

PRE-EXECUTION CHECKLIST FOR IN-BOUND UNITS TO CAMP NAVAJO MTC-L

Units will ensure all items on this checklist are covered and all forms and coordination are completed NLT close of business 30 days prior to ADVON's arrival. If all forms are not turned in properly, NO training will commence until done. NO EXCEPTIONS WILL BE GRANTED.

REQUESTS CHANGES/UPDATES: unit has submitted updated request if any changes from original 180 day out request. Only requests in RFMSS or from Camp Navajo website will be accepted.

PRE-ARRIVAL: Unit has performed a RECON of all areas requested to ensure placement of latrines and any other needs NLT 30 days prior to arrival of ADVON.

SOP: Unit has downloaded, printed and read the Camp Navajo Standard Operating Procedures

OPORD: Unit has submitted Operational Order and/or training schedule to Range Control NLT 30 days prior to ADVON'S arrival

RISK ASSESSMENT: Unit has submitted all signed Risk Assessments (signed at the appropriate level) for any training outside the garrison admin area NLT 30 days prior to arrival

AA&E/CLASS V: Unit has submitted copies of all DA 581's or equivalent for all Ammunitions and Explosives (AA&E) and pyrotechnics and requested all fire permits IAW the Camp Navajo SOP

RANGE CONTROL: Unit has ensured all Range OIC/NCOIC/RSO have been certified by taking the Range Safety Course or arranged to have the course conducted by range staff prior to any range operations.

RANGE OIC/RSO MEMO: Unit has submitted memo signed by the battalion commander verifying that the Range OIC and RSO have completed the Range Safety Course and are subject matter experts on weapons being utilized on the range.

ALPHA ROSTER: Unit has submitted an accurate and up-to-date Alpha Roster for personnel training at Camp Navajo NLT 30 and 15 days out.

AMMO STORAGE: Unit has made coordination with Range Control the date and time for their ammo arrival for QASAS inspection and escort to storage facilities.

PORTA-JOHNS: Camp Navajo has permanently staged porta-johns at Tappen Springs, confidence course, Indian Village, practice grenade range, and land navigation course. Unit is responsible for making arrangements (and payment) with either H&R Septic (928-526-0206) or Sandoval Sanitation (928-526-0139) for any additional porta-johns required in any other area. Unit is responsible for having all porta-johns used cleaned and needs to provide Range Control with the purchase order number used to get porta-johns serviced.

CLEANING SUPPLIES: For units performing Annual Training/Active Duty for Training/ Mobilization or any extended training. Units have ordered all required cleaning supplies and toiletries to restock facilities IAW supply list.

DFAC/All Ranks Club: Unit has coordinated with primary using unit, if applicable, for co-use of DEFAC. Unit has requested the Club via memorandum thru the OPS SGT to the Garrison Commander and provided a Sergeant of Arms list.

MWR: Unit has requested all MWR areas needed to include all requests for BBQ areas and fishing permits and obtained all fire permits IAW the MTC-L SOP.

LIMITED AREA ACCESS: Unit has requested via memorandum thru the Garrison Cdr for any access required through the limited area during their stay.

LOGISTICS: Unit has requested all equipment/logistical support they will need during their stay to include arrangements with the Bldg 15 warehouse for any supply/equipment shipping and receiving.

IT SUPPORT: Unit has arrange thru the IT personnel in Phoenix for all access requirements. Only the DOIM can activate ports. Unit has all required computer equipment and cords needed for Battalion/Company areas.

FUEL: Unit has submitted all requests for fuel (JP8 or Unleaded) and provided billing information to the fuel manager. Once received, verified keys were made for vehicles.