

# Camp Ripley

## Regulation

Department of Military Affairs

ARNG TRAINING CENTER

15000 HIGHWAY 115

Little Falls, MN 56345

State of Minnesota  
Department of Military Affairs  
ARNG TRAINING CENTER  
Camp Ripley  
Little Falls, MN 56345

31 July 2020

The following Regulations are promulgated pursuant to Minnesota Statutes, Sections 190.11 and 609.396, for the enforcement of rules and the operation, care and preservation of existing facilities and resources on the Camp Ripley Training Center. All persons entering or present within Camp Ripley Training Center are subject to these regulations.

Violations of these regulations by persons subject to the Minnesota Code of Military Justice will be prosecuted there under. Any other persons who violate these regulations may be prosecuted by administrative action by the Installation Commander or other appropriate military or civilian authority.

Exemptions to regulation may be waived at the purview of the Senior Commander as long as the exemption is in pursuant to Minnesota Statutes. The exemptions for the Senior Commander are reviewed and approved by The Adjutant General Of Minnesota, Minnesota National Guard.

JOSHUA M. SIMER  
COL, IN, MNARNG  
Garrison Commander

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## **Section I - General Information**

### ***1-1 POC Info and Email***

POC for this section is the Camp Ripley Command Group at 320-616-2699 or email [ng.mn.mnarng.list.crc-cmd@mail.mil](mailto:ng.mn.mnarng.list.crc-cmd@mail.mil).

### ***1-2 Mission and Vision***

***Mission: Provide the best support, facilities, and resources enabling customers to train in a realistic environment while maintaining positive community relations.***

***Vision:*** Camp Ripley is a training center capable of providing all assets (facilities, ranges, supplies, and customer service) needed to fulfill all customers' missions.

- Sustain maneuver training center – heavy and regional collective training capability classifications.
- Exceed Army standards in base infrastructure, equipment, simulations, and morale, welfare and recreation opportunities.
- Commitment to quality management ensuring safe and effective training.
- Partner with state and local units of government and communities.

### ***1-3 Applicability***

This Regulation applies to tenant organizations and transient customers operating on Camp Ripley Training Center.

### ***1-4 Authority***

Authority for development and implementation of this regulation is delegated to the Installation Commander, as defined on orders from The Adjutant General, in accordance with and Minnesota State Statute 609.396 granting authority to promulgate such rules and regulations as required to promote safety and security within Camp Ripley Training Center.

### ***1-5 Access to Camp Ripley***

a. Camp Ripley cantonment area is open to the public between the hours of 0600-2200 for the purpose of visiting the Minnesota Military Museum and other sanctioned activities. Questions regarding civilian access should be directed to the Camp Ripley

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Visitors Bureau at 320-616-2714. Procedures for entering Camp Ripley are outlined in section 6-9 of this regulation.

b. Access to the field training area and range complex is closed to the public due to the military training mission and the associated inherent hazards. Access north of the Range Control building is limited to military units in training, organized civilian groups with a current lease agreement, and participants in an organized event (DNR bow hunts, cross-country ski meet, DAV hunt). Individual access is limited to the following categories:

- (1) Current or Retired military personnel with a valid military ID.
- (2) Current State employees of Minnesota Department of Military Affairs (DMA).
- (3) Current Federal employees working on Camp Ripley.
- (4) DNR employees for the execution of their job duties.
- (5) Contractors and loggers for the execution of active contracts.
- (6) Active participants of a civilian lease agreement.

c. Sponsored guests of those outlined in categories (1), (2), or (3) above (must be accompanied by their sponsor at all times).

d. All non-tactical vehicles traveling north of Range Control must stop at the Range Control building to sign for a pass and range bulletin. Additional information and exceptions can be found in the Range Regulation Appendix 1 of Annex C.

e. Access to the training area is subject to further limitations, restrictions or denials at the discretion of the Installation Commander or Range Control.

f. Permanent Party Service Members are defined as Service Members that reside in buildings, 16-71 Senior Commander Residence and 19-71 Garrison Command Sergeant Major residence.

### **1-6 Garrison Mail Service**

a. The following mailing address should be used for correspondence to Camp Ripley and for mail to personnel in training.

Individual's Name  
Full Unit, Organization Name or Office Symbol  
Building number  
15000 Highway 115, Camp Ripley

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b. All incoming mail is sorted by Camp Ripley mail room staff. Incoming mail for personnel in training is delivered to the Education Center for unit pickup.

c. Shipping via sources other than US Mail must include the building number.

### ***1-7 Outgoing Mail***

a. Outgoing mail from units and personnel in training can be dropped off at the Education Center (BLDG 6-76) billet counter or at the mail center in the TACC (BLDG 11-1) with proper postage affixed. Units need to ensure they bring enough postage to last the duration of their training period. Outgoing packages must be brought to a local post office for handling. Camp Ripley cannot provide postage.

b. Tenant organizations and civilian agencies process mail through the mail center in the TACC (11-1), USPFO, or FMO.

### ***1-8 Smoking Policy***

Smoking is prohibited throughout all training site facilities to include barracks and billet rooms. Smoking is permitted outside of buildings. All smoking areas must be at least 50 feet from common points of ingress/egress. Smokers must dispose of their materials in appropriate receptacles prior to entering any building. Smoking in government vehicles is prohibited. Electronic Cigarettes are regulated in the same manner as cigarettes.

### ***1-9 Ordering Camp Ripley Maps***

a. CRTIC uses the Camp Ripley Special Map for land navigation. Military units requiring maps for training must order them through normal supply channels.

b. Specialty map requests for specific training areas on Camp Ripley must be submitted through Camp Ripley Operations.

### ***1-10 Customer Satisfaction Survey***

Camp Ripley requests all organizations complete a Customer Satisfaction Survey that is used to identify and assess customers' needs. Camp Ripley uses the results of these surveys to ensure we meet quality standards for service and support. The general survey can be accessed at [http://ice.disa.mil/index.cfm?fa=site&site\\_id=1062&dep=DoD](http://ice.disa.mil/index.cfm?fa=site&site_id=1062&dep=DoD). Other surveys, specific to

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those sections or departments, are available on those sections' SharePoint sites and via hard copy.

### ***1-11 Recommendations for Changes to this Regulation***

The Camp Ripley Operations Officer is responsible for maintenance of this regulation and will review it on an annual basis. Submit any recommendations to the Operations Officer via e-mail [ng.mn.mnarng.list.crc-opns@mail.mil](mailto:ng.mn.mnarng.list.crc-opns@mail.mil). Recommendations should include the applicable reference used in this regulation.

## **Section II - Scheduling and use of Camp Ripley Facilities, Ranges and Training Areas**

### ***2-1 POC Info and Email***

POC for this section is the Camp Ripley Operations Office at 320-616-2708, 320-616-2709, or email [ng.mn.mnarng.list.crc-opns@mail.mil](mailto:ng.mn.mnarng.list.crc-opns@mail.mil)

### ***2-2 Priority for use of Camp Ripley Facilities***

a. Priority for facility use is as follows:

1) Military Units

(a) Deploying (triggered by alert or Notification of Sourcing and prioritized by proximity to mobilization date)

(b) CTC rotational units

(c) NG based units

a. ARNG/ANG Units stationed in Minnesota

b. Units assigned to CRTC in Army Range Requirements Model (ARRM)

c. Units aligned for training to the 34<sup>th</sup> ID stationed outside MN

(d) Other DoD Elements (AC, RC, etc.)

2) Minnesota State Agencies

3) Other non-state governmental agencies

4) Civilian Organizations

b. Organizations may reserve facilities on a first-come, first-served basis in accordance with the priorities identified at 90 days prior to the event. Resource reservations require awritten ATS Form 23 or electronic request through RFMSS, or an execute a lease agreement.

c. Facility reservations prioritize training requirements, not desired facilities. Regardless of priority Camp Ripley works to meet all organizational requirements. If a requested facility is not available, Camp Ripley Operations will assist the unit or agency to identify and reserve an adequate replacement.

### ***2-3 Scheduling of Ranges and Training Areas for Military Units***

a. Military units must submit all requests for training on Camp Ripley through RFMSS. If a unit does not have RFMSS access, they may submit requests to Camp Ripley Operations via an ATS Form 23. For access to RFMSS and ATS23, contact the military scheduler at 320-616-2709

b. All organizations conducting activities within Camp Ripley must coordinate with Camp Ripley Operations. This includes all single day events even if they do not involve the use of a range or training area.

### ***2-4 Scheduling of Camp Ripley Facilities for Non-Military Activities***

a. All non-military organizations requesting use of Camp Ripley facilities must complete a lease agreement prior to use. The lease agreement must include training area, range and logistical requirements.

b. Organizations who wish to execute a lease agreement must contact the Camp Ripley Operations Department of Military Affairs Civilian Liaison at 320-616-2708. A site visit is recommended to gain a greater understanding of facility resources and capabilities. Schedule an appointment for an informational briefing and site tour through the Operations Office.

c. Scheduling should occur NLT 90 days prior to an event. Although military units have priority for facility use and may preempt a lease, most military short range planning occurs 120-180 days in advance. In the event of a conflict, Camp Ripley Operations will notify affected organizations immediately and will make every attempt to provide alternate facilities for use. The Department of Military Affairs is not liable for any costs incurred by any agency due to a cancellation.

d. The requesting agency or the Installation Commander may cancel a lease at any time.

e. All civilian organizations using Camp Ripley must have at a minimum \$2,000,000 liability insurance for all persons and property associated with their activities. Organizations must provide proof of insurance to Camp Ripley Operations in January of each year or prior to execution of the lease. State agencies are covered by the State of Minnesota and do not need proof of insurance.

f. All leases must be signed by the responsible authority from the civilian organization prior to execution of the lease.

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g. Civilian organizations may cancel leases without charge up until 14 days prior to the event. Cancellations within 14 days incur a \$50 administrative fee.

### ***2-5 Civilian Use of Camp Ripley Facilities – Additional Information***

a. Camp Ripley requires identification of a single Point of Contact (POC) for coordinating and contracting facilities. Any change to the requesting organization's POC must be provided in writing at the earliest possible date. The POC must be authorized by the requesting organization to make changes to the lease agreement before and upon arrival at Camp Ripley.

b. The using organization is responsible for internal security and safety of all persons and property associated with the lease. This includes the conduct of all personnel entering Camp Ripley under the lease agreement. The leasing organization is responsible to ensure that all personnel associated with the lease comply with all Camp Ripley environmental, safety, and security requirements.

c. Leasing organizations are responsible for compliance with this regulation.

d. Catered and contracted meal service is available on Camp Ripley. Contact CRTC Civilian Scheduler at 320-616-2708 for a current list of caterers.

### ***2-6 Use of Ranges and Training Areas***

a. Organizations must meet the requirements of Range Control Table 1-1 of Appendix I to Annex C in the Camp Ripley Range Regulation pertaining to the Officer in Charge (OIC) and Range Safety Officer (RSO) for use of ranges and training areas.

b. Civilian agencies must include a certification letter specifying the instructor training program attended by the OIC. Approved courses for live fire ranges can be found in Paragraph 2-3 of the Camp Ripley Range Regulation. Organizations must submit certifications to the Range Control Officer for review and approval at least 15 days prior to training. If they do not, the Range Control Officer may cancel the activity.

c. Organizations using Camp Ripley ranges and facilities must provide their own medical support prior to opening any range or training area. Each organization must have a First Responder, Emergency Medical Technician (EMT), or equivalent present at all times on any live fire range. Range medical support personnel must have a first aid kit with litter and a dedicated vehicle capable of evacuating a litter patient. Limited contract EMT is available from Camp Ripley Fire Emergency Services.

d. Organizations must complete the following tasks prior to arrival at Camp Ripley to ensure successful range operations:

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(1) Non-Military/Civilian Agencies must complete a signed lease agreement with Camp Ripley Operations.

(2) Submit OIC and RSO certification letters to Range Control. Appendix H to Annex C (Camp Ripley Range Regulation).

(3) Schedule a range safety briefing for the OIC and RSO with Camp Ripley Range Control.

(4) Submit a completed and signed risk assessment prior to the conduct of training to Range Control.

(5) Submit all target requirements and scenarios for automated ranges to Range Control NLT 90 days prior to each training session.

### **2-7 Risk Management**

a. Unit commanders and leaders are required to implement measures that reduce and/or eliminate injury to personnel and damage to equipment in accordance with ATP 5-19 and DD Form 2977.

b. Military units must make risk decisions in accordance with MN National Guard policy, summarized in the table below. Any non-MNNG military units operating on Camp Ripley must follow this regardless of their parent organization's policy.

<b>OVERALL RESIDUAL RISK</b>	<b>RISK ACCEPTANCE AUTHORITY</b>
Extremely High	TAG or Division Commander or above
High	O-6 or Brigade Commander or above
Medium	O-5 or Battalion Commander or above
Low	Company Commander or above

c. For further information on Risk Management requirements while conducting training at CRTC please see Camp Ripley Range Regulation



## **2-8 Restricted Access to Impact Areas and Barriers**

a. All personnel are prohibited from entering any impact area for any reason. Minnesota State Statute 609.396 specifically prohibits trespassing into any impact area and is punishable as a felony.

b. Range Control places permanent and temporary road barriers to prohibit movement into an area. IAW MN State Statute (2012 609.396 unauthorized presence at Camp Ripley) it is unauthorized and/or illegal to bypass permanent or temporary road barriers.

## **2-9 Miller Army Airfield (MAAF)**

a. POC for this section is the Airfield Manager via phone at 320-616-2779 or 320-616-2780. This section provides a summary of the Aviation Procedures Guide, For additional information that is not detailed in this regulation, refer to the MAAF Aviation Procedures Guide.

b. Ray S. Miller Army Airfield is located at coordinates 46 05' 28.331" North, 94 21' 37.939" West. It is displayed on the Twin Cities Sectional Aeronautical Chart.

**Location Identifier:** KRYM

**Airspace:** Class D - Tower open, Class E - Tower closed.

- Dimensions: From surface up to and including 3,700 feet MSL, 3.9 NM radius from MAAF.

**Elevation:** 1150 feet

**Runways:**

- 31R-13L, 6100 ft x 100 ft, asphalt runway with a 900 ft. unpaved overrun for runway 31R.
  - 31L-13R, 3500 ft x 80 ft, tactical assault landing zone, paralleling main runway.
- Unmanned Aerial Systems (UAS), 850 ft x 50 ft, asphalt UAS only runway.
- Downrange tactical Unmanned Aerial Systems (UAS), 850 ft x 50 ft, asphalt runway only.

**Time Zone Central Standard Time:** UCT -6 (-5 Daylight Savings Time).

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**Hours:** Tower/Advisories are available on Mondays through Thursday 0700-2245, and Friday 0800-1600. Weekends and other hours are available with a 15-day Prior Permission Request (PPR). Requests for support outside of normal duty hours and within 15 days of execution may not be supported.

c. General Provisions and Flight Regulations, Camp Ripley Aviation Procedures Guide Appendix 6, Annex C which is also incorporated into this regulation, govern aviation operations on Camp Ripley. Airfield Operations may be contacted at 320-616-2779.

d. All aviation assets training at Camp Ripley must complete a Request for Camp Ripley Facilities and ATS Form 23 prior to arrival. Aircraft requesting use of the Miller Army Airfield (MAAF) must complete a Prior Permission Request (PPR) prior to arrival. A PPR may be completed by calling Airfield Operations at 320-616-2779. This applies to both military and privately owned aircraft.

e. Fuel support for military aircraft is available at Camp Ripley. Prior coordination is required with MAAF Airfield Operations.

f. Ray S. Miller Army Airfield property is a restricted area intended solely for aviation activities. Camp Ripley prohibits any activity within this restricted area unless the organization has coordinated with the airfield in accordance with the MAAF policy.

g. Unmanned Aerial Systems / Drones: refer to MAAF Aviation Procedures Guide.

### ***2-10 Privately Owned Aircraft***

Civilian aircraft must have a Prior Permission Request (PPR) number before landing at MAAF. MAAF personnel will only issue a PPR number when applicable provisions of Camp Ripley APG have been met.

a. All pilots of civilian aircraft must report to the airfield operations, building 8-196, after landing.

b. Touch and go landings by civilian aircraft is not authorized.

c. Aircraft fuel and services are not available for civilian aircraft.

d. Military aircraft have priority for use of the parking apron. Civilian aircraft may use the parking apron when authorized by flight operations during times when their presence does not interfere with scheduled military operations. Civilian aircraft parking for extended periods must utilize the designated sod parking area.

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e. Additional Information on use of MAAF can be found in Appendix 2 to Annex C (Camp Ripley APG).

## **Section III – Logistics**

### **3-1 POC info and Email**

a. The Camp Ripley Logistics office is located in Building 11-1 (TACC). The Logistics Officer can be reached at 320-616-2706 or 320-616-3094 or email [ng.mn.mnarng.list.crc-log@mail.mil](mailto:ng.mn.mnarng.list.crc-log@mail.mil).

### **3-2 General**

a. All logistics sections require units and organizations to submit a current Assumption of Command letter and Delegation of Authority (DA Form 1687) listing those personnel authorized to request and receive facilities, materials, and equipment.

b. Non-MNARNG units/organizations must establish Work Breakdown Structure (WBS) or Military Interdepartmental Purchase Request (MIPR) prior to reserving equipment.

c. Meal Ready to Eat/Tailored Operational Training Meal (MRE/TOTM) Flameless Ration Heaters (FRHs) Disposal Process

- (1) Camp Ripley strictly prohibits placing FRHs in regular trash.
- (2) Units and organizations must collect FRHs, separate used/unused, and return them to Supply and Services (S&S) at building 2-207.
- (3) Supply personnel will sign a statement of understanding upon receipt of MRE/TOTMs at the USPFO warehouse.
- (4) Commanders will sign the statement of understanding before final turn-in of all FRHs to confirm compliance.
- (5) S&S personnel will document turn-in and collect the final statement of understanding from the unit.
- (6) Units are responsible for removing heaters from trash receptacles in the unit area. By signing the statement of understanding, the unit/organization agrees to do this and agrees to provide personnel to sort the trash if any personnel discard FRHs improperly.

d. Solid Waste and Recycling

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- (1) Trash. All personnel are responsible for correctly disposing of trash in grey or black containers. Organizations are responsible for placing plastic bags to line the containers in areas under their control.
- (2) Recycling. All recyclable materials, with the exception of cardboard, will be source separated from the waste stream and placed into **blue**, comingle recycling containers by the reserving unit. Acceptable recyclable materials include paper, glass, plastic, aluminum, and metal food containers. Bags must be removed from blue comingle recycling containers. CRTC Housing will direct units to sort improperly disposed waste.
- (3) Organics. All organic materials will be source separated by the reserving unit from the waste stream and placed into **green**, organic recycling containers. Green bags labelled "COMPOSTABLE", **MUST** be used to line organic recycling containers. Acceptable compostable materials include food waste, paper toweling/napkins, compostable flatware, paper dishes (paper plates, paper cups), food contact paper (pizza boxes or paper trays), and coffee filters. Bags are available through Supply & Services, building 2-207. CRTC Housing will direct units to sort improperly disposed waste.
- (4) Additional information on Solid Waste & Recycling can be requested through Camp Ripley Operations.

### e. Laundry

- (1) Garrison laundry facilities are provided in Areas 3, 9, and 10. These facilities are provided free of charge to Soldiers training at CRTC. The units housed in these respective areas are responsible for checking the facilities for cleanliness prior to being cleared from the area.
- (2) Contact the Housing Manager with any issues or if a machine is out of order. Users need to supply their own detergents and fabric softeners.

### f. Chapel

- (1) The Camp Ripley Chapel is a non-denominational facility available for use by all units, civilian personnel, and activities in training. All use of the Chapel is coordinated through the DMA Civilian Liaison at 320-616-2708. Military units have priority.
- (2) The DMA Liaison will inform the Department of Public Safety, Resource Management, Housing, and the Department of Public Works (DPW) General Maintenance Branch of all Chapel use.

### **3-3 Field Training Menu and Rations Available**

a. The FPMO (Food Program Management Office) is located at the 11-1 DCSLOG office. Contact the J4 food service office at 320-616-2683, 320-616-2684, or by emailing [ng.mn.mnarng.list.j4-food-service@mail.mil](mailto:ng.mn.mnarng.list.j4-food-service@mail.mil).

b. Units training at Camp Ripley must use the Minnesota Army National Guard IDT or AT menus. Available rations include “A” rations and heat and serve meals, as well as operational rations; UGR Heat and Serve Meals, Ready to Eat (MRE) and Tailored Operational Training Meal (TOTMs).

c. Units requesting MREs and TOTMs must submit their request through FPMO and the USPFO Warehouse. Units requesting UGR Heat and Serve or UGR As must submit request to FPMO NLT 45 days out to ensure that rations are delivered in a timely manner. Enhancements such as salad items, dressings, soup, and milk can be coordinated through FPMO.

d. Submit requests for ice to the Class VIII Medical Warehouse at 320-616-3038.

e. The Food Service website encompassing information on ordering procedures, AFMIS, forms, SOPs, policies, and regulations can be requested through CRC-S4 at 320-616-2706.

### **3-4 Contract Dining Facility**

a. The Contract Dining Facility is located in Building 6-76 and can be contacted at 320-616-3173 or by emailing [ng.mn.mnarng.list.j4-cdf@mail.mil](mailto:ng.mn.mnarng.list.j4-cdf@mail.mil). The dining facility accommodates a maximum of 303 dinners in one seating. Three outdoor patio dining areas seat 12 personnel each. Serving lines accommodate up to 1500 personnel in 1 ½ hour and 2000 in a 2 hour serving period. Meals are served with choice of two entrees, salad bar, and dessert to include soft serve ice cream, hot beverages, assorted soft drinks, and fruit juice. The Site Support Dining Facility can support remote site feeding, but requires units to provide their own insulated food containers. Food containers are available at Supply & Services.

b. Meal times are as follows:

Breakfast: 0600-0745

Lunch: 1130-1300

Dinner: 1630-1830

c. Units desiring to use the Contract Dining Facility must identify the requirement using:

## Camp Ripley Regulation

- (1) DA Form 5913 signed by the unit commander.
- (2) Training Schedule indicating the dates/times the unit will be eating at the dining facility and the location of the facility as Building 6-76.
- (3) Request Form with the specific number of breakfast, lunch and dinner meals that are required for each day as well as point of contact.
- (4) Submit via email to [ng.mn.mnarng.list.j4-cdf@mail.mil](mailto:ng.mn.mnarng.list.j4-cdf@mail.mil) NLT 30 days prior to the required support date.

d. Officers, AGR, and ADOS Soldiers in IDT status will pay out of pocket for any meals consumed at the dining facility and will not be included as part of the IDT request.

e. Non-Military/Civilian organizations are authorized to utilize the Contract Dining Facility and will pay out of pocket for any meals consumed at the dining facility.

f. Commanders are responsible for ensuring the eligibility for additional meals in IDT status is in accordance with AR 30-22, paragraph 3–30 Reserve Component Subsistence System. Additionally, commanders are responsible for maximum attendance for meals requested as meals are a scheduled “EVENT” at a specific time and location. When unit participation falls below 90% or 5 meals, whichever is greater, of the requested meal count, commanders may be asked to provide explanation to the Camp Ripley Logistics Officer why Soldiers were unwilling or unable to attend the event scheduled for that time period.

### ***3-5 Ammunition Supply Point (ASP)***

a. The ASP is located at Building 24-199. Contact the ASP office at 320-616-3167, 320-616-6023, or by emailing [ng.mn.mnarng.list.uspfo-j8-ammunition-supply-point@mail.mil](mailto:ng.mn.mnarng.list.uspfo-j8-ammunition-supply-point@mail.mil)

b. All ammunition and explosives must be stored IAW DA PAM 385-64 and section V of this regulation.

c. Training units may temporarily store limited amounts of small arms and pyrotechnics in specified licensed buildings in cantonment. See Installation Safety and section V of this regulation for process and approvals procedures.

d. Additional information can be received by contacting the Camp Ripley Ammunition Office.

### **3-6 Chargeable Transient Quarters**

a. The Billeting Office manages the Chargeable Transient Quarters on Camp Ripley. The Billeting Office is located at Building 6-76 and can be contacted at 320-616-3140, 320-616-3139 or by emailing [ng.mn.mnarng.list.crc-log@mail.mil](mailto:ng.mn.mnarng.list.crc-log@mail.mil).

b. Reservations can be made through the Camp Ripley Billeting Office. Hours of operation are 7 a.m. to 11 p.m., seven days a week. Check-in time is after 3 p.m. Early check-in is allowed pending room availability. Payment in full is required at registration. After hours registration is only permitted for unforeseen circumstances and requires pre-coordination with the Billeting Office. Check out is no later than 11 a.m. Hours of operation are adjusted during Holidays and low volume projected dates and may vary.

c. Chargeable Transient Quarters (CTQs) offer daily maid service and are furnished with linens, towels, TV, DVD, refrigerator, coffee pot/amenities, wall locker, desk, and chair.

d. Civilian agencies submit roster NLT 14 days prior to Billeting Manager once lease is established through Camp Ripley Department of Military Affairs (DMA) Civilian Liaison at 320-616-2708.

e. For VIPs (as defined in section 8-2 of this document), direct billeting requests to the Camp Ripley Visitors Bureau (CRVB) at 320-616-2726.

f. Additional information can be found in the Billeting SOP.

### **3-7 Housing Office (Troop Issue)**

a. The Housing Office is located at Building 2-219 and can be contacted at 320-616-3138, 320-616-3166, or by email at [ng.mn.mnarng.list.crc-housing@mail.mil](mailto:ng.mn.mnarng.list.crc-housing@mail.mil).

b. Military units/organizations can reserve available facilities by submitting a request through the Range Facility Management Support System (RFMSS) or an ATS Form 23 to Camp Ripley Operations. Civilian agencies request facilities in conjunction with the lease procedures.

c. Barracks are winterized for year round use. These are "open bay" floor plans that support up to 140, 160, and 184 beds. Each facility includes a kitchen/dining room, shower/latrine area, supply room, and administrative room. Bedding is not provided and the using organization is responsible for cleaning the building. Contracted cleaning is available to civilian organizations for an additional charge.

d. Non-heated (seasonal) facilities and hutments are available. Facilities include



## Camp Ripley Regulation

open bay barracks, tin hutments, administrative buildings, dining facilities, supply buildings, and shower/latrine facilities.

e. Basic Officer Quarters (BOQs) are non-maid service rooms furnished with a bed, refrigerator, desk, chair, and wall locker. Individuals must provide their own bedding. Cleaning service is not provided and will be cleaned by using occupants. Rooms may be single or double occupancy.

g. Additional facilities (via RFMSS or lease) that may be issued to support training include;

- (1) The Recreation and Training Center (Building 6-97) which includes a gymnasium, drill floor, stage, audio/visual equipment, showers and sauna.
- (2) The Emergency Management Training Center (EMTC, 300 pax) offers classrooms, office space, and conference room space.
- (3) Classrooms, auditorium, and computer labs available at the Education Center (Building 6-76). Classrooms vary from 20 – 120 seats. The auditorium seats 202 personnel. All computer labs are reserved through the MN-ARNG J6 SharePoint site. Non-MNARNG units can request computer labs through the Camp Ripley Communication Office at 320-616-2702.
- (4) Classrooms, theater, and drill floor are available for issue at the Training and Community Center (Building 11-1). Keys for TACC facilities are issued at 11-1 through Camp Ripley Operations.
- (5) Meeting, conference, and social event space are available. These facilities include the Camp Ripley Town Hall (Building 15-77, 130 pax), the Hangar Conference Center (Building 8-195, 325 pax), and the Bull Pen (Building 8-195, 140 pax). Each facility has audio/visual and food service capabilities.
- (6) The contract dining facility (CDF) dining area in the Education Center (Building 6-76) is available for use as a study hall from 1900-0500. Additionally the lounge area with in the CDF is available 24-hours a day.

g. Various furnishings to include office furniture, cleaning equipment, bunks, foot lockers, garbage cans, fire extinguishers, and kitchen supplies are located within each building. The Housing Department conducts an accountability inventory prior to each issue. Users are encouraged to verify immediately upon issue and access to facility and note any discrepancies.

h. Fire extinguishers are positioned in all facilities. Discharged extinguishers or broken seals must be reported immediately to the Housing Manager.

## Camp Ripley Regulation

i. Each organization is responsible for sanitation and policing of all assigned areas. Areas should be clean, orderly, and safe at all times. The Housing Department conducts an inspection prior to turn in of the area.

j. Return all assigned property to its original location prior to turn-in. Property must be serviceable and clean. Report any unserviceable items to the Housing Department at the time of facility turn-in. Organizations must return keys upon completion of turn-in. Lost keys will incur a charge based upon the cost of replacement. All property shortages are the responsibility of the user.

k. Additional information can be found in the External Housing SOP.

### **3-8 Petroleum, Oils, and Lubricant (POL) Office**

a. The Petroleum Office is located at Building 17-99. Contact the POL office at 320-616-3001, 320-616-3002, or by email at [ng.mn.mnarng.list.crc-pol@mail.mil](mailto:ng.mn.mnarng.list.crc-pol@mail.mil).

b. Camp Ripley is a DLA Capitalized fuel site which requires no MIPRs. Customers are billed directly from DLA-E.

c. Camp Ripley offers three (3) self-service retail points that inventory F24, Mogas, and Diesel fuel. These sites are open 24/7 with the use of VIL Keys (PROKEEs) and GSA/WEX fuel cards.

d. Bulk fuel operations are located at the Bulk Storage Facility in Area 17. Organizations wishing to draw bulk fuel must coordinate with the POL Office. Drivers are required to provide proper license and HAZMAT certifications prior to issue.

e. Organizations must submit requests for bulk fuel ninety (90) days prior with projected amount of fuel, to include correct billing information.

h. Additional information can be found in the POL SOP.

### **3-9 Supply and Services (S&S) Division**

a. S&S is located at Building 2-207 and can be contacted at 320-616-3128, 320-616-3131, or by email at [ng.mn.mnarng.list.crc-ssd@mail.mil](mailto:ng.mn.mnarng.list.crc-ssd@mail.mil).

b. S&S provides expendables, training equipment, Morale, Welfare & Recreation (MWR) equipment, latrine and grey water support, Equipment Cleaning Facility (ECF), tent drying warehouse, and wash rack facility for non-tactical vehicles (excluding POVs). There are items available for rent (tables, chairs, dance floor, etc).

## Camp Ripley Regulation

- c. At the beginning of their training period, units and organizations MUST replace all mattress covers in any housing facility they are using. This is to ensure the health, safety, and comfort of all personnel. This is a one-for-one exchange and there is no charge to the organization. Organizations will place mattress covers in bundles of ten for turn-in.
- d. Requests need to be submitted a minimum of seven (7) days prior to issue, with the exception of MWR and expendable items.
- e. Non-MNARNG and MNANG units will need a MIPR for latrine, grey water, and ECF support or will pay directly to the contractor with credit card.
- f. S&S will issue MWR items to military personnel who possess an active/retired ID card.
- g. State entities need to draw expendable items through the state warehouse.
- h. Additional information can be found in the S&S External SOP.

### **3-10 Consolidated Maintenance Activity (CMA)**

- a. CMA is located at Building 17-1. The commercial telephone number is 320-616-3053, DSN number 871-3053 and FAX at 320-632-7045 or DSN 871-7045.
- b. The CMA contains pre-positioned selected items of equipment for immediate availability upon mobilization and provides equipment to units/organizations for annual training and inactive duty training during pre-mobilization.
- c. MNARNG units/activities must submit CMA equipment requests on the MATES Equipment Request Form (MERF) NLT 90 days prior to the draw date.
- d. Units outside the MNARNG must submit requests for the use of CMA/MATES equipment, services or facilities to the Minnesota Joint Operations Center (JOC). Requests are routed through an internal process used to verify eligibility, determine associated costs, and obtain approval. Initial requests should be forwarded six (6) months in advance in order to establish loan agreements, Memoranda of Agreement (MOA) and/or Inter-service/Intra-service Support Agreements (ISSAs) as necessary. MOAs may be developed between units and the CMA, through the State Surface Maintenance (SMM) office, to cover recurring usage.
- e. Additional information can be found in the External CMA SOP.

## Camp Ripley Regulation

### **3-11 Training Support Center (TSC)**

- a. The TSC POC is located in Building 10-65 and can be reached at 320-632-7460 or by emailing [ng.mn.mnarng.list.crc-miles-tasc@mail.mil](mailto:ng.mn.mnarng.list.crc-miles-tasc@mail.mil).
- b. The TSC provides scheduling and issue of Training Aids, Devices, Simulators, and Simulations (TADSS) and MILES equipment to support unit mission and planned training events. Scheduling must be done 120 days in advance due to high demand placed on limited amount of equipment.
- c. The requesting unit submits a memorandum along with DA Form 1687 and AOC to Camp Ripley TSC. The request is approved/disapproved based on equipment availability. Units must schedule time for instruction on the use of equipment when requesting issue and turn-in dates.

### **3-12 Simulations**

- a. Camp Ripley offers a wide variety of simulation systems. Descriptions are available at Building 10-65, Training support Center (TSC), 320-632-7460 or by emailing [ng.mn.mnarng.list.crc-miles-tasc@mail.mil](mailto:ng.mn.mnarng.list.crc-miles-tasc@mail.mil)
- b. Units can request facilities directly through RFMSS or on ATS Form 23 to Camp Ripley Operations. Requests are made 120 days out from date of issue and indicate whether an operator is needed or a trained operator will be provided internally.
- c. Unit must arrange issue and turn-in time as the office may not be manned during off peak time periods or on weekends.
- d. Additional information can be found in the TSC External SOP.
- e. Email at [ng.mn.mnarng.list.crc-miles-tasc@mail.mil](mailto:ng.mn.mnarng.list.crc-miles-tasc@mail.mil).

### **3-13 Convoy Operations**

- a. Convoys traveling to or from Camp Ripley must have approved Convoy Movement Order (CMOs) through the State Movement Control Center (SMCC) prior to movement.
  - (1) Request for Convoy Clearance (DD Form 1265) must be submitted to the SMCC NLT 45 days prior to movement. Submission must include Request for Special Hauling Permit (DD Form 1266) if applicable.
  - (2) Outstate active and reserve units coordinate CMOs through their home state and send courtesy copy to SMCC for situational awareness and coordination with Department of Public Safety (DPS).

## Camp Ripley Regulation

b. As a planning factor, convoy traffic should not be scheduled between the hours of 0630-0800 and 1515-1645 on Monday through Friday due to high volume of employee traffic on the adjacent state highway.

c. Camp Ripley has two gates available for convoy movements, East Gate and Main Gate. East Gate is the primary gate used for incoming and outgoing convoy movements unless otherwise directed from the SMCC. Convoy Commanders should contact DPS at 320-616-3144 prior to SP to verify which gate to use.

d. Additional information can be found in the SMCC Convoy Movement SOP.

e. Email at [ng.mn.mnarng.list.g4-dmc-all@mail.mil](mailto:ng.mn.mnarng.list.g4-dmc-all@mail.mil).

## Section IV - Emergency Services

### 4-1 POC Information and Email:

POC for this section is the Camp Ripley Department of Public Safety at (F&ES Chief/DPS Director) 320-616-3174/3088, (Security) 320-632-7375, or email [ng.mn.mnarng.list.crc-dps@mail.mil](mailto:ng.mn.mnarng.list.crc-dps@mail.mil)

### 4-2 Emergency Medical Response

a. **DO NOT CALL 911.** If in the field training area, notify Range Control at 320-616-3137. If in cantonment notify the Department of Public Safety at 320-632-7375 of any medical emergencies occurring on Camp Ripley. The installation emergency response team is activated through this notification. Units/organizations must make this notification immediately, even if they have on-site medical support.

b. The following emergency numbers are available to initiate emergency support.

Activity	Telephone #	Radio Frequency	Availability
Range Control	320-616-3137	800 Mhz RANGE ADM	Training Dependent
	320-616-3134		Training Dependent
		Pri: FM 36100 Alt: FM 40400	Training Dependent
DPS	320-632-7375	SEC ADM	24 hours
	320-632-7339		
Behavior Health Hotline	651-282-4029		24 hours

### 4-3 Medical Unit Training Facility (MUTF) Support

a. The MUTF is available to military units for training and readiness purposes. Units must schedule the facility through the Range Facility Management Support System (RFMSS) application under cantonment firedesk or coordinated through the military scheduler: 320-616-2708.

## Camp Ripley Regulation

b. The MUTF full-time staff conducts Periodic Health Assessments (PHA), routine immunizations, HIV blood draws, and other clinical services for MNARNG members on Fridays 0800-1200. An appointment is not required; individuals are managed on a case-by-case basis.

c. The MUTF is not staffed to provide Sick Call or emergency services. Organizations can submit a request to use and man the MUTF with their own medical staff to provide sick call for their unit. All medical consumable supplies are the responsibility of the guest organization. Camp Ripley Command will not furnish supplies. Units can coordinate for medical supplies through the Class VIII warehouse at 320-616-3038.

d. The MUTF staff manages and processes tick submissions for testing of various tick-borne diseases. See Paragraph 9-6 for information on tick-borne diseases on Camp Ripley.

(1) Soldiers must use a Tick Kit and complete a tick reporting form before submission to the MUTF. A drop box outside the main doors of the MUTF is available for after hour submissions.

(2) Prophylaxis treatment is available through the MUTF coordinator at 320-616-3152 for deer tick bites within 72 hours.

### ***4-4 Medical Transport and Treatment***

a. Camp Ripley does not have non-emergency assets available to provide medical transport off the installation to local hospitals. The unit/organization is responsible for conducting non-emergency patient transport in a safe manner, contact Camp Ripley Operations for questions related to non-emergency transportation 320-616-6022.. Organizations must use great care when determining whether to use unit/organizational assets or civilian assets for transport. Although the individual's current medical condition may not be life threatening you must evaluate the possibility of complications or further injury resulting from unstable transport Ensure that you give full support to the individual.

b. Emergency medical transport for Camp Ripley is provided by Mayo Clinic Ambulance. Authorization is not required to request an ambulance for emergency medical treatment. Agencies/Units that have personnel evacuated from Camp Ripley will Complete ATS Form 47A following transport of the injured party. For questions regarding ATS Form 47A please contact the MN Medical Readiness Team at 651-268-8849.

## Camp Ripley Regulation

c. External CRTC non-emergency medical treatment is provided by St. Gabriel's Hospital and the Family Medical Center, both located in Little Falls. All military units must notify Range Control and complete ATS Form 47A prior to transport to St. Gabriel's Hospital. These forms must be completed prior to arrival at the off Garrison facility in order to ensure proper billing.

d. Medical Facilities and Role of Care in region:

- a. St. Gabriel's Hospital Role 2 Emergency Care - Distance 9.4 Miles
- b. CentreCare - St. Cloud Hospital Role 3 Surgical Care - Distance 40 Miles
- c. Hennepin Healthcare Role 4 Definitive Care – Minneapolis – Distance 105 Miles

### ***4-5 On-Garrison Fatality***

a. The Morrison County Sheriff's Office (MCSO) has jurisdiction and must be notified of any fatality on Camp Ripley through Camp Ripley Department of Public Safety 320-632-7375. No personnel stationed at Camp Ripley are authorized to declare an individual deceased unless grievous injuries have been sustained to prohibit the possibility of medical treatment, for example, decapitation or other severe body trauma. In all other cases, organizations and personnel must make every effort to provide medical assistance, even in the absence of a pulse in the individual. Only a medical doctor, peace officer or paramedic can declare death in accordance with Minnesota State Law.

b. Once an approved authority has declared an individual deceased, only a local coroner may transport the body. This will occur only after the Morrison County Medical Examiner and MCSO authorize the coroner to do so.

c. If a fatality occurs in a Minnesota National Guard unit, the unit must notify the MN Joint Operations Center through normal Commanders Critical Incident Report reporting. This will start the casualty notification or casualty assistance process. Units can also directly contact the MNNG Casualty Operations section at 651-282-4558. Units will take these actions in conjunction with applicable service requirements pertaining to the Soldier's branch of service.

(1) The individual and all possessions must not be moved or disturbed until approved by the MCSO and the Installation Commander or his representative.



## Camp Ripley Regulation

(2) Notify Range Control and Department of Public Safety if not already accomplished. Units also notify their next higher headquarters in order to allow the CCIR procedures to be initiated.

(3) Notify the appropriate Chaplain supporting the unit. If the guest unit does not have assigned chaplain support, they may contact the Camp Ripley Visitors Bureau (CRVB) at 320-616-2715 for assistance. CRTC will execute appropriate battle drill.

(4) Initiate action in conjunction with higher headquarters to complete required investigations.

d. Military units must coordinate all media inquiries related to an accident or incident on Camp Ripley with the Camp Ripley Public Affairs Officer. Military units may not release any information directly to the media. Direct any media questions to the Camp Ripley Public and Community Affairs (PCA) at 320-616-2715.

### **4-6 Fires**

a. Report all fires in the Cantonment Area to DPS via the following emergency extensions: 320-632-7375.

b. Report all fires in the Field Training Area to Range Control via the following emergency extension or radio frequencies: 320-616-3137, 800 MHz on Range ADM or FM 36.100. Provide Range Control with the exact location of the fire, any hazardous material involved, and what personnel and equipment you have to suppress the fire.

c. Safety of personnel is the first priority. Attempt to move all personnel from the fire area and gain accountability for all personnel. If sufficient means are available to safely fight the fire, the reporting unit should do so. However, personnel safety has priority over attempting to save property.

d. Firefighting services in cantonment are available from Camp Ripley Fire & Emergency Services (FES). Firefighting services in the field training areas are provided by Range Control and Camp Ripley FES.

### **4-7 Commanders Critical Information Requirement Reporting**

a. Throughout Camp Ripley: Units and organizations must notify DPS or Range Control of all accidents and incidents involving personnel or property. Investigations are required and are furnished to appropriate commanders upon completion. Organizations in the cantonment area contact DPS at 320-632-7339 or 320-632-7375. Organizations in the Field Training Area contact Range Control at 320-616-3137, 320-616-3134, 800 MHz on Range ADM or FM 36.100. Camp Ripley staff must follow appropriate Battle Drill and initiate the appropriate Commanders Critical Incident Report (s) and Serious

## Camp Ripley Regulation

Incident Report(s) in accordance with AR 190-45. Incidents that must be reported include, but are not limited to, the following:

- Loss of weapons in accordance with Paragraph 5-8 of this regulation
- All vehicle accidents involving government or privately owned vehicles
- All fires or explosions
- Any injuries requiring emergency medical attention or deaths
- Any damage to Camp Ripley property
- Any other Class A, B, or C accident as defined in Army Techniques Publication 5-19.
- Any loss of government property due to possible criminal activity
- Any criminal activity incident that will cause adverse effect upon the public image of the government
- Any damage to civilian property as a result of government activities
- Spillage, Information Awareness incident, Commanders Critical Incident or Communication Security loss
- Any weapon discharge that does not have an exception to policy

b. Incidents occurring in the Field Training Area: Organizations must report any incidents occurring in the Field Training Area in accordance with Accident Reporting, Tab C, Appendix 1 to Annex C (Camp Ripley Range Regulation). All incidents listed above must be reported to Range Control at 320-616-3137, 320-616-3134, 800 MHz on Range ADM or FM 36.10. The following additional incidents must also be reported:

- Range Firing Incidents
- Any incidents involving range barriers or restricted areas
- Any incident related to Camp Ripley established safety procedures

### **4-8 Emergency Management**

a. Camp Ripley has an emergency management organization that is responsible for planning and preparation for emergency operations in time of disasters. This capability meets the requirements as cited in Minnesota statute, Chapter 12, Section, 12.25.

## Camp Ripley Regulation

b. The Camp Ripley Fire Chief is the Emergency Manager for the Installation. The Emergency Manager is responsible for development and implementation of emergency plans. Plans include emergency response on the Installation as well as mutual aid requirements with Morrison County.

c. The Senior Commander, Garrison Commander, and Deputy Commander have the authority to declare a local emergency on Camp Ripley. The most senior of these personnel present on the installation (or able to communicate with the installation) is responsible for directing action to mitigate, respond, and recover from any incidents. This limitation only applies to formally declaring an emergency. All personnel and leaders present on the installation may take emergency actions as necessary to preserve life, limb, eyesight, and the security of essential equipment or facilities.

d. The Installation Commander or Emergency Manager may direct actions to tenants and guest organizations in training in the event of a declared local emergency.

e. Camp Ripley Command activates the mass notification system when conditions indicate. This can include Desktop alerts, RAVE notifications, phone calls and messaging, and siren activation with or without audio instructions.

### ***4-9 Catastrophic Accident Plan***

a. Camp Ripley has published Battle Drills in response to the CCIRs and for a Catastrophic Accident Plan outlining procedures to be taken in the event of a catastrophic incident. A catastrophic accident is defined as an incident that requires more resources than are available on the installation. The following actions are taken on site prior to arrival of Range Control or Department of Public Safety.

(1) Notify Range Control or the Department of Public Safety of the incident. This will also activate the Camp Ripley emergency response teams. DPS may be contacted at 320-632-7339 or 320-632-7375. Units in the Field Training Area contact Range Control at 320-616-3137, 320-616-3134, 800 MHz on Range ADM or FM 36.100.

(2) Consider potentially hazardous conditions at the site. Do not allow personnel into the area if hazardous materials are possibly present. This applies even if there are victims in the area. Do not allow unprotected rescuers into the incident site.

(3) Provide emergency first aid to victims. Use extreme caution not only to protect rescuers but also to preserve the accident site. Do not move any vehicle parts unless necessary to protect life, limb, or eyesight.

(4) Establish a security perimeter around the area as soon as possible. No one is allowed to enter the area except to provide emergency first aid to victims.

## Camp Ripley Regulation

(5) Maintain accountability of all personnel in the area until arrival of DPS or Military Police/Security. No one is authorized to leave the area until interviewed by the Department of Public Safety.

b. Upon arrival of Range Control, DPS, or Military Police/Security, unit personnel must stay on site until released by the above mentioned responders, and provide assistance in site security or emergency first aid as directed by Camp Ripley FES or medical personnel. Department of Public Safety retains full control of the site until relieved by the investigating officer for the incident.

c. The unit/s involved in the incident are responsible for the following:

(1) Provide DPS with personnel to assist in site security if required.

(2) Notify their chain of command of the incident.

(3) Provide assistance to the Installation Commander relating to notification procedures if the incident resulted in a fatality as outlined in Paragraph 4-5 above.

(4) Assist the investigating officer in gathering information and records as required by applicable regulations.

### ***4-10 Emergency Messages***

a. Personnel in training at Camp Ripley should make every effort to notify their significant others of the direct telephone number at which they can be contacted at Camp Ripley in the event of an emergency.

b. Red Cross caseworkers are available on a 24 hour basis. In the event that Red Cross support is needed, call the Regional Red Cross at 320-251-7641. Red Cross contacts DPS.

## **Section V - Law and Order**

### **5-1 POC Info and Email**

POC for this section is the Camp Ripley Department of Public Safety (DPS) at 320-616-3144, 320-616-3088, or email [ng.mn.mnarng.list.crc-dps@mail.mil](mailto:ng.mn.mnarng.list.crc-dps@mail.mil)

### **5-2 Jurisdiction**

Camp Ripley is a state owned National Guard Training Site. As such, the installation is under the jurisdiction of the Morrison County Sheriff. Under Minnesota State Statute Section 190.11 and 609.396, the Adjutant General may promulgate rules for the operation, care and preservation of the installation. As such, DPS Personnel have the authority to enforce regulations within the boundaries of the installation. In addition to the requirements of this regulation, Minnesota State Statutes are also applicable on the installation. Camp Ripley DPS personnel have jurisdiction to enforce all elements of this regulation. DPS personnel have authority to detain personnel in violation of Minnesota State Statute pending arrival of the Morrison County Sheriff's Office.

### **5-3 Military Codes of Justice**

Guest units are responsible for administering non-judicial actions while on Camp Ripley. The Minnesota Code of Military Justice is applicable on the installation. Additionally, other military codes such as the Uniform Code of Military Justice and various state codes may apply on Camp Ripley to members of other branches of service as applicable. Camp Ripley has no jurisdiction to enforce any codes other than the Minnesota Code of Military Justice. However, Camp Ripley DPS does have the authority to temporarily detain individuals as required to complete investigations pending transfer of custody to the appropriate authority.

### **5-4 Traffic Regulations**

a. Minnesota state traffic laws apply on Camp Ripley. Ticket-able offenses are enforced by DPS and Range Control. Ticketed offenses are reported through the installation chain of command. Depending on the violation(s), driving privileges on the installation may be revoked temporarily or permanently. Installation specific traffic law is listed in subsequent paragraphs.

b. Speed limits are 30 MPH on all hard surface (blacktop) roadways unless otherwise indicated. The maximum speed in the downrange training area is 25 MPH. Slower speed limits may be imposed on specific vehicles IAW Army Regulations or unit SOPs. The speed limit in concentrated troop training areas or while passing dismounted troops on the road is 10 MPH, see Annex C (Camp Ripley Range Regulation).

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c. Parking is restricted to designated parking areas only. Parking areas must be reserved in RFMSS to include overflow parking.

d. Cell phone usage while driving on the installation (texting, talking, browsing, etc.) is strictly prohibited. The only authorized use of a cell phone while driving a motor vehicle is with a hands-free device.

e. All military personnel operating vehicles and equipment on Camp Ripley must be currently licensed in accordance with military requirements for government vehicles and also in accordance with Minnesota state laws for operation of privately owned vehicles (valid state driver's license). Non-military personnel must be licensed in accordance with Minnesota state laws and the policies of their organization for the vehicle or equipment they are operating.

f. All privately owned vehicles operated on the installation must be properly registered and insured in accordance with Minnesota State Law.

### ***5-5 Alcohol Incident Procedures for Driving Related Offenses***

a. Prosecution of alcohol related driving offenses is under control of the Morrison County Attorney. Minnesota State Statutes pertaining to driving while under the influence of alcohol are applicable on Camp Ripley.

b. All personnel operating a motor vehicle on Minnesota roadways are subject to an investigator stop based upon a probable cause basis for that stop. The operator, based upon implied consent by operating the motor vehicle, is required to submit to a blood, breath, or urine test upon request of a licensed peace officer, Morrison County Sheriff or Minnesota State Patrol. Failure to comply with a test may result in revocation of the offender's driver's license IAW Minnesota State Statute.

c. The Camp Ripley Department of Public Safety (DPS), Alcohol Incident Procedures - Driving Related listed below, outlines specific actions to be taken by DPS for the identification, testing and processing of offenders.

(1) Upon a probable cause basis for a stop, DPS personnel will initiate an investigatory stop of the suspected vehicle. The driver must produce a valid driver's license, vehicle registration and proof of insurance.

(2) If the DPS officer's initial assessment indicates alcohol consumption, they will request that the driver or equipment operator submit to a Diagnostic Portable Breath Test (DPBT).

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(3) If the driver or equipment operator fails the DPBT or refuses to submit to the DPBT = DPS personnel will detain the driver on the scene pending arrival of the Morrison County Sheriff (MCSO). At that time DPS will release the driver for processing by that office.

d. The Camp Ripley DPS will notify unit of assignment when the MCSO or State Patrol takes a military service member into custody. For non-military personnel, if DPS is able to identify the individual as a member of a non-military organization conducting activities on Camp Ripley, they will attempt to notify the POC for that organization.

### **5-6 Accident Reporting**

a. All accidents are reported in accordance with AR 385-40, Army Accident Investigations and Reporting, Minnesota National Guard Regulation 385-10, Minnesota Army National Guard Safety Program or other applicable service regulations dependent on the requirements of the service member involved. An accident may be defined as any operation that results in injury to persons or damage to property. When in doubt, report the accident and the DPS, Range Control or the Installation Safety Office will make a determination as to the reporting requirements.

b. Accidents in the cantonment area must be reported immediately to the Department of Public Safety at 320-632-7375 or 320-632-7339. Accidents in the field training area will be reported to Range Control at 320-616-3137. All accidents will be reported to the Director of Public Safety to make a determination if a violation to Minnesota State statutes has occurred. This applies to all branches of service as well as civilian organizations. Completion of the investigation is dependent upon service requirements and is determined on an individual basis. Units are required to complete all reports as dictated by applicable regulations. Additional reporting requirements are not placed upon the unit by reporting the incident to DPS. The Installation Safety Office, Range Control, and DPS will provide assistance to the unit for completion of other required reports and to develop and adjust safety measures to alleviate further incidents. The Installation Safety Office can and will provide assistance in the completion of the Army Ground Accident Report (AGAR) reports if requested. Regardless, all units are required to submit a copy of the AGAR for any incident that occurred on Camp Ripley.

c. All vehicle accidents on the installation must be reported to the Director of Public Safety to make determination who will investigate (DPS, Range Control or Morrison County Sheriff's Office). Reports other than the Military Police Report (DA Form 3975) and Traffic Accident Report, and Sworn Statement (DA Form 2823) are the responsibility of the unit involved. Units will submit a copy of the Accident/Incident Report (JFMN Form 140-R-E) to Camp Ripley Operations. Copies of all reports must be

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provided to the appropriate unit. These reports assist the unit in conducting their investigation.

d. The Morrison County Sheriff's Office (MCSO) will investigate all vehicle accidents involving fatalities or personal injuries. Additionally, the MCSO may be requested to investigate all vehicle accidents involving Privately Owned Vehicles (POV) at the request of an owner or operator.

### ***5-7 Weapons, Ammunition and Explosives***

a. Firearms shall not be in possession or transported onto Camp Ripley unless specifically approved for use during an authorized hunt and/or appropriately documented/registered with the Department of Public Safety. This restriction does not apply to government weapons or official firearms for law enforcement officers.

(1) Recreational Firearms: All recreational firearms must have a Camp Ripley Firearm Registration Form completed. Registration forms are available in Building 2-203 Security Office and may be completed and left in the firearms registration drop-box. All recreational firearms must be unloaded, cased, and remain out of view in the vehicle while on Camp Ripley per state statute. Exceptions for removal from the vehicle exist when actively participating in a Camp Ripley sanctioned hunt downrange. Never take a firearm inside a building. Individuals carrying a recreational firearm and ammunition must adhere to state and federal laws. Firearms used for authorized sanctioned events need not be registered with DPS.

(2) Permit to Carry a Pistol: Personnel possessing a valid Minnesota Permit to Carry a Pistol may bring a weapon covered by that permit onto Camp Ripley. However, they must complete a Camp Ripley Firearm Registration Form and a Privately Owned Firearms (POF) Policy Acknowledgement Form. Registration forms are available in Building 2-203 Security Office and may be completed and left in the firearms registration drop-box. If an individual has not completed these forms, they may transport the weapon onto Camp Ripley only if they immediately proceed from the gate to the Security Office. All firearms must be stored out of the public view and in a locked vehicle while on Camp Ripley. Individuals carrying a pistol under the permit to carry must adhere to state law, federal law, and remain in full compliance with The Adjutant General's policy of possession of a privately owned firearm dated 30 September 2015. Note that this policy prohibits bringing a privately owned firearm into any building on Camp Ripley (other than those specifically identified as exceptions in this policy).

(3) Any individuals found in violation of the privately owned firearms regulations are subject to punitive and/or adverse actions along with potential prosecution under the



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Morrison County jurisdiction. All questions or concerns involving firearms should be directed to the Director of Public Safety.

### b. Military Weapons

(1) Weapons must be unloaded, without a magazine inserted, when personnel are in the cantonment area. The Director of Public Safety may approve exceptions for training, security, or law enforcement requirements.

(2) Weapons are FORBIDDEN in the MWR Facility (Building 8-195), the Medical Unit Training Facility (Building 8-81) and the USPFO Facility (Building 15-2).

(3) Do not transport any weapons in privately owned vehicles. The Director of Public Safety may approve exceptions for training, security, and law enforcement requirements.

c. Military ammunition, explosives, and other related pyrotechnics will only be handled by authorized personnel and transported in government vehicles.

(1) Units may store specific types of Ammunition and Explosives (A&E) as authorized for storage in identified buildings in cantonment area. Current licensed buildings available for A&E storage in CRTC cantonment are:

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<b>Cantonment buildings Licensed for specific HD 1.2.2, 1.3, and 1.4 Ammunition and Explosives (as of 22DEC20)</b>								
AREA	3	5	7	9	10	21	22	23
BLDG #	3-6	5-6	7-1-1	9-61	10-1	21-6	22-6	23-6
	3-7	5-7	7-1-2	9-131	10-61	21-7		23-7
	3-8	5-8	7-1-3	9-132	10-66			23-61
	3-9	5-9	7-1-4	9-133	10-137			
	3-10		7-1-5	9-134	10-138			
	3-11		7-1-6	9-135	10-139			
			7-130		10-140			
			7-131		10-141			
			7-133		10-142			
			7-134		10-143			
			7-135		10-144			
					10-145			
					10-146			

(2) A&E authorized in cantonment are as follows:

**i. Authorized HD 1.4** Generally, all blank and ball ammunition .50 caliber and below, 40mm TP rounds, as well as shotgun rounds, smoke grenades.

**ii. Authorized HD 1.3** Signal flares (both parachute and star cluster), Trip flares, booby trap simulators (trip, flash, illumination, and whistler types), hand grenade simulators, and ATWESS charges.

**iii. Authorized HD 1.2.2** Artillery Simulators and 25mm. All 1.2.2 A&E must be stored in either a 3/8" steel plate container or be surrounded by filled sandbags IAW

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DA PAM 385-64. Sandbags are issued from Supply and Services, (Building 2-207, 320-616-3130). Contact the Installation Safety Office or the ASP if there are questions pertaining to A&E storage.

(3) Units must contact the Ammunition Supply Point (320-616-3169) and are required to submit or complete the following to store ammunition in the licensed facilities:

- i. Review and follow Deliberate Risk Assessment posted in
  - ii. The authorized storage area within the license explosives storage facility.
  - iii. A&E inventory by DODIC, nomenclature, and amount
  - iv. And have on hand Ammunition Handler's certification for all handling personnel.
- iv. Installation Safety can be contacted at 320-616-3158.

(4) Use of explosives or pyrotechnics is not authorized in the cantonment area without an approved Exception to Policy Memorandum through the Director of Public Safety to CRC Operations. Limited use of small arms blank ammunition and pyrotechnics may be authorized for specific training events. Contact the Installation Operations NCOIC at 320-616-6022 to request authorization in 30 days' advance of the planned event.

(5) Safety measures for the use of ammunition, explosives and pyrotechnics are contained within Chapter 2.7 of CRTC Range Regulation and Camp Ripley External Ammunition Supply Point SOP.

(6) Arms, ammunition, and explosives designated to units or facilities training or stationed at Camp Ripley must be secured in accordance with Physical Security of Arms, Ammunition, and Explosives, Army Regulation 190-11. Service branches other than Army must store weapons in accordance with applicable service regulations provided and ensure that minimum standards of AR 190-11 are met.

(7) Military weapons not stored in authorized weapons vaults with operational Intrusion Detection System (IDS) must be under 24hour surveillance. Weapons issued to individuals must be under the constant supervision of the individual when not stored in an authorized weapons vault.

(8) Permanent Party Service Members and their dependents living within buildings 16-71 and 19-71 may possess, transport, and store within the aforementioned buildings personal firearms and ammunition.

**5-8 Missing Weapon or Sensitive Item**

a. Upon discovery of a missing weapon or sensitive item, the unit must immediately cease training and notify the Camp Ripley DPS at 320- 632-7375, 320-616-3088, or 320-616-3144. DPS may also be contacted through Range Control at 320-616-3137 or via 800 MHz radio. It is essential that notification be made from the lowest level as soon as the weapon or item is discovered missing. The losing unit is responsible to notify their applicable chain of command.

b. The following information must be provided:

- Unit name
- Building number and extension
- Field training area location
- Type of weapon or sensitive item
- Serial number of missing weapon or sensitive item
- Other identifying numbers on the weapon or sensitive item
- Last known location of the weapon or sensitive item
- Time weapon or sensitive item determined missing
- Name of person reporting weapon or sensitive item missing
- Actions being taken by the unit to recover the missing weapon or sensitive item

c. The unit must immediately suspend all training activities and begin a 100% serial number inventory.

d. In addition to a search of the immediate area occupied by the unit, DPS and Range Control conduct search procedures IAW applicable standard operating procedures. Units must provide personnel to support Range Control and or DPS to man ECPs and assist in vehicle inspections. Search procedures continue until item is recovered or recovery is suspended by the Senior Commander or his representative.

e. The Director of Public Safety is responsible to conduct initial investigations and prepare Military Police and related reports. The unit may also conduct required investigations for reports of survey and related requirements; however, the initial DPS investigation takes precedence. Full cooperation by the unit is required.

f. Unless released by the Installation Commander, unit personnel are not allowed to depart Camp Ripley. This measure is required to ensure that all personnel are available for additional investigation if required.

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### **5-9 Prohibited Actions**

Camp Ripley prohibits the following actions.

- a. Driving or parking over curbs and/or across lawns or sidewalks (see overflow parking map).
- b. Climbing water towers, buildings, and telephone or light poles.
- c. Entering or using buildings not authorized for training or troop use.
- d. Damaging or removing construction materials. This includes materials owned by the Government or private contractors.
- e. Tampering with or moving unexploded munitions. Unexploded munitions must be left in place. The organization or individual discovering the unexploded munition will mark the area and immediately report the location to Range Control or the Security Office at 320-616-3137 or via 800 MHz radio.
- f. Unnecessary destruction or damage to trees or shrubs.
- g. Entrance into any compound not open for use.
- h. Interrupting traffic flow on any roadways within the cantonment area.
- i. Trespassing on Miller Airfield.
- j. Washing vehicles in the cantonment area other than at established wash racks.
- k. Abandoning or storing of private vehicles or trailers (including boats, campers, etc.) on Camp Ripley without approval of the Director of Public Safety. Any vehicle that is inoperable will be considered abandoned after two days unless prior arrangements are made with the Director of Public Safety at 320- 632-7375, 320-616-3088, or 320-616-3144. Individual storage of vehicles for an extended period in the lot located behind 2-166 can be made on a case by case basis by coordination through the DPS Director. Units or organizations with a requirement for long-term vehicle storage (for example, during a Combat Training Center rotation) may coordinate with Camp Ripley Operations.
- l. Running of electrical cords from the interior to the exterior of the building during the heating season.
- m. Electrical outlets may not be used to provide power to any recreational vehicles except as authorized by the Installation Commander.
- n. Depositing of ammunition or pyrotechnics in trash or recycle containers.

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o. Movement of tracked vehicles on any bituminous road service without approval of the Director of Public Safety. Exception is granted for the paved, marked tank trail adjacent to the Consolidated Maintenance Activity-North (Building 17-1).

p. Tampering with or removing any type of alarm systems to include intrusion detection, mechanical and fire alarm systems and smoke detectors. Unit commander action is required for person(s) tampering with alarm systems. Personnel caught tampering with any alarms are subject to civil or criminal penalties.

q. Entering or exiting of Camp Ripley through other than authorized (open) vehicle or pedestrian gates.

r. Alcohol is not authorized in the field training area (downrange) without prior written approval from the Garrison or Senior Commander (in addition to any approval required by the organization's own policies).

s. Camping, to include the use of RVs, campers, or fish houses is strictly confined to authorized areas. Campers may make reservations through the billeting office.

## **Section VI Force Protection**

### **6-1 POC Info and Email**

POC for this section is the Camp Ripley Department of Public Safety at 320-632-7375, 320-616-3088, or email [ng.mn.mnarnng.list.crc-dps@mail.mil](mailto:ng.mn.mnarnng.list.crc-dps@mail.mil).

### **6-2 Anti-Terrorism Force Protection Plan**

Anti-Terrorism Force Protection (ATFP) Plan, MNGR 525-23 dated 26 February 2016 is currently in effect. The below policies and procedures provide guidance from the ATFP plan for personnel entering Camp Ripley Training Center. Copies for review can be obtained from the Department of Public Safety.

### **6-3 FPCON Implementation**

The FPCON baseline is provided by USNORTHCOM for CONUS based Installations. Camp Ripley has specific FPCON action sets maintained by the Camp Ripley Department of Public Safety. Each action set includes specific details on how each measure is achieved. The Adjutant General and Senior Commander can increase FPCON based on local threat at any time. The Director of Public Safety or the senior Public Safety person on duty at any time may temporarily increase the FPCON based on a specific warning or indication of a threat, but must immediately report this through the chain of command to the Senior Commander.

### **6-4 Barriers**

a. Both active and passive barriers systems are used at Camp Ripley Training Center. Active Barrier systems are barriers requiring some action, either by personnel, equipment, or both, to permit or deny entry, specifically of a vehicle. The system has some form of moving parts. Examples of an active barrier system include barricades, bollards, beams, and gates. Passive barrier systems have no moving parts. Passive barrier effectiveness relies on its ability to absorb energy and transmit the energy to its foundation. Highway medians (Jersey), bollards or posts, tires, guardrails, ditches, and reinforced fences are examples of passive barriers. Barriers are erected both in the cantonment and field training areas. Barriers may be constructed of metal, wood, or plastic tape and may be permanently mounted or of a temporary construction. Barriers are erected to prevent personnel or vehicles from entering an area that is or might create a safety hazard. At no time are personnel or vehicles allowed to travel around or remove barriers.

b. The Department of Public Safety (DPS), Range Control, or the Department of Public Works (DPW) are the only Camp Ripley departments authorized to erect or direct the placement of barriers.

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c. Breaching of any barrier may result in disciplinary action against the person(s) involved. If you need to access an area in the cantonment area marked off by barriers, contact the DPS at 320-632-7375. For access to areas in the field training area contact Range Control at 320-616-3137.

d. Barriers are available for events such as unit PT tests and family days upon coordination with DPS at 320-616-3144. It is the customer's responsibility to identify the area to place barriers in and to draw and return them to DPS.

### **6-5 Restricted Areas**

There are numerous restricted areas on Camp Ripley. Areas may be identified as restricted on a permanent or seasonal basis for safety or security reasons. Additional temporary restricted areas may be identified for specific events.

a. Miller Army Airfield is restricted for all vehicle and pedestrian traffic at all times. Access onto the airfield must be coordinated with Airfield Operations personnel.

b. All established military motor pools: Area 11; Combined Support Maintenance Shop; Director of Logistics; Maneuver Area Training Equipment Site; Organizational Maintenance Shop; Training and Community Center; Roads and Railroads; and established unit motor pools in Areas 1, 9 and 24 are restricted to all civilian vehicles and to all personnel without proper authorization from the applicable motor pool owner. Access other than through established perimeter gates is not authorized at any time.

c. Camp Ripley Impact Areas are restricted to all vehicle and pedestrian traffic at all times unless specifically authorized by the Range Control Officer. All Impact Areas on Camp Ripley are identified on the perimeter by appropriate signage.

d. Areas 25 through 30, located in the cantonment area to the east of East Motor Pool Road to the Mississippi River are restricted to all vehicle traffic during the winter months. This is a seasonal restriction based upon weather, road and snow conditions. There are temporary rope barriers across all roadways into this area during periods when this area is restricted.

e. All ski trails, located both in the cantonment and field training areas are restricted from vehicle traffic at all times.

f. The Bridge Site access area located on White Pine Drive off of MN Highway 371, east of Camp Ripley, is open to the public unless being used for military training.

### **6-6 Physical Security**

The goal of the physical security plan is to provide protection for personnel and facilities. The physical security plan is a living document that is designed to allow for



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increases in protection to facilitate changes in force protection conditions. The facility must also have a primary and alternate key/lock custodian appointed on orders for the activity or facility.

a. It is essential that physical security measures be taken within all government facilities on the installation in order to protect our limited resources. Each facility or activity is responsible for maintaining a physical security plan for the facility. In the case of small or limited facilities this requirement may be met by the higher headquarters as determined by the commander or activity director.

b. Facilities must be secured at all times when not in use. The facility must also have a key/lock custodian appointed on orders for the activity or facility. All keys issued for the facility will be monitored and maintained by the key/lock custodian.

c. Each facility is required to submit the following information to DPS no later than 31 January of each year or when changes are required:

(1) Building/work areas that require security checks.

(2) Point of contact after normal duty hours (0800-1630, Monday through Friday & holidays) if a security concern or emergency is identified.

(3) Any special instructions if a facility is found unsecure, suspicious activity is identified, or known tampering/criminal activity is suspected.

d. Additional security measures are implemented based upon an increase in the THREATCON Level for the installation. Specific instructions for security measures to be taken are provided to each activity by DPS.

e. Individual billet rooms and billet exterior doors must be secured at all times when not occupied. Propping open of doors is prohibited for the safety of the occupants.

f. Barracks security is the responsibility of the assigned unit or activity. Security of the building is the responsibility of the Logistics Housing Division during periods when the building is not issued. Barracks exterior doors must remain locked at all times when the building is not occupied or when units are in training. Commanders should place emphasis on maintaining accountability for all visitors to their barracks or unit areas. Commanders are responsible to ensure that guests do not remain in the barracks without approval of the Director of Public Safety or Logistics Housing Division.

### **6-7 Installation Physical Security Plan**

a. The Installation Physical Security plan can be obtained by contacting DPS at 320-616-3088.

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### b. Topics covered include:

- Threats to installation
- Vulnerabilities
- Key assets
- Restricted areas
- Control measures
- Physical Security Measures
- Intrusion Detection Systems (IDS)
- Security forces
- Communications
- Locks and Keys
- Delay Systems
- Security procedures during construction, renovation, or extensive maintenance.

### **6-8 Entrance Procedures**

Personnel assigned to Camp Ripley, DoD Card carrying members (active and retired members of all components), site support personnel and personnel in training at Camp Ripley are authorized access.

### **6-9 Visitors**

Non-military personnel are authorized access between 0600 and 2200 hours daily for the purpose of visiting the museum or a sanctioned tour. A visitor's pass is required. The visitor's sponsor is responsible for the safety and security of all guests. The visitor's sponsor billeted on Garrison is authorized access as required. However, guests are not authorized to remain on Garrison after 2200 unless they are registered with the Billeting Office. Security will provide guidance on when visitors will be required to leave the installation. Visitors remaining overnight in buildings 16-71 or 19-71 as guests of Permanent Party Service Members are not required to register with the Billeting Office.

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### **6-10 Vendors**

All vendors selling products or services on Camp Ripley other than through the Army/Air Force Exchange Service (AAFES) must be approved by the Installation Commander. Vendors not under contract are not able to sell products on the installation. AAFES vendors under contract are not required to contract with the Garrison headquarters.

### **6-11 Contractors**

Civilian contractors are permitted access between the hours of 0600-1700 daily, excluding weekends and holidays as required for work. Access during other hours must be coordinated with the Director of Public Safety for work sites in the cantonment area and the Range Officer for work areas in the field training area. Contractors are authorized access to the work site and AAFES food service facilities only. USPFO and FMO officers must ensure Camp Ripley background check forms are delivered to the contractors at the time of contract awarding. Completed background check forms will be delivered to the Department of Public Safety prior to the start of work so NCOIC checks can be completed prior to the start of work.

### **6-12 Vehicle Passes**

Vehicle passes are issued for single day temporary use on Camp Ripley. All civilian agencies are required to submit a roster of visitors two days in advance of arrival to gain entrance.

## **Section VII – Safety**

### ***7-1 POC Info and Email***

POC for this section is the Camp Ripley Garrison Headquarters at 320-616-3158 or 320-616-2699 or 320-616-2705, or email [ng.mn.mnarng.list.crc-opns@mail.mil](mailto:ng.mn.mnarng.list.crc-opns@mail.mil)

### ***7-2 Closing Due To Inclement Weather***

a. Installation closure because of inclement weather is based on employee and public safety considerations.

b. The Installation Commander or his representative will use the appropriate Camp Ripley Battle Drill as a tool to evaluate and execute installation closure. The camp's decentralized employee base preclude individual notification. The Installation Commander notifies local media by 0600 of the closure plan. Initially, the installation will be closed until 1200. A second evaluation will be made by 1000 regarding closure for the balance of the day. Employees are advised to maintain communication for further information. Employees should monitor local radio stations in the event of inclement weather. Supervisors of hearing impaired employees are responsible for notifying these employees regarding closures. The following media will be notified:

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<b>STATION</b>	<b>LOCATION</b>	<b>FREQUENCY</b>	<b>TELEPHONE</b>
WYRQ	Little Falls	FM 92.0	320-632-5414 320-632-2992
KLTF	Little Falls	AM 98.6	320-632-5414 320-632-2992
WJJY	Brainerd	FM 106.7	218-828-1244
KVBR	Brainerd	AM 1340	218-829-1075
KLIZ	Brainerd	AM 1380	218-829-1075
KCLD	St. Cloud	FM 104.7	320-251-1047
KZPK	St. Cloud	FM 98.9	320-251-1450

c. Personnel should not jeopardize safety to report to work during adverse conditions. Each employee shall decide if inclement weather has made travel to work too dangerous.

d. Key employees may be required to report in support of installation operations (i.e. Security, Roads & Grounds Personnel) during an installation closure. The Installation Commander may direct official transportation to transport critical employees to their place of work and return to residence if such employees are unable to make it to work because of weather.

e. Information on current Minnesota Statewide Road Conditions is available by calling 1-800-542-0220 or by visiting MN 511.

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### **7-3 Severe Weather Alert**

1. Personnel on Camp Ripley are notified of the impending severe weather IAW the Department of Public Safety Severe Weather battle drill. Notification is via radio on established Range Control FM, 800 Mhz, and VHF frequencies to units in the field, and by the telephone system using a calling chain and RAVE notification system. Roving security patrols will also attempt to advise all personnel in open areas. Camp Ripley DPS staff will activate the mass notification system when conditions indicate. This can include Desktop alerts, phone calls and messaging, siren activation, and siren activation with audio instructions.

2. If you are on Camp Ripley and you hear a severe weather watch or warning on the radio or television. Units can attain direct guidance based on current weather conditions by calling Camp Ripley DPS at 320-632-7375 or 320-632-7339. Alert all person(s) in your immediate work area.

(a) If you are in the cantonment area: See Severe Weather Shelter Plan.

(b) If you are downrange, reference the Range Regulation for Severe Weather plans.

3. Once the severe weather has passed, individuals should:

(1) Help injured or trapped persons. Give first aid when appropriate but do not move the injured unless they are in immediate danger of further injury.

(2) Call for help. Contact Range control 320-616-3137 or 320-616-3134 or contact DPS at 320-632-7375 or 320-632-7339 for emergency assistance.

(3) Advise your supervisor of your location and status. Keep in contact with your supervisor for further emergency information. Supervisors shall perform accountability and report back to CRC Operations if on cantonment at 320-616-2712 or 320-616-6022. If unit are down range they should conduct accountability and report to range control at 320-616-3134 or 320-616-3137.

(4) Leave the building if you smell gas or chemical fumes and contact DPS at 320-632-7375.

### **7-4 Use of Protective Headgear**

a. Tactical wheeled vehicles:

(1) While in the cantonment area, tactical wheeled vehicle operators shall follow their unit's policy for the wear of protective headgear. Passengers with seat belts shall also follow unit policy. Passengers without seat belts (for example, in the back

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of an LMTV) must wear Kevlar/ACH, Combat Vehicle Crew Member (CVC), Flight Helmet, or a crash/impact rated headgear.

(2) While in the field training area, all tactical wheeled vehicle operators and passengers must wear the Kevlar/ACH Helmet, CVC, or Flight Helmet as appropriate.

### b. Tracked vehicles

(1) All tracked vehicle crew members must wear an operable CVC while operating any tracked vehicle anywhere on Camp Ripley. The only exception is that drivers may wear a Kevlar/ACH or crash-rated non-CVC helmet if they are being ground-guided.

(2) All passengers in tracked vehicles must wear Kevlar/ACH, CVC, flight helmet, or other crash/impact rated headgear at all times while the vehicle is in operation

c. Administrative travel and Camp Ripley support operations are not considered tactical operations. This includes Range Control, Military Police, DCS-Log Employees or Department of Public Works operations. Operators and passage conducting support operations in the field training area utilizing a tactical vehicle must wear a Kevlar/ACH. Site visits to the installation or unit areas are considered administrative travel.

## ***7-5 Motorcycle Operations on Camp Ripley***

a. All motorcycle operators must maintain a valid driver's license with applicable motorcycle endorsement in their state of residence. Additionally, all military personnel must have successfully completed a motorcycle safety class sponsored by the Motorcycle Safety Foundation or an equivalent state approved curriculum taught by a certified instructor.

b. All DoD personnel on motorcycles or mopeds are required to wear the following:

(1) A DOT approved helmet

(2) Either:

i. Shatterproof eye protection, OR

ii. A face shield attached to the helmet.

(3) full fingered gloves

(4) long-sleeved jacket or shirt

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(5) long trousers

(6) Boots or over-the-ankle shoes.

- c. All members of the general public who choose to access CRTC on a motorcycle will comply with MN state motorcycle operations statutes. Because CRTC is a state installation, state statutes will be enforced. Motorcycles ridden by the general public who are not in compliance with state motorcycle operations statutes will not be permitted access to CRTC.

### **7-6 Bicycle Operations on Camp Ripley**

a. Operators of bicycles on Camp Ripley must abide by State Statutes for the safe use and required equipment (Reference MN Statute 169.222). Use of bike helmets is required.

### **7-7 Fire Detection Systems**

a. Each barrack and billet room has an installed fire detection system. Systems are also installed in various other facilities on the installation. The system may consist of smoke, heat or water flow detectors. The detectors are hard wired into the facility and are centrally monitored by the Department of Public Safety. It is unlawful for any person to tamper with, bypass, or in any manner attempt to disable any fire detection systems. Tampering with the sensor will result in an alarm at the central monitoring facility. Any costs for false activation is the responsibility of the individual involved to include possible civil penalties.

b. Each facility must develop and post an appropriate fire evacuation plan throughout the building. Full time work areas should also develop an assembly plan to verify accountability following evacuation. The Housing Division is responsible for the development and posting of the evacuation plan within the troop billets and barracks. Evacuation plans must be updated upon remodeling/addition to a building.

c. In the event of activation, an audible alarm will sound within the building. All personnel in the building must immediately exit the building and move at least 100 feet from the building upon activation of the audible alarm. Personnel should remain near the facility so that it can be verified that they have indeed exited the building. In cases of inclement weather, personnel should move to the nearest shelter. It is the supervisor's responsibility to determine accountability of all personnel.

d. Smoking is not authorized in any building. Smoke may activate alarm systems in the building and any cost incurred to reset and clean the system is the responsibility of the violator.



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- e. Report any discrepancies with any alarm systems to the DPS at 320-632-7375.

### **7-8 Pets**

Pets are not allowed overnight on the grounds of Camp Ripley with the exception of service dogs and animals used for law enforcement or those camping in DeParcq Woods. Persons entering Camp Ripley may have a pet in the vehicle. Pets will not enter into any facilities and the pet must remain on a leash at all times when outside of the vehicle. Owners are responsible for clean-up. Permanent Party Service Members residing in buildings 16-71 and 19-71 shall be permitted to have up to four (4) pets which may enter into the aforementioned buildings. Exceptions to this policy are granted through the Department of Public Safety.

### **7-9 Tick-Borne Illness**

See section 9-6 Tick Borne Diseases.

### **7-10 Digging**

- a. Digging or emplacing of items that penetrate the ground more than twelve (12) inches within the cantonment area must be coordinated and approved by the Department of Public Works and have been reviewed by FMO and CRC Environmental staff. Requests will be Emailed to CRC Operations Distro to submit a customer request NLT 1 week prior to training. The request will included a picture of the area to be located and a POC email/phone number for any follow on questions. Distro email: [ng.mn.mnarng.list.crc-opns@mail.mil](mailto:ng.mn.mnarng.list.crc-opns@mail.mil)

- b. For digging in training areas see Range Regulations, Appendix 1 to Annex C

## **Section VIII – Camp Ripley Visitors Bureau/Public Affairs Office**

### ***8-1 POC Info and Email***

POC for this section is the Camp Ripley Visitors Bureau (CRVB) at 320-616-2726, 320-616-3122, or [ng.mn.mnarng.list.crc-pca@mail.mil](mailto:ng.mn.mnarng.list.crc-pca@mail.mil)

### ***8-2 VIP Site Visits***

Per *DA PAM 600-60 Guide to Protocol and Etiquette for Official Entertainment* Table D1, VIPs are defined as O-7 (VIP Code 6) and above including civilian equivalent. VIP site visits to Camp Ripley, units or civilian agencies in training are coordinated by the scheduling activity with the Camp Ripley Visitors Bureau (CRVB) at 320-616-2726, 320-616-2714, or [ng.mn.mnarng.list.crc-pca@mail.mil](mailto:ng.mn.mnarng.list.crc-pca@mail.mil). The CRVB will assist in the development of a tour itinerary including facility and tenant activities as requested by the scheduling unit or activity. The CRVB is responsible to ensure that the Installation Commander and staff are advised of all VIP visits to the installation and listing these events on the Common Operating Picture (COP). The CRVB will provide resources or basic training required for proper protocol for any VIP event.

### ***8-3 Commander Welcome***

The Camp Ripley Visitors Bureau organizes a meeting to provide updated information and procedures to the senior leadership of the guest unit during the first week of a unit's Annual Training.

### ***8-4 Tours***

Camp Ripley is open for scheduled tours during normal duty hours of 0800-1630. Camp Ripley is also available for group tours of the installation and selected tenant activities. Requests for tours on the installation must be submitted to the Director of Camp Ripley Visitors Bureau (CRVB) at 320-616-2726, 320-616-2714, or [ng.mn.mnarng.list.crc-pca@mail.mil](mailto:ng.mn.mnarng.list.crc-pca@mail.mil). The CRVB coordinates tour visits with tenant activities. Direct coordination for tours with tenant activities is not authorized. Tours can be tailored to individual group needs and include many educational opportunities such as the Environmental Room or the Minnesota Military Museum. The Minnesota Military Museum hours and general information can be found at [www.mnmilitarymuseum.org](http://www.mnmilitarymuseum.org). Requesting organizations are responsible for transportation.

### ***8-5 DEERS/RAPIDS (ID CARD Office)***

The Camp Ripley Visitors Bureau manages the ID Card office located in room 1153 of building 11-1 (Camp Ripley Training and Community Center). The office hours are 0800-1545, Monday through Friday except holidays. The office is manned on

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weekends for set time blocks if requested by a unit 60 days in advance. The ID card office accepts appointments, and typically operates on a first come first serve basis, however we reserve the right to change priorities as needed. Customers can request an appointment by calling (320) 616-2728. We do not accept mass or block appointments, only by-name appointments.

### **8-6 Other Events**

Other events requiring special coordination may also be scheduled on Camp Ripley. All special events are coordinated with CRVB. Any group events that result in non-military personnel entering Camp Ripley require coordination and approval. Scheduled special events include Memorialization, Open House, ribbon cutting and groundbreaking ceremonies. The CRVB maintains appropriate standard operating procedures outlining the specific responsibilities for each event.

### **8-7 Public Affairs**

a. All scheduled media activities must be coordinated with the Camp Ripley Visitors Bureau (CRVB) at 320-616-2726 /3122 or [ng.mn.mnarng.list.crc-pca@mail.mil](mailto:ng.mn.mnarng.list.crc-pca@mail.mil) by the scheduling unit or activity. This requirement pertains to military and civilian activities training on the installation. The CRVB provides necessary coordination with Camp Ripley and State Public Affairs Office (PAO). Media inquiries related to incidents on the installation will be referred to the State Public Affairs Officer unless otherwise directed by the Installation Commander, Camp Ripley. All civilian media personnel must be escorted while on Camp Ripley by Training Site staff or unit/activity personnel. Media coverage on Camp Ripley may be restricted by the Installation Commander or the State Public Affairs Officer as deemed necessary in the interest of national security, incident investigation or for the privacy of personnel involved.

b. If there is a significant event occurring during your training period that your organization would like covered please provide a 30 day advance notice for proper planning. The Public Affairs Officer requests to be notified of any unique activities such as the use of a new system, initial use of an item, or a retirement event for historical documentation purposes.

### **8-8 DA and Command Photos**

The Camp Ripley Public Affairs Section provides scheduled appointments for DA or Command photos in Building 11-1 next to the ID Card office. Please contact the Camp

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Ripley Public Affairs Officer at 320-616-2726, 320-616-3122, or e-mail to schedule a single photo session or group session noting that all E6s and above require a DA Photo.

### **8-9 Camp Ripley Signs**

a. The Camp Ripley Joint Visitor's Bureau operates the digital signs on Camp Ripley. Units and organizations are welcome to request messages for each of the signs. Units will submit requests at least one week in advance of proposed presentation date. Requests will include: the specific message, any supporting images or video, and requested timeframe for message to run. The Director of the Camp Ripley Visitor's Bureau is the approval authority for messages displayed on the signs.

(1) Front Gate Sign. The messages displayed on the front gate sign are intended for public display. This sign is capable of displaying multi-colored text, and low-quality images.

(2) Hangar Conference Center Sign. The messages displayed on the Hangar Conference Center sign will focus on events hosted at the Hangar – to include the Bullpen and the Viking Club. This sign is capable of displaying multi-colored text, and low-quality images.

(3) Video Display Sign. This is the new sign located on the Northwest corner of 47<sup>th</sup> Infantry Division and Bettenburg Roads. The messages displayed on this sign are intended for customers of Camp Ripley – Soldiers and Civilians using Camp Ripley. This sign is capable of display multi-colored text, high-quality images and high definition video.

## **Section IX - Environmental**

### **9-1 POC Info and Email**

POC for this section is Camp Ripley Environmental at 320-616-2720 or 320-616-2722 ng.mn.mnarng.list.crc-env@mail.mil

### **9-2 General Information**

a. Environmental Management at Camp Ripley is consistent with Minnesota National Guard Regulation 200-1 (MNGR 200—1), Minnesota State Statutes from 114C through 116I, Environmental Protection and Enhancement. MNGR 200-1 is used to implement, on a statewide basis, National Guard regulations and applicable federal or state laws, or to disseminate policy, procedures, and directives of this headquarters. MNGR 200-1 addresses environmental responsibilities of all members of the Minnesota National

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Guard (Army) and employees performing work on behalf of the Minnesota Army National Guard. MNNG 200-1 can be accessed on the MNNG SharePoint under FMO, Environmental Controlled Library.

b. Environmental protection and conservation are the responsibilities of all personnel using Camp Ripley training facilities. Commanders must ensure that no wanton or deliberate destruction of natural or cultural resources occur during training exercises. Environmental considerations for down range training activities can be found in Chapter 18 of the CRTC Range Regulation, available on the MNNG SharePoint under CRTC, Operations, Range Control.

For more information on environmental management, contact the Environmental Office at 320-616-2720 or 320-616-2722, Training Area Coordinator at 320-616- 3135, or Range Control 320-616-3137.

### **9-3 Cultural Resources**

Camp Ripley has numerous areas of historical and archaeological significance. Digging and tracked vehicle maneuvers are prohibited within 100 meters of a historical or archaeological site. The majority of these areas have been located and marked with white and blue metal signs around the perimeter. No digging is authorized within signed areas. Individuals finding an artifact or item of historical or archeological significance is required by law and policy to not touch or disturb. Record the location and contact Range Control at 320-616-3137.

### **9-4 Natural Resources**

a. Camp Ripley is a State Game Refuge and its natural resources are managed through a cooperative agreement between the Department of Military Affairs and the Department of Natural Resources. As such, all Federal and State laws pertaining to the management of natural resources are applicable on Camp Ripley.

b. Pounding of nails into trees is prohibited. Any small staples used with pyrotechnics will be removed prior to clearing the area.

c. Tree plantations are off-limits to all training activities until the trees have achieved a height of at least 6 feet. At that time, foot traffic only shall be permitted in the area until the tree plantation signs are removed.

d. **NOTICE: The cutting or removing dead or alive limbs and trees larger than 3" is prohibited during the active season of the Northern Long-Eared Bat (01 June – 31 July).**

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e. Units proposing mechanical digging or earth excavation must submit a Mechanical Dig Permit Form to the Training Area Coordinator at Range Control NLT 90 days prior. Requests must include type of dig and grid location of the excavation, with time and duration of training. Reference CRTC Range Regulation 18-13 for specific information regarding digging operations.

### **9-5 Wildlife Management**

Camp Ripley is home to a wide variety of wildlife. No hunting or trapping is authorized on Camp Ripley with the exception of special sanctioned events. Avoid confrontation at all times with wildlife and report any nuisance animals to Range Control. Field sanitation practices in unit bivouac areas will reduce intrusion by wild animals. In the event a wild animal bites an individual, provide first aid and immediately notify Range Control. Refer to the CRTC Range Regulation 18-20 for wildlife management.

- a. Report any nuisance animals to the CRTC environmental office or Range Control.
- b. CRTC is home to several species of bats. Sometimes a bat will find a way into a building. If a bat is identified within a building, do not attempt to remove it. Bats can transmit the rabies virus to humans. Call the CRTC environmental office if a bat is found inside a building.
- c. Camp Ripley is home to a stable population of black bear. Report all encounters with nuisance bears or any black bears in cantonment to the Environmental office or Range Control.
- d. Northern Long-Eared Bat Management. 1) The Northern Long-Eared Bat is a federally protected species and as such, needs special consideration when units are training downrange.
  1. The use of fog oil is restricted from within 50 meters or less of any wood line. White Phosphorous **must impact 200 meters or more away from any wood line.**

### **9-6 Tick Borne Diseases**

a. Camp Ripley employees and troops in training need to remain informed on the potential for tick-borne illnesses and prevention of the same. Similar to other areas in the Midwest, Camp Ripley is an endemic area for Lyme's Disease and Human Granulocytic Ehrlichiosis (HGE). While all ticks are a nuisance, it is only the deer tick which is responsible for transmitting these diseases.

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b. The following methods are encouraged to prevent bites from all ticks.

- Wear uniforms with pants bloused and sleeves down.
- Apply repellent with DEET – (Less than 25% concentrate) to exposed skin.
- Treat clothing with repellent containing permethrin.
- Use the buddy system to check for ticks frequently.

c. Dog Ticks. Individuals should remove common dog ticks by grasping the tick as close to the skin as possible and gently pulling it straight out then wash the bite area and apply antiseptic.

d. Deer Ticks. If a deer tick bites a person, use the following procedure to ensure that the tick is removed correctly in order for proper identification of disease carrying ticks and prompt treatment of personnel is carried out.

(1) Reference section 4-3 of this regulation for procedures on submitting tick kits to the MUTF. The MUTF coordinator can be contacted at 320-616-3152.

(2) The patient will be informed by the Minnesota Department of Health (MDH) if the tick is positive for Lyme disease or HGE and will be given information and antibiotic treatment accordingly.

### **9-7 Hunting and Fishing**

a. Camp Ripley is a State Game Refuge. Therefore, permits are required prior to hunting on Camp Ripley. The DNR commissioner may allow hunting of a protected wild animal species within any portion of a State Game Refuge, including a State Park. Hunting may be allowed under this paragraph only if the commissioner finds that the population of a species exceeds the refuge's carrying capacity; the species is causing substantial damage to agriculture; the species population threatens forest crops in the vicinity; the population threatens the species or other protected wild animals; or a harvestable surplus of the species exists. Only persons possessing a valid Minnesota hunting license and a permit validated for the Camp Ripley Hunt will be permitted to hunt on Camp Ripley. Permits are not transferable between individuals or hunting dates. There are seven (7) permitted hunts on Camp Ripley managed through the CRTC environmental office listed below. Each hunt has specific rules and timeframes that change on an annual basis. Contact the Environmental office for more information on participation in a hunting event on CRTC.

## Camp Ripley Regulation

1. Disabled Veterans Spring Turkey Hunt
2. Deployed Soldiers Spring Turkey Hunt
3. Youth Archery White-tailed Deer hunt
4. Disabled Veterans White-tailed Deer Hunt
5. Public Archery White-tailed Deer Hunt
6. Service Members Archery White-tailed Deer Hunt
7. Deployed Soldiers Muzzle-loader White-tailed Deer Hunt

(1) Public Archery White-tailed Deer Hunt: Open dates are the two-day period beginning the third week in October and the two-day period beginning the last week in October. Permit levels range between 1500-2500 per two-day hunt. These numbers and dates are preliminary and could change.

(2) Youth Archery White-tailed Deer Hunt: Open dates are typically the second weekend in October. Typically 175 permits are issued to individuals' ages 12-17 years of age.

(3) Disabled Veterans White-tailed Deer Hunt: This typically occurs the second week of October. Permits are issued to individuals that are Disabled Veterans. The service organizations such as VFW, American Legion and DAV coordinates this event.

(4) Disabled Veterans Turkey Hunt: Open dates are typically in late April or early May. Approximately 20 permits are issued to individual's that are disabled Veterans. The Veterans Administration of St. Cloud Minnesota coordinates this event.

(5) Service Members Archery White-tailed Deer Hunt: This typically occurs the second week of October. Approximately 100 permits are issued to individuals that have served or are currently serving in the US military. The Department of Military Affairs coordinates this event.

(6) Deployed Soldiers Muzzle-loader White-tailed Deer Hunt: This typically occurs the Monday after Thanksgiving. Approximately 80 permits are issued and preference is given to individuals that have been mobilized to support the Global War on Terrorism since September 11, 2001. The Department of Military Affairs coordinates this event.



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(7) Soldiers Turkey Hunt: This typically occurs in late April or early May. Permits are issued to individuals that are currently serving or have served in US military. The Department of Military Affairs coordinates this event.

(8) In addition, there is a Soldier Archery Hunts at the Arden Hills Army Training Site (AHATS) in Arden Hills. The turkey hunt typically occurs in April to May and the deer hunts occur in October through early December.

b. The DNR has given the responsibility to track wounded wild game within the installation to Camp Ripley. Tracking of wounded animals into Camp Ripley will be at the convenience of the installation based upon available personnel. Individuals in pursuit of wounded game must be accompanied by Range Control staff or personnel designated by Range Control.

c. Current military members in possession of a valid Military Identification Card or retired military members in possession of appropriate identification and their guests may access the Mississippi River for the purposes of hunting or trapping. However, access to the river is restricted to Rest Area 2 located south of Range Control. See Section 5-7 for weapons registration procedures. Individuals authorized to hunt on Camp Ripley must follow rules and regulations or may lose access to post.

d. Fishing on CRTC is authorized consistent with the fishing policy located in the CRTC Range Regulation 18-18.

### **9-8 Land Management**

a. Units must maintain areas and facilities to a high state of cleanliness and are responsible for conducting a thorough policing of all areas used. Units must have all training areas used inspected by Range Control personnel before clearing Camp Ripley. Commanders are held responsible for intentional damage to the training area and may be held liable for costs of restoration.

b. Although tracked vehicles can have a significant impact on the condition of the terrain, proper operating procedures combined with training area restoration will minimize the negative impact. Tracked vehicle operators must use established trails or maneuver lanes that are approved for tracked vehicle use. Locked tracked turns and neutral steering is not authorized on any road right of way and will only be used off road as essential for training purposes. Indiscriminate travel and tree damage is prohibited. Additionally, tracked vehicles will not operate on any bituminous road surface without approval of the Director of Public Safety with exception of the paved, marked tank trails located adjacent to the Consolidated Maintenance Activity North (CMA-N).

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c. Digging permits are required on Camp Ripley. Refer to section 7-10 or CRTC Range Regulation Chapter 18 for specific details. Maps with all above listed areas identified are available at Range Control and the Environmental Office.

### **9-9 Water Quality Management**

a. Units and organizations must take all reasonable measures to avoid degrading surface or ground waters at Camp Ripley.. Field sanitation procedures are outlined within the CRTC Range Regulation, Field Manuals, and Army Regulations. Vehicle water crossing operations, shower facilities and field laundry points must be coordinated with Range Control.

b. Camp Ripley is equipped with two wash racks, both of which are located in the cantonment area, in Areas 17 and 22.

(1) Wash Rack Operating Requirements:

a. Cleaning agents are not authorized.

b. Do not pour any liquids into the drains other than that which drains off the vehicles during washing. It is especially important that no POL products or hazardous materials be poured into the drains

(2) Signs are posted at each site as a reminder of operating procedures.

(3) Wash racks are operational seasonally approximately 1 April through 1 October.

(4) If you experience operational problems with the wash racks, call the Camp Ripley Logistics Office at 320-616-2706.

### **9-10 Fire Control**

a. The Training Area Coordinator (with MN DNR guidance) is responsible for determining the daily Fire/Pyro Usage Status. The Status sign is located at E Gate, or contact Range Control. a.

b. Recreational Fires are prohibited. An Exception to Policy MUST be submitted to, and approved by, Range Control.

c. All Range and Wildland fires MUST be reported to Range Control immediately.

### **9-11 Woodcutting**

*\*NOTICE: The cutting or removing limbs of trees is prohibited during the active season of the Northern Long-Eared Bat (01JUN - 31JUL).*

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The Adjutant General of the State of Minnesota authorizes all Minnesota active and retired National Guard members and State and Federal Department of Military Affairs employees the opportunity to purchase and cut fuel wood on the Camp Ripley Military Reservation. This wood is for personal use only. Reference CRTC Range Regulation Chapter 18 for specific information regarding woodcutting permits.

### **9-12 Department of Military Affairs (DMA) Off-Garrison Land Guidelines**

- a. Camping: Camping is strictly prohibited
- b. Motorized Vehicles: Motorized vehicle use is prohibited
- c. Fire: The use of fire is prohibited
- d. Firearms and Target Shooting: Target, skeet, trap, or indiscriminate shooting is prohibited. A person may not possess any uncased or loaded firearm, or any uncased or strung bow except when lawfully taking a wild animal or by permit.
- e. Destruction or Removal of Property: Signs, posts, fences, gates, buildings, trees, shrubs, vines, plants, or other property may not be destroyed or removed (including use of metal detectors to remove property), except as follows: Wetland vegetation may be used to build blinds on the area, and edible fruits and seeds, or decorative portions of plants may be removed for personal use.
- f. Garbage Disposal and Animal Abandonment: Disposing of, or abandoning live animals, carcasses, garbage, trash, spoil, sludge, rocks, vehicles, or other debris or personal property is prohibited.
- g. Blinds and Structures: A person may not construct or maintain any building, dock, fence, billboard, sign, or other structure, except for temporary waterfowl blinds which may be erected, but may not become private property or be used to preempt hunting rights. Any materials brought in for the construction of a blind must be removed each day at the close of hunting hours.
- h. Elevated Stands: A person may not construct, occupy, or use any elevated scaffold or other elevated device for the purpose of hunting, watching, or killing wild animals, except portable stands which may be used during the hunting season, and must be removed one half hour after sunset on the last day of archery deer season.
- i. Dogs: Dogs are permitted only when accompanied by, or under the control of the owner and must be on a leash. A person training a dog may not use live ammunition or

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blank cartridges, including the use of blanks in dummy launchers or similar devices. In the immediate area of buildings 16-71 and 19-71, Permanent Party Service Members may train dogs off-leash. Permanent Party Service Members must maintain reasonable control of the dog at all times. Dogs owned by Permanent Party Service Members, if within an area sufficiently fenced to contain the particular breed, may be permitted to be off leash.

j. Unprotected Animals: Unprotected wild animals may be taken from 1 September through the last day of February, or by any person legally hunting a protected species, unless the area is specifically closed.

### **9-13 Noise Complaints**

Every effort must be made to be a “good neighbor” near the boundaries of Camp Ripley. Avoid activities near the boundary that may cause unacceptable noise levels off the installation. Noise complaints are addressed by Operations and documented on ATS Form 53, Noise Complaint Questionnaire. The completed report will then be forwarded to Camp Ripley Operations for follow up 320-616-2710. Camp Ripley Operations then logs the follow-up information in the Noise Incident Tracker.

### **9-14 Hazardous Materials and Special Waste Management**

a. All handling, storage, and disposal of hazardous and special waste will be IAW MNGR 200-3, Hazardous and Universal Waste Management Plan.

b. Units training in the field training area are required to transport hazardous materials and waste back to their home station or the Camp Ripley Transfer Station (Building 24-180).

c. Waste material must be sorted and packaged separately, labeled and transported to the storage location.

d. Hazardous/special waste generated during training includes but is not limited to:

- (1) Wet and dry cell batteries. Terminals must be taped on all lithium, lead acid, nickel cadmium, and any battery over 9 volts prior to disposal to prevent heat producing chemical reactions.
- (2) Protective mask filters.
- (3) Used and Unused flameless ration heaters; MRE: TOTM flameless heaters are to be treated as special waste and recovered appropriately. Used and unused heaters are to be bagged separately and returned to Supply and Service (Building 2-207), 320-626-3128.
- (4) POL contaminated material, to include weapon cleaning rags.

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e. The Transfer Station is the central collection and storage site for training units and is available Monday-Friday from 0700 to 1530.

f. For more information contact the Transfer Station at 320-616-7612 or Hazardous Waste Management at 320-616-2616.

### **9-15 Recycling**

Camp Ripley is committed to reducing the volume of solid waste that it generates. This will be accomplished through an effective “Reduce - Reuse - Recycle” program. All personnel must participate in the recycling program.

a. CRTC separates organic materials from the waste stream and also comingles other recyclable materials into a single stream. All recyclable materials go into blue containers. In consolidated barracks and transient training buildings without maid service, unit personnel will transfer recyclable materials into the dumpsters with blue lids marked “RECYCLABLE only”. In buildings with maid service or where recyclables are collected by Camp Ripley staff, they will transfer to the appropriate dumpsters. **Cardboard will be broken down and collected separately.** Consolidated barracks (T-buildings) will separate and collect compostable materials. This material consists of food waste, paper products, coffee filters, food contact paper (e.g., pizza boxes) etc. Organic materials will be collected in green containers and transferred into the dumpsters with green lids marked “ORGANICS ONLY”. The green organics containers will be lined with bags identified as compostable. No black, white or clear bags will be used to line compostable cans, only the green bags marked compostable will be used. Compostable liners will be issued at Supply and Services. Camp Ripley Housing personnel will inspect waste streams at the time of turn-in. If any black bags and trash are found in the “ORGANICS ONLY” dumpsters, unit personnel will be required to remove them prior to being cleared. Plastic bags are NOT to be disposed of in dumpsters labelled RECYCLABLES ONLY. If any trash is found in the “RECYCABLES ONLY” dumpsters, unit personnel will be required to remove it prior to being cleared. If there is an inordinate amount of recyclable materials in the garbage container, unit leadership will be notified. Recycling is performed by the Department of Public Works Transfer Station, Building 24-185, 320-626-7612.

### **9-16 Camp Ripley Wood Salvage Permit**

The Wood Salvage Program is the direct responsibility of the Camp Ripley – Roads and Grounds Department, as such; authority to administer can be delegated to the Transfer Station Operator.

The Transfer Station Operator will:

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1. Receive all wood products from Camp Ripley Tenant Activities.
  - a. Determine salvage ability of wood products
  - b. Direct tenant activity representative to:
2. Place salvageable wood in the Wood Salvage Yard.
  - Take wood products that are not salvageable and chemically untreated to the Demolition Debris Disposal Site.
  - Take wood products that are not salvageable and are chemically treated to the Solid Waste Transfer Station.
3. Ensure that all tenant activities delivering wood products for salvage or disposal stack or discard such products in a manner that provides good order to the Wood Salvage Yard and ease of disposal at the Demolition Debris Site.
4. Notify the Department of Public Works of remediation activities needed and the Tenant Activity responsible.
5. Notify Tenant Activity Manager, officer or Supervisor of remediation activities needed.
6. Provide authority and supervision for employees wishing to participate in the Wood Salvage Program.
7. Ensure that the participating employee completes and receives a signed Wood Salvage Permit.
  - Original goes to the employee
  - Copy goes to Facilities Management Office – Environmental (FME) on a monthly basis
8. Inform Employees that security personnel may inspect Wood Salvage Permits if asked to stop at the Main gate
9. Instruct employees in proper use of the Wood Salvage yard and ensure employees:
  - i. Do not disrupt good order of Wood Salvage Yard
  - ii. Complete clean up before leaving Wood Salvage Yard area
10. Maintain, complete, and submit all reports required for managing the Wood Salvage Program.
  - a. Complete Incoming Materials Report
  - b. Complete Demolition Debris Disposal Permit as needed
  - c. Complete Outgoing Materials Report
  - d. Submit all attachments monthly to FME for thoroughly tracking data as it relates to the Wood Salvage Program
11. Maintain the Wood Salvage Program Yard
12. Accommodate inspections by the Minnesota Pollution Control Agency

**9-17 Mobile Petroleum Oils Lubricants (POL) Distribution Points**

POL distribution from mobile units is an activity that has the potential of posing environmental concerns. The following guidance is provided to prevent any negative impacts:

- a. The proposed location of distribution points should be coordinated with Range Control.
- b. Units should be familiar with the Spill Control procedures.
- c. Use drip pans at all times for the dispensing nozzles, and the dispensing area should be lined with a small piece of impermeable liner such as plastic or an old fuel bladder.
- d. Ensure that the fueling hose is drained into the drip pan after each fueling operation and hang the hoses with the nozzle pointed up.
- e. Each POL distribution point should be equipped with a spill kit in the event of a spill. The kit should include absorbent materials, shovel and plastic storage bags.

**9-18 Field Fuel Storage/Bladders**

a. Units proposing to install field fuel storage bladders will submit a written request to Range Control NLT 90 days prior. The request must include: name, address, and phone number of the Unit; amount and type of fuel to be stored and dispensed; number/volume of fuel bladders to be installed; dates of operation; preferred location on Camp Ripley; and the Unit Point of Contact.

b. The following guidance pertains to the installation and operation of field fuel storage bladders:

- (1) The site will not be located within 100 meters of any lake, stream, wetlands, or historical site.
- (2) The site will not be located within 200 meters of the Mississippi and Crow Wing rivers.
- (3) Preparation of the site, underlying the fuel bladder, will require excavating the topsoil to provide a level site, and to ensure that all debris is cleared that might otherwise puncture the flexible storage container.
- (4) A continuous berm, surrounding the storage site, will be constructed using on-site soils. The dimensions of the bermed area should not be less than the total capacity of the fuel storage bladder located within the area. The bermed area must be lined with an impervious material to act as a secondary containment, in case of any failure.

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(5) The area designated for conveying the fuel (i.e., hoses, piping, etc.) must be underlain with an impermeable liner.

(6) Range Control or Environmental Office personnel will conduct daily inspections of the site.

### **9-19 Spill Response**

a. Any person causing or discovering a spill must:

(1) Stop the flow, if possible without exposing self or others to unsafe conditions. Actions taken should not exceed the level of expertise, knowledge or training of the person causing or discovering the spill.

(2) Contain the spill using whatever means are readily available. Prevent the spills from flowing into drainage and surface waters.

(3) Immediately report all spills of POL and hazardous substances within Cantonment to Security 320-632-7375 and spills Down Range to Range Control 320-616-3137 or 320-616-3134 or on SINCGARS radio frequency 36.100 primary, 40.400 alternate. Furnish essential spill information: grid location, material spilled, quantity spilled, cause of the spill, time/date of incident, and individuals involved. The person reporting the spill should also furnish their name, unit, rank, unit address and telephone number.

b. Clean up spill material.

(1) If the amount of contaminated soil is less than what would fit in a 55-gallon drum, dig it out and transport it to the Solid Waste Transfer Station located southwest of Range Control. If the Transfer Station is closed, bring the material to Range Control. Plastic bags may be obtained from Range Control to transport the contaminated material.

(2) If the amount is greater than what would fit in a 55-gallon drum, earth-moving equipment will probably be required for removal. Units are responsible for showing Range Control personnel the location of the spill.

(3) Units must complete the Spill Report Form MNGR 200-21-11 and turn it in to Range Control or FME immediately.

c. All spills must be reported. A Spill Report Form (MNGR-200-21-11) will be completed immediately to be forwarded to FME. Cleanup will be the responsibility of the unit. Range Control or Fire and Emergency Services can request assistance from DPW or FME. Soil from spills will be stored in the Solid Waste Transfer Station located SW of Range Control.



**9-20 Ammunition Disposal**

The Ammo Supply Point (ASP) processes all ammunition related residue. Units are required to return all ammunition residue items to the ASP IAW SOP. Disposal of ammunition in trash receptacles is a serious safety hazard. Do not bury ammunition. Camp Ripley has an amnesty policy that allows you to safely return ammunition to the ASP at any time. An amnesty box is located by the south entrance of Building 24-199. An annual amnesty day is held at Camp Ripley on the second Tuesday of September.

## **Section X - Morale, Welfare and Recreation**

### ***10-1 POC Info and Email***

POC for this section is the Camp Ripley Garrison Headquarters at 320-616-3094 or 320-616-2705 or email [ng.mn.mnarng.list.crc-cmd@mail.mil](mailto:ng.mn.mnarng.list.crc-cmd@mail.mil)

### ***10-2 Physical Training***

a. Individual physical training may be conducted within the cantonment area. There are various marked running courses throughout the cantonment area. It is required that persons conducting individual training on roadways wear reflective garments and/or light colored clothing and run toward traffic during levels of limited visibility. Extreme caution must be taken during the hours of darkness. At a minimum a reflective belt or vest will be worn during darkness.

b. Unit formations may use roadways but road guards must be used. Reflective vests are required with the addition of flashlights during non-daylight hours and times of reduced visibility. Units should be aware that heavy traffic occurs on Bettenburg Avenue and Walsh Drive at 0630-0800 and 1515-1645 hours Monday through Friday. Running on Bettenburg and Infantry is prohibited.

c. A 2-mile track is located near the airfield to the west side of Infantry Road.

d. Roller-blading on Camp Ripley is permitted only within the cantonment area. Anyone rollerblading must adhere to the same roadway restrictions as pedestrians. All rollerblading must be done on the far left side of the roadway and not down the center of any roadways. Failure to comply with safety constraints will result in the individual being banned from rollerblading on the installation. This paragraph applies to any other form of skiing or skating. Proper personal safety equipment is required.

e. Weights and other physical training equipment for use by Service Members, dependents, and employees of Camp Ripley is available at the TACC, Building 11-1 and at the Wellness Center, Building 10-67. Mats are available at Camp Ripley Logistics Supply and Services, Building 2-207.

### ***10-3 Consumption of Alcohol***

a. The use of alcohol at appropriate times may serve a social purpose and promote camaraderie among individuals in training. The possession and consumption of intoxicating liquor is authorized in cantonment on Camp Ripley as outlined below. Commanders and supervisors are responsible to ensure all personnel are made aware of the provisions of applicable Minnesota State Statutes and this regulation.

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b. Possession and consumption of alcohol on Camp Ripley is authorized in accordance with the following restrictions. These laws and regulations apply to all persons on Camp Ripley regardless of the service affiliation or state of origin.

(1) Personnel on duty will not consume alcoholic beverages.

(2) Alcoholic beverages must not be transported in any government vehicle, to include GSA or other government owned or leased commercial, except as directly authorized by the appropriate commander for the purpose of providing beverages for authorized unit activities.

(3) Alcoholic beverages are not authorized to be transported to the field training area (downrange) unless specifically approved by the Operations Officer or Range Control. Alcohol is allowed in the recreation areas only with exception to policy approved by the Garrison Operations or Range Control.

(4) At any unit function where alcoholic beverages are available, non-alcoholic beverages must also be made available at no cost to the individual.

d. Alcohol may not be sold or bartered on Camp Ripley, either directly or indirectly, except by the authorized AAFES and Viking Club systems. Unit clubs, permanent or temporary, are not authorized on the installation. Clubs from unit Training and Community Centers may not operate on Camp Ripley.

e. The furnishing of alcohol subjects all persons involved to some degree of responsibility and possibly civil liability. It is therefore essential that all commanders and supervisors make every effort to promote safety and responsibility when alcoholic beverages are consumed to ensure that all laws of the State of Minnesota and military regulations are followed.

### **10-4 Unit Parties**

a. Unit parties or other types of recreational unit events are authorized and encouraged on Camp Ripley. The provisions of paragraph 10-3 must be adhered to if alcoholic beverages are made available. Commanders accept responsibility for the use of alcohol at these events.

b. If the unit activity is to be held outside of the units' assigned area, a letter of request for approval must be submitted to the Operations Officer no later than 72 hours prior to the event. DeParcq Woods, Round Lake, cantonment area recreational fields and other Camp Ripley facilities may be used for unit activities with prior coordination and approval of Garrison Operations. The request must include the following information:

## Camp Ripley Regulation

- Proposed date of event, start time, end time
- Location of event
- Number of personnel attending
- If civilian guests will be attending, please state the approximate number of personnel and their anticipated arrival and departure times
- Points of contact and telephone numbers of personnel that will be available to provide further information prior to and during the event

c. If the event is held within the unit area, a letter of request is not required. However, the unit will have an officer or NCO in charge that will be available to provide assistance to the DPS personnel if required.

d. Guests may not remain overnight unless registered at the Billeting Office. The appropriate unit commander will be responsible for the security, safety, and conduct of all guests within their unit area.

### ***10-5 Use of Recreational Areas***

Limited camping facilities are currently available in selected recreational areas on the installation. Requests for camping are forwarded to the Operations Officer at 15000 Highway 115, Camp Ripley, Little Falls, MN 56345 and will be considered on a case by case basis. All recreation areas are considered primitive. Reference the Deparcq Woods Campground SOP Reservations can be made by contacting Camp Ripley billeting office at (320) 616- 3140. Camping is also available at Round Lake.

### ***10-6 Camp Ripley Fishing Policy***

The policies and procedures set forth herein are applicable to all persons authorized to fish on Camp Ripley. Minnesota fishing regulations apply to all lakes and rivers that are within or border Camp Ripley.

a. Authorized personnel:

(1) Current military members in possession of a valid Military Identification Card or retired military members in possession of appropriate identification, and their guests.

(2) Civilian employees of the Department of Military Affairs (DMA) and their guests.

(3) Residents on military leave. A resident that is in the armed forces of the United States, stationed outside of the state, and in the state on leave, may hunt and fish without a license if the resident possesses official military leave papers during the

## Camp Ripley Regulation

regulated seasons. The resident must obtain the seals, tags, and coupons required of a licensee, which must be furnished without charge.

(4) Non-resident military personnel. A non-resident who is in the military and in training at Camp Ripley must obtain a resident license to take fish.

(5) Non-residents stationed in the state. The commissioner may issue a resident license to take fish to a person in the armed forces of the United States that is stationed in the state.

### b. Authorized Fishing Areas:

(1) Due to firing and training activities, authorized fishing areas may be temporarily closed by permanent or temporary barriers. At no time is a person allowed to go around or tamper with any road barriers. The authorized lake route map is located at the end of this section. Following is a description of the authorized fishing areas.

(2) The waters within the Training Area of Camp Ripley that are authorized for fishing include: Mississippi River Rest Area 3 (Zebra Mussel infested waters); Crow Wing River at Sylvan Dam (Rest Area 5); Ferrell Lake; Round Lake (Rest Area 6); Lake Alott (Rest Area 4); Fosdick Lake; and Rapoon Lake.

(3) Travel to and from the authorized fishing areas in the range training area is limited to four primary travel routes; all but one require the use of East Boundary Road as the main travel corridor. When fishing within the cantonment area, all roads leading to the Mississippi River are authorized for use unless road conditions prohibit travel.

c. Minnesota law requires that all persons have a valid Minnesota Fishing License in their possession when fishing. Minnesota law prohibits the transport of infested water including live wells and bait containers (Mississippi and Crow Wing Rivers are zebra mussel infested waters), all persons should abide by invasive species laws to stop aquatic hitchhikers. Boats and bait containers must follow invasive species laws outlined in Minnesota fishing regulations.

d. All persons must check in at Range Control prior to accessing the field training area. Range Control issues a vehicle pass and, if necessary will provide specific directions to authorized fishing areas. In the interest of safety and security, persons must designate which authorized fishing area they intend to fish. During periods when Range Control is not operational, fishing will only be authorized in the cantonment area. Coordination with Range Control and DPS can be made to facilitate exceptions to policy.

e. Persons conducting recreational activities may not enter the range training area prior to sunrise and must return to Range Control before sunset. The Range Control

## Camp Ripley Regulation

Officer has the authority to grant exceptions when there are no conflicts with the field training area activities on Camp Ripley. Permanent Party Service Members residing in buildings 16-71 and 19-71, have 24/7 access to the field training area in coordination with Range Control.

### f. Special Regulations:

(1) In order to provide quality angling opportunities for walleye, crappie and bluegill on Ferrell Lake, these special regulations apply: Bluegill Sunfish – limit five (5); Crappie -five (5); Walleye – limit three (3) only one over 20 inches.

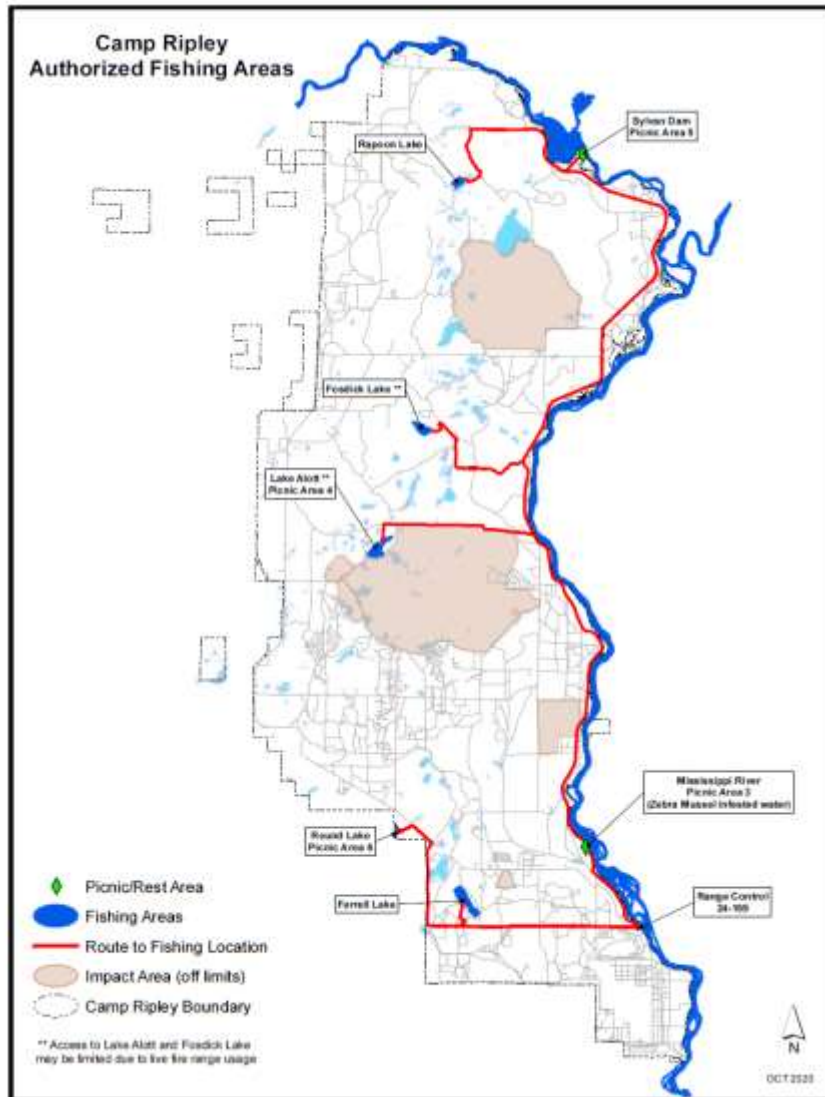
(2) The Trout Pond is a designated trout stream by Minnesota Fishing Regulations and, therefore, requires a trout stamp. Size limit on the Trout Pond is 7 to 10 inches and no more than five (5) fish may be harvested daily. In addition, only barbless hooks are authorized.

(3) Ice fishing is permitted on authorized fishing areas. While icehouses are permissible, they must be removed each day. No vehicles are authorized to be on the ice of any lake within the field training area.

g. Failure to comply with this regulation may result in revocation of future fishing privileges on Camp Ripley.

### h. Lake Route Map

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### 10-7 Swimming

Swimming on Camp Ripley is prohibited in all waterways, to include the Boundary Rivers, except for the recreational area located at Round Lake. Units sponsoring swimming activities at the recreational area should conduct an accurate risk assessment and make every effort to provide for safety support as much as possible. Extreme caution should be used when conducting any activity involving swimming when alcohol is involved.

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### **10-8 Ski Trails**

Cross country skiing along designated cantonment and field training range areas is authorized. Training use and scheduled ski events have precedence over individual use. Coordination for scheduled ski events is done through Camp Ripley Operations. Use of the trails is restricted to daylight hours only. Ski trails may also be used for hiking and biking. The requirements and procedures outlined apply for these activities as well.

a. Authorized personnel:

(1) Active and Retired Military Members: Persons in possession of a valid military identification card may ski on Camp Ripley.

(2) Civilian Employees (Federal and State) of the Minnesota National Guard: Civilian employees of the MN National Guard may ski on Camp Ripley.

(3) Family Members: Family members and guests of active and retired military members and civilian employees of the Minnesota National Guard may ski on Camp Ripley when accompanied by sponsor.

(4) Organized Ski Groups, Clubs, and Schools: Ski groups, clubs, and schools can schedule ski events on Camp Ripley subject to receiving prior approval from Camp Ripley Operations and subject to any restrictions established by Camp Ripley Operations.

b. Skiing is permitted in designated areas on Camp Ripley, and is restricted to the groomed and marked trails within these areas.

(1) Cantonment Area: Trails extending from De Parcq Woods to Range Control. The parking area will be at the intersection of East Motor Pool Road and Iver Sod Avenue. There will be a map board outlining the ski policy and ski routes at that location.

(2) Down Range Area: Viking Trails (North of Range Control extending to "F" Range) and the Biathlon Trails (Training Area 15, also known as "F" Range). These areas will be open only during periods when Range Control is operational. All personnel must register at Range Control. Call Range Control in advance to verify access to the down range training area.

### **10-9 ATV Use**

All-terrain vehicles, to include snowmobiles are prohibited from operation on Camp Ripley except as authorized by the Director of Public Safety or Environmental Office. Standing exceptions to this policy are: Department of Public Works personnel, the



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Department of Natural Resources Conservation Officers, and licensed personnel operating a DoD Mandated ATV. ATVs used for maintenance and training purposes are granted access for going in and out of the installation gates for those purposes only. Personnel who wish to request an exception must apply through the Camp Ripley Environmental Office to the Range Officer for activities in the field training area and to the Director of Public Safety for activities in the cantonment area.

a. Operator PPE Requirements: Users of ATVs with Roll Over Protection Systems (ROPS), glass enclosed cabs, equipped with seat belts must wear seat belts, and have flashing lights and headlights on at all times. ATVs without ROPS, glass enclosed cabs, equipped with seat belts must wear a DOT approved Helmet, eye protection, and reflective safety belt. Exceptions to these PPE requirements need to be routed through the DPS Director with appropriate risk mitigation recommendations.

b. Licensing. To operate an approved ATV on Camp Ripley, operator must complete appropriate DNR ATV licensing course and obtain a licensing certificate. Operators must also comply with all DNR regulations for ATV use.

c. ATV use in the Cantonment Area is primarily intended for use on road network. Stay off of sidewalks and grass areas. Follow all general driving rules. Be aware of turning and lack of turn signal. Utilize appropriate hand signals for turning.

d. ATV use in the Training Area: ATVs are non-tactical vehicles. ATVs are not allowed past the Range House Gate without first stopping at Range Control and signing for a vehicle pass. Range Control personnel validate the use of the ATV down range and provide environmental and safety awareness brief to operators before a pass is issued.

e. All operators need to remember their relative size compared to other vehicles operating on our road network and take extra defensive driving measures to protect themselves.

f. Department of Military Affairs employees and current/retired members of the Armed Services may park their personal vehicles with trailers in designated parking spots near the gates for the purpose of accessing ATV and snowmobile trailheads. These individuals can then leave and enter the installation. Operator PPE requirements must be met when leaving and entering the gates.

h. Permanent Party Service Members residing in building 19-71 may operate an ATV to/from building 19-71 to enter and exit the installation from the main gate.

**10-10 Post Exchange**

a. The Army, Air Force Exchange Service (AAFES) operates a Post Exchange on the installation. Contact the Post Exchange at 320-632-7382 for hours of operation.

b. Non-military personnel may be authorized limited Exchange privileges under the provisions of AAFES Patronage Control and Identification Procedures for the purchase of essential items only.

(1) To be eligible for this service, individuals must be training on Camp Ripley and staying overnight. Essential items only may be purchased. Military issue items, tobacco products, alcohol, and high cost merchandise are not authorized.

(2) Personnel wishing to use this service must provide the Post Exchange Manager with a roster identifying the organization, address, dates requested (not to exceed 2 weeks per request) and a roster of all personnel to be included. This information must be provided to the Post Exchange in memo format prior to the use of the service. The Post Exchange Manager may be contacted at 320-632-7382.

**10-11 Camp Ripley Viking Club**

a. The Camp Ripley Viking Club is a non-profit service organization overseen by a board of directors that operates a bar in building 8-195. The Club is open to all Camp Ripley customers. No off-sale liquor is available at the Club. All beverages purchased at the Viking Club must be consumed on the premises and no outside liquor is allowed. Hours of operation may vary by season and throughput. For current schedule, or other questions, call 320.616.3094.

b. Groups planning to utilize the Viking Club must coordinate with the manager to ensure proper staffing and stock levels. Groups will complete the Viking Club Request form and coordinate with the Viking Club Manager. For scheduling call 320.616.3094

**10-12 Morale Support Fund**

All National Guard and Reserve Component units in Annual Training at Camp Ripley are entitled to Morale Support Fund dividends at the rate of \$2.00 per Soldier per month. (Example: 50 Soldiers x 15 days divided by 30 x \$2.00 = \$50.00). In order to receive this payment, the unit commander or delegate must submit a completed ATS Form 39 with a copy of permanent order to the Training Site Headquarters Budget Office NLT 1600 on the first Monday of training period. The Budget Office is co-located with the operations office in the Training and Community Center (TACC) (11-1), phone 320-616-2703.

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### **10-13 Morale, Welfare and Recreation (MWR) Equipment**

a. The Camp Ripley Logistics Supply & Services (S&S), Building 2-207, has recreational equipment available for issue to military personnel, Department of Military Affairs (DMA) employees and Civilians (as part of the lease program). The equipment is intended for use by military members, their families and other employees of the DMA. A complete list of available equipment and rental procedures are located in the Camp Ripley Logistics Supply and Services SOP Appendix 4 or by contacting the S&S at 320-616-3128 or 320-616-3130 or 320-616-3131.

b. Priority for use of equipment will be in the following order: Troops in training, full time state and federal employees, members of the Minnesota National Guard and Civilians.

c. Units/organizations requesting equipment must have a current DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies and an Assumption of Command letter on file at the Camp Ripley Logistics S&S.

d. Individuals may also draw recreational equipment from the S&S. DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies is not required for personal issue. The S&S will issue the equipment after verifying the individuals' valid military ID or a valid military retirement ID and the individual completes an information sheet. At the time the equipment is issued out, S&S will notify the individual of the return date. Failure to return equipment by this date may result in S&S removing the individual's privilege to use S&S equipment in the future.

e. Individuals who lose or damage S&S property are responsible for replacing it with the same type of item with a comparable market value.

### **10-14 Sports Fields**

Camp Ripley offers tennis courts, horseshoe pits, and softball fields for use by personnel in training. All areas are available on a first come first serve basis. Individuals and groups may reserve these facilities through the Operations Office as outlined in Section 9-1. Sports equipment may also be drawn from the Camp Ripley Logistics Supply and Services (S&S), Building 2-207.

### **10-15 Laundry Centers**

Laundry facilities are located at Building 10-62 and Building 9-62. These facilities are open 24 hours a day. Seasonal laundry facility located at Building 3-27.

### **10-16 DeParcq Woods Campground**

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- a. The campground is open to all military identification card holders or veterans with a DD Form 214 and Minnesota state employees with a state employee identification card. All cards must be current and required for validation at registration. Military and state employee identification card holders can sponsor relatives to camp at DeParcq Woods Campground as long as the ID card holder makes the reservation and the ID card holder camps concurrently with the sponsored relative.
- b. The campground is seasonal, weather dependent, 1 May to 1 November. Water will generally be shut off 15 October to all sites.
- c. Reservations are made through the Camp Ripley Billeting Office located at building 6-76. Reservations for more than 14 days will be evaluated against new customer reservations and availability. New customers will receive priority for campsites.
- d. Registration is through the Camp Ripley Billeting Office. Hours of operation are 7 a.m. to 11 p.m., seven days a week. Check-in time is after 3 p.m. Early check-in is allowed pending your site is available. Payment in full is required at registration. After hours registration is only permitted for unforeseen circumstances and requires pre-coordination with the Billeting Office. Check out is no later than 11 a.m.
- e. Additional information can be found in the DeParcq Woods Campground SOP.

## **Section XI - Non-Duty Hours Support**

### ***11-1 POC Info and Email***

POC for this section is the Camp Ripley Garrison Headquarters at 320-616-2699 or 320-616-2705 or email [ng.mn.mnarng.list.crc-cmd@mail.mil](mailto:ng.mn.mnarng.list.crc-cmd@mail.mil)

### ***11-2 Department of Public Works Services***

The Department of Public Works (DPW) is responsible for maintenance of all Camp Ripley facilities. All maintenance problems should be reported to the Housing Manager at 320-616-3138 or 320-616-3139 or 320-616-3140. If personnel are not available at Housing, contact the Department of Public Safety at 320-632-7375 for emergency maintenance service.

### ***11-3 Training Site Logistical Support***

The mission of the Camp Ripley Logistics Division is to provide the highest quality logistical support for personnel in training. Individuals and organizations requiring emergency logistical support should contact the Camp Ripley Billeting Office at 320-616-3140 during non-duty hours. If the Billeting Office is not open, you may contact the DPS at 320-632-7375. After hours support will only be available for emergency services. Conduct appropriate planning to ensure coordination with the Camp Ripley Logistics Division if support is required during other than normal duty hours.

### ***11-4 Operations Support***

The mission of the Camp Ripley Operations Division is to provide the highest quality training environment possible. Support during non-duty hours is available through Range Control 320-616-3137 and the Department of Public Safety 320-632-7375.

### ***11-5 Communications Support***

The Camp Ripley Training Center Communications Section is responsible for coordination, local help, and direction for the use of the units communications needs. Contact the Camp Ripley S6 Information Management Officer for Military or Civilian networks connections and Government Furnished Equipment at 320-616-2702.

## **Section XII - Family Support**

### ***12-1 POC Info and Email***

POC for this section is the Camp Ripley Garrison Headquarters at 320-616-2699 or 320-616-2705 or email [ng.mn.mnarng.list.crc-cmd@mail.mil](mailto:ng.mn.mnarng.list.crc-cmd@mail.mil).

### ***12-2 Family Assistance Center (FAC)***

a. Camp Ripley FAC can be contacted by calling 320-616-3119 or in person at room 1130 in Garrison Command Headquarters TACC, Building 11-1 Monday through Friday from 0800-1630. Emergency calls are answered 24/7. The FAC is a confidential source of information, resources, and referrals for current and past Service Members and their families. The FAC staff provides information and referrals to local resources as well as State and Federal military support programs. The FAC provides basic information on TRICARE health benefits, DEERS, legal, financial counseling, deployment and reintegration events, child and youth programs, and more. FACs provides resources to all branches of the military.

## **Section XIII – Communications**

### **13-1 POC Info and Email**

POCs for this section are the Camp Ripley Communication Office at 320-616-2702 or email [ng.mn.mnarng.list.crc-imo@mail.mil](mailto:ng.mn.mnarng.list.crc-imo@mail.mil)

### **13-2 References**

- a. AR 5-12 Army Use of the Electromagnetic Spectrum, 16Feb2016
- b. AR 25-1, Army Knowledge Management & Information Technology, 15Jul2019
- c. AR 25-2, Cyber Security, 04Apr2019
- d. AR 25-6, Military Affiliate Radio Systems, 09Oct2019
- e. AR 25-12, COMSEC Equipment Maintenance & Maintenance Training, 23Dec2019
- f. AR 25-13, Telecommunications and Unified Capabilities, 11May2017
- g. MNGR 25-11 Information Management Telecommunications 25Jun2013
- h. AR 380-27, Control of Compromising Emanations (TEMPEST) , 22Jul2014
- i. AR 380-40, Safeguarding & Controlling COMSEC Material, 09Sep2012
- j. AR 380-53, Information Systems Security Monitoring, 23Dec2011
- k. AR 380-67, Personnel Security Program, 24Jan2014
- l. DAPAM 25-1-1, Army Information Technology Implementation Instructions 15Jul2019
- m. DAPAM 25-2-9, Wireless Security Standards 08Apr2019
- n. DAPAM 25-2-12, Authorizing Officials 08Apr2019
- o. DAPAM 25-2-16, Communications Security 08Apr2019
- p. DAPAM 25-2-17, Incident Reporting 08Apr2019
- q. DAPAM 25-2-18, Foreign Personnel Access to Information Systems 08Apr2019
- r. JFMN J6 Policy, Procedures, & SOPs

Contact the Camp Ripley Communications Office for the most current policies procedures and SOPs.

### **13-3 MNNG (In State) National Guard Units**

Military units that are part of MNARNG must use their local Information Management Officer (IMO) through their Chain of Command to the J6 for network connection requests at Camp Ripley Training Center (CRTC) using the authorized Service Request System found on the J6 Share Point IMO Site. This must be completed for all IDT, AT, and Active Duty periods. This requirement pertains to all types of training regardless of the location of the training in the cantonment area or field training area. Coordination for other support while at CRTC can be made with the Camp Ripley Command S6 / IMO at 320-616-2702.

### **13-4 Non MNARNG (Out of State) National Guard, all other Military Units**

a. Non- MNARNG military units of any service for training at Camp Ripley Training Center (CRTC) for IDT, AT, and Active Duty periods will request all communications

## Camp Ripley Regulation

requirements to the CRTC S6 Office. This requirement pertains to all types of training regardless of the location of the training in the cantonment area or field training area. Units will work with the CRC S3 Operations Coordinator. The S3 Operations Coordinator will bring together the unit and S6 / IMO. Military use of Camp Ripley Communications must be submitted 90 days in advance of the scheduled training.

b. Other Military Units. CRTC does not have Army, Army Reserve, Navy, Marine, or Airforce network connections. Currently, CRTC does not have the capability for wired Internet (dirty net). The only current capability is the installed Wireless Internet called Gophernet. Gophernet is in most, but not every building in cantonment area at CRTC. Gophernet wireless is also accessible outside in select areas of cantonment. Gophernet wireless does allow Military VPN capability.

c. Other Military Units can coordinate with a local service provider for an ISP vendor network to the buildings used while at CRTC. It is incumbent upon the requesting military unit to coordinate with the S6/IMO prior to ordering the local service provider ISP and the requesting unit has to fund this service. Currently, the only approved ISP service provider that has a presence (connection) at CRTC is Consolidated Telecommunications Company (CTC). Coordinate with the S6/IMO a minimum of 120 days prior to the training event to have this service approved and extended across the CRTC infrastructure to the building or buildings the unit will use at CRTC.

d. Non-MN NGMilitary Units can coordinate their military network brought to CRTC for their training event. It is incumbent upon the requesting military unit to coordinate between their respective service network Signal Command and with the CRC S6/IMO a minimum of 120 days prior to the training event. The requesting military service command has to fund this network service.

### ***13-5 Non-Military Organizations***

a. All non-military organizations requesting use of Camp Ripley Training Center Communications infrastructure, internet, facilities, and all other IT or radio requirements must complete a lease agreement with the CRC Civilian Scheduler. The CRC Civilian Scheduler will coordinate Communications requirements with the CRC S6 /IMO. Priority for use of CRTC is military units followed by non-military government agencies, and then civilian organizations.

b. Currently, CRTC does not have the capability for wired Internet (dirty net). The only current capability is the installed Wireless Internet called Gophernet. Gophernet is in most, but not every building in cantonment area at CRTC. Gophernet wireless is also accessible outside in select areas of cantonment.



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c. Coordination is required between the non-military government agencies, civilian agencies, contractors, or other entities and the Camp Ripley S6 / IMO 90 days prior to arrival to ensure requests are covered and final actions are completed. Failure to coordinate prior to arrival may result in requests being unsupported.

d. Non-Military Organizations can coordinate with a local service provider for an ISP vendor network to the buildings used while at CRTC. It is incumbent upon the requesting military unit to coordinate with the S6/IMO prior to ordering the local service provider ISP and the requesting unit has to fund this service. Currently, the only approved ISP service provider that has a presence (connection) at CRTC is Consolidated Telecommunications Company (CTC). Coordination with the S6/IMO a minimum of 120 days prior to the training event to have this service approved and extended across the CRTC infrastructure to the building or buildings the unit will use at CRTC.

e. Non-Military Organizations can coordinate having their respective network brought to CRTC for their training event. It is incumbent upon the requesting organization to coordinate between their respective organizations Network Authority and with the CRC S6/IMO a minimum of 120 days prior to the training event. The requesting Organization has to fund this network service.

### ***13-6 Administrative Requirements for Out of State National Guard Military Units connectivity to the National Guard network infrastructure (Backbone)***

a. To maintain the network integrity and security, all transitory National Guard units (Units in training) must notify S6 /IMO of their requirements to connect government devices to the Minnesota Army National Guard (MNARNG) network in advance of connecting to the National Guard (NG) network. All systems must be ACAS scanned by the out state units JFHQ Information Assurance personnel and supply to the CRTC S6/IMO a signed Road Warrior System Accreditation Memo prior to connecting to the NG Network. Attempting to connect privately owned automation devices onto the NG network is **PROHIBITED**.

b The following documents must be provided for connection approval:

(1) Home station signed Road Warrior System Accreditation Memo

c. Any equipment connected to the NG network without proper advance authorizations will be considered rogue device(s) and one of the following actions will be taken:

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- (1) Disconnect the entire facility where the device is located.
- (2) Seizure of the offending device(s).

### **13-7 Connecting Government Furnished Equipment (GFE)**

a. MNARNG Military Units. Units can connect their GFE to current infrastructure. If the unit needs more network jacks than are currently available or needs network capabilities in a location that does not currently have networking, the unit needs to request through their IMO prior to training at CRTC.

b. Out of State Army National Guard units

(1) Units can connect their GFE to current infrastructure only when they have prior coordination with the Camp Ripley S6 / IMO and have met the requirements of section 13-6 of this regulation

c. Other Military services equipment will only be allowed to connect to the Gophernet or their approved temporary installed network, after they have coordinated with the Camp Ripley S6/ IMO.

d. Non-Military Organizations equipment will only be allowed to connect to the Gophernet or their approved temporary installed network, after they have completed the Civilian Lease Agreement and have coordinated with the Camp Ripley S6/ IMO.

e. Personal computers are only authorized to connect to the Gophernet wireless network.

### **13-8 Connecting of Network Devices**

Connecting any network devices to the Camp Ripley Training Center (CRTC) infrastructure is strictly prohibited without prior approval through the S6/ IMO to the MNNG J6. Network devices are not allowed to connect to either military or ISP networks. Items include but are not limited to: routers, switches, wireless devices, hubs, or other such networking devices.

### **13-9 Network Wiring**

Network wiring within CRTC buildings is only allowed for the following conditions:

a. Connections from existing wall jacks to PC systems.

b. Buildings without current internal infrastructure must be coordinated with the Camp Ripley S6 / IMO, and only after the IMO has approval from the MNARNG J6 Units are responsible to run their own internal wire.

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c. Network wiring outside of buildings with network capabilities is only authorized upon receiving prior approval and strict mitigation of hazards.

### **13-10 Frequency Spectrum Management**

All military units are required to use frequency hopping on FM communication systems.

a. MNARNG Units must coordinate with their Major Subordinate Command to determine which edition of the 34th Division SOI will be used while training at CRTC. MNARNG units must follow the 34ID SOI for frequency use.

b. Non MNARNG out of state or other military service units are required to use frequency hopping. Units must request Single Channel and frequency hopping radio frequencies by submitting a request to the Camp Ripley S6 / IMO 90 days prior to training. Requirements submitted must include estimates for Senior Command and subordinate units. Frequency hopping load sets will be created by the respective units Spectrum manager after receiving authorized frequencies from MNARNG. COMSEC (if desired) is incumbent upon the unit and the spectrum manager. COMSEC will be supplied by the training unit as CRTC does not have a COMSEC account. Frequency hopping is necessary with the limited number of frequencies available. Single Channel use is for Cue/Man, to coordinate with other non-organic units and Range Control. Unit's may or may not be authorized to use their load sets. Only after review by the MNARNG Spectrum Manger will authorization be granted. Contact the Camp Ripley S6 /IMO to verify if unit load sets are authorized. With proper prior coordination, MNARNG can create load sets for incoming units.

c. Civilian Agencies request and-or coordinates all spectrum regardless of the use of military or civilian frequencies with the Camp Ripley S6/IMO. Agencies requesting specific frequency's for their equipment must work with their FCC Representative and provide the S6/IMO the authorization before using any frequencies. Use of unauthorized or un-coordinated frequencies will not be tolerated as it has the potential to interfere with other units, aviation assets (FAA), civilian and government public safety agencies and other groups. Use of unauthorized frequencies will initiate an FCC incident for which your unit or agency will be held responsible.

### **13-11 COMSEC / CCI**

#### **a. COMSEC**

(1) MNARNG Units must coordinate their COMSEC with the 34ID COMSEC Custodian.

(2) Non MNNG and out of state units must coordinate their COMSEC with their respective Commands or State COMSEC Custodian.

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(3) Non Military Agencies must coordinate their COMSEC needs with their respective agencies.

(4) COMSEC use and destruction must follow respective Regulations and Unit SOP.

(5) COMSEC required paperwork must be completed by the unit to their chain of command.

(6) COMSEC violations must be reported through the unit or agencies chain of command, Camp Ripley Range Control, and the Camp Ripley S6/ IMO. Proper documentation must be completed by the unit or agency.

### b. Controlled Cryptographic Items (CCI)

(1) MNNG units are responsible for and control their own CCI.

(2) Non MNNG and out of state units are responsible for and control their own CCI.

(3) Non Military Agencies are responsible for and control their own CCI.

(4) CCI must be controlled, monitored, and reported to unit or agency chain of command.

(5) CCI loss must be reported through the unit or agencies chain of command, Camp Ripley Range Control, and the Camp Ripley S6 IMO. Proper documentation must be completed by the unit or agency.

### ***13-12 Information Assurance (IA) Incidents***

IA incidents by any military unit or civilian agency must be documented, contained, and reported through the unit or agency's chain of command and reported to the Camp Ripley S6 IMO. This includes incidents on either the Military network or the ISP networks. If the unit or agency does not have their SOP documents, documents can be obtained from the Camp Ripley S6/ IMO.

### ***13-13 Suspense Dates***

Suspense dates for communications requests and usage are outlined above. All suspense dates must be met to ensure proper planning can be accomplished to provide requested communications support. Direct coordination with the Camp Ripley S6/IMO during the planning process will provide units and agencies with better communications

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service and assets. The S6/IMO serves as a valuable technical asset in your planning process.

### **13-14 Prohibited Actions**

This section contains prohibited actions that may not be covered in other sections within this regulation. These actions and practices are considered prohibited on Camp Ripley.

- a. Personal computer networks or radio networks set up at Camp Ripley
- b. Personal Wireless Access Points or networks installed
- c. Using Gophernet Wireless Internet for illicit purposes
- d. Damaging or removing Government Furnished Equipment (GFE)
- e. Tampering or moving placed IT or radio assets
- f. Unnecessary destruction or damage to IT or radio assets
- g. Illegal access to Government networks (hacking)
- h. Interrupting or flooding IT or radio networks
- i. Running of network cabling from one BUILDING to another, to tents, to hutments, interior to the exterior of the BUILDING
- j. Mass storage device use (memory sticks, external hard drives, etc) on government network
- k. Storing of Personal Identifying Information (PII) on personal IT equipment
- l. Storing of Personal Identifying Information (PII) on Government IT equipment unless the file system is encrypted by authorized means
- m. Point to Point wireless networks (without authorized approval through Camp Ripley processes outlined in the regulation)
- n. Other prohibited actions per DoD, DA, Army National Guard, MNNG Regulations. All regulations are applicable. Waiver requests will only be granted after a written request with exact information is received, processed, and the Designated Approving Authority (DAA) has supplied the written approval.

## Camp Ripley Regulation

### **Primary Points of Contact**

Command

320-616-2699

email- ng.mn.mnarng.list.crc-cmd@mail.mil

AAFES PX

320-632-7382

Automated Target Systems (ATS)

320-616-3132, 320-616-3133

Camp Ripley Ammunition Supply Point (ASP)

320-616-3167, 320-616-6151

Camp Ripley Budget

320-616-2703, 320-616-5006

Camp Ripley Communication

320-616-2702

email ng.mn.mnarng.list.crc-imo@mail.mil

Camp Ripley DEERS/ID Card Office

320-616-2728

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Camp Ripley Department of Public Safety (DPS)

320-616-3144, 320-616-3088

email- ng.mn.mnarng.list.crc-dps@mail.mil

Camp Ripley Environmental Office

320-616-2720, 320-616-3135

Camp Ripley Family Assistance Center

320-616-3119

Camp Ripley Housing/Billeting

320-616-3138, 320-616-3139, 320-616-3140

Camp Ripley Logistics

320-616-2706, 320-616-2711

email- ng.mn.mnarng.list.crc-log@mail.mil

Camp Ripley Operations

320-616-2708, 320-616-2709

email- ng.mn.mnarng.list.crc-opns@mail.mil

Camp Ripley POL

320-616-3001, 320-616-3002

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Camp Ripley Range Control

320-616-3137, 320-616-3134

Camp Ripley Safety Office

320-616-3158

Camp Ripley Supply and Services

320-616-3128, 320-616-3130

Camp Ripley Visitors Bureau/Public Affairs Office

320-616-2726, 320-616-3122

Email: [ng.mn.mnarng.list.pao-web@mail.mil](mailto:ng.mn.mnarng.list.pao-web@mail.mil)

Consolidated Maintenance Activity-North

320-616-3086, 320-616-3047

Consolidated Maintenance Activity-South

320-616-6062

Food Service Office

320-616-2683, 320-616-2684

J4 Logistics Supervisor

320-616-6032, 320-616-2683



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Miller Army Airfield

320-616-2780, 320-616-3164

Minnesota Defense Movement Coordinator

320-616-6011

Minnesota Joint Operations Center

651-282-4044

Minnesota Military Museum

320-616-6050

Minnesota National Guard Public Affairs Office

651-282-4410

Morrison County Sherriff

320-632-9233

Red Cross Regional Office

320-251-7641

St. Gabriel's Hospital

320-632-5441

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Training Support Center (TSC) and TADSS

320-632-7460, 320-616 6100

[ng.mn.mnarng.list.crc-miles-tasc@mail.mil](mailto:ng.mn.mnarng.list.crc-miles-tasc@mail.mil)

USPFO

320-616-2731

## Camp Ripley Regulation

### **ATTACHMENTS:**

Annex A–Task Organization

Annex B –Not Used

Annex C –Operations

Appendix 1- Camp Ripley Range Regulation

Appendix 2 – Miller Army Airfield SOP

Appendix 3 – Camp Ripley RFMSS SOP

[Appendix 4 – TADSS SOP](#)

[Appendix 5 – ATS 23](#)

Annex D–Not Used

Annex E –Not Used

Annex F –Sustainment

Appendix 1 Logistics

Tab 1 Ammunition Supply Point External SOP

Tab 2 External Billeting SOP

Tab 3 POL SOP

Tab 4 DD Form 1265 Convoy Clearance Form

Tab 5 Supply & Services SOP

Tab 6, CMA-N Customer Support SOP

Appendix 2 – Personnel

Tab 1 ATS 47A

Annex G–Not Used

Annex H–Signal

## Camp Ripley Regulation

Annex I–Not Used

Annex J–Public Affairs

Annex K–Civil Affairs Operations

Annex L –Information Collection

Annex M–Not Used

Annex N–Not Used

Annex O–Not Used

Annex P –Not Used

Annex Q–Not Used

Annex R –Reports

Annex S –Not Used

Annex T –Spare

Annex U- Not Used

Annex V–Not Used

Annex W–Not Used

Annex X–Spare

Annex Y–Spare

Annex Z –Distribution