



# Alpena CRTC Scheduling Request Form

Alpena CRTC 5884 A. St. Alpena, MI 49707



Reservations are not confirmed until approved by the Alpena CRTC Base Scheduler. Requests are subject to change or cancellation without notification. The Lead POC will be the only primary contact for coordination. Reservation of facilities, lodging, vehicles and any other needed assets is the responsibility of the visiting unit(s). This form *contains Controlled Unclassified Information (CUI)* and is for Base use only.

## Section 1 - Visitor Information

Unit/Base

Billing Address:

Unit DoDaaC

City State Zip

Service Type Mission

Training Objective

## Section 2 - Personnel Information

Lead POC Name Cell  
Phone

Lead POC E-Mail

Finance POC Name Cell  
Phone

Finance POC E-Mail

ADVON Arrival Date ADVON Est. Arrival Time # Male

ADVON Departure ADVON Mode of arrival # Female

Main Body Arrival Date Est. Arrival Time # Male

Main Body Departure Date Main Body Mode of arrival # Female

Will there be any DV/GO's attending training/visiting Total Pax Count

Will there be any Foreign Visitors attending training/visiting?

### Section 3 - Unit Requests

Please click on the [blue topic header](#) for each section. This will give you an email for further communication of needs. Additional comments can be made at the end

Bringing Aircraft?

Type

Qty

*If yes, please coordinate with Security Forces at DSN 741-6251 for AF Requirements. Contact Airfield Management for PPR, Tentative Fly Window, NVG Operations & Hot Pit Times. Airfield Drivers must have a current AF Form 483. Training provided upon request*

Protection level requirements for A/C

Requested Fly Window

*Example of fly window in Zulu*

AGE-Aircraft Support Equipment

Transient Aircraft Support Needed

Live Load Ops Request

Hot Pits

Air Combat Training System (ACTS)

Joint Threat Emitter

Air Crew Debriefing

P5 ACMI Pods

SADL/Link 16 with LVC Capability

Calcite Quarry

Dig Permit Support

Note: Dig Permits are required if breaking ground. i.e tent stakes, grounding rods, antenna

Communication Support

Dining Facility

Method of food service

MIPR **MUST** be sent in **45 days prior** to first arrival date

Maritime Support

Grayling Air Gunnery Range

Ground Fuel

Est. Gal

Aircraft Fuel

Est. Gal

LOX

GOX

Billing DoDaac

Hazmat (bringing chemicals)

*If yes, please provide a list to include Product name, MSN/NSN, Part number quantity **30 days PRIOR** to arrival*

Medical *Note: We do not have IDMT on site*

Munitions (Ammo / Bomb Storage)

*Note: Ship to DoDaac FV6223*

Radio/Frequency Support

*If yes, all requests must be submitted **90 day PRIOR** arrival*

River Club (use of All Ranks club)

River Club Catered Meals

Safety

Type of training equipment being used

Security Support

Weapons

Weapon Storage

Special Use Airspace Complex (Black Talon)

TMO Support

Unit TAC Code

*Note: Must provide own JI Qualified members if needed.*

Troop Quarters (use of lodging)

Will there be K-9 Dogs

Vehicle Requirements

# of GOV

Section 4 - Facility Request					
Work center Building	Max Capacity	Exact Dates of Usage	Audio/V isual	Remarks	Bldg. Contact
5 Office Space	6-10		N	Ethernet Ports	(989)-354-6316
7 Conf. Rm. WC Bldg.	12		Y	TV for A/V	(989) 365-6361
7 CLRM WC Bldg.	24		Y	TV for A/V	(989) 354-6361
28 Visiting Security	50		Y	TV for A/V	(989) 354-6426
115 Classroom Rm 109	32		N	1 LG RM can sectioned into 2-3 rms	(989)-354-6316
115 Classroom Rm 110	32		Y	1 LG RM can sectioned into 2-3 rms	(989)-354-6316
115 Classroom Rm 111	32		Y	1 LG RM can sectioned into 2-3 rms	(989)-354-6316
125 Collins North Offices	8 x 2		N	2 Small offices with large open area	(989)-354-6316
125 Collins Center Rm 111	120		Y	1 LG Rm can sectioned into 2-4 rms	(989)-354-6316
125 Collins Center Rm 112	120		Y	1 LG Rm can sectioned into 2-4 rms	(989)-354-6316
125 Collins Center Rm 113	120		Y	1 LG Rm can sectioned into 2-4 rms	(989)-354-6316
125 Collins Center Rm 114	120		Y	1 LG Rm can sectioned into 2-4 rms	(989)-354-6316
125 Collins South Offices	8 x 2		N	2 Sm office / Lg open area	(989)-354-6316
132 E Conference Rm (Billet)	32		Y	TV for A/V	(989)-354-6316
303 Classroom	50		Y	TV for A/V 20-24 NIPRNET drops	(989) 354-6545
345 Real World Medical Clinic			N	No IDMT assigned, training purposes on	(989) 354-6423
345 Medical Clinic CLRM	25		Y	TV for A/V	(989) 354-6423
360 Security CLRM	25		Y	TV for A/V	(989) 354-6426
370 Fire Department CLRM	20		Y	Projector	(989) 354-6227
490 SIPRNET CLRM	20		Y	1 Instructor work station	(989) 354-6545
490 Theater (Huron)	40		Y	Projector	(989) 354-6545
490 Theater (Superior)	55		Y	Projector	(989) 354-6545
490 Ontario Conf. Rm	15		Y	VTC Capabilities	(989) 354-6226
440 Squad / OPS			Y	CLRM, Offices, Garage, Life Support	(989) 354-6226
450 Command Post			Y	TV and Projectors A/V	(989) 354-6226
460 Squad / OPS			Y	CLRM, Offices, Garage, Life Support	(989) 354-6226
601 A Hangar			N	Fire Detection, No Suppression	(989) 906-2489
601 B Hangar			N	Fire Detection, No Suppression	(989) 906-2489
601 C Hangar + Offices	25		N	Fire Detection, No Suppression	(989) 906-2489
603 Hangar			N	Fire Detection, No Suppression/No Heat	(989) 906-2489
604 Hangar			N	Fire Detection, No Suppression/No Heat	(989) 906-2489
605 Hangar			N	Fire Detection, No Suppression/No Heat	(989) 906-2489
607 Hangar			N	Fire Detection, No Suppression/No Heat	(989) 906-2489
688 RRR			N/A		(989) 354-6265

688 RRR Upper CLRM	12	N	Minimal Seats and Chairs, NO A/V	(989) 354-6265
688 RRR Lower CLRM	12	N	Minimal Seats and Chairs, NO A/V	(989) 354-6265
700 POL CLRM	25	Y	TV for A/V	(989) 354-6261
805 Fire Training CLRM	40	Y	Projector	(989) 354-6227
840 Aircraft Fire Trainer		N		(989) 354-6227
852 USAR Simulator		N/A		(989) 354-6227
880 Smoke Tower		N/A		(989) 354-6227
7040 Small Arms Range		N		(989) 354-6426
Fire Rappel Tower		N/A		(989) 354-6227
MOUT		N		(989) 354-6426
Land Navigation Course		N/A		(989) 354-6426
Calcite Quarry				
Maritime				
Drop Zone				
Air Base Defense Site				

Additional Comments/ Explanations of needs or requests of anything not already covered

**YOU MAY BE REQUIRED TO BRING ADDITIONAL SUPPORT TO MEET YOUR TRAINING REQUIREMENTS. PERSONNEL INCLUDE MEDICAL (T10), FIRE, SECURITY FORCES, POWER PRO, AERIAL PORT, COMM, SAFETY, SERVICES, TRAINERS OR AIRCRAFT MAINTENANCE.**

*I understand that by submitting this form, I am not guaranteed approval due to availability of facilities and/or resources, and the priority of the other exercises on the schedule (per ANGI 10-110). I hereby acknowledge that the information in this document is accurate. If any changes occur, I will notify Alpena CRTC ANGB scheduling office immediately to update my request. I understand that any change(s) made after the initial request has been approved are not guaranteed. Alpena CRTC ANGB reserves the right to adjust assigned facilities and/or resources at any point to accommodate the demand based on priority.*

Requester Commander Signature

Scheduler Signature (APN)

mail requests to:

[mi.crtc.scheduling@us.af.mil](mailto:mi.crtc.scheduling@us.af.mil)