

CAMP SMITH POLICIES AND PROCEDURES
ANNEX 3A – CAMP SMITH FACILITY RESERVATION PROCESS
JULY 2009

1. Consistent with the Army doctrine of Battle-Focused Training, the Camp Smith Facility Reservation Process will utilize backward-planning with certain steps to be accomplished during a certain timeframe. These are the absolute minimum requirements for near-term planning; better planning is always encouraged. The focus is on the training event, D-DAY. Facility Requests will not become Reservations until after the unit meets all the planning and coordination requirements.

D-90 days Unit submits a facility request using web-RFMSS (Appendix 3) or by emailing the RFMSS Facility Request Form (Appendix 1) to Camp Smith RFMSS Scheduler, Mr. Roman Tarnowski (email: roman.tarnowski@us.army.mil phone: 914-788-7396)

D-60 days Within 30 days of receiving RFMSS Facility Request, RFMSS Scheduler responds to unit, with the following:

- a. RFMSS Request Control Number Identifier (RCNI) and/or denials (if any)
- b. POV parking request roster (Appendix 2)
- c. Camp Smith SOPs, if applicable
- d. Administrative instructions and any additional requirements

Within 7 days later, Range Control will schedule appointment date for 10-Day Out coordination meeting

D-30 days If conducting range fire or other hazardous training, unit submits their O-5 Level Command Safety Certification memorandum to RFMSS Scheduler

OICs & RSOs designated in the unit memorandum coordinate for the Range and Hazardous Training Safety Brief with Camp Smith's Safety Manager, Mr. Dave Rogers (Email: david.j.rogers@us.army.mil, phone: 914-788-7359)

Unit submits all other required training and administrative documentation to Range Control

D-10 days The 10-Day Out coordination meeting is conducted (see Annex 3B)

D-1 day Advance party draws facilities and checks-in at Range Control regarding last minute changes (if any)

D-DAY Unit Training Event
Unit submits daily utilization reports to Range Control and/or Cantonment Logistics

D+1 day Clearing party returns facilities and clears with Range Control and/or Cantonment Logistics prior to leaving post (or upon training completion)

CAMP SMITH POLICIES AND PROCEDURES
ANNEX 3A – CAMP SMITH FACILITY RESERVATION PROCESS
JULY 2009

2. Camp Smith will cancel a unit's reservation or confirmation for the following reasons:
 - a. Failure to provide all required documentation at D-30 days
 - b. Failure to perform required coordination (ex: designated OICs/RSOs not completing Installation Range & Hazardous Training Safety Brief)
 - c. Unexcused absence from the 10 Day Out coordination meeting
3. Camp Smith will send a letter of noncompliance to higher headquarters, and deny future training facility usage for any unit that vacates post without properly clearing with Range Control and/or Cantonment Logistics.

Appendix 1 – RFMSS Request Form
Appendix 2 – POV parking Request Roster