

# ALPENA CRTC SCHEDULING REQUEST FORM

Reservation is secured ,but subject to change/cancellation, when this form is approved by the Alpena CRTC Base Scheduler. If mulipule units are involved, Lead Unit POC will be the primary contact for deployment coordination. Reservation of facilities, lodging, vehicles, and any other needed assests is the responsibility of the visiting unit(s). This form becomes FOUO when approved. ANG/Military units have priority over any civilian unit.

## Section 1 - Visitor Information

*Unit(s) Designation and Address:*

*Purpose of Visit :*

*Start/End Date of Visit :*

## Section 2 - Contact Information

*Lead Unit POC Name :*

*Phone # and Email :*

*Lead Unit Billing Address :*

*Unit Alternate POC Name :*

*Phone # and Email :*

## Section 3 - People Information

*Number of ADVON people :*

*ADVON arrival Date :*

*Number of Males :*

*Number of Females :*

*Number of Main Body (total) people :*

*Main Body arrival Date :*

*Number of Males :*

*Number of Females :*

## Section 4 -Alpena CRTC Section Required

**\*check yes or no\***

<i>Communications - Radio, Freqs, Telephone, PA, ...</i>	989-354-6545	Yes	No
<i>Medical</i>	989-354-6497	Yes	No
<i>Fuel Ground/Aircraft - POL</i>	989-354-6261	Yes	No
<i>Security</i>	989-354-6315	Yes	No
<i>Transient Aircraft Support</i>	989-354-6392	Yes	No
<i>Fire Department</i>	989-354-6227	Yes	No
<i>ORE/ORI Barn - tables/chairs, bird cannons, etc...</i>	989-354-6531	Yes	No
<i>Radar Support</i>	989-354-6275	Yes	No
<i>Dining Facility (DFAC)</i>	989-354-6286	Yes	No
<i>Lodging</i>	989-354-6316	Yes	No
<i>River Club (All Ranks Club) - special hours</i>	989-354-6441	Yes	No
<i>BX - special hours</i>	989-354-6272	Yes	No
<i>Ammunition - Bomb Dump</i>	989-354-6339	Yes	No
<i>AGE- Aircraft Support Equipment</i>	989-354-6414	Yes	No
<i>Vehicles - GOV/GSA/Special</i>	989-354-6435	Yes	No
<i>Bringing aircraft: Yes No</i>	<i>Type:</i>	<i>Number:</i>	

## Section 5 -Any Special Requirements

**Email completed form to: MI.CRTC.Scheduling@ang.af.mil**

\*\*\*Dates of use must be exact dates not blanket dates\*\*\*

Building	Bldg Manager	Audio/Visual	Capacity	Exact Dates of Use	Remarks
7 Conference Room	989-354-6435	Y	12		TV for A/V
7 Classroom		Y	24		TV for A/V
115 Classroom Room 109	989-354-6286	Y	32		1 large room able to be sectioned into 2 or 3 smaller rooms
115 Classroom Room 110		Y	32		
115 Classroom Room 111		Y	32		
118 Visiting Unit Medical	989-354-6497	N	N/A		2 exam rooms, pharmacy, 5 offices
125 Collins South Offices	989-354-6286	N	8 x 2		2 small offices with large open area
125 Collins Center Room 115A		Y	120		1 large room able to be sectioned into 2, 3, or 4 smaller rooms
125 Collins Center Room 115B		Y	120		
125 Collins Center Room 115C		Y	120		
125 Collins Center Room 115D		Y	120		
125 Collins South Offices		N	8 x 2		2 small offices with large open area
132 Troop Quarters Classroom		Y	32		TV for A/V
28 Visiting Security	989-354-6230	Y	50		TV for A/V
250 DFAC (Large)	989-354-6286	Y	350		4 TV for A/V
303 Aux Club		N			A/V on request
345 Real World Medical	989-354-6497	Y			
345 Classroom		Y	25		TV for A/V
360 Security Classroom	989-354-6230	Y	25		TV for A/V
370 Fire Department Classroom	989-354-6227	Y	20		Projector
416 DFAC (Small)	989-354-6286	Y	80		2 TV for A/V
440 Squad / OPS	989-354-6392	Y			Classrooms, Offices, Garage, Life Support
450 Command Post		Y			TV and projectors A/V
460 Squad/ / OPS		Y			Classrooms, Offices, Garage, Life Support
490 Ontario Classroom	989-354-6451	Y	15		VTC Capabilities
490 SIPRNET Classroom	989-354-6545	Y	20		1 instructor work station
490 Theater	989-354-6392	Y	55		Projector
601 A Hanger		N	N/A		Fire Detection, No Supression
601 B Hanger		N	N/A		
601 C Hanger + Offices		N	10		
604 Hanger		N	N/A		No Fire Detection, No Supression
605 Hanger		N	N/A		
607 Hanger		N	N/A		
660 Fire Arms Training System	989-354-6230	N	N/A		
688 RRR	989-354-6393	N/A	N/A		
688 RRR Upper Classroom		N	12		Minimal Seats and Chairs, no A/V
688 RRR Lower Classroom		N	12		Minimal Seats and Chairs, no A/V
700 POL Classroom	989-354-6261	Y	25		TV for A/V
7040 Small Arms Range	989-354-6230	N	N/A		
805 Fire Training Classroom	989-354-6253	Y	40		Projector
840 Fire Training Area		N	N/A		
MOUT	989-354-6230	N	N/A		
Land Navigation Course	989-354-6230	N/A	N/A		
Air Base Ground Defense	989-354-6230	N	N/A		

\*\*\*Facility Layouts Available Upon Request\*\*\*

**CRTC KEY PERSONNEL**

<b>DIRECTORATE</b>	<b>POSITION</b>	<b>DSN NUMBER</b>	<b>COMMERCIAL NUMBER</b>	<b>CELLPHONE</b>
<b>OG/TA</b>	BASE SCHEDULER	741-6392	(989) 354-6392	
<b>HQ</b>	COMMANDER	741-6205	(989) 354-6205	
<b>HQ</b>	CHIEF ENLISTED MANAGER	741-6277	(989) 354-6277	
<b>HQ</b>	FIRST SERGEANT	741-6253	(989) 354-6253	
<b>HQ</b>	SAFETY	741-6325	(989) 354-6325	
<b>HQ</b>	KNOWLEDGE MANAGEMENT	741-6220	(989) 354-6220	
<b>HQ</b>	FINANCE SUPERINTENDENT	741-6299	(989) 354-6299	
<b>A/G RANGE</b>	GRAYLING A/G RANGE	741-6335	(989) 354-6335	
<b>A/G RANGE</b>	GRAYLING A/G RANGE NCOIC	741-6335	(989) 354-6335	
<b>CE</b>	DEPUTY BASE CIVIL ENGINEER	741-6496	(989) 354-6496	
<b>CE</b>	ENVIRONMENTAL MANGER	741-6233	(989) 354-6233	
<b>CE</b>	GRID MAPS AND FLOOR PLANS	741-6310	(989) 354-6310	
<b>CE</b>	CE OPS SUPERINTENDENT	741-6340	(989) 354-6340	
<b>CE</b>	CE OPS	741-6340	(989) 354-6340	
<b>CE</b>	FIRE CHIEF	741-6227	(989) 354-6227	
<b>CE</b>	POWER PRO	741-6393	(989) 354-6393	
<b>CE</b>	ADR SITE & ORE/ORI EQUIPMENT	741-6531	(989) 354-6531	
<b>LOGISTICS</b>	DIRECTOR of LOGISTICS	741-6297	(989) 354-6297	
<b>LOGISTICS</b>	LOGISTICS SUPERINTENDENT	741-6468	(989) 354-6468	
<b>LOGISTICS</b>	BASE FUELS NCOIC	741-6261	(989) 354-6261	(989) 255-1003
<b>LOGISTICS</b>	HAZARDOUS CERTIFYING/SHIPPING	741-6693	989-354-6693	
<b>LOGISTICS</b>	VEHICLE MAINTENANCE	741-6361	(989) 354-6361	
<b>LOGISTICS</b>	MAIN PHONE NUMBER	741-6243	(989) 354-6243	
<b>MEDICAL GROUP</b>	IDMT BASE CLINIC	741-6423	(989) 354-6423	
<b>MEDICAL GROUP</b>	BIO ENVIRONMENTAL	741-6497	(989) 354-6497	
<b>MEDICAL GROUP</b>	PUBLIC HEALTH	741-6346	(989) 354-6346	
<b>MSG/ BCE</b>	MISSION SUPPORT GROUP DIRECTOR	741-6297	(989) 354-6297	
<b>MSG</b>	MSG SUPERINTENDENT	741-6435	(989) 354-6435	
<b>MSG</b>	FSS & PERSONNEL NCOIC	741-6474	(989) 354-6474	
<b>MSG</b>	SECURITY FORCES NCOIC	741-6268	(989) 354-6268	
<b>MSG</b>	SECURITY FORCES SCHEDULING	741-6230	(989) 354-6230	
<b>OPERATIONS</b>	DEPUTY DIRECTOR of OPERATIONS	741-6554	(989) 354-6554	
<b>OPERATIONS</b>	AIRFIELD MANAGER	741-6509	(989) 354-6509	
<b>OPERATIONS</b>	DEPUTY AIRFIELD MANAGER	741-6426	(989) 354-6426	
<b>OPERATIONS</b>	COMM SUPERINTENDENT	741-6545	(989) 354-6545	
<b>OPERATIONS</b>	RADIOS	741-6312	(989)-354-6312	
<b>OPERATIONS</b>	ATC SUPERINTENDENT	741-6570	(989) 354-6570	
<b>OPERATIONS</b>	MUNITIONS	741-6339	(989) 354-6339	
<b>OPERATIONS</b>	AIRCRAFT MAINTENANCE	741-6392	(989) 354-6392	

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<b>DIRECTORATE</b>	<b>POSITION</b>	<b>DSN NUMBER</b>	<b>COMMERCIAL NUMBER</b>	<b>CELLPHONE</b>
<b>OPERATIONS</b>	AGE SUPERINTENDENT	741-6414	(989) 354-6414	
<b>OPERATIONS</b>	CUBIC NCOIC/QA	741-6426	(989) 354-6426	
<b>RIVER CLUB, THE</b>	RIVER CLUB MANAGER	741-6441	(989) 354-6441	
<b>SERVICES</b>	MOA and BILLING POC	741-6546	(989) 354-6546	
<b>SERVICES</b>	SERVICES NCOIC	741-6286	(989) 354-6286	
<b>SERVICES</b>	BILLETING	741-6316	(989) 354-6316	
<b>SERVICES</b>	BASE EXCHANGE AAFES	741-6272	(989) 354-6272	