



ARIZONA TRAINING CENTERS



CAMP NAVAJO HOUSING REQUEST FORM

HOUSING OFFICE BLDG. #68
BELLEMONT, AZ 86015-6123
PHONE: (928) 773-3152 FAX: (928) 773-3376
(SUBMIT REQUESTS HERE) EMAIL: ng.az.azarng.mbx.aztc-housing-requests@mail.mil

IN ORDER TO ENSURE ACCOMMODATIONS CAN BE PROVIDED, PRIOR TO ARRIVAL ALL AGENCIES WILL: MAKE A RESERVATION IN RFMSS (180 DAYS PRIOR), COMPLETE AND SUBMIT THIS FORM (90 DAYS PRIOR) AND MUST SUBMIT A COMPLETE PERSONNEL ROSTER INCLUDING NAME, RANK AND GENDER (30 DAYS PRIOR) FOR EVERYONE WHO WILL NEED LODGING. ONLY A CONFIRMATION EMAIL FROM THE HOUSING MANAGER REGARDING YOUR WILL CONSTITUTE A RESERVATION.

1. Organization Data (IF YOU ARE NOT HERE FOR WORK/ORDERS/TRAINING/ETC. INDICATE YOUR AFFILIATION AND GO TO SECTION 3)

Unit or Organization Name: Training Status: IDT AT **NA Date:

**** IF NOT AZ ARNG IN AN IDT OR AT STATUS PAYMENT WILL BE REQUIRED BEFORE KEYS WILL BE ISSUED.****

AFFILIATION: ***NA USA USN USAF USMC OTHER RESERVE: YES NO GUARD: YES NO

Organization Address: Phone: FAX:

2. Unit Billeting Detail

(Open Bays) Enlisted E1-E6 (2 Man Rooms) Senior NCO (E7-E8)/Officer W1-CW3/O1-O3 (Single Rooms) E9/O4/CW4 to O5 (VIP Quarters) O6 and Above

ADVON: Key Issue & Arrival Date/Time: CLEARING DATE/TIME: Total Linen Sets:
Number of Males (Excludes Training Units who do not pay for billeting.)
Number of Females

MAIN BODY: Key Issue & Arrival Date/Time: CLEARING DATE/TIME:
Number of Males
Number of Females

Special Instructions:

3. Requestor Information

Name: Rank: Email:
Address: City: State: Zip:
Phone: Mobile: FAX: Status: AC RC GUARD AGR PRIOR SERVICE

4. Individual Lodging Information

DATES: Check-in Date/Time: Check-out:
Check-in hours between 1300 & 1500 M-F. Anytime after 1500 will be at the security office.

Quantity: Individual Room (Single Twin Bed) Two Person Room (Two Twin Beds) (VIP Quarters) Two Queen Beds Open Bay (26 Twin Bunks & 2 Leader Rooms with a Twin Bunk)

Total Number of Linen Sets Requested:

Please arrive with DOD ID, or proof of Service and a cashiers check or money order made out to "the State of Arizona".

5. NOTES:

- A. Check-In will be after 1400 on the Day of Arrival. Check-Out will be prior to 1100 on the Day of Departure.
- B. All organization representatives will report to the Housing Office to clear rooms NLT 0830 on the day of departure for final walk-thru.
- C. All One and Two bed rooms share a bathroom with the room next to it (Jack and Jill).
- D. Linen is only provided as needed for a fee. (No Linen will be provided for units)
- E. All "organizations" will maintain their own accommodations (cleanliness/linen) and bring their own toiletries and cleaning supplies.
- F. Housing Office Hours (Mon.-Fri., 0700 - 1730). Payments will be made before keys will be issued. (Money Order or Cashiers Check Only) Make payable to "The State of Arizona". There are no after hours key pick-ups.
- G. Transient users who leave rooms dirty will owe an additional \$10.00 cleaning fee.
- H. Transient users will not be allowed future stays with an outstanding balance.
- I. Failure to turn in room key's to the Housing Office prior to departure may result in replacement fees for key and core replacement.

Date Received: By: Form Complete? Y N