DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

20 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: In-Processing and Out-Processing of Tenant Organizations at Camp Roberts

1. **PURPOSE.** This memorandum prescribes procedures for the in-processing and out-processing of tenant organizations at Camp Roberts.

2. **APPLICABILITY.** This regulation applies to tenants and any organization wanting to become a tenant.

3. **RESPONSIBILITIES.**

a. Director of Public Works. DPW has overall staff responsibility for the in-processing and out-processing of tenants. Maintain the files.

b. Directors. Assist the tenant or in-processing tenant in completing the listed actions.

4. **PROCEDURES.**

a. Organizations (requesting to become tenants or leaving Camp Roberts) will forward a written request to the Commander, ATTN: CACR-DPW.

(1) A request for tenancy at the Camp Roberts will address the following factors:

- Unit Designation (military) or name of organization.
- Reason for desired change of station.
- Type of unit or organization.
- Hours of operation.
- Number and type of personnel.
- Office space requirements
- Number of quarters required on full or M-day basis.
- Security requirements (vaults, storage)
- Vehicle and equipment space requirements.
- Utility requirements.
- Special environmental concerns.
- Point of contact for the unit or organization.

(2) Notices to end tenancy at Camp Roberts will address the following issues:

- Unit Designation (military) or name of organization.
- Reason and date for desired change of station.
- Special environmental concerns.
- Point of contact for the unit or organization.

b. DPW will contact the organization's point of contact and initiate the appropriate checklist (enclosed).

c. Organizations will follow the checklist, complete needed actions, obtaining signatures by appropriate offices.

d. DPW will maintain completed checklists on file.

2. My telephone number is 805-238-8201.

2 Encls

JOHN F. SMITH
COL, FA
Commanding

DISTRIBUTION:
C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)

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In-Processing Checklist (Tenants)

Organization:
POC/ Telephone:

	Task	Office	Completed
1.	Submit request to the base commander, ATTN: CACR-DPW.	DPW	
2.	Initial check in with DPW; receive in-processing checklist and set of Camp Roberts regulations, policy letters, and health & safety notices (e.g., asbestos, lead)	DPW	
3.	Establish Phone/ Data Access	IM	
4.	Environmental review. Explain INRPM and especially the PIP requirement. Provide Environmental briefing.	Environmental	
5.	Hand receipt equipment for building and grounds	DOL	
6.	Request for additional equipment	DOL	
7.	Submit point of contact for fulltime headcount information	DPTMS	
8.	Establish MOAs, IA, and/or reimbursement agreements	DPCA	
9.	Joint building inspection; List required repairs and improvements	DPW	
10.	Identify building manager	DPW	
11.	Obtain keys	DPW	
12.	Return checklist to DPW	DPW	

Telephone Numbers:

Director of Plans, Training, Mobilization, and Security (DPTMS)	Bldg. 107	805-238-8205
Director of Public Works (DPW)	Bldg. 3024	805-238-8565
Director of Logistics (DOL)	Bldg. 914	805-238-8429
Environmental Planner	Bldg. 910	805-238-8332
Directorate of Personnel and Community Activities (DPCA)	Bldg. 109	805-238-8590
Information Management (IM)	Bldg. 106	805-238-8345

Out-Processing Checklist (Tenants)

Organization:
POC/ Telephone:

	Task	Office	Completed
1.	Submit notice of intent to Base Commander, ATTN: CACR-DPW	DPW	
2.	Receive out-processing checklist from DPW	DPW	
3.	Clear MOAs, IA, and/or reimbursement agreements	DPCA	
4.	Obtain environmental review	Environmental	
5.	Clear open actions with DOL	DOL	
6.	Complete inventory with DOL	DOL	
7.	Clear open paperwork with DPTMS	DPTMS	
8.	Submit closing report to DPTMS	DPTMS	
9.	Terminate Phone/ Data Access	IM	
10.	Building/ spaces inspection by DPW	DPW	
11.	Return keys	DPW	
12.	Final clearance by DPW	DPW	

Telephone Numbers:

Director of Plans, Training, Mobilization, and Security (DPTMS)	Bldg. 107	805-238-8205
Director of Public Works (DPW)	Bldg. 3022	805-238-8565
Director of Logistics (DOL)	Bldg. 914	805-238-8429
Environmental Planner	Bldg. 910	805-238-8332
Directorate of Personnel and Community Activities (DPCA)	Bldg. 109	805-238-8590
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