

## US ARMY GARRISON OKINAWA DFMWR RECREATIONAL GROUP REQUEST (RGR)

**NOTE:** Requesting organizations must complete this RGR form and attach all required supporting documents. Incomplete packets will delay staffing and scheduling. Personnel listed in block D are the only authorized coordinators for changes and updates.

Submit RGR and supporting documents via email to the US Army Garrison Okinawa, Directorate of Family and Morale, Welfare, and Recreation at natalie.m.boutte.naf@mail.mil and aubrie.s.hughes.naf@mail.mil. Questions and may be routed through above email or DSN: 315-652-5627/5396. Notify the above office of any changes, updates, or cancellations immediately.

### 1. GENERAL UNIT INFORMATION

A. Unit: \_\_\_\_\_ Date RGR Submitted: \_\_\_\_\_

B. Unit Higher Headquarters: \_\_\_\_\_ Component: \_\_\_\_\_ Other (specify) \_\_\_\_\_

C. Unit Identification Code (UIC): \_\_\_\_\_

D. Point of Contact:  
Primary Name: \_\_\_\_\_ DSN: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Alternate Name: \_\_\_\_\_ DSN: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell: \_\_\_\_\_

E. Unit Mailing Address: *Include Zip Code, Office Symbol*

F. Type of Event: *Unit Organizational Day, Other (explain)*

G. Personnel/Equipment:

	DATE / TIME	Personnel Numbers
Arrival		
Departure		

Equipment Type: *Bounce House, Food Truck, Other (explain)*


H. Unit Objectives: Quick overview of expectations  
NOTE: Unit must provide:  
(1) Concept of operations.  
(2) Overlays (requested recreational area diagram).  
(3) Deliberate Risk Assessment Worksheet (DD Form 2977)  
(4) Letter of Understanding  
(5) Exception to Policy (COVID) if required by current measures

All documents must be complete and attached before the request is staffed.  
Units are required to comply with all directions and notes provided in the confirmation of the request.

2. SCHEDULING OF FACILITIES

All facilities and support will be requested and scheduled by USAG Okinawa DFMWR.

**Recreational area and facility requests.** All training areas are controlled by DFMWR (Bldg 236). Check each recreational area or facility required and provide the event dates and times for the occupation of those areas. **Only request areas that will be used. Requesting a facility does not give you the usage authority unless so requested. Provide actual event dates and times for each area being requested.**

FACILITIES	LOCATIONS	ARRIVAL DATE / TIME	DEPARTURE DATE / TIME
Torii Beach (water, coastal area)			
Aquatics Center (pool)			
Fitness Center			
Buildings:			
Others:			

\* Environmental restrictions apply to Torii Beach. Environmental Review required for any activity.

3. USAG OKINAWA DOES NOT PROVIDE THE FOLLOING SPECIALIZED SUPPORT

Telecommunications, Radio Frequencies, Radio Support, Environmental, Billeting, Religious Support, POL Support, Transient Lodging, CBRNE Support, Arms Rooms, Ammunition Supply Points, Aircraft Ground Control

4. DINING FACILITY & PUBLIC AFFAIRS SUPPORT

Torii Station does not have a Dining Facility or meal support. Personnel may use Havana's Club (Bldg # 200) and CJ's Restaurant (Bldg # PV316) at Torii Beach. For events at Havana's contact the Director of Food Services at DSN 315-652-4256/4655. An AAFES Shopette with Subway is available near the front gate ('red torii gate'). Public Affairs and Community Relations support may be requested and honored on a case-by-case basis by contacting the Public Affairs Office at DSN 315-652-5275.

5. REMARKS

Upon completion of the event, police and remove all/any trash and return the location back to serviceable condition

Any support/resources needed for the event will be coordinated by the requesting unit seperately.