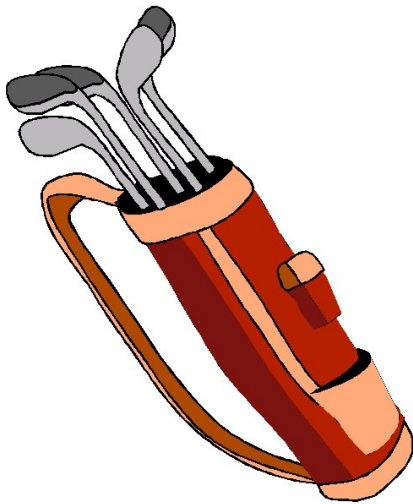


**CAMP RIPLEY COMMAND
SUPPLY AND SERVICES
BLDG 2-207**



**MORALE WELFARE &
RECREATION
(MWR)**

**EXTERNAL STANDARD
OPERATING PROCEDURES
30 April 2021**

Supply & Services Warehouse
15000 Hwy 115
Camp Ripley, Bldg. 2-207
Little Falls MN 56345

Telephone Numbers
COM: 320-616-3130/3131
DSN: 871-3130/3131
FAX: 320-632-7336

Mon – Fri (Hours of Operation 0700-1630)
Sat (Hours of Operation 0800-1630)
Sun (Hours of Operation 0700-1530)

SATELLITE LOCATIONS: Education Center Bldg 6-76
Hours: 0600 – 2300 (7 days/week)

Effective: 30 April 21

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SECTION I - GENERAL

- 1-1. **PURPOSE.** This External Standing Operating Procedure (ESOP) is to provide guidance to Supply and Services employees, military soldiers, unit supply sergeants and any other Camp Ripley tenants regarding the procedures for issue, accountability and turn-in of Morale Welfare and Recreation (MWR) equipment.
- 1-2. **REFERENCE.** AR 215-1 MWR Update Number 16.
- 1-3. **SCOPE.** This ESOP has procedures outlined to give quick reference and define areas that are/are not covered in existing guidance. It is the responsibility of all employees of the Supply and Services, full time technicians and M-day, to ensure that these procedures are followed.
- 1-4. **EFFECTIVE DATE.** ESOP, 30 April 2021 supersedes all previous ESOP.

SECTION II – REQUEST PROCEDURES

- 2-1. **Establishment of Account.**
 - a. Any unit/organization on a DA Form 1687 (Delegation of Authority) is authorized to draw MWR equipment.
 - b. Any soldier, active or retired, with a military ID can draw MWR equipment.
 - c. CRTC full time employees.
- 2-2. **Submission of Requests.**
 - a. To request MWR equipment a soldier can either e-mail a request (Exhibit B) to Supply and Services or stop in and request the items they would like to sign out. A brochure listing the items available can be found at the following website:

MN Guard:
<https://ngmnsharepoint/CRTC/Log/SSD/default.aspx>

Non MN Guard:
<http://minnesotanationalguard.ng.mil/camp-ripley-mwr/>
- 2-3. **Requesting Tables, Chairs, Canopies, Tablecloths and Dance Floor for Non Military Functions.**

- a. Rental Requests will go through Supply and Services, and payments will be made with credit card (preferred method) or check. Fees and request form can be found under MWR Rental Request at the above websites.
- b. Checks for rental equipment will be made out to Non-Appropriated Welfare Fund.
- c. The dance floor is for the conference center use only. It may not go off post.

SECTION III – ISSUE PROCEDURES

3-1. Issue Procedure Requirements.

- a. When issuing MWR equipment, the individual must show their military ID.
- b. The individual will be required to fill out an informational contact sheet and sign a statement that requires lost or damaged items to be paid for or replaced with a monetary like item.
- c. The individual will sign a hand receipt form for the items being drawn and the individual will be given a **3 day issue** of the item at the time of issue. Individual may come back to sign out item for another 3 days if the item is not in high demand. This gives all soldiers an opportunity to utilize MWR equipment.

3-2. Filing Paperwork.

- a. For individuals who are not on a signature card, the paper work will be filed alphabetically, by last name and placed in the MWR box on front desk by counter (Exhibit A).
- b. Individuals who are on a signature card signing for the equipment, the paper work will be filed in the unit file.

SECTION IV – TURN-IN PROCEDURES

4-1. Inspecting Equipment.

- a. Supply and Services personnel will ensure that the equipment is serviceable and clean. The wash rack, located on the west end of building 2-166 is available for use. Stop by S&S to gain access.

4-2. Turn-In Procedures.

- a. Supply and Services personnel will mark items turned-in in the turn-in column and sign off on the hand receipt.
- b. A copy of the hand receipt will be given to the soldier if all items have been turned-in, if requested. If there are still items signed out, the hand receipt will be filed appropriately.

SECTION V – DAMAGED OR LOST EQUIPMENT

5-1. Handling Damaged or Lost Equipment.

- a. If an item is returned broken or if an item is lost the individual will be required to replace the item with a monetary like item or pay with credit card or check payable to Non-Appropriated Welfare Fund for the replacement cost of the item lost.

SECTION VI – RESTRICTIONS

6-1. Grill Usage.

- a. Standard picnic and trailer grills are restricted to Camp Ripley use only. In order to take grills off post your unit will have to request in writing through Supply and Services. Supply and Services will forward your request to the Logistic Officer for approval/disapproval.

6-2. Propane Cylinders.

- a. Propane cylinders are restricted to Camp Ripley usage unless accompanying gas grills/ice castles off post for unit functions.

6-3. Fundraisers.

- a. Gas grills are not authorized for personal events or fundraisers.

6-4. Canoes and Canoe Trailers.

- a. Canoes are restricted to a 50 mile radius of Camp Ripley.

SECTION VII –Boats

7-1. MWR Boats

- a. Boats at Round Lake, Ferrell Lake, Lake Alott and Fosdick Lake are on a first come first serve basis. They cannot be reserved in advance.
- b. Oars, life vests, and anchors are available to sign out.

- c. Boats do not leave the lakes that they are on.
- d. Contact Supply and Services if there is damage causing them to be unusable.

SECTION VIII –Firewood

8-1. Firewood Procedures

- a. Firewood is available at Supply and Services for unit functions and any person utilizing a camp site on Camp Ripley. Firewood cannot leave Camp Ripley for any reason.
- b. Depracq Woods campers must go through campground host first to acquire firewood. If campground host is unavailable, campers may receive firewood from Supply and Services.
- c. Supply and Services will verify occupants name to the correct camping request.
- d. All sites are authorized one bag of firewood per night of occupancy. Anything more than 1 bag per night will be approved on a case by case basis.

SECTION IX- ICE HOUSE

9-1. Ice House Rental Procedures

- a. CRTC MWR has two 17' Ice Castle fish houses that come equipped with 4 bunks (sleeps 5), a stove, oven, microwave, LP Furnace and AC unit. Accessories are available for rent as well.
- b. Ice Houses can be rented out in accordance with normal rules governing MWR usage and Supply and Services policy by any eligible renter (service member, service member dependent, veterans, or Department of Military Affairs employee.) Supply and Services can be reached at 320-616-3130 to discuss reservations, equipment details, and availability.
- c. Rentals will be on a first-come, first-serve basis and can be reserved up to a year in advance with a maximum of two, non-consecutive reservations at one time. New reservations can be made the day prior to the completion of your current reservation.
 - a. **Example:** A renter makes two four-day reservations, 02-06 January and 22-26 January but would like to make additional reservations. That renter must wait until 05 January to make another reservation to allow others the opportunity to reserve and use the Ice Houses. On or after 05 January, they may make another reservation for 02-06 February and again will have to wait until 26 January (the end of their second reservation) to make another reservation.
- d. At the end of your reservation, renters may contact Supply and Services to discuss if the Ice House is available for additional consecutive days. If available, users may extend their reservation an additional 4 days at that time.
 - a. **Example:** The day prior to the end of your 02-06 January reservation (05 January), the renter calls Supply and Services and inquires if the Ice House is available to extend up to an additional 4 days. If there are no other existing reservations at that time, the eligible renter may reserve the Ice house for an additional 4 days (06-10 January). If another reservation for the Ice House exists on 08 January, the eligible renter may extend up to that date (06-08 January).
- e. Ice Houses can be rented for a maximum of 4 nights and are due back to CRTC Supply & Services by 1200. If after 1200 hours the renter has not made contact with Supply and Services, they will be charged an additional days' rental per day and have their rental privileges

revoked for a 365 days. Additionally, service members will have their chain of command notified to assist with recovering the Ice House. If there has been no contact with Supply and Services for more than 24 hours past the time of turn in, local Law Enforcement will be notified and the Ice House will be reported stolen. All of this can be avoided by maintaining open lines of communication with Supply and Services keeping them apprised of the situation that has caused the delay and coordinating the timely return of the Ice House.

a. **Example:** A renter contacts Supply and Services hours prior to their return time. If the Ice House is available for an extension, the renter will extend their reservation as normal and pay for the additional days. If it is not available for an extension, the renter will need to turn-in the Ice House prior to 1200 the day of turn in. If still turned in late, the renter will be responsible for an additional day's rent. If no contact is made prior to 1200 the day of turn-in, the renter is subject to an additional day's charge and will have their rental privileges revoked for 365 days. If the renter is a service member, Supply and Services will contact the renter's Chain of Command for assistance with returning the Ice House. If no contact has been made by 1200 the following day, local Law Enforcement will be notified and the Ice house will be reported stolen.

- f. Ice Houses will be available for rental NLT 1400 the day of pickup. Renters may contact S&S to inquire if an earlier pick-up time is available but will depend on availability of the Ice House.
- g. A reservation fee of \$50 will be collected at the time your reservation is made. You have up to 48 hours to cancel your reservation without penalty. The cost to rent a 17' Ice House is \$50 per day, with an additional \$200 deposit that will be returned when the trailer is returned undamaged. The reservation fee will be returned if you cancel within 48 hours or deducted from rental.
- h. Damage Deposits will be used to repair / replace any damage followed by the renters insurance if necessary.
- i. The renter is responsible for providing their own 2" ball hitch to tow the Ice House and be able link up with a 7-pin adapter for lights and trailer brakes. Trailer receiver and ball hitches are available for rental from Supply and Services.
- j. Vehicles must be rated to tow at least 7,000 lbs for rental of the 17' Ice House.

- k. Civilian vehicles are not permitted on lakes down range at Camp Ripley. See the Camp Ripley Range Regulation for more info.
- l. Renters not staying on Camp Ripley must stay within the State of Minnesota. No out-of-state use is authorized.
- m. Camp Ripley does not provide off-site support. All towing and recovery efforts must be made by the renter.
- n. Tobacco use and vaping in the Ice House is prohibited.
- o. Ice Houses are licensed as a rental shelter/dark house in the State of Minnesota.
- p. Users are responsible for adhering to all state laws and regulations while using the Ice Houses and Equipment. Additional information and specific laws can be found at the following website updated by the Minnesota Department of Natural Resources.
<https://www.dnr.state.mn.us/fishing/shelter.html>

TIMOTHY GORECKI
MAJ, LG
Logistics Officer

PATRICIA FLAHAVE
MSG, MNARNG
SUPPLY & SERVICES MGR

Exhibit A

MWR INFORMATION SHEET

DO NOT PHOTO MILITARY IDENTIFICATION CAC CARD

NAME: _____ RANK: _____

UNIT/ORGANIZATION: _____

UNIT ADDRESS & CITY, STATE: _____

HOME OR UNIT PHONE #: _____

BRANCH OF SERVICE: _____

CELL PHONE #: _____

I understand I am responsible for any damages incurred to the MWR equipment due to negligence. If any items are lost I will replace the item with an item of equal value. I have been informed of my return date and understand that if I do not return the equipment by the below listed return date that I will lose my privilege to utilize MWR equipment.

Soldier Signature: _____ Date: _____

***MUST BE SIGNED BY S&S PERSONNEL AND
MUST HAVE A RETURN DATE**

S&S Signature: _____

RETURN DATE: _____

Exhibit B

MWR LIST

(items on this list will be issued for a maximum of 3 days – exception is ice castle, generator, auger and vexlar which are 4 days maximum)

REQUESTING UNIT:		
PICK UP DATE:		RETURN DATE:
ITEM	UI	REQ QTY
Anchor	EA	
Auger, Ice, Propane or Battery*	EA	
Auger, Ice, Hand	EA	
Badminton Set	EA	
Basketball	EA	
Ball, Bocce	SE	
Ball, Broomball	EA	
Ball, Dodgeball	EA	
Ball, Football	EA	
Ball, Kickball	EA	
Ball, Medicine	EA	
Ball, Soccer	EA	
Ball, Softball	EA	
Ball, Tennis	EA	
Ball, Volleyball	EA	
Base , Home Plate	EA	
Base, Softball	EA	
Bat, Aluminum	EA	
Bean Bag Toss	EA	
Belt, Reflective Safety	EA	
Bike, Mountain	EA	
Broomball Goal	EA	
Broomball Sticks	EA	
Bucket, Minnow	EA	
Canoe, Aluminum	EA	
Canoe, Carrier, Foam	EA	
Canoe, Carrier, Rope	EA	
Canopy 10x10	EA	
Canopy 10x20*	EA	
Cart, Golf, Hand	EA	
Chair, Camping	EA	
Chair, Folding, Black*	EA	
Chisel, Ice, Hand	EA	
Coleman Single Burner	EA	
Cooler, 120qt	EA	
Cooler, 36qt	EA	

Cooler, Keg, Plastic	EA	
Cooler, Lunch 12 Quart	EA	
Dance Floor*	EA	
Flag, Football	EA	
Frisbee	EA	
Fryer, Turkey	EA	
Game Kit, X-Box 360	KT	
Generator, 3500 Watt*	EA	
Goal, Soccer	EA	
Glove, Softball	EA	
Golf Club Set	SE	
Grill, Propane, w/ Tank	EA	
Grill, Trailer w/ Tank	EA	
Heater, Portable Propane	EA	
Heater, Sunflower	EA	
Helmet, Bicyclist	EA	
Horseshoe, Polish	SE	
Horseshoe, Steel	EA	
House, Fishing, Portable	EA	
Ice Castle 8'*	EA	
Ice Castle 17'*	EA	
Kayak w/paddle	SE	
Ladder Golf	EA	
Lock, Bike	EA	
Mask, Catcher	EA	
Net, Basketball	EA	
Net, Fishing	EA	
Net, Minnow	EA	
Net, Tennis	EA	
Net, Volleyball	EA	
Oar, Rowing	EA	
Paddle, Canoe	EA	
Peg, Horseshoe	EA	
Protector, Chest	EA	
Racket, Tennis	EA	
Rake, Weed, Lake	EA	
Roaster	EA	
Roaster, Trailer (MEAT HEAD)(Charcoal only)	EA	
Rod and Reel	SE	
Rod and Reel, Ice Fishing	SE	
Rope, Tug-o-War	EA	
Shagger, Golf Ball	EA	

Ski, Cross Country W/Poles	SE	
Skimmer, Ice	EA	
Stand, Volleyball Net	SE	
Stopwatch	EA	
Table Cloth, Rectangle*	EA	
Table Cloth, Round*	EA	
Table, Folding*	EA	
Trailer, Canoe	EA	
Vest, Life	EA	
Vest, Yellow Mesh	EA	
Vexlar FL8*	EA	

* MWR rentable item (cost associated with item)