



**UTAH NATIONAL GUARD**  
**HEADQUARTERS CAMP W.G. WILLIAMS**  
 17800 Camp Williams Road  
 Riverton, Utah 84065-4999

REPLY TO  
 ATTENTION OF: AGCW-TSC

16 November 2006

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy for Scheduling Facilities on Camp Williams**

1. Scope. All users, residents and employees of Camp Williams using ranges, training aids, mess halls, classrooms, and/or open-bay lodging will ensure compliance with this memorandum.
2. General. All users/organizations desiring to use Camp Williams facilities as described in paragraph 1 must submit their request via the Range Facility Management Support System (RFMSS). All facilities listed above are for the primary purpose of training UTNG soldiers/airmen on IDT, AT, and/or mobilization status.
3. Scheduling.
  - a. Amount of time per request. Units/organizations may request to use any facility via RFMSS for a period not to exceed 3 weeks (21 days) for Annual Training/Mobilization, or 1 weekend (6 UTAs) per month.
  - b. Request horizon. Units/organizations may submit their requests to Range Control for training events occurring up to 12 months out from the present date. To request outside of this horizon the unit must be mobilizing.
  - c. Facility requests outside the parameters outlined here must also be submitted in writing thru the Base Operations Manager to Range Control.
4. Mess Halls. Units/organizations may only use the mess halls for the preparation and serving of food. The office and storage rooms in each mess hall may be used for food service purposes only. In order to use a mess hall for TOC operations and/or office space, the unit/organization must clear their written request through the Base Operations Manager.
5. Range Control will hold in reserve 1x 40 pax bay, 1x 10 pax bay, 1 classroom and 1 mess hall in RFMSS to support Training Site Command and G3 requirements. These facilities will be blocked-out in RFMSS starting 30 days out from the current date and extend out 12 months. Units/organizations may only request these facilities for the next immediate 30-day period from the current date and as outlined in this memorandum. See table below for clarification:

Month	1	2	3	4	5	6	7	8	9	10	11	12
Specified Facilities	Open	<b>BLOCKED - FOR TSC AND G3 USE ONLY</b>										

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6. Point of contact for this policy is LTC Robert Dunton at 801-878-5402.



MICHAEL R. LIECHTY  
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