

Arizona Army National Guard

Camp Navajo Annex to the Arizona Training Garrison SOP

**Headquarters, Camp Navajo
1 Hughes Avenue
Bellemont, Arizona 86015-6123
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**CAMP NAVAJO ANNEX TO ARIZONA TRAINING GARRISON
STANDARD OPERATING PROCEDURE (SOP)
TABLE OF CONTENTS**

SUBJECT	PAGE
SECTION 1 - FACILITIES	1
Range Charges	1
Site Transient/Space A Facility Request Form	1
Post Rules and Regulations	1
SECTION 2 – LOGISTICS POLICIES	1
Location	1
Billeting Supplies	1
Refuge Services	1
Training Aids	1
SECTION 3 - BILLETING	2
SECTION 4 – CLASSROOMS	2
SECTION 5 – DISTANCE LEARNING CENTER (DLC)	2
Operation and utilization	3
SECTION 6 – DINING FACILITY	3
SECTION 7 – VEHICLE WASH POINT	3
SECTION 8 – COMMUNITY CLUB	4
SECTION 9 – TRAINING AREA FACILITIES	4
SECTION 10 – MEDICAL SUPPORT	5
SECTION 11 – STRATEGIC ARMS REDUCTION TREATY (START) PROCEDURES	5
SECTION 12 – FIRE PREVENTION	6
SECTION 13 – SECURITY	8
SECTION 14 – ENVIRONMENTAL PROTECTION	8
SECTION 15 – MINES, FIRING DEVICES, TRIP FLARES, SIMULATORS, AND EXPLOSIVE CHARGES	9

SECTION 1 - FACILITIES

1. Billeting, facilities, and range charges are applicable to all non-AZ ARNG users.
2. Camp Navajo Training Site Transient/Space A Facility Request Form can be obtained by contacting Range Control (928-773-3155) or Billeting (928-773-3152).
3. Post Rules and Regulations:
 - a. Tactical vehicles are not authorized to travel in front of Building 1 on Hughes Avenue.
 - b. Quiet hours in the billets will begin at 2200 daily.
 - c. No pets are allowed in any building.
 - d. All units must check-in and check-out of the installation at Building 1 (Range Control and Billeting)
 - e. All personal weapons, pyrotechnics and explosives are prohibited in the Garrison Area. Personal weapons may be authorized only after approval from the Garrison Commander is granted. All requests will be in memorandum format thru OPS, submitted NLT 90 days prior to arrival. Hunters must render their weapon inoperable while in the Garrison area.
 - f. There is an Amnesty point located behind Building 1.

SECTION 2 –Logistics Policies

1. Camp Navajo logistics is located at building 1 (Range Control/Billeting). Items will be issued out of Building 68 after the unit checks-in.
2. Billeting supplies:

Linen is not normally authorized for military units and non-military groups, however, if justification is provided in memo format, exceptions may be granted by the garrison commander. If linen is authorized for use, then it's the responsibility of the using unit to cover all costs of cleaning the linen. The using unit must coordinate with Estrella Laundering Services to clean all linen used. Phone numbers and POCs can be obtained by contacting the Billeting NCO. Linen will be issued between 0800-1530 on weekdays only.
3. Additional Refuge Services Policy:

All military units and non-military groups may be asked to pay for an additional garbage pick-up. The TSM will determine if the current garbage pick-up is adequate or if it exceeds current service capability. This normally occurs during the high usage training months between May and September. Coordination will be made by the TSM and unit or group, prior to arriving at Camp Navajo.
4. Training Aids:

Range Control has very limited training aids. All units are encouraged to bring their own supplies. All Land Navigation maps, start points and answer keys can be sent electronically, if prior coordination is made through Range Control. The following training aids are currently available:

 - Limited amount of Maps (Camp Navajo Bellemont 1:25,000)
 - Land Navigation Training Area Maps and Master point maps
 - Land Navigation Start Points/Answer Keys
 - Land Navigation Cards (Task 071-329-1004/1006)
 - Limited amount of compasses with cases
 - Limited amount of protractors

Audio/Visual Equipment:

- TV/VCRs
- Overhead Projectors
- Audio/Video Teleconferencing
- In-Focus Projector
- Easels
- Hand Held Radios for emergency
- Sky Scan Lightning Detector

SECTION 3 – BILLETING

1. Units are requested to advise the Billeting NCO of any maintenance issues as soon as possible. Emergency requests after duty hours should be reported to SECURITY, Bldg 3, x3297.
2. During Annual Training (AT), units must provide a roster of personnel to the Camp Navajo Operations and Security. This roster must include the billet location of key personnel or a unit POC.
3. Units assigned billets in Building 72 must read the Strategic Arms Reduction Treaty (START) Procedures section.

SECTION 4 - Classrooms

1. There are three classrooms (Rm 100, 154, 156) located in the Dining Facility, building 76. Each classroom has tables and chairs for 40 personnel, a wall-mounted overhead projector screen, dry-erase boards, instructor table, and a podium. TV/VCRs are also installed or available. Units or individuals signing for keys to these classrooms assume responsibility for all equipment. Limited equipment is available upon request.
2. Non-ARNG users will be charged a fee.
3. Classrooms must be cleaned, swept, and mopped after use. Chairs must be placed on top of tables.
4. The Dining Facility, building 76, may also be used for a classroom and seats up to 300 personnel. Approval for use as a classroom will be granted if there is not a conflict with mess operations.

SECTION 5 - Distance Learning Center (DLC)

1. General. The purpose of the DLC is threefold; to enhance individual soldier and collective readiness, to enhance the Command and Control capability of the Arizona National Guard and to support shared use opportunities for users other than the Arizona National Guard.
2. Proponent. The DLC is an Arizona National Guard asset under the control of the Adjutant General. The Arizona National Guard Distributed Learning Program Manager, under the direction of the DCSIM, manages, maintains and operates the classrooms on a day-to-day basis for the Adjutant General.
3. Use. DLC may be used by any member of the Arizona National Guard at no cost to the soldier. Other Department of Defense (DOD) entities may use the classroom, when not being used by ARNG

users, but may be charged for direct reimbursable expenses. Federal, State, local government agencies or any other user may use the classroom, when not being used by AZNG or DOD users. These Agencies may be charged for expenses and for other costs related to the use and operation of the DLC.

4. DLC Operations/Utilization.

- a. Do not bring food or beverage of any kind to the instructor or student workstations.
- b. All classroom users must sign in on the classroom log regardless of amount of time or activity. The largest unit drawing keys for the DLC will be responsible for the operation of the center. This includes enforcing policies, coordinating and posting hours of operation with other units, checking operation of the equipment, daily cleanliness, and submitting work order requests.
- c. Any use of the classroom computers must comply with the Arizona National Guard Network Use Policy.
- d. Users must not add or remove any software to any of the classroom computers or make any changes to the computer's configuration such as changing the screen resolution.
- e. The classroom must be cleaned and returned to its standard layout after each use. Any trash must be taken outside and placed in appropriate trash containers.
- f. If any component of the classroom does not operate as expected, immediately notify the MTC-L Manager or DL Program Office at (928) 773-3238. Users may not attempt to fix any component themselves.

SECTION 6 - DINING FACILITY

1. Units may provide their own cooks or make arrangements to pay for hiring state employees or hire a contractor to provide meals. During consolidate mess operations, it's highly recommended that units utilize the same caterers and or send feeder reports to the main unit performing mess operations in the DFAC. Coordination for hiring caterers is the responsibility of each using unit.

2. Primary Unit is responsible for securing the DFAC to include outside latrines each evening.

SECTION 7 – VEHICLE WASH POINT

1. General. The wash point located west of Bldg# 60 is for washing wheeled vehicles. It is not to be used to clean oil or grease from vehicles, equipment or parts. Wash point must be requested through RFMSS. Coordination for use of the wash point is thru Range Control located at Building 1..

- a. Conduct a pre-operational, serviceability check on equipment.
- b. Ensure the wash point is clean after each use.
- c. Inform MTC-L personnel immediately of any problems encountered while washing vehicles.
- d. Police your litter and dispose of it in a proper receptacle.
- e. If there is a significant amount of mud in the wash point after the cleaning it will be shoveled out of the wash point, not hosed down the sump.
- f. Report any hazardous material spill (oil, fuel, etc.) to Security at extension 3297 and they will contact Environmental, Fire Department and Range Control.
- g. Use of the wash point for POV is prohibited

2. In the event of an injury, use the hand-held radio that was issued or call for Security at (928) 773-3279.

SECTION 8 - COMMUNITY CLUB.

1. General: Camp Navajo has a Community Club, which serves alcoholic beverages. Unit must submit a request in Memorandum format thru the operations section to the Garrison Commander for approval NLT 30 days prior to arrival for use of the club, outdoor area behind the club or pavilion areas if alcohol will be served. The following requirements must be complied with:

a. Legal Age: The legal drinking age in Arizona is 21 years of age. **MINORS WILL NOT BE SERVED!** Club managers/Bartender may require Service Members to show valid I.D. Personnel who cannot show proof of age or who refuse to show proof of age will be escorted from the premises and will be turned over to their Unit SDO/SCNCO. A report will be made of the incident by the Unit SDO/SCNCO and forwarded to the Garrison Commander.

b. Blood Alcohol Content: The blood alcohol content which constitutes legal intoxication or DUI is 0.08%. However, a person may be considered intoxicated or impaired "to the slightest degree" even below 0.08%. Commanders are strongly encouraged to stress the use of designated drivers.

c. Upon arrival, all units will provide the Security Chief a copy of the approval letter and written orders appointing a Sergeant-at-Arms for each day of the units visit. The Sergeant-at-Arms may be an officer if the unit so desires. The Sergeant-at-Arms will be present in the club for the entire time that the units SM's are present in the club. He/she will not consume alcoholic beverages of any kind during his/her tour of duty. The Sergeant-at-Arms is required to wear a brassard bearing the letters SA. The club manager will provide the brassard. Non-alcoholic beverages are free for the SA.

d. All alcohol to be served will be purchased thru the community club. No alcohol will be carried from the premises of the club or pavilion areas.

SECTION 9 – TRAINING AREA FACILITIES

1. General. Camp Navajo encompasses 28,400 acres; 10,675 acres are designated as training areas. The remainder may be used as training areas with the written approval of the Garrison Commander, Camp Navajo requested in Memorandum format thru Operations NLT 30 days prior to arrival. All below listed grids are for use with the Bellemont 1:25000 map.

2. Training Areas:

a. Area A (Cinder Pit, VD 271952). A four-square kilometer engineer unit training area consisting of a road network in excess of 17 kilometers, also excellent for convoy operations. This area is within the limited area and its use requires the written approval of the Garrison Commander, Camp Navajo. **NO SMOKING ALLOWED IN THE LIMITED AREA.**

b. Area B (Tappen Springs, VD 288934). This training area is located on the east side of the post with good access roads, excellent cover and concealment, and bivouacs for a battalion-sized unit. The area is heavily forested and also has permanent camp sites with built-in BBQ grills for hunting and camping. **Camping** is not permitted within 500 feet of the Limited Area fence in the Tappen Springs area.

c. Area C (Railroad Tank, VD 211907). This area is located on the south side of the post and is lightly forested with minimal vegetation and few roads. It can be used for tactical problems and battalion-sized bivouacs. Access roads are difficult in places and a 15 mile road march over the perimeter road is necessary.

d. Area D (Cinder Pit, VD 188945). This is an engineer unit training area. Road network to this area is slow going with several tight turns. Bivouacs are not recommended in this area.

e. Area E (Firing Range, VD 204993). The Camp Navajo MTC-L weapons range is a fully automated range utilizing the latest technology in pop up target systems. The following weapon qualifications can be conducted; M-16A1/M16A2 (including NBC and Night firing tables), M-9 (30 positions), Alternate Pistol Qualification only), KD 300'600 meter competitions and (4) lanes mounted/dismounted M-249 (SAW). Each weapons qualification must be done sequentially from one another. The M-16 firing range is capable of zeroing 80 personnel at any given time in five firing orders. The M-16 qualification for record has 16 positions available. There are low hanging electrical wires on the road to the range so be aware of height restrictions.

f. Area F (Indian Village, VD 215999). This area is in the northwest part of the post and is excellent for tactical training and bivouacs for battalion-sized units. This area can accommodate a battalion CPX, has excellent internal road networks, can be used for helicopter operations, and provides good cover and concealment. This area normally has portable toilets on site year-round.

g. Area G (Metz Tank, VD 248907). This area is located on the south side of the post and can accommodate battalion-sized units. The area is forested with some open areas and provides good cover and concealment. A road march of 15 miles over the perimeter road is required to reach the area.

h. Area H (Land Navigation Course, VE 174005). This area has bleachers situated on top of Hill 7274 and consists of over 60 surveyed points in the northwest corner of the post. Maps and answer sheets are available from the MTC-L range control.

i. Area J (Neill Flat, VD 274975). This area is in the northeast part of the post. It can be used for tactical training, battalion-sized bivouacs, and brigade-level CPX's. The area is open and surrounded by forest on three sides. There are few roads, other than the perimeter road, into and around the area. Ideal area for Group size helicopter operations when combined with Area N or Area F as a Forward Area Refuel Point (FARP) and maintenance area.

j. Area K (Logger's Camp, VD 268929). This area is located in the southeast part of the post and is good for tactical training and bivouacs for battalion-sized units. Access is good via the perimeter road. The area is forested and provides good cover and concealment.

k. Area L (Jeep Trail, VD 175963). This area is located on the west side of the post and will accommodate company-sized tactical training and bivouacs. The area is wooded with some open areas and provides good cover and concealment.

l. Area M (Mickle Tank, VD 176910). This area is located in the southwest part of the post and will accommodate battalion-sized tactical training and bivouacs. The area is fairly flat with a mix of wooded and open areas.

m. Area N (Training Area, VD 297949). This training area is located on the east side of the post. It parallels the perimeter road and is located east of Gate 18.

n. Area O (Obstacle Course, VD 295954). This area is located on the east side of the post. It is approximately 500 meters north of Area N. It consists of 16 obstacles (inclined horizontal ladder, climbing walls, low crawl, logs over water pit, culverts to crawl through, log runs, log step-ups, maze run, trenches, ladder climbs). Area can accommodate one platoon sized element (40 personnel) at a time.

SECTION 10 - Medical Support

1. General. The Troop Medical Clinic (TMC), BLDG 68, is only operational during the AT cycle (when manned by personnel from Fort Huachuca). Camp Navajo Fire Department is available to support AZ ARNG units on IDT weekends and will provide emergency support at the EMT level to other units. Any requests for additional support from the Camp Navajo Fire Department must have written approval from the Garrison Commander, Camp Navajo.

2. Under no circumstances, are soldiers training at the installation permitted to receive services from the Veterans Administration Community Based Outpatient Clinic that occupies the east wing of building 68.

3. When operational the TMC is located in Bldg 68 and will provide sick call services during the AT cycle. The hours of operation and sick call procedures will be provided to each unit during their pre-camp briefing. Units must provide an Alpha roster to the TMC prior to the start of training. Soldiers reporting to the TMC for Sick Call must bring their medical records with them.

SECTION 11 - Strategic Arms Reduction Treaty (START) Procedures

1. General. Camp Navajo is designated as a START inspection site and subject to visits by Russian inspectors on short notice. These visits will be conducted with only nine hours preparation time after the initial notification that the inspectors are in-country.

a. START inspection personnel will be billeted in building 72 (BOQ).

b. Any units or personnel assigned to building 72 will be moved to other billets, if available. Statements of non-availability will be issued if authorized and necessary.

c. The Dining Facility (DFAC) is normally used for both the in-briefing and the out-briefing and will have windows of non-availability for the using unit. Mess operations may have to be moved to building 4 or the Bellemont Armory while the START team is present.

d. Access to the Explosive Storage Area will be limited during the inspection. Units training in the inspectable areas will be evacuated to another training area. Travel within the limited area will be controlled by Camp Navajo Security personnel.

SECTION 12—FIRE PREVENTION

1. General. Fire Department phone numbers are:

Emergency - extension 3297 or 928-773-3231

Routine - extension 3231 or 928-773-3231

a. The fire station is located just east of Building 4 (Community Club). Camp Navajo Fire Department will normally provide only emergency fire and medical services to units and personnel training at Camp Navajo. Any other requests or requirements (such as medical stand-by during Airborne Operations) must be coordinated with Range Control and the Camp Navajo Fire Chief.

b. Camp Navajo Fire Department, x3211, will be notified in the event of any fire as soon as it is discovered (no matter of the size), HAZMAT, or medical emergency. Units are provided hand-held radios from Camp Navajo Training Site and they must contact Security at Station 1, who in turn will dispatch the Fire Department. CNFD provides the following services on a 24/7 basis:

- a. Structural fire response
- b. Wild land fire response
- c. Emergency medical response – Basic Life Support
- d. Will coordinate emergency medical – Advanced Life Support
- e. Hazardous material response

2. CNFD issues all heat/flame permits for the following:

- a. All campfires &. Barbeque grills. Open-pit fires will only be allowed when approved by the CNFD and weather conditions permit. This form must also be issued prior to use of the permanent grills located in the Tappen Springs campground area.
- b. All pyrotechnics to include tracers on the range. Pyrotechnic devices, simulators, and blank ammunition will not be used within 600 meters of the McCracken Ranch located at VP30189486, by order of the Garrison Commander, Camp Navajo. This area includes the Training ASP and the large meadow to the east.
- c. Smoking areas. Designated smoking areas can be established in the buffer zone at the unit level as long as proper measures IAW CN SOP are taken.
- d. Immersion heaters, M2 burners used in the buffer zone require a permit issued by the Fire Department. M2 burners are not authorized for use as tent heaters.
- e. Any Demo operations that occur on post will require a burn permit.
- f. Fire permits will not be issued **any earlier than 3 days prior to an event.**

3. Be prepared to provide the CNFD with the following information:

- a. What is your unit designation and training function?
- b. How long is your training period
- c. How many personnel are here for training?
- d. Where is your training going to be conducted and billeting
- e. Do you have your own medical personnel
- f. Important contacts/POC for your Unit & phone numbers

4. Fire danger signs indicating the current level are posted at the following locations:

- a. West side of the road just before entering Camp Navajo Main Gate.
 - b. North side of the road after passing Post 2 entering the limited area.
 - c. North side of the road by Gate 6, West Buffer Zone entrance.
 - d/ South side of the road by Gate 21, East Buffer Zone entrance.
5. Range Control will advise all units, via radio or phone, of fire/unusual weather conditions as they change
6. Hunters on Camp Navajo may smoke within their POV without obtaining a permit provided all ashes and butts remain within the vehicle. Smoking at a campsite is still subject to all designated smoking area regulations and requires a permit issued by CNFD.
7. Pyrotechnic devices, simulators, and blank ammunition will not be used within 600 meters of the McCracken Ranch located at VD30189486, by order of the Garrison Commander, Camp Navajo. This area includes the Training ASP and the large meadow to the east.
- 8. Commanders using outlying areas of this restricted area shall ensure that prevalent winds do not carry CS smoke off CNTS.**

SECTION 13 - SECURITY

1. General. The Security Chief for Camp Navajo, is located in Bldg 8, x3268. Security is the primary POC for any emergency requirements after duty hours.
- a. Security will issue access badges to units training in or traveling through the limited area. Only one person will draw the initial issue of badges and keys for the units, therefore, units must provide SECURITY a roster of personnel with SECRET clearances authorized to sign for additional keys and badges. Commanders of using units may sign the unit's ALPHA Roster or a memorandum stating who may draw badges. Security must be notified immediately if any badges or keys are lost.
 - b. Security is the primary POC for emergency callers attempting to locate personnel training at Camp Navajo. Units should provide security a roster of personnel and the location of key personnel or a unit POC to facilitate the transmission of emergency messages. Units should ensure their personnel leave complete emergency information, to include unit of assignment, with their families.
 - c. Security will notify the TSM and the Camp Navajo Environmental Office in the event of a fuel spill or other environmental incident reported by using units.
 - d. Security will notify the MTC-L and the Natural Resource Manager of any found archaeological items reported by using units.

SECTION 14 - ENVIRONMENTAL PROTECTION

1. Hunting and fishing are prohibited when it conflicts with training.
2. Excavations more than thirty-six inches deep must have prior approval from the Garrison Commander.

3. Do not disturb any of the cultural sites. Do not touch anything that may be historic in nature. Anything over 50 years old is considered historic. Stay out of buildings and away from foundations of historic buildings.

SECTION 15 – MINES, FIRING DEVICES, TRIP FLARES, SIMULATORS, AND EXPLOSIVE CHARGES

1. The usage of mines, firing devices, trip flares, simulators and explosive charges is contingent upon weather conditions and fire indexes. Units authorized usage of said devices must check with Range Control for changes in weather and fire conditions BEFORE using devices.
2. Usage of simulators, flash bangs, and smoke MUST be set off in an ammo/metal can or container and on an established road away from vegetation. Units must ensure vehicles and personnel are located at a safe distance away from these explosive devices. All precautions must be taken to prevent starting fires. Units will monitor the explosive devices until extinguished and have personnel and equipment in place in case a fire starts.
3. General:
 - a. Only qualified personnel will conduct live fire demolitions training, with the provisions of chapter 17, DA PAM 385-17, FM 5-250 and other applicable guidance.
 - b. Firing of demolitions can be performed at the demo/quarry pit (VD 245935) or at un-established firing points with approval from the Range Operations NCO and the Garrison Commander.
 - c. A unit requiring an un-established area for demolition training, including cratering, must submit a request through the Range Operations NCO to the Garrison Commander NLT 120 days in advance. Indicate requested sites by six digit grid coordinates.
 - d. Due to the possibility of premature detonation, all radios and signal transmitting equipment must be turned off, and not be operated closer than 450m from the area where electric blasting caps are used.
 - e. Prepare charges a minimum of 25 feet from stored demolitions
 - f. Test all electrical blasting caps with approved testing devices before connecting to any explosive circuit.
 - g. Pack unexpended demolitions in original containers and return to the ASP.
4. Simulator, Hand Grenades
 - a. Prior to use, commanders must ensure that all personnel are instructed in the use of simulators.
 - b. Prior to removing the safety clip and extending the pull cord, the firer selects a spot that is free from rocks, loose gravel. Sticks and other objects which may serve as missiles when simulator explodes.
5. Simulator Projectile, Ground Burst: The same safety precautions apply as to the simulator hand grenade. Firer ensures no personnel are within 30 meters of the explosion, and away from the trajectory of the simulator.
6. Ground Flares: Are not authorized for use at Camp Navajo.
7. Hand Held Signals (Flares): Are not authorized for use at Camp Navajo.
8. Demolition and Explosives:

a. Will be coordinated with Range Operations NCO and Range Control NLT 120 days prior to the event.

b. Charge sizes will be limited to 50 pounds per detonation or as established by QASAS/Range Operations/Garrison Commander.

SECTION 16 – RISK ASSESSMENTS

1. Risk Assessments are due to Range Control NLT 30 days prior to training.

2. Risk Assessments will include fire as a hazard and will have an initial risk level of HIGH. Since fire is always a possibility, the residual risk level will be no lower than MODERATE.

3. Risk Assessments must be signed at the appropriate level and will be returned by Range Control if the assessment is not signed in accordance with the following:

a. LOW – Company Commander or designee or higher.

b. MODERATE – O5 Commander or higher

c. HIGH – O6 Commander or higher

d. EXTREMELY HIGH – General Officer

4. Any risk assessment that is weak or does not cover required hazards, will be returned by Range Control for correction.