



COLORADO ARMY NATIONAL GUARD

168 RTI: 8720 Frank Baldwin Rd, Bldg 9120

Fort Carson, CO 80913

SRM Front Desk: 720-250-4309

SRM Front Desk Hours 0800-1800 Mon-Sun

RTI Housing Office: 303-472-4255

ng.co.coarng.mbx.cts-billeting@mail.mil



168th RTI – Facility Request Form

Unit and UIC:		Date Submitted:	
Status (IDT/AT/TDY):		Component (ARNG/USAR/ETC):	
Unit POC:		Rank:	
Phone:		Email:	
Secondary POC:		Rank:	
Phone:		Email:	
SECTION I. Request for Housing			
Arrival Date:	By Rank	Male Quantity	Female Quantity
	CW3 / O4 and Above:		
Departure Date:	WO1 / O1 to CW2 / O3:		
	E8 to E9:		
Total PAX:	E5 to E7:		
	E1 to E4:		
SECTION II. Request for Classroom/Auditorium/Amphitheatre/ETC			
Training Date and Time	Type of Event/Training	PAX Attending	
Check Box to Request:	Chairs	Tables	AV Equipment/Network Connection
SECTION III. Request for Support & Administration (S&A) Area			
Training Date	Type of Training	PAX Attending	
Check Box to Request:	Office Space	Storage Space	Shelving
SECTION IV. Request for DFAC Area			
Training Date	Type of Event	PAX Attending	
SECTION V. Request for Arms Room			
Training Date	Type of Event/Training	PAX Attending	
<p><i>NOTE: No ammunition will be stored within any supply bay provided by the CTS. All munitions must be stored at a designated Ammunition Handling Area (AHA) or assigned vault.</i></p>			
SECTION VI. Request for Miscellaneous			
Training Date	Item/Equipment/Type of Training	Quantity/PAX	
SECTION VII. Purpose of Stay, VIPs Attending (O6 or above), and/or Additional Notes			
For Centennial Training Site Staff Use Only			
Notes:	RFMSS:	APPT:	Pick Up:
			Cleared by and Date:



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Centennial Training Site – Statement of Understanding

I certify that the entire incoming unit is aware of all guidance within this Statement of Understanding and will adhere to all Housing Office SOP regulations and CTC policies (Chapter 6 of SOP).

I understand that the Housing Office is located FTUS Offices on the 2nd floor- Building 9120.

I understand that all Lodging requests and any room cancellations are handled by SRM Group located in Building 9121. Admin area reservations and cancellations are done through CTC Housing Office.

I understand that all CTC appointments for pick-ups and clearing will be met on time. Requests will be canceled if the CTC Housing Office is unable to reach request POCs.

I certify that a POV/Tactical parking plan has been developed for our unit's stay.

- Review Parking Overlay within Housing Office SOP (Appendix D).
- The CTC can store 6-8 LMTVs depending on availability within the supply bay docks. It is the incoming unit's responsibility that vehicles beyond that limit must coordinate with MATES 64 for vehicle storage.
- Nothing larger than an LMTV can be stored at the CTC.

I understand that in order to properly request a vault, the incoming unit will submit an unaccompanied access roster and email over a four digit pin of the end user's choosing to the Housing Officer for activation of the Intrusion Detection System (no weapons racks will be issued).

I, and the entire incoming unit, understand that no weapons or ammunition will be brought into the CTC barracks for any reason whatsoever. The unit will coordinate with the CTC Housing Office for vault accommodations if necessary. Violation of this WILL result in unit suspension.

I, and the entire incoming unit understand, that smoking areas are 50 feet from the building and that butts will be properly disposed of. I understand that there is no smoking on the emergency egress stairways on the ends of each building. Smoking includes "vaping."

- Before clearing, the departing unit will do a police call of all outside common areas to ensure that cleanliness is maintained.



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Centennial Training Site – Statement of Understanding Cont.

I, and the entire incoming unit, understand cleaning supplies are available on each floor located in the laundry room. Although the CTC will have a minimal amount of supplies available, it is the unit's responsibility to bring their own supplies for clearing, and must replenish the CTC after usage if unit supplies are not available.

I, and the entire incoming unit, understand how to operate the energy conservation tool located next to the light switch in every room in which turns on the air conditioning unit and electricity within the room.

I, and the entire incoming unit, understand that the CTC can only maintain a low room temperature of 72 degrees per AR 870-20.

- Air conditioning units will not be tampered with in any manner. There will be instructions posted in the room on how to utilize the wall control.

I, and the entire incoming unit, understand that before utilizing any classroom, if A/V is going to be a factor, the on-site G6 Representative will be contacted to support the tenants with technical assistance.

I, and the entire incoming unit, understand that ALL areas must be cleared with CTC Housing Office staff in the form of a walk-through (to include Auditorium, Multipurpose Rooms, Classrooms, Common Areas, etc.).

I, and the entire incoming unit, understand that walking on grass or rocks is unauthorized and repeated offenses could result in unit suspension.

I, and the entire incoming unit, understand that all military traditions, customs, and courtesies will be adhered to while on CTC premises.

I, and the entire incoming unit, understand that the CTC is attached to a schoolhouse, and military bearing will be maintained at all times.

I, and the entire incoming unit, have reviewed and understand the CTC Alcohol and Fitness Center policy.

Commander Rank, Name, Phone Number, and Email: Commander Signature:

Once form is complete send to:
ng.co.coarng.mbx.ctsbilleting@mail.mil