

Camp Edwards Logistics Request Form

No information on this form is optional – Negative response required

Part A - Requesting Unit			
1-A. Unit Name	1-B. UIC:	1- C. Agency	2. Date (DDMMYY)
Part B - Requesting Unit Contacts			
3-A. Office Phone	3-B. Mobile Phone	3-C. Fax	3-D. Email
4. Secondary Contact (Last, First M Rank)			
4-A. Office Phone	4-B. Mobile Phone	4-C. Fax	4-D. Email
Part C - Requested Period			
5-A. Advance Party Arrival	5-C. Main Body Arrival	5-E. Main Body Departure	5-G. Clearing Party Departure
5-B. Total Personnel	5-D. Total Personnel	5-F. Total Personnel	5-H. Total Personnel
Part D - Requested Housing			
Barracks (E1 - E-6)		BEQs (E7 & Above)*	
6-A. Males	6-B. Females	7-A. Males	7-B. Females
BOQs (W1-W5, O1 -O5)		BOQs (O6 & Above)	
8-A. Males	8-B. Females	9-A. Males	9-B. Females
10. Drawing Linen (Y/N)			
Part E - Requested Admin Building			
11-A. Total Buildings	11-B. Dates of use	11-C. Internet Connectivity*	
Part F - Requested Classroom			
12-A. Total Buildings	12-B. Dates of use	12-C. Internet Connectivity*	
Part G - Requested Supply Buildings			
13-A. Total Buildings	13-B. Dates of use		
Part H - JP-8 Fuel Requirements (Units Other than Massachusetts National Guard MUST have a DD form 448 (MIPR))			
14. Gallons (Enter 0 for no requirement)*			
Part I - Wash Rack (Available only 15 April thru 15 October)			
15. Dates of use			
Part J - Motor Park Requirements (Locks not provided)			
16-A. Number of Vehicles	16-B. Dates of use		
Part K - DFAC Requirements			
17-A. Contract Mess	17-B. Mess Hall	17-C. Amount Feeding	
Part L – Ammunition / Class V			
18. Drawing Class V (Y/N) *			
19-A. Base Gym: (Y/N)	19-B. Dates:	19-C. Hours:	
20-A. APFT Track: (Y/N)	20-B. Dates:	20-C. Hours:	

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INSTRUCTIONS PAGE

Part A – Requesting Unit

- 1-A. Unit Name: provide name
- 1-B. UIC: provide UIC
- 1-C. Agency: specify MAARNG, other National Guard Agency, Civilian Agency, other military serve
- 2. Date: date of request

Part B – Requesting Unit Contact

- 3-A. Primary Office Phone – Unit Phone number
- 3-B. Primary Mobile Phone – Primary contact mobile number
- 3-C. Primary Fax – Primary contact fax number
- 3-D. Primary Email – Primary contact email Address

- 4-A. Secondary Office Phone – Secondary Unit Phone Number
- 4-B. Secondary Mobile Phone – Secondary contact mobile number
- 4-C. Secondary Fax – Secondary contact fax number
- 4-D. Secondary Email – Secondary contact email address

Part C – Requested Period

- 5-A. Advance Party Arrival – Date advance party will arrive at Camp Edwards, MA
- 5-B. Total number of personnel included in 5-A
- 5-C. Main Body Arrival – Date main body will arrive at Camp Edwards, MA
- 5-D. Total number of personnel included in 5-C
- 5-E. Main Body Departure – Date main body will depart Camp Edwards, MA
- 5-F. Total number of personnel included in 5-E
- 5-G. Clearing Party Departure – Date clearing party will be clearing Camp Edwards and turn-in all issued facilities
- 5-H. Total number of personnel included in 5-G

Part D – Requested Housing

- 6-A. Barracks Males – Number of males (E-6 & below) billeting in a barracks building*
- 6-B. Barracks Females – Number of females (E-6 and Below) billeting in a barracks building*
- 7-A. BEQs Males – Number of males (E7 & Above) billeting in the townhouse**
- 7-B. BEQs Females – Number of Females (E7 & Above) billeting in the townhouse**
- 8-A. BOQs Males – Number of males (W1-W5, O1-O5) billeting in the townhouse
- 8-B. BOQs Females – Number of females (W1-W5, O1-O5) billeting in the townhouse
- 9-A. BOQs Males – Number of males (O6 & Above) billeting in the townhouse
- 9-B. BOQs Females – Number of Females (O6 & Above) billeting in the townhouse
- 10. Amount of linen to be drawn for Barracks

***NOTE:** Linen requirements for individuals staying in the barracks. A linen set consists of 2 bed sheets, 1 pillow case, 2 blankets, and a mattress cover. For health and sanitation reasons, anyone drawing the barracks must draw mattress covers, even if they elect not to draw any linen. Units must pay for the laundry of all linen, blankets, and mattress covers drawn. Coordination of linen draw and laundry charges with the warehouse supervisor prior to arrival at 508-968-5847

****NOTE:** If Camp Edwards is experiencing a high volume of soldiers during a specific timeframe, DOL reserves the right house E6 and Below in Barracks. Although units may request rank waivers to have personnel in the ranks of E5 and below to reside in the townhouses; first priority will always be given to eligible guest first. Guests residing in the townhouses must pay a nightly charge for services rendered. The rate charge depends on the travel status of the guest – official or unofficial. Guests in an official duty status must provide travel orders or an official document from their parent agency indicating dates of official travel – otherwise, the unofficial rate charge will apply. Units reserving space in the townhouses or transient barracks must provide a roster of personnel by Name, Rank, and Gender to the billeting office in advance of arrival. All occupants of the town houses/ transient barracks must sign statements of understanding prior to occupancy. Reservation for town house and/or transient barracks rooms must be done through the billeting office 508-968-5915/5916

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Part E – Requested Admin Building

11-A. Total Buildings – Number is buildings unit request for use during their training period. These buildings are to be used for admin purposes only.

11-B. Dates of use – the dates unit will be signing out and turning in. Please ensure you only ask for admin buildings on dates you will be utilizing them.

11-C. Internet Connectivity – Requires a Y or N. If unit selects Y, DOL will do its best to ensure connectivity is available. Internet connectivity is not available in all Admin buildings*

Part F – Requested Classroom

12-A. Total Buildings – Number is buildings unit request for use during their training period. These buildings are to be used for classroom purposes only.

12-B. Dates of use – the dates unit will be signing out and turning in. Please ensure you only ask for classroom buildings on dates you will be utilizing them.

12-C. Internet Connectivity – Requires a Y or N. If unit selects Y, DOL will do its best to ensure connectivity is available. Internet connectivity is not available in all classroom buildings*

***NOTE:** All barracks have internet, telephone, and cable access. The amnesty rooms on the second and third floors may be used as supply/storage areas to include weapons rooms. Unit may coordinate with billeting office prior to arrival for a specific configuration in the barracks to support office space, admin space, and supply space. This affords units the ability to set up their command posts in the barracks without having to draw additional buildings. **AMMUNITION & EXPLOSIVES WILL NEVER BE STORED, SECURED, OR LEFT IN ANYONE'S POSSESSION WHILE IN THE BARRACKS, THE ADJACENT AREAS OR BILLETTS WITHOUT WRITTEN AUTHORIZATION TO DO SO BY THE POST COMMANDER. REQUESTS TO DO SO MUST BE SUBMITTED IN WRITING TO THE DOL NCOIC, LOGISTICS DIVISION AT LEAST 90 DAYS PRIOR TO ARRIVAL (NO EXCEPTIONS)! CONTACT DOL NCOIC AT 508-968-5890.**

Part G – Requested Supply Buildings

13-A. Total Buildings – Number is buildings unit request for use during their training period. These buildings are to be used for classroom purposes only.

13-B. Dates of use – the dates unit will be signing out and turning in. Please ensure you only ask for classroom buildings on dates you will be utilizing them.

Part H – JP 8 Fuel Requirements (Units other than Massachusetts National Guard MUST have a DD Form 448 (MIPR))

14. Gallons – A number should be annotated as a projected amount of JP 8 fuel unit will need to fill their vehicles during the training period at Camp Edwards. If unit does not intend on using JP 8, enter 0 for no requirement.*

***NOTE:** Out of state and units other than MAARNG must make arrangements to pay for all fuel charges prior to arrival. Contact the fuel supervisor at 508-968-5849 to discuss payment arrangements. No fuel keys will be issued without prior payment arrangement. In addition, units requesting access to the fuel point must provide a written delegation of signature authority and assumption of command memorandum by the unit commander for anyone signing for a fuel key.

Part I – Wash Rack (Available April 15 thru October 15)

15. Dates of use – dates unit will use wash rack. Unit will need to make coordination with DOL POL personnel to secure equipment for wash rack

Part J – Motor Park Requirements (Locks not provided)

16-A. Number of vehicles – the amount of vehicles to be stored in the Motor Park. If the unit has a large number of oversized vehicles, annotate on the remarks block, specifics.

16-B. Dates of use – dates unit will use the motor park. Please ensure you only ask for the Motor Park on dates you will be utilizing it.

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INSTRUCTIONS PAGE

Part K – DFAC Requirements

17-A. Contract Mess - Yes or NO; is the unit feeding in Shaw hall thru contract mess.

17-B. Mess Hall - Yes or NO; unit requires a mess hall to feed their unit

17-C. Amount Feeding – numbers of soldiers unit is feeding in the mess hall

Part L – Ammunition / Class V

18. Drawing Class V (Y/N) – Yes or NO; unit planning on drawing Class V

19-A. Base Gym – Yes or No; unit requires the base gym

19-B. Dates – dates unit requires base gym for utilization

19-C. Hours – hours during the dates requested unit requires the utilization of base gym

20-A. APFT Track– Yes or No; unit requires the APFT Track

19-B. Dates – dates unit requires APFT Track for utilization

19-C. Hours – hours during the dates requested unit requires the utilization of APFT Track

***NOTE:** Units must forecast ammunition requirements a minimum of six months in advance of anticipated use. Unforecasted requirements must receive NGB approval prior to issue. Refer your questions regarding munitions to the Ammo Supply Point at 508-968-5928. Units must hand carry a copy of their DA for 581 for issue with them when they come to the ASP to draw their AMMO. This is IAW Pam 710-2-1. Units planning to bring their own munitions from home station **MUST** receive authorization from the Post Commander to do so. Individuals drawing/transporting munitions of any kind on post must possess current A&E Handlers/Transporters HAZMAT Safety Certification (NO EXCEPTIONS)! All munitions must be stored/secured north of Connery Ave unless otherwise authorized by the Post Commander. Written authorization must be obtained at least 90 days prior to arrival at Camp Edwards through the Chief, Logistics Division. Contact the NCOIC, LOG at 508-968-5890 for further information.

Points of Contact:

NCOIC, Logistics Division
508-968-5890/DSN 557-5890

Building 3469
FAX 5699

Billeting Office/ Base Gym
508-968-5915/5916 DSN 557-5915/5916

Building 5218
FAX 5666

Warehouse/Subsistence Storage
508-968-5847 DSN 557-5847

Building 3461
FAX 5175

Ammunition Supply Point
508-968-5928/DSN 557-5928

Building 4030
FAX 5927

UTES
508-968-5875/DSN 557-5875

Building 4601
FAX 5877

Fuel Distribution/Motor Pools
508-968-5849/DSN 557-5849

Building 3469
FAX 5699