

OREGON ARMY NATIONAL GUARD
OREGON TRAINING CENTER
33168 Patriot Way, Warrenton OR 97146

STANDARD OPERATING PROCEDURES

INDEX

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PURPOSE: This SOP is for information, guidance, and compliance by all personnel. It is designed to standardize operating policies for all personnel and provide an accessible reference.

DISSEMINATION AND POLICY: Officers and Noncommissioned Officers will insure that personnel know and comply with the policies and procedures contained in this SOP.

CHANGES: Changes will be published by issuing a revised page.

DEAN PEREZ
COL, IN
Commanding

STANDARD OPERATING PROCEDURES (SOP)
OREGON TRAINING CENTER

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PART ONE - GENERAL INFORMATION

1. GENERAL

- a. **PURPOSE.** This SOP is established as guidance for employees, tenants and users of Camp Rilea, Warrenton, Oregon.
- b. **SCOPE.** This SOP contains administrative, personnel, logistics, and training guidance for using individuals and organizations.
- c. **APPLICABILITY.** Guidance is applicable to all users of Camp Rilea including DOD, and civilians, State and federal government entities.

2. COMMAND

The Chain of Command on Camp Rilea is outlined below. The duties and responsibilities of each individual are contained in Paragraph 3, Part One.

- a. **POST COMMANDER.**
- b. **FACILITY MANAGER**
- c. **OPERATIONS OFFICER**
- d. **UNIT COMMANDER (Using Unit Senior Military Leader)**

3. DUTIES AND RESPONSIBILITIES

- a. **POST COMMANDER:**
 - (1) Command and operate the training center effectively, safely, and in accordance with applicable laws and regulations.
 - (2) Organize training center support activities and establish management procedures in accordance with current regulations.
 - (3) Develop and forward through command channels appropriate requests for deviation from the standardized organization and functional alignments prescribed by this SOP.
 - (4) Ensure training center staff, civilian and military receive appropriate training.
 - (5) Ensure adequate resources are provided to guarantee continual effective operation of the training center.
- b. **FACILITY MANAGER:**
 - (1) The Facility Manager is the full-time representative of the Post Commander.
 - (2) The Facility Manager functions as the Post Commander in the absence of the Post Commander.
 - (3) The Facility Manager develops and implements policies and procedures required providing maximum administrative and logistics support to organizations that are performing Annual Training (AT) and Inactive Duty Training (IDT) at Camp Rilea.
 - (4) Establishes, publishes, and implements Camp Rilea Standard Operating Procedures (SOP) and directives for guidance affecting and facilitating training operations at Camp Rilea.

- (5) Supervises all Technician, Service Contract, Site Contract, and State employees (permanent, temporary, and seasonal) engaged in operational support missions of Camp Rilea.
- (6) Responsible for keeping the Post Commander and appropriate staff officers advised on all Armed Forces Training Center fiscal, training, and logistical matters.
- (7) Annual budget preparation for Training Center Real Property, Operations, and Maintenance.
- (8) Serve as the point of contact concerning support and range facilities maintenance and construction on the training center.
- (9) Responsible for proper utilization of non-appropriated funds originating from State or Federal sources.
- (10) Responsible for on-site AT/IDT Special Services Activities. Coordinates with Army and Air Force Exchange Services to ensure adequate PX services are available. Coordinates private contract services as required (i.e. the post pub).
- (11) Allocates buildings, unit areas, training areas, and ranges to units and other agencies that are using the facility. Coordinates the use of training areas, ranges, and other facilities.
- (12) Develops and supervises a training site security plan that provides security for unit areas and facilities on a year-around basis.
- (13) Assures compliance with all environmental regulations as established by Federal, State, and local agencies.
- (14) Assures that an effective and aggressive safety program is established for tenant organizations and using units.
- (15) Performs other duties as assigned.

d. OPERATIONS OFFICER:

- (1) Troop Support of operations and training to include maneuver, exercises, and tests on and off the training center.
- (2) Develop and supervise training center protection measures to include all aspects of the Army's antiterrorism program at the training center level.
- (3) Coordinate training center aviation flight, airspace control, airfield and airborne operations.
- (4) Manage for the commander, in coordination with the State Safety Office, the training center safety program that includes ground, aviation, and explosive safety functions.
- (5) Control, and supervise utilization of training areas and facilities.
- (6) Plan, direct, advise, and coordinate the procurement or production, fabrication, repair, storage, issue, and use of training devices and graphic training aids.
- (7) Determine support requirements and training center capabilities and coordinate the training center support for user organization training.
- (8) Provide user organizations with training center policies and procedures.
- (9) Provide assistance and coordination between user organizations and other points of contact as necessary.
- (10) Represent the training center at CONUS Training Site scheduling conferences and prepare the Training Site center schedule.
- (11) Coordinate and operate the training center noncommercial communications net (including tactical AM/FM) with using units.

- d. **UNIT COMMANDER:** The senior military leader of using units will assume the title of "Unit Commander". The senior officer (or NCO) from each unit will serve as the Unit Commander for their respective element when troops from two or more components are present. Responsibilities of the Unit Commander include:
- (1) Management of unit training.
 - (2) Administrative support for assigned or attached personnel in the areas of health, safety, supply, subsistence, recreation, welfare, appearance, and discipline of troops (both on and off post).
 - (3) Security and maintenance of organic property and property issued in conjunction with the use of Camp Rilea.
 - (4) Protection and care of buildings, areas, and facilities assigned to the using unit.
 - (5) Fire safety and protection in assigned areas.
 - (6) Requests for Post Engineer services. Routine services will be written and delivered to the next higher commander. "ROUTINE" is defined as those services where a delay of a few hours will not jeopardize the unit mission or otherwise cause undue problems. "URGENT" services are requirements that must be accomplished immediately to preclude loss of life, property, or that jeopardizes the unit's mission, troop health, and/or welfare. Urgent requests will be transmitted through channels by radio, telephone, or messenger.
 - (7) Interpreting and applying the guidance contained in this SOP to all subordinate personnel.
 - (8) Provide the Post Commander with a locator system to facilitate contact of personnel in case of emergency.

4. USE OF CAMP RILEA

For use of Camp Rilea garrison and training areas, all units with the exception of Oregon units must send an email to rilea_ago207@us.army.mil. Oregon units will submit request through RFMSS.

- a. **PRIORITY UNITS:** The general priority of units is: RTI, deploying National Guard units, National Guard units, Reserve units, Active Component units, Law Enforcement, Federal Agencies, State Agencies, civilian schools, youth groups or athletic teams, other civilian organizations. This priority list does not imply a request from a group with a higher priority will automatically supersede another previously scheduled group. DCSOPS, IAW TAG guidance, will determine if and when a previously scheduled group will be rescheduled to accommodate a higher priority group.
- b. **CAMP RILEA USE REQUESTS:** Requests for Support (RFMSS or AGO Form 207) will specify only those areas actually required for use, and then only on the specific days and times they are required. **BLANKET REQUESTS FOR THE USE OF CAMP RILEA WILL NOT BE CONSIDERED.** This is necessary to ensure maximum utilization of the post. Requests for the use of Camp Rilea will be submitted in the following manner:
- (1) **AGO FORM 207 (Camp Rilea Training Support Request).** AGO Form 207 will be submitted to Camp Rilea operations via email for all Non-Oregon using units. (Fax courtesy copy to Range Control at (503) 836-4020).

- (a) Tentative reservations telephonically will not be accepted.
 - (b) Oregon National Guard units will make requests on RFMSS.
 - (c) Units other than the Oregon Army National Guard must make funding arrangements through the USPFO for Oregon (telephone: Commercial 503-584-3946; AUTOVON 355-3946) prior to arrival at Camp Rilea.
- (2) Oregon Army/Air National Guard units requiring equipment from Camp Rilea UTES must use AGO Form 740. All other non-Guard units will attach a letter of requirement to this form.
 - (3) DA Form 1687 (Signature Card) must be completed and signed by the unit commander indicating authorized representative, and be on file at Post Supply, Billeting, TISA, Range Control and UTES prior to obtaining supplies, equipment, ranges, or training areas. A copy of the approving officer's assumption of command orders must accompany the 1687.
- c. **LODGING ASSIGNMENTS:** Will be accomplished by the billeting personnel based on availability, suitability, type of using unit, number of personnel, and other pertinent considerations.
- (1) **CIVILIAN ORGANIZATIONS:** may rent or lease portions of Camp Rilea by contacting the billeting and range control schedulers. The commercial telephone is (503) 836- 4096 or (DSN) 355-4096.
 - (a) Procedures and fees are established in Oregon National Guard Regulation (ORARNGR 405-4). Police agencies will use AGO Form 207 as outlined above in paragraph b-1.
 - (2) **MILITARY COMMUNITY HOUSING RENTALS:** Members of the Military Community may rent on-post housing in their civilian status. Procedures for this are contained in ORARNG 450-4.

PART TWO - ADMINISTRATION

1. POST ACTIVITIES

- a. **POST EXCHANGE:** Hours are 1100 to 1700 Tuesday through Saturday, closed Sunday and Monday. Exchange hour adjustment requests must be submitted by either the unit Commander or unit representative through the Exchange Manager.
- b. **KILROY's Pub and Grill:** This establishment is open to Soldiers, all using customers of Camp Rilea and to the public for food and beverages. It is the unit commander's responsibility to ensure their Soldiers are conducting themselves in an appropriate manner, inappropriate behavior will not be tolerated and may result in losing privileges to Kilroy's or Camp Rilea.
- c. **ATHLETIC PROGRAMS:** recreation areas are available for softball, volleyball, and other sports. Contact Range control and billeting for available areas and equipment.
- d. **POST GYM (Bldg. 7015):** Available to the Unit Commander for appropriate use. The key is available at billeting.
- e. **POST CHAPEL:** Located in Bldg. 7209 at the junction of Clatsop Avenue and North Oregon Streets. Contact Billeting for facility use.
- f. **COMMUNITY STANDARDS:** All persons associated with this post must adhere to standards of proper bearing and behavior in all contact with the civilian community.

2. POST ADMINISTRATION

- a. **PUBLICATIONS/BLANK FORMS:** Publications are a unit responsibility. Forms pertinent to Camp Rilea (issue, turn-in, check lists, etc.) will be furnished by Camp Rilea Range Control, UTES and Billeting.
- b. **COPY MACHINE:** Units will provide internal photocopying services.
- c. **ALCOHOL:** Post commander sets the policy for alcohol consumption of on post. Unit Commander dictates guidelines for unit alcohol consumption within post policy. No drinking and driving is allowed on post. Additionally, there is no alcohol consumption in the Hall of Honor or Post Chapel.
- d. **PRIVATELY OWNED VEHICLES (POVs):** POVs are allowed on post with the following restrictions:
 - (1) Camp Rilea is a State owned, open post with premises open to the public. The public may enter and travel on public roadways with travel restrictions in range and training areas. The Oregon Vehicle Code, Oregon Criminal Code and the Oregon Code of Military Justice are enforced on Camp Rilea.

- (a) No POVs are allowed outside of the cantonment area (paved surface area) on post. Exceptions will be made through Range Control.
 - (b) Drivers must obtain a POV pass from Range Control.
- e. **MILITARY VEHICLES:** Control of military vehicles is the responsibility of the associated Unit Commander. No off-road use is allowed without prior approval from Range Control. Military vehicles must be secured when parked with chock blocks and drip pad/pan.
- f. **SPEED LIMITS:**
- (1) Maximum speed on post is 20 MPH in the cantonment and training areas.
 - (2) Vehicles meeting or passing troops will slow to 10 MPH.
 - (3) Beach speed limit is 25 MPH by Oregon Law.
 - (4) Driving on post is a privilege that may be revoked at any time by the Post
 - (5) Absolutely no vehicle parking within 15 feet of a fire hydrant. Vehicles will NOT BE PARKED in the circle drive in front of the Club and VQ because it is a designated fire lane.

3. REQUIRED REPORTS

- a. **UNIT ALPHA ROSTER:** Deliver to Range Control Bldg. 7021 upon your arrival. The alpha roster will be used in the event of an emergency.
- b. **CUSTOMER COORDINATION BRIEF:** Attend the daily 08:00 brief in Bldg. 7021.
- c. **UNIT DAILY BULLETINS (if applicable):** Forward to Range Control as published.
- d. **VIP ITINERARY:** Provide to Range Control in advance of arrival. Ensure the roster includes the VIP name, rank, title, arrival /departure times, length of stay, and any other special needs or circumstances.
- e. **UNIT CEREMONIES:** Provide a roster to Range Control in advance of events (change of command, promotions, retirements, other events).
- f. **LINE OF DUTY REPORTS:** Submit a copy of DA form 2173 to Training Site Command administration personnel within 24 hours Bldg. 7021.
- g. **AFTER ACTION REPORTS:** Submit to Range Control prior to unit departure.

4. POST EMERGENCY SERVICES

a. UNIT CQ: Units will assign a CQ for emergency calls and fire watch.

b. POLICE:

Oregon State Police (OSP):	503-325-2231
Clatsop County Sheriff's Department	503-325-8635
Seaside Police Department:	503-738-6311
Astoria Police Department:	503-325-6411
Gearhart Police Department:	503-738-5501
Warrenton Police Department:	503-861-2285

c. HOSPITALS:

Astoria- Columbia Memorial Hospital 2111 Exchange Street Astoria, Oregon 97103	503-325-4321
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Seaside- Providence Hospital 725 South Wahanna Road Seaside, Oregon 97138	503-717-7000
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d. FIRE & EMERGENCY: Dial 911 to initiate response for ALL emergency services such as Fire, Police, and Medical that require expeditious response, contact Range Control..

e. SICK CALL: Camp Rilea does not have medical personnel assigned. Sick call will be per arriving unit guidelines.

f. EMERGENCY MEDICAL CARE-AMBULANCE:

MEDIX AMBULANCE SERVICE 2325 SE Dolphin Ave. Warrenton, Oregon 97146	503-861-1990
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g. MEDEVAC SERVICE: is a unit function which must be coordinated through Range Control.

5. POSTAL SERVICES

a. PERSONNEL REQUIREMENTS: Each unit Commander designates personnel to pick up unit mail at Post Headquarters, Building 7021.

- b. The Mailing Address on post is as follows:

Rank, Name, SSN
Unit of Assignment
Building 7021, 33168 Patriot Way
Warrenton, OR 97146-9711

6. SAFETY

- a. Safety Briefings Will be conducted for every activity. Unit personnel will attend all pertinent safety briefings conducted by Range Control.
- b. Coordinate briefing times with Range Control when you first arrive at Camp Rilea (i.e. advance detachment or main body-whichever is first).
- c. Safety is an all-encompassing mindset which is part of the culture at Camp Rilea.
- d. The Safety SOP is located in appendix A to this SOP.

PART THREE - OPERATIONS/TRAINING

1. GENERAL

- a. **OPERATIONS AND RANGE CONTROL:** Located in Bldg. 7021 at the junction of Clatsop Avenue and McCarter Blvd.
 - (1) **OPERATIONS:** Controls access to and coordinates the use of Camp Rilea Live Fire Ranges, Training Facilities and Training Areas.
 - (2) **RANGE CONTROL:** Authorizes occupation, training and live fire within the constraints and limitations of Operation plans and Camp Rilea safety rules and regulations.
 - (3) Range Control Personnel serve as the eyes and ears of the Chief, Plans and Training. When directing units in regard to range regulations or safety issues, Range Control Personnel speak with the authority of the Branch Chief and the Post Commander. Qualified personnel E5 and above are authorized to man the Operations radio desk, conduct briefings and act as liaison with using units in training areas or on small arms ranges.
 - (4) Units are not authorized to train or fire weapons on this facility or on Off Post training areas without obtaining proper authority from Range Control first. Range Control is the communications center for the Post and coordination point for control and safety of all operations.
 - (5) Communication is a priority at Range Control with telephone lines and radio sets linking every operation. Priority communications is handheld Motorola channels 1a and 1b.

2. RANGES, TRAINING AREAS, AND TRAINING AIDS

RANGES AND TRAINING AREAS: The following Ranges and Training Areas have been established at Camp Rilea. The Standard Operating Procedures for these ranges are available through Range Control.

a. **CAMP RILEA RANGES**

	RANGE	GRID	DESCRIPTION
1	PISTOL	27500743	8 FIRING POINTS
2	GRENADE	27500743	4 FIRING POINTS
3	DROP ZONE RAZOR CLAM		
4	ZERO I RANGE (RIFLE) KNOWN DISTANCE (KD)	27630764	40 POINTS - 25 METERS 28 POINTS - 200 YDS/182M 14 POINTS - 300 YDS/273M 14 POINTS - 100 YDS/91M
6	EXPLOSIVES TRAINING AREA	27090754	2.5LB CHARGE LIMIT
7	CLAYMORE MINE	26910761	8 FIRING POINTS

8	Infantry Squad Battle Course (ISBC) MG Transition	27280904	Target emplacement coordinated through Range Control
9	M203 GRENADE/.50 CAL.	27220915	1 LANE, 4 FIRING POINTS 40MM TPT /.50 CAL Plastic Only
10	2-MILE RUN	27830775	PAVED AND GRAVEL SURFACES COURSE
11	LAW/AT-4	27220920	4 FIRING POINT SF SUB-CALIBER ONLY
12	ZERO II RANGE – M240B/M249/M16/M4	27610773	45 M16/M4 FIRING POINTS 4 M240B/M249 FIRING POINTS
13	ZERO III RANGE - M240B/M249/M16/M4	27450810	50 M16/M4 FIRING POINTS 10 M240B/M249 FIRING POINTS
14	12 KILOMETER	28000750	2 ROUTES ROAD MARCH
15	MOUT SITE	27660722	11 BUILDINGS, 5 ACRES 1 DESIGNATED NBC BUILDING
16	DAY/NIGHT LAND NAVIGATION	27500820	36 ROUTES
17	CONFIDENCE/OBSTACLE COURSE	27150715	OBSTACLES FOR INDIVIDUALS
18	6 KILOMETER ROAD MARCH	28000800	IMPROVED AND NON- IMPROVED
19	PRACTICE HAND GRENADE ASSAULT/QUAL	27450741	
20	PRACTICE HAND	27450741	25 METER CIRCLE GRENADE DISTANCE/ACCURACY CRS
21	COMBATIVE HAND	27650782	25 METER CIRCLE
22	MODIFIED RECORD FIRE (MRF)	27450855	16 LANES FIRE POINTS
23	ENGAGEMENT TARGET SYSTEM (EST 2000)	27500855	10 FIRING POINTS
24	FATS V	27980810	10 FIRING POINTS
25	CALL FOR FIRE TRAINER (CFFT)	27980810	1:12
26	VBS-1	27740765	BATTLE SIMULATIONS
27	LIVE FIRE SHOOTHOUSE	27490740	2 STORY FACILITY, 12 ROOMS
28	VEHICLE CONVOY TRAINER (VCOT)	27500855	
29	RAPPELLING TOWER	27150955	60 & 30 FOOT PLATFORMS/UH-1 MOCK-UP
30	HEAT (HMMWV Egress Assistance Trainer)		Roll-over trainer
30	INDIRECT FIRE	27250885	SABOT ONLY
31	BRIDGING SITE	TA 6	6 FIXED SITE

32	BRIDGING SITE	TA 1	3 POINTS
33	HELO PAD (OR 15)		

b. OFF POST TRAINING AREAS:

- (1) The following off-post-training areas are available for use. Campbell Group, Clatsop County Parks, Oregon State Parks.
- (2) Training Site Requests: Use of these lands must be requested by RFMSS computer system, AGO 207 and a memorandum through Camp Rilea Range Control. The memorandum must contain the following information:
 - (a) Number of personnel designated to use the site.
 - (b) Number and type of vehicles.
 - (c) Type of training to be conducted on sites.
 - (d) Locations by Range and Township (forest Service Map).
 - (e) Dates of use.
- (3) TRAINING SITES:
 - (a) TWILIGHT AREA. The Twilight area is approximately 4 miles long and varies in width up to 3 miles. The terrain in the valley is rolling and steep on the sides. Access is off of Highway 202 in the vicinity of Olney, Oregon and off Highway 30 on the north. Travel time from Camp Rilea is approximately 45 minutes to 1 hour. There are 3 LZ/PZ locations in this training area.
 - (b) 300 LINE AREA. This area is located between Saddle Mountain and Humbug Mountain. The area is approximately four miles long and one mile wide. The access to this road is immediately North of Seaside, Oregon. The distance on the "Mainline Road" into this area is approximately 8 miles. Travel time on this route from Camp Rilea is approximately 1 to 1.5 hours. Another access road into the area is located approximately 1 mile east of the junction of Highway 26 (Sunset Highway) and Highway 53.
 - (c) CLATSOP RIDGE AREA. This area is east of Camp Rilea. It is very steep terrain with dense under-brush and timber.
 - (d) FISHHAWK/HUMBUG AREA. This area is located south and east of Camp Rilea, east of Saddle Mountain road and to the north of U.S. Highway 26. This area is approximately ten (10) miles long and three (3) miles wide. The terrain in this area is hilly with clear-cut areas. Access to this area is approximately one (1) hour from Camp Rilea.
 - (e) FORT STEVENS PARK AREA. This area is located north of Camp Rilea and extends to the South side of the Fort Stevens State Park. This area has sand dunes, brush, and some forested areas. It is gently rolling terrain.
 - (f) ROCK CREEK AREA. This area is located southeast of Camp Rilea and is on the west, northwest side of Saddle Mountain. Access to this area takes about 45 minutes to one hour from Camp Rilea.
 - (g) TIDEWATER/ELK MOUNTAIN AREA. This area is south and east of Camp Rilea and is accessed off of highway, approximately 19 miles southeast of Astoria.
 - (h) SIMMONS FIELD. Located off (SR) Hwy. 202, approximately 50 minutes from Camp Rilea. The site includes a river bed and series of 3-4 small fields and meadows (80 acres).

- (i) LEWIS AND CLARK ROCK PIT. East of Seaside, 45 minutes from Camp Rilea. - Demolition Training Site.
 - (j) 110 ROCKPIT. East of Seaside, 50 minutes from Camp Rilea. - Demolition Training Site.
- c. MAPS: Maps of the Camp Rilea garrison and training areas in 1:12,500 are available from Range Control. All coordinates shown in this SOP are for the 1:12,500 Camp Rilea map. Maps of off post training areas are the responsibility of the using unit. Range Control can assist with identifying which maps are needed for a particular area.
- d. RANGE BRIEFINGS: 0800 daily or by appointment with range control.
- (1) Units desiring to make changes to scheduled ranges or training areas must be present.
 - (2) Battalion and larger sized units may schedule a range conference to facilitate range and training area requests. Units should schedule this meeting at least 30 days prior to the unit's arrival date.
- e. TRAINING AIDS: The following list of training aids is available at Camp Rilea.

Field Training Aids	Quantity
Terrain Board for TOW	1
AK-47 Mockup	2
M-16 Mockup	10
M-21 Practice Anti-tank Mine	20

3. MILES EQUIPMENT: Camp Rilea has the following MILES equipment on hand:

- a. REQUEST PROCEDURES
 - (1) Request Field Training Aids on a memorandum of request through Range Control.
 - (2) Request MILES equipment on Camp Rilea MILES Request Form through Range Control.

MILES 2000 EQUIPEMENT	QUANTITY
M16A2/M4 TRANSMITTER (w/ TORSO AND HELMET HARNESS)	600
M249 SAW TRANSMITTER 9w/ TORSO AND HELMET HARNESS)	96
M240B MACHINE GUN TRANSMITTER	96
M24 SNIPER SMALL ARMS TRANSMITTER	12
M2 50 CALIBER MACHINE GUN TRANSMITTER	12
M19 (BLANK FIRING ADAPTER FOR 50 CALIBER MACHINE GUN	12
MILES 2000 CONTROLLER DEVICE (GOD GUN)	30
ASAAF (AUTOMATIC SMALL ARMS ALIGNMENT FIXTURE)	12
AT-4 SIMULATOR MISSILE SYSTEM (MILES LASER)	12
AT-4 M287 LAUNCHER (9mm tracer TRAINING DEVICE)	12
ITS (INDEPENDENT TARGET SYSTEM - VEHICLE MILES)	10
R/X PIPE BOMB	3

Sweep monitoring System AN/PSS-14	1
LTIDS (LASER TARGET INTERFACE DEVICE)	0
MACS (M16 SUPER NINTENDO TRAINER) CHECK ON AVAILABILITY	3
BOSNIAN MINE KIT CHECK ON AVAILABILITY	1
MINE TRAINING KIT	6
SUICIDE VEST	3
75 MM R/X DUAL SOLENOID AIR TRIGGER	3
ILLUMINATION F/X	1
A.R.C. THREAT SIM	3
GRENADE DISTRACTOR	3

- 4. TECHNICAL AND TRAINING PUBLICATIONS** Technical and training publications (or extracts thereof) pertaining to weapons in use must be available on the range for reference by the Range OIC / NCOIC. These references and regulations may be provided by Range Control for each range.

5. RESPONSIBILITIES

a. RANGE OPERATIONS:

- (1) Plan, schedule and supervise use of facilities, training areas (to include restricted airspace).
- (2) Publish, maintain and enforce range/training regulations, SOPS, airspace procedures and firing bulletins.
- (3) Provide target stands and equipment.
- (4) Ensure ranges are maintained and capable of meeting training tasks.
- (5) Identify and mark impact areas, restricted areas and dud areas in accordance with local requirements and applicable regulations.
- (6) Provide maintenance and user training for ranges and training facilities.
- (7) Conduct daily (as needed) range briefings.

b. RANGE CONTROL: Primary functions include the following:

- (1) Validate unit OIC'S / NCOIC's and Safeties are certified.
- (2) Conduct safety briefings/coordination meetings. Briefing will include review of the Camp Rilea Environmental Film.
- (3) Maintain a communication network to coordinate operations. (All units using training areas and ranges must maintain a communication link to this network. See Communications/ Signal).
- (4) Coordinate air and ground operations.
- (5) Conduct access control as necessary.
- (6) Clear units from ranges, training areas and training facilities prior to departure.

c. UNIT:

- (1) Coordinate with Range Operations and Range Control prior to occupying ranges, training areas, or facilities.
- (2) Unit OIC must request authorization to go "hot" on a range prior to starting live fire exercises.
- (3) Clear operations and activities with Range Operations and Range Control before execution.
- (4) Strictly adhere to all regulations and safety requirements within Army regulations, Training Manuals, and this SOP.
- (5) Conduct safety briefings and risk management prior to all operations.
- (6) Use only certified OIC's / NCOIC's and Safeties.
- (7) Maintain two sources of communication with Range Control prior to and while occupying a range or training area.
- (8) Do not allow unauthorized personnel access to ranges or training areas.
- (9) Maintain the range or training area in the condition you received it.
- (10) Receive clearance from Range Control prior to departing the range or training area.
- (11) Use Range SOPs and TM's to ensure safety procedures are enforced.

6. FIRE HAZARDS & PREVENTION: ALL PERSONNEL ARE RESPONSIBLE FOR FIRE PREVENTION. Most Fires can be prevented if all personnel are alert and exercise good common sense

- a. **FUEL IDENTIFICATION:** Most training areas contain Shore Pine, Scotch Broom and Beach Grass. The Shore Pine forested areas have a thick layer of "Duff" (dead needles and limbs), attached to the lower portions of the trees and lying on the ground. These areas are especially flammable during the summer months. Beach Grass is prevalent in most clearings and on the forward dune areas. This grass constitutes a high fire danger especially during the summer months.
- b. **FUEL TYPES:** Fuel types are fine and flash, and react quickly to changes in humidity. Fires are less likely to ignite during the night and early morning hours than during the mid-afternoon, but changeable weather conditions make it impossible to predict. Afternoon sea breezes can fan a fire and increase its size dramatically. Wind direction may shift quickly, and on a sunny day with a slight wind, fire may spread at over fifty-five feet per minute. The rain and mist dampen the outer layer and with a slight breeze can dry very rapidly. This will be increased dramatically by warm, dry air.
- c. **FIRE SEASON:** The fire season is generally from July through October. However, fire danger may be present in other months, especially when easterly winds prevail.
- d. **FIRE HAZARD AREAS:** ALL training areas constitute a fire hazard, including firing ranges, buildings, rear areas on main post, and off post training areas.
- e. **FIRE AWARENESS:** Fires continue to burn when personnel are unaware of the fire danger and the flammability of the fuels in the areas that they are training in. Therefore, troops must receive approval from Range Control before using Tracer Ammunition, White Phosphorous, Smoke Grenades, Flares, or other pyrotechnic devices.

- f. **FIRE WEATHER AND DANGER:** ARNG Wildland Fire will keep Range Control briefed on hazardous fire weather conditions and danger. They will also provide personnel for range briefings during these times to assist with briefings and to answer questions. During times of high fire danger or high risk operations, the staging of Fire Personnel at or near the training site will be considered.
- g. **FIRE PATROL:** ARNG Wildland Fire will patrol impact areas of all ranges where Tracer Ammunition, White Phosphorous, Smoke Grenades, Flares, or other pyrotechnic devices have been in use for 3 days after said training has been completed. All fires will be checked / patrolled during the following burning periods until no smoke / heat is found for 3 consecutive days. Further patrols will be made as weather dictates.
- h. **WARMING FIRES:** Are NOT authorized without prior approval of Range Control with consultation with the ARNG Wildland Fire.
- i. **PYROTECHNICS:** Use extra precaution when utilizing pyrotechnics. Do NOT leave unsecured devices for later detonation by unsuspecting humans or animals.
- j. **TRACER AMMUNITION AND PYROTECHNICS WILL NOT BE FIRED DURING THE FIRE SEASON** (July through October) without prior approval from Range Control with consultation with ARNG Wildland Fire.
- k. **SMOKING:** Smoking is limited to the cantonment area, a cleared designated area in the training areas or on cleared unimproved roads. Smoking areas fifteen feet by fifteen feet or larger must be cleared of all flammable materials, and marked as a designated smoking area. Smokers must insure that all burning materials (i.e. cigarette butts) are out before leaving the area.
- l. **FIRE SAFETY BRIEFS:** Range Control personnel will insure that units using the training areas are fully briefed on fire danger, fire prevention rules, reporting procedures, and personnel responsibility. ARNG Wildland Fire will assist as needed.
- m. **FIRE SUPPRESSION:**
 - (1) With the exception of personnel safety, fire suppression takes precedence over all other activity. Immediate aggressive action taken at the direction of ARNG Wildland Fire, is the best means of protecting life and the needless loss of equipment and property.
 - (2) **Structure Fires:** Should be immediately reported to the Warrenton Fire Department. DIAL 911 and provide required information. Immediately call Range Control @ (503)836-4012/4096 and provide the following information:
 - (a) LOCATION OF FIRE
 - (b) SIZE OF FIRE
 - (c) TYPE OF FIRE
 - (d) ACTION BEING TAKEN
 - (e) INJURIES OR DOWNED PERSONNEL
 - (f) ANY OTHER PERTINENT INFORMATION
 - (3) **Wildland Fires:** Immediately call Range Control @ (503)836-4012/4096 and / or ARNG Wildland Fire @--- and provide the following information:

- (a) LOCATION OF FIRE
 - (b) SIZE OF FIRE
 - (c) TYPE OF FIRE
 - (d) ACTION BEING TAKEN
 - (e) INJURIES OR DOWNED PERSONNEL
 - (f) ANY OTHER PERTINENT INFORMATION
- (4) Range Control will alert and dispatch personnel to the main gate to guide the Fire Department to the site.
 - (5) Only personnel trained and equipped to fight wildfire shall be allowed to suppress Wildland fire.

n. RANGE/TRAINING AREA FIRE:

- (1) Stop all training immediately, attempt to suppress the fire.
- (2) To report fire, contact Range Control at the Post Headquarters at 836-4012 and / or ARNG Wildland Fire @--- or call on FM radio frequency SC PT 40.90 MHz (Range Control), or Motorola channel 1a or 1b
- (3) Send a guide to the intersection of Clatsop and Valley Way (at the Post Flagpole) to guide personnel to post fires only.
- (4) Range Control will contact the Oregon State Forestry Department and Warrenton Fire Department and request assistance as needed.
- (5) If assistance is needed, Training Site Command and other on-post support personnel will report to Post Headquarters and Range Control will then act as a base camp and communications center.
- (6) Heavy equipment, fireboxes, and transportation will be supplied by Range Control and UTES as available.
- (7) VEHICLE LOCATION: All personnel deployed to fight fire will report directly to the Incident Commander on site. Once unloaded, all vehicles will be moved to a point at least five hundred meters upwind of the fire. Personnel should be left with the vehicles in case of a wind shift.
- (8) MEDICAL: will be provided by available assets. A medical staging area will be deployed within five hundred meters of the Incident Commander's position. Casualties being evacuated must be reported to the Incident Commander immediately.
- (9) ARNG Wildland Fire will assume control of the firefighting effort and coordination with senior military personnel. In the absence of qualified ARNG personnel, qualified ODF or WRFD personnel will assume control of the firefighting effort, and Range control will coordinate with senior military personnel.
- (10) BYSTANDERS: will not be closer than 500 meters, regardless of rank. Roads will be kept clear for emergency equipment.
- (11) RADIO PROCEDURES: Proper military radio procedures will be used.

ALL PERSONNEL WILL CHECK WITH THE INCIDENT COMMANDER BEFORE ENTERING OR DEPARTING THE AREA FOR ANY REASON!

7. MEDICAL

- a. Medical emergencies are a unit's responsibility. Camp Rilea will provide all available assistance.
- b. Dial 911 immediately for emergencies and notify range control.
- c. Units must provide a qualified medic on all live fire ranges.
- d. Units must provide a dedicated vehicle and litter for medical transportation.
- e. Contact Range Control immediately for any fire that occurs and implement fire-fighting procedures.

8. SAFETY

- a. Observe safety requirements by type of weapon/explosive as shown in training manuals.
- b. All personnel on the firing line will wear Kevlar helmets and PPE on live fire ranges. Wear of Body Armor is encouraged. Exceptions must receive authorization from range control. Range Safety personnel will wear soft caps for quick identification, and advanced technology hearing protection, to enhance communications. (Issued from Range Control.)
- c. Range Control Safety Brief: Range Control will conduct a safety briefing for the using unit Range OIC/NCOIC, and selected members of their control party, prior to their occupation of the range and going "hot".
- d. Unit Safety Brief: The using units Range OIC/NCOIC will brief all personnel on range safety prior to live fire. STRICTLY enforce safety procedures during firing.
- e. Range safety information is available in range information binders. These binders may be hand-receipted from Range Control.
- f. Risk Management Worksheet: Unit commanders will complete a risk management work sheet of their scheduled training prior to the occupation of ranges and training areas.

9. OFF LIMIT, DANGER, AND RESTRICTED AREAS

- a. OFF LIMIT AREAS: The following areas and facilities have been declared Off Limits to all by the Post Commander unless specifically authorized by Range Control:
 - (1) South Oregon Street, South of Pacific Road, excluding the heliport. This includes the State Shop buildings, the Chateau, and the residences of the Camp Rilea employees living on Post.
 - (2) South and East of Sunset Road, which includes the Sewer Treatment Plant and irrigation fields.
 - (3) Hilltop House (Bldg. 7029), North to, and including, the residence of the Facility Manager (Bldg. 7012 and 7013).

- (4) The Confidence Obstacle Course is OFF LIMITS for all civilian personnel, including military dependents.
- (5) The MOUT site, ranges, impact areas, Ammunition Supply Point (ASP), Waste Water Treatment Plant, Air Guard Building-Compound-Radar Site, Butterfly Habitat, and the Fore-dune. (The dune nearest the ocean.)

b. DANGER AREAS:

- (1) Impact and back blast areas of all ranges.
- (2) Heliports.
- (3) Ammunition Holding Area (AHA) (Bldg. 7394 thru 7399).
- (4) Electrical Power and Communications Building (Bldg. 7366).
- (5) Any area identified with warning signs or barricades.

c. RESTRICTED AREAS:

- (1) Tracked vehicles are restricted from operating on paved surface roads on Camp Rilea.
- (2) Fueling operations are restricted to training areas 6 and 13 only.

d. CLOSED TRAINING AREAS:

- (1) Certain training areas, or portions of training areas, must be closed when specific ranges are in use due to the hazards located within the safety fan of the range. These are:

<u>AREA</u>	<u>RANGE</u>	<u>TRAINING AREA</u>
B	Pistol Range	3 & 4
C	Live Hand Grenade	3 & 4
D	Zero I/KD Range	2, 3 & 4
E	Explosives Training Range	3
F	Claymore Range	3 & 4
G	ISBC/MG Transition	3, 4, 5, 7 & 9
H	Grenade Launcher (M-203)/50 Cal.	5, 7 & 9
J	Law Range/AT4	5, 7 & 9
K	Zero II/ Zero III/ M60/M16 Ranges	3, 4 & 5
W	Modified Record Fire Range (MRF)	3, 4 & 5
AA	Indirect Fire Range	5, 7, 9 & 10

- (2) The Live Hand Grenade and the Pistol Range (including pistol shed) WILL NOT BE USED AT THE SAME TIME. Guards will be posted at the “Special Operations” sign in order to prevent vehicles or personnel entering the range SDZ.
- (3) Weapon ranges are authorized to be used in support of military, civilian or law enforcement agencies training.
- (4) Tactical training WILL NOT BE CONDUCTED IN THE GARRISON AREA without specific approval from Range Control.

- (5) The following restrictions are applicable to the firing of munitions:
- (a) White phosphorus ammunition will not be fired on Camp Rilea, or be thrown into any body of water.
 - (b) Units may use pyrotechnics or illumination shells within the training areas when coordinated in advance with Range Control. The height of projectiles will not exceed 100 meters, and will not be fired when any aircraft is in sight. Observation Points will be positioned to warn the OIC/NCOIC of approaching aircraft. The use of pyrotechnics or illumination shells will be halted until the aircraft passes and Range Control authorizes the unit to resume training.
 - (c) Blank ammunition will not be fired within 100 meters of any boundary of the military reservation. Troops will be briefed on the danger of firing blank ammunition. Blank ammunition will not be fired in the cantonment areas of Camp Rilea.
 - (d) Pyrotechnics: The months of July through October are designated as FIRE SEASON. During the fire season, no tracer, white phosphorus, or pyrotechnics will be used without specific approval of Range Control. Approval will be time, date, and location specific. Coordination will also be implemented with U.S.C.G. Group Astoria. Pyrotechnics and chemical training munitions, if approved for use that are detonated on the ground will require a three (3) meter diameter area cleared of grass and debris.
 - (e) "DUD" producing ammunition will only be fired into a prescribed impact area unless otherwise authorized by Range Control.
 - (f) Chemical training munitions of a toxic nature, such as tear gas, pepper spray, or mace, will only be used in approved areas. An officer trained in the use of these munitions must be present. Safety requirements prescribed in Chapter 17, AR 385-63 will be observed when using chemical munitions.
 - (g) Nonstandard Ammunition: The use of nonstandard items of ammunition or explosives in troop training will be coordinated through Range Control prior to use. Field expedient hand grenades, booby traps, and other devices of an explosive nature are PROHIBITED.
 - (h) Smoke grenades attached to, or hand held, in an Army aircraft while performing in a fly-by or flight demonstration is PROHIBITED.
 - (i) The use of Cartridge, 40MM High Explosive Anti-Tank (HEAT) and High Explosive M-203 Grenade is NOT AUTHORIZED on Camp Rilea.

10. WARNING DEVICES

- a. **DANGER FLAGS: RED RANGE (DANGER) FLAGS** will be flown on all ranges during the firing of LIVE AMMUNITION or DEMOLITIONS. Flags will be raised BEFORE the troops are moved up to the firing line or gun positions. They will be lowered ONLY when firing is completed and the weapons have been CLEARED.
 - (1) Blinking/flushing red lights will be used in conjunction with RED Range (Danger) Flags during the hours of darkness.
 - (2) Firing will not take place unless RED flags (day) or flags and blinking/flushing lights (night) are on display. Lack of these approved danger signals for ANY reason constitutes a range closure.

- (3) Range Control will provide required range flags/flashing red lights as necessary.
- b. **FLARES: RED FLARES, RED STAR CLUSTERS, AND RED SMOKE WILL NOT BE USED AT ANY TIME DURING TRAINING EXERCISES.** These devices are used **ONLY** as an international emergency distress signal. Display of these markers will create automatic response by the US Coast Guard.

11. AMMUNITION AND DUDS

- a. **PROCESSING:** Ammunition will be processed in accordance with procedures contained in Chapter 8, ORARNGR 700-1, and TM 9-1300-206. Particular care will be taken to avoid rough handling in loading and unloading operations, and in the opening of containers. Sealed containers of ammunition will be opened only as required for immediate expenditure.
- b. The following procedures concerning the location, marking, and reporting of all dud explosives, pyrotechnics, and/or live ammunition found on ranges and training facilities will be followed:
 - (1) Order all personnel to **IMMEDIATELY** evacuate the area to a safe distance.
 - (2) Report the location of duds to Range Control by the fastest means possible. Range Control will notify the Oregon Joint Operations Center (JOC). Advise Range Control the location of the dud (by grid coordinates or ground reference), how the location is marked, the date and time it was found, type of round, the quantity of duds, and who found it.
 - (3) **DO NOT TOUCH, DISTURB, OR ATTEMPT TO MOVE A DUD UNDER ANY CIRCUMSTANCES.** Mark the location in a conspicuous manner, and move away from the immediate area. Post a guard (a safe distance away) to be sure that no one comes in contact with the dud if it is necessary for troops to train in the vicinity.
 - (4) **ONLY AUTHORIZED EOD TEAMS** may enter the impact area to mark or identify a dud on a range while the unit members are still at the range.
- c. **MISFIRE PROCEDURES:** In the event of a misfire:
 - (1) Do not touch or tamper with the weapon or round.
 - (2) Notify the Range OIC/NCOIC immediately.
 - (3) Immediate action prescribed for the weapon and ammunition being fired will be applied in accordance with the TM for that weapon. In the event that immediate action cannot be applied, or does not correct the problem, the round will be left in the chamber and all personnel will be cleared from the immediate area until qualified personnel have cleared the stoppage.
 - (4) Under **NO** circumstance will unauthorized personnel, tools, or corrective measures be used in an attempt to resolve the misfire. Under **NO** circumstances will any person attempt to re-fire a round that fails to detonate properly, or that becomes lodged in a weapon.
 - (5) Range Control and the Post ammunition technician are responsible to enforce this SOP and those measures prescribed in AR 385-63 applicable to the activity in which engaged.

(6) Ammunition "Duds": Touching, handling, carrying away, or in any way tampering with ammunition duds or parts thereof, found on the reservation, is **STRICTLY PROHIBITED**.

- d. **AMMUNITION RESIDUE:** The disposition of ammunition residue, packing containers, brass, and associated material will be as prescribed in Chapter 8 of ORARNG 700-1. Burning of unused powder increments will be accomplished only in authorized burn pits, under conditions prescribed by Range Control.

12. RANGE SAFETY REQUIREMENTS (RANGES B, D, G, K, and W)

- a. **BEACH GUARDS:** Range Control will post a qualified beach guard/spotter equipped with binoculars, compass, hand held radios, and FM radios. The two beach guard/spotters will maintain a lookout for boats and aircraft in or near the safety fan. The Motorola radio will be used as the primary means of communication between ranges and beach guards/spotters. The FM radio will be used as a secondary means of communication through range control. All Beach Guards will have a valid military or civilian driver's license. (Military personnel requires both)
- b. When a boat or vehicle is spotted that is suspected to fall within the safety fan, the spotter will immediately radio a cease fire 3 times. Range Control will make the determination of the vessel's actual location.
- c. Beach guards/spotters will operate their radios on Range Control frequency: FM 40.90 MHz.
- d. Range Control OIC/NCOIC will determine if it is safe to fire under a given condition.
- e. **Clam Season:** During Clam season, ranges will remain cold 2 hours before, during, and 2 hours after low tide by request of the governor of the State of Oregon. Information related to clam season and tides will be provided to units by Range Control.

13. MAINTENANCE AND INSPECTION OF TRAINING AREAS AND RANGES

- a. The Unit Commander or his representative will inspect all areas used for training after coordinating with Camp Rilea Range Control. Areas will be inspected prior to occupancy, and again after use, to insure that they are left in as good (or better) condition than when assigned.
- b. Use of an area or range by a Unit Commander constitutes acceptance or responsibility for police and sanitation after use. Camp Rilea Clearance Form 350-1 will be used for clearing Ranges and Training Areas.
- c. Non-policed or damaged areas will be reported to Range Control immediately. See Appendix D for the Range Safety Briefing/Range and Training Area checklist.

- d. The using unit must provide range details required for operation, including the pasting and repair of targets. Each unit must leave the targets ready for use by the next unit. The target shed will be swept and kept clean and orderly.
- e. Range Duties:
 - (1) Targets will be uniformly placed in appropriate storage facilities AFTER pasting and repairing.
 - (2) Paster boxes will be cleaned and neatly stacked.
 - (3) Brooms will be placed in the storage facility.
- f. All range houses will be thoroughly cleaned and readied for the next using unit before leaving the range.
- g. A unit officer will inspect the latrines, pits, firing points, quartering areas, and training areas to insure proper police of debris.
- h. All expended brass will be policed from the area and taken with the unit.

14. AVIATION

- a. HELIPADS:
 - (1) Camp Rilea has two (2)-designated helipads.
 - (2) The primary helipad (OR 15) is to be used for routine and VIP aviation operations. It is presently an improved mowed-grass area located south of the starships on Pacific Road vic 282073. The helipad is equipped with a lighted windsock northeast of the helipad for night landings.
 - (3) The alternate helipad (VIC 268107) is used for tactical landings and take-offs, troop movement, sling load training, landing of larger helicopters such as the CH46 and CH47s, and hot refueling. There is a windsock located on the southwest corner of the helipad.
- b. LANDING GUIDELINES:
 - (1) Incoming and outgoing flights should approach and exit Camp Rilea boundaries at an altitude that will decrease noise impact on the civilian community. 500' minimum altitude should be maintained.
 - (2) Flight paths alARNG the beach housing area north and south of the Post should be avoided except in emergency situations. The area immediately east of the Post should be avoided if possible.
 - (3) Climbs and descents for takeoff and approaches should be accomplished over the Post from the north, west, and south if possible. These approach and exit paths are designed to reduce noise levels to civilian neighbors.
- c. GROUND PERSONNEL:

- (1) When there is an established Operations Office at the heliport, all visitors will check with the operations Officer or NCO to receive a safety briefing (Range Control Bldg. 7021).
- (2) All vehicles will remain on the road encompassing the heliport. At no time will vehicles be driven onto the heliport, except for refueling.
- (3) Vehicles will not drive under the approach path of landing aircraft. Stop until the aircraft has passed.
- (4) Personnel greeting passengers arriving in aircraft will wait off of the heliport until the aircraft has landed. They will not approach the aircraft until signaled to do so by an aircrew member. Movement to and from the aircraft will be from the front, or in plain sight of the pilots.
- (5) NO SMOKING on the heliport at any time.
- (6) The heliport is strictly for use of Military aircraft and support personnel. Unit exercises are not allowed on the heliport (unless specifically authorized by Range Control).

d. RADIO FREQUENCY:

- (1) Camp Rilea does NOT operate aviation net on a full time basis.
- (2) The Range Control Net (Bldg. 7021) is in operation when Ranges are in use on Camp Rilea. Air/ground communications operate via FM radio on frequency 40.90 MHz.

e. U.S. COAST GUARD GROUP ASTORIA:

- (1) The U.S. Coast Guard Air Station is located approximately 4.5 miles Northeast of Camp Rilea.
- (2) The air station has emergency and refueling capabilities.
- (3) The commercial telephone number of the U.S. Coast Guard Air Station is (503) 861-6211/6212.

f. WEATHER REPORTS:

- (1) Internet weather reports are available upon request from range control.
- (2) The telephone number of the U.S. Weather Service at the Clatsop Airport is (503) 861-2722.
- (3) The telephone number of the U.S. Coast Guard weather service is 1-800-642-3565.
- (4) Range Control will post 7 day outlook weather reports at Range Control

15. ENVIRONMENTAL ISSUES

- a. Compliance with environmental policies is strictly enforced
- b. All units will view an environmental video upon arrival at Camp Rilea. It is the Unit Commander's responsibility for unit compliance of the regulations and policies set forth in this video.
- c. Federal Endangered Species: Camp Rilea has Oregon Silver Spotted Butterflies. Camp Rilea is designated as Butterfly Habitat and specific areas are marked with signs. Vehicle traffic is prohibited in these areas. No unit movements will occur in these areas.

- d. Fuel Spills: Notify Range Control immediately. A fuel spill plan will be subsequently implemented.
- e. Camp Rilea Logistics will do a drive through of each parking lot area outside of each starship for any spills as part of the clearing procedure prior to the unit leaving. Each spill identified will be taken care of by the using unit. All military trucks and vehicles will have a drip pad or drip pan located underneath them while parked.

PART FOUR - LOGISTICS

1. GENERAL

- a. Request for support: Troop Commanders may initiate direct coordination with the Post Schedulers (or representative) upon approval of the Request for Support (AGO Form 207 or RFMSS request). The Training Site Commander has final decision authority in any arbitration over facility or training area and range utilization.

- (1) Pre-Annual Training Conferences: Units will identify requirements for Post/Camp/Station (PCS) property. This is routinely handled by telephone for weekend training and by on-site conferences for periods of Annual Training.
- (2) Advance and Rear Detachments: Units will provide advance and rear detachment personnel for all periods of IDT and AT. Advance detachments should arrive not later than (NLT) 1300 hours of the Friday preceding a weekend training assembly, and NLT 1300 hours three days preceding the opening of an extended training period such as AT. Using units will determine the size of the advanced or rear detachment based upon their usage of post facilities. Rear detachments will not depart until all issued property has been inspected, cleared and Camp Rilea Clearance Checklist is initialed off by Post Supply personnel, and has been completed and submitted to Range Control (Bldg. 7021); phone (503) 836-4012 or AUTOVON 355-4012.
- (3) All personnel that will be issued buildings will set up an appointment time for the issue with the billeting office no less than three days in advance of their arrival date. Upon issue a clear time will be established to ensure personnel are available and to avoid conflict with other using units.

- b. Property Accountability:

- (1) DA Form 1687: Commanders and Supply Officers (S4) (or their designated representatives) are the only personnel who are authorized to sign for Camp Rilea PCS property and supplies. They may further hand receipt PCS property to units or individuals. These individuals must be on the Delegation/Authority Card (DA Form 1687), for TISA, Post Supply, and UTES. A copy of the approving officer's Assumption of Command orders must be turned in with the DA Form 1687.
- (2) Delegation of Authority: (DA Form 1687) will be prepared IAW the current Supply Update and submitted to the Billeting, Supply, TISA and Range Control, immediately upon arrival to identify those individuals authorized to sign for property. PCS property will not be issued until DA Form 1687 has been received and approved by Post Supply personnel.

- c. Transportation:

- (1) Camp Rilea accessibility: Camp Rilea is located in Oregon on US Highway 101 eight miles north of Seaside and 7 miles south of Astoria, and is readily accessible by highway.

- (2) The Clatsop County Airport: Approximately five (5) miles northeast of Camp Rilea, and is capable of receiving troops and equipment by C-130 aircraft (with prior arrangement). The nearest international airport is located at Portland, Oregon, approximately one hundred (100) miles east of Camp Rilea. The post DOES NOT have an approved fixed-wing airstrip. Helicopter access should be coordinated through Range Control.
 - (3) Sea Lift: Possible at the Port of Astoria, approximately ten (10) miles north of Camp Rilea.
- d. Field Services: All tactical field service requirements, such as: laundry, clothing renovation and exchange, bakery, water supply, decontamination, field bathing capabilities, etc., must be provided by the using unit.
 - e. Sewer Service:
 - (1) The Camp Rilea sewer system services the entire garrison area.
 - (2) Chemical toilets and hand washing facilities are required for bivouac areas. Field latrines (slit trenches), garbage pits, pits for dumping field mess waste Gray or Black water are strictly prohibited. Disposal of gray water will be by either trailer or water trucks, which are available through Camp Rilea UTES.
 - (3) See paragraph 2-M-1 for Chemical Latrine policy.

2. POST SUPPLY

- a. Hours of Operation: Normal duty hours are 0800-1630 Mon-Fri. and on drill weekends. Hours may be varied with prior coordination.
- b. TISA: There is a Troop Issue Subsistence Activity (TISA) on post. ORARNG units will refer to Paragraph 9-5 to ORARNG 700-1 for issue. All other units will contact USPFO for Oregon, P.O. Box 14350, Salem, Oregon 97309-5047. Telephone (503) 378-3945 or AUTOVON 355-3945.
- c. Property Issue:
 - (1) Keys to building locks will be issued from the Post Billeting Office, Bldg. 7404. The using unit upon receipt of keys will assume security of buildings and their contents.
 - (2) Using units must report to Bldg. 7404 NLT 1500 hours on the day preceding the arrival of the main body of troops.
 - (3) Troop bedding: All personnel must furnish their own sleeping bag for weekend IDT training and to the maximum extent possible during extended training periods.
- d. Hand Receipts: Locally produced hand receipts are available at Post Supply (Bldg. 7401) to expedite property issue.
 - (1) Turn-in and clearance instructions, including checklists for IDT periods, will be provided by the Billeting (or representative) at the time of issue. The unit commander

- will schedule a meeting of all supply representatives to finalize procedures, times, and assignment of Clearing Officers. This meeting will take place NLT three (3) days prior to departure. A Post Supply representative must be present at this meeting.
- (2) Hand Receipts initiated at the time of issue will be cleared upon the turn-in of the property. Adjustment actions will be directed for any shortages. Shortages of recoverable or non-expendable property will require retention of the Hand Receipt as any exhibit for the resulting investigation. Replacement in kind or initiated report of survey is required within 30 days.
- e. Headcount Sheet: Using units will complete Camp Rilea Form 31 (Headcount Sheet) and will submit in one copy to billeting office prior to departure.
 - f. Trash-Recycle Disposal:
 - (1) Parking in front of or near dumpsters is prohibited.
 - (2) Disposal of trash and garbage is accomplished by the State Shop. Dumpsters are placed and picked up on a scheduled basis by the vendor. Any problems related to garbage disposal will be referred to the State Shop.
 - (3) Garbage and trash must be placed **INSIDE** the dumpster units. The vendor **WILL NOT** pick up trash, boxes and so on, that are placed along side the dumpster. Cardboard boxes must be flattened to gain maximum use of the dumpsters. Recycle containers for cardboard are located next to the trash dumpsters. Dumpsters located by billets are to be used for billet garbage only. Dumpster lids must be kept closed. Garbage carried in from the field will be placed in dumpsters. Location will be determined by Post Supply at the time of arrival.
 - g. Laundry Service: There is a facility available for issue that contains ten (10) washers and ten (10) dryers located in Bldg. 7228. The use of washers and dryers are free to the soldiers, using units, and any paying customer. Any extensive laundry service must be negotiated with commercial vendors in the local area. Washing of TA-50 and boots is prohibited. A key card is required for entry and available at the Billeting Office.
 - h. Weight Room: There is a weight room available for soldiers, using units, paying customers, and permanent staff on post located at Bldg. 7231. A key card is required for entry and available at the Billeting Office. All personnel using this building will clean up after themselves and not allow access to personnel without a key card. Any equipment will not be removed from the building without permission from the Billeting Office.
 - i. Food Service: Using units must provide their own food service. Dining Facilities contain hot and cold water, a gas range, refrigerator, mixing machine, freezer, milk dispenser, grill, and steam tables.
 - j. Installation Repair Service: Repair of real property and utilities will be performed by qualified Post Engineers (military or civilian) as requested by using units. Request for Work Order (Camp Rilea Form 9) will be completed and submitted to the State

Maintenance Shops (Bldg. 7241) during week-days. The form will be submitted to Post Supply on weekends or off-duty hours.

k. Ammunition, Demolitions, and Pyrotechnics:

(1) Storage: Facilities for ammunition storage at Camp Rilea is limited. The Ammunition Supply Point (ASP) has four (4) separate 10 x 10 magazines. The ASP facility has a loading and unloading dock.

(2) Security: The ASP is lighted, fenced, has a guard station, and is IDS protected.

(3) Handling: A copy of DD Form 581 and shipping manifest is required on arrival. Submit copies to the Post Ammunition Technician. Storage compatibility will be supervised by Post Supply (Bldg. 7401).

l. EOD: An Explosive Ordnance Disposal Team (EOD) is located at Fort Lewis, WA. EOD assistance is not routinely available at Camp Rilea. Using units that intend to conduct extensive firing of weapons with a high rate of probability for dud rounds MUST arrange for EOD support from Range Control in advance.

m. Emergency Procurement: The USPFO for Oregon will be represented at the installation during Annual Training periods. All emergency requests will be routed through the USPFO representatives. The USPFO office is located in Post Supply (Bldg. 7401).

n. Hygiene Services:

(1) Chemical Latrines: Camp Rilea has no chemical latrines; however, AGO 207 provides a list of recommended vendors. It is the unit's responsibility to coordinate latrine requirements through local vendors. Units will accomplish placement of chemical latrines in conjunction with vendors as a part of range or training area preparation.

(2) Hand Washing Facilities: All units using chemical latrines MUST PROVIDE hand washing facilities at each latrine location to provide a safe and sanitary environment for the soldiers. Chemical latrine vendors will provide this service when requested.

(3) Sink Drains: Personnel working in Mess Halls will NEVER POUR GREASE DOWN SINK DRAINS. Use ONLY authorized waste grease containers.

3. POST BILLETING

a. Service Support: Housing, supplies, and services at Camp Rilea are considered sufficient to accommodate 1,200 troops during any given period. Detailed planning should start as soon as training activities and dates have been confirmed by the Billeting Office or RFMSS Coordinator.

b. Quarters:

- (1) The Visiting Quarters (VQ) (Bldg. 7301) has a capacity for seven (7) persons. The VQ is used to house visitors on a short-term basis and is NOT available for issue to units. Each VQ room contains a bed, mattress, and mattress cover. A common bathroom is available down the hall.
- (2) Koski Hall (Bldg.'s 7299/7300) has 71 rooms. This facility is available upon request through Post Billeting. Each Koski Hall room contains a twin or full size bed with bedding, sink with linen and a bathroom, which is shared between two rooms. All rooms contain a television with cable TV and internet WI-FI.
- (3) Unit Quarters (Starship) consist of two story concrete barracks. Each building houses 160 persons, and contains mess and dining facilities, latrines, administrative offices, and supply room area. One Starship contains a classroom for 160 persons. Each building has sleeping bays with the capability of separate latrine facilities that are suitable for housing officers or female personnel. The barracks include beds, mattresses, and mattress covers. All include lockers.
- (4) Four Person Facility Huts consist of four twin beds, toilet, shower, sink, refrigerator, and microwave. There are four of these huts. No bedding or linens provided.
- (5) Four Person Half Facility Huts consist of four twin beds, toilet, and sink. A main shower point is located at the top of the hill of all of these huts or the use the RV Park shower is allowed. No bedding or linens provided. These are the only location that pets are allowed with a \$50 deposit.
- (6) Twelve Person Full Facility Duplexes consists of 12 bunks on each side with lockers. Each side has two sinks, toilets, and showers. No bedding or linens provided.
- (7) RV Park has full hookup including water, electric, sewer, and cable. Internet access is available at Koski Hall with a day room key card. Ten sites are available but for no more than 14 days.
- (8) Tent Sites are available with campfire rings. Three sites are available.
- (9) Chateau sleeps ten people. There are four bedrooms, two downstairs and two upstairs. The two bedrooms downstairs have a queen bed in one room and a full bed in the other. The upstairs rooms have one room with three twin beds and one room with one full and one twin bed. Living room, dining room, kitchen, and two baths. Hardwood Floors throughout. Rank structured O6 and higher and must adhere to the Chateau Policy (See Annex B).
- (10) Cottage sleeps eight people. There are two bedrooms; each bedroom has one full and two twin beds in each room. Living room and kitchen with two full baths. Rank structured E8 and higher.
- (11) Hilltop sleeps four people. One bedroom with a queen bed and living room with a full hide-a-bed. Kitchen and one full bath. Rank structured CW3 and O4 and higher.
- (12) Cabins sleep four people. Two bedrooms, one bedroom has one queen bed and one bedroom has two twin beds. TV, DVD and VCR player. Small kitchen and one full bath. There are only two cabins on post.
- (13) See Annex A for a complete listing of all housing available at Camp Rilea. Prices are subject to change. The telephone number for individual reservations is (503) 836-4052. Parties of ten or more are required to reserve through RFMSS or with an AGO 207.

c. **Billeting Turn-In and Clearance Procedures:**

- (1) **Instructions.** Turn-in and clearance instructions, including checklists for IDT periods, will be provided by the Billeting Office at the time of issue. The unit commander will schedule a meeting of all supply representatives to finalize procedures, times, and assignment of Clearing Officers. This meeting will take place NLT three (3) days prior to departure. A Post Supply representative will attend this meeting.
- (2) **Scheduling.** Clearance personnel and scheduled clearance times on the day of departure are critical. Property and buildings that are not properly prepared and ready for clearance at the designated time may be by-passed and will fall to the bottom of the clearance schedule.
- (3) **Inventory and Inspection.** Physical inventory and building inspection by Billeting personnel will not be attempted until the main body of troops has cleared the building with one or two representatives from the unit.
- (4) **Details.** It is essential that a detail (approximately 10% of assigned strength) from each departing battalion-sized unit, be left under the control of the unit Clearing Officer (or S4) until final clearance is granted. Improperly prepared areas may require the return of unit personnel to complete the task.
- (5) **Clearances.** Buildings will be cleared using locally developed inspection checklists. These checklists are supplied by the Billeting Office, and will be utilized by the assigned Post Clearing Officer/NCO. Units may request copies in advance to assist them in proper preparation for clearance. Buildings will be locked and the keys turned over to the Billeting personnel once they are inspected. Parking lots will be inspected for spills and leaks from vehicles. It is the unit's responsibility to clean these areas should a spill or leak occur in accordance with EPOC and HAZMAT instruction.
- (6) **Damage.** Damage to real and installed property, other than fair wear-and-tear will be assessed to the using unit Commander.
- (7) **Hand Receipts.** HR's initiated at the time of issue will be cleared upon the turn-in of the property. Adjustment actions will be directed for any shortages. Shortages of recoverable or non-expendable property will require retention of the Hand Receipt as an exhibit for the resulting investigation. Replacement in kind or an initiated report of survey is required within 30 days.

4. UNIT TRAINING EQUIPMENT SITE (UTES) package consists of one Infantry Company TOE plus a support package. Oregon Circular 350-47 and Appendix B govern the issue of equipment and provide a list in LIN numbers sequence of equipment available for issue to visiting units. NGB Circular 750-2 provides the Rules and Regulations for the operation of the UTES. Request for equipment draw for ORNG Annual Training should arrive at the UTES at least 90 days prior to unit arrival and request for IDT usage should arrive at least 30 days prior to unit arrival. Direct coordination can be made by contacting the UTES Foreman at (503) 836-4151/4152 or DSN 355-3942.

a. **Petroleum, Oil, and Lubricants (POL):**

- (1) Camp Rilea POL dispensing facilities consist of storage and dispensing for JP8 (13,000 gal). Fuel site is capitalized and accessed anytime with DESC issued key.

- (2) Oils, greases, and solvents must be brought from home station.
 - (3) Non-ORARNG units will arrange for POL (if required) in advance with USPFO for Oregon at (503) 584-3946 or AUTOVON 355-3946.
 - (4) POL procurement procedures for extended training periods will be established by USPFO representatives during preplanning sessions.
- b. Repair Parts: Units are responsible for providing their own stockage of repair parts, assemblies, sub-assemblies, and items required for maintenance support of their organization. ORARNG units may requisition repair parts through their designated FMS shop for Annual Training.
- c. Maintenance:
- (1) The UTES at Camp Rilea is a maintenance facility for units on post. UTES will provide maintenance assistance to any using unit.