

Gulfport CRTC - Customer Scheduling Request (CSR) Worksheet

Organization

Return completed CSR to: Gulfport Combat Readiness Training Center (CRTC) Attn: Plans & Programs 4715 Hewes Ave Gulfport, MS 39507-4324 Email: CRTC Scheduling	WG/BDE/REGT:	GRP/BN:	SQD/CO:
Organization Mailing Address:			

Deployment POC Rank/Name: Email: COM/DSN:	Alternate POC Rank/Name: Email: COM/DSN:	Finance POC Rank/Name: Email: COM/DSN:
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PERSONNEL

How many personnel will deploy?

	Male	Female	1 st Day	Last Day		Male	Female	1 st Day	Last Day
ADVON					Main Body				

BILLETING

Do you require on-base billeting? **YES / NO** If **YES**, identify the size of your ADVON and MAIN BODY below

	Male	Female	Check-In	Check-Out		Male	Female	Check-In	Check-Out
ADVON	n/a				Main Body	n/a			

Contact Billeting @ 228-214-6165, DSN Prefix 363 or usaf.ms.ms-crtc.mbx.msrtc-lodging@mail.mil with questions.

FOOD SERVICES

Will you prepare meals at the CRTC during the deployment? **YES / NO** If **YES**, choose one of the four options below.

1.		Organization orders, prepares, and serves all meals utilizing the CRTC dining facility.
2.		Organization coordinates food service labor contract, provides funding to CRTC Services for meals.
3.		CRTC coordinates food service labor contract, Organization provides funding to CRTC Services for labor and meals.
4.		Organization contracts caterer to prepare and serve meals, utilizes CRTC dining facility (seating only).

Date - First Meal:		B	L	D	Est Serving Hrs:		# Meals	Special Reqs (box meals, cookout)
Date - Last Meal:		B	L	D	Breakfast:			
					Lunch:			
					Dinner:			

Contact Services @ 228-214-6156, DSN Prefix 363 or usaf.ms.ms-crtc.mbx.msrtc-food-services@mail.mil with questions.

TRAINING FACILITIES (Other than Billeting)

NOTE: Identify the type of facility your organization requires. Coordinate with the CRTC scheduling office @ COM 228-214-6492 / DSN 363-6492 or usaf.ms.ms-crtc.mbx.msrtc-scheduling@mail.mil to ensure your requirements are accurately identified.

Description	Qty	Capacity	Date(s) Required	Comments
Auditorium BLDG 154		300		
Auditorium BLDG 65		92		
Auditorium Secure BLDG 70		99		
Classroom				
Briefing Room				
Administrative Office Space				
Maintenance Bay				
Aircraft Hangar		50		
Aircraft MX Back Shop Work Space				
Open space for tactical equipment set-up				
AGE/Power Pro/HVAC Work Space				
Vehicle Ops/MX Work Space				
Small Arms Range				
Munitions Storage				
Flight Operations				
Fire Station				

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POC:		Email:

COMMUNICATIONS

NOTE #1: The CRTC Communications Flight DOES NOT PROVIDE computers, fax machines, secure telephone equipment, or other communications hardware or cabling (CAT-5/6, HDMI, VGA, DVI, etc.) to visiting units.

NOTE #2: The CRTC Communications Flight DOES NOT HAVE Land Mobile Radios (LMR) or VHF frequencies authorized for use on Camp Shelby or its accompanying properties/ranges. Units requiring radios for use on Camp Shelby or its accompanying properties/rangers must obtain them from the Camp Shelby Installation Spectrum Manager (ISM).

NOTE #3: Detailed drawings of building layouts identifying LAN drop locations available on request. Telephones are pre-positioned and labeled with extension number. Contact the Communications office @ 228-214-6077, DSN Prefix 363 or usaf.ms.ms-crtc.mbx.msrtc-helpdesk@mail.mil with questions.

NOTE #4: The CRTC Communications Flight hours are Mon-Fri, 0730-1630. Weekends/Holidays are NOT supported unless requested in advance.

Your **PRIMARY** Communications Planner (A/S-6) contact information:

Rank/Name:	DSN/COM Telephone:	Email:
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Your **SECONDARY** Communications Planner (A/S-6) contact information:

Rank/Name:	DSN/COM Telephone:	Email:
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Estimated date of arrival for your ADVON Team:

Communication Services

Identify the service(s) your organization will require by placing an "X" in the corresponding box.

Building	NIPRNet	SIPRNet	MSNG Army Net	Commercial Internet (Wi-Fi)	Commercial Internet (Wired)	Phone	Audi/Visual (Projector or Monitor)	Printer	
3									
31									
61									
62									
63									
64									
65									
75									
145									
151									
152									
154									
ADR Site									
400									
420									
421									

Additional Communication Options	Qty Req	Comments
Teleconference Phone		2 available
Stand Alone Projector / Screen		2 available
Portable PA System		1 available
VHF Hand-held Radios (XTS2500)		100 available
UHF Transceiver		3 available

AIRFIELD OPERATIONS SUPPORT

NOTE: Contact Airfield Mgmt @ 228-214-6027, DSN Prefix 363 or usaf.ms.ms-crtc.mbx.msrtc-director-of-operations@mail.mil with questions.

Is your organization deploying with aircraft? YES / NO If YES, define below.

Aircraft Type	Qty	1 st Acft Arrival Date/Time	Last Acft Dep Date/Time	

Air Operations Contact Information:

Rank/Name:	DSN / COM:	Email:
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Will your organization request use of Airspace and Ranges? YES / NO

Will Aerial Port support (NGSL, Forklift, etc.) or a simulated Forward Air Refueling Point (FARP) be required? YES / NO

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VEHICLE REQUIREMENTS

Vehicle Description	Qty	Date(s) Required	Purpose
Sedan:			
Passenger Van:			
Bus:			
Pickup Truck:			
Flightline Tow Vehicles:			
Forklift:			
Flatbed Stake Truck:			
Tractor Trailer:			
HMMWV 1 ¼ Ton:			
Wrecker:			
Refrigerator Truck:			
Box Truck:			
Aircraft Refueler:			
Fire/Crash/Rescue Vehicle:			
Other:			

POWER PRODUCTION / AGE REQUIREMENTS

Vehicle Description	Qty	Date(s) Required	Purpose
Generator:			
Environmental Control Unit:			
Air Compressor:			
Heater:			
Floodlight:			
Maintenance Stand:			
Jack Stand:			
Towbar:			
Aircraft Ladder:			
Other:			

Will you utilize the BAK 14 Aircraft Arresting System or Mobile Aircraft Arresting System (MAAS)? YES / NO

POL REQUIREMENTS

NOTE: POL requirements should be identified no later than **60** days prior to arrival. Coordinate with CRTC POL @ DSN 363-6131 / COM 228-214-6131 or usaf.ms.ms-crtc.mbx.msrtc-pol@mail.mil to ensure your requirements are accurately identified.

POL Description	Qty	1 st Refuel Date	Last Refuel Date	Description of Equipment
Fuel, Aircraft, Jet A++ - Gallon				
Fuel, Diesel, Low Sulfur DS2 - Gallon				
Fuel, MOGAS, Unleaded/Blended - Gallon				
Liquid Oxygen, Breathing - Gallon				

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CIVIL ENGINEERING

Will your organization require any of the following? Contact CRTC Civil Engineering Office @ DSN 363-6091 / COM 228-214-6091 or email usaf.ms.ms-crtc.list.civil-engineering@mail.mil with specific questions.

Item	Y/N	Date Required	Comments
Dig Permit (ground rod, antenna)			
Portable Toilet			
Dumpster			
Special Tools			
Const Materials (lumber, stone)			

Is your organization establishing a tactical site or setting up equipment outside of CRTC facilities? YES / NO

AIRFIELD DAMAGE REPAIR (ADR) FIELD TRAINING SITE FACILITIES

Will your organization utilize any of the following field training site facilities? YES / NO If YES, specify requirement below.

Facility Description	Y/N	Dates Required	Comments
Open Bay Dormitory			
Male Latrine			
Female Latrine			
Laundry Facility			
Classroom			
Operations Center			

FIRE, CRASH, RESCUE TRAINING RESOURCES

Will your organization utilize any of the following field training site facilities? YES / NO If YES, specify requirement below.

Facility Description	Y/N	Dates Required	Comments
Confined Space Trainer			
Structural Fire Trainer			
Aircraft Fire Trainer			
Fire Training Classroom			
Classroom			
HazMat Trailer			
USAR Kit			

WEAPONS, MUNITIONS, WEAPON SYSTEMS

NOTE: CRTC munition storage certified to Hazard Division 1.3, less than 9,000 lbs. Contact CRTC Security Office @ DSN 363-6211 / COM 228-214-6211 or email usaf.ms.ms-crtc.mbx.ms-crtc-sf@mail.mil to ensure your requirements are accurately identified.

Facility Description	Y/N	Dates Required	Comments
Small Arms Range			
CATM Facilities & Weapons Vault			

Will your organization deploy weapons or munitions? YES / NO If yes, quantify below

Type	Qty	Comments

Is your organization deploying aircraft or other systems that will require security? (Do Not List Classified Information)

Type	Qty	Comments