

CAMP SMITH POLICIES AND PROCEDURES
ANNEX 3B – CAMP SMITH RESERVATION 10 DAY OUT COORDINATION MEETING
JULY 2009

1. Camp Smith Training Site conducts a 10-Day Out coordination meeting for all users of Camp Smith. The purpose of the 10-Day Out coordination meeting is for Camp Smith staff to finalize approved training facility usage and requirements, and for units to coordinate with other units training during the same time period. Additionally, units will receive guidance and policy letters pertinent to facility usage. The end state is to reduce, if not eliminate, training detractors and enhance our ability to support the customers.
2. The location is building 501 conference room 105, and the start time is Wednesday at 1000 hours. The day will be adjusted due to holidays, or when a units' training begins mid-week and customers will be advised well in advance. Attire is the daily duty uniform for all military and uniformed personnel, and casual professional for others.
3. Using Microsoft Outlook meeting request, Camp Smith Range Control will schedule via e-mail the unit's 10-Day Out coordination meeting shortly after the RFMSS Operator sends the unit their facility request summary. Units will be advised of their specific requirements concurrently with receipt of their reservation.
4. All administrative documents such as the O-5 Certification memo, CRM worksheet(s), training schedule, advance party data, estimated strength, parking roster, and any other stated requirement must be provided to Camp Smith NLT 30 days prior to training event.
5. Failure to provide the required data and documents 30 days prior to training event will result in denial of confirmation for facility associated with specific required document(s) that unit failed to submit in advance.
6. Failure of unit to attend the 10-day Out coordination meeting may result in revocation of confirmation and cancellation of reserved training facilities.
7. A signed agreement between the customer and Camp Smith will be utilized to ensure all applicable requirements are addressed and facility usage is clear.
8. Questions pertaining to the above will be directed to Range Control at (914) 788-7372