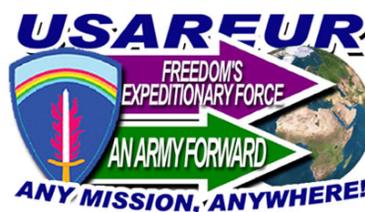


THE USAREUR BLUE BOOK

Base Camp Baseline Standards A Guide to Contingency Base Operations



CHANGE 2
071200Z JAN 04



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
THE DEPUTY COMMANDING GENERAL
UNIT 29351
APO AE 09014

AEAGD-P

JAN 07 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Changes to Base Support and Quality-of-Life Service Standards at Base Camps.

The USAREUR Blue Book defines baseline standards for itemized levels of services deployed commanders and soldiers can expect in garrison at base camps. I hereby approve Update 2 to this handbook which provides updates on appropriate levels of service and broadens the applicability to include the entire USAREUR area of operations.

A handwritten signature in black ink, appearing to read "William E. Ward".

WILLIAM E. WARD
Lieutenant General, USA
Deputy Commanding General

DISTRIBUTION:
HQ USAREUR/7A Staff Principals
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USAREUR'S **LONG TERM BASE SUPPORT STRATEGY** **FOR DOWNRANGE**

PURPOSE

This handbook is intended to provide commanders and soldiers deployed in the USAREUR AOR a definitive guide to the extent and quality of Base Support products and services they can expect in garrison at Base Camps. This handbook includes the published standard for each service provided. Commanders, Base Camp Commanders and the chain of command can also use this information as a yardstick to monitor and measure performance. Standards for base camp facilities are included in the USAREUR "Red Book."

BASE SUPPORT DEFINITION

Base Support services are all those activities involved with designing, constructing, operating, and maintaining a base camp or installation. These activities occur regardless of which tenants are supported but vary in terms of availability, accessibility and quality depending on troop strength to be supported, available resources, maturity of theater, terrorist threat level and command approved standard levels of service.

BACKGROUND

The USAREUR Deputy Commanding General tasked the G1 ICW G3, ENGR, G4, G8 and other staff as appropriate to develop HQ USAREUR long-range strategy for base support downrange. HQ USAREUR is the Executive Agent for Title 10 responsibilities for all US soldiers assigned to US Army units in its area of responsibility. As such, HQ USAREUR is responsible for planning, providing and coordinating this support. Consequently, HQ USAREUR staff elements and other service providers have developed the enclosed Base Camp Baseline Standards for each of their respective functions. The standards also include an Office of Primary Responsibility and phone number even though service providers on the ground may be contract or non-USAREUR personnel.

THE STRATEGY AND STRATEGY DEVELOPMENT

The strategy for base support services downrange is, in principle, the same strategy that is in effect in central region. No matter where US soldiers and civilians are deployed in the USAREUR AOR, HQ USAREUR will provide a fair and equitable quality of life consistent with available resources, political and military considerations, and expected duration of the support requirement.

The first part of this strategy has been for functional staff sections to determine which services will be provided given the nature of the deployment. Unaccompanied tours, for example, create a greater demand for some services and eliminate the need for others.

Secondly, responsible staff elements have analyzed the appropriate and affordable levels of service accessibility, availability and service quality for each of these functions that Commanders and troops can expect at any given Base Camp. Baseline Standards for each installation management function executed downrange are published in this handbook. An explanation of terms used in these standards follows shortly.

The third and final phase of this strategy development is for responsible staff elements to continuously analyze and streamline the methods of delivery to ensure consistent levels of that baseline level of service. Feedback from Commanders is an integral part of this process.

FACTORS AFFECTING INSTALLATION MANAGEMENT STRATEGY

The variety of support and levels of service provided at deployed locations depends on a number of important variables:

- Maturity of theater: Facilities may range from field tents to the use of existing structures. The level of potential threat of hostilities or terrorist activities may be high or low.

- Troop rotations: The health, morale and welfare needs of rotational units are different from those of permanent party.

- Length of planned deployment: Decisions to construct more substantial facilities, re-bid contracts, or establish base support organizations, among others can only be based on certain knowledge of length of deployment.

- Resources: Congressional support of this theater of operations so far has ensured adequate resource levels. USAREUR must continue to evaluate mission requirements and ensure the efficient and effective delivery of support to those accomplishing this mission to justify continued Congressional confidence. GAO can be expected to continue close scrutiny of further contingency funding (CONOPS).

-Army Regulations and policies: The level of services and support downrange should generally not exceed the level provided in Central Region IAW Army Regulations and policies.

ASSUMPTIONS

HQ USAREUR staff elements have incorporated the following general assumptions when building their Baseline Standards:

- **Long-range for this action is considered 3-5 years.**
- **Although it is expected that the political environment will stabilize during that time frame, the Terrorist Force Protection Condition and military mission requirements will vary only slightly.**
- **All facilities will continue to be built to temporary construction standards criteria, considering the availability and cost of local materials.**
- **Installation Management strategy will support Brigade (+) or Division (-) size organizations at major base camps, plus remote sites.**

ROLE OF BASE SUPPORT IN USAREUR'S MISSION

Providing adequate and appropriate living, working and leisure conditions to troops wherever they are assigned is an integral part of the USAREUR Mission and constitutes four of the seven Mission Essential Tasks.

USAREUR Mission:

“As a forward based land component, USAREUR demonstrates national resolve and strategic leadership by assuring stability and security, and leading joint and combined forces in support of the Combatant Commander.”

USAREUR METL

- **Train tailored forces and headquarters for joint and combined operations.**
- **Rapidly project expeditionary forces prepared for joint and combined operations.**
- **Ensure force well-being.**
- **Operate theater sustainment and execute expeditionary logistics in support of Army, joint, and combined forces.**
- ***Ensure regional security, access, and stability through presence and security cooperation.***
- ***Provide C2 capabilities at echelon to enable joint and combined operations.***

HOW TO USE THIS HANDBOOK

All base support functions provided at base camps are listed below under contents and details of each are included in the rest of this handbook as a one page Base Camp Baseline Standard. Each Baseline Standard follows the same format:

Staff Element: HQ staff directorate responsible.

Function: Title of the function.

SBC#: This is the Service Based Costing/Installation Status Report code number assigned by HQDA. All installation functions are identified and defined in this way although not all SBC functions are applicable to the Balkans Theater.

Description: A one or two sentence explanation of the salient aspects of the function.

Primary Service To: Command policy issues are generally provided to the Task Force Commander and staff, whereas personal services are provided directly to the soldier. Some functions may provide to both commanders and individual soldiers.

Accessibility: This section describes who provides the service, in what numbers and in how many locations. The number of providers for each service may be stipulated by location (e.g. at least one office per Base Camp) or by population (e.g. one Recreation Assistant per 750 troops).

Availability: This indicates when the function is available by times of the day or days of the week, and in some cases how the function is delivered to the customer (e.g. on call, by appointment, circuit rides etc.).

Service Quality: How well the service or function is delivered is indicated in this section. Quality may be indicated by expected waiting times, average cycle times, qualifications of staff etc.

Remarks: Any additional information considered relevant.

Office of Primary Responsibility: Indicates the office symbol of the functional proponent.

DSN Phone number completes the information.

BASE SUPPORT SERVICES AT BASE CAMPS

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BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: Civilian Personnel Management - Employee Services

SBC #: a03

Description: Advice and assistance on all aspects of Human Resource (HR) Management for DA Appropriated Fund and NAF employees. Supervisors, managers and employees can obtain advise and assistance on the following HR services: staffing, classification, guidance on DA civilian benefits and entitlements (danger pay, foreign post differential, etc.); performance management; discipline; awards; work schedules; and pay issues such as overtime, holiday pay, premium pay, shift differentials, bi-weekly pay cap waiver.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: There is an on-site HR representative. USAREUR HQ HR rep supplements this on-site resource and can be readily contacted and/or deployed to any of the theater locations, as required. Periodic townhall meetings and individual employee sessions are conducted with the DA deployed employees. The Civilian Human Resource Management Agency (CHRMA) maintains a web site which deployed DA civilians can access for the latest DA deployment guidance and entitlement information - <http://www.chrma.hqusareur.army.mil>

Availability: Office hours of the on-site HR rep are 0900 - 1700 Monday through Friday. During non-duty hours, the on-site HR rep is available on an on-call basis via cell phone 24 hrs/day. E-mail, telephone and FAX capability exists to access HQ in Heidelberg. Additionally, the CHRMA Web site provides on-line capability to allow deployed DA civilians access to HR issues related to their deployment.

Service Quality: Qualified, on-site HR rep is able to meet day-to-day operational needs.

Remarks: Deployed HR rep responds to individual employee and management concerns via telephone, emails or meetings. The USAREUR HR reps will also respond to policy and procedure issues.

Office of Primary Responsibility (OPR): Policy Management Division, CPD, ODCS G1, USAREUR

DSN Phone: 370-3945/3908/3941

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: 1st PERSCOM

Function: Military Personnel Support - Replacement Operations (Movement of R&R and Emergency Leave Troops)

SBC #: a07

Description: Provides coordinated bus and flight movement of personnel into and out of theater for established R&R program and Emergency Leave Personnel. Individual units are responsible for transporting personnel to and from the Overseas Reception Centers (ORC).

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: This function is accessible at the ORC; on site guidance is provided by the local PER Detachment. Capability of processing up to 300 personnel in 1-2 hours.

Availability: ORC at Ramstein operates 0600-2300, 7 days a week. Surge capacity exists for 24/7 in support of increased OPTEMPO necessities. ORC at Rhein Main operates 0600-1800, 5 days a week, with on-call support 24/7. Surge capacity exists for 12 hr/day, 7 days a week in support of increased OPTEMPO necessities.

Service Quality: Service for inbound personnel is available as flights or buses arrive. Outgoing transportation must be coordinated by individual units with the local PER Detachment.

Remarks:

Office of Primary Responsibility (OPR): Replacement Operations Division - Contingencies (ROD-C)

DSN Phone: 379-7666

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: 1st PERSCOM

Function: Military Personnel Support - Casualty Operations

SBC #: a08

Description: Utilize DCIPS-FWD for reporting; verify emergency data (DD93/SGLV) as needed; track supplemental reports as needed. Establish communication with USAREUR Casualty and DA Casualty branches utilizing automated systems or an INMARSAT as needed.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: 4 personnel at the main Medical Treatment Facility (MTF). 24 hour operations in two 12 hour shifts. Each base camp will have 2 personnel for which this function will be a primary duty or an additional duty.

Availability: 24 hour operations, 7 days a week.

Service Quality: IAW DA Reg 600-8-1, casualty reports will be sent to the PD as soon as the tactical situation allows. Every casualty will be expeditiously recorded, reported, and accounted for through official casualty notification channels.

Remarks:

Office of Primary Responsibility (OPR): PSSD

DSN Phone: 379-7671

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G6

Function: Military Personnel Support - Information Support Service Office (ISSO)

SBC #: a08, a15, a17, & a18

Description: Provides ISSO services and assistance to the Task Force, Area Support Group and other Government/Military organizations. Services shall include the operation of an Official Mail Distribution Center, oversight of the Records Preservation Program IAW UR Sup to AR 25-1, providing secure and non-secure communications via facsimile and the Automated Message Handling System, providing color and black and white reproduction services, distribution of various forms including Fragmentation orders and bulletins, operate an unclassified and classified distribution center, perform all duties of the Installation's Publications representative as required, maintains files IAW MARKS and assists when requested with the utilization of MARKS IAW AR 25-400-2, is the Official Mail Manager for the Task Force, prepares expenditure reports and documents the usage of official mail funds to the USAREUR OMM, ensures that all out going Official Registered and Official Certified/Return Receipt mail is within the guidelines as specified in AR 25-51 and provides lamination services as required.

Provided By: DMD TDY Contract

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: The ISSO will be located in an access controlled area accessible to the Task Force and major serviced organizations. ISSO will be available to the customer seven days a week, 24 hours a day.

Availability: The ISSO office will be operational 15 hours a day, seven days a week with 24 hour on call service available.

Service Quality: Qualified, on-site Administrative Specialists are able to meet day-to-day operational needs.

Remarks: Four personnel, consisting of Administrative Specialists, with current U.S. Security Clearance at the Secret level are required to meet the operations and services requirements. Staff will comply with all security, correspondence and administrative regulations and policies.

Office of Primary Responsibilities (OPR): AEAIM

DSN Phone: 370-6290

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: 1st PERSCOM

Function: Military Personnel Support - Personnel Service Support (PSS)

SBC #: a07 & a08

Description: PSS provided by a Personnel Detachment in 6 month rotations, either from USAREUR or FORSCOM assets. Services include officer/enlisted promotions, evaluations, enlisted reassignments, personnel strength accounting and ID Cards/Tags.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: IAW FM 12-6, 51 personnel service support soldiers are required to support a deployed population of 6,000 records or customers. The majority of these personnel are located at the main base camp with small teams located at each satellite camp.

Availability: Most PSS is available 0900-1700 six days a week and on call one day a week. Active Army, Army Reserve and Army National Guard personnel actions will be processed according to available databases and technology. Some PSS personnel actions will be coordinated through the home station personnel detachment (PD) while some actions can be sent directly to HQDA.

Service Quality: Replacement of active duty ID cards is limited to 6 month temporary cards if connectivity is not established with DEER/RAPIDS. ID tags will be manufactured on site using embossing machines. Service is on a walk-in basis.

Remarks:

Office of Primary Responsibility (OPR): PSSD

DSN Phone: 379-7671

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: MWR Program Management

SBC #: a12

Description: MWR Program Management: Professional MWR Specialists serve as staff resource to command and provide services programming as well as support services for program operation.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Centralized C2 teams (comprised of MWR Director, Property Book Manager, Support Services, Marketing/Tours and Entertainment Specialists) are assigned to designated HQ camp for efficient regional support. Major base camps will have a minimum of one MWR Specialist with ratio of one additional MWR Specialist for each increment of 500 authorized users over 500. Service support and MWR Specialist are located at FMPP sites to provide FMPP and procurement services.

Availability: Resupply and repair/maintenance services will be provided to base camps and FOBs weekly. Technical expert will service equipment monthly.

Service Quality: Equipment will be well maintained. Resupply items will be delivered on a weekly basis. Promotional information for programs/activities will be disbursed through local AFN radio/TV, newsletters, community and electronic bulletin boards, flyers and unit announcements.

Remarks: Each regional area will maintain spare parts, swap-out equipment, expendable supplies, and replacement equipment to ensure smooth, uninterrupted operation of supported base camp activities. Entertainment and tours personnel will travel in passenger vans and cargo vans. All MWR Specialists are augmented by LN staff.

Office of Primary Responsibility (OPR): AEAGA-G

DSN Phone: 370-8243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: MWR - Social Recreation

SBC #: a12

Description: MWR social recreation activities: A broad range of activities/programs will be offered to include special events and holiday programming.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Each major base camp will provide recreation activities to include a communications center, common area, library, and TV. MWR Specialist will program and conduct activities with LN staffing basic functions. Each base camp center has a popcorn machine, microwave, refrigerator, stereo system, karaoke/PA system and video camera IAW Red Book Standards. Camps have game tables (pool, ping pong, fussball), dart boards, and horse shoes.

Availability: Facilities will be open 24 hours per day. MWR equipment will be placed and used in common areas open to all authorized users.

Service Quality: Community centers will have scheduled daily activities with a minimum of one special event monthly. Monthly calendars and movie schedules will be posted.

Remarks: All patrons are required to sign to check out equipment and use internet computers and ports.

Office of Primary Responsibility (OPR): AEAGA-G

DSN Phone: 370-8243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: MWR - Information Services

SBC #: a12

Description: MWR Information Services include daily newspapers, paperbound book kits, Armed Forces Radio and TV Services, and public internet access computers.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Major base camps will provide MWR Information Services as part of the communications center, library room, TV room, and common area.

Availability: Facilities will be open a minimum of 14 hours daily.

Service Quality: MWR Specialist will utilize available media resources to publicize MWR activities, current international news and command information available daily. Services include a minimum of 4 DSN morale telephones, 4 internet access computers equipped with webcams per 500 personnel, and one VTC per major base camp. TVs with AFN command information and VCR/DVD players will be available in common areas to include recreation centers, fitness centers, and DFACs. Daily newspapers (ES&S) provided at one per every three service members. One monthly paperbound book kit (25 books) per 75 personnel.

Remarks: Authorized patrons using the public internet computers, ports and DSN phones are required to sign in/out at issue desk. MWR computers, ports and phones will not be used to process any classified or prohibited materials.

Office of Primary Responsibility (OPR): AEAGA-G

DSN Phone: 370-8243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: MWR - Tours and Trips

SBC #: a12

Description: MWR FMPP, tours, and trips: Opportunities for professional development, recreational tours, and Fighter Management Pass Program will be provided IAW command policy, Force Protection level, and OPTEMPO.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Tours/marketing coordinators are located at designated camps to plan, schedule and coordinate local day tours. Tour programs will be IAW AR 600-8-10. Commanders will ensure equal participation of all US Forces.

Availability: When approved by command, soldiers assigned more than 60 but less than 180 days to the theater will be allowed to participate in the Fighter Management Pass Program (96 hour pass) to command approved location in the theater. When authorized by command, recreational day trips will be arranged by MWR. MWR will work with training elements and civil affairs to coordinate appropriate professional development tours.

Service Quality: When participating in FMPP, service member will be transported to command approved pass location. Service member is responsible for personal costs (billeting, messing, entertainment, etc.) while in a pass status. Recreational day trips are at the service members own expense.

Remarks: FMPP-initial phase coordination by MWR personnel, administered by G-1.

Office of Primary Responsibility (OPR): AEAGA-G
DSN Phone: 370-8243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: MWR - Entertainment

SBC #: a12

Description: MWR Entertainment will provide a broad variety of entertainment acts.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Entertainment will be scheduled through coordinators located at the respective regional headquarters. One set of backline equipment will be located in each region.

Availability: Shows will be open to all US Forces. For centrally staged shows (celebrity), transportation from outlying camps to concert site will be arranged. Remote and hill sites will be offered hand shake visits and touring shows dependent on the hosting requirements.

Service Quality: Major base camps will have two touring shows monthly. Regional areas will have celebrity show quarterly pending availability of artists. Additional shows will be procured for special events and holiday programming.

Remarks: Backline equipment is for contracted professional use only.

Office of Primary Responsibility (OPR): AEAGA-G

DSN Phone: 370-8243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: MWR - Sports & Fitness

SBC #: a12

Description: MWR sports/fitness activities provide a varied offering of individual fitness and team sports activities.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Base camps provide sports and fitness activities and equipment to include a complete strength weight kit and a minimum of one complete set of cardio aerobic devices as determined by the DoD/DA MWR Specialist and space availability. A minimum of one set of basketball goals, soccer goals and volleyball standards per camp. Equipment and uniforms will be provided for international team events. MWR Specialist will program and conduct activities augmented by LN staffing.

Availability: Facilities and tracks will be available 24 hours per day. MWR Specialists will schedule use of fields and courts. Fields, courts, tracks and facilities are open to all authorized users.

Service Quality: Equipment will be well maintained. Towel service will be available in the fitness center. MWR Specialist will coordinate special sports and fitness activities twice a month and develop intramural unit league sports programs.

Remarks: To ensure the safety and well-being of all soldiers, contact sports (boxing, tackle football, martial arts bouts, etc.) are prohibited.

Office of Primary Responsibility (OPR): AEAGA-G
DSN Phone: 370-8243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1 through IMA-E, HR Division

Function: Continuing Education Services - Education Center Services

SBC #: a14

Description: ACES provides a full range of education programs as allowed by the infrastructure of the deployed environment to include: individual & group counseling, Defense Activity for Non-Traditional Education Support (DANTES) Testing, Army Personnel testing (APT), distance learning (DL) & traditional college classroom instruction, Functional Academic Skills Training (FAST), Advanced Academic Skills Education Program Instruction (ASEP), and Army Correspondence Program.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Education Services will be provided at each base camp. Staffing will consist of one Education Services Specialist plus education support services personnel for a population up to 1200 soldiers. For 1200 plus soldiers there will be two Education Services Specialists plus education support services personnel. For 2400 plus soldiers there will be three Education Services Specialists plus education support services personnel. For each Theater of Operation there will be one Education Services Officer/Coordinator. IMA-E will recruit & hire all ACES personnel.

Availability: Education centers in deployment areas where soldiers are restricted to camp are open 12 hours per day, 7 days per week unless otherwise directed by the Commander.

Service Quality: Professional AEC counselors, testing services, college classes.

Remarks:

Office of Primary Responsibility (OPR): IMA-E, HRD, Education Branch (SFIM-EU-HR)

DSN Phone: 370-3919

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G6

Function: Communications Systems & Systems Support - Communication Systems Support

SBC #: a15

Description: Secure/non-secure e-mail, voice and video teleconferencing circuits.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: 5th Signal Command, ODCSIM and Commercial service providers (i.e. Sprint, Defense Information Systems Agency, CECOM) on an as required basis.

Availability: 24 hour continuous support through the 5th Signal Command Contract Officer Representative in each area of responsibility, the units G-6, USAREUR DCSIM, and the 5th Signal Command DCSOPS. . Provide network connectivity for 5 morale phones and 20 tactical phones per 100 soldiers. Provide connectivity for 2 SIPR accounts and 10 NIPR accounts per Battalion headquarters. Provide 1 VTC terminal (C2 purposes), 1 Defense Red Switch Network terminal, and connectivity for 10 DSN terminals per Task Force Headquarters.

Service Quality: 100% connectivity and telephone call completion rate.

Remarks:

Office of Primary Responsibility (OPR): AEAIM-CO
DSN Phone: 370-7463

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G6

Function: Visual Information Systems - Visual Information

SBC #: a16

Description: The Department of the Army provides one Combat Camera Team consisting of 3-5 personnel to each area of responsibility for the purpose of providing a photographic historical record of unit and Task Force operations.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: External Visual Information support is provided in the form of a 3-5 man Combat Camera Team to each area of responsibility on a 179-day rotational basis.

Availability: Access to VI support through the Combat Camera Team is provided on a 24 hour a day as needed basis.

Service Quality: High quality photographic support for the purposes of unit historical preservation.

Remarks:

Office of Primary Responsibility (OPR): ODCSIM, AEAIM-CO
DSN Phone: 370-7463

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G6

Function: Information Technology, Management and Planning - Information Assurance

SBC #: a18

Description: Continuous monitoring of information networks and systems to protect against unauthorized access and ensure compliance with Department of the Army regulations.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: 5th Signal Command DCS G2. 1-2 personnel contact teams deployed to the area of responsibility on an as needed basis.

Availability: 24 hour a day monitoring of information networks and systems to ensure compliance with appropriate regulations and protection from hackers and potentially harmful computer viruses.

Service Quality: 100% detection, elimination and notification of potential network hazards and regulatory violations.

Remarks: This service is provided to the deployed forces by the 5th Signal Command RCERT.

Office of Primary Responsibility (OPR): AEAIM-CO

DSN Phone: 370-7463

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G6

Function: Information Technology, Management and Planning - Automation

SBC #: a20

Description: Automation equipment upgrades and systems procurement.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility:

Availability: Service provided during operational duty hours on a daily basis as requirements and systems needs are identified.

Service Quality: No more than a 60 day lead-time from the time the requirement is identified and the purchase request is processed through the unit contracting personnel via IMAR approved by the servicing G6, validated by IMA-E and the Joint Acquisition Review Board (JARB). Funds are certified by and items procured either through the 5th Signal Command Small Computer Issue Activity (SCIA) for guaranteed warranty support or through the [A74, A75] Joint Contracting Center. Automation procurements, by regulation, will be documented.

Remarks: Units are responsible for warranty of equipment purchased through the Joint Contracting Center.

Office of Primary Responsibility (OPR): AEAIM-CO

DSN Phone: 370-7463

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G2

Function: Installation Intelligence & Security - Installation Security Program Management Support

SBC #: a21

Description: The majority of intelligence support to the task force commander is resident in the TF G2. USAREUR G2 provides for force modernization of all intelligence equipment in the TF, including fieldings, new equipment training, upgrades and life cycle replacement; manages/administers the theater linguist contract for all CAT I, II and III linguist; provides term intelligence assessments, as required; provides oversight for intelligence activities in support of force protection and security; and provides Intelligence Contingency Funds.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Force modernization and theater linguist contract are administered by Intelligence Operations Division. Intelligence assessments are provided by Intelligence Analysis Division. CI, security and intel oversight is provided by Special Activities Division. ICF is maintained by G2 Resource Manager.

Availability: Force modernization may be initiated when a new system is being fielded, an upgrade is required or a shortfall is identified in the current architecture. Linguist contract is coordinated between USAREUR and the COR deployed with the TF on a daily basis. Other services are provided either by frequent contact with POCs in the deployed TF or upon request.

Service Quality: G2 acts without delay to resolve all issues pertaining to intelligence support for the deployed task force.

Remarks:

Office of Primary Responsibility (OPR): AEAGB

DSN Phone: 370-8854

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G3 - FP

Function: Force Protection

SBC #: a22

Description: Provide MACOM level AT/FP staff oversight and support for deployed forces. Tasks include coordination with DoD and Army Agencies to obtain required support or site visits, providing assistance on SOP/OPORD preparation, policy clarification, coordinating AT/FP school requirements, recommending equipment/procedural corrections to identified vulnerabilities, and general command oversight of AT/FP operations. Included are either coordination or conduct of required Standard 6 Assessments, coordination/submission of CBTRIF submissions, and MACOM review of AT/FP equipment requirements.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Service will be provided by the Force Protection Branch, G3. Required visits will be conducted using TDY.

Availability: Service will be available as needed. In cases where the office is not manned and an immediate response is required, the UR Operations Center will contact the FP 24 hour POC.

Service Quality: Requests for information or policy clarification will normally be resolved within 5-7 working days. Requests for special assessments or site surveys require 45-60 days for coordination. CBTRIF and other funding submissions are worked within the timelines established by USEUCOM and the Joint Staff.

Remarks:

Office of Primary Responsibility (OPR): G3-FP

DSN Phone: 370-6243

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Supply Operations - Ammunition Supply

SBC #: a23

Description: Provide receipt, storage, issue, inventory, care and preservation for unit Ammunition Basic Load (combat load plus lift load) in addition to any authorized operational load and training ammunition. Prepare stock for retrograde in accordance with instructions from supporting Material Management Center (MMC). Assist the accountable officer and the Quality Assurance Specialist Ammunition Surveillance (QASAS) with supporting functions of ammunition inspections, reporting and stock control.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Basic Load Ammunition Holding Area (BLAHA) will be located where appropriate.

Availability: A BLAHA will be available to support units organic, assigned to or otherwise dependent upon the base camp for Class V support.

Service Quality: Quality of service will be evaluated based on compliance with applicable DA and USAREUR regulations.

Remarks: Surveillance (QASAS) and accountability responsibility must remain with the military and be performed either by DOD civilians or military personnel; however this restriction does not apply to personnel supporting the accountable officer and QASAS e.g. ammunition inspections, reporting and stock control.

Office of Primary Responsibility (OPR): AEAGD-SD-A (Supply - Ammunition)
DSN Phone: 370-7147

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Supply Operations - Retail Supply

SBC #: a24

Description: Provide installation retail supply services (receipt, storage and issue, requisition processing and equipment turn-in) for Classes of Supply II, III(P), IV, VII and IX.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Provide a combined ground/air supply support activity (SSA) per Task Force and additional SSAs as validated by USAREUR G4. Other designated locations may utilize SARSS1 for data entry, but will only have an ASL with specific permission from HQ, USAREUR (G4)

Availability: SSA will provide support to all units assigned or attached to the Task Force.

Service Quality: Support quality will be measured against DA standards for: (1) requisition processing time, (2) receipt processing time, (3) inventory adjustment rate, (4) materiel release denial rate, (5) inventory accuracy and (6) Authorized Stockage List (ASL) zero balance lines with due-out requisitions. ASLs will be demand supported. Non-demand supported lines (SLC "M") will not exceed five percent of total demand supported lines (SLC "Q") without General Officer approval.

Remarks: The SSA Accountable Officer must be military or DA civilian. The ASL Review Board recommendation approval authority will be the first O-6 in the chain of command.

Office of Primary Responsibility (OPR): AEAGD-SD (Supply)

DSN Phone: 370-8669

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Supply Operations - Class III Bulk

SBC #: a24

Description: Provide wholesale and retail JP8, Diesel, MOGAS, AVGAS, & Kerosene Class III Bulk to a deployed Task Force. Set up and operate one Fuel System Supply Point (FSSP), and Forward Area Refuel Equipment (FARE) distribution system per base camp to support air and ground forces. Maintain fuel in above-ground-storage tanks IAW FM 10-67-1. When applicable, receive POL from RSN/Host Nation sources, or receive from contract sources; and deliver to retail fuel points and remote sites. Forecast contract fuel requirements & submit required periodic reports.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Provide and operate a retail supply point at each base camp or where appropriate.

Availability: Wholesale bulk issue available to all units assigned or attached to the Task Force. Retail fuel is available for other customers identified by the Task Force Commander IAW AR 710-2, Appendix E-1 and E-2.

Service Quality: Each retail fuel point will maintain adequate, readily available quantities of Class III B at locations specified by the Task Force Commander. Fuel storage capacities will be based upon consumption forecasts provided by the Task Force. Fuel quality will be consistent with U.S. standards outlined in Defense Fuel Supply Center Handbook (DFSCH) 4130.1. Quality Assurance guidelines must be strictly enforced IAW AR 715-27.

Remarks: None

Office of Primary Responsibility (OPR): AEAGD-SD-G (Supply-General Supply)

DSN Phone: 370-8142

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Supply Operations - Defense Reutilization and Marketing Service (DRMS) and Forward Receiving Area (FRA) Operations

SBC #: a24

Description: DRMS or FRA is responsible for disposal and guidance for all DOD material that is excess of surplus (except radioactive waste), and hazardous material (HAZMAT/WASTE designated for disposal by the component service and classified document).

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: DRMSs or Forward Receiving Areas (FRAs) will be established at locations designated by the Task Force Commander in consultation with DLA. If an FRA is established, the FRA will receive and retrograde materiel to the closest DRMS.

Availability: DRMSs or FRAs will support all Supply Support Activities (SSAs), Central Issue Facilities (CIFs) and other waste and scrap consolidation points designated by the Task Force Commander.

Service Quality: Effective and compliant disposal of all excess and/or surplus property as far forward as possible. Full compliance with all laws, trade security controls, international treaties and agreements. One hundred percent accountability of disposed property. DRMSs shall create and maintain a DRMS Customer Assistance Handbook covering all DRMO turn-in procedures including DEMIL and HAZMAT.

Remarks: DRMS will refuse Class II (non-expendable) and Class VII items without a 200th TSC MMC stamp applied to the 1348-1 turn-in document.

Office of Primary Responsibility (OPR): AEAGD-SD (Supply)

DSN Phone: 370-8765

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Supply Operations - Central Issuing Facility (CIF)

SBC #: a25

Description: Operate an organizational clothing and individual equipment (OCIE) facility to provide direct exchange (DX) for unserviceable OCIE.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Provide a main OCIE facility per Task Force.

Availability: Open at least 6 days/week and 10 hours/day for DX services.

Service Quality: Provide DX items to soldiers upon request. Where Clothing Bag Item (CBI) program is authorized by HQDA, provide BDUs and boots within 6 weeks of request. Account for and manage OCIE using CIF Installation Support Module (ISM).

Remarks: Soldiers shall deploy with a complete authorized OCIE Mandatory Issue List (OMIL). CBI will be provided when authorized by HQDA. The CBI Program authorizes the replacement of up to 2 sets of unserviceable BDUs for soldiers stationed in the Task Forces AOR. Replacement of entire or partial OCIE due to unavoidable loss or destruction may be authorized by the Task Force Commander. OCIE will be issued from on-hand stocks or from Central Region, depending on stock availability.

Office of Primary Responsibility (OPR): AEAGD-SS

DSN Phone: 370-6272

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Supply Management - Asset Management

SBC #: a26

Description: Provide installation and Table of Distribution and Allowance (TDA) property book support to the Task Force including (1) equipment request processing, (2) hand receipt maintenance, (3) performance of inventories (4) Continging Balance System - Expanded (CBS-X) and Unique Item Tracking (UIT) reporting and (5) excess equipment disposal.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Multiple locations as determined by the TF Commander

Availability: Provide Property Book services at locations designated by the Task Force Commander.

Service Quality: In accordance with DA standards for:
(1) Authorized equipment (must be on hand or on order)
(2) Property records Maintenance
(3) Performance of Inventories
(4) CBS-X and UIT reconciliations
(5) Property responsibility assignment
(6) Excess equipment disposal

Remarks: Accountable Officer must be military or Department of the Army civilian with SPBS-R and DES communications. Contractors will manage accountability of government furnished equipment. Owning units will manage accountability of Modified Table of Organization and Equipment (MTOE) and To Accompany Troops (TAT) equipment.

Office of Primary Responsibility (OPR): AEAGD-SD-G (Supply-General Supply)

DSN Phone: 370-8496

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Material Maintenance - Maintenance Support

SBC #: a27

Description: Units will deploy with organic unit and/or organizational and direct support (DS) maintenance capability. Using unit and DS maintenance support will be provided by a maintenance contract under the oversight of the Task Force ASG/DOL.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: At least one unit/organizational level maintenance activity per base camp.

Availability: Open at least 12 hours/day, 5 days/week capable of expansion to 24 hours/day, 7 days/week.

Service Quality: In accordance with Army Regulation (AR) 750-1, paragraph 3-1 and Technical Manual 10/20 series, PMCS. Applicable to all equipment except equipment used as training aids and frequently disassembled and assembled for instructional purposes. The maintenance standard is the condition of fully mission capable (FMC) equipment. The contractor shall maintain equipment to the TM 10/20 maintenance standard prescribed in AR 750-1, Para 3-2, using the equipments operator, maintenance, and parts technical manuals. Contract maintenance includes all organizational and direct support maintenance tasks including scheduled and unscheduled maintenance services, lubricating equipment, dispatching, tire/track repair and replacement, recovery services, battery shop, welding shop, Army Oil Analysis Program, MWOs, calibration of TMDE, CARC painting and spot painting, ULLS-G, and SAMS support, and monthly USR.

Remarks: Unit commanders retain the responsibility to ensure all assigned equipment is maintained to the Army standard.

Office of Primary Responsibility (OPR): AEAGD-MD-P (Maintenance-Policy and Programs)

DSN Phone: 370-8600

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Transportation Services

SBC #: a28

Description: Transportation Motor Pool (TMP) support to include Non-Tactical Vehicle (NTV): (1) acquisition, (2) recurring and general dispatch, (3) maintenance and services, and (4) mass transportation.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: The TMP will obtain NTVs, process general and recurring dispatch requests and schedule NTV servicing. General dispatch requests are processed through the ASG DOL to the TMP. Recurring dispatch shall be performed in accordance with government regulation and ASG DOL policy. Recurring NTV assignments will be based on valid mission requirements/justifications and criticality of need. Recurring NTV justifications will be provided by units as requested by the ASG DOL. Dispatch, administrative, maintenance and service support operations may be centralized with electronic dispatch document support. Inter- and Intra- base camp mass transportation will be provided as determined by the Task Force Commander, ASG DOL, and as approved by USAREUR G4.

Availability: 7 days/week, extended business hours.

Service Quality: Reliable NTVs to support mission administrative requirements.

Remarks: All attempts should be made to transition any commercially leased NTV assets to complete contractor support. If NTVs are required beyond the initial start-up phase then USAREUR G4 will act as the approval authority for exceptions to policy for ongoing NTV leases.

Office of Primary Responsibility (OPR): AEAGD-P

DSN Phone: 370-9449 / 9447

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Transportation Services - Local and Line Haul Operations

SBC #: a28

Description: Provide Local and Line Haul transportation for light, medium and heavy modes of transportation for the movement of passengers, mail, Stars and Stripes, cargo, all classes of supply, retrograde, and heavy equipment within theater of operations.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: A Transportation Movement Request (TMR) or a prime contractor dispatcher will be used to task transportation assets. The TMR is submitted from a servicing Movement Control Agency (MCA) or any competent authority requiring transportation service. A Transportation Control Movement Document (TCMD), Warehouse Requisition, or an authorized Transportation Movement Request (TMR) receipts movement of cargo. The only exception is Stars and Strips newspapers. Tasking is on-call, and distribution instructions are provided with newspapers.

Availability: 7 days a week, 24-hours per day.

Service Quality:

Pre-mission responsibilities:

1. Ensure the appropriate mission vehicle (s) is/are dispatched.
2. Preposition and/or marshal vehicles to maintain command and control, positive control of property, and safety of personnel.
3. Ensure driver(s) have the proper license (s) and training to operate assigned vehicles.
4. Ensure Proper Protective Equipment (PPE) on hand for the vehicle operator(s).
5. Ensure the driver(s) receive proper risk assessment on vehicle operation and use of support equipment.

Mission Planning Responsibilities:

1. Check the TCMD, TMR or Warehouse Requisition and coordinate with MCA or authorized requestor.
2. If mission has changed, annotate changes on form with all pertinent details per local procedures.

Mission Planning Responsibilities:

3. Mission cancelled or unauthorized, return TMR to requestor.
4. Identify vehicle (s) requirements.
5. Identify mission and support personnel, as applicable.
 - a. Conduct route reconnaissance, as applicable.
 - b. Conduct map reconnaissance, and select primary and alternate routes.
 - c. Identify halts, remain over night (RON) sites, route restrictions, and prepare strip map.
6. Identify check points (CP) for reporting mission progress, arrival times, and departure times.
7. Submit appropriate information for border and/or diplomatic clearances and custom clearance, as applicable.

Plan Vehicle (s) Movement:

1. Identify and coordinate special mission requirements.
2. Ensure communication equipment is in working order.
3. Coordinate mission support requirements.
4. Determine In-transit visibility for movement.

Prepare Driver (s):

1. Ensure driver(s) have the opportunity for necessary rest and sleep prior to vehicle (s) departure time.
2. Conduct pre-trip inspections to check personnel, equipment, documents, and PPE.
3. Ensure driver (s) receive proper Total Safety Task Instruction II (risk assessment) on vehicle operation and use of support equipment.
4. Preposition express drivers for receipt of mission vehicles.

Prepare vehicle (s):

1. Schedule driver (s) for pre-trip vehicle inspections.
2. Check load to ensure proper cargo markings, and placards.
3. Receipt the TCMD and/or appropriate shipping documents from shipper, ensure documents are complete, as applicable.
4. Ensure each vehicle has appropriate safety and support equipment.

Mission Responsibilities:

1. Conduct risk assessment, brief personnel, and cover special requirements that are applicable to your particular mission.
2. Ensure vehicle (s) departure is on time.
3. Report departure time to Transportation.
4. Monitor movement of assets.
5. Ensure arrival and departure of CPs and the arrivals at destinations are reported to Transportation, as applicable.
6. Process clearance and custom paperwork with appropriate officials, as required.
7. Conduct periodic load inspections and maintenance checks.

8. Receipt the TCMD, TMR, Warehouse Requisition, and/or appropriate shipping documents to the receiver.

Mission Responsibilities:

9. Express drivers will prepare for receipt of inbound vehicles and cargo one (1) hour prior to scheduled delivery.

Post-Mission Responsibilities:

1. Conduct maintenance and post trip check on vehicles (s).
2. Secure blocking, bracing, and tie downs, as applicable.

Remarks: None

Office of Primary Responsibility (OPR): AEAGD-P (Trans) and AEAGD-TM

DSN Phone: 370-8914 and 370-9449

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Transportation Services - Container Handling Services

SBC #: a28

Description: Operate and manage container handling storage areas.

Primary Service To: Task Force/Staff Soldiers

Accessibility: Multiple locations as determined/directed by 21st TSC and TF Commanders

Availability: Open 24 hours a day, 7 days a week, as directed by appropriate military higher headquarters.

Service Quality: Manage, coordinate, and support loading/unloading operations for deploying, redeploying, and tenant units.

Remarks: None

Office of Primary Responsibility (OPR): AEAGD-P (Trans)

DSN Phone: 370-8914

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Transportation Services - Movement Control

SBC #: a28

Description: Provide movement control services in the assigned Area of Responsibility (AOR)

Primary Service To: Task Force/Staff Soldiers

Accessibility: Multiple locations as determined/directed by 21st TSC and TF Commanders

Availability: Open at least 8 hours a day, 5 days a week; capable of expansion to 24 hours a day, 7 days a week as directed by appropriate military higher headquarters.

Service Quality: Tasks to be performed by MC organizations may include but are not limited to:

1. Maintain visibility over U.S. Forces movements by all modes of transportation in the assigned AOR.
2. Serve as the mode determination authority for all movements of U.S. Forces cargo outside of, or that cross divisional boundaries.
3. Receive and process customer requests for transportation, generate Transportation Movement Release (TMRs) and enter all movements into the EUCOM Movement Control System (EMCS) using Department of the Army Movement Management System-Redesigned (DAMMS-R) or current software.
4. Provide daily situation reports (SITREP) to the appropriate higher headquarters that cover BMCT and/or ATMCT operations in the assigned AOR.
5. Prepare and submit various reports on movement control and transportation operations in the assigned AOR as required by higher headquarters.
6. Attend meetings with Host Nation authorities on movement control and transportation issues as required.
7. Assist units in the preparation and/or perform quality control check of shipment documentation for the movement of U.S. Forces cargo.
8. Task military and contractor transportation assets for movement of U.S. Forces cargo.
9. Assist military units with deployment and redeployment operations.

10. Request and coordinate the use of commercial truck transportation when military or contractor assets are not available or not able to complete the mission.
11. Prepare payment documentation for commercial truck transportation services to appropriate higher headquarters.
12. Request and coordinate the use of commercial bus transportation when military or contractor assets are not available or not able to complete the mission.
13. Prepare payment documentation for commercial bus transportation services and submit to appropriate higher headquarters.
14. Prepare Export Traffic Release Requests (ETRRs) for the movement of U.S. Forces cargo to CONUS and submit to appropriate coordinating agency as required.
15. Prepare and submit highway march credit requests to the appropriate higher headquarters for all movement of U.S. Forces equipment and cargo by road.
16. Prepare and submit diplomatic clearance request to the appropriate higher headquarters for the movement of U.S. Forces equipment and cargo by road and rail.
17. Plan and document rail movements of U.S. Forces cargo and equipment.
18. Prepare payment documentation for commercial rail transportation services and submit to appropriate headquarters.
19. Serves as liaison between the Host Nation railway agencies/departments and the U.S. Forces.
20. Perform duties as U.S. Customs stamp holder.
21. Perform Movement Regulating Team (MRT) function.
22. Prepare, process, reconcile and file AE Form 302-1 (NATO customs document) to facilitate border clearance of U.S. Forces cargo.
23. Prepare, process, reconcile and file other HN customs forms under the guidelines established by the HN and U.S. Forces for the movement of U.S. Forces cargo exempting it from any duties, fees, or taxes.
24. Submit, reconcile and file fund citation requests for commercial transportation services.
25. Submit, reconcile, and file freight warrants for commercial transportation services.
26. Perform container management functions for U.S. Forces in the assigned AOR.
27. Operate and maintain the TC-ACCIS/TC-AIMS systems for use in deployment/redeployment and movement operations.
28. Operate and maintain the Global Command and Control System-Army (GCCS-A).
29. Coordinate convoy escorts with Host Nation authorities for movements of U.S. Forces cargo as required.

Remarks: None

Office of Primary Responsibility (OPR): AEAGD-P (Trans)
DSN Phone: 370-8914

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Food Services

SBC #: a29

Description: Provide minimum food storage of 5-days supply, preparations, and service to the Task Force.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Dining facilities (DFAC) will be within 15 min walking distance from work and living areas. Remote sites will be provided hot meals from basecamp DFAC or field feeding equipment.

Availability: Minimum of 3 meals a day per person. A midnight meal for shift workers, who work night shift, may be required to be served.

Service Quality: A-A-A (minimum of 3 hot meals) in fixed facilities with full food service contract. Remote base camp food service staff may be contractor or military personnel based on cost determination. DFAC will maintain at least 5 days of dry, chilled, and frozen rations. The Subsistence Total Order Receipt Electronic System (STORES), and the Army Food Management Information System (AFMIS) will be utilized in support of DFAC operations. DFACs will be operated using guidelines contained in U.S. Army Food Service regulations and MACOM guidance, to include but not limited to AR 30-22 (The Army Food Program), DA Pamphlet 30-22 (Operating Procedures for the Army Food Program) and TB Med 530 (Occupational and Environmental Health).

Remarks: Area Support Group food service staff will perform COR/QAE functions in coordination with supported tactical units.

Office of Primary Responsibility (OPR): AEAGD-SS
DSN Phone: 370-8717 / 7933

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Food Service - Rations Storage

SBC #: a29

Description: Storage of Operational Rations

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Within Task Force Area of Responsibility (AOR).

Availability: Delivery to requesting unit within 24 hours.

Service Quality: Sanitary, temperature and humidity controlled storage of operational rations, including bottled water, at base camps. Storage conditions will be maintained IAW TB Med 530, Occupational and Environmental Health.

Remarks: Task force units consume and rotate stocks. Task Force Food Advisor provides oversight services. Stockage level determined by Task Force G-4 and USAREUR G4.

Office of Primary Responsibility (OPR): AEAGD-SS

DSN Phone: 370-8717 / 7933

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G4

Function: Laundry Support

SBC #: a30

Description: Provide laundry support at base camps and remote locations.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Laundry support will be conveniently / centrally located in base camps. Self-service laundry facilities or pick up point(s) will be located at remote locations. Drop-off and pick-up points will be located within 15 minutes walking distance from base camp living areas. Self-service laundry facilities should be located within 15 minutes walking distance of living areas.

Availability: Drop-off and pick-up points 7 days/week 12 hours/day with turn around within 48 hours. Self-service laundry available 24 hours/day, 7 days/week.

Service Quality: Contract or deployment manning document (DMD) operated facilities will be capable of laundering (wash, dry and fold) at least two fifteen pound bundles of clothing per soldier per week. Sleeping bags will be cleaned in accordance with Technical Manual 10-8400-203-23. Modular sleep bag system (MSBS) will be cold water machine washed (up to 85 degrees Fahrenheit) and tumble dried (below 90 degrees Fahrenheit) without starch, bleach or dry cleaning.

Remarks: Sleeping bag laundering procedures will be posted in self-service laundry facilities.

Office of Primary Responsibility (OPR): AEAGD-SS
DSN Phone: 370-6915

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Maintenance & Repair

SBC #: a31-a39, & a42

Description: Provide maintenance and repair of all base camp facilities. Includes Standing Operating Orders (SOO), Individual Job Orders (IJO), Service Orders (SO), and Preventive Maintenance (PM) work performed inside or within five feet of a facility. Excludes facility infrastructure (utility service components, roads, grounds) and environmental protection services.

Primary Service To: **Task Force CDR/Staff** **Soldiers**

Accessibility: One customer service desk per main base camp or FOB, manned by contractor personnel, for both housing management functions accepting work orders for maintenance and repair work.

Availability: Customer service order desk operates 12 hours per day 6 days per week, emergency calls after hours are taken by ASG BDOC or camp Installation Coordinator (IC) offices.

Service Quality: Service order classification and response time frames are: Emergency 2 hours, Urgent 2 days, and Routine 15 days, also see remarks section below. Construction standards will be per USAREUR Red Book standards. Approval levels will be per USAREUR Green Book.

Remarks: SOs, IJOs and SOOs will be reviewed and approved by the DPW.

EMERGENCY: Work that takes priority over all other work and requires immediate action: involves failures/problems that represent an immediate danger to life, health, mission, security, or property. Normal response time is within 2 hours.

URGENT: Work required to correct a condition that would become an emergency (if unattended), would seriously affect morale, or has command emphasis. Normal response time is within 2 working days depending on availability of servicemen, relative urgency, and time request received (weekend, night, duty hours).

ROUTINE: Covers work that if deferred would result in continued inconvenience and unsightly conditions. Normal response within 15 days based on first requested, first served.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Grounds & Roads Maintenance

SBC #: a40, a41, a43, a49

Description: Provide grounds maintenance activities including mowing, trimming, raking, seeding, and related landscaping activities. Provide maintenance and repair of base camp roads, bridges, and other surfaced areas. Includes paving, pothole / crack repair, bridge maintenance and inspection, sealing, painting, and other related activities.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide roads and ground maintenance services where needed.

Availability: Primary and secondary roads will be per USAREUR Red Book standards. Roads and grounds maintenance and repair services will be as approved by the DPW.

Service Quality: Surfaced areas will be maintained in an economical manner that protects the Government's investment, reduces hazards to life and permits continuous use. An annual inspection of surfaced areas will be performed. Grassed areas will be mowed to ensure a healthy, presentable appearance. Within 15 meters of buildings, maximum height of grass will be 20 cm and minimum will be 10 cm. Grassed areas adjacent to airfields/runways/flight lines are maintained between 18 cm to 28cm in height. Remaining areas will be mowed to preserve healthy vegetation only no height restrictions, but not more often than every 2 weeks. Excepting where build-up of leafs on roads, sidewalks or in drainage structures poses a threat to system functionability or personnel safety, leaf raking and removal will be conducted a maximum of four times annually between October and January. Sweep roads, paved shoulders, drives, aprons, walks, and parking areas every two weeks, based on local conditions. The DPW may direct more frequent street sweeping as required, not to exceed once daily.

Remarks: A service order / work order will be submitted for any work requested beyond the baseline standard.

Office of Primary Responsibility (OPR): AEAEN
DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Dust Abatement

SBC #: a41

Description: Maintain safety of primary and secondary roads by periodically applying non-potable water for dust abatement during dry conditions.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide dust abatement services.

Availability: Dust levels on primary and secondary roads, motorpools and other areas to be maintained as designated by the DPW. Frequency of dust abatement will be as directed by DPW based on weather/environmental conditions.

Service Quality: Ensures safe base camp operations and continuous use of designated primary traffic routes, including camp accesses and egresses.

Remarks: Air Force or Army Aviation commanders at main base camps with associated airfields, runways or army aviation flight lines develop a dust abatement plan ICW the associated DPW office and approved by the ASG commander.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Heating/Cooling Services

SBC #: a44

Description: Provide Heating/Cooling services throughout the base camp facilities. Includes installation, maintenance, and repair of heating/cooling systems.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Heating/cooling will be provided to all facilities where personnel live, work or recreate. Tents will be provided with heating only. Storage areas will only be provided heating/cooling services as prescribed by USAREUR Red Book standards. Heating/cooling should be provided to occupied spaces only. However, technical requirements to prevent damage from freezing should be implemented. In regions where the coldest outdoor temperature is between (-10°C) and (-20°C), unoccupied facilities will be heated to 10°C and 15°C temperatures, respectively, to prevent freezing damage. DPW will determine on a case-by-case basis whether heating/cooling of unoccupied facilities and heating of unoccupied tents is necessary and feasible to prevent property damage, considering local conditions and heating system type and configuration.

Availability: Standards for maximum indoor temperatures in winter are 68°F and minimum indoor temperature in summer is 78°F. Designated senior occupants enforce the standard +/- 3° by monitoring temperature strips installed in administrative areas and living spaces wherever individual electric control units (ECUs) are utilized. Where central heating/cooling systems are pre-existing or have been installed and/or for all other facilities (primarily large facilities such as Hangars, Recreation Centers, Gyms, etc.), DPWs will monitor installed thermostatic controls to maintain established temperature standards.

Service Quality: During the heating season, all heating service calls will require an emergency response within 2 hours of notification. ECUs will be maintained (PM) and repaired IAW applicable manufacturer's technical publications.

Remarks: ASG Commanders will publish and implement an Energy Conservation Program, designed IAW AR 11-27, to address their contingency area of responsibility.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Water Services

SBC #: a45

Description: Provide Water service throughout the base camp. Includes installation, maintenance and repair of distribution system and the cost of producing or purchasing water.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Provide potable water to base camp facilities including food preparation areas, living quarters and ablution units, and laundry facilities. Provide non-potable water for washrack operations, construction operations and dust abatement. Order of precedence for obtaining water services is: (1) Local commercial sources (2) Water produced from on-base wells, processed through installed water treatment facilities, and distributed through pre-existing or installed distribution/storage systems. (3) Trucked-in bulk water (potable and/or non-potable) and/or bottled water only if required.

Availability: Provide at least 60 gallons of potable water per person per day at all camps and forward operating bases (FOBs). Provide water fountains in common areas. Provide sufficient non-potable water in support of approved washrack, dust abatement and construction operations. For populations under 300, 50 gal/capita/day will be used for base camps and 25 gal/capita/day for FOB. These allowances do NOT include water used for laundries to serve resident personnel, washing vehicles, or special industrial or irrigation uses. The per capita allowance for nonresidents will be one-third that allowed for residents. For Aircraft Control and Warning Stations, National Guard Stations, Guided Missile Stations, and similar projects, use TM 5-813-7/AFM 88-10, Volume 7.

Service Quality: Water will be potable and to U.S. Army Center for Health Promotion & Preventive Medicine (CHPPM) standards.

Remarks: Water wells, water storage, and water distribution systems are authorized for all main base camps. Engineering calculations will be used to size the capacity of the system. Design calculations, drawings, plans and specifications will be reviewed and approved by USAREUR DCSENG. Where possible and economically feasible, connection will be made to local commercial sources with consideration given to force protection and quality of water.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Wastewater Services

SBC #: a44-a48

Description: Provide wastewater services to main base camps and Forward Operating Bases (FOBs.). Services include installation, operation and maintenance of collection and treatment systems, the cost of commercial collection services to dispose of wastewater, or the cost of connection to municipal wastewater systems.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Connections to municipal wastewater systems or use of commercial utility collection services for base camps will be used if available and economical. If municipal systems and commercial collection services are not available, wastewater collection and treatment systems will be provided. For remote sites, wastewater will be collected and transported to a wastewater treatment plant or collected by available commercial services.

Availability: Wastewater services will be provided to all personnel and facilities, year-round.

Service Quality: If connection to a municipal/commercial system is not available or not economical, collection and treatment systems will be operated to meet Host Nation wastewater treatment standards. If Host Nation standards do not exist, collection and treatment systems will be operated to meet DoD 4715.5-G Overseas Environmental Baseline Guidance Document (15 MAR 2000).

Remarks: None.

Office of Primary Responsibility (OPR): AEAEN
DSN Phone: 370-8011

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Facilities Maintenance Management - Electrical Services

SBC #: a47

Description: Provide electric services to all main base camps, forward operating bases (FOBs) and Outposts. Includes necessary design, installation, maintenance and repair of the distribution system and the cost of producing or purchasing electricity.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide main electrical power, where commercial power is not available or economically feasible.

Availability: Power will be available to all base camps. In case of main power failure, back-up power will be provided to all critical facilities as specified by the ASG commander.

Service Quality: Electric power availability (% time) will not be less than 100% for critical facilities (e.g., hospitals, headquarters, communications), and within a range of 95-96% for other facilities. Quality of electric systems operation, maintenance, and repair will be IAW AR 420-49, Utility Services, Army and manufacturers technical manuals. For interior electrical systems, maintenance on electrical systems and equipment must adhere to the codes and specifications as they apply to the work to be performed. Also, manufacturers' maintenance instructions that accompany select electrical components and systems must be applied in conjunction with the codes and specifications applied in host nations or the National Electrical Code (NFPA 70), American National Standards Institute Standard (ANSI/IEEE Std.) and Institute of Electrical and Electronics Engineers, whichever is most stringent and practical.

Remarks: Material specifications, construction criteria, installation standards, and safe working procedures should be applied to minimize hazards. All work should be performed by qualified electricians and conform to the latest accepted procedures and standards. The National Electrical Safety Code (NESC) establishes general safe practices for construction, maintenance, and operation of all electric utility systems. The rules contained in these manuals are considered mandatory and must therefore be referenced at all times. Any deviations from these procedures must be agreed upon by the safety director.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Housing Management

SBC #: a52

Description: Unaccompanied Personnel Housing.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: One customer service desk per main base camp or FOB, manned by contractor personnel, for both housing management functions accepting work orders for maintenance and repair work.

Availability: Customer service desk operates 12 hours per day 6 days per week, emergency calls after hours are taken by ASG BDOC or camp IC offices.

Service Quality: Deployed personnel are authorized minimum living conditions IAW the following military-to-civilian grade equivalencies per Table 3-1, AR 210-50 (Housing Management.)

Category (See remarks)	# per Std SEAHut (16' x 32')	# per Std Container (8' x 20')
E1-E5; GS-5 & below, NF 1/2; Civilian WG 1-11 or WL 1-5; Contracted laborers	6	2
E6-E7; WO-1/2; O-1/2; GS 6-9, NF3; civilian WS 1-7; educators Schedule C1-3 all civilians / contractors (>6 months)	4 4 (private rooms)	2 1
E8, CW-3/4, O-3/4; GS 10-12, NF4; Educators Schedule C4 and up, D-F, M-O and teaching principals - schedule L;	3	2
E-9, CW5, O-5/6; GS 13-15, NF5;	2	1
O7; SES; NF6	1	1

Remarks: Private (containerized or partitioned SEAHut) billeting space for the housing of long-term (exceeding 6 months) government civilian / contractor employees will be considered in camp planning. The ASG Commander makes any decisions to resolve grade equivalencies and private room availability for long-term civilian / contractor employees at existing camps.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7599

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Real Property - Real Estate Services

SBC #: a55

Description: Each ASG DPW office will have an assigned or on call Real Estate Specialist to develop, implement, and maintain real estate policies, plans, and programs to meet mission requirements including but not limited to:

- Acquisition, management and disposal
- NATO / Host Nation / Local National liaison and coordination

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Engineer DPW office.

Availability:

- Emergency real estate assistance/expertise will be available 24 hours a day, 7 days a week through the DPW.
- Assistance with routine real estate issues will be available daily.

Service Quality:

- The DPW will be staffed with a qualified Real Estate Specialist.
- The DPW Real Estate section will be staffed with professional local national personnel for translator / interpreter / administrative assistance.
- Additional expertise will be coordinated through ODCSENGR/USACE as needed.
- Transportation support is a critical factor for efficient real estate services.

Remarks: The Real Estate Contracting Officer is sole authority for negotiation and settlement of real estate contracts in theater. Commanders and units make no oral or written commitments regarding U.S. use of real estate to prospective lessors. Units must submit requests for real estate to Command Joint Acquisition Review Board (JARB) for requirement and funding approval.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: DSN 370-8174/6745/6009

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Other Engineering Services - Janitorial Services

SBC #: a57

Description: Provide janitorial services to include routine washing, waxing, dusting, indoor refuse collection, and other scheduled cleaning activities as applicable. Includes scheduled (routine), requested, and emergency cleaning services.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide janitorial services at all main base camps and forward operating bases (FOBs.)

Availability: Provide janitorial services for base camp admin and offices once every other day. Medical, dining, ablution and other high use facilities as designated by the DPW will be provided janitorial services once daily. Fitness centers will be cleaned at least twice (2) daily or more frequently to sufficiently maintain standards of cleanliness. Living spaces, except for transient billeting, will not receive janitorial services.

Service Quality: Serviced facilities will be cleaned IAW applicable U.S. Army Center for Health Promotion and Preventive Medicine (CHPPM) standards or to quality standards specified by the DPW.

Remarks: A service order will be submitted for any work requested beyond the baseline standard.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Other Engineering Services - Pest Control Services

SBC #: a58 & a59

Description: Provide pest control services utilizing the principles of integrated pest management for base camp facilities and outdoor areas as appropriate. Service includes pest surveillance and control, elimination of pest breeding sites, pest exclusion, approved pesticide applications when non-chemical controls fail and other required actions to control pests in and around base camps. Includes response to emergency and non-emergency service orders. Includes surveillance and control of vertebrate pests and removal of animal carcasses and decontamination of rodent infested facilities. Pests include rodents, ticks, mosquitoes, fleas, spiders and stinging insects, crawling insects and poisonous snakes.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Provide pest control services for base camp facilities and outdoor areas. Pesticides usage shall conform to requirements set forth in DoD TIM No. 24, Contingency Pest Management Guide, 17 Feb 00.

Availability: Pest control services are provided by trained and certified pesticide applicators and satisfy the priorities and requirements established in ASG DPW Pest Management Plans – based on AR 200-5 and applicable DoD Guidance. A maximum of three months supply of authorized pesticides, spray equipment and components will be maintained to respond to immediate use and for multiple emergency responses.

Service Quality: Response time for routine requests for pest control services is within 24 hours; and 4 hours for emergency service requests. Frequencies are based on regional endemic arthropod and vector-borne disease profiles and risk assessment associated with vector-borne disease, or as specified by DPW as needed based on infestations.

Remarks: Contract pesticide usage reports are forwarded to CHPPM Main, APG, MD, the assigned repository of these reports as required by DoD Directive.

Office of Primary Responsibility (OPR): AEAEN
DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Other Engineering Services - Refuse Removal Services

SBC #: a60

Description: Collect and dispose of base camp refuse. Provide for recycling collection and transportation as applicable. Provide landfill management and inspection. Ensure sanitary condition of equipment and containers. Does not include hazardous materials.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provides refuse removal services for main base camps and forward operating bases (FOBs.)

Availability: Provide sufficient containers for trash collection as follows: trash and debris collection for dining, medical, and similar high-use facilities as designated by the DPW will be on a daily basis, all other facilities once per week.

Service Quality: Containers for biodegradable refuse are disinfected when emptied to maintain sanitary conditions. Area around dumpsters is kept clean; spills during collection are cleaned.

Remarks: A service order will be submitted for any work requested beyond the baseline standard.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-8011

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Other Engineering Services - Snow and Ice Removal (SNIC)

SBC #: a61

Description: Remove snow, sleet and ice from areas that require such service to ensure safe base camp operations. Provide emergency (primary roads) and routine (secondary roads) removal services.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide snow and ice removal (SNIC) services.

Availability: Primary and secondary roads, walkways, motorpools and other areas to be cleared of snow and ice will be designated by the DPW. Frequency of snow and ice removal will be as directed by DPW based on weather conditions.

Service Quality: Ensures safe base camp operations and continuous use of designated primary traffic routes, including camp accesses and egresses.

Remarks: Air Force or Army Aviation commanders at main base camps with associated airfields, runways or army aviation flight lines develop a SNIC plan ICW the associated DPW office and approved by the ASG commander.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Environmental Services

SBC #: a67

Description: Environmental Management. Each DPW environmental officer will ensure development, implementation, and maintenance of policies, plans, and programs related to environmental issues to include but not limited to:

- Compliance inspections; pollution abatement; pollution prevention; environmental engineering studies.
- Environmental Baseline & Closure studies.
- Hazardous waste management and disposal.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: DPW office at each ASG HQs.

Availability:

- Emergency environmental assistance/expertise will be available 24 hours a day, 7 days a week through the DPW.
- Assistance with routine environmental issues will be available within 72 hours.

Service Quality:

- The DPW will be staffed with a qualified environmental engineer/officer trained in environmental management.
- Additional expertise will be coordinated through DCSENG/USACE as needed or required to augment staff to handle complex or highly technical issues/concerns.

Remarks: DPW environmental officer will ensure plans and programs will mandate cleanup of contaminated sites that present an imminent and substantial threat to human health and or the environment or those required under a binding international agreement. Conservation and preservation of natural and historic resources will be included. Conduct programs to reduce the impact on the environment through the reduction of toxic and other undesirable materials to the environment.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-8011

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: ENGR

Function: Emergency Services - Fire and Emergency Response Services

SBC #: a68

Description: Provide fire and emergency services IAW AR 420-90.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Fire and emergency services and regular fire safety and hazard inspections are to be provided by fire departments at main base camps with a total population of 1,000 or more, or with airfields where flight activity exceeds 40 movements per day. Appropriate portable fire extinguishers will be used at base camps without a fire department.

Availability: Fire and emergency services will be provided 24 hours a day, seven days a week. Base camp commanders have the authority to reduce levels of aircraft rescue and fire fighting capabilities during periods when the flight control tower is not operational due to non-flying and combined with no aircraft ground servicing or maintenance.

Service Quality: Fire pumper vehicles are to respond within 5 minutes from the fire station location for structural fires. Aircraft Rescue and Firefighting (ARFF) vehicles must respond within 3 minutes to all points on the runway for unannounced emergencies, and 1 minute for announced emergencies. Base camp Fire Chiefs should conduct regular fire risk assessments to apprise the Base Commander of potential risks. The AOR Fire Chief, in coordination with the DPW, will conduct yearly Fire and Emergency Services Operational Readiness Inspections (FESORIs).

Remarks: Base Camp Fire Chiefs will report all fires to ODCSENGR, with copy furnished to IMA-E Facilities Engineering Branch.

Office of Primary Responsibility (OPR): AEAEN

DSN Phone: 370-7166

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G8

Function: Financial Management - Resource Management

SBC #: a69

Description: Develops budget requirements annually and on an as required basis for the organization and submits them to USAREUR G8. Execute the budget throughout the fiscal year by committing funds and recording obligations as necessary to accomplish the command's mission. Account for all funds committed and obligated and report budget status to USAREUR G8.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: There will be one RM office located at each headquarters that holds a Resource Allocation Document (RAD) from USAREUR G8. Satellite organizations may have an RM LNO; however, fund certification and commitment will only occur at the RM office.

Availability: RM support and services will be available IAW the local command's duty day hours. However, in a contingency environment, support is provided 24 hours a day/seven days a week as required.

Service Quality: The Resource Management office must be able to provide the command a current commitment and obligation status at all times. The Resource Management office should have budgets established for subordinate organizations of the command, and be able to provide those organizations their budget status at all times. The RM should also be the proponent for stewardship within the command, ensuring the command's limited resources are used wisely. The Joint Acquisition Review Board (JARB) is the commander's tool for enforcing good stewardship of resources.

Remarks: The Resource Management office will conduct a myriad of other tasks for the command to include execution of ACSA transaction, the annual Management Control Process, disposition of non-command requirements (e.g., AAFES), and support to U.S. personnel in NATO billets.

Office of Primary Responsibility (OPR): AEAGF-PB

DSN Phone: 370-8176

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: U.S. Army Contracting Command, Europe

Function: Contracting - Contracting Support

SBC #: a74 & a75

Description: The U.S. Army Contracting Command, Europe (USACCE) provides BASOPS support for the local purchase of supplies, services and construction to Base camps for those requirements submitted to the local Joint Contracting Center by the Joint Acquisition Review Board (JARB).

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Joint Contracting Centers will be manned up to the levels indicated to support the following: 1) Division to Brigade level task force (Task force headquarters): 5 Contracting Officers/1 Counsel. 2) Base Camp Battalion level task force: 2-4 Contracting Officers. 3) Host Nation support with Ministry of Defense: 1 Contracting Officer. 4) Port operations: 2-4 Contracting Officers. During sustained operations these supported levels may be reduced.

Availability: Contracting support services are available 50+ hours per week with emergency contracting services available through the duty officer at any time on a 24 hour basis. Normal operating hours will be directed by the local commander.

Service Quality: Joint Contracting Center(s) goals are to provide the required supplies/services within 5-45 days from date of receipt of purchase request and commitment (PR&C). Delivery or start of performance is dependent on the complexity and availability of the required supplies or services.

Remarks: Contingency contracting responsively, effectively, and legally secures those requirements necessary to support the mission of a deployed force. Contracting Officers are part of the early entry team to provide critical support during the deployment and buildup phases of an operation. USACCE provides contracting support wherever possible to minimize costs, facilitate timely delivery of goods, obtain goods and services not available through the supply system, and support the local economy.

Office of Primary Responsibility (OPR): USACCE
DSN Phone: 375-8440

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OPM

Function: Provost Marshal - Law Enforcement Services

SBC #: a77

Description: All Military Police stations will provide basic police services unique to a military community. Essential for these services is the maintenance of an MP station desk, the traditional hub of all MP operations, and MP patrols.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Locations with a Task Force Headquarters will have a fully functional MP station. Military Police station troop strength will be designed, developed, coordinated, and manned within the constraints of Mission, Enemy, Terrain, Troops, Time, and Civilian Considerations (METT-TC).

Availability: All MP stations will operate 24 hours per day/365 days per year. Patrols for assigned areas will also be 24 hours per day/365 days per year.

Service Quality: All MP stations must be capable of providing basic police services inherent to any police activity, as well as those services unique to a military community. In order to provide efficient, coordinated, and timely support, MP stations must be capable of communicating with all dispatched assets (other police, emergency and relevant staff elements). MP desk operations include interviews, detention, evidence and lost and found storage, patrol training, break/report writing areas, administration and supervision, and space for specialized elements, i.e., Military Police Investigations (MPI), Physical Security, Traffic Accident Investigations (TAI). All personnel performing MP duties will be MOS 95B. MP personnel working in specialized areas will have the appropriate ASI (V5, H3, Q9). All MP patrol personnel will receive daily refresher training at guardmount.

Remarks: Other Law Enforcement requirements such as Military Working Dogs (MWD), Protective Services Detail (PSD), Criminal Investigation (CID) support and customs should be considered. However, due to the extreme shortage of these resources and the fact that they will most likely come from either tactical units or already tasked units, a complete mission analysis of the concerned base camp must be done before allocating such resources.

Office of Primary Responsibility (OPR): AEAPM-O-LE

DSN Phone: 381-8906

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Judge Advocate

Function: SJA - Administrative and Civil Law

SBC #: a79

Description: Command-oriented administrative and civil law legal services available to deployed commanders and staff.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Administrative and Civil Law Offices are located at all Base Camps.

Availability: Assistance with routine administrative and civil law issues will be available at least 50 hours per week. Emergency legal services will be available 24 hours a day, 7 days a week.

Service Quality: Administrative and Civil Law Offices will be staffed with qualified attorneys certified by The Judge Advocate General of the Army. Offices will be staffed with highly trained support personnel. Attorneys will maintain client confidentiality.

Remarks: Legal services provided to deployed commanders and staff are comparable to those provided in a non-deployed environment. Service availability may vary at the Base Camps, depending on whether it is a HQ or other Base Camp.

Office of Primary Responsibility (OPR): Office of the Judge Advocate
DSN Phone: 370-8775

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Judge Advocate

Function: SJA - Criminal Law

SBC #: a80

Description: Command-oriented criminal law legal services available to deployed commanders and staff.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Criminal Law Offices are located at all Base Camps.

Availability: Assistance with routine criminal law issues will be available at least 50 hours per week. Emergency legal services will be available 24 hours a day, 7 days a week.

Service Quality: Criminal Law Offices will be staffed with qualified attorneys certified by The Judge Advocate General of the Army. Offices will be staffed with highly trained support personnel. Attorneys will maintain client confidentiality.

Remarks: Legal services provided to deployed commanders and staff are comparable to those provided in a non-deployed environment. Service availability may vary at the Base Camps, depending on whether it is a HQ or other Base Camp.

Office of Primary Responsibility (OPR): Office of the Judge Advocate
DSN Phone: 370-8775

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Judge Advocate

Function: SJA - Client-Oriented Legal Services - Legal Assistance

SBC #: a81-a

Description: Client-oriented legal assistance services available to all deployed soldiers and eligible civilian employees.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Legal Assistance Offices are located at all Base Camps.

Availability: Routine legal assistance services will be available at least 50 hours per week. Powers of attorney and other routine documents are available on a walk-in basis within one-half hour of the client's arrival. Wills are prepared and executed within 2 days. Clients needing to consult with an attorney will be seen within 2 days of the request. Emergency legal services will be available 24 hours a day, 7 days a week.

Service Quality: Legal Assistance Offices will be staffed with attorneys certified by The Judge Advocate General of the Army and highly trained support personnel. Attorneys will maintain client confidentiality.

Remarks: Legal assistance services provided to deployed soldiers are comparable to those provided in a non-deployed environment. Service availability may vary at the Base Camps, depending on whether it is a HQ or other Base Camp.

Office of Primary Responsibility (OPR): Office of the Judge Advocate

DSN Phone: 370-8775

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Judge Advocate

Function: SJA - Client-Oriented Legal Services - Claims

SBC #: a81-b

Description: Client-oriented claims services available to all deployed soldiers and eligible civilian employees.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Claims Offices are located at all Base Camps.

Availability: Claims will be accepted during normal operating hours; guidance will be provided at least 25 hours per week. Notice of Damage, DD Form 1840R, can be submitted on a walk-in basis anytime during normal operating hours. Clients needing an appointment will be seen within 2 days of the request. The processing standards for personnel claims are 7 days for small claims (i.e., under \$1000), 21 days for large claims, and 30 days for requests for reconsideration. Tort claims are investigated and processed to local disposition within 60 days.

Service Quality: Claims offices will be staffed with qualified attorneys certified by The Judge Advocate General of the Army. Offices will be staffed with highly trained support personnel.

Remarks: Legal services provided to deployed soldiers are comparable to those provided in a non-deployed environment. Service availability may vary at the Base Camps, depending on whether it is a HQ or other Base Camp.

Office of Primary Responsibility (OPR): Office of the Judge Advocate

DSN Phone: 370-8775

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Judge Advocate

Function: SJA- Client-Oriented Legal Services -Trial Defense Service (TDS)

SBC #: a81-c

Description: Trial defense services available to all deployed soldiers.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Trial Defense Service (TDS) consultation is available by telephone, video teleconference or in person.

Availability: Routine counseling on Article 15s and administrative separation actions will be provided on at least a weekly basis. Suspect counseling will be provided on a walk-in basis. Court-martial representation will be provided as needed. Emergency services will be available 24 hours a day, seven days a week.

Service Quality: TDS offices will be staffed with qualified attorneys certified by The Judge Advocate General of the Army. Offices will be staffed with highly trained support personnel. Attorneys will maintain client confidentiality. TDS office space will be physically separated from the OSJA.

Remarks: Legal services provided to deployed soldiers are comparable to those provided in a non-deployed environment. Service availability may vary at the Base Camps, depending on whether it is a HQ or other Base Camp. The Chief, US Army TDS determines when TDS counsel will deploy from home station in support of deployed forces.

Office of Primary Responsibility (OPR): Office of the Judge Advocate

DSN Phone: 370-8775

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Judge Advocate

Function: SJA- Operational Law

SBC #: N/A

Description: Command-oriented operational law legal services available to deployed commanders and staff.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Operational Law Offices are located at all Base Camps.

Availability: Assistance with routine operational law issues will be available at least 50 hours per week. Emergency legal services will be available 24 hours a day, 7 days a week.

Service Quality: Operational Law Offices will be staffed with qualified attorneys certified by The Judge Advocate General of the Army. Offices will be staffed with highly trained support personnel. Attorneys will maintain client confidentiality.

Remarks: Legal services provided to deployed commanders and staff are comparable to those provided in a non-deployed environment. Service availability may vary at the Base Camps, depending on whether it is a HQ or other Base Camp.

Office of Primary Responsibility (OPR): Office of the Judge Advocate

DSN Phone: 370-8775

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCHAP

Function: Chaplain - Religious Support

SBC #: a82 & a83

Description: Provide comprehensive Religious Support to soldiers and authorized DOD civilians. Advise the commander as a Special Staff officer on matters of religion, morals, ethics and morale.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide sufficient number of "containerized chapels" for population served. One containerized chapel serves a population of 550 soldiers and contains tent, chairs, lecterns, altars, linen, candles, cross, crucifix, offering plates, communion sets, yarmulkes, kufis, kimaras, prayer mats, Torahs, Bibles, and Korans. Chaplain provides information via all media sources and at the commander's staff update. One monthly religious support activity for remote base camps. TF Chaplain may coordinate additional activities during religious and civic holidays.

Availability: Conduct weekly worship services for major faith groups on Base Camps. TF Chaplain assesses Distinctive Faith Group needs for accommodation. Chaplains are on call through S1/G1/SDO and chapels should be open during normal duty hours. Pastoral care and counseling will be provided by the unit chaplain. The TF Religious Support Plan will specify area religious coverage for units without an organic chaplain.

Service Quality: Worship services are professional to include all sacraments, rites, and ordinances and facilitate the free-exercise of religion of all personnel. Chapels open for designated prayer times, studies, and special events. Moral Leadership Training for units on topics to include: suicide prevention, ethical decision-making, prevention of sexual harassment, America's religious heritage, etc. Provide Reunion/Reintegration Training, Critical Incident Stress Debriefings when appropriate, and cultural awareness from a religious perspective training for the AOR.

Remarks: Tenant unit chaplains on Base Camps provide chapel and area coverage. Religious support plans will include coverage for all units without organic religious support and remote base camps.

Office of Primary Responsibility (OPR): AEACH

DSN Phone: 370-6934

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCPA

Function: Public Affairs - Media Facilitation

SBC #: a85

Description: Assist media in the AOR, arrange interviews and answer queries to meet commander's public accountability obligation. Plan, coordinate and train leaders, staff, subject matter experts (SMEs) and soldiers to meet the media.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Maintain a media facilitation team where a PA office is maintained (see a86 criteria for siting). May also staff a multiservice JIB (joint information bureau) or multinational information bureau. Team size is media interest driven and does not necessarily correspond to the size of the TFor AOR. No matter day to day media interest, TF always maintains a minimal capability in event of accident/incident.

Availability: A media facilitation person is always on duty or on call . Commanders or sites without a PA team always have the means to contact a supporting PAO in one hour or less. PA must be able to receive inquiries from or transmit information to media by website, email, fax and voice telephone. The capability must include secure voice/data and satellite telephone.

Service Quality: Must be IAW SecDef standards, including basic rule of maximum disclosure with minimum delay. Providers must know opsec and casualty notification rules. They must know the AOR, BOSs and SMEs. They must possess the ability to convert Army terms and acronyms into easily understood English.

Remarks: ALCON must ensure this service has quality equipment and people. In recent operations it has been routine that base camp PAOs personally brief the Assistant Secretary of Defense for Public Affairs on hot topics. He then briefs the Secretary of Defense - then the Pentagon Press Corps - all with no rehearsal and no intermediate buffers.

Office of Primary Responsibility (OPR): AEAPA-PA
DSN Phone: 370-6477

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCPA

Function: Public Affairs - Information Strategies

SBC #: a86

Description: Provide public affairs counsel. Train soldiers at all levels. Use military journalists/documentation personnel to acquire words and images to support PA plans. Provide Information Operations Battle Staff member. Meet the command's obligation to inform both the public and members of the command and its families by planning and executing PA operations.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Provide a PA office and/or coalition press information center (CPIC) at the US TF HQ. Size of staff is situation dependent. Smaller satellite base camps, SPODs/APODs, and separate NSE facilities do not have a PA team assigned unless special circumstances require temporary support. The second tier base camps and locations are served by electronic means or circuit riders.

Availability: Personnel are always on duty or on call. Due to Army wide PA staff constraints, personnel are not normally assigned 24 hour shift duty unless the level of media interest requires. PA personnel are available for PA missions, not tasked for visual information or visitor bureau services. Response to media query and incident/accident services are delivered as rapidly as fact gathering and operational situations allow, at least within 24 hours. Command information newspapers/magazines are produced biweekly and only at TF HQ level.

Service Quality: Is IAW professional standards for content and technical quality. Plans and campaigns meet standards and reflect the role of the PAO as coach and trainer for senior leaders, staff and soldiers.

Remarks: The primary of the 3 Army Public Affairs SBC titles. OCPA plays a direct role to provide guidance to meet EUCOM and SecDef/NCA requirements.

Office of Primary Responsibility (OPR): AEAPA-PO

DSN Phone: 370 6477

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Inspector General

Function: Inspector General - Investigations

SBC #: a88

Description: Conduct investigations and conduct inquiries as directed by the force commander, USAREUR or the TIG, or as prescribed by law or regulation, and provide a report of such investigations or inquiries to the directing authority.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: The IG provides the force commander with investigation capability, as described in AR 20-1, throughout the force commander's AOR. The force IG could be directed by the MACOM IG or DAIG to conduct investigations. Additionally, DAIG policy requires the Investigations Branch to conduct investigations into all alleged violations of the Whistleblower Protection Act without handoff to a lower echelon.

Availability: The force IG would provide the same investigation capability to the deployed force commander that he would provide his unit when it is not deployed. In some cases USAREUR or DAIG could conduct investigations directed by CG, USAREUR or the TIG.

Service Quality: Conduct a thorough and impartial investigation. Once the investigation is complete, the investigating officer must write a complete and detailed Report of Investigation (ROI) that explains whether the allegation has been substantiated or not.

Remarks: By regulation, Temporary Assistant IGs and NCOs cannot conduct investigations but they may only assist in the conduct of the investigation.

Office of Primary Responsibility (OPR): Office of the Inspector General
DSN Phone: 370-8333

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Inspector General

Function: Inspector General - Inspections

SBC #: a87

Description: Conduct inspections directed by the force commander, SA or CSA, the CG, USAREUR, TIG, or as prescribed by law or regulation. Provide an impartial status report to the directing authority on the operational and administrative effectiveness of the command.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: The IG provides the force commander with inspection capability, as described in AR 20-1, throughout the force commander's AOR. The force IG could be directed by the USAREUR IG or DAIG to conduct a specific inspection or to provide assistance to an inspection team.

Availability: The force IG would provide the same inspection capability to the deployed force commander that he would provide his unit when it is not deployed.

Service Quality: Conduct a thorough and impartial inspection. Once the inspection is complete, provide a report to the directing authority.

Remarks: Each inspection team must be led by a commissioned officer IAW AR 20-1. Additionally, certain MOS/skills are required to provide Subject Matter Experts, (SMEs) to inspection teams.

Office of Primary Responsibility (OPR): Office of the Inspector General
DSN Phone: 370-8333

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: Office of the Inspector General

Function: Inspector General - Assistance

SBC #: N/A

Description: Provide assistance on an area basis to soldiers, DA civilians, and others who seek help with problems related to the U. S. Army. Maintain a database of assistance cases to support trend analysis". The personnel supporting this function routinely handle complaints and requests by senior level officers and others that require the ability to make sound judgments, to fully understand how the Army's systems work, and to deal effectively with senior personnel.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: The IG assistance is available at all base camps as described in AR 20-1. The primary IG Office consists of 2-4 IGs and is located at the U.S. force headquarters. Assistance will also be available to U.S. soldiers assigned to a NATO or other non-U.S. unit.

Availability: Routine IG assistance will be available to the headquarters base camp at least 50 hours per week. Coverage to outlying base camps will be provided by acting IGs, (under direction of the force IG), by phone/visits by the force IG, and by USAREUR IG circuit riders. Assistance to U.S. soldiers assigned to NATO or non-U.S. units will be provided by phone/circuit riders from the USAREUR IG Office or the IG Office with Title 10 responsibility.

Service Quality: IG offices will be staffed by qualified IGs, certified by the Inspector General of the Army. Acting IGs, at the outlying base camps, will be trained and certified by the USAREUR Inspector General. IGs will have access to private offices to maintain client confidentiality. IGs must have unlimited access to worldwide communications, (phone and fax).

Remarks: IG assistance provided to deployed forces is comparable to those provided in a non-deployed environment. IG support plans should include coverage for outlying base camps and remote sites.

Office of Primary Responsibility (OPR): Office of the Inspector General
DSN Phone: 370-8333

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: Equal Opportunity

SBC #: a93

Description: Assist commanders in identifying and resolving EO problems and maintaining good command climate.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Each tactical Brigade contains one EO Advisor (EOA) that can provide EO support for each base camp. This EOA is augmented by subordinate unit EO Leaders or representatives (EOL or EOR), who assist the commander in supporting the EO program. Each battalion and company is authorized one EOL.

Availability: Normal duty hours. EOAs and EOLs should be available to conduct normal EO functions at each base camp facility. Any additional requirements can be augmented by higher tactical units and later MACOM EO offices.

Service Quality: EO complaints conducted IAW AR 600-20. EO training conducted IAW AR 600-20 and USAREUR Regulation 350-1. Command Climate Surveys conducted IAW AR 600-20 and USAREUR 600-21 (draft).

Remarks:

Office of Primary Responsibility (OPR): USAREUR G1, CONOPS
DSN Phone: 370-8337

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: IRACO

Function: Internal Review

SBC #: a94

Description: Provide independent, objective information for command decision making. Foster best business practices in support of the command missions by providing a full range of internal audit and analytical services.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: HQ USAREUR personnel will provide audit services to the Task Force Commander upon request.

Availability: Audit services will be provided within 14 days after receipt of request.

Service Quality: Audits will meet Task Force Commander's needs as performed by professional auditors and based on feedback through customer service questionnaire provided at the end of each audit.

Remarks: Auditors will perform audits within agreed-upon timeframes. The scope will be determined prior to commencing audit and the audit reporting process will be determined at onset of audit.

Office of Primary Responsibility (OPR): AEAGX-IA
DSN Phone: 370-8191

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: Installation Safety and Occupational Health

SBC #: a95

Description: Provide Safety and Occupational Health technical advice and support to commanders and staff on managing risks, mission support and all issues relating to the safety and health of all employees. Provide oversight, guidance, training and technical advice on explosives, ranges, and radiation protection issues.

Provided By: DMD TDY Contract

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Provide safety and occupational health capabilities at all base camps via assigned safety personnel and/or trained additional duty safety personnel. At least one (1) Safety and Occupational Health professional is located at each base operation facility. Technical assistance will be provided by USAREUR Safety via TDY.

Availability: Safety personnel is available during normal duty hours from 0700 to 1900 hours daily, seven (7) days per week. On call service is available after regular duty hours. A SOC 40 trained Safety Officer/NCO is available in every company-size unit or higher.

Service Quality: Trained staff of at least one (1) GS-018-13 Safety Manager and one (1) GS-0018-12 Safety Professional prepared to provide the expected level of safety and occupational health support.

Remarks: Safety and Occupational Health is an integral part of every leader's responsibility and mission accomplishment. Additional services can be requested through the task force/ASG safety office to USAREUR Safety.

Office of Primary Responsibility (OPR): USAREUR Safety Office, AEAGA-S

DSN Phone: 370-8084/8124

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCSURG

Function: Medical - Medical Care and Treatment

SBC #: N/A

Description: The provision of emergent care for treatment of injuries that threaten life, limb or eyesight of all U.S. forces, Allied forces by agreement, and local nationals.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Base camp medical services are provided to all authorized personnel and include emergency treatment, stabilization, and evacuation. All other medical care and treatment will be provided by medical assets organic to other deployed units.

Availability: The medical treatment facility provides routine, surgical, and emergent care. Inpatient care is provided 24 hours a day, 7 days a week.

Service Quality: Meets highest quality standards for forward deployed medical facilities. All credentialed medical providers meet stringent qualifications of, and review by, the parent hospital's Credentials Committee. Medics are trained to competence standards in their particular specialty.

Remarks:

Office of Primary Responsibility (OPR): Ch, Plans & Operations, OCSURG (AEAMD-O)

DSN Phone: 371-3362

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCSURG

Function: Medical - Preventive Medicine

SBC #: N/A

Description: The preventive medicine staff advises commanders about the health risks associated with their theater of operations. They also provide field sanitation training to soldiers.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Preventive medicine capabilities are provided to all base camps on an area support basis.

Availability: Preventive medicine services are available to the task force 24 hours a day, 7 days a week.

Service Quality: Preventive medicine staff are trained and certified to meet the Army's level of service.

Remarks: Additional preventive medicine services may be requested through the task force surgeon to USAREUR.

Office of Primary Responsibility (OPR): Preventive Medicine Planner, Plans & Operations, OCSURG (AEAMD-O)

DSN Phone: 371-2239

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCSURG

Function: Medical - Dental Care

SBC #: NA

Description: The provision of emergency and sustaining dental treatment that is appropriate in a field environment. This includes, but is not limited to, routine care, prophylaxis, tooth fillings, and extractions.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Dental care is available to the task force from most base camps and a clinic is co-located with the Army's medical treatment facility.

Availability: Emergency dental care is available 24 hours a day, 7 days a week. Sustaining care is provided on a space-available basis, based on workload.

Service Quality: All dentists meet stringent qualifications of, and review by, the European Regional Dental Command's Credentials Committee. Dental assistants are trained to competence standards in their specialty.

Remarks:

Office of Primary Responsibility (OPR): Cdr, European Regional Dental Command (MCDS-EU)

DSN Phone: 371-2592

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCSURG

Function: Medical - Combat Stress Control

SBC #: N/A

Description: The provision of psychiatric and psychological care to all U.S. forces and Allied forces by agreement, as determined by the treating physician.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Combat stress control (CSC) is provided by assets organic to the task force.

Availability: Emergency CSC services are available 24 hours a day, 7 days a week. Non-emergency services will be provided by appointment.

Service Quality: All accredited medical providers meet stringent qualifications of, and are reviewed by, the parent hospital's Credentials Committee. All medical specialists are trained to competent standards in their particular specialty.

Remarks: Additional CSC assets may be requested through the task force surgeon to USAREUR.

Office of Primary Responsibility (OPR): Ch, Plans & Operations, OCSURG (AEAMD-O)

DSN Phone: 371-3362

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCSURG

Function: Medical - Patient Evacuation

SBC #: N/A

Description: The movement of patients to the appropriate level of medical care by means of ground and air transport.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: The medical assets of deployed units provide organic support. The task force is augmented by both ground ambulance and air MEDEVAC units. Strategic medical evacuation to Central Region is coordinated through the Theater Patient Movement Regulating Center (TPMRC).

Availability: Ground ambulances and air MEDEVAC are available 24 hours a day, 7 days a week, and coordinated through the medical task force commander.

Service Quality: The normal optimal evacuation and medical intervention will occur within 1 hour of notification.

Remarks: Patients will move through the medical evacuation process to the appropriate level of care as quickly as possible as determined by the treating physician.

Office of Primary Responsibility (OPR): Ch, Plans & Operations, OCSURG (AEAMD-O)

DSN Phone: 371-3362

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: OCSURG

Function: Medical - Veterinary Services

SBC #: N/A

Description: Perform food safety quality assurance services within the task force area of operations. Provide level I-II veterinary medical care to military working dogs. Provide advice and consultation on animal control issues. Provide zoonotic disease (diseases transmitted from animals to man) surveillance.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Veterinary assets are organic to the medical task force. Services are provided on an area support basis.

Availability: Emergency services are available to the task force 24 hours a day, 7 days a week. When missions require the veterinarian to be off-site, emergency services will be limited to stabilization by the animal care technician.

Service Quality: All veterinarians possess a state veterinary license. Food inspection and animal care specialists are trained to competence standards in their specialty.

Remarks:

Office of Primary Responsibility (OPR): Cdr, 100th Med Det (Vet Svc-HQ)
(AETV-MB-WV)

DSN Phone: 371-2506

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: G1

Function: AAFES Support

SBC #: N/A

Description: Provides a full range of retail goods and services to deployed personnel. AAFES vision is to be a valued benefit to our customers and the military community..

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Retail outlets will be provided at each base camp (pending local command approval/support) and where economically feasible. Eligible patrons will have access to: PX retail goods (including military clothing), barber, beauty, alterations, laundry/dry cleaning, theater, phone service, AAFES Name Brand Fast Food (NBFF) and local vendor concessions, amusements, vending/snack machines and entertainment motion picture service (theater or VHS). AAFES products are also available via the internet by accessing www.aafes.com with delivery via the APO. In coordination with military finance command, AAFES offers check cashing and currency exchange.

Availability: Facility hours of operation are coordinated with installation command to address the needs of the community based on troop strength and mission requirements. Local vendor concessions and NBFF will be dependent on availability of service, facilities and approved food sources.

Service Quality: AAFES' mission is to provide quality merchandise and services of necessity and convenience to authorized customers at uniformly low prices; and generate reasonable earnings to supplement appropriated funds for the support of Army and Air Force Morale, Welfare, and Recreation programs. All AAFES customer satisfaction guarantees and quality assurance programs are applicable in deployed areas, in addition to special Star Card interest rates and payment plans for deployed customers.

Remarks: We want to meet or exceed customer expectations by providing a comfortable, secure facility.

Office of Primary Responsibility (OPR): AAFES-Europe, Plans Branch
DSN Phone: 334-2840/37

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: 266th FINCOM

Function: Finance - Pay Administration

SBC #: N/A

Description: Maintain military pay accounts, both active and reserve, by making inputs into the pay systems to affect entitlement and allotment starts, stops, and changes; correct erroneous pay information and adjust pay accounts as needed; distribute Leave and Earnings Statements (LESs), Unit Commander's Finance Reports (UCFRs), and support other military pay services as required.

Primary Service To: Task Force Cdr/Staff Soldiers

Accessibility: Each base camp will have one pay inquiry office to perform this function. The number of support personnel will vary depending on the size of the base camp. With required connectivity, most pay problems can be fixed during the next pay cycle, which is every 2-3 days. Some base camps could be too small to support a full-time pay inquiry office and will be serviced by the nearest base camp with an office via weekly circuit ride.

Availability: 6 days a week; 0900-1700 daily, or as required by the situation

Service Quality: Pay inquiries taken by e-mail, phone, or hard copy and answered within 24 hours, if connectivity remains up. All pay actions completed within the next month's pay cycle to affect the soldier's next LES.

Remarks:

Office of Primary Responsibility (OPR): AEUFC-FAPD-FS

DSN Phone: 379-5165

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: 266th FINCOM

Function: Finance - Disbursing Support

SBC #: N/A

Description: Provide check cashing, currency conversion services to deployed soldiers and civilians. Provide funding support to paying agents. Provide support for payment of vouchers, including claims payments and payments to commercial vendors and contractors.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: Each base camp will have a disbursing cage/office to support this function. The disbursing office will be supported by a cash control officer (CCO), either an NCO or an officer, and a varying number of support personnel depending on the size of the base camp. Each area of operation (AO) will also be supported by one Disbursing Officer (DO) who will fund each CCO within the AO. The DO will usually reside with the major tactical unit headquarters in the AO. The DO will reside with the "back office" operations at the primary base camp.

Availability: 6 days a week; 0900-1700 daily, or as required by the situation

Service Quality: All payments made timely and accurately, IAW sound fiscal policy. Personal checks and currency conversions are made immediately, and payments to vendors, contractors and other claimants will be made after the required paperwork arrives in the finance office and IAW Prompt Payment Act guidelines.

Remarks:

Office of Primary Responsibility (OPR): AEUFC-FAPD-FP
DSN Phone: 379-5167

BASE CAMP BASELINE STANDARDS

HQ USAREUR Staff Element: 1st PERSCOM

Function: Postal - Military Postal Service Support

SBC #: N/A

Description: Responsible for the receipt, processing and dispatch of all incoming and outgoing mails from/to the supporting terminal; provide postal customer service; operate from various types/sizes of Army Post Office (APO) facilities dependent upon the mission and the hours of operation. Supports authorized U.S. military, DoD civilians, U.S. contractor employees and any other authorized personnel in possession of U.S. ID cards.

Primary Service To: **Task Force Cdr/Staff** **Soldiers**

Accessibility: IAW FM 12-6, a postal platoon consisting of 18 personnel can provide MPS support to a total population of 6,000. Additional postal personnel will be utilized at each APO location dependent upon the mission to be conducted at the individual facility. APO facilities are located as deemed appropriate by the Commander. Other factors can create staffing variances, e.g., population dispersion, number of facilities, volume surges.

Availability: Postal customer service can be provided seven days per week at all APO locations. Hours of operation tailored to individual locations consistent with needs of the population, ICW the supporting theater mail transportation network and the staffing availability. Seven-day service is recommended due to the additional transit time with getting mail to/from the FWD areas and the supporting terminal located in Germany.

Service Quality: Unit mail clerks operate on schedules as directed by the supporting APO. Unit mail call can be conducted seven-days per week and is consistent with the supporting theater mail transportation network. Personal mail box or express mail services will not be provided.

Remarks: APOs require adequate physical security protection. Facility size and design is dependent upon the size of the supported population and the type of mission to be executed, e.g., customer service, mail processing, or unit mail call (See USAREUR Red Book).

Office of Primary Responsibility (OPR): Postal Operations Directorate

DSN Phone: 379-6131/6141