and facilities.
- (8) Supervise tenant unit/activity use of CGTC facilities. This does not include internal operation of the tenant, Unit Training and Equipment Site (UTES).

c. Base Operations Manager, CGTC:

- (1) Performs the duties of the Commander during non-military duty days. Duties are performed under supervision of the DJS, OKARNG.
- (2) Supervises all CGTC 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 CGTC.
- (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 CGTC 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.

CGTC will support the OKARNG core business hours of M-F 0830-1500. Full-time employees are allowed to work the regular work schedule or compressed work schedule as long as each directorate can provide support during the core business hours.

a. The hours of operation during weekend training are Saturday 0630 to 1700 and Sunday 0630 to 1700. However, the Range Branch operates on extended hours on Friday and Saturday nights during weekend training.

b. Other extended hours of operation are explained in the following chapters by each CGTC section chief.

1-4. Points of Contact.

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

Headquarters

Building 154 (Anzio Road & 4th St.) (918) 549-6001

Base Operations Manager

Building 154 (Anzio Road & 4th St.) (918) 549-6004

Personnel & Community Activities

Building 154 (Anzio Road & 4th St.) (918) 549-6001/6003

Logistics

Building 327 (Central Europe Rd and 10th St.) (918) 549-6164

Billeting Division

Building 117 (Rhineland Road) (918) 549-6065/6066

Operations Branch

Building 154 (Anzio Road & 4th St.) (918) 549-6194/6007/6195

Provost Marshal

Building 121 (Rhineland Road) (918) 549-6045

Security

Trailer 25 (Central Europe Rd & HWY 10) (918) 549-6021

Facilities Engineering Division/ Facility Manager

Building 154 (Anzio Rd & 4th St.) (918) 549-6075/6072

Range Control

Building 740 (S. France & 14th St.) (918) 549-6041/6042

UTES (Unit Training and Equipment Site)

Building 906 (Central Europe Rd.) (918) 549-6035

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 CGTC 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 CGTCR 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 reflective belt is required. If running in a formation at any time, road guards with reflective vests are mandatory.
- 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 0800.
- 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), leather boots or over-the-ankle shoes and complete a Motorcycle Safety Foundation (MDF) or MSF-based approved motorcycle rider safety course.

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 CGTC Range Officer on duty at Building 740. The Chief, Plans and Training Division at CGTC 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

15-09, Dated 2 March 15.

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 without 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 CGTC with an open container of alcohol or under the influence of alcohol or any controlled substance.
- m. Using or occupying areas without prior clearance.
- 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 communication 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 CGTC cantonment area.
- w. Smoking in government buildings and other facilities.

1-10. Training Area Activity Management. See CG-Policy Memorandum 18-04 or current Memorandum

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 CGTC 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). The PX is located between 3rd and 4th Street, Building 135.

- (1) The hours of operation are Tuesday through Friday, 1000 to 1400.
- (2) The hours of operation on Saturday is normally 1000 to 1700.
- (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 918-549-6004.

b. Self-service laundry. There is a free laundry facility at Rhineland Road and 4th Street, Building 211 and Rhineland Road and 5th Street, Building 212.

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.

b. These provisions do not apply to the following:

(1) Law enforcement personnel in the execution of their duties. Off-duty law enforcement officers must possess and carry (on person) proper law enforcement identification (agency issued CLEET and Commission Card).

(2) 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) Competitive shooters attending an approved event on National Guard ranges.

(4) Personnel authorized by The Adjutant General of the State of Oklahoma, or his authorized designee, for the protection of personnel and property; or the general safety and welfare of the public.

(5) 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.

(6) References:

a. Title 21 and 29, Oklahoma State Statutes.

b. 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 Training Center (CGTC). The DPCA is also assigned the additional duty as CGTC 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 CGTC.

a. DPCA provides direct personnel and administrative services to the full-time support (FTS) personnel of CGTC, 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 CGTC, 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
CGTC
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 6th Street
Muskogee, OK 74401
Phone: (918) 682-1366

2.1-5. Military ID Card Machine.

- a. CGTC has the capability of making military ID cards for all components.
- b. CGTC DEERS/RAPIDS system hours of operation are Tuesday through Thursday 0900 – 1500. Due to limited personnel authorized to access the system call 918-549-6001 prior to ensure personnel are available.
- 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.

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 CGTC IM&T Section.

2.2-2. References:

- a. OMD Pam 25-23
- b. CGTC 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) 549-6231. 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 CGTC 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. CGTC Telephone Directory. The directory is updated and posted monthly on the Camp Gruber website.

2.2-6. Analog Equipment. The CGTC 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 154, telephone number (918) 549-6231. The IASO is responsible for managing all IM&T equipment and IM&T related equipment on CGTC.

2.2-8. Equipment.

a. The CGTC 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. Network.

a. Wired - The Camp Gruber network is currently Guard Net only, at this time only OKARNG computers are allowed to connect to the wired network.

b. Wireless – Depending on national policy and funding there may be a commercial wireless network available. Contact the IM&T section for the status of the wireless network.

2.2-10. Distance Learning Lab (DL). The Computer Lab is located on the south end of building 112. Contact IM&T to schedule use of the computer lab.

Section III

Medical Facilities and Support

2.3-1. Scope. Oklahoma Army National Guard medical personnel on duty at CGTC are responsible to the Adjutant General for Oklahoma, the State Surgeon, and the Commander concerning the overall professional medical management of the CGTC 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 CGTC. 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 CGTC. 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) 682-5501.
- 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 CGTC will submit a medical report to the Range Control 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 CGTC should ensure that their key personnel are aware of MEDEVAC radio frequency and Lifesaver Point Locations.
- b. Military MEDEVAC is not routinely available at CGTC. 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 154, 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 CGTC 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 State Security Personnel are responsible to the Chief, Plans and Training Division for overall security of CGTC.

3-2. Requests to Train. Reference CGR 385-1 Chapter 1-3 or RFMSS SOP

a. Cancellation: See CGR 385-1 Chapter 1-6.

b. The Oklahoma Army National Guard G3 is responsible for prioritizing units training at CGTC. Additionally a Training Record of Environmental Consideration (TREC) must be submitted per OMD 200-1. Forms can be obtained via the Camp Gruber Training Center RFMSS website.

c. A pre-AT conference is scheduled within the first 3 months of each year.

d. Units will be contacted by Range Control 120 days prior to execution of training.

3-3. Cherokee County Game Management Area. Training in the Cherokee County Game Management Area is no longer authorized through CGTC.

3-4. Range Control Operations.

a. Range Control personnel are on duty while units are training.

b. Units will continuously monitor the CGTC 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 CGTC.

3-5. Daily Training Meeting. Reference CGR 385-1 Chapter 1-5

3-6. Canceling Training. Reference CGR 385-1 Chapter 6 para b

3-7. Ammunitions/Explosives/Pyrotechnics. Reference CGR 385-1 Appendix K

3-8. Bivouac and Tactical Training Areas.

a. 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 designated training area is completed on the Training Record of Environmental Consideration (TREC) that is submitted with the request for training.. All digging outside the designated area, including fighting positions, must be applied for 90 days in advance of the training date and approved by the Environmental Branch at JFHQ using a 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 Range Control.

e. 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.

3-9. Physical Security of Weapons. Units and organizations training at CGTC are responsible for security of their weapons. Reference AR 190-11 and AR 190-51

3-10. 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.

3-11. Training Area Restrictions. Reference CGR 385-1 Chapter 1-11

3-12. Unexploded Ammunition or Duds. Reference CGR 385-1 Chapters 2-21, 2-22, 2-23, and Appendix K.

3-13. 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. CGTCR 385-1, Camp Gruber Range and Training Facilities Safety Regulation list all the Surface Danger Zones located on Camp Gruber.

3-14. Airspace Operations. Reference CGR 385-1 Chapter 5

3-15. Security. Entrance to Camp Gruber Training Center may be restricted / limited dependent 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 breaches, and the military or state security personnel patrol the cantonment area.
- d. Military police or state security personnel will enforce regulations concerning traffic and parking within the cantonment area.
- e. The military or state security personnel make random spot checks of unregistered vehicles. These checks are particularly conducted in restricted areas or limited access areas.
- f. Contractors and their employees, vendors, and other workers are monitored as they enter and leave CGTC. 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 CGTC staff.

3-16. Fire Prevention. Reference CGR 385-1 Chapter 1-2

Chapter 4

Logistics

4-1. Scope. The Logistics Division is responsible to the Commander for the overall management of Camp Gruber Training Center (CGTC) 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 CGTC. 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.

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

a. Request for usage/logistic support at CGTC 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 CGTC 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 CGTC facilities. The warehouse will support the tenant organizations on CGTC on a limited basis, but units and organizations training at CGTC are expected to bring all classes of supplies necessary to perform their mission/training including janitorial supplies.

a. Units and organizations desiring support from CGTC 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 CGTC Log Form 1 is used to request all classes of supplies from CGTC 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 15th 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 CGTC, 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. CGTC 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 CGTC 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 CGTC 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 CGTC.

4-9. Ammunition and Explosive Supply and Storage.

a. CGTC 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) CGTCR 385-1

(2) AR 385-63,

(3) 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 CGTC 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.

CGTC 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 8th 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 CGTC property 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.

a. The UTES provides Field Maintenance support of assigned equipment and units designated by the SMM office. The activities also provide storage of items that cannot be maintained at home stations due to size, characteristics, lack of space and/or capability.

b. For unsupported units, 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

c. Utilization of UTES facilities for maintenance training is encouraged. Requests to utilize the UTES facilities will be submitted 30 days prior to date requested. This will allow time for the UTES supervisor to make arrangements for such training. Requirements should be listed in the request and should include the following:

- (1) Dates and daily start/stop times required for training.
- (2) Total personnel to train at the UTES facility.
- (3) Number of days required.
- (4) Unit POC and telephone number if more information is required before the request is approved/disapproved.
- (5) Any tools, repair parts, equipment required for such training.
- (6) OIC/NCOIC that will be the responsible person in charge of the personnel while training at the UTES. Maintenance support for special projects is provided by units or organizations performing the mission.

d. Unit should draw equipment, special tools, keys, and other items required prior to the training period. This should be accomplished by an on-site visit and direct coordination with UTES Supervisor. For use of equipment entered into the UTES units will submit OKARNG Form 110-E NLT 90 days prior to date of training. The equipment will be hand receipted and drawn prior to the training period. All other requests such as buildings, maintenance bays, class rooms, or parking of equipment in UTES compound should be requested in remarks block on OKARNG Form 110-E.

4-14. Billeting and Facilities.

a. References:

- (1) NGR 5-3-1
- (2) Oklahoma State Statutes, Title 44
- (3) OKARNG Pam 5-1
- (4) 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 as "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, and charcoal grills.

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.
- (9) Permanent facilities available through Director of Public Works & Environmental. (see chapter 5)

Chapter 5

Director of Public Works & Environmental

5-1. Scope.

a. 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.

b. The Engineering Plans and Services Branch is responsible to the Chief, Facilities Engineer for maintaining the engineering drawings, files, and plans on CGTC. 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.

c. 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.

d. The CGTC Environmental Branch is a satellite office of the Environmental Branch at JFHQ. Environmental Branch at JFHQ is responsible for the overall environmental program, which includes all natural resources and all cultural resources at CGTC. The Environmental Branch coordinates with the National Guard Bureau for environmental concerns.

5-2. Energy Conservation.

a. Camp Gruber Training Center (CGTC) 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.

- b. Heating is set at 72 degrees Fahrenheit during the winter months.
- c. Buildings and facilities with air conditioning are set at 79 degrees Fahrenheit during the summer months.
- d. Installing heaters or air conditioners is strictly prohibited. The DPW, or representative, may make random checks to ensure compliance with the guidelines and regulations.
- e. 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.

5-3. Utilities.

- a. CGTC provides electricity, propane, water, and a modern sewage system to the units and organizations.
- b. 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.
- c. 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.
- d. CGTC 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 15th Street and Rhineland Road junction.
- e. The sewage system is modern and will support approximately 3,000 personnel.
- f. 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, at Building 200, (918) 549-6200. After hours contact is also (918) 549-6200.

- 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. Transient Training Facilities include the following type buildings:

- a. Administrative Buildings and Facilities:
 - (1) 1 - Brigade HQ
 - (2) 5 - Battalion HQ
 - (3) 3 - Company HQ
- b. Medical Facilities:
 - (1) 1 - Medical Clinic

- c. Barracks Buildings and Facilities:
 - (1) 5 - 120 bed capacity
- d. Classroom Buildings and Facilities:
 - (1) 2 – 100 personnel capacity
- e. Eight (10) – Consolidated Buildings/Facilities contain the following:
 - (1) Administrative office and supply space
 - (2) 8 – 198 sleeping capacity
 - (3) 2 – Total of 320 sleeping capacity
 - (4) Dining facility with a capacity of 96 personnel
- f. Dining Facility (2) with a capacity of 160 personnel.
- g. Motor Pools:
 - (1) 3 – Battalion size motor pools, fenced.
- h. All buildings and facilities are issued and turned in using a prepared hand receipt. They are furnished with the following:
 - (1) Barracks: beds, mattresses wall lockers.
 - (2) Administrative: desks, chairs, and tables.
 - (3) Dining facilities: kitchens are fully equipped, including tables, chairs, and cooking/serving equipment.
- i. Recreational facilities are available. Reservations are required when unit or organizational activities are planned.
- j. Two-mile fitness track.
- k. A picnic area for unit and organization parties is available. Blue Devil Recreation Area is located off Southern France Road and 15th Street, north of the fuel point and east of Range Control. Reservations are required. Usage coordinated through the billeting office. This area contains:
 - (1) 1 – softball field
 - (2) 2 – horseshoe pits
 - (3) 1 – charcoal grill
 - (4) Potable water
 - (5) A large outside deck
 - (6) Several picnic tables

5-6. Facilities Fires & Alarms. When alarms are triggered, the unit will evacuate the building to an identifiable location and account for all personnel. The facility is not to be re-entered until cleared by CGTC Fire Department or DPW personnel.

5-7. 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.

5-8. Digging. Digging within the cantonment area is strictly prohibited. The Facility Engineer 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).

5-9. Location of Fuel Tankers. Authorized fuel point areas are as follows:

UV009494: Fenced Compound (Bn Mtr Pool)
UV025494: Central Europe Rd & 15th St NE corner
UV009499: AVN Fueling Area FARP
UV032502: Bulk Fuel Point 18th 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, including secondary containment.
- 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, CGTC Environmental Branch. An approved Spill Kit should be available in the event of spills

5-10. 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 CGTC Environmental Branch. Keep the area isolated.
- d. Keep an adequate number of fire extinguishers and make sure all personnel know where they are located.

5-11. 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.

5-12. Tools and Equipment. CGTC 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 CGTC.

5-13. Environmental Quality Protection and Enhancement Policy. The environmental quality protection and enhancement policy governing proposed and scheduled activities at CGTC is the Environmental Management – Standard Operating Procedures (EMSOP)

5-14. CGTC EMSOP. CGTC EMSOP was updated August 2015 and is available on the OMD Homepage 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:

a. All training requests are initiated in RFMSS. Each unit submits a TREC along with their request to train at CGTC. The TREC form can be found in RFMSS, Library Tab, and Environmental Folder. A TREC form with instructions can be found in Appendix C

b. A complete review of the TREC is performed by the CGTC Environmental Branch and approved/disapproved. CGTC is the home of an endangered species, the American Burying Beetle (ABB). Measures covered in the TREC are for the purposes of protecting the ABB, other natural resources, and cultural resources.

c. All training that includes ground disturbance of any kind is restricted to the Approved Dig Area bounded by Southern France Rd., 12th St, Rhineland Rd., and 13th St.

d. If ground disturbance is requested outside of the Approved Dig Area described above, the unit requesting the training must submit a Record of Environmental Consideration (REC) and wait for 90-120 days for review and approval by US Fish and Wildlife Service, State Historic Preservation Office, Oklahoma Archeological Survey, and interested Native American Tribes. Please consult with the CGTC Environmental Branch to begin this process.

e. Report POL leaks or spills to Range Control and the Environmental Office upon discovery. Refer to the CGTC Spill Prevention & Countermeasure Plan for any additional guidance as necessary.

f. Field kitchens will dispose of waste water either directly to the waste water system, or by returning the water to the Vinny Dump site for disposal in the waste water system. Include field kitchens on the TREC.

g. 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.

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

i. 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 CGTCR 385-1.

j. 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.

k. 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. Consult with Contact Camp Gruber Environmental Branch before proposing 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 Training Center (CGTC) 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. DoDI 4000.19 Support Agreements
- b. AR 5-9 Installation Agreements
- c. NGR 5-1 Master Cooperative Agreement
- d. NGR 5-2 NG Support Agreement
- e. NGR 5-3 Training Centers

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 CGTC 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 CGTC incurs that are directly related to usage by the user and that CGTC 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 CGTC 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 CGTC 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 CGTC 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 Inter-service Support Agreement (ISSA) according to Camp Gruber's Support Reimbursement Policy.

b. Non-Federal users will finalize reimbursement arrangements with CGTC 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 – Camp Gruber Training Center
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. CGTC 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.																
LAST NAME , 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:								
ORGANIZATION/UNIT ADDRESS								CAMP GRUBER BILLETING PO BOX 29 BRAGGS, OK 74423 CHECK OUT TIME IS 1000 HRS NO TOBACCO USE IN FACILITIES PAYMENT BY CASH, CHECK OR CREDIT CARD(VISA OR Master Card)								
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
8. 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