

**Department of the Army
Fort A.P. Hill
Regulation 350-1**

**Directorate of Plans, Training,
Mobilization and Security**

Training Regulation

**Installation Management Command
Headquarters, United States Army Garrison
Fort A.P. Hill
15 August 2008**

UNCLASSIFIED

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT A.P. HILL, VIRGINIA 22427-3114

APH Regulation 350-1

15 August 2008

Directorate of Plans, Training, Mobilization and Security
TRAINING REGULATION

FOR THE COMMANDER:

DISTRIBUTION:
A, Training Organizations

MICHAEL S. GRAESE
LTC, AD
Commanding

OFFICIAL:

CHARLES A. MUNSON
Deputy to the Commander

History. This publication is a complete revision of and replaces Fort A.P. Hill 350-1 dated 15 January 2008.

Summary. This regulation establishes policies and procedures for the use of training facilities at Fort A.P. Hill.

Applicability. This regulation applies to all users of the training areas and training facilities at Fort A.P. Hill.

Suggested Improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization and Security (DPTMS). Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blank Forms), to DPTMS, 18902 A.P. Hill Drive, ATTN: IMNE-APH-PL, Fort A.P. Hill, VA 22427-3106.

This regulation supersedes APH Memorandum 350-1 dated 15 January 2008.

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CHAPTER 1 GENERAL

1-1. PURPOSE. To prescribe responsibilities, procedures and policies related to planning and the safe conduct of training on Fort A.P. Hill (FAPH).

1-2. APPLICABILITY. This regulation applies to all military units, organization and other authorized individuals and agencies that use range facilities and training areas on FAPH.

1-3. RESPONSIBILITIES.

a. Commander, Fort A.P. Hill (FAPH). Establishes training and training support policies and procedures and ensures available training support is provided to requesting units.

b. Director of Plans, Training, Mobilization and Security (DPTMS).

(1) Serves as the appointed Senior Mission Commander's Training Support System (TSS) Program Manager by the Commanding General, Military District of Washington (MDW) which is a Direct Reporting Unit (DRU) to the Army Chief of Staff.

(2) Serves as the Training Support System (TSS) Program Manager for FAPH.

(3) Plans and conducts semi-annual training conferences and other special event training meetings.

(4) Manages, schedules and maintains all live, virtual and constructive training facilities on FAPH.

(5) Develops and publishes training support regulations, training support guidance, weekly Range Bulletin and Standing Operating Procedures (SOPs).

(6) Provides management of airfields, airspace and aviation training operations support.

(7) Manages the Installation Training Support Center (TSC) which provides training aids, devices, simulations and simulators (TADSS), graphic training aids (GTAs) and audio-visual (AV) support equipment.

(8) Monitors training to ensure that units comply with applicable safety regulations and provisions of this regulation.

(9) Plans and develops a comprehensive training investment strategy for training support improvements to the installation training infrastructure by monitoring changes in the Army Campaign Plan, doctrine and equipment.

(10) Provides Integrated Training Area Management (ITAM).

(11) Plans and coordinates Force Protection activities on FAPH.

(12) Responsible to conduct coordination for installation access and verify security clearance for all foreign national visitors on FAPH.

c. Director of Logistics (DOL). Provides logistical and campsite billeting support to training units.

d. Director of Public Works (DPW).

(1) Provides maintenance support to installation training support facilities.

(2) Plans, coordinate and provides supplies for troop projects.

(3) Provides environmental and natural resources support.

(4) Provides engineer related support to DPTMS Training Support Branch.

e. Director of Human Resources (DHR).

(1) Provides emergency administrative support.

(2) Coordinates religious activity support.

(3) Provides other administrative support (i.e., local forms, post locator service and mail support service).

f. Director of Family Morale Welfare and Recreation (DFMWR).

(1) Provides lodging for eligible uniformed service patrons and distinguished visitors at Fort A.P. Hill (FAPH).

(2) Provides morale, welfare and recreation support.

(3) Provides contract food service for training organizations and authorized patrons.

g. Public Affairs Office (PAO).

- (1) Provides public affairs support.
- (2) Makes protocol arrangements for visiting dignitaries.
- (3) Coordinates all media activities on FAPH.

h. Directorate of Information Management (DOIM).

- (1) Provides information systems hardware and software support.
- (2) Provides communications related support (i.e., radio frequencies and telephones) to training units.
- (3) Provides computer training as needed.
- (4) Lease of copier and facsimile equipment.

i. Director of Emergency Services (DES). Executes the installation Force Protection Plan, the Physical Security Plan (including Security Risk Analysis and inspections of AA&E facilities), provides emergency services and enforces public safety.

j. Resource Management Office (RMO). Receives reimbursable funding and oversees updates to the Matrix of Reimbursable Charges.

k. Unit Commander.

- (1) Plans, prepares and coordinates adequate training support resource requirements to achieve training objectives IAW APH Regs 350-1 and 350-2.
- (2) Ensures the unit conducts training IAW APH Regs 350-1 and 350-2 and all pertinent proponent policies, directives and SOPs.
- (3) Provides a Military Interdepartmental Purchase Request (MIPR), DD Form 448 and/or DoDAAC for supplies and services provided to the unit by the installation. Reimbursement will be required to effect repairs required as a direct result of damage caused during training on the installation.
- (4) Provides necessary publications and blank forms. DHR or responsible proponent will provide local forms to the units.

- (5) Ensures that unit is self-sufficient to the maximum extent possible.
- (6) Ensures that unit has communications with DPTMS 24 hours a day.
- (7) Ensure compliance with Army and installation safety guidance.

1-4. OFFICE DIRECTORY. Building, telephone numbers and office symbols are provided at Appendix A.

CHAPTER 2 TRAINING REQUESTS AND SCHEDULING

2-1. PURPOSE. To prescribe the policies and procedures for requesting and scheduling training facilities and related support at FAPH.

2-2. GENERAL. The installation commander recognizes that most of the organizations training on the installation are not stationed on FAPH as tenants. In order to best facilitate training support and resource requests for all entities, the DPTMS serves as the single point of contact or "one-stop" for all installation support requests. In the course of staffing training support requests, the installation support staff or activity may coordinate directly with the unit to obtain specific support requirements. The DPTMS confirms all coordinated support requirements on the installation. The FAPH Staff is not responsible for unresolved conflicts, unconfirmed or failed coordination efforts and joint use agreements not vetted through the DPTMS by units.

a. Command Delegation of Authority. Only battalion headquarters and above are authorized to establish scheduling accounts. The units must be identified by UIC and DODAAC. Battalion commanders (or non-military equivalent 0-5 and above) will appoint the individual on Delegation of Authority Memorandum accompanied by a copy of the commander's assumption of command orders NLT 30 days prior to arrival of the unit to request and receive training support facilities before scheduling accounts are initiated. Delegations of Authority will be valid for 12 months or upon 30 days of a change in command. Delegations of Authority must be made by the commander, not "for" the commander or "by direction". Separate companies will be required to submit their training support requests through their battalion headquarters regardless of geographic location. Non-DOD organizations will be required to provide Delegation of Authority from equivalent authority as determined by the Chief of Training, director or installation commander and validated by formal documentation (ICL, ISSA, MOA). Organizations without UIC or DODAAC will be provided with an installation identification code for scheduling.

b. Delegation of Authority for supplies. All units will forward DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) to DPTMS, DOL and DPW (as required) accompanied by a copy of the commander's assumption of command orders NLT 30 days prior to arrival of the unit.

c. Range Bulletin. Weekly range bulletins will be printed on Thursdays for the following week from Monday to the next Sunday. No additions to training support facilities will be granted once the range bulletin is published without approval of the Director. This range bulletin is available by electronic distribution each Thursday by 1200. Contact DPTMS Scheduling Staff to be added to distribution or pick up a hard copy at DPTMS, 18902 A.P. Hill Drive, Bldg 1246.

2-3. SCHEDULING.

a. DPTMS is the overall coordinating/scheduling agency for the use of all training facilities on the installation. When requests are incomplete (i.e., no weapons listed, times of use not specified, etc.), or not received within the scheduling milestones prior to the requested dates, the request may be returned to the unit without action at the discretion of the Director or Chief of Training.

NOTE: Submissions of training support requests is a command responsibility, IAW FM 7-0. Commanders should ensure that they are complete, accurate and timely. As a matter of courtesy the FAPH Staff can assist the unit with scheduling to avoid conflicts, suggest alternatives and maximize accomplishment of the training objectives. It is important to understand that this professional courtesy does not eliminate the responsibility to request accurately and should not be abused. The FAPH DPTMS Scheduling Staff is limited by time and manpower resources to provide services for over 850 training organizations.

b. Training areas and facilities will be scheduled only after a written request is received (see APPENDIX B). General questions about scheduling priorities can be addressed to DPTMS Scheduling at (804) 633-8333.

c. Exceptions to Policy. Requests for exception to established scheduling guidance or priorities must be submitted in writing to the FAPH DPTMS Scheduling Staff for approval by the Chief of Training or Director. There is a minimum 30 day scheduling suspense period for other than emergency requests for ranges and training facilities. Requests for facilities received within 30 days will be returned without action unless accompanied with a letter of justification signed by an O-5 or above, or mobilization orders.

d. Scheduling Windows. All organizations may submit their training support request up to M-12, with exception of TRADOC and USAR/ARNG who may request up to M-18. The "M" designation is the month of training (therefore M-12 is 12 months in advance of the month in which the training is requested). The training support request will be actioned as a "REQUEST" for reservation only. The request will be considered a valid "RESERVATION" only after the scheduling window "LOCK" and the scheduling staff processes and prioritizes all training support requests and schedules the request. The "REQUEST" is validated by the DPTMS Staff, processed, "RESERVED" in RFMSS and "CONFIRMED" by either written memorandum or email confirmation.

e. Scheduling Locks. The first scheduling window will lock at M-180 days for TRADOC and units on annual training (AT). The second scheduling window will lock at M-90 days for 80th Div TASS and late TRADOC or AT training support requests in that order. The third scheduling window will open for all tiers by priority at M-90 days. The third scheduling window will have 3 scheduling lock periods at M-90, M-60 and M-30 days. Requests will be processed

as received during the subsequent lock periods. Organizations that miss the lock forfeit their priority during this scheduling window. Organizations that are categorized in the same priority category will be processed on a first come-first served basis.

f. Scheduling Tiers by priority.

Tier I (Army Force Generation and Institutional).

- (1) Mobilizing/deploying units (on orders within 90 days).
- (2) TRADOC organizations (reserved 12 to 18 months and locked at 180 days).
 - (a) CASCOM.
 - (b) 80th DIV TASS (reserved 12 to 18 months and locked at 90 days).
- (3) Deploying units between 90 and 180 days (verification in writing by 0-6+ required).

Tier II (Readiness).

- (4) Senior Mission Commander Organizations.
 - (a) MDW organizations.
 - (b) JTF-NCR organizations.
 - (c) Command sponsored organizations/activities.
- (5) Units on Active Duty Orders for AT Status (1 May - 30 Sep ONLY).
- (6) SOCOM operational organizations. AWG teams, USASOC units, ODTC, USACATT, SPO and SEAL Teams.
- (7) FORSCOM organizations.
- (8) USAR organizations.
- (9) ARNG organizations.
- (10) SOCOM training organizations: AWG training, JFKSWTC, SWTG, NSWGP2, TRADET, MARSOC, USMC, EWTG.

Tier III (Combat Multipliers and Army Reimbursable).

- (11) Army Cadet Command.
 - (a) AROTC (Senior ROTC).
 - (b) JROTC (Junior ROTC).
- (12) Other DOD organizations (Readiness Training).
 - (a) Active Component.
 - (b) Reserve or Guard.
 - (c) Other service ROTC/JROTC.
- (13) ATEC organizations.
 - (a) CECOM tenants.
 - (1) NVESD.
 - (2) NVESD Countermine.
 - (b) Other RDT&E organizations.
 - (1) NSWC - Indianhead.
 - (2) NSWC - Dahlgren.
 - (3) PEOs and Test Agencies.
- (14) Federal government agencies.
- (15) Affiliated non-profit organizations.
- (16) Non-affiliated private organizations.
- (17) Non-affiliated civilian organizations.

Tier IV (Unplanned/Opportunity Training).

- (18) All organizations requesting ANY changes or exceptions to policy under 30 days!

(19) All requests or changes to schedule under 10 days! [DPTMS staffed and approved (**excludes high risk training events**)].

(20) All day of changes [DPTMS staff and approved (**excludes high risk training events**)].

g. Military activities take precedence over non-DOD or civilian use of facilities. Training requirements take precedence over other official activities and other recreational activities, including hunting and fishing.

h. The fixed training facilities indicated in paragraph 4-20 are scheduled separately. Units with scheduled training facilities (such as the LRC, Cooke LZ, etc) **DO NOT** control or have granted access to the surrounding training area/training land. Likewise, units with a training area scheduled **DO NOT** control the fixed training facilities. Units may only control what they have scheduled.

2-4. REQUESTING TRAINING FACILITIES.

a. Unit commanders will forward written training facility requests to reach FAPH DPTMS Scheduling Staff in the format prescribed at APPENDIX B and IAW the scheduling guidance outlined in paragraph 2-3 above. Requests not in the prescribed format at APPENDIX B or IAW the scheduling guidance will be returned without action.

b. Non-Army units and civilian organizations requesting use of facilities will be required to obtain an Installation Commander's License (ICL). In some cases, an Interservice Support Agreement (ISSA) or Memorandum of Agreement (MOA) is required between the organization and the installation. These requirements must precede the conduct of any activity on FAPH. This should be requested during the submittal of the facility request to FAPH DPTMS Scheduling Staff.

c. Range Facility Management Scheduling System (RFMSS). RFMSS is the only approved training facility management system for scheduling US Army training resources by HQDA G-3 Training (DAMO-TRS). RFMSS submissions can be done by the FAPH DPTMS Scheduling Staff by manual input or through web-based automated reservations for units with established RFMSS accounts. Currently, FAPH is migrating from the manual scheduling process to the web-based scheduling process. In order to continue to provide "one stop" scheduling services, a written request will be required by all units to assist in coordinating support resources not scheduled in RFMSS (TADSS, billets, office automation equipment, communications, etc.).

(1) Manual Scheduling. Requests for training facilities and related support will be forwarded through command channels in the format prescribed at APPENDIX B to:

Commander
US Army Garrison, Fort A.P. Hill
ATTN: IMNE-APH-PL, DPTMS Scheduling Staff
18902 A. P. Hill Drive
Fort A. P. Hill, VA 22427-3106

Primary DPTMS FAPH phone numbers, [DSN 578]

FAPH DPTMS Scheduling Staff	(804) 633-8203	FAX (804) 633-8406
Training Support Branch (TSB)	(804) 633-8408	FAX (804) 633-8378
Range Control	(804) 633-8410	FAX (804) 633-8765

(2) Web-base Scheduling. All battalion organizations may apply for RFMSS web-based accounts. Web-based request for reservations may be submitted online but the training support request will be actioned based on the written training support request submitted in the format prescribed at APPENDIX B. As DPTMS improves the web-based scheduling process, the requirement to submit written requests may be eliminated.

2-5. JOINT USE OF TRAINING AREAS/FACILITIES.

a. Training areas and facilities may be jointly occupied by more than one unit when agreed to by units involved and approved by DPTMS. Units requesting training facilities already scheduled by another unit will be informed of what unit has the facility. The unit requesting joint usage has the responsibility of obtaining a written approval for joint usage from the unit that has the facility. **DPTMS must be provided in writing a copy of joint usage agreement from the scheduled unit (with signatures from both units), 15 days prior to training dates. DPTMS must approve this joint usage form prior to units being scheduled for joint usage and reserved in RFMSS. See APPENDIX E for required joint usage form.**

b. Training facilities will be cleared by the primary/"owning" unit that scheduled its usage. Units obtaining joint usage permission will clear the training facility to the satisfaction of the unit granting that permission.

2-6. CHANGES, CANCELLATIONS AND NO SHOWS. Changes and cancellations must be reported as soon as units are aware that reserved facilities are no longer required. Cancellations to automated training facilities and facilities in high demand **MUST** be received in writing **NLT 10 working days prior to the scheduled date of use.** Units must schedule hours of operation accurately and will return unneeded or unused facilities. Units who continually fail to cancel scheduled training support resources will be charged for the costs of unrecoverable manpower and training losses by the cancellation. Additionally, the organization will be considered for loss of training privileges on the installation by the installation commander. The method to change or cancel training support is the change request form. See APPENDIX E for a blank form.

a. Telephonic notification is acceptable but must be followed-up in writing using the Change Request Form.

b. Requests for cancellations will be made to DPTMS. No other installation staff element may accept a cancellation of any type i.e., POL, meals, quarters.

c. Deletions or additions to scheduled training or range facilities should be made NLT 10 business days prior to scheduled training. FAPH change form should be used. See APPENDIX E for a sample.

d. Automated and Instrumented Training Support Facilities.

(1) These resources are high-demand and high-use state-of-the-art facilities that require advance programming of manpower for operator support, training scenario development and maintenance. In order to maximize utilization and ensure required manpower support, units should schedule these facilities based on actual mission training requirements. Opportunity training beyond mission essential requirements should be scheduled on non-automated or un-instrumented facilities. Cancellations must be made at least 10 working days in advance of the scheduled day of training. Units will be charged for the costs of unrecoverable manpower and training throughput losses by the cancellation. Unit may also be charged for unused scheduled time in excess of 2 hours.

(2) When a unit's training usage requires overtime for the operators, either because of the hours requested or because more time is required than scheduled, the unit may be charged for the overtime operation. Units are not allowed to train beyond the scheduled time period. It is imperative that units plan and accurately request the time required on ranges while not over or under scheduling.

e. NO SHOWS. Organizations that fail to show for reserved training support resources or cancel within 10 days of the day of training will be required to send a Letter of Justification signed by the commander at battalion level (0-5 or higher within the units chain of command). Units may be charged for the costs of unrecoverable manpower and training losses by the NO SHOW. Units may also be charged for all unused time reserved for unused facilities. Units that fail to submit a Letter of Justification will have their scheduling and training support resource accounts suspended or "FROZEN".

f. FROZEN ACCOUNTS. Units that habitually violate regulations, policies and procedures required for safe and efficient operation on FAPH will have their scheduling accounts, training support resource accounts and installation access privileges suspended, restricted or revoked by the commander including recommendations from the installation support staff. Only the installation commander may lift a suspension or restriction and will only do so after the unit makes a corrective action plan approved by the installation commander.

2-7. TRAINING SUPPORT FACILITIES LIASION FOR MAJOR HEADQUARTERS.

Major headquarters are defined as a division, a group or brigade combat team (BCT). A major headquarters operations control of training support facilities scheduling will comply with the following procedures.

a. Designate a liaison officer (03/04) and assistant liaison officer (E6 or above) in writing to DPTMS to coordinate all range and training schedule changes for the entire unit during duty hours Monday through Friday and be able to assist Range Control and Training Support Branch on weekends and holidays. The assistant liaison officer may be requested to be stationed in the Training Support Branch office during duty hours Monday through Friday, weekends and holidays.

b. Using units from major headquarters will coordinate changes only with the liaison officer NLT 0900 daily.

c. Coordination with DPTMS by the liaison officer will be effected NLT 1000 each duty day.

d. Changes in training support facility scheduling will not be accepted after 1000 for the next day's training. All changes will be submitted on the APH Change Form available in DPTMS Scheduling.

2-8. FACILITIES RESPONSIBILITIES.

a. DPTMS Scheduling coordinates and schedules all training on the installation.

b. DPTMS Range Control operates, maintains and clears all live fire range complex facilities and controls aviation/drop zone communications requirements.

c. DPTMS Training Support Branch (TSB) operates, maintains and clears all training areas/facilities. The TSB is also responsible for allocating training aids/audiovisual equipment, see paragraph 4-24. e.

d. DPTMS aviation officer is responsible for aviation facilities and provides guidance to TSB on these matters.

CHAPTER 3 ADMINISTRATIVE REQUIREMENTS FOR TRAINING

3-1. PURPOSE. To provide guidance on the completion of administrative requirements connected with training at FAPH.

SECTION I PRIOR TO DEPARTING FROM HOME STATION

3-2. SEMI-ANNUAL TRAINING CONFERENCE.

a. FAPH hosts a semi-annual training conference for all units training on the installation. Units will be notified of the date, time and location of the conference by email distribution, letter and DA message. The training conference is normally held in January and July.

b. Questions on administration, training or logistics requiring clarification and/or other unit problems should be presented to the appropriate staff representative at this conference.

c. Unit commanders and training representatives are recommended to use the Unit Training Support Planning Matrix document. This document is designed to assist major commands (brigades, groups, battalions) with ensuring that units accomplish required actions necessary for training. A copy of this document is at APPENDIX C.

3-3. LIAISON VISITS. We recommend that a representative familiar with unit requirements make a liaison visit with FAPH support staff at least 2 weeks prior to commencement of training to confirm requirements and support to be provide by the installation. We also recommend that a unit representative conduct a coordination meeting with the installation range officer or his designee, NLT 2 weeks ahead of non-standard live fire exercises to allow for the resolving of any conflicts and to ensure that the appropriate ranges and times are planned.

3-4. TRAINING AMMUNITION.

a. Training ammunition forecasts and DA Form E581 (Request for Issue or Turn-in) will be initiated electronically through the Training Ammunition Management Information System (TAMIS). Following procedures outlined in DA PAM 710-2-1 and submitted to the FAPH Training Ammunition Manager (TAM) NLT 30 days prior to the training event.

b. Any ammunition NOT drawn from FAPH ASP MUST be certified by lots by FAPH QASAS or ASP staff prior to its use on any FAPH range or facility.

3-5. DELEGATION OF AUTHORITY. All units will forward DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) to DPTMS, DOL and DPW (as required) accompanied by a copy of the commander's assumption of command orders NLT 30 days prior to arrival of the unit.

3-6. TRAINING SUPPORT CENTER REQUESTS. All units will submit training aids, devices, simulations and simulators (TADSS), GTAs and audiovisual requests to Training Support Branch (TSB) in memorandum format NLT 30 days prior to required date. Major systems TADSS will be scheduled in RFMSS by the FAPH DPTMS Scheduling Staff and in TS-MATS by the TSC Staff.

3-7. TRAINING SCHEDULES. AT units and major headquarters will forward one copy of the unit training schedule to arrive at DPTMS NLT 30 days prior to AT period.

3-8. RATIONS. Ration requests for UGR-A, MREs and warming/cooling beverages and ice must be submitted 30 days prior to arrival. UGR heat and serve rations must be submitted 60 days prior. Ration requests should be submitted in duplicate.

3-9. REIMBURSEMENT FOR SUPPLIES/SERVICES. All units requiring supplies and services support from FAPH will submit payment as indicated on the Matrix of Reimbursable Services which is provided with the unit's Letter of Confirmation.

3-10. EXPENDABLE SUPPLY REQUESTS. (Not available - see paragraph 5-9).

3-11. CLASS IV SUPPORT REQUESTS. All units requiring Class IV (Construction Materials) must submit requirements to the Directorate of Public Works (DPW) NLT 120 days prior to required usage. Forecasts will include the following:

- a. Unit designation and DODAAC.
- b. Nomenclature.
- c. Quantity and Unit of measure.
- d. Required delivery date.

3-12. MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM (MAIT). AT units will submit a memorandum requesting MAIT assistance to DOL NLT 15 March.

3-13. TRANSPORTATION MOTOR POOL (TMP). All units will submit a memorandum requesting TMP GSA vehicles and driver training support to DOL NLT 30 days prior to AT as outlined in paragraph 5-12. Units must reimburse daily lease fees and mileage.

3-14. LABOR EQUIPMENT AND UTILIZATION. Engineer units performing troop projects will submit this report on DPW (APH) OP FM1 to DPW on a daily basis showing the total man-hours expended and equipment utilized on the previous day for each troop project.

3-15. POL SPILLS. All units will report spills of POL or other HAZMAT products to the Fire Department or Range Control immediately IAW APPENDIX D. Unit must make an immediate response to contain the spill until the Fire Department arrives to assess the situation.

3-16. REQUESTS FOR TELEPHONE SERVICE. All units will submit DA Form 3938, Local Service Request to DOIM and supporting MIPR (DD Form 448) to RMO NLT 30 days prior to required date of service.

3-17. OPERATIONS RISK MANAGEMENT PLANS (ORMP). An Operation Risk Management Plan consists of a training concept (OPLAN, OPORD, MOI, Detailed Scheme of Maneuver), Operations Overlay, Comprehensive Risk Assessment and Surface Danger Zones (only required for live-fire and pyrotechnic training) and other special planning for establishing Field AHAs. For RDT&E organizations the ORMP consists of a Detailed Test Plan, Operations Overlay, Comprehensive Risk Assessment, Surface Danger Zone (for live fire or Pyro) and an Approved Equipment Safety Release. All organizations will submit an ORMP for medium, high, extreme high risk training events and all RDT&E activities.

3-18. OPERATION OVERLAYS. Operation overlays and Risk Assessments are required for all training events. These documents must be submitted to the DPTMS for approval 72 hours prior to the scheduled occurrence of these training events listed in paragraph 4-8.

3-19. Digging Permits. An approved digging permit is required in specified areas on the installation. This includes installation stakes (wood or metal) for antennas or tents. **Permit requestors are required to physically mark the location of the proposed dig site with a flag or paint prior to the permit being submitted.** Approval requires 10 to 14 days. DPTMS Scheduling Staff will screen all requests for digging and initiate the digging permit process. See APPENDIX M.

3-20. ANTENNA PERMITS. An antenna permit is MANDATORY before any fixed antenna is erected on FAPH. The antenna permit request process is outlined in APPENDIX N, and must be initiated at DPTMS with the training support request.

3-21. REQUEST FOR FIELD LEVEL MUNITIONS STORAGE AREA (FLMSA). Advanced planning requirements for storage and security of munitions during training on Fort A.P. Hill are outlined in APPENDIX R, and must be initiated at DPTMS with the training support request.

3-22. TRANSPORTATION OF ARMS, AMMUNITION and EXPLOSIVES (AA&E). Commanders transporting AA&E to and from FAPH or utilizing AA&E while training on FAPH, will ensure their personnel are trained to secure or maintain control of AA&E as outlined in AR 190-11.

3-23. CONTRACT/ NON-GOVERNMENT TRAINING SUPPORT. Organizations that request to use contract/non-government training support products and services must conduct detailed coordination with the DPTMS NLT 30 days prior to the intended arrival at Fort A.P. Hill. The DPTMS will determine additional garrison staff offices that have additional coordination requirements based on the nature and complexity of the training scenario. The coordination is necessary to ensure that due diligence is performed on the contracted organization including, but not limited to, the regulatory requirements for operational security,

force protection, personnel security checks, background investigations, weapons registration, operations safety and compliance with risk management policies and procedures.

a. Installation Contract Training Support. The Training Division is currently exploring the training industry/market for reputable defense contractors to enter into a Blanket Ordering Agreement (BOA) or Blanket Purchase Agreement (BPA) contract document to provide basic training support packages or ala carte training support resources on a direct reimbursable basis.

b. Organization Contracted Training Support. **Organizations intending to bring or sponsor contracted training support products and/or services on Fort A.P. Hill must provide a copy of the contract/task order and conduct detailed coordination with the DPTMS NLT 30 days prior to the intended arrival.** The organization is fully responsible for the training support coordination, actions and activity of all contractors during the course of their training event, including escorting contract personnel when deemed necessary. The DPTMS or any FAPH garrison staff office will not conduct direct coordination with a non-government or contracted organization for government owned training support resources or facilities, this will be the responsibility of the sponsoring organization.

(1). Roll Players and Civilians on the Battlefield. The sponsoring organization must provide a complete roster of contract/non-government personnel to the DPTMS NLT 30 days prior to the date of intended arrival on FAPH. The roster must include full name, citizenship, place of birth, date of birth, and social security number or personal identification number from an official government agency. The purpose is to ensure that appropriate security background checks can be conducted as appropriate, including mandatory screening for criminal background, foreign national adjudication or persons pending naturalization.

(2). Contractor Owned Weapons. The sponsoring organization must provide a complete roster of weapons to be used on the installation. The roster must be provided to the DPTMS NLT 30 days prior to the date of intended arrival on FAPH. The roster must include number of weapons by manufacturer and model with serial numbers and it must be accompanied by the appropriate U.S. government weapon registration. Foreign weapons must have the appropriate license from the Bureau of Alcohol, Tobacco and Firearms.

(3). Non-standard Ammunition, Explosives and Pyrotechnics. Non-standard Ammunition, Explosives and Pyrotechnic are prohibited from use by U.S. Military personnel except as provisioned in FAPH Range Reg 350-2, para. 3-9, Non-Standard Ammunition and Explosive Items and other applicable regulations. All ammunition not drawn from the Installation Ammunition Supply point must be cleared for use by the Installation QASAS, including commercially procured ammunition.

SECTION II UPON ARRIVAL AT FORT A. P. HILL

3-24. UNIT CHECK IN PROCEDURES.

a. DPTMS. The OIC of all advance parties or unit OIC of a main body, as delegated by the commander IAW paragraph 2-2, this regulation, will report to DPTMS, 18902 A.P. Hill

Drive, Bldg 1246 immediately upon arrival at Fort A. P. Hill. **No directorate/activity at FAPH will conduct business with any unit before the unit IN-PROCESSES WITH DPTMS.** Sign in at 18902 A.P. Hill Drive, Bldg 1246 must take place between 0700 and 1630 (1500 is recommended) Monday through Friday. **Weekend units must sign in with DPTMS NLT 1500 on Friday. Units may coordinate in-processing for other than these times in special cases. Contact FAPH DPTMS Scheduling Staff to coordinate this.**

(1) DPTMS (APH) Form 1, (User Reporting Checklist) indicating the organization strength by person count of officer(s), warrant officer(s), enlisted and civilian personnel present for training will be filled in by the unit representative. Provide a unit Alpha Roster with name and last 4 of SSN. DPTMS (APH) Form 2 (Organizational Clearance) will be provided to the unit representative at this time. Unit will provide an officer or senior NCO for all in/out processing so that problems can be resolved at that time. The designated POC must be from a battalion level headquarters and have a Delegation of Authority in writing (Memorandum, DA 448 or DD 1687) from the unit's commander in the grade of O-5 or higher. This Delegation of Authority cannot be signed "for" the commander or "by direction".

(2) Utilization of reserved and confirmed installation and training support resources will be validated with the unit at this time.

(3) The unit representative will be briefed on FAPH policies and requirements along with any special areas of interest or activities during in-processing. Formal briefings are required to certify OIC and SO for all live fire and drop zone training. Details on this Range Safety Certification Briefing (Mondays at 0900, Fridays at 1500 and Saturdays at 0800) can be found in APH Reg. 350-2 or by calling Range Control.

b. DOL. All units will coordinate overall logistical requirements and campsite billeting requirements directly with DOL staff (see Chapter 5 of this regulation for details).

(1) Supply and Services Division.

(a) Coordinate issue of property, POL, ammunition and supplies.

(b) Ammunition officer will be briefed on procedures for issue and turn-in of ammunition.

(2) Plans and Operations Division. Coordinate the issue of campsites and dining facilities.

(3) Maintenance Division. Coordinate direct and general support maintenance and direct exchange of repair parts and components.

(4) Transportation Officer. Coordinate transportation and type of equipment support.

(5) Troop Issue Support Activity (TISA). Coordinate issue of rations.

c. DOIM. All units will coordinate office equipment, communications, information systems, copy machine, facsimile requirements, and radio frequency usage, see Chapter 7.

d. Health Clinic. All units will coordinate for medical support and receive briefing on medical evacuation procedures and other health related policies, see Chapter 6.

e. Safety Office. All units will coordinate safety requirements. Units will receive a copy of the FAPH Safety Briefing during in-processing at DPTMS. Unit safety officers are requested to contact the FAPH Safety Office and provide a copy of their appointment orders.

f. Directorate of Emergency Services (DES). All units will coordinate DA civilian police support for convoy movements, (i.e., convoy escorts or opening exterior boundary gates). Those units storing AA&E in the installation Ammunition Holding Area (AHA), report to DES-PMO, Bldg PO0156 to receive an Installation Ammunition Holding Area (AHA) pen key and FAPH policy regarding access control to the AHA and affiliated duties.

g. Public Affairs Office. See Chapter 13.

h. Directorate of Human Resources (DHR). All units will coordinate for administrative personnel support, religious and chaplain support services, postal, post locator service and other emergency administrative support requirements.

i. Directorate of Public Works (DPW). All units will coordinate engineering support requirements as follows:

(1) Construction schedules will be provided by the unit through the DPW to DPTMS for coordination with other training units.

(2) Notify DPW of unit location, point of contact and telephone numbers.

(3) Coordinate latrine pumping and kitchen waste/sanitary waste disposal schedules.

(4) Environmental and Natural Resources Division (DPW). All units will coordinate environmental requirements with the Environmental and Natural Resources Division. Units will receive copies of the Spill SOP and APH Regulation 200-1.

(5) Coordinate field laundry/bath facility locations.

(6) Coordinate issue and receipt of Class IV materials.

3-25. STRENGTH ACCOUNTABILITY. All training units will submit a strength report (**Alpha Roster with last 4 of Social Security numbers**) to the DPTMS during in-processing. The DPTMS will forward it to Directorate of Human Resources (DHR). The unit will provide regular updates to the DHR as necessary.

3-26. LOCATOR CARDS. Annual training units will provide 3 alphabetized copies of the unit roster to the Mailroom, 18350 First Street, Bldg 0179 and provide a telephone number, campsite location, AT training dates and bldg number for all locator calls to be referred. Telephone number provided must be manned on a 24-hour basis.

3-27. APPOINTMENT OF MILITARY UNIT MAIL ORDERLY. Training unit mail clerks will need to appoint one mail orderly and one alternate mail orderly per headquarters to pick up mail for all units. Mail orderlies will submit three copies of DD Form 285 and an appointment memorandum to Mailroom, 18350 First Street, Bldg 0179, within 24 hours of arrival at FAPH.

3-28. REQUEST FOR NONAPPROPRIATED UNIT FUND DIVIDENDS. Training units will submit a request by memorandum to DFMWR, 14135 Montague Road, Bldg 0145, IAW paragraph 8-7.

3-29. CLAIMS. All units will process claims in accordance with AR 27-20. The FAPH Claims Officer (DHR, extension 8326/8185) will be notified as soon as possible after the occurrence of any incident that may result in a claim against the Government whether the incident occurred on or off the installation.

3-30. VIPS AND DISTINGUISHED VISITORS. All units will notify the Public Affairs Office (PAO) and DPTMS of all visitors in the grade of O-6 or above and other distinguished personnel who will visit while the unit is at FAPH. The name, rank, organization, position and a copy of itinerary will be provided as soon as available.

3-31. SERIOUS INCIDENT/ACCIDENT REPORTS. All incidents, accidents and/or occurrences shall be reported immediately to the FAPH DES Provost Marshal Office. An Accident Report, DA Form 285, will be prepared as required and the unit will provide a copy to the FAPH Safety Officer prior to departing FAPH. This will be verified during out processing.

3-32. COURTESY CALLS - (ALL UNITS).

a. Unit commanders, grade O6 and below, are strongly encouraged to visit the installation commander or the deputy to the commander, preferably, on the date of arrival or NLT the second day of training. Call command secretary for an appointment at (804) 633-8205/8206.

b. Unit sergeants major or NCOIC is strongly encouraged to visit the installation command sergeant major based upon the same schedule as stated above.

c. The installation commander will normally meet general officers visiting the installation at their point of arrival.

3-33. UNIT TELEPHONE DIRECTORY.

a. All units will provide a unit telephone number to DPTMS during in-processing. This phone number will be manned 24 hours per day.

b. Annual training units will provide 3 copies of the unit telephone directory to DOIM NLT 1000 the second day of training.

3-34. EARLY TERMINATION OF TRAINING FOR EMERGENCY REASONS.

Members of Reserve Component units may be released from Active Duty for emergency reasons such as death or serious illness of a member of the reservist's immediate family. Leaves and passes are not authorized for this purpose. The following are authorized to terminate AT of individuals for emergency reasons:

a. United States Army Reserve (USAR) Members.

(1) Commanders of USAR General Officer Commands (GOCOM) for units under their command.

(2) Senior commander of Army Reserve Command (ARCOM) representative at the training site for units of the same ARCOM.

b. Army Reserve National Guard (ARNG) Members. The State Adjutant General's (TAG) representative present at the training site in accordance with National Guard regulations.

3-35. AFTER ACTION REPORTS (AAR). All units will submit an after action report by the unit commander or delegated unit representative covering their entire training period at the installation. The AAR process will be briefed at in-processing time from DPTMS and submitted back to DPTMS by 1600 the day prior to leaving the installation. Specific comments are required to allow corrective action or training infrastructure upgrades to be initiated. Commanders or their staff should be prepared to discuss all unfavorable comments with the Chief of Training or Director, DPTMS, prior to departure. The AAR provides your unit with a method to express your comments, concerns or recommendations regarding training during your stay at the installation. Units at battalion size or larger are requested to schedule an out-briefing with the DPTMS staff to discuss the AAR comments, condition of training facilities, staff training support and recommendations for training investment or improvement.

3-36. INSTALLATION POLICE DETAIL. All units will coordinate with the installation sergeant major or DPTMS on providing police details for common areas. Units will provide personnel and equipment as indicated below from the date of arrival until the date of departure from FAPH.

- a. Battalions: One - NCO with valid driver's license.
One 3/4 ton or smaller vehicle.
Two - enlisted personnel for trash collection.

b. Companies: One enlisted personnel with military driver's license.

3-37. INSTALLATION CLEARANCE. All units must ensure that DPTMS (APH) Form 2, Organizational Clearance, (which was issued during unit in-processing) is completed entirely (to include all required initials/signatures) and returned to DPTMS on the day of departure and prior

to departure from the installation, for final clearance approval (APPENDIX E). DPTMS will be the "last stop" for all units. DPTMS will handle final clearances during duty hours (0800-1630). After duty hours a unit may receive a "conditional clearance" at Range Control and/or Training Support Branch in some cases if coordinated prior, until DPTMS can confirm final installation clearance on the following business day. A conditional clearance does not relieve units of their responsibility regarding turn-in of equipment and facilities, or regarding a return with a detail to clear.

a. DPTMS Clearance. Clearance may only be obtained from DPTMS provided the following has been accomplished:

(1) After Action Report has been submitted along with completed Organizational Clearance Form (DPTMS (APH) Form 2) with all required initials per in-processing guidance.

(2) All training support equipment has been returned to the Training Support Branch.

(3) All scheduled training areas and facilities have been cleared.

(4) All scheduled ranges have been cleared and all property obtained from Range Control has been turned in.

b. DOL Clearance. Clearance may be obtained from DOL provided the following has been accomplished:

(1) Campsites have been cleared.

(2) One hundred percent (100%) accountability has been established for both live and expended ammunition as outlined in paragraph 5-7.

(3) TISA account has been closed out.

(4) All equipment signed out from FAPH has been returned to the issuing activity.

c. DOIM Clearance. Clearance may be obtained from DOIM provided the following has been accomplished:

(1) All telephone instruments signed for have been returned to DOIM, 14116 Burke Road, Bldg 0159 or telephone contractor.

(2) All commercial toll calls have been turned in to DOIM, 14116 Burke Road, Bldg 0159.

(3) All leased facsimile and copier equipment has been turned in through the DOIM, 14116 Burke Road, Bldg P0159 and clearance sheet has been initialed by Admin Services Branch personnel.

d. DPW Clearance. Clearance may be obtained from DPW provided the following has been accomplished:

- (1) Troop construction project documentation has been completed and submitted.
- (2) All Class IV construction material is accounted for and accounts are closed out.
- (3) All campsites and construction sites are free of construction debris, spills of contaminants, sanitary waste, etc.
- (4) Construction (if applicable) has been approved and accepted.

e. Safety Clearance. Clearance may be obtained from the Safety Officer provided that all DA Form 285 (Accident Report) have been completed and turned-in with all pertinent information needed for the report. *If no accidents or injuries occurred during the unit's stay this can be annotated on the clearance form at DPTMS without the unit visiting the Safety Office to clear.*

f. DES Clearance. Unit clearance by the DES-PMO will be contingent upon property accountability, serviceability and cleanliness of the Installation AHA Facility.

(1) Remove all trash and AA&E consumables; crates, AA&E residue, and unused AA&E, etc. from the PEN and Tower Area.

(2) Contact the police desk @ 804-633-8888 or FAPH extension 8888, requesting a joint inspection of the area by the police and the unit. The inspection is to ensure the area is policed up, view operability of equipment, and that no damage to government property has occurred.

(3) Upon completion of the inspection, the unit turn in the AHA keys and radio equipment to the desk officer, the desk officer will then sign the PMO portion of the out-processing document.

CHAPTER 4 TRAINING SUPPORT

4-1. PURPOSE. To establish training guidance and identify training facilities and support available.

SECTION I TRAINING GUIDELINES

4-2. GENERAL. This headquarters encourages realism in training and imposes as few restrictions as possible. Safety must always be the primary consideration in preparing for and conducting training. During periods of heavy utilization, interference between units must be minimized. Specific ground rules are laid out in subsequent paragraphs and will be made known to all unit personnel prior to the commencement of training at FAPH.

4-3. COMMUNICATIONS. It is a unit responsibility to establish communications with DPTMS.

a. **All units should monitor the Range Safety Network on FM32.00 PRI and 38.50 ALT (Range Control Fire Desk) Single Channel Plain Text New Squelch or Squelch Off at their headquarters element level, for emergency and information purposes.** (This is the primary means for units to receive updates on severe weather and heat or fire category updates). Units in training areas (non-live fire exercise (LFX)) are required to monitor the Range Safety Network and report occupation and departure of training areas. Units on live fire or airborne/drop zone (DZ) operations must maintain hourly radio checks with Range Control, (see APH Reg. 350-2). Units use tactical FM 32.00 PRI or 38.50 ALT and can dial phone extension 8224 to contact Range Control or 8349 to contact the Training Support Branch (TSB).

b. Range Control provides emergency information and coverage for all units in the Range Complex and will provide FM net call updates to units for wet bulb and other information.

c. During periods when Range Control is not manned (normally after 2300 and prior to 0600) the DES police desk officer monitors FM 32.00 for emergency purposes. Units with an emergency can contact the desk officer on this FM Net, or call 911 from an on-installation phone, or from a cell phone or pay phone, call (804) 633-8911 or 8888.

4-4. RESERVATION BOUNDARIES. Unit commanders will ensure that training activities, including aviation, are conducted within reservation boundaries. When operating near boundaries, discretion will be used in the employment of smoke, tear gas, pyrotechnics, simulators and blank ammunition. Wind speed and direction as well as weather conditions must be considered. Overlays will be approved for pyrotechnics, smoke/tear gas and simulators (not blanks) by TSB prior to their use.

4-5. OFF LIMITS AREAS. The following areas are off-limits to units training on the installation:

- a. Controlled Access/Impact Area (see APH Reg. 385-1 and APH Reg. 350-2).
- b. Laser Range (located in Training Areas 17 and 19).
- c. Wildlife Refuge Area.
- d. Hopemont Housing Area. (Includes transportation of ammunition past housing areas)
- e. Greenlawn Trailer Park. (Includes transportation of ammunition past housing areas)
- f. Ammunition Supply Point (ASP). (Except when conducting authorized duties)
- g. RV Park.
- h. Drop Zone (unless approved for unit's use in writing).

4-6. SAFETY.

- a. Units are responsible for conducting a risk assessment of all training activities conducted on FAPH and having a copy on hand during the training event. Risk assessments will be turned in to TSB or Range Control as applicable prior to training, see APPENDIX F.
- b. Safety is a unit responsibility and must have continued command emphasis.
- c. All unit personnel must receive a safety briefing prior to departure from home station to include:
 - (1) Report of accidents.
 - (2) Personnel safety, including hearing and sight protection, danger of heat exhaustion, insect and reptile bites and poisonous plants.
 - (3) Motor vehicle safety, both Government Owned Vehicles (GOV) and Privately Owned Vehicles (POV), as outlined in AR 385-55 and AR 385-10. Operators and all occupants of GOV/POV are required to utilize the safety restraint system at all times.
 - (4) Safety regulations for usage of arms, ammunition and explosive devices for training as outlined in AR 385-63, AR 385-10, DA PAM 385-64 and APH Reg 350-2.
 - (5) Ammunition Found On Installation (AFOI) and Ammunition Amnesty Program (AAP) as outlined in APH Reg 350-2.
 - (6) Bivouac and training safety.
 - (7) Off-duty accident prevents.

(8) Safe usage and maintenance of equipment.

(9) Safe operation and warnings for use of pyrotechnic simulators and ground burst simulators will not be detonated within 35 meters of unprotected personnel.

(10) Water training safety as outlined in AR 385-10, if applicable.

(11) Aviation safety as outlined in AR 385-95 and APH Reg. 95-2, if applicable.

(12) Blackout or NVD driving as outlined in FM 21-305 and DPTMS requirements, if applicable, IAW 4-9.

(13) Protective masks are a requirement when participating in training exercises involving the use of smoke and/or tear gas.

(14) All construction activity is conducted in accordance with Engineer Manual 385-10.

d. Water Safety.

(1) The principal sites for tactical water operations on FAPH are Delos Lake, White Lake in Range 29, Float Bridge and Tactical Raft Site, Buzzard Roost Float Pond in Training Area 1 and the Leased Site at Hicks Landing on the Rappahannock River. The depth of the water at all of these locations may exceed 10 feet. Refer to AR 385-15 for detailed water safety guidance.

(2) There are no authorized recreational swimming areas on FAPH except at the installation swimming pool in the headquarters area.

(3) Tactical water operations include all vehicle swimming, helocasting and bridging operations. Operations of this type will not be conducted during darkness or reduced visibility. All personnel will be briefed by the unit safety officer prior to commencement of operations. All operations will adhere to AR 385-10, Water Safety. The following list is provided as a briefing guide, however, it is not intended to be all inclusive.

(a) Personnel will wear approved personal flotation devices at all times while on or near water.

(b) Trousers should be unbloused. No equipment or overshoes should be worn in vehicles.

(c) Personnel will be familiar with applicable emergency evacuation procedures during vehicle swimming only.

(d) The unit commander will ensure that all equipment is properly checked; that qualified personnel and adequate equipment are on site to assist in recovery and lifesaving operations, and that the site is properly prepared. At least 2 qualified lifeguards will remain on

site until termination of training. A rescue boat must be available during vehicle swimming operations.

(e) Use of Hicks Landing (also called "Leased Area") facility. Unit is required to draw and comply with the facility SOP for this site from TSB prior to use of the site.

e. Rappel Towers.

(1) The primary instructor for rappel training must be a current, certified rappel master. The Rappel SOP must be issued to using units by TSB and the unit is responsible for compliance with this SOP. A certification form will be signed by OIC prior to use. Units must provide rappel master and equipment.

(2) The use of the "slack rappel" technique is prohibited. Units will adhere to guidance provided in FM 90-5 and TC 21-24 for proper rappelling techniques.

(3) The keys to rappel towers will be obtained from the TSB, 19904 A.P. Hill Drive, Bldg 1252 prior to use. Units will obtain the FAPH Rappel Tower SOP and the OIC/commander will sign a certification form (see SOP) certifying that all requirements have been met. This signed copy will be kept on hand in TSB.

(4) Prior to the conduct of training, unit safety briefings and inspections will be conducted by the safety officer/NCO as specified in FM 3-21-38, Appendix G, paragraphs 28 and 31, and Rappel Tower SOP. OIC signature on Rappel Operations Certification Form is required at TSB when drawing the facility. The following safety rules will be enforced as a minimum:

(a) All safety personnel or instructors working on the top of the tower will be secured by a safety line to prevent accidental falls.

(b) Rappelling will always be conducted with a double rope.

(c) Each rappeller will have a safety (a.k.a. belay) to arrest a fall.

(d) Gloves will be required for all rappel training.

(e) Instructors will insist on strict attention to detail.

(f) A helmet secured with a chinstrap will be worn while rappelling.

(g) There will be a minimum of 10 inches of sawdust or loose sand in the safety pit.

(h) A qualified medic and vehicle that can carry a stretcher will be on site at all times.

(i) Training may be restricted during wet periods based on risk assessment.

f. Helocasting Safety. Units will submit a detailed operational risk management plan which will be submitted NLT 72 hours prior, and reviewed and approved on a case-by-case basis

by DPTMS. Unit commanders must articulate the training requirement as a mission essential task for helocasting. Helocast training must adhere to the training guidance established in FM 90-5. All personnel participating in this training must wear an individual life preserver. The training must comply fully with safety requirements established by AR 385-10, Water Safety.

g. Leader's Reaction Course (LRC).

(1) The LRC is designed to allow each individual an opportunity to be a leader on one task and serve as a team member or observer on other tasks. No task is run twice so the leader's skills in planning, organizing, decision making, supervising and communicating are evaluated as they pertain to their leader. Some "wet-side" stations are closed to training during inclement weather.

(2) The unit commander will determine the proper uniform for the LRC IAW DPTMS guidance and applicable SOPs. Unit OIC will obtain FAPH LRC SOP and comply with all requirements in this document prior to and during use of the LRC. The SOP will be picked up from TSB at DPTMS. Non-government personnel and civilian organizations must submit a letter requesting an exception to policy or a waiver of liability for use of the LRC. These requests may be reviewed for approval up to the command level.

(3) A qualified medic with aid bag, litter and military vehicle with litter carrying ability must be on standby at the LRC prior to any training being conducted at the facility. The military aid vehicle is the only vehicle authorized inside the LRC Compound. There is ample parking for all other vehicles in the adjacent parking lot outside the compound.

(4) Pyrotechnics, simulators, demolition or explosives are prohibited at the LRC.

(5) The LRC may be used during daylight hours only.

(6) The LRC Facility SOP and keys will be obtained from TSB, 19904 A.P. Hill Drive, Bldg, 1252, prior to use.

(7) Units may be required to assist in the maintenance and upkeep of the LRC prior to being released back to FAPH.

(8) A formal risk assessment is mandatory prior to use. Helmets will be worn at all times by participants of training at the LRC.

h. Decontamination Site (Decon Site).

(1) The Decon Site is a training facility that provides units the capability to train for deliberate decontamination of NBC agents.

(2) The only vehicles allowed within the Decon Site are those which are "running the course" and emergency vehicles. Ample parking for non-participant vehicles is provided in the adjacent parking lot outside the compound.

(3) DS2 or other decontamination agents may not be used at the Decon Site. Units may use baby powder to simulate DS2.

(4) The Decon Site has a 50 person classroom and shower facility.

(5) The DECON SOP and keys may be obtained by going to TSB, 19904 A.P. Hill Drive, Bldg 1252, prior to use.

i. Nuclear Biological Chemical (NBC) Chamber.

(1) The NBC Chamber is a training facility that provides units the capability to train with NBC agents.

(2) The facility consists of 2 separate rooms with signs posted on the outside of the facility to identify the TEST CHAMBER and the ACTUAL CS CHAMBER. **AT NO TIME WILL CS BE USED IN THE TEST CHAMBER!** At no time will CS capsules be put on the floor of either chamber, there is a container provided for items used for testing the protective mask.

(3) The only vehicle allowed within the NBC Chamber facility is the emergency vehicle. Ample parking is provided in the parking lot across from the facility. Units will provide a medic and ambulance on site.

(4) The training NCO or SO for the NBC Chamber will be NBC qualified or the unit NBC NCO will be assigned as an additional RSO during the time chemical agents are used.

(5) The NBC Chamber SOP and keys will be obtained from TSB, 19904 A.P. Hill Drive, Bldg 1252, prior to use.

(6) An Operational Risk Management Plan (ORMP), submitted to TSB, is mandatory prior to use.

4-7. FIRES.

a. No open fires are permitted on FAPH. Approval for the use of warming barrels will be coordinated through the DPTMS Scheduling Staff as a normal part of the scheduling process. Requests are approved in advance of the training by the installation fire chief.

b. Units using training areas are responsible for extinguishing all fires that start in the training area. Training will immediately cease if a fire is observed, regardless of its size and the following actions will be taken to ensure that the fire is extinguished.

(1) The OIC will immediately notify TSB at 8349 or Range Control on FM 32.00/38.50 or call extension 8224 and utilize troops available to start fighting the fire with all means available.

(2) The fire chief will assume responsibility for directing the firefighting activities upon arrival.

(3) Fire and firefighting procedures in the range and impact area are covered in AR 385-63 and APH Reg 350-2.

4-8. OPERATIONAL RISK MANAGEMENT PLANS.

a. All organizations will submit an Operational Risk Management Plan (ORMP) for medium, high, extreme high risk training events and all RDT&E activities. An ORMP consists of a written training plan (OPORD, MOI or detailed scheme of maneuver), operations overlay, comprehensive risk assessment and surface danger zone (for live-fire or pyro). For RDT&E organizations the ORMP consists of a detailed test plan, operations overlay, comprehensive risk assessment, surface danger zone (for live-fire or pyro) and an approved equipment safety release. The ORMP will be submitted to DPTMS for approval at least 72 hours prior to the scheduled occurrence of the following training events. Overlays must be drawn to 1:50,000 scale on current FAPH military map or custom designed maps using the Magic self-service GIS workstation. Three copies of all overlays are required. **The grid coordinates, event, date, start and end time, type of pyrotechnics used and the name of the OIC/safety officer for the event will be on the overlay. Only one event will be reflected on each overlay. The unit is responsible for insuring the DES Police Desk is given a copy of the approved overlay, (see APPENIX F and G).**

(1) Blackout marches and NVD driving.

(2) Road closures.

(3) Foot marches along roadways.

(4) Convoy operations (with or without IED training).

(5) Demolition/explosive operations.

(6) Pyrotechnics usage. This can be a general area depicted on the overlay to allow FAPH to track areas for fire risk.

(7) Smoke and tear gas/CS use.

(8) Ambushes on vehicular traffic.

(9) Crib construction.

(10) Construction sites, haul routes and material storage locations.

b. Unit will not conduct above type of training unless an approved ORMP from TSB is in the driver or OIC's possession. Approved format for ORMP may be picked upon from TSB, 19904 A.P. Hill Drive, Bldg 1252 or installation Safety Office on main post.

c. Training Support Branch will inform applicable FAPH staff elements of the above types, time and location of training upon approval of unit overlays.

d. ORMPs will be completed according to coordination and review with TSB or Range Control as applicable.

4-9. ROADS AND DRIVING.

a. Scheduling of an area does not include exclusive use of the roads located therein, unless this has been requested in writing and approved by DPTMS.

b. Road Closures.

(1) Installation roads normally are considered open for traffic at all times except for Mosby Road through the Drop Zone during scheduled drops or aircraft operations and roads through the Laser Range.

(2) Units may request the closure of installation roads for limited periods of time to increase training realism with the exception of portions of A.P. Hill Drive, Campbell Road and the Range Complex roads. An operations overlay is required IAW paragraph 4-8.

(3) All roadblocks will be physically manned while in use during daylight/nighttime hours. Roadblock personnel will be provided flashlights and safety vests during hours of darkness or times of limited visibility.

(4) Barriers across roads and trails will be removed immediately after use.

(5) Unless barricaded or blocked, roads between the training areas are commonly used areas and need not be scheduled for route travel.

c. Gates and Access Points. Three main gates off roads leading on/off FAPH (North or Main Gate, South Gate and Villeboro Gate). At this time, only the North Gate is open at all times. The South Gate is open 3 times daily from 0630-0800, 1100 to 1300 and 1515 to 1715 hours. A written request may be made in the scheduling request to DPTMS to have one of the other 2 gates opened during convoy movements arriving or departing the installation. Approval of such a request will be made with the provision that the unit specify the exact time window and number of vehicles they have. On a limited, special case request, other access points onto the installation may be approved for unit use. Units transporting Class V ammunition must coordinate to enter through the South Gate to avoid transporting munitions past the housing areas. All such requests will be reviewed and approved by DES and DPTMS prior to unit use.

d. Blackout Drive. Blackout road marches will be conducted on unimproved roads only, however, limited use of improved roads will be permitted when the unit submits overlays and has written approval from TSB. Units will post road guards with flashlight and reflective clothing at all intersections to halt crossing traffic and to prevent other traffic from entering the blackout drive area. An ORMP is required and will reflect the location of road guards, equipment and crossing locations. All bridge weight classifications will be observed. After the ORMP is reviewed, other restrictions may be imposed based on the identified risks. Units conducting NVD driver training must pick up and comply with the FAPH SOP for NVD driving, from TSB, 19904 AP. Hill Drive, Bldg 1252.

e. Speed Limits.

- | | |
|-----------------------------|---|
| (1) Tank Trails | 25 MPH |
| (2) Convoys on non-hardtop | 30 MPH (25 MPH for tactical vehicles) |
| (3) Hardtop roads | As posted (convoys NTE 30 MPH) |
| (4) Passing troops | 10 MPH |
| (5) Blackout or night-aided | 10 MPH - *20 MPH with NVDs
(*see FAPH SOP for NVD Driving) |

f. Foot Marches. Foot marches will not be performed on these roads: A.P. Hill Drive, Wilcox Drive (north of the Wilcox complex) and Lee Drive. All commanders must be familiar with FM 21-18 and ensure that all safety precautions, which the tactical situation permits, are taken. These include as a minimum the following:

(1) Maximum use will be made of off-road trails to keep troops off hard surfaced roads. When required to march troops along a roadway, they will be restricted to single file formation on the side of the road facing traffic.

(2) Road guards equipped with luminescent or reflective materials at the front and rear of the column and on the flanks when vehicular traffic may approach from that direction. Flashlights will be utilized during the hours of darkness.

(3) Tactical patrols where roadways are used but the mission requires it to be unobserved may be conducted without luminescent/reflective material or flashlights.

(4) Approved overlays and risk assessment covering the foot march/patrol are required.

g. Running. Individual runners are encouraged to use the 2 running tracks (Wilcox and Picnic Area) or are asked to run on roads other than A.P. Hill Drive, where traffic volume is reduced. Runners are required to wear a reflective vest or belt during all hours. Individual runners will not wear headphones of any type. Formation runs require road guards equipped with luminescent or reflective materials at the front and rear of the column and on the flanks

when vehicular traffic approach hazard exists. Flashlights will be utilized during the hours of limited visibility. Unit commanders will ensure that running and all physical training is done safely.

h. Convoys. The movement of 6 or more vehicles in a single series constitutes a convoy and requires the submission of an ORMP. The front and rear vehicles must have communications with each other and will have communications either directly or through their controlling headquarters with Range Safety/PMO net FM 32.00/38.50 single channel, plain text, new squelch.

i. Tracked Vehicles. Tracked vehicles will use existing dirt/gravel roads and tank trails within the limits of the installation. Tracked vehicles on the north side of the installation are not permitted on hard surface roads or road shoulders, except to negotiate the Rollins Fork and Wilcox Drive underpasses or stream crossing sites to access bridges. NOTE: Maneuver Lane complex for wheeled and tracked vehicle employment (non-LFX) is being located in several training areas and is being developed and improved at this time. See TSB or DPTMS Scheduling for more information.

(1) Road guards equipped with luminescent or reflective materials (and flashlights will be utilized during the hours of limited visibility) are required for all tank crossings of hard surface roadways.

(2) Tracked vehicles will cross hard surfaced installation roads and underground telephone cables only at designated tank crossings listed below (list subject to change):

<u>Crossing Point</u>	<u>Grid</u>
Exit to EP4 Compound	TH976173
Howards Corner South	TH990192
Howards Corner Underpass	TH995190
Howards Corner North	TH991192
Howards Corner West	TH983191
Mill Creek Crossing	TH989221
Taylor's Corner	TH992235
Eubanks Corner East	TH980236
Longstreet East	TH967233
Longstreet West	TH959235
Honeysuckle Gate	TH956220
Baylortown	TH961196
Archer	TH949185
ASP	TH975194
Bullocks Corner	TH956262
Drop Zone	TH920261
Villeboro East	TH919240
Villeboro Crossing	TH914241

Delos	UH007192
Wilcox North	TH992216
Wilcox South	TH993121
Engineer North	TH969251
Engineer South	TH974242
Davis West	TH937238
Davis East	TH943241
Mahone	TH940249
Jackson	TH943254
Windsor	TH947260
Jeff Davis	TH928236

(3) Tracked vehicles will cross streams on established bridges or culverts. Fording streams is prohibited unless previously coordinated with TSB or at approved sites.

(4) The following areas are off limits to tracked vehicles.

- (a) Wildlife Refuge.
- (b) Installation headquarters areas.
- (c) All cantonment areas.
- (d) Camp Clark.
- (e) Assault Landing Zone Strip (ALZA).

4-10. NATURAL RESOURCES.

- a. Foliage may be used for camouflage as required.
- b. Timber for engineer construction, such as bridges, headwalls and cribs may be cut and removed from areas only as approved by TSB or Range Control and the Environmental and Natural Resources Division.
- c. Off-road vehicle movements should be confined to tank and jeep trails to prevent soil erosion, except for maneuver corridors and designed areas approved in advance on an ORMP. Units will be charged for repair of excessive damage to tank trails.
- d. Ornamental or landscaped trees, vegetative screens or live trees located in special use training areas (TCAs, lanes) are not authorized for use.
- e. Planted food plots are off limits for all vehicle traffic and will not be disturbed.

4-11. RIOT CONTROL AGENTS (RCAs).

a. Except when prohibited by regulations or higher authority, commanders may use RCAs in training subject to the following:

(1) Use of RCAs in training is limited to CS, CSX, CS-1, CS2 and CR. All other RCAs are prohibited from training use.

(2) Use of RCAs in training requires supervision by personnel specially trained in field behavior, individual protection and first aid for RCAs. The unit commander is responsible for monitoring any RCA use. Personnel that meet the above criteria are: chemical officers (branch code 74), chemical noncommissioned officers (MOS 54B), school trained NBC officers (SSI 3R) and noncommissioned officers (SQI C).

(3) RCAs will not be used under conditions that are dangerous to life or property. Minimum safe distances to heavily traveled installation/community roads, rail road right of ways, airfields (including all aircraft landing areas), or inhabited areas are:

(a) CS Chambers and all CS/tear gas use: Will be at least **100 meters** away from heavily traveled roads on the installation, **500 meters** from aircraft operations and buildings/inhabited areas and **1,000 meters** from the nearest civilian/off-installation road or any installation boundary

(b) CS gas will not be used in any instance where it might fall on, or affect any non-participant in the tactical exercise. Special care will be exercised to ensure that tear gas does not drift off the installation, across roads open to traffic or near quarters, billets or office areas. Please take into consideration the other training areas when planning your exercise.

b. A complete ORMP will be submitted to DPTMS IAW paragraph 4-8, and this will reflect the above guidance.

4-12. SMOKE.

a. Smoke will not be used when it will create a safety hazard. The unit employing smoke must request the closure of any roads and installation road guards IAW paragraph 4-8, if there is a possibility that smoke will create unsafe driving conditions. **Red smoke will only be used in emergencies.**

b. Wind direction and weather conditions will be considered when employing smoke pots or generators to prevent smoke from going off the installation. **Smoke pots and generators will not be employed with 1500 meters** of the installation boundary, across open traffic, near family quarters, troop billeting, cantonment areas or near public highways at any time. **Hand thrown smoke will not be employed within 500 meters** as stated above. Each unit is responsible for monitoring wind direction and ceasing smoke use if winds create a hazard or may blow smoke outside of approved training area.

c. Personnel should mask when exposed to any form of smoke, but must mask when exposed to any concentration of HC smoke.

d. An ORMP will be submitted to DPTMS for each event. No training will take place until this is approved by TSB.

e. Smoke is **STRICKLY PROHIBITED** inside any building, inside urban operations training facilities and all confined spaces.

4-13. PYROTECHNICS/SIMULATORS.

a. Pyro Bans. The use of pyrotechnics and/or simulators may be prohibited during dry seasons to prevent the start of forest fires. Fire indexes located at Range Control and TSB will indicate the fire hazard and the use of pyrotechnics/simulators and smoke. When unsure, contact Range Control. **All RED pyrotechnics and signaling devices will only be used in emergencies.**

b. Artillery simulator (110) hard black plastic will not be used in a perimeter defense or around bivouac areas. Use of this device will only be in a controlled environment with the approval of unit OIC/safety officer and TSB.

c. A comprehensive ORMP will be submitted IAW paragraph 4-8, for each event.

4-14. DEMOLITIONS/EXPLOSIVES.

a. Demolition training outside of the range complex will only be approved on a limited basis for special unit requests. Requests to do so will be approved on an individual basis by DPTMS and will never exceed a 25-pound (TNT Net Explosive Weight (NEW) equivalent) shot. In accordance with APH Reg 350-2, Chapter 8, a copy of ORMP and safety control measures will be submitted to Range Control in coordination with Training Division for approval by the range officer prior to conducting training. All standard range safety requirements in APH Reg. 350-2 will be followed.

b. An ORMP will be submitted to DPTMS for approval by the range officer for any training involving live-fire, simunitions or the use of demolitions and explosives in training areas IAW paragraph 4-8.

c. The range officer-in-charge (RNOIC) and range safety officer (RSO) are responsible for the supervision and safety of all phases of any demolition training. The RNOIC will use all means at his disposal to include audible and visual warning signals and road guards to ensure that the area is clear of all non-participating personnel. The demolition training will be conducted per the same standards and requirements spelled out by the installation range officer for training on live demolition sites.

d. The maximum allowable amount of explosive and/or demolition per single shot is 25 pounds (TNT NEW). This applies to both surface and subsurface emplacement and generally

applies to all types of demolitions. Explosive charges will be placed no closer to an installation boundary, state highway or administrative work areas than 2000 meters; no closer to main roads on the installation, cantonment areas, buildings or troop bivouac areas than 1000 meters.

4-15. BUNKERS, DIGGING AND EMPLACEMENT.

a. Units are authorized to construct bunkers and dig emplacements to add realism to the training environment. Digging requests with overlays must be submitted to DPTMS during the scheduling process prior to training. All paperwork must be submitted in a timely manner to allow DPTMS to conduct staff coordination of the required digging permits with DPW and DOIM. Failure of a unit to do so may result in disapproval of any digging. Digging permits may take many weeks to process. They are required for all digging, however small, due to the large number of buried power, fiber-optic and utility lines on the installation.

b. All areas must be restored to their original state by using unit prior to clearing the training areas.

4-16. POLICE, SANITATION AND CLEANLINESS.

a. Police, field sanitation and cleanliness of all facilities are the specific responsibility of each using unit. Commanders are responsible for ensuring the areas or facilities are used properly and that they are thoroughly policed and inspected prior to the unit's departure. Classrooms will be swept and mopped. All fixed locations will be thoroughly cleaned and inspected by FAPH Staff prior to clearing.

b. Sump pits will not be used in training areas for the disposal of garbage or trash. It is the responsibility of the units utilizing training areas to haul all refuse to the collection site in Training Area 18B or closest dumpster.

c. Fixed latrines or portable chemical toilets must be used instead of pit latrines. When these facilities are not available, slit trenches and ct holes may be used IAW FM 21-10.

4-17. ANTENNAS. An antenna permit is *MANDATORY* before any fixed antenna is erected on FAPH. The antenna permit request process is outlined in APPENDIX (N), and must be initiated at DPTMS with the training support request.

4-18. COMMUNICATION WIRE.

a. No communication wire will be installed above electrical distribution service and will be at least six feet lower than any high-tension wire.

b. Communication wire will be installed no lower than 16 feet across road surfaces. Tactical wire may be laid on the ground provided it is staked, tagged and tied across roadways and walkways. It is recommended that wire be "pulled" through road culverts for road crossings.

c. All wire will be removed from the training area upon completion of the tactical problem. It is critical that all wire be prevented from "girdling" (being left wrapped around) tree trunks. Unit commanders are asked to actively enforce this when clearing areas.

SECTION II TRAINING SUPPORT

4-19. TRAINING AREAS.

a. There are a total of 30 training areas comprised of approximately 47,000 acres of land, which are available for training purposes. A brief description of each training area is provided in APPENDIX H.

b. Terrain. The terrain is predominately level to gently rolling with some moderately rolling plains. The moderately rolling plains occur throughout FAPH where streams have dissected the uplands. The steeper stream slopes are located on the northern portion of the installation with slopes of up to 50%.

c. Streams. The streams on FAPH are perennial and average 3 meters (10 feet) in width and .3 meter (1 foot) in depth at normal flow. Flooding is a minor problem after a rainfall of high intensity. Beaver activity is prevalent contributing to the flooding of low lying areas. There are a few stream fords on FAPH with most crossing areas limited to culverts and bridges.

d. Vegetation: Forests, consisting of evergreen needle leaf and deciduous broadleaf trees, compose about 75% of the FAPH land area.

e. Cross-Country Movement.

(1) Tracked vehicle movement is severely slowed by dense growth of randomly spaced trees making it difficult to maintain consistency of movement both in direction and speed of 80% of FAPH. Numerous swamps and drainage ways with miry soil condition make cross-country movement impractical in 50% of movement. Tracked vehicles may move on existing trails and gravel roads in these areas. Tracked vehicle movement may be accomplished over land in established maneuver corridors. All requests for off-road movement of tracked vehicles will be approved by DPTMS prior to the unit conducting the training.

(2) Wheeled vehicles are restricted by dense growth of randomly spaced trees, steep slopes, hidden stumps, fallen trees and swamps. Movement is basically confined to existing trails and improved roads.

f. Bivouac location and size are provided in APPENDIX H.

4-20. SEPARATE TRAINING FACILITIES.

a. These facilities are scheduled separately and are not considered a part of the surrounding training areas, (list is subject to change as new facilities are added).

b. The separate training facilities are as follows:

<u>Facility</u>	<u>Coordinates</u>	<u>Training Area (TA)</u>
(1) Adkins Assault Air Strip	TH919262	Drop Zone
(2) Pender Tactical Landing	TH978324	Pender Campsite (TLS)
(3) Cooke TLS	UH081240	Cooke Campsite
(4) Wilcox TLS	TH992206	Wilcox Campsite
(5) Army Airfield (AAF) #1	TH966162	TA 30
(6) Bridge Training Sites		
(a) Float Bridge	TH951192	TA 1
	TH943199	TA 3
	UH082130	TA 29
(b) Tactical Raft	UH082129	TA 29
	UH038289	Leased Area
(7) Combined Personnel & Equipment DECON Site	TH992216	TA 21
(8) Driver's Training Course	TH955232	TA 22
(9) Drop Zone	TH921263	TAs 7 & 8
(10) Expert Field Medical Badge (EFMB) Test Site	TH966153	TA 30
(11) Expert Infantry Badge (EIB) Test Site	TH994197	TA 21
(12) Gas Chamber	TH993215	TA 21
(13) Helocasting Sites		
(a) Delos Lake	UH019182	
(b) Whites Lake	UH081131	TA 29
(14) Land Navigation Courses: (Courses required scheduling entire training area for each course)		TAs 11, 22, 23, 24 and 25
(15) 8 Vehicle Land Navigation Courses (2, 4 and 8 hour courses) (see TSB for start/end points and packets)		

- (16) Flight Training Areas (FTAs). These **MUST** be requested for all aviation operations over associated TAs, (see APPENIDX H.)
- (17) Running Course TA 1 (Picnic Area)
TA 21 (Wilcox Camp)
- (18) EPW Compound UH069237 TA 25 (POW Site)
- (19) Rappahannock BIF TH992283 TA 14
- (20) Rappel Towers
 (1) A.P. Hill Drive (35 ft) TH945252
 (2) Thomas Road TH945241
 (3) Thomas Road TH961235 UH-1 skid and FRIES
 (4) Engineer Road TH973245 FAST ROPE Capable
- (21) Obstacle Courses
 (1) A.P. Hill Drive TH945255
 (2) Thomas Road TH944242
 (3) Thomas Road TH961237
 (4) Engineer Road TH970252
- (22) Camp Clark UH038245 TA 20
- (23) POL Berms (on CSS Lanes)
 B1 TH959303 TA 12A
 B2 TH979241 TA 18C
 B3 TH954201 TA 3B
 B4 TH984292 TA 15B
- (24) Combat Village (15 Bldgs) TH997206 TA 21
- (25) Medical Deployment Site TH994201 TA 21
- (26) Bayonet Assault Course TH986190 TA 24
- (27) Leader's Reaction Course TH994217 TA 21
- (28) Rail Load Site TH992227 TA 21
- (29) CACTF TH949279 TA 8
- (30) Urban Assault Course TH960287 TA 12
- (31) Live-Fire Shoot House TH955279 TA 12

(32) Maneuver Corridor Objectives

(1) OBJ A (Trench)	TH932234	TA 5
(2) OBJ B (Modular MOUT)	TH911276	Drop Zone
(3) OBJ C (COE Village)	TH927283	TA 8
(4) OBJ D (TBD)	TH968275	TA 12
(5) OBJ E (TBD)	TH981245	TA 13
(6) OBJ F (TBD)	UH001233	TA 18

c. Procedures for use of Leased Area (Hicks Landing, boat launch/ramp).

(1) Units will schedule the Leased Area through DPTMS Scheduling Staff.

(2) A risk assessment of the operation to be performed will be submitted and approved by TSB prior to use.

(3) Units are responsible for police, cleanliness and damage incurred. Leased Area facility SOP must be received from TSB prior to use. It provides detailed operational/safety requirements.

(4) For clearance of the facility or to report damage or problems contact TSB at extension 8349/8408.

4-21. RANGES. Guidance and information relating to live-fire, paradrop and other hazardous training operation is contained in APH Reg 350-2. Range Control branch of DPTMS can be contacted at (804) 633-8224.

4-22. AVIATION TRAINING FACILITIES.

a. Aviation units will conduct training activities in accordance with APH Reg. 95-2 and APH Reg 350-2. Units must request Flight Training Areas (FTAs) for all flight operations, as part of scheduling requests.

b. Use of aviation facilities is restricted to military air traffic with prior permission required (PPR) number and approval from Range Control.

c. Tactical operations using combat assault or air assault tactics will be coordinated through DPTMS. This includes multi-ship troop insertions/extractions, sling loads, helocasting and rappelling. Units planning for air operations must request appropriate FTAs. This should be accomplished in the initial facility request, see APPENDIX B.

d. The following additional guidelines must be followed for aviation training activities conducted at FAPH:

(1) FAPH has 8 flight training areas for scheduling aviation flight training. Units must schedule flight training areas (FTAs) through DPTMS to ensure aircraft separation is maintained

between units. If aviation activities include landing at helicopter landing zones (HLZs) the training area containing the HLZ must also be scheduled through DPTMS by the using unit(s).

(2) Fixed and rotary wing aviation gunnery and FAARP operations will be in accordance with APH Reg 350-2.

(3) Units conducting sling load operations are responsible for providing their own slings and trained hookup personnel, see APH Reg. 95-2.

(4) Possible HLZs are identified below. Other HLZs may be selected by units pending DPTMS approval. The use of these sites must be coordinated with TSB, DPTMS to avoid interference with another unit's training or encountering smoke, CS gas and/or explosive charges.

(5) HLZ locations are as follows:

2C TH93661797
3A TH94782086
3C TH95722026
6A TH93581910 Loving Fork
6B TH92372250
7F TH93432607 Jackson Camp
7G TH93812562
11A TH94382949
12B TH96792756
12R TH95773003 Rains Corner
13I TH97702781 Lyon Road (Fork)
13J TH96482626
16G TH98692911 Gouldman
16L TH99532981 Along Road
18S TH98352482 Sawdust Trail
20F UH00712485
20N UH01382529
20W UH01852487 Wilderness Trail
21A UH00702146
21C TH99132036 Wilcox
21D TH99252121
22S TH98612281 Sanitary Fill
23A TH96231951 Driver's Course
23B TH96181890
25B UH06932352 POW Compound
26P UH08592374

4-23. PARADROP (AIRBORNE) OPERATIONS.

a. Two surveyed drop zones are available at FAPH. Operations and use information and the current DZ surveys are provided in the DZ OPS SOP which is available in TSB, 19904 A.P. Hill Drive, Bldg 1252. Units may request to conduct paradrop operations under Army Verbal Initiated Release System (VIRS) in other areas with proper coordination. This regulation must be utilized by units conducting paradrop operations on FAPH. Failure to do so will result in the unit being removed from training.

b. Units will provide their own DZ party, medical coverage and communications with Range Control on the drop zone for all paradrop operations. The DZO/DZSTL and DZSO must be certified by Range Control prior to serving in that capacity.

c. The available approach zone (i.e. 800 or 1000 meters) will be established and briefed to aircrews and Combat Control Team (CCT) members prior to each mission.

d. Using units are responsible for the Federal Aviation Administration (FAA) requirements concerning Notice to Airmen for all drops conducted on the FAPH Drop Zone.

e. Units are required to provide all drop zone markings for day and night operations or any other materials/equipment required to operate the DZ.

f. Units are required to provide the necessary personnel support details and operate the DZ (parachute turn-in, parachute recovery, life boat, etc.).

g. The DZ party is required to have the DZ operational one hour prior to the time over target (TOT).

h. The DZSO is required to establish a 10 window (wind reading) NLT 12 minutes prior to the scheduled time on target (TOT).

4-24. ASSAULT AIRSTRIP.

a. An assault landing airstrip is located on the FAPH Drop Zone that is capable of handling two C-130 aircraft (MOG 2) and one C-17 aircraft. Contact DPTMS for current availability of this facility.

b. The using unit will conduct an airstrip suitability survey in coordination with Headquarters Military Airlift Command (MAC) prior to scheduling airlift operations.

c. The user will provide the minimum Code of Federal Regulation (CFR) protection as specified in MACR 55-23.

d. The user will coordinate with the supporting Air Force element to ensure that the Notice to Airmen (NOTAM) is published in advance of the scheduled use of the facility.

e. No airlift operations will be conducted on the FAPH Assault Landing Airstrip until DPTMS is provided written confirmation verifying that the prior CFR has been coordinated and will be available as required.

f. Written acceptance of the assault airstrip must be received by DPTMS prior to any operations. Questions should be addressed to FAPH aviation officer at (804) 633-8224/8410.

4-25. TRAINING SUPPORT BRANCH (TSB).

a. Basic Rifle Marksmanship Facility (BRMF). Training Aids Devices, Simulations and Simulators (TADSS) that support all Combined Arms Training Strategies (CAS) and TRADOC Programs of Instruction can be coordinated when available from the TSB. TADSS training and certification, EST 2000, Laser Marksmanship Training System (LMTS), Call for Fire Trainer (CFFT), Multi-purpose Arcade Combat Simulator (MACS), beam hit, projectionist, on site visits and other system and non-system TADSS are available by appointment. Requirements for this training, equipment, or support should be incorporated in the unit's scheduling request and followed up with telephonic confirmation 2 weeks prior to the actual event.

b. Units must establish a TSC account with the TSB by submitting a DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies (a.k.a. "Signature Card"). Only trained and certified individuals, SGT (E5) or above, may be listed on this card as allowed to sign for the facilities and equipment. Requests for facilities or equipment should be forwarded to this headquarters ATTN: IMNE-APH-PLT in accordance with APPENDIX L, 30 to 60 days prior to required data. Units may receive additional information or assistance at (804) 633-8349/8379, DSN 578.

(1) System TADSS. TSC will provide certification training with written request at least 30 days in advance. System TADSS include the virtual and constructive devices, training simulators and other instrumentation that are authorized by the DA as recognized by the proponent outlined in AR 350-9.

(2) Non-system TADSS. TSC will issue non-system TADSS and all other training support equipment on short-term loan NTE 30 days on DA Form 3161 (Request for Issue or Turn-in or 2062 (Hand Receipt/Annex Number), "first come, first served" basis. Units may request non-system TADSS published in DA PAM 350-9 for issue from TSC with advance notice. Requests for non-systems TADSS are subject availability within the Army inventory.

c. Unit clearance by the TSC will be contingent upon property accountability, serviceability and cleanliness. Charges for shortages or damaged equipment will be coordinated with TSC, TSB and DPTMS prior to unit clearance of the installation. This may be accomplished by Report of Survey, Statement of Charges, Cash Collection Voucher or MIPR.

d. TSC has a dedicated Basic Rifle Marksmanship Facility located directly across from Range 5 on North Range Road. Marksmanship devices located there include the Multi-purpose Arcade Combat Simulator and Beam Hit. The EST 2000 and LMTS is scheduled to replace the LEGACY training systems IAW the DA Authorized Basis of Issue Plan. When requesting these

devices/simulators, this is the facility you will receive unless otherwise indicated on your scheduling request. Units must provide a dedicated and certified SGT (E5) or above to be responsible for and run the facility. A copy of this certification training must be in the trainer's possession at all times when the facility is in operation.

e. Available training aids and devices (which must be specifically requested per the guidance in this regulation are as follows:

- (1) Multiple Integrated Laser Engagement System (MILES).
- (2) AT-4 training and sub caliber.
- (3) Placed Mine Training Kit (PMTK).
- (4) AK-47 (Mock).
- (5) OPFOR uniforms.
- (6) M18 Practice Claymore.
- (7) Practice Mines.
- (8) Practice Grenade Bodies.
- (9) Armored Vehicle Identification Kit.
- (10) 2:1 Scale Mock M16A1.
- (11) Mouflage Kit.
- (12) Laser Marksmanship Training System (LMTS)
- (13) Audiovisual Classroom Equipment.
 - (a) Television/VCR/DVD Combo.
 - (b) VCR, Television.
 - (c) Overhead Projector or LCD Computer Projector (for PowerPoint etc.).
 - (d) 35mm Projector.
 - (e) BM-10 Projector Screen.
- (14) Lectern with Amplified Audio.

- (15) Man pack Public Address system.
- (16) Easels.
- (17) Resuci-Mannequin.
- (18) Multi-purpose Arcade Combat Simulator (MACS).
- (19) Beam Hit.
- (20) Various Graphic Training Aids (GTAs)

4-26. WEATHER FORECAST. A 3-day forecast is available by calling extension 8280. Current weather conditions may be obtained by contacting Range Control Fire Desk on FM 32.00/38/50 or installation phone 8224/8410 during Range Control hours of operation.

4-27. SEVERE WEATHER.

a. Severe weather warnings will be disseminated to all units by DPTMS during duty hours. Units should plan for the following procedures in order to obtain severe weather updates:

(1) Monitor FM 32.00 during Range Control operational hours. Net calls will be made as severe weather reports are received. Units can call Range Control Fire Desk at extension 8224 to obtain updates as well.

(2) After Range Control operational hours, the Directorate of Emergency Services (DES) monitors FM 32.00 and also monitors telephone extension 8888. After hours (when Range Control is closed) severe weather updates can be obtained from DES at this number.

(3) Severe weather reports are also available from the 15th USAF Operational Weather Squadron by phone at Toll Free 1-800-AIR-MOBL (24706625, or (618) 256-9755, DSN 576. Reports are also available online at <https://ows.scott.af.mil> or <http://15ows.scott.af.smil.mil> .

b. In the event roads are categorized "RED" by the installation commander, only mission essential/emergency vehicles are to be driven.

c. Based on the severity of the situation, training/firing may be cancelled by the installation commander. Note that when the installation is closed, ranges and training facilities are also closed unless the Director of DPTMS grants special approval. In case of closing, unit commanders may decide to return to home stations. Units can call (804) 633-8600 for current status.

4-28. WET BULB GLOBE TEMPERATURE (WBGT) INDEX.

a. The Health Clinic will provide the WBGT Index to Range Control whenever the reading is 78° or above and it will be checked and updated hourly. Range Control will broadcast a net call with the current WBGT when it is received or updated. (All units training on the installation should monitor FM 32.00 in order to hear any updates on this and other safety information).

b. Units may also obtain the WBGT Index by calling extension 8404. This is updated regularly by The Lois Wells Troop Medical Center (TMC).

c. The WBGT Index is provided to assist commanders in determining the degree of physical activity of troops. The following is published as a guide:

<u>WBGT INDEX</u>	<u>RECOMMENDED ACTION</u>
78-81.9° (CAT I)	No training in mission-oriented protective posture IV (MOPP IV) gear.
82-84.9° (CAT II) *Green	Reservists and trainees with less than 12 weeks should be considered in this category. Allow 10 minutes of reduced activity in shade per hour of field training, in two increments for unseasoned personnel (5 minutes every 30 minutes of training). Cadre will be observant for indications of heat stress. Dress should include soft cap in place of helmet and liner (except for safety reasons), and un-bloused utility uniform, shirt and trousers, shirt sleeves may be rolled.
85-87.9 ° (CAT III) *Yellow	Outdoor classes should be held in shaded areas. Where field training is conducted, allow the same amount of rest or reduced activity as at 82.0 °. In addition reduced usage of webbed gear is recommended. Strenuous exercise is discouraged for un-acclimated persons.
88-89.9 ° (CAT IV) *Red	Training should be suspended for personnel under 12 consecutive weeks of training. Acclimatized persons can carry on limited activity at WBGT 88-89.9 ° for periods not exceeding 6 hours per day. At least 15 minutes of reduced activity in shade per 1 hour of training should be allowed during field training, in three increments for unseasoned/un-acclimated personnel.
90 °+ (CAT V) *Black	Training suspended except for air conditioned classrooms. All outdoor training should cease.

d. The Fire Spread Index is calculated by the Directorate of Public Works (DPW) Environmental and Natural Resources Division on a daily basis throughout the year. The calculation combines temperature, humidity, wind speed and rainfall/fuel moisture. DPTMS may restrict unit use of certain pyrotechnic or ammunition ("Pyro Ban") based on this index. Units will be notified of and will comply with the restrictions. The Spread Index (SI) categories and recommended actions are listed below:

- | | | |
|-------------|-------------------|--|
| (Low) | CAT I, SI: 0-4 | Fires do not start easily and will not spread rapidly:
No training restrictions required. |
| (Moderate) | CAT 2, SI: 5 to 9 | Fires may start from most pyrotechnics or tracers
but will not spread quickly. |
| (High) | CAT 3, SI: 10-19 | Fires start quickly, spread quickly out of control.
Immediate fire control necessary. No training
restrictions however, increased monitoring of
Pyrotechnic use is important. |
| (Very High) | CAT 4, SI: 20-39 | Fires likely to start, spread and gain intensity in minutes.
Fires quickly unpredictable. Recommend limitation or
suspension of pyrotechnics and tracers. |
| (Extreme) | CAT 5, SI 40+ | All fires potentially dangerous. Recommend complete
suspension of pyrotechnics and tracers. |

When the Spread Index reaches CAT 4 (Very High), the Environmental and Natural Resources Division will notify Training Support Branch, Range Control and installation Fire Chief. Information regarding fire risk or daily weather calculations may be obtained at extension 8409/8255. There are posted fire index boards at Range Control and the Fire Department maintained land management personnel. DPTMS may restrict use of specified munitions due to the fire index.

4-29. MAPS. A limited supply of Fort A.P. Hill Military Installation Map 1:50,000, Edition 003, Series V734S, NGA Reference number V734SFTAPHILMIM, DLA stock number NSN 7643014043572, is available from TSB. Updated GM Angle is 10 degrees (west). Units requesting more than 25 maps should procure them from the following agency:

Defense Supply Center Richmond
Mapping Customer Operations (DSCR-FAN)
8000 Jefferson Davis Highway
Richmond, VA 23297-5339
(804) 279-6500 or DSN 695-6500
Toll Free 1-800-826-0342

4-30. CLASSROOMS.

a. Limited classroom facilities are available and should be requested in the training facilities support request.

b. Classrooms available:

<u>Building</u>	<u>Maximum Capacity</u>
Classroom 15 (Range 15) XXX North Range Road, Bldg XXX)	100
TMP Classroom (12102 Fortune Road, Bldg 1340)	16
DECON Site Classroom (10768 North Range Road, Bldg PO1606)	50
Heth School (16997 Heth Camp, Bldg 0214)	250
Wilcox Classroom (11863 Wilcox Camp, Bldg 1648) (Four separate rooms)	50 each
Wilcox Classroom (11841 Wilcox Camp, Bldg 1652) (Four separate rooms)	50 each
Romenick Hall (Admin TNG Bldg) (18297 A.P. Hill Drive, Bldg 1307)	233

4-31. VEHICLE/EQUIPMENT WASH RACK. Location of the available wash rack and applicable restrictions is listed below.

<u>LOCATION</u>	<u>GRID</u>	<u>RESTRICTIONS</u>
Shackleford Road Wash Point	TH966219	Per SOP - no detergents. Use must be scheduled 72 hours prior.

4-32. INTEGRATED TRAINING AREA MANAGEMENT (ITAM).

a. **Purpose.** To prescribe policies and procedures used for the coordination of ITAM support.

b. **General.** Fort A.P. Hill is committed to providing the highest quality training lands. To that end, the ITAM program was established to monitor, repair and manage this valuable

asset. The goal of ITAM is to achieve optimum, sustainable use of training lands by implementing a uniform ITAM program.

c. The five primary components of ITAM are:

(1) Range and Training Land Assessment (RTLA).

(2) Land Restoration and Maintenance (LRAM).

(3) Training Requirements Integration (TRI).

(4) Geospatial Information Systems (GIS). The GIS is a computer system that stores and displays spatial data, i.e., pictures, maps, aerial photograph & and tabular data (descriptions, databases, etc.). This GIS data can assist unit leaders and/or staff with the completion of their Intelligence Preparation of the Battlefield (IPB) without the loss of valuable training time and resources. In analyzing the terrain portion of the METT-T, questions can be answered pertaining to both operational and administrative data. GIS outputs can be used for reconnaissance information, on-the-ground training aids, briefing material and after action reviews. Detailed GIS support request scan be filled out and submitted at the Self-service Center located in the TSB, 19904 A.P. Hill Drive, Bldg 1252.

(a) Military Activity Geographic Information Computer (MAGIC).

(b) Light Detection and Ranging (LIDAR).

(5) Sustainable Range Awareness (SRA).

SECTION III. TRAINING AREA/FACILITY CLEARANCE

4-33. GENERAL. All training areas/facilities must be cleared in accordance with the procedures and standards outlined below. Once a unit signs for a facility they have 24 hours to inform TSB of any deficiencies or cancellation of a training area or facility.

4-34. RESPONSIBILITIES.

a. Schedule a date, time and location to meet a training coordinator for the purpose of clearing training areas/facilities. This appointment will be made during initial in-processing with TSB. A detail will accompany the training coordinator for on-the-spot corrections of noted deficiencies.

b. Prepare training facilities for TSB clearance inspection IAW APH Training Clearance Checklist, DPTMS (APH) Form 3 (APPENDIX E).

c. In cases of joint usage, the unit that initially signed for the training facility will be responsible to clear the facility unless other arrangements are coordinated with TSB.

d. Damage/loss of theft of FAPH property, facilities and/or equipment will be resolved through Reports of Survey, Statements of Charges, or MIPR, as appropriate.

e. Clear facilities that will no longer be used as they become available.

f. Use only the refuse collection site in TA 18, grid coordinate UH 301246 for disposal of trash, garbage, scrap metal, wood and wooden pallets.

g. TSB is staffed 7 days a week to support training units. Normal duty day is 0700-1630.

h. Sign the Installation Clearance, DPTMS (APH) Form 2, for final clearance upon clearance of training facilities and return of all TADSS, audiovisual equipment and keys.

i. Once all training areas have been cleared TSB will sign the training and installation clearance sheet. After all training and range facilities have been cleared the unit must drop off the clearance form at the service counter in DPTMS or in TSB/Range Control for a conditional clearance in special circumstances as coordinated ahead of time.

4-35. LANES. See APPENDIX P, for lanes training Information Map (Lane packets can be obtained from TSB and DPTMS).

CHAPTER 5 LOGISTICAL SUPPORT

5-1. PURPOSE. To prescribe the polices and procedures for coordinating logistical support provided to units training at FAPH.

5-2. GENERAL.

a. The Directorate of Logistics (DOL) has the overall responsibility to provide logistical support to all military units/activities and authorized civilian organizations training at FAPH.

b. Suspense dates for requests for logistical support requirements are indicated in Chapter 3 and APPENIDX I.

c. All organic wheeled vehicles needed for unit training must accompany the unit due to the limited availability of vehicles at FAPH.

d. The unit must clear each DOL activity from which it received supplies, equipment or services when clearing the installation.

e. Lost, damaged or destroyed equipment or components of sets, kits or outfits (SKO) will be accounted for as outlined in AR 735-5, Policies and Procedures for Property Accountability.

5-3. DELEGATION OF AUTHORITY. DA Form 1687 will be forwarded to DOL NLT 60 days prior to arrival of the unit as follows:

<u>SUPPORT</u>	<u>NUMBER OF COPIES</u>	<u>COPIES FOR</u>
Class II	3	DOL, Supply and Services Division
Class III (Bulk)	3	DOL, POL Branch
Class IV (Troop Project Construction Supplies)	3	DOL, DPW Supply Warehouse
Class V	3	DOL, Supply and Services Division
Class VII	3	DOL, Property Book Branch

<u>SUPPORT</u>	<u>NUMBER OF COPIES</u>	<u>COPIES FOR</u>
Class IX	3	DOL, Supply and Services Division
DS Maintenance	3	DOL, DS Maintenance
Cash Collection Books	2	DOL
Training Aids (TADSS)	2	TSC, DPTMS
Transportation	2	DOL, Transportation Division
Athletic Equipment	2	DFMWR
Movie Film	2	DFMWR
Medical Supplies	3	Wells Health Clinic (DeWitt)

5-4. CLASS I, SUBSISTENCE.

a. Rations will be requested on DA Form 3294 (Ration Request/Issue/Turn-in Sup) as outlined in paragraph 3-8. DD Form 1687 (Signature Card) must be presented to the TISA personnel each time you pick up. This form is not kept on file.

b. All units will receive, store, prepare and account for subsistence under the AR 30-22.

c. Unitized group rations A (UGR-A) will be utilized for Active Army and AT units.

d. The ration issue cycle is 2-2-3 (Tuesdays and Thursdays are delivery days).

(1) Monday for Tuesday and Wednesday consumption.

(2) Wednesday for Thursday and Friday consumption.

(3) Friday for Saturday-Sunday-Monday consumption.

e. Rations will be issued from FAPH TISA, 12232 A.P. Hill Drive, Bldg 13346. Units will pick up rations in a clean, covered military vehicle NLT 1530 hours.

f. Condiments are packaged in the UGR-As. Any unit requiring additional condiments must submit the request on DA Form 3294.

g. Units will be required to provide personnel to assist in ration breaks when numerous breaks are required. Division-sized units will operate a field ration issue facility to break rations for subordinate units. Contact the TISA at (804) 633-8435, DSN 578.

h. Based on the packaging of the UGR-A option, TISA will not take turn-ins of UGR-As. Unopened boxes of MREs will be turned-in on a DA Form 3294-R (Ration Request/Issue/Turn-In Sup). Vet Service will inspect all MREs prior to crediting the unit's account. Please submit paperwork with NSNs, item description, lot number and quantity. You will need to arrange a turn-in time/date with the Troop Issue Subsistence Officer (TISO).

i. Rations will not be transported from home station for consumption on FAPH without the permission of the Chief of Supply and Service Division and notification to the TISO. TISA must inspect these rations prior to consumption if not drawn from FAPH TISA.

j. Cash collection procedures are as follows:

(1) Units operating field messes will designate the mess officer by name that will be responsible for effecting cash collections for meals consumed by individuals required to reimburse the government.

(2) Officer, warrant officers and enlisted personnel on separate rations and all personnel in a per diem status will be charged at the rate indicated in AR 30-22. Under no circumstances will officers and civilians receiving per diem allowances be exempt from paying surcharges.

(3) DOL will issue Cash Meal Payment Books/Sheets, DD Form 1544, to AC and Army Reserve persons authorized by DA Form 1687 (paragraph 5-3 above). DD Forms 1544 are issued by serial number and must be accounted for. Mess officers should exercise extreme care to use pages in consecutive order to preclude the change of lost or missing sheets.

(4) Cash will be turned in IAW AR 30-22 except:

(a) Turn-in will be prior to departure from FAPH or when cash on hand exceeds \$200.00.

(b) Use DD Form 1131 (Prisoner's Cash Account-Personal Deposit Fund) (5 copies) as outlined in AR 30-22 to turn cash into the Cash Collection Agency, DOL.

(c) Units will not turn cash directly into the Finance and Accounting Officer.

(5) The following actions will be accomplished when Cash Meal Payment Sheets are lost or destroyed:

(a) The fact will immediately be reported in writing to the next higher headquarters of the using unit.

(b) The next higher headquarters of the using unit will appoint a disinterested officer to determine responsibility for loss and pecuniary liability IAW AR 15-6. The investigation must be initiated prior to the unit's departure from FAPH. If the investigation is not completed prior to departure, a certificate must be provided by the commander acknowledging loss or

destruction of the Cash Meal Payment Sheets and confirming that an investigation has been initiated and that a copy of the investigation will be forwarded to DOL upon completion.

5-5. CLASS II, CLOTHING ITEMS AND INSTALLATION, CAMP AND STATION (PCS) PROPERTY.

a. Unit commanders will ensure that each unit member is adequately equipped prior to arrival at FAPH for training.

b. Units that have poncho liners and sleeping bags will not normally draw linen.

c. The following items are available for issue and must be requested 60 days prior to required date: (A MIPR must be submitted in advance to cover cleaning services.)

(1) Sheets, cotton, white.

(2) Pillowcases, cotton, white.

(3) Blankets, wool.

(4) Pillows.

d. A limited quantity of PCS property is available at this installation. Requirements for PCS property may be submitted on FORSCOM Form 156-R or memorandum. Examples of types of equipment available are as follows:

(1) GP small tents.

(2) Kitchen tents.

(3) GP medium tents.

(4) Field tables.

(5) Folding cots.

(6) Bath unit and shower heads.

(7) Ice storage chest (200 lb and 400 lb).

(8) Insulated jugs.

(9) Folding metal chairs.

(10) Field ranges, gas.

(11) Mermite food containers.

(12) Floor fans.

(13) Space heaters.

(14) Concertina wire.

e. Items will be issued on temporary hand receipt from the FAPH Property Book Office.

5-6. CLASS III, PETROLUUM, OIL AND LUBRICANTS (POL).

a. All units will submit forecasts to DOL for POL products and list of fuel points NLT 60 days prior to the required date.

b. JP8 is the standard aviation fuel and is the only grade available at FAPH. Units are responsible for procuring other types of aviation fuel required.

c. Fuel points will be coordinated with the Petroleum, Oil and Lubricants (POL) Branch, Supply and Services Division. Based upon training requirements DOL will determine whether a POL dispensing point is warranted. Units issued a POL point or tanker are responsible for the operation of the facility to include maintenance of records.

d. Units are required to bring their MTOE (M49A2C/Tank and Pump Unit/1200 gallon truck) or 5000 gallon HEMIT tanker.

e. A Letter of Authority must be at the DOL 60 days prior to the training exercise.

f. Training units with 5 or more aircraft must supply fuel handlers if they utilize Airfield #1 and the service of FAPH POL Branch.

5-7. CLASS V - TRAINING AMMUNITION.

a. Training ammunition forecasts and DA Form E581 (Request for Issue or Turn-in) will be initiated electronically through the Training Ammunition Management Information System (TAMIS). Follow procedures outlined in DA PAM 710-2-1. Requisitions will be submitted to the FAPH Training Ammunition Manager (TAM) NLT 30 days prior to the training event. Improperly forecasted or late requisitions will not be processed without written, satisfactory justification signed by an O-6 or above, approved by the Joint Munitions Command and are subject to availability of the requirement(s). All requests for issue will be digitally signed by each individual in the approval chain before the issue will be conducted.

b. Issue dates and times will be requested on the electronic DA Form E581. Unit contact information and training location will be furnished in the remarks section. Off-post movements of ammunition and explosives (A&E) require pre-approval of the unit commander and ASP officer. Live and residue turn-ins will be scheduled at the time of issue.

c. Office space and information processing (IP) equipment are not available at the FAPH ASP for use by unit personnel.

d. Units using the Installation ammunition holding area (AHA), located adjacent to the ASP, are required to provide their own security. Specific requirements and an SOP are available from the Provost Marshal Office or DPTMS. Units requesting to establish a field storage point for ammunition and explosives must comply with the requirements of AR 190-11, guidance from the FAPH ASP, and the installation physical security officer. Category I & II munitions require armed guards and category III & IV AA&E require a guard. Field AHA utilization requires armed guards for security category I thru IV munitions. Units will identify this requirement when requesting training facilities and will include the proposed location of the field ASP.

e. Ammunition will not be issued to any unit without a current original DA Form 1687 on file with the Training Ammunition Manager (TAM) at the ASP. A copy of the assumption of command or appointment order for the responsible individual will be provided for each DA Form 1687 on file.

f. The using unit will pre-inspect all vehicles designated for transporting ammunition and explosives (A&E). This inspection will be documented on DD Form 626 and will be verified by the ASP Ammunition Inspector/QASAS. No vehicle will be used to transport ammunition if any unsatisfactory conditions exist. Two 10BC rated fire extinguishers, a highway warning kit (3 reflective triangles), wheel chocks, sufficient authorized cargo straps and two HAZMAT qualified drivers are required for each vehicle transporting ammunition. Placards will be provided by the ASP. On post transport of A&E requires the use of placards regardless of hazard class and division.

g. Turn-ins.

(1) Do not remove the ordnance seal on packaged ammunition until required for use. This will facilitate the turn-in of unused ammunition. Removal of the ordnance seals will require a complete item by item inspection to ensure proper lot number identification, serviceability and packing configuration.

(2) Commanders are responsible for ensuring that all expended and unexpended ammunition, packing materials and recoverable components thereof are returned to the ASP for turn-in.

(3) The unit will provide a work detail to unload the vehicle(s) and process the live and residue returns under the supervision of ASP personnel.

(4) The ASP will generate sequentially numbered live and residue turn-in documents for each issue document. The DA Form 581 (Request for Issue and Turn-In of Ammunition) for turn-in of unused live ammunition must contain a statement certifying that all ammunition received was either expended or turned-in. The residue document will be annotated with an explosive certification stating that "contents have been inspected and contain no live rounds, unfired primers, explosives or other dangerous material" as required by DA PAM 710-2-1,

paragraph 11-15b,. This statement will be signed prior to the initiation of turn-in operations. Live rounds found during the residue turn-in will be returned to the surveillance section for classification and further disposition. Excessive quantities of recovered A&E will warrant termination of the turn-in for cause and require the unit to take corrective action and reschedule another turn-in appointment.

h. Residue shortages that exceed allowable losses specified in DA PAM 710-2-1 will be explained and recovery attempts annotated in the narrative section of DA Form 5811-R (Certificate of Lost or Damaged Class V items). The certificate will be signed by the battalion commander or first O-5+ or equivalent in the chain of command and forwarded to the ASP for approval.

i. Missing/lost live ammunition will require that the unit initiate action in accordance with the provisions of AR 190-11/NGR 190-11.

j. Movement of arms, ammunition, and explosives by unit or organization transportation will be conducted IAW AR 190-1, Chapter 7, para 7-10.

k. Field Level Munitions Storage Area (FLMSA). Units desiring to establish a temporary FLMSA such as Ammunition Transfer Points (ATP), Ammunition Holding Area (AHA) or Forward Aviation Arming and Refuel Point (FAARP) must receive approval after detailed preliminary planning from DOL (QASAS and ASP Officer), DES (Fire Inspector, Physical Security Officer and Provost Marshal), Installation Safety Officer and DPTMS Training or Range Officer and Scheduling Staff). Units will specify requested locations for any FLMSA requirements as part of the approval process. AR 190-11 (Chapter 5), AR 385-10 and DA PAM 385-64, are the governing regulatory guidance for FLMSA. It is imperative that units plan well ahead to meet these requirements in order to prevent disruptions to training caused by unit noncompliance with requirements. (See APPENDIX R for the planning requirements for FLMSA.)

5-8. CLASS IX - REPAIR PARTS.

a. Commanders will ensure that authorized on-hand repair parts accompany the unit to FAPH to support organic equipment.

b. Repair parts may be obtained as follows:

(1) Repairable exchange items will be exchanged on a one-for-one basis by DS/GS Maintenance. DA Form 2765-1 (Request for Issue or Turn-In) will be properly completed.

(2) Other repair parts will be requisitioned on DA Form 2765-1. Requisitions will be handled on a "fill or kill" basis. Code 2C will be entered in block 22, CC 65-66 on DA Form 2765-1.

c. Issue will be on a fully reimbursable basis except that repairable exchange items will be 65% of acquisition cost. Units must submit a DD Form 448, MIPR to RMO for repair parts support as outlined in paragraph 3-9.

d. Cannibalization (CANN) point assets are limited and issue of these parts will be limited to deadline and emergency part requisitions. A copy of the cancelled DA Form 2765-1 must be filed.

5-9. EXPENDABLE SUPPLIES.

a. Not available from FAPH Supply Division. Units may order and ship their self-service to: Supply Storage Site, Bldg 1340, 12101 Fortune Road, Fort A.P. Hill, VA 22427-3169. Shipments must be coordinated and approved in advance by contacting the SSS at (804) 633-8314 or DSN 578. All shipments should indicate ownership. Unit will provide DA 1687 for personnel authorized to pick up and account for items.

b. GSA Advantage can also be used while training at FAPH.

5-10. MAINTENANCE.

a. Organizational maintenance is the responsibility of the user of the equipment.

b. IDS/IGS maintenance is the responsibility of the designated maintenance unit in direct support of using organizations.

c. In the event that organizational maintenance is not completed on FAPH loaned equipment prior to the unit's departure from FAPH, the maintenance will be performed by FAPH IDS/IGS Maintenance and labor and parts required will be billed to the appropriate unit or activity.

d. Units requiring IDS/IGS maintenance support will submit DA Form 2407, Maintenance Request Form to the IDS/IGS Maintenance along with the inoperative equipment.

e. Units must submit a DD Form 448, MIPR, to DOL for IDS/IGS maintenance support as outlined in paragraph 3-9.

f. Units requiring vehicle recovery or evacuation assistance within a 50 mile radius of FAPH will contact Maintenance Division, DOL during normal duty hours or the installation duty officer after duty hours for emergencies. Telephone numbers are listed in APPENDIX A.

5-11. MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM (MAIT).

a. The Fort Eustis Logistics Assistance Representative (LAR) has been assigned the mission of providing MAIT support to all Reserve Component units undergoing annual training at FAPH in vehicle, general equipment and electronic maintenance and maintenance management.

b. Requests for MAIT assistance should be forwarded to this headquarters, ATTN: IMNE-APH-LGM NLT 15 March each year.

5-12. TRANSPORTATION.

a. A transportation coordinator, in the grade of 2LT (0-1) or above, and an assistant will be appointed on DA Form 1687 for AT units to coordinate requests and to control transportation support for subordinate units. Separate companies will appoint a transportation coordinator in the grade of SFC (E-7) or above and an assistant. The transportation coordinator will report to the installation transportation officer for a briefing upon arrival at FAPH.

b. Transportation Motor Pool (TMP).

(1) Vehicle availability is extremely limited at FAPH.

(2) Requests for non-tactical (GSA) vehicles will be made in writing NLT 60 days prior to AT with a complete itinerary and justification. Requests must include why unit cannot utilize organic vehicles or commercial transportation, the availability of vehicles from other sources and effect on training if vehicle is not provided. Requests must also include a point of contact.

(3) Unit requests will be addressed on a case-by-case basis and will be met only after all FAPH requirements have been satisfied. Units must reimburse the DOL for use of GSA vehicles. Reimbursement will consist of daily lease rate and mileage usage.

(4) TMP vehicles will be refueled at POL fuel points when possible and the amount of fuel used will be entered on Vehicle Dispatch Record by the operator.

(5) The unit will be required to reimburse for vehicle issued from TMP and for any repair cost for damage caused to TMP non-tactical vehicles.

(6) Units will ensure that all motor vehicle operators are licensed prior to arriving for training. If driver training, testing or licensing assistance is required, the unit must submit a written request to the Transportation Officer, DOL NLT 60 days prior to required training. Units coming in to use TMP vehicles should have in their possession the Defensive Driving Course (DDC) card in order to operate a vehicle on FAPH. NOTE: Shackleford Road Wash Point: Contact TMP at (804) 633-8447/8263, DSN 578, 72 hours in advance to schedule. Units must have a minimum of 10 tactical vehicles to have the wash rack open.

(7) Support for recreational purposes will be on an "as available basis" and will not be confirmed in advance.

(8) TMP vehicles must be issued and turned-in Monday through Friday, 0800-1630. Vehicles must be refueled and cleaned/washed before returned to TMP, (see paragraph 6 above).

c. Commercial Transportation.

(1) Units will arrange for round trip transportation of all equipment and personnel between home station and FAPH, if required, prior to arrival at FAPH for training.

(2) The installation transportation officer must be notified in advance of all shipments by commercial carrier to and from FAPH. Cargo shipments to FAPH will be shipped to "Transportation Officer" marked for appropriate unit, Fort A.P. Hill, VA 22427-3115.

(3) Requests for emergency government travel requests must be requested through the Carlson Travel, Fort Belvoir, VA at (703) 799-5680 during duty hours and (800) 777-7999 after duty hours.

d. Convoy and special hauling permits.

(1) Convoy clearances are required for movement off the installation of any group of 6 or more vehicles organized to operate as a column proceeding under a single commander or the dispatching of 10 or more vehicles per hour to the same destination over the same route.

(2) Special hauling permits are required for movement of any over dimensional or overweight equipment to or from the installation.

(3) Convoy clearances and special hauling permits for travel to and from FAPH must be obtained at home station.

(4) Emergency changes to clearances and local convoy requests for training (i.e., FAPH to Fort Pickett) must be submitted to the transportation officer on DD Form 1265, Request For Convoy Clearance or DD Form 1266, Request For Special Hauling Permit, as applicable. Requests must be provided to the transportation office 3 days prior to move.

(5) All off installation convoy operations will be as prescribed by AR 55-162 and FORSCOM Reg 55-1.

e. Toll Tickets.

(1) Toll tickets are required for the Harry W. Nice Bridge across the Potomac River on Route 301.

(2) Toll tickets must be purchased at home station. Emergency toll tickets or not programmed requirements may be obtained from the transportation officer. Reimbursement is required for any toll tickets drawn from FAPH.

(3) Toll tickets for the Harry W. Nice Bridge may be ordered from:

Harry W. Nice Memorial Bridge
P. O. Box 8
ATTN: Ticket Office
Newburg, MD 20664

5-13. DINING FACILITY SUPPORT.

a. FAPH does not operate a garrison dining facility. The DFMWR operates limited feeding support ability for troop feedings by the staff at Brookwood Farms. Units must reimburse the DFMWR for meals. Contact the DFMWR or manager at (804) 633-8398 for further information.

b. Brookwood Farms may provide support to limited numbers of party personnel, transient personnel and small units/activities with no mess capability such as Reserve Officer Training Corps (ROTC) detachments and unit advance parties.

c. Requests for dining facility support should be included in training facilities support request as outlined in Chapter 2 and APPENDIX B.

d. Approval/disapproval will be based upon total commitments for the time period for which support is requested.

e. Units training at FAPH are required to provide all self-service items required to operate a dining facility. These items include: cleaning supplies (disinfectant, floor wax, window cleaner, etc), dishwasher soap, bleach, mops, terry and paper towels, napkins, aluminum foil, grill brushes, hot pads, etc. Additionally, units must provide their own paper plates, cups and plastic flatware when not eating at the dining facility.

5-14. CAMPSITES AND UNIT BILLETING.

a. Campsites and facilities available are as indicated at APPENDIX O.

b. Requests for campsites will be incorporated in the training facilities/support request as outlined in Chapter 2 and APPENDIX B. Indicate primary and secondary choices as well as facilities required at each campsite.

c. Allocation of buildings, tents and equipment will be determined by this headquarters based upon the availability of assets and validity of the request.

d. The senior commander with troops in a campsite will be designated as campsite commander.

e. Campsite Manager.

(1) A campsite manager is assigned to each campsite during AT and will conduct a daily inspection of the site in conjunction with a representative of the campsite commander.

(2) Inoperative utilities and required routine repairs will be promptly reported directly to the campsite manager, not to DPW.

(3) Requests to relocate property in a campsite will be addressed to the campsite manager. Property will not be relocated without approval of the installation property book officer, DOL.

- (4) Damaged tents or property will be immediately reported to the campsite manager.
- f. Electrical service for tentage is sufficient only for lighting. Fuses will not support air conditioners, refrigerators, coffee makers, television sets or field radio transmitter-receivers.
- g. POL points in campsites will be issued units by the POL Branch, DOL.
- h. Campsites will be policed by units on a daily basis.
- i. Vehicle wash racks must be rinsed thoroughly after each use.
- j. Campsite commanders are responsible for ensuring that regulatory security measures are implemented to protect and secure all government property to include small arms, military vehicles, latrines and communications equipment including pay telephone equipment.
- k. Campsite restrictions are as follows:
 - (1) Ammunition will not be stored in any troop billet.
 - (2) Garbage will be placed in garbage bags and placed in dumpster containers to ensure proper pick-up by refuse collectors. Kitchen sumps will be used only for disposal of waste water.
 - (3) No cans, bottles, trash or garbage of any kind will be thrown in any latrine. Noncompliance may lead to breach of contract with the contractor and subsequent serious health and sanitation conditions could prevail.
 - (4) Softball fields will not be used for vehicle parking.
 - (5) Privately Owned Vehicles (POV's) will be parked in designated parking areas. All vehicles will be parked in an orderly manner and will not create traffic obstructions or safety hazards. Vehicles will be locked at all times. It is recommended that all valuables be kept out of view to prevent forced entry. This is strictly enforced by the DES.
 - (6) Field refrigerator units are pre-set for desired temperatures. Manipulation of controls by using units is not necessary. Service calls should be directed to the campsite manager.
 - (7) No vehicles, military or civilian will operate on interior company streets. Water pipes are laid near the surface on many company streets and low overhead wiring may be damaged by vehicles
- l. Fire regulations.
 - (1) Commanders in charge of campsites will appoint area fire marshals and, when applicable, building fire marshals, and report names, rank and organization to the campsite manager on the first Sunday of the AT period.

(2) Each occupied building will have an adequate fire plan posted and fire extinguishers on-hand.

(3) Building fire marshals will inspect fire extinguishers and initial tags each month.

(4) No person will sleep in any building other than authorized billets without written permission of the fire marshal.

(5) 55 gallon drums must be labeled properly as to the contents.

(6) No other products such as solvents gasoline, battery acid, antifreeze, etc. shall be mixed with used oil.

NOTE: ANY SPILLS MUST BE REPORTED TO CENTRAL DISPATCH AT EXTENSION 8888 OR 8911 FROM AN "ON POST" PHONE.

5-15. LAUNDRY.

a. There is no laundry service provided at FAPH. Commercial facilities are available in the nearby civilian community.

b. A small Laundromat facility is available at Wilcox Campsite, Cooke Campsite and Anderson Campsites. Washers and dryers are also located in troop billets at Longstreet Campsite. Keys for these facilities may be signed out from the campsite manager.

5-16. PORTABLE LATRINES AND GREY WATER DISPOSAL TANKS.

a. Vault latrines have been constructed at several bivouac sites and ranges. Latrines cannot be placed in any of the impact areas.

b. Units requiring portable latrines or grey water disposal tanks must coordinate directly with the local vendors for this support. A current listing of local vendors can be obtained from DPTMS or DOL. Coordination should be conducted 60 days prior to training to ensure availability of vendor support.

5-17. EQUIPMENT TURN-IN.

a. All organization maintenance will be performed prior to turn-in of equipment IAW AR 710-2. Valid "due-out" requisitions for missing or defective parts are acceptable evidence of maintenance performed.

b. All equipment will be turned-in to the source from which it was issued in a clean, serviceable condition with all deficiencies not noted at the time of issued corrected.

c. Field ranges and immersion heater will be free of rust and coated with a light coat of salad oil.

d. Expendable components of sets, kits and outfits will be returned even though they may be partially used.

CHAPTER 6 MEDICAL SUPPORT

6-1. PURPOSE. To prescribe policies, procedures and practices for the coordination and provision of medical care and support provided to units training at FAPH.

6-2. GENERAL.

a. The physician-in-charge, Army Health Clinic, FAPH, is designated as the installation surgeon and is responsible for all medical and dental affairs at the installation. When a physician is not available, medical support must be coordinated by the unit.

b. There are specific training events/facilities within the training areas that require a dedicated medical evacuation vehicle (capable of carrying a litter), an approved DOD litter, medical first aid kit (or combat life saver's kit) and a qualified medic/EMT/combat life saver. These are as follows:

(1) Personnel Paradrop Operations. This includes static line and free fall parachuting from aircraft.

(2) Operations involving live-fire, demolitions in any training area and all live-fire range operations.

(3) Rappelling from fixed locations and from aircraft, use of the LRC, Obstacle Courses, Hand to Hand Training sites and other facilities as identified by DPTMS policy or SOP.

(4) Water operations in the Leased Area on the installation. These operations require personal flotation device for each individual involved, safety capes with life rings (for throwing from boats) and a water vehicle designated for life saving operations.

(5) All flame warfare training.

(6) During any other operation/training as directed by the installation commander.

c. All units training at FAPH are required to provide their own medical support. Coordination for additional medical resources and support will be made with the Chief, Plans and Operations, Mobilization and Security (POM&S), Fort Belvoir, MEDDAC at (703) 805-0426.

d. Elective medical treatment will not be provided to personnel training at FAPH.

e. No dental support is available at FAPH.

f. Limited laboratory facilities, immunization capabilities and pharmacy services are available. Any need should be addressed to the NCOIC, FAPH Health Clinic.

g. Senior medical personnel assigned to the unit will report to the Health Clinic on the date of arrival at FAPH for an in-briefing and on date of departure for clearance. Units without assigned medical personnel will send an officer or NCO in lieu of medical personnel.

6-3. HEALTH CLINIC OPERATIONS.

a. Hours of operations are:

- (1) Routine - 0800-1630, Monday through Friday (excluding holidays).
- (2) Emergency Care - 24 hours per day for emergencies seven days per week.

b. Routine sick call will be conducted from 0800-0930, Monday through Friday (excluding holidays).

c. Each individual reporting for sick call will have the following in his possession:

(1) Two copies of DD Form 689, Individual Sick Slip, signed by the unit commander or his representative.

(2) Valid DD Form 2A, United States Armed Forces Identification Card. Reserve Component personnel must also present a copy of their orders.

(3) Documentation of evaluation/treatment provided by unit medical support.

d. All patients requiring treatment beyond the capability of the unit will be sent to the Health Clinic.

e. Patients referred to other medical facilities will be transported by their unit unless ambulance evacuation is required.

f. Hospital inpatient services are not available at FAPH. Medical services beyond the capability of the Health Clinic are provided by the listed facilities in the priority indicated:

- (1) DeWitt Army Community Hospital, Fort Belvoir, VA.
- (2) Walter Reed Army Medical Center, Washington, DC.
- (3) Mary Washington Hospital, Fredericksburg, VA.
- (4) Medical College of Virginia, Richmond, VA.

6-4. OPERATION OF TEMPORARY DISPENSARIES.

a. Units with organic medical personnel may elect to operate a temporary dispensary during their training at FAPH.

b. All RC physicians, physician's assistants and registered nurses providing medical care while at FAPH must be current in their credentialing prior to arrival on FAPH. A copy of this credentialing certification must be available for inspection prior to patient treatment. See Fort Belvoir, MEDDAC Reg 40-80 for details.

c. Medical supplies are to be provided by the medical unit providing the support.

d. All RC physicians will coordinate activities and the medical support operation with the installation surgeon.

e. The names of patients and the diagnosis will be provided to the installation surgeon for the following:

(1) All heat casualties.

(2) All cold weather casualties.

(3) All hospital admissions.

(4) All air evacuations.

(5) All emergency ground evacuations.

(6) Tick bites.

f. Infectious waste will be taken to the Health Clinic for proper disposal.

6-5. MEDICAL UNIT TRAINING.

a. Medical units may request permission to hold minimally ill patients in their facilities for a maximum period of 72 hours.

b. The procedures for requesting this authority and the standards required are outlined in Fort Belvoir MEDDAC Reg 40-80, APPENDICES A and C.

6-6. EMERGENCIES AND MEDEVAC.

a. From any on-installation phone, **DIAL 8911**, and from a cell phone or pay phone, call (804) 633-8911. The DES Central Dispatch will answer and direct the emergency call appropriately. Emergency telephone locations are indicated in APPENDIX J.

b. Ambulance service will be requested directly from the Directorate of Emergency Services through the Central Dispatch. Provide precise information concerning the type of injury or illness, number of injured or ill personnel and the exact location on the installation. The unit must provide someone to accompany the injured to the hospital. NOTE: Units are required to

report ALL injuries (even minor injuries) involving any type of evacuation, to DPTMS, the Training Support Branch (TSB) or Range Control immediately.

c. The requirements for evacuation by air ambulance will be required by the senior person present to make the request. MEDEVAC support is provided and coordinated via the FAPH DES Central Dispatch and Range Control Fire Desk. Ground transportation to Mary Washington Hospital may be more expeditious than awaiting the helicopter in some instances.

Unit MEDEVAC Procedures

If your unit has a medical emergency which warrants air MEDEVAC:

d. Call the Range Control Fire Desk on FM Frequency 32.00 or 38.50 or at extension 8224, or **call 8911 from a landline phone on the installation**. This will automatically call FAPH DES Central Dispatch who can initiate both air and ground ambulance. When Range Control is closed, DES will monitor FM 32.00 and phone extension 8239.

e. **Do not call 911 from a cell phone (or pay phone)** as this will go off the installation and waste valuable time. **For a cell phone, call: (804) 633-8911** (this is on the installation DES). In the event 911 is dialed, inform Caroline County Emergency Services that you are on FAPH and they will transfer the call to the FAPH Central Dispatch for action.

f. Summary of MEDEVAC Procedures.

For both air and ground evacuation:

From a cellular or pay phone - (804) 633-8911

From any installation phone - 911

From a radio - FM Frequency 32.00/38.50
(FM 32.00 monitored by PMO if Range Control is closed)

AIR MEDEVAC MAY ONLY BE ACTIVATED THROUGH THE ABOVE NUMBERS

THIS SAVES TIME

INFORMATION THAT MEDEVAC NEEDS

- a. State the emergency.
- b. Location of incident.
- c. Number of casualties.
- d. Type of injuries.
- e. Is the scene safe.
- f. Caller's name and callback number.

6-7. LINE OF DUTY DETERMINATION. DA Form 2173, Statement of Medical Examination and Duty Status, must be initiated at the unit level IAW AR 600-8-1 and submitted to the Health Clinic in 5 copies prior to clearing the installation.

6-8. PREVENTIVE MEDICINE.

a. The Commander of each company size unit will appoint a field sanitization team.

(1) The team will consist of at least 2 individuals, 1 an NCO.

(2) Each team will have the following references on-hand:

(a) AR 40-5.

(b) FM 21-10.

(c) FM 8-250.

(d) TB Med 530.

(e) TB Med 577.

(f) TB Med 593.

b. Unit commanders will ensure that their personnel are trained in first aid treatment procedures and the prevention of heat injury. Wet Bulb Globe Temperature (WBGT) Index readings will be obtained IAW Chapter 4, paragraph 4-27.

c. Commanders will ensure that sufficient potable water is available.

(1) Water trailers will be inspected for cleanliness, leaks and maintenance prior to being used to transport water.

(2) Commanders should establish mandatory drinking policies during the periods of high WBGT readings as follows to prevent heat injury.

QUARTS OF WATER PER MAN PER DAY

<u>ACTIVITY</u>	<u>EXAMPLE</u>	<u>WBGT LESS THAN 80</u>	<u>WBGT MORE THAN 80</u>
Light	Desk Work	5	6
Moderate	Route March	7	9
Heavy	Forced march; entrenching; Route March with heavy loads	9	13

d. All foods will be stored, handled, prepared and served in a sanitary manner. AR 40-5 and TB Med 530 establish sanitary standards in the preparation and/or serving of foods and

beverages for human consumption. All personnel engaged in the preparation of serving of foodstuffs will have a valid Food Handlers Certificate available for inspection.

e. Garbage, liquid kitchen waste, sewage and rubbish will be disposed of IAW APH Regulation 200-1, AR 40-5, AR 420-49, FM 21-10 and TM 5-634.

f. Unit commanders will take positive action to ensure that all personnel are warned of contact with wild or stray domesticated animals in the training areas. Stray dogs or cats will be reported to DES.

g. Unit commanders will ensure that personnel are trained to recognize and to avoid poisonous plants and snakes.

h. Unit commanders will ensure all authorized personnel will have medical alert identification tags issued and worn and be issued bee sting kits (if required).

i. All unit commanders will ensure that the installation pest controller has a list of all pesticides used.

6-9. MEDICAL SUPPLY PROCEDURES.

a. Units must submit the following to Commander, DeWitt Army Community Hospital (DACH), ATTN: HSZA-LOG (Material Branch), 9501 Farrell Road, Fort Belvoir, VA 22060-5141, NLT 45 days prior to arrival for training.

(1) DA Form 1687, Notice of Delegation of Authority, in 3 copies.

(2) Letter of Authorization for Purchase of Army Stock Fund (ASF) medical material with the following information:

- (a) Unit name and address.
- (b) Billing address.
- (c) DODDAC.
- (d) Training period.
- (e) Amount limitations (if required).
- (f) Fund citation.
- (g) Point of contact and telephone number.

(3) Requisitions for required medical supplies will be submitted on DA Form 2765-1, Request for Issue or Turn-in.

b. Requirements not programmed may be submitted during training to the DeWitt Army Community Hospital (DACH), ATTN: HSZZ-LOG (Material Branch), 9501 Farrell Road, Fort Belvoir, VA 22060-5141. Normal processing time for routine requisitions is 96 hours.

c. All medical supply requisitions will be processed on a "fill or kill" basis.

d. A stockage list of all material within the Material Branch, DACH may be obtained by submitting a request to the address in paragraph a above.

CHAPTER 7
INFORMATION SYSTEMS, ADMINISTRATIVE
COMMUNICATIONS SUPPORT AND SERVICES

7-1. PURPOSE. To describe the information systems, administrative and communications service available and to outline the procedures for requesting this support.

7.2 GENERAL.

a. The Directorate of Information Management (DOIM) provides information systems, administrative and communications support at FAPH.

b. A minimum of one administrative telephone will be installed for each separate unit in the campsite areas by DOIM for emergency and backup communications. Additional telephonic requests will be honored based upon availability and commensurate with mission requirements.

c. All installations, additions, removals, alterations and other changes to the FAPH telephone system will be performed only by DOIM staff.

d. Access to DSN, FTS 2000, long distance and local area numbers are available to training units. All telephones have Class "A" access via a personal identification number (PIN). Units may be issued PIN numbers by DOIM at 14116 Burke Road, Bldg 0159.0 operator assistance is available 24 hours a day.

e. Personal long distance calls will not be placed over official telephones. Incoming collect calls, other than emergency, will not be accepted. Personal calls will be made on commercial pay telephones located throughout the installation.

f. Emergency telephones are provided through the installation as shown at APPENDIX J. **These telephones are for emergency use only.**

7-3. UNIT RESPONSIBILITIES.

a. Appoint a telephone control officer (TCO) to coordinate communications requirements with DOIM.

b. Submit telephone service requirements on DA Form 3938, Local Service Request, to DOIM, FAPH NLT 30 days prior to required date. A separate DA Form 3938 is required for each circuit hookup and for each circuit removal.

c. Publish a unit telephone directory and forward 3 copies to DOIM NLT 1000 the second day after arrival at FAPH.

d. Provide DPTMS with the telephone number during in-processing that will be manned 24 hours per day while unit is training at FAPH. Telephonic communications will be maintained

on a 24 hours basis to ensure that emergency messages are relayed in the most expeditious manner possible.

e. Units are responsible for installing, operating and maintaining communications lines and equipment beyond the installed fixed wire communications system terminal box locations. Terminal covers will not be tampered with or removed. All field wire will be removed prior to departure from FAPH.

7-4. RADIO FREQUENCIES.

a. Units requiring assignment of radio frequencies for training at FAPH will incorporate these requirements in the training facilities/support request as outlined in Chapter 2 and APPENDIX B. Be sure to include number, type and frequency range desired.

b. Signal Operating Instructions(SOI) and call signs are the responsibility of the using unit.

7-5. FACSIMILE SERVICE.

a. Facsimile service is available at 14116 Burke Road, Bldg 0159 for official unclassified traffic. Service is available from 0800-1630 daily except Saturday, Sunday and holidays. A completed and certified DA Form 3918-R, Facsimile Transmittal Header Sheet, must be presented with the document to be transmitted.

b. In addition, facsimile machines may be leased by submitting:

(1) Military Interdepartmental Purchase Request (MIPR).

(2) Memorandum to include equipment specifications, location site, unit point of contact and dates equipment is to be in place. This information must be received by the DOIM, FAPH NLT 30 days prior to required date.

7-6. WESTERN UNION SERVICE.

a. Incoming and outgoing services (prepaid and collect telegrams) are available at the Post Exchange, 11781 Wilcox Camp, Bldg 01664 from 1100-1700 Monday through Saturday.

b. Units are responsible for pickup and delivery of Western Union messages except money orders, which must be picked up in person by the addressee with proper identification.

7-7. COMMUNICATIONS SAFETY.

a. Units using field switchboards and generators will ensure a good ground is connected.

b. Field communications wire strung on telephone or power poles will be at least 6 feet below any high tension electrical wires and at least 16 feet above the ground. In no cases will

wire be thrown over an electrical distribution system of any voltage. When roads must be crossed, culverts will be used or wire will be strung across the road no lower than 16 feet above the road surface. Tactical wire may be laid on the ground provided it is staked, tagged and tied across roadways and walkways.

c. Antennas. Before erecting antennas make sure the area selected is clear of power lines. Drivers of radio vehicles will be cautioned concerning the danger of high tension wires.

d. Antenna Permits. An antenna permit is MANDATORY before any fixed antenna is erected on FAPH. The antenna permit request process is outlined in APPENDIX N, and must be initiated at DPTMS with the Training Support Branch (TSB).

7-8. LOCATOR SERVICE. Locator service will be provided by the Directorate of Human Resources. Assistance may be obtained by calling (804) 633-8797, DSN 578, during duty hours (0800-1630) and (804) 633-8201 after these hours. **Caller must know unit designation**

7-9. COPIER SERVICE. Copy machines may be leased by submitting:

a. MIPR.

b. Memorandum to include equipment specifications, location site, unit point of contact and dates equipment is to be in place. This information must be received by the DOIM, FAPH no later than 30 days prior to required date.

c. Those units not requiring a copy machine at location site may obtain copier service on a walk-in, reimbursable basis in DOIM, 14116 Burke Road, Bldg 0159.

d. Units are required to submit a MIPR 30 days prior to the arrival date.

7-10. INFORMATION ASSURANCE. Units requesting support from DOIM must comply with Department of the Army and NETCOM Information Assurance requirements for internet and access to the Government LAN System. **The use of Peer to Peer (P2P) Software is STRICKLY PROHIBITED on the Government LAN Network.** Direct coordination for system requirement can be coordinated during the scheduling process.

CHAPTER 8
MORALE AND PERSONNEL SERVICES

8-1. PURPOSE: To identify the morale and personnel services available for units training at FAPH.

SECTION I GENERAL

8-2. RED CROSS. Red Cross assistance may be obtained by contacting the American Red Cross Office, Fort Lee, VA, (804) 861-6090 or Fort Belvoir, VA (703) 805-2057.

8-3. LODGING.

a. Limited sets of Visiting Officer Quarters (VOQ) and are located in the following areas of the installation (Quarters around Bullocks Pond and Travis Lake are recreational facilities and are handled through CAC for reservations).

(1) Headquarters area.

(2) Heth area.

(3) Picnic area.

b. Requests for reservations must be submitted to the FAPH Army Lodging Office. Requests will include the following:

(1) Requestors name, unit, address and telephone number.

(2) Number of spaces requested with names and ranks if known.

(3) Arrival and departure dates.

(4) Advance party requirements.

(5) Method of payment.

c. Tentative assignments for AT units will be published in February of each year. Units should contact the Army Lodging Office, (804) 633-8335, approximately 30 days prior to AT dates.

d. Upon arrival at FAPH, unit representatives, military personnel and guests will register at the Army Lodging Office, 18380 4th Street, Bldg 106, on DPW (APH) Form 5, Guest Registration Card. In the event that the Housing Office is closed, registration will be accomplished with the DES Provost Marshal Desk located in the FAPH headquarters area.

e. All personnel are required to pay individual billeting fees. Anyone on TDY status is required to pay a billeting fee.

8-4. INSTALLATION POST EXCHANGE (PX).

a. The installation Post Exchange and Snack Bar are located in the Wilcox area and is operated on a year-round basis. Questions can be addressed to (804) 633-8690, DSN 578.

b. Normal operating hours are as follows:

(1) 1000-1700, Tuesday through Saturday (closed on Sunday and Monday).

(2) Hours may be extended upon request, in advance.

c. Personnel using the PX who are not in regulation uniform will be required to provide proper military identification or a letter of authorization with some other form of identification such as a driver's license.

d. Family members of Reserve Component Warriors on Active Duty training for less than 30 days will be identified by orders or letter of authorization authenticated by the sponsor's unit commander.

e. Dispensing machines for soft drinks and snacks are available at the campsites.

f. A Class VI Store is operated by the PX at Wilcox Campsite. An ID card and a copy of orders are required to be shown prior to making a purchase.

g. Western Union services and phone cards are available.

8-5. BARBER SHOP. Barber shops are located in the Town of Bowling Green and one with limited hours is located at the PX, Wilcox Campsite.

8-6. RELIGIOUS SERVICES.

a. FAPH has no assigned Chaplain. Religious activities and chaplain support may be coordinated through the Directorate of Human Resources (DHR), (804) 633-8326, DSN 578.

b. Unit Chaplains will conduct services for their units; however, it may be necessary for unit Chaplains to conducted services for other units.

c. Liberty Chapel, located near the Heth Area, is available for use by units training at FAPH. Ecclesiastical supply items are available in the Chapel.

d. Additional installation, camp and station type items such as folding tables, folding chairs and field desks required for Chaplain's use may be obtained through normal supply channels.

e. Many denominational religious services are conducted in the local surrounding community. Units should contact DHR to obtain a schedule of these services.

8-7. NONAPPROPRIATED UNIT FUNDS (NAF).

a. NAF Financial Services, Texarkana, TX has the responsibility of distributing Reserve Component dividends.

b. Request for dividends will be initiated by the unit fund custodian of the organizational element requesting unit fund support during annual training periods. The request will be initiated by memorandum, subject: Request for Reserve Component Unit Fund (AT) Dividends, and forwarded to the Directorate of Family Morale, Welfare and Recreation in 2 copies NLT the first week of AT. The request will be accompanied by 3 copies each of the unit fund custodian appointment orders, orders placing unit on Active Duty (unit orders), roster of personnel attending AT relative to unit order, and a copy of individual orders for advance party. The following information will be included:

(1) Actual present for duty strength on day of arrival (officer, enlisted and total).

(2) Period of training. It must be noted when all members of a unit do not perform training during the same inclusive dates; i.e. advance party - 12 members, 11-28 May; main body 14-28 May. Copies of all orders and a unit roster must be attached.

(3) Telephone number of unit fund custodian during training.

c. Units may receive dividends for attached present personnel provided these personnel are not being carried by any other unit for dividend purposes.

d. AT unit fund dividends will be computed as follows based on AT orders and rosters as submitted:

(1) Multiply total number of personnel X number of AT days. Total number of personnel days.

(2) Divide total number of personnel days by 30 = number man months.

(3) Multiply number man months X \$1.00 per man month - Total AT support rounded to nearest dollar.

8-8. OPEN MESS.

a. The FAPH Community Club is established IAW AR 215-1. The establishment and/or operation of clubs not governed by this regulation are prohibited on the installation.

b. All military personnel, regardless of grade, who are undergoing annual training at FAPH will be admitted to the club as associate members.

c. Meal services will be available in the Community Club as announced by DFMWR.

d. Troop contract feeding may be arranged with DFMWR, a NAF activity, by calling the manager at (804) 633-8398, DSN 578.

8-9. MAIL SERVICE.

a. The FAPH Mail Room is located at 18350 First Street, Bldg 0179 .

b. Unit mail orderlies will present 3 completed copies of DD Form 285, appointment of military postal clerk, unit mail clerk or mail orderly, to the FAPH mail clerk within 24 hours of arrival for validation.

c. Authorized unit mail orderlies will pick up mail for their unit from the FAPH Mail Room at 1100, Monday through Friday. Provide a list of all units assigned to the HQ for which mail is going to be picked up.

d. Mail orderlies may drop off outgoing personal mail to the FAPH Mail Room or drop off in the postal drop boxes located at the PX, Wilcox Campsite.

e. Postage stamps and money orders are not available from the FAPH Mail Room but are available at the PX.

f. Official mail service is available on a reimbursable basis. Units requiring support must submit reimbursement IAW paragraph 3-9 NLT 30 days prior to arrival date.

g. Unit mail orderlies will provide FAPH mail clerk a forwarding address upon check in.

8-10. COMMUNITY ACTIVITIES CENTER (CAC) OPERATIONS.

SECTION II COMMUNITY ACTIVITIES CENTER (CAC)

a. The normal hours of operation for Community Activities Center facilities are as follows unless otherwise noted:

- (1) 0600-2000, Monday - Friday.
1000-1800, Saturday - Sunday.

b. DA Forms 1687, Delegation of Authority, will be forwarded to CAC IAW paragraph 5-3, for athletic equipment and to draw movies.

c. CAC facilities and equipment will be provided on a first-come, first-served basis.

d. Reserve Component personnel and their family members may use the facilities with proper uniformed service identification and privileged card with accompanying orders for Active Duty for AT status.

8-11. ATHLETIC EQUIPMENT. Limited amounts of equipment are available from CAC on a first-come, first-served basis. Equipment available includes softballs, bats, bases and gloves; volleyball and net; horseshoes, basketball, football, tennis rackets, croquet sets and soccer balls. Unit should bring athletic equipment from home station if not available at DFMWR.

8-12. CAMPSITE RECREATIONAL FACILITIES. The following facilities are available in Archer, Cooke, Davis, Longstreet, Mahone, Pender, Rappahannock, Rodes and Wilcox Campsites.

- a. Regulation softball field.
- b. Volleyball court.
- c. Horseshoe pit.
- d. Multi-purpose court and lighted softball fields at Wilcox only.
- e. Picnic shelters.
- f. A gymnasium with cardio and free weights is available in Wilcox and Longstreet.

8-13. SWIMMING.

- a. Swimming pool hours of operation will be posted in the CAC, 18380 4th Street, Bldg 0106, and at the pool.
- b. Swimming attire must be conservative and of acceptable standards. "Cut-offs" and other than swimming attire are prohibited in the pool.
- c. No alcoholic beverages will be allowed in the pool area.
- d. Swimming is PROHIBITED in the ponds and lakes on FAPH due to hazards associated with high bacteria count.

8-14. BASKETBALL COURT/WEIGHT ROOMS. Full size basketball court, with no sidelines. One weight room is fully equipped with nautilus equipment. A second weight room is equipped with free weights. Men's and women's showers are available.

8-15. RECREATION CENTER. This facility is equipped with a pool table, ping-pong table, radio and television, newspapers and magazines, playing cards and games.

8-16. RECREATIONAL VEHICLE CAMPGROUND. A recreational vehicle campground is available adjacent to Archer Campsite. There are 48 spaces with water, sewage and electrical hook-ups. Rates and reservations are available from CAC.

8-17. RECREATION CABINS. Four recreational cabins are available at FAPH. Reservations and rates are available from CAC.

8-18. RENTAL EQUIPMENT.

a. The following equipment is available on a rental fee basis:

- (1) Jon boats.
- (2) Trolling motors with battery.
- (3) Canoes.
- (4) Bicycles.
- (5) "Super Cooker" BBQ grills.
- (6) Various sporting equipment.

b. The rates charged for the use of this equipment may be obtained from CAC.

8-19. HUNTING, FISHING AND BOATING.

a. The Game Check Station serves as the central control/coordination center for all fishing and hunting on FAPH and issues FAPH permits required for hunting and fishing. When the Game Check Station is closed, permits may be purchased from the CAC, 18380 4th Street, Bldg 0106.

b. Hunting and fishing are authorized during those seasons authorized by the Virginia Game Commission and IAW FAPH policies.

c. All hunters and fishermen must have a valid Virginia hunting and fishing license in their possession as well as a FAPH permit to hunt or fish. Members of the armed forces who are assigned to duty stations in Virginia may purchase a state resident license to hunt or fish, which is valid statewide. Members of the armed forces TDY to a station in Virginia may purchase a state resident license valid only on that station.

CHAPTER 9 FINANCE ACCOUNTING SUPPORT AND SERVICES

9-1. PURPOSE. To provide information on the funding policies and procedures for support provided by FAPH to training units.

9-2. GENERAL.

a. The Resource Management Office (RMO) is located in Bldg 0141, 14136 Burke Road, Fort A.P. Hill, VA 22427. Office hours are from 0800-1630, Monday through Friday. RMO personnel can be reached by calling (804) 633-8242.

b. Finance and accounting services for FAPH are provided by the Defense Finance and Accounting Service (DFAS). Questions about finance and accounting at FAPH should be directed to the RMO at the address and phone number provided in paragraph 9-2a above.

9-3. FUNDING.

a. Organizations training at FAPH will provide funding documents as outlined in the Matrix of Reimbursable Services provided with their Letter of Confirmation.

b. Funding documents and/or DoDAAC information will be forwarded to RMO NLT 60 days prior to the date of required support.

c. Funding documents will include the following information as a minimum:

- (1) Name and address of the unit facility.
- (2) Training dates.
- (3) Specific supplies/services required including quantities.
- (4) Unit DODAAC.
- (5) Fund citation.
- (6) Amount of funds provided.
- (7) Bill to address.

(8) Phone number/fax number/email address of the Budget Office and the name of the point of contact.

9-4. CHECK CASHING PROCEDURES. No check cashing facilities are available on the installation.

CHAPTER 10 LAW AND ORDER

10-1. PURPOSE. To prescribe the policies and procedures for maintaining law and order on FAPH.

NOTE: The term Military Police includes Department of the Army Civilian Police (DACP) in this regulation. Currently the installation police force is made up of DACP officers.

10-2. GENERAL.

a. No person will willfully fail or refuse to comply with any lawful order or directive of any member of the Military Police or other person with authority to enforce laws, rules and regulations.

b. Installation law enforcement investigators and other garrison authorities performing their official duties will be allowed access to all buildings, areas and/or facilities on FAPH.

c. All accidents and serious incidents will be immediately reported to the DES, as directed in paragraph 3-29.

d. AT MP units will coordinate all enforcement activities with the FAPH DES/Provost Marshal.

e. AT unit commanders will provide a command representative to the Provost Marshal Office on the first Monday of AT for coordination.

10-3. INTOXICATING BEVERAGES.

a. The sale of alcoholic beverages on FAPH by any agency except DFMWR or AAFES is prohibited.

b. Possession/consumption of alcoholic beverages of any type while in a training area or on any range or firing point is strictly prohibited. Violations of this policy are considered safety hazards and are grounds for immediate termination of training and removal from the installation.

c. No person under the age of 21 is permitted to introduce, possess, purchase or consume alcoholic beverages on FAPH.

d. Unit/AT parties.

(1) Commanders desiring to serve alcoholic beverages to Warriors during unit parties must have written approval from the first general officer their chain of command and notification of this approval must be forwarded to the Commander, FAPH NLT 2 days prior to the scheduled event.

(2) Commanders will be held accountable for the actions of their Warriors and must have appropriate controls to prevent alcohol related incidents related to the consumption of alcoholic beverages.

(3) Such events must be conducted on the installation and Warriors must be in non-duty status.

10-4. TRAFFIC REGULATIONS.

a. Traffic regulations are strictly enforced under the provisions of the Motor Vehicle Code of Virginia and Uniform Code of Military Justice (UCMJ) where applicable. Certain traffic offenses are referred to the U.S. Magistrate for disposition.

b. All traffic accidents on FAPH will be investigated by the DES/Provost Marshal's Office (PMO). The PMO must be notified immediately of any traffic accident. The vehicles involved will not be moved until authorized by the PMO investigator.

c. Wearing seat belts on FAPH is **mandatory** for all personnel to include visitors.

d. A maximum speed of 40 miles per hour (MPH) is required on FAPH, except where otherwise posted and/or as noted below. Speed limits are as follows (reference A.P. Hill Policy 2-94):

(1) Speed for tactical vehicles is 25 MPH.

(2) Maximum speed in cantonment areas is 15 MPH.

(3) Maximum speed when meeting or passing dismounted troops is 10 MPH.

(4) The speed limit on A.P. Hill Drive adjacent Hopemont housing area is 25 MPH.

(5) Maximum speed on non-surfaced roads is 30 MPH (tactical vehicles is 25 MPH)

(6) The speed limit for truck, cargo 5/4T M1008, truck, utility 5/4T M1028, commercial utility cargo vehicle 3/4T M1009 is 40 MPH or as posted.

(7) The above speed limits will apply to all emergency vehicles (ambulances, fire trucks and MP vehicles) except when engaged in an **emergency** operation or as a planned training event with an approved Operational Risk Management Plan (OPRM).

(8) Vehicles loaded with ammunition or hazardous material will not exceed 25 MPH. Cargo vehicles loaded with ammunition, hazardous materials or with passengers riding outside the cab will not exceed 25 MPH. Commercial carriers are exempt when shipping Class V.

e. Emergency vehicles responding to emergencies have the right-of-way. All moving vehicles will pull to the extreme right of the road and stop to allow passage of emergency

vehicles upon hearing the siren or see emergency lights flashing on ambulances, fire trucks or Military Police vehicles.

f. Parking.

(1) No vehicle will be parked within 25 feet of any frame building unless there is a clearly defined/authorized parking area within said distance or the vehicle is actually being loaded or off loaded.

(2) No vehicle will be parked within 15 feet of any fire hydrant.

(3) No vehicle will be parked on any seeded or grass areas in campsites, cantonment or the installation headquarters area.

(4) Parked vehicles will not block the entrance or exit from buildings, parking lots or fire lanes.

(5) No person shall stop or park a motor vehicle on a traveled portion of any road or in violation of posted signs unless overlays have been submitted and approved IAW paragraph 3-18 and 4-9.

(6) Tactical vehicles, when parked and unattended, will immobilize the steering wheel with a chain and U.S. Government approved lock, wheels will be chocked and drip pans used. Non-tactical government vehicles will be secured by removing ignition keys and locking vehicle doors. Items of government or personal property will not be left in an unattended government vehicle.

(7) Ignition keys will be removed from privately owned vehicles (POV) and the POV will be locked. Personal property items such as clothing, electronics, cameras, etc., will be removed from the vehicle or secured out of sight in the glove compartment or trunk.

(8) POV's are not allowed in training areas or range and Impact Controlled Access areas without a permit or approval from DPTMS or Range Control. POV's may be parked in designated range parking areas across North Range Road across from the ranges. POV's engaged in authorized DFMWR activities and properly marked are authorized IAW the FAPH regulations.

g. Convoy operations will be conducted as follows:

(1) Convoy control and markings will be prescribed in FM 55-30.

(2) Off installation convoy movements and those crossing US Route 301 on installation must be coordinated with the DES, PMO who will coordinate with local law enforcement.

(3) Units will provide route guides at all locations where vehicles are turning on or off of FAPH.

10-5. VEHICLE REGISTRATION.

a. Privately owned vehicles must be registered with the Vehicle Registration Section or Visitor Control Center of the DES, PMO.

b. Current DOD decals from other installations are recognized by the DES, PMO.

c. Temporary vehicle registration passes are required for personnel who do not possess a valid permanent DOD vehicle registration. The unit may request temporary vehicle registration stickers in advance by forwarding a list of authorized vehicles to the Vehicle Registration Section, DES, this installation with the following information.

(1) Owner and rank.

(2) License number, state and year.

(3) Vehicle make, year, type and color.

(4) Insurance company and month/year of expiration.

(5) Rental Agreement for Rental or Leased Vehicles

d. Operators of all POV's requesting registration on FAPH must possess the following:

(1) Proof of ownership as indicated by a certificate of title notarized bill of sale or the owner's identification issued by a state or territory.

(2) Current driver's license of the state or territory in which the vehicle is registered or operated.

(3) A current vehicle inspection certificate from those states which required them.

(4) The minimum motor vehicle liability insurance required by the state in which the vehicle is principally used, but no less than \$25,000/\$50,000 bodily injury and \$1,000/\$10,000 property damage.

10-6. FIREARMS, LETHAL WEAPONS AND EXPLOSIVES.

a. No person will have a pistol, revolver, shotgun or rifle loaded with live ammunition in his possession in any building, facility (other than those designed for training) barracks or in any vehicle on FAPH.

b. The following articles are classified as weapons and are prohibited on this installation.

(1) Walking sticks (unless a medical need exists or for hiking).

- (2) Blackjacks or bludgeons.
- (3) Knives with over a 4" blade.
- (4) Brass "knuckles" or similar devices.

(5) Any disc, of whatever configuration, having at least 2 points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.

- (6) Other dangerous or deadly weapons that can be readily used to inflict bodily harm.

c. Unit commanders may authorize knives with a blade of more than 4" if the knife is visible and the unit is in a training environment.

d. No person shall possess or carry on his person or in any vehicle, or cause to be introduced into any building or facility on FAPH any commercial firecrackers, bombs, duds, explosives or ammunition items of any type. This restriction does not apply to authorized items being transported in authorized vehicles for authorized training.

e. No person except a FAPH law enforcement official or person on official business will carry a weapon into the PX, community club or other recreation building.

f. Privately owned firearms will not be brought onto the installation except as authorized in FAPH Regulation 200-07-02 for authorized DFMWR activities. Firearms include pellet and gas discharging (CO2) weapons. No person shall carry a concealed weapon regardless of authorized concealed weapons permit.

10-7. AMMUNITION.

a. Ammunition items will be issued and used only under the supervision of an officer or NCO while the unit is participating in training.

b. Tear gas, pyrotechnics, simulators and other similar items will be tightly controlled and accounted for to ensure that only authorized use is made of these items.

c. Unit commanders will ensure that brass and ammo "shakedown" inspections are conducted prior to leaving ranges and training areas to prevent ammunition from being transported to campsites or off the installation.

10-8. SECURITY OF SMALL ARMS.

a. Individuals issued, or in possession of arms, are responsible for security of the property while it is entrusted to their care.

b. Each weapon issued for training, operations or any other reason will be carried on the person of the individual to whom issued, at all times, or it will be properly safeguarded and secured IAW AR 190-11.

c. Weapons will not be entrusted to the custody of any other person except those responsible for the security of operation weapons.

d. Weapons consolidated for storage safekeeping should be guarded 24 hours a day.

10-9. LOSS OF GOVERNMENT WEAPONS OR SENSITIVE ITEMS.

a. Loss of any weapon will be reported to DPTMS and the DES, Physical Security immediately.

b. The unit commander will utilize unit personnel to conduct immediate searches of all training areas/ranges where the loss may have occurred, unit vehicles, barracks and other billeting facilities.

c. Unit commanders should adhere to their procedures/regulations. Suggest the following areas be included in their search:

- (1) Each individual.
- (2) Wall lockers.
- (3) Duffel bags.
- (4) Laundry bags.
- (5) Privately owned vehicles.

10-10. UNIFORM REQUIREMENTS.

a. Unit commanders will prescribe the uniform for wear in the immediate maneuver/range/training area in keeping with extreme temperature/humidity conditions as they may exist.

b. Tee shirts, other than those authorized for uniform standards are not authorized for wear in installation headquarters area unless on a work detail.

c. Headbands are not authorized for wear.

d. All Warriors will be in a complete uniform IAW prescribed in AR 670-1 or service uniform regulation prior to leaving the work area.

10-11. MAGISTRATE COURT.

a. All personnel, both military and civilian, on FAPH are subject to jurisdiction of the U.S. Magistrate in Richmond, VA for all traffic and non-traffic violations committed on the installation.

b. Examples of non-traffic violations are disorderly conduct, littering, property destruction and disobeying official signs.

10-12. FIRE PREVENTION.

a. Commander will:

(1) Ensure that all unit personnel are familiar with paragraph 4-6.

(2) Provide the name of the area fire marshal to the FAPH Fire Chief within 24 hours of unit arrival at the installation.

(3) Enforce installation fire regulations.

b. Any person discovering a fire in a campsite will:

(1) Break the glass or open the door of the nearest fire alarm box, pick up the telephone and report the location of the fire. The individual will then remain at the alarm box in order to direct the Fire Department to the fire.

(2) If a telephone is available and closer than the fire alarm box, dial 8911 and submit a detailed fire report including location, type, source and other general information requested by the Central Dispatch.

c. The following activities are prohibited:

(1) No open fires are permitted on FAPH. Approval for the use of warming barrels in training areas will be coordinated through DPTMS and the Fire Department.

(2) Smoking in bed.

(3) Throwing cigars, cigarettes, pipe ashes and used matches into a waste basket.

(4) Bypassing or preventing the intended function of any electrical fuse.

(5) Using hot plates, coffee pots, etc, without approval of the installation fire inspector.

(6) Storing paints, gasoline or other flammable liquids in unapproved areas or containers.

CHAPTER 11 ENGINEER SUPPORT

11-1. PURPOSE. To provide information on engineering support and to provide a guide on how to obtain this support.

11-2. SIGNS. No permanent signs will be installed by units training at FAPH. All signs erected by units, to include land navigation courses, will be removed by the unit upon completion of training.

NOTE: Digging permits are required prior to installation of any signs. Units should contact TSB Troop Project Coordination POC at extension 8349 for clarification.

11-3. WORK REQUESTS FROM UNITS. All requests for support improvements or changes in training areas/facilities or ranges will be coordinated with, approved and submitted to DPTMS. Units will not directly coordinate with DPW. This includes mowing operations and spraying for insects (ticks, mosquitoes). Organizations that submit work requests to DPTMS will be required to reimburse for work as outlined in the Matrix of Reimbursable Services that is provided with the unit's Letter of Confirmation.

11-4. UNDERGROUND UTILITIES. The majority of utilities located in campsites are found along the shoulder of a roadway; however, they may traverse a training area in some instances. They are well marked where a training area is crossed; however coordination (an approved digging permit if digging is involved) must be effected with DPTMS and DPW prior to digging.

11-5. TROOP PROJECTS.

a. All work planned as troop construction projects will be coordinated with DPW by the designated unit project officer. DPW will coordinate the project with DPTMS to preclude conflicts with unit training.

b. The unit will provide an overlay to the Training Division depicting the site and scope of the work to be performed in training areas.

c. The following documentation is required:

(1) DA Form 1687, Notice of Delegation of Authority, (Signature Cards), will be submitted NLT 30 days prior to arrival of the unit authorizing personnel to draw materials as prescribed in paragraph 3-5 and 5-3. Materials will not be issued if forms are not submitted.

(2) A list of equipment and equipment acquisition costs will be provided to DPW NLT 60 days prior to arrival of the unit. Only that equipment to be utilized in accomplishment of the troop project will be reflected.

(3) The total number of man hours expended and equipment utilized on each troop project will be submitted to DPW on a DPW (APH) Labor and Equipment Utilization Report, at the end of the project.

d. Materials.

(1) Concrete will be ordered 3 working days prior to required delivery. All orders will be requested through the Engineer Resource Management Office, DPW, by the unit project officer. Orders for concrete can not be cancelled except for inclement weather.

(a) Concrete trucks will not be delayed at the job site for any reason except to allow a reasonable amount of time for unloading.

(b) Ready-dry-mix concrete will be delivered to the job site and unloaded at a spot on the ground designated by the project officer. The project officer is responsible for the dry-mix once it is unloaded from the vehicle.

(c) Receipts for concrete will be signed by the project officer or his authorized representative and forwarded to a designated project manager at DPW.

(2) Small amounts of stone aggregate are available for individual troop projects. Requests for stone will be coordinated with DPTMS who will submit a request to DPW. This request will include the type and amount of stone required and a SPECIFIC location for delivery. Large stone aggregate orders must be scheduled in advance with DPW; these orders will be delivered by a contractor to individual job sites and are usually limited to road and tank trail construction or repair projects.

(3) Lumber, nails, plywood, hardware, etc., will be obtained from the DPW warehouse. Materials will only be drawn as required and are the responsibility of the project officer. Excess materials will be returned to the DPW warehouse upon completion of the job. Salvageable materials will be transported to a location designated by the DPW.

CHAPTER 12 ENVIRONMENTAL REQUIREMENTS

12-1. PURPOSE. To establish a Standing Operating Procedure (SOP) for environmental compliance.

12-2. GENERAL.

a. FAPH is committed to protecting the environment and conserving natural resources while minimizing impacts on training requirements.

b. All personnel training at FAPH are required to comply with the policy and awareness training requirements of the FAPH Environmental Management System (EMS). FAPH has implemented an environmental management system to enhance its operational readiness by effectively managing and conserving environmental resources, ensuring compliance and supporting environmental stewardship.

c. The Environmental Policy is FAPH's statement of the overall direction and principles of action regarding its environmental responsibility. It provides a common vision as to the level of environmental responsibility and performance required at FAPH. A summary of the Environmental Policy is available from the Environmental Division.

d. EMS implementation encompasses the entire installation. The EMS implementation requirements apply to all installation missions, facilities, tenant, contractors, training units and activities. The Army leadership has chosen IOS 14001 as the benchmark EMS framework. A copy of the EMS awareness training materials is available from the Environmental Division.

e. Coordination shall be made with the Environmental and Natural Resources Division at extension 8255 in order to ensure compliance with state, federal and local environmental laws and regulations. To ensure fulfillment to our commitment, special command emphasis shall be placed on the following areas.

12-3. HAZARDOUS MATERIAL MANAGEMENT PROGRAM (HMMP).

a. APH Regulation 200-5 describes the Hazardous Material Management Program (HMMP), responsibilities of the unit, and activities and associated action required. All activities that reside, work or training at FAPH must comply by going through a HAZMART for the procurement of any hazardous material. Unused portions of hazardous materials procured through this system can be returned to the HAZMART for reuse/recycle/reutilization.

b. There are 2 HAZMARTS for procuring hazardous material. One HAZMART is located at Supply Storage Site, 12102 Fortune Road (Bldg 1349) and can be reached by telephone (804) 633-8314, DSN 578. The other is located at the DPW warehouse, 19806 EP4 Compound (Bldg 1237) and can be reached at (804) 633-8316, DSN 578. A representative of

the DPW Environmental and Natural Resources Division can be reached at (804) 633-8255, DSN 578.

c. Minimize the use of hazardous materials (HM) whenever possible by using an environmentally safe alternate.

d. Bring only the amount of HM necessary for training. The remaining HM must be returned with the unit at the end of training.

12-4. HAZARDOUS WASTE AND USED POL PRODUCTS.

a. All hazardous wastes (used NBC filter, solvents, lacquers, paints, cleaners, etc.) and infectious wastes must be disposed of IAW State and Federal regulations.

b. Disposal of all hazardous wastes will be coordinated in advance with the DPW Environmental and Natural Resources Division at extension 8255.

c. Solvents, cleaners, antifreeze, etc., will not be mixed.

d. Used oil (with no solvents), antifreeze and cleaning fluids are controlled wastes and must be disposed of properly. Each item must be collected separately from other wastes. Pickup for recycling can be coordinated through POL at extension 8360 or through the DPW Environmental and Natural Resources Division at extension 8255.

e. Used fuel filters (mogas or diesel) will be taken to DS Maintenance, 19675 EP4 Compound, Bldg 1248, for proper disposal. The used fuel will be drained and taken to POL.

f. Oil filters will be drained and taken to DS Maintenance for proper disposal. Contact the DPW Environmental and Natural Resources Division at extension 8255 for more information.

g. Aerosol containers that are empty may be disposed as general refuse. Aerosol containers that are not totally expended must be disposed of in accordance with State and Federal regulations. Contact the DPW Environmental and Natural Resources Division at extension 8255 to coordinate proper disposal.

h. No unserviceable munitions or explosives will be brought onto the installation.

i. All weapons cleaning material contaminated with solvent such as rags, patches, Q-tips, etc. must be disposed as hazardous waste. The designated disposal site for these wastes is a 55-gallon drum labeled "HAZARDOUS WASTE" located at Range Control.

j. The disposal of infectious or medical waste must be coordinated through the Health Clinic at extension 8370/8179.

k. Used NBC mask filters (whetlerite charcoal) must be disposed as hazardous waste. Contact the DPW Environmental and Natural Resources Division at extension 8255 for more information.

l. Used HC smoke pots and grenades must be disposed of as hazardous waste. The designated collection site for these spent items is a 55-gallon drum labeled "HAZARDOUS WASTE" located at the Ammunition Supply Point (ASP). A representative from the ASP can be reached telephonically at (804) 633-8801/8805.

m. All vehicles and equipment that will be used for targets, testing, etc., must be rendered environmentally safe by purging all HM, glass and other specular surfaces prior to use and must be processed through DOL (DSM). A DA Form 2407 (Maintenance Request) must be completed by DOL before the proposed target or equipment is moved into the subject area and used as a target. A copy of the DA Form 2407 must be sent to the Environmental and Natural Resources Division with a minimum of one working day prior to the vehicle being moved in the Impact Area.

12-5. BATTERY DISPOSAL.

a. Battery disposal is outlined in APH Reg 200-3. More information may be obtained from the DPW Environmental and Natural Resources Division in person or by calling extension 8255.

b. The following batteries shall be turned-in to 12102 Fortune Road, Bldg 1340 Supply Storage Site (SSS) with the appropriate MSDS: Lead-acid, Lithium-Sulfur Dioxide-multi-cell (without complete discharge device), Lithium-Thionyl Chloride-multi-cell, Magnesium, Mercury, Nickel-Cadmium and Silver. The SSS can be contacted at extension 8314 or 8486.

12-6. VEHICLE AND EQUIPMENT WASHING.

a. Central Vehicle Wash Facility (CVWF) is located on Shackleford Road and is an authorized facility for washing tactical military vehicles and equipment.

b. No detergents will be used at any time.

c. A coin-operated facility, for small vehicles, is available in the headquarters area and is managed by the Directorate of Family Morale, Welfare and Recreation's Community Activities Center (CAC). A representative of the CAC can be reached telephonically at (804) 633-8219 during duty hours.

d. Washing of equipment at any other location (lakes, ponds, streams, barracks) is strictly prohibited.

12-7. LAUNDRY AND SHOWER SITES.

a. Pre-existing field laundry and shower slabs that drain into the sanitary sewer must be utilized. Locations of these sites can be obtained from the Training Support Branch (TSB) at extension 8349.

b. If pre-existing sites cannot be used, the placement of all field laundry and shower sites must be coordinated through the Environmental and Natural Resources Division at extension 8255.

12-8. FIELD MESS/KITCHEN SITES.

a. Units are strongly encouraged to use the pre-existing mess tent sites.

b. If the pre-existing sites cannot be used, units may dispose of mess/kitchen water by following the guidelines found in FM 21-10 (Field Hygiene and Sanitation) and provided that the following criteria are met:

(1) The site is greater than 100 meters from any surface water body.

(2) Less than 150 gallons of water is discharged per day.

(3) The ground is relatively level in the area of the proposed discharge.

(4) The site consists of well drained soils.

(5) Care must be taken to ensure that surface waters are not affected, no erosion takes place, and the water drains into the soil and does not collect or stand.

(6) Units serving more than 100 persons should arrange for off-site disposal of gray water through DOL at extension 8422.

(7) Placement of field mess/kitchen sites must be coordinated through the Environmental and Natural Resources Division at extension 8255.

12-9. WATER PURIFICATION/TREATMENT ACTIVITIES.

a. Buzzards Roost Pond area is designed to accommodate Reverse Osmosis Water Purification Units (ROWPU). If this site does not suit the needs of a training unit, an alternate site must be coordinated through DPTMS and approved by the DPW Environmental and Natural Resources Division.

b. Water purification activities will adhere to the following criteria:

(1) All units operating water purification systems will coordinate their activities with the DPW Environmental and Natural Resources Division prior to arriving at FAPH.

(2) Material Safety Data Sheets (MSDS) for all chemicals will be forwarded to the DPW Environmental and Natural Resources Division.

(3) NO WATER, treated or otherwise, will be discharged back into the pond or lake, or onto the ground. All process water, backwash, etc., will be either discharged into the sanitary sewer or pumped into tankers for disposal.

12-10. SPILLS.

a. All spills, regardless of size, must be reported **immediately** to Central Dispatch at extension 8911 or 8888 as stated in the APH Regulation 200-2 (Spill Response). This includes fuel oil, motor oil, pesticides, fog oil, battery acid, etc.

b. Questions on proper disposal of contaminated materials should be directed to the Environmental Coordinator at extension 8255.

c. When handling fuel products, refer to the following FAPH guidelines: the Integrated Discharge Prevention and Contingency Plan (IDPCP) and the Standard Operating Procedures for Petroleum, Oils and Lubricants (SOPPOL). Copies of the applicable portions of these plans may be obtained from the Environmental and Natural Resources Division.

d. Improper handling of POL products and other HM may constitute gross negligence, which can be punishable by a fine and/or imprisonment.

12-11. TEMPORARY POL SITES AND FUEL BLADDER STORAGE.

a. Use existing POL berms for fuel bladder storage whenever possible.

b. Positioning of all FAARPs, as well as any secondary containment, will be coordinated with the Environmental and Natural Resources Division prior to set-up.

c. Units preparing for training at FAPH will have their field fuel transfer systems inspected by the installation's POL personnel prior to use. Any system that is unsafe or leaks must be repaired prior to use.

d. Persons conducting fuel transfer operations will use spill control/containment measures such as pans or absorbent pads.

e. Any aviation unit planning to utilize a "hot refueling" FAARP must have it inspected by the FAPH aviation staff prior to going into operation. The Fire Department must be on-site during any hot fueling exercises.

12-12. SOLID WASTE.

a. Use only authorized locations for the disposal of trash, garbage, scrap metal, wood and wood pallets. Units shall coordinate with DPTMS for disposal locations during in-processing at extension 8333.

b. The installation Scrap/Recycling Yard is located at the corner of Wilcox Drive and Cedar Trail. Deposit the following materials in the appropriately marked containers: scrap metal, untreated/unpainted wood, treat/painted wood, unserviceable concertina wire, metal scraps and aluminum cans, other materials as marked.

c. Disposal of all appliances and white goods must be coordinated with the Environmental and Natural Resources Division at extension 8255.

d. Military tires shall be disposed of through DOL by contacting DS Maintenance at Extension 8440. Commercial tires are also prohibited from disposal at the Scrap/Recycling Yard and any other location on FAPH.

e. Battery disposal procedures are contained in APH Regulation 200-3 (Battery Disposition and Disposal). Vehicular batteries are taken to DS Maintenance, 19695 EP4 Compound, Bldg 1290, for disposal, extension 8440. Contact the DOL SSS at extension 8314 (or the DPW Environmental and Natural Resources Division, extension 8255), for the correct disposition of other batteries.

f. Ordnance/range residue must be turned-in to the Ammunition Supply Point (ASP) as per DA PAM 710-2-1 (Using Unit Supply System). Ammunition and weapons systems malfunctions will not be removed from the range or training area and must be handled IAW APH Reg 350-2 and ASP regulations and guidance from the FAPH QASAS. All malfunctions or low order detonations constitute an emergency situation must be reported immediately to the Range Control Fire Desk.

g. Accountable (hand-receipted) items such as the concertina wire and tent poles must be removed from training areas and returned to the DOL Property Book warehouse. Serviceable concertina wire, unused hazardous material and other unused/serviceable training materials brought with the training unit shall return with the training unit. Dispose of unusable concertina wire at the scrap yard or contact the Environmental and Natural Resources Division.

h. Police all areas before, during and after training activities. Remove all litter whether it is yours or not, and dispose of it in the appropriate locations. Dumping of any hazardous material, hazardous waste or ordnance is strictly prohibited and subject to fine and/or imprisonment. Any questions on proper disposal of an item may be directed to the Environmental and Natural Resources Division.

12-13. LATRINES.

a. All portable latrine locations will be constructed in accordance with FM 21-10 and the State Health Department requirements. The following are recommendations and guidelines for siting portable latrines.

(1) Placement will be at least 100 meters from any water body (wells, streams and springs), low areas, drainage basins and buildings.

(2) Placement will be on high ground.

(3) Portable Latrines should be placed "down wind" from personnel to the greatest extent possible.

b. Portable Latrine locations that are used for 5 days or longer must be approved in advance by the DPW Environmental and Natural Resources Division.

12-14. NOISE. Direct fire, indirect fire and explosives training will be conducted in accordance with APH Regulations 350-1 and 350-2.

12-15. NATURAL RESOURCES PROTECTION.

a. Fish and Wildlife. Disturbing, collecting or harvesting any wildlife species encountered on FAPH is prohibited except where specifically authorized by the installation commander. Observations of injured or nuisance animals (including free roaming dogs or cats) or abnormal animal behavior should be immediately reported to the DPW Service Order Desk at extension 8286, the DPW Environmental and Natural Resources Division at extension 8255 or the DES, Central Dispatch at 8911 or 8888.

b. Plants. Disturbing, collecting or harvesting any plant species encountered on FAPH is prohibited except where specifically authorized by the installation commander. Routine use of trees and brush for training purposes is authorized; requirements for large quantities should be coordinated through DPTMS to the Forestry Branch.

c. Wetland, soil and water are protected natural resources. Any proposed activity that risk damage or contamination of these resources must be coordinated through DPW Environmental and Natural Resources Division.

d. Surveys of any natural resource (to include fauna, flora and water resources) are prohibited except where specifically authorized by the installation commander. All surveys must be coordinated with ENRD as well as DPTMS and DES.

12-16. PEST CONTROL.

a. Ticks which carry Lyme Disease, Rocky Mountain Spotted Fever and Erlichiosis are found on the installation. The best method for prevention of these diseases is personal

protection. Unit medical offices have complete information for disease prevention and personal protection.

b. Wasps, hornets and bees will be controlled as needed by the installation pest controller. Requests should be made through DPTMS Staff as needed.

c. All requests for preventive pest control area treatment and grass cutting must be coordinated at least 2 weeks in advance by submitting a request in writing through DPTMS to the DPW Pest Control Section.

d. All units shall inform the Environmental and Natural Resources Division of any pesticide use on the installation prior to application. This includes materials used in field sanitation kits.

e. Miscellaneous items to include fly sprays, tick repellents (body and clothing), ant bait, fly swatters, mouse traps and glue boards can be obtained on a reimbursable basis by submitting a service order with DPTMS or the Camp Site Manager.

12-17. VEHICLE MOVEMENT.

a. Cross streams and ditches slowly and at appropriate crossings so as to minimize the impact to the environment.

b. Remove mud debris immediately from roadways and tank crossings.

12-18. ENVIRONMENTAL DOCUMENTATION. Proposed actions, which are not identified in the ongoing Environmental Assessment (EA), require preparation of a Record of Environmental Consideration (REC) or an Environmental Assessment (EA) to assess the environmental consequences of the proposed projects or activities.

12-19. OVERFLIGHTS.

a. The "NO OVERFLIGHT" areas designated on the Fort A.P. Hill installation map will be strictly enforced. Additionally, overflight within 1/4 mile of the Bald Eagle nesting sites is limited to 1000 feet from 15 November to 15 July. Contact the DPW Environmental and Natural Resources Division at extension 8255 for more information.

b. All aviation operations will be coordinated through the DPTMS aviation officer.

12-20. ENDANGERED SPECIES. FAPH is home to 3 threatened species (Bald Eagle, Small Whorled Pogona and Swamp Pink) that are protected by Federal and/or State regulations. Five other species (Bachman's Sparrow, Tidewater Amphipod, New Jersey Rush, American Ginseng and Oakes Pondweed) are Federal and/or State listed species of concern. Conservation areas have been designated for many of these species and every effort should be made to avoid disturbing them. More information about these and other flora and fauna can be obtained from the DPW Environmental and Natural Resources Division.

12-21. RELIC HUNTING. Relic hunting and use of metal detectors are prohibited. Report all accidental discoveries of historic artifacts or cultural resources to the Environmental and Natural Resources Division. All work in the area must cease until the DPW Environmental and Natural Resources Division has evaluated the area and authorizes the resumption of activities.

12-22. ENERGY CONSERVATION. FAPH enforces energy conservation as required by AR 11-27 (Army Energy Program). Energy saving practices must be followed for such conservation measures as:

- a. Turning off lights, computers, appliances, air conditioning and all electrical equipment (that does not require full-time energizing) when they are not needed.
- b. Close doors and windows to prevent loss of energy required for heating and cooling.
- c. Employ air conditioning and heating only when needed. During the heating season, the temperature in occupied spaces will be maintained in the range of 65° F to 70°F during working hours for office space and not more than 55°F during nonworking hours; the cooling season temperatures for occupied spaces shall be maintained in the range of 72°F to 78°F during office hours for office space.
- d. Limit maximum speed of vehicles to 40 MPH (exception for emergencies only); minimize warm-up time for diesel vehicles and perform minor engine tune-ups with each 2000 mile, 2 month lubrication service.
- e. Reduce water consumption. Avoid running water unnecessarily or for prolonged periods; call in service orders for repair to leaky fixtures, toilets, pipes and valves. More information may be obtained about energy conservation from the Environmental and Natural Resources Division

12-23. FIRES.

- a. Open fires are restricted on FAPH. Open fires necessary for training will be coordinated through DPTMS with the DES, Fire Chief.
- b. Use caution with cigarette, pyrotechnics and flammables. Police training areas for flammable materials before leaving an area. Unit commander is responsible for enforcing all incendiary restrictions imposed by fire category.
- c. The use of open flame and pyrotechnics may be restricted or prohibited when the fire index is high. The fire index is computed daily by the DPW Forestry section and reported to Headquarters, DPTMS and DES.
- d. Immediately report all fires, regardless of size or intensity, to DPTMS, Range Control Fire Desk or Central Dispatch at extension 8911 or 8888.

CHAPTER 13 PUBLIC AFFAIRS

13-1. PURPOSE. To prescribe the policies and procedures for coordinating Public Affairs support to units training at FAPH.

13-2. PUBLIC AFFAIRS.

a. FAPH supports and encourages Public Affairs activities associated with training. Informing the American public about the importance of quality training in honing our nation's combat edge is critical. **Public Affairs operations at FAPH are the ultimate responsibility of the installation commander and will be coordinated through the installation Public Affairs Officer (PAO).**

b. All organizations stationed or training on FAPH will have their PAO coordinate an office call with the installation PAO office for an orientation to local policies and coordination procedures on the first business day of training on post.

c. Direct release may be made to hometown media concerning unit or individual activities. Copies of each release, along with a distribution list, will be provided to the PAO, FAPH. Press releases or media queries, on issues other than individual or unit activities including association, affiliation or activities in regard to FAPH will be coordinated in advance with the PAO, FAPH.

d. Accidents, or other serious incidents, are always possible during military training. The need for accurate, coordinated information is paramount at these times. Any incident involving a fatality, a serious accident or serious incident involving substantial injury or loss of property, will be reported telephonically or in person to the FAPH PAO. Include all available facts and, in some cases, be prepared to coordinate on scene response with FAPH PAO. The FAPH PAO, as the host installation PAO, is a required coordination point before releasing such information. The PAO may be reached through the DES, Central Dispatch during non-duty hours. If the PAO cannot be reached in this fashion, contact the FAPH deputy to the commander through the DES for coordination and release authority.

e. Media coverage is ideally coordinated 30 days in advance through DPTMS to the FAPH PAO for the event. The PAO will notify when coverage is confirmed, including name of media representative, media represented, time of arrival and purpose of visit. Outline any unique or interesting training activities being covered.

f. The installation PAO will coordinate directly with appropriate installation staff, tenant units or training units subject to a media event received by the PAO Office.

g. Media arriving on the installation will be directed to the FAPH PAO and logged in.

h. Media will be escorted throughout the visit by the FAPH PAO, or a representative of the sponsor organization hosting the media visit.

i. Media visits/access to installation: Units or agencies requesting media visits must ensure the following:

(1) Advanced coordination is completed with the FAPH PAO. At a minimum this includes providing the details of the visit and coordination for access at the gate. It is the unit's responsibility to make this coordination with the FAPH PAO. Failure to do this may result in denial of media access to the installation.

(2) Units have an understanding that they are responsible for their media visitors, including their safety.

(3) Provide a primary and alternate point of contact, with telephone numbers and addresses, in writing, as soon as feasible. Fax letters to (804) 633-8105 as soon as feasible. Provide specific information about the visit to include proposed visit locations.

(4) Units or agencies planning to fly media on government aircraft must, as the sponsoring organization, receive approval IAW applicable regulations, to include AR 360-1, prior to arrival at FAPH.

(5) Provide a follow-up report to FAPH PAO at conclusion of visit to include positive and adverse experiences, expectations of coverage.

j. This policy also applies to "Boss Lifts" and other events that could involve media interest.

k. FAPH has no photo lab or processing/finishing capabilities. The FAPH PAO can advise units on where to obtain these type services in the local area. The FAPH PAO may be available to photograph certain training exercises provided the photos have potential for use in FAPH printed products. A "point and shoot" 35mm camera is available on a hand receipt, first-come, first served, daily basis for units forgetting to bring a camera. Film will not be provided.

13-3. PROTOCOL.

a. FAPH has very limited resources to support protocol-related requests. Units expecting military general officers need to bring the appropriate flags, vehicle plates, guide-ons, etc., typically used during such visits.

b. Military and civilian DOD dignitaries, as well as private sector officials, usually have a brief courtesy call with the FAPH commander. FAPH PAO will be notified of these types of visits. Please provide the name, rank, position, date of arrival and expected duration of stay.

**APPENDIX A
OFFICE LOCATION, SYMBOL AND TELEPHONE NUMBER**

ADDRESS: Commander
Fort A. P. Hill
ATTN: *(see office symbol below)*
Fort A.P. Hill, VA 22427-xxxx

TELEPHONE NUMBER: DSN: 578-8xxx *(see numbers below)*

COMMERCIAL: (804) 633-8xxx *(see numbers below)*

ON INSTALLATION: *Dial the last 4 digit numbers below*

<u>ACTIVITY</u>	<u>OFFICE SYMBOL</u>	<u>BLDG NUMBER</u>	<u>TELEPHONE NUMBER</u>
Installation Commander	IMNE-APH-ZA	0112	8205/8206
Deputy to the Commander	IMNE-APH-ZB	0112	8205/8206
Installation Sergeant Major	IMNE-APH-CSM	0112	8205/8206
Human Resources	IMNE-APH-HR	0179	8326/8185
DFMWR	IMNE-APH-IMMW	0145	8201/8207
CAC	IMNE-APH-MWR	0106	8219/8257
Housing Division	IMNE-APH-PWH	1220	8445
Tucker's Tavern	IMNE-APH-MWT	0172	8398
Claims	IMNE-APH-HR	0179	8326/8185
Mail Room	IMNE-APH-HR	0179	8326/8500
Chaplain (AT only)	IMNE-APH-HR	0179	8326/8797
Safety Office	IMNE-APH-SO	0179	8268/8298
PAO	IMNE-APH-PA	0112	8324/8480
DPTMS	IMNE-APH-PL	1246	8203/8333
Operations Division	IMNE-APH-PLO	1246	8483/8403
Training Support Branch	IMNE-APH-PLT	1252	8349/8408
Range Control	IMNE-APH-PLR	1253	8224/8374
EOC/Plan and Security Division	IMNE-APH-PLS	0137	8304/8293
Aviation	IMNE-APH-PLA	1253	8410
ITAM	IMNE-APH-PLI	1273	8711
Wet Bulb Reading	MCXA-DCN-APHC	1650	8370/8339
Wet Bulb Recorder			8404

<u>ACTIVITY</u>	<u>OFFICE SYMBOL</u>	<u>BLDG NUMBER</u>	<u>TELEPHONE NUMBER</u>
3- Day Weather Forecast	IMNE-APH-PL	1246	8280
Weather Recorder	IMNE-APH-PL	1246	8280
Weather Alerts	IMNE-APH-ES	0156	8888
RMO	IMNE-APH-RMO	0141	8277/8233
DOL	IMNE-APH-LG	0138	8204/8422
Plans & Opns Division	IMNE-APH-LGO	0138	8260
Supply & Services Division	IMNE-APH-LGS	0138	8318
TISA	IMNE-APH-LGI	1336	8413/8435
ASP	IMNE-APH-LGA	2001	8801/8812
POL	IMNE-APH-LGP	1383	8319
Transportation Division	IMNE-APH-LGT	1340	8446/8235
Maintenance Division	IMNE-APH-LGM	1290	8479/8440
DPW	IMNE-APH-PW	1220	8215/8315
Environmental Office	IMNE-APH-PWE	1225	8750/8255
Plans and Services Division	IMNE-APH-PWF	1220	8467/8468
Supply Storage Division	IMNE-APH-LGS	1340	8314/8486
DOC	SFCA-NR-CDCC	0141	8328/8331
Health Clinic	HSXA-APH	1650	8370/8339
DES-Director	IMNE-APH-ES	0156	8288
DES Physical Security	IMNE-APH-ESP	0156	8390
DES-PMO Police Chief	IMNE-APH-ES	0156	8466
Desk Officer	IMNE-APH-ES	0156	8888/8239
Vehicle Registration	IMNE-APH-ES	0013	8585
DES/PMO Investigation	IMNE-APH-ESP	0156	8299
Fire Prevention-Protection Div	IMNE-APH-ESF	0313	8317/8267
Installation PX (Wilcox)	AAFES-APH-PX	1664	8690
DOIM	IMNE-APH-IM	0159	8400/8350
Admin Services	IMNE-APH-IM	0159	8372
FAPH Weather Advisory Line	IMNE-APH-ESP	8600	8280

**APPENDIX B
FORT A.P. HILL FACILITY REQUEST FORM INSTRUCTIONS**

1. Requests must be received IAW 350-1. (Only exceptions to this are units on orders to mobilize or deploy.) **Battalion or higher-level headquarters will submit all requests.**
2. Requests should be submitted via email to "Training.req@conus.army.mil". This form may be downloaded and completed. Specifically, read FAPH Reg 350-1, para 2-2a. **Only Battalion or higher Command may appoint individuals to schedule or make changes to requests.**
3. ON-LINE scheduling for Battalions and above can be requested at this time.
4. Fort A.P. Hill range certification required (briefing/test) for OIC/RSO on ranges. Command Certification by Battalion Commander must be in Range Control's hand at time of briefing. Range Control can be reached at 804-633-8224.

RSO/OIC classes (2 hours) are given at Range Control:
Mondays at 0900
Fridays at 1500
Saturdays at 0800
5. Funding: Unit must coordinate MIPR or other funding actions with the Resource Management Office at 804-633-8211, and per any applicable ISSA, Permit, or Installation Commander's License in effect.

REFERENCES:

FAPH 350-1, Training Regulation, 15 Jan 08
FAPH 350-2, Live Fire Range Regulation, 5 Dec 06
FAPH 95-2, Aviation, 1 May 00 (new regulations in approval process)
AR 5-9, Area Support Responsibilities, 16 Oct 98
AR 5-13, Training Ammunition Management, 1 Mar 05
AR 190-11, Physical Security, 15 Nov 06
AR 350-38, Training Device Policies and Management, 15 Oct 93
AR 385-63, Range Safety, 19 May 03
DA PAM 350-38, Standards in Weapons Training FY06/FY07 - STRAC website
DA PAM 385-63, Range Safety, 10 Apr 03
TRADOC PAM, Training Devices for Army-Wide Use, 30 Sep 93

MEMORANDUM FOR Commander, 18902 A. P. Hill Drive, ATTN: IMNE-APH-PL, Fort A. P. Hill, VA 22427-3106

SUBJECT: Training Facilities/Support Request

DATE SUBMITTED(UNIT): _____

DATE RECEIVED: _____ (DPTMS Use)

Installation Commanders License or Permit Required? _____ (DPTMS Use)

NAME OF UNIT	UNIT ADDRESS <u>MUST</u> be complete	UNIT PHONE (DSN and COMMERCIAL)	UIC (or DODAAC)	Component (ARNG, AC, etc.)
POC NAME/RANK EMAIL				
ALTERNATE POC NAME/RANK/EMAIL	Alternate Phone (if different)			
FINANCIAL POC: NAME/RANK/EMAIL	Alternate Phone (if different)			
Unit FAX Number	Alternate Fax (if different)			

1. Unit Information:

2. Dates and time of arrival and departure:

Element	Arrival Time/Date	Departure Time/Date
Planned RECON		
Advance Party		
Main Body		
Rear Detachment		

3. Unit Training Strength:

Officers	Warrant Officers	Enlisted	Senior Cadets	Junior Cadets	Civilians/ Contractors	TOTAL STRENGTH

4. VIPs (Visiting Officer Quarters (VOQ) and Distinguished Visitor Quarters (DVQ)).

Rank/Name/Title	Dates/Time of Arrival	VOQ/DVQ Required

5. Request that training facilities/ranges be provided as follows: Operational Risk Management Plans (ORMP) are required.

a. Live Fire-Range Facility Requests.

(1) Schedule of activity:

Range # or Name*	Event	Bivouac (Y/N)	Date(s)	Start Time	End Time	Weapon * (see note Below)	Ammo Type	Ammo Qty.	# of Personnel

*Notes: For clarity insure requests list name/number/type. (i.e. Demo Site 71C, Rg 34, or Firing Point 39, etc.)
 List weapon(s) to be used. Also indicate if it is a foreign weapon.
 Attach continuation pages if necessary.

(2) Special Targetry/Weapons/Assistance/Equipment/Remarks:

Describe details and location:

(3) Demolitions training:

Nature of Demo Training (purpose, such as steel cutting, etc.)	Maximum Poundage Requested Per Shot (See FAPH 350-2 for Shot Plan requirements and shot limitations)	Remarks: (identify any non-standard requests)

(4) Miscellaneous:

Nonstandard Range Requests: Brief Description (Indirect Fire Fans and Surface Danger Zones required by Range Control prior to training. See AR 385-63 for SDZ guidance)

b. Training area/facility (Non-LFX) requirements. Operational Risk Management Plans (ORMP) are required.

Training Area # or Facility	Bivouac Coordinates	Type of Training (Convoy, etc)	Date/Time to Occupy	Date/Time to Clear	Number of Personnel	Pyrotechnic Use/ Trng IEDs/Mortars, Breach of Property/ Planned?

Attach continuation pages if necessary.

c. Aviation Requirements:

Subject	Unit Data
Date/Time of Use	
LZ's Requested / Give PZ grids	
Type and Number of Aircraft	
Flight Training Areas Requested (LIST HERE)	
Airfield/Heliport Requested	
Airfield Tower Requested	
Unit Providing Aviation Support (Include Operations POC/Phone Number)	
Will Refueling be Required? Where? If After Normal Duty Hours, please give details.	(ALSO see para. 6.e.)

d. Airborne Operations:

Subject	Unit Data
Type and Number of Aircraft	
Altitude of Jump	
Number of Jumpers/Equipment Drop	
Static Line or HALO	
Name of DZSO/Phone Number	
Frequencies to be Used	
Date/Time of Jump. (Risk Assessment must be provided to Range & Training prior to jump. List TOTs.)	
NOTAM Submitted/Complete (Explain)	
Fixed Wing Touch-N-Go's or Landings	

e. Training Aids, Devices, Simulations and Simulators (TADSS) and audiovisual equipment

Equipment Required	Pickup Date	Return Date	<u>Quantity</u>

6. Request the following Logistical Support:

a. Campsite Requirements.

(1) Number of officers to be billeted (males / females)	
(2) Number of Enlisted to be billeted (males / females)	
(3) BOQ Rooms Required (males / females)	Note: 2 per room
(4) Admin Room required	
(5) Arms Room required	
(6) Classroom required	
(7) Maintenance area required	
(8) Campsite Requested (First Choice)	
(9) Campsite Requested (Second Choice)	

b. Troop Feeding Requirements: TISA support must be coordinated thru the FAPH TISA.

	Yes or No?	Date(s) Required	Details (feeding strength)
Dining Facility (must provide Organic Cooks or Approved Vendor)			Less than 100 contingent upon availability
FAPH TISA Support			MRE: UGRA:
DFMWR Food Support Contact Tuckers Tavern at 804-633-8398/8201 (this is an approved vendor)			MWR has the right of first opportunity to bid for catering support at FAPH. MWR will coordinate to get DFAC
Bringing Own Food (subject to FAPH inspection)			
Outside Vendor Support (Approved Vendors are: Affordable Catering at 540-372-7566 OR Olde Virginia Catering at 540-371-3215) (Food Program Mgr, x8204)			Who is the Vendor? _____ Unit must coordinate w/DPTMS to get facility for Approved Vendor. Valid contract w/vendor required before DFAC will be scheduled.
Refrigerator/Freezer			Cold or Frozen or Both (circle one)
Unit MKT Field Mess			Location: Grid

c. Property Book Office (PBO):

Item	QTY	Date(s) Required	Location to be Used (provide 6-digit grid)	Item	QTY	Date(s) Required	Location to be Used (provide 6-digit grid)
Linens (\$ req'd for cleaning, submit DD Form 448 MIPR)				Mermite Food Container			
Cots				Silver Bullets (5 or 10 Gallon)			
Fans (desk or floor)				Igloo Cooler (5 or 10 gal)			
Concertina Wire				Fuel Cans(5 gal)			
Gloves for Handling Concertina Wire				Water Cans (5 gal)			
Sledge Hammers				Ice Chest, Plastic, 175 lb.			
Folding Chairs				Heater (potbelly for tents)			
Engineer Stakes							
Tables, Folding (Field, 5 ft steel, 8 ft aluminum):							
Tents (G.P. Sml/Med/Lg, Kitchen, ARFAB Expandable 16'x32', Modular size medium 18'x36'):							
Porta-Potties and Grey Water Tanks are contracted by your unit via IMPAC. Do you intend to use your IMPAC and contract directly with latrine vendor? Yes or No If your requirements exceed your IMPAC spending limit; do you intend to use your local contracting office to place order with latrine vendor..... Yes or No Do you intend to have DOL, A. P. Hill place your order..... Yes or No (If yes, coordinate with DOL and submit DD Form 448, MIPR to cover costs of lease)							
Is PBO turn-in or issue required after normal duty hours (M-F 0730 to 1530) or weekend? Yes or No							

d. Ammunition Supply Point (ASP): (Request ammunition and explosives (A&E) electronically through TAMIS-R IAW AR 5-13. DA Forms E581 must be submitted to the Ammunition Manager NLT 30 days of the date the material is required IAW FAPH Reg 350-1.)

	Yes or No	Draw Date	Turn-in Date	Details
Drawing from FAPH				
Transporting Ammo to FAPH		N/A	N/A	Ammo Lot #'s must be checked by ASP. Call QASAS 804-633-8805
Do you require an Installation AHA (Ammo Holding Area)?				Draw Key at DES (Bldg 156, 804-633-8888)
Do you intend to set up a Field AHA?				
Is A&E turn-in or issue required after normal duty hours (M-F 0730 to 1530) or weekend?				
Installation AHA: All training ammunition and/or explosives will be controlled and stored at the installation Ammunition Holding Area (AHA), IAW AR 190-11. There is a guard requirement. Keys to the facility are located at the DES-PMO, Bldg #P0156, PH# DSN: 578-8888 or Commercial: 804-633-8888.				
Field AHA: The only exception: Temporary storage at a Field AHA coordinated first through the DPTMS. Training units are encouraged to use the installation AHA. Upon initial approval by DPTMS, the DES-Physical Security, DOL, and Safety will ensure the site location, physical arrangement/manning, A&E storage / control, and safety is established IAW applicable regulations. Upon coordination with DES, DOL, and the Safety Office, DPTMS will authorize establishment of a Field AHA on a case-by-case basis				

e. Petroleum, Oil, & Lubricants (POL):

Estimate Number of Gallons:	MOGAS	DIESEL	JP8
Will issuance of fuel keys be required. How many?			
Will alternate fuel point location be required (Wilcox, Rodes, Archer, Cooke, Pender, Heth)? Please give details?			
Aircraft Refueling: Cold or Hot Location:			
Will refueling be required after normal duty hours or weekend?			

f. Transportation Motor Pool (TMP): (Limited assets are on an "as available" basis. Current Defensive Driving Course (DDC) card and Drivers License required.)

Type Vehicle Required	Number Required	Dates	Remarks
Will vehicle issue/turn in be required after normal duty hours or weekend?			

g. Communications Support (DOIM):

Subject	Data
Tactical Internet Required?	
Radio Frequencies: List number, type, and range of frequencies requested.	
Telephone Requirements: List # of lines, class, and location.	
Network/E mail Requirements: List # of lines/location.	
FAX Support Requested (number and location):	
Copiers (number and location):	
Will Communication Support be required after normal duty hours or weekend?	

h. Law Enforcement/Security Requirements:

Subject	Data
Convoy Information: number/types of vehicles	
Classified Material/Equipment: Type/Location on FAPH	
Special Requirements: Convoy escort/Security Requirements	

**APPENDIX C
TRAINING SUPPORT PLANNING MATRIX**

Page 1 of 4				
TRAINING SUPPORT PLANNING MATRIX				
DOC # APH -				
Subject Area	Unit Initiation Date	A.P. Hill Due Date	How Accomplished	Status Remarks
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY				
Requirement for training areas/facilities/ranges		14 days after training conference	Letter IAW FAPH Reg 350-1, Appendix B	
Forecast for Ammunition		120 days prior to requirement date	Submit to higher HQ for consolidation in time to arrive at ASP for ordering	
Request for Issue of Ammo		NLT 30 days prior	DA Form E581	
Request for training aids, devices, facilities		NLT 60 days prior	Letter IAW FAPH Reg 350-1 and DA Form 1687	
Request for ITAM support		60 days prior	Letter and completed request form	
Range Certification from Commanders			Certification letter IAW FAPH Reg 350-2	
DIRECTORATE OF LOGISTICS				
Ammo Account ASP		30 days prior	DA Form 1687 and Assumption of Command Order	HAZMAT training required
Equipment/Materials from Property Book Warehouse		60 days prior	FORSCOM Form 156R	
TISA Account CLASS I		60 days prior	LOA/DA 3294	
POL/Fuel Account		60 days prior	LOA/Forecast	
Repair Parts				
Expendable Supplies		NA	Use GSA Advantage	
IDS/IGS Support DA Form 44		60 days prior	DA Form 44	
Vehicle Request (GSA)		60 days prior	Request/Change Form	
Dining Facility Support		120 days prior	Request/Change Form	
Billeting Support (Campsite)		120 days prior	Request/Change Form	
Portable Latrines		30 days prior	Direct coordination with local vendor. (Current list @ DPTMS)	
HEALTH CLINIC				
Medical supplies Issue/Support DA Form 1687 & Letter of Authorization for Purchase of Army Stock Fund		45 days prior	DA Form 3938	
DA Form 2765-1		45 days prior	Request sent to DeWitt	

Page 2 of 4					TRAINING SUPPORT PLANNING MATRIX		DOC # APH -	
Subject Area	Unit Initiation Date	A.P. Hill Due Date	How Accomplished	Status	Remarks			
DIRECTORATE OF INFORMATION MANAGEMENT								
Phone Lines		60 days before Arrival	Letter to DPTMS with training request					
Local Service Request		30 days before Arrival	DA Form 3938					
Use of Unit Personnel Authorized to make long distance calls		2 days after arrival	Letter with DD Form 448					
Request for Radio Frequencies			Letter of Request. See FAPH Reg 350-1, APPENDIX B					
Facsimile Service/Copier		30 days prior	Letter of Request and DA Form 3953					
Cellular Phone Support		30 days prior	DD Form 448					
Off Post Long Distance Telephone Capability		60 days prior	DA Form 3938					
DIRECTORATE OF HUMAN RESOURCES								
Unit Mail Clerk Certification		24 hours after arrival	DD Form 285 (3 copies)					
Official Mail Service		30 days prior	DD Form 448					
Chaplain Support		60 days prior	Letter to DPTMS with training request or contact DHR					
Unit Mail Clerk		24 hours after arrival	DD Form 285 (3 copies) and Duty Appointment Memo					
Locator Services		24 hours after arrival	Alpha Roster (2 copies)					
DIRECTORATE OF PUBLIC WORKS								
Unit Troop Projects Materials List		90-120 days prior	List of materials through DPTMS to DPW. Must obtain approvals through DPTMS.					
Grass Cutting		7 days prior to arrival or 24 hours before occupation (if in or at FAPH)	Letter to Director of DPTMS					
Pest Spraying		2 weeks prior to arrival or as soon as requirement is known	Letter to Director of DPTMS					
DPW Self-Help Supplies		Upon arrival	Service Order					

Page 3 of 4				
TRAINING SUPPORT PLANNING MATRIX				
DOC # APH -				
Subject Area	Unit Initiation Date	A.P. Hill Due Date	How Accomplished	Status Remarks
DIRECTORATE OF PUBLIC WORKS				
Environmental Requirements MKT, Field Shower, Gray Water, Latrines		Upon identification of requirement	Call Environmental and Natural Resources Division	
Hazardous Materials Disposal		30 days prior	Letter to Environmental and Natural Resources Division	
DIRECTORATE OF SAFETY				
Safety OIC/NCO Destination		Upon arrival. Safety OIC reports to Safety Office and Range Control	Letters/orders from unit.	
DIRECTORATE OF PUBLIC AFFAIRS				
Name, Phone Number and Address of Unit PAO		60 days prior	Letter to PAO	
Anticipated or desired media coverage (local & national) with outline of unique or interesting training activities		60 days	Letter to PAO	
Anticipated visits by VIPs (for protocol purposes) to include name, rank, position, date of arrival and expected duration of stay.		30 days	Letter to PAO	
Name of a Unit Public Affairs point of contact who will be on location at FAPH		30 days	Letter to PAO	
Establish contact with installation PAO		On arrival		
DIRECTORATE OF EMERGENCY SERVICES (DES)				
Convoy Support		1 week prior to arrival	Letter to Directorate of Emergency Services	
Incidents/Traffic Accidents		Upon occurrence	Telephone or personal notification to DES	
DIRECTORATE OF FAMILY MORALE, WELFARE, AND RECREATION (DFMWR)				
Unit Funds		Upon arrival at FAPH	Appointment of Unit Fund Cust/Unit Orders/Individual Orders Roster	Unit Fund checks will be mailed to home station
Recreational Cabins, Cottages & Lodge		Deposit due within 10 days of receipt of confirmation letter	Letter to Community Activities Center (CAC)	
BOQ/VOQ Lodging		Upon identification of requirement	Call 1-800-GOARMY1 or letter to FAPH Billeting	

Page 4 of 4		TRAINING SUPPORT PLANNING MATRIX		DOC # APH -
DIRECTORATE OF FAMILY MORALE, WELFARE, AND RECREATION (DFMWR)				
Subject Area	Unit Initiation Date	A.P. Hill Due Date	How Accomplished	Status Remarks
DIRECTORATE OF FAMILY MORALE, WELFARE, AND RECREATION (DFMWR) (Continued)				
Recreation Equipment		Upon arrival of advance party	DA 1687 - signed by unit commander	
Lodging Facilities		30 days prior	Call (804) 633-8335	
Extended Hours for Post Exchange (PX)		Upon arrival	Call (804) 633-8690 or Visit PX	
Feedings (Mess)		30 days prior	Call (804) 633-8398	
<hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>(Signature of Unit Commander)</p> </div> <div style="width: 45%; text-align: center;"> <p>(Unit Designation)</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>(Print - Rank & Name of Unit Commander)</p> </div> <div style="width: 45%; text-align: center;"> <p>(Date of Submission)</p> </div> </div>				

APPENDIX D
FORT A.P. HILL STANDING OPERATING PROCEDURE
FOR SPILL RESPONSE

1. POLICY. This Standing Operating Procedure (SOP) applies to all releases of oil, gasoline, diesel fuel, heating fuels, solvents, sewage and other hazardous or toxic fluids.

2. ACTION PROCEDURES. Actions to control, contain, remove and clean-up spills are to begin whenever a spill is reported by an employee, contractor or training unit. The unit must do all within its power to contain the spill until assistance arrives on the scene. The immediate responsibility for initiating these procedures rests with the ranking military or civilian personnel first on the scene. It is his or her responsibility to ensure that the spill is promptly reported as outlined below.

3. ALERT PROCEDURE. The alert procedure will become effective immediately upon the observance of a spill of any kind or any volume.

4. RESPONSIBILITIES.

a. The ranking individual observing a fuel/oil spill of any quantity will immediately notify the Range Control Fire Desk at 8224/8410 or the Central Dispatch by calling 8911/8888 and report the cause, volume and basic nature of the spill. As a part of the alert procedure, the following information will be provided to the Fire Department:

- (1) Time spill occurred or was first observed.
- (2) Location of spill.
- (3) Type of spill (product i.e., diesel fuel, oil, etc.).
- (4) Estimated volume of the spill, or if it is still continuing, rate of release.
- (5) Description of the affected and surrounding area (creeks, ponds, property, etc.).
- (6) Cause of the spill, if known.
- (7) Action already taken to control spill.
- (8) Persons already notified.

b. The Fire Department will accomplish the following:

- (1) Accurately record the information provided by the initial report.
- (2) Immediately proceed to the spill site and take appropriate measures to secure the area and provide clean-up based on the existing conditions.
- (3) Notify the Environmental Office and report the spill and clean-up operations. If the spill occurs on a weekend, call the environmental coordinator at the home number given to the directorate. The information must be accurate, updated and provided as soon as possible.
- (4) In the event of a sewage spill, the Sewage Treatment Plant will be notified at extension 8624.
- (5) After the above actions have been completed, the DPW will be notified of the actions which have been taken and what further actions are required.

c. The Environmental Office will accomplish the following:

- (1) Ensure that all proper agencies are notified within the required time frames.
- (2) Ensure that all required reports are accurate and filed in a timely manner.
- (3) Provide technical assistance, if necessary, to ensure compliance with all Federal, State and local statutes.

5. REFERENCES. 40 CFR; Resource Conservation and Recovery Act, as amended; Clean Water Act, as amended; Virginia Department of Waste Management Regulations; Virginia Water Control Board Regulations; etc.

APPENDIX E
APH FORMS

The following requests, forms and memorandums in this appendix are referred to within this regulation and are enclosed to aid in planning unit training at FAPH.

<u>USER REPORTING CHECKLIST</u>					
Please print all information clearly					
UNIT			AGENCY		STRENGTH
CDR			S3/OPS OFF		OFF
					WO
					EM
					CIV
UNIT REPRESENTATIVE/ADVANCE PARTY OIC					
HOME STATION			HOME STATION PHONE		
			()		
ARRIVAL DATE		DEPARTURE DATE		CAMPSITE	CAMPSITE PHONE
DATE	RANGE	TRAINING AREA	FACILITY	COMMAND POST LOCATION	RADIO FREQ CALL SIGN
SUPPORT UNITS		<i>If Yes, List Them</i>			
YES	NO				
VIP'S		<i>If Yes, Who/Title/When</i>			
YES	NO				
ADDITIONAL CHECK IN FOR UNITS TRAINING TWO OR MORE DAYS: HEALTH CLINIC Yes ___ No ___ SAFETY Yes ___ No ___ CLEARANCE FORM ISSUED Yes ___ No ___ AFTER ACTION REPORT ISSUED Yes ___ No ___					
REPRESENTATIVE FULLY UNDERSTANDS POLICIES REGARDING CLEARING OF TRAINING AREAS, OCCUPATION OF RANGES, SUBMISSION OF OVERLAYS AND FINAL POST CLEARANCE PROCEDURES.					
_____			_____		
(DATE)			SIGNATURE		

DPTMS (APH) FORM 1
 Apr 88
 10 Jun 02

Replaces APH Form 38, 1 Oct 02 87, and rescinds APH Form 51, 1

ORGANIZATIONAL IN/OUT PROCESSING LOG

Units must in/out-process at DPTMS. Other facilities/directorates will be visited on an "as needed" basis (confirmed at DPTMS). Please print the following Information. Thank you!

Scheduled Unit: _____ Training Date(s): _____ **Camp or Bivouac Site:** _____

Contact Info at Fort A.P. Hill

POC

Name: _____ Cell Number: _____ Phone Number: _____

Activity	Bldg #	In	Out	Activity	Bldg #	In	Out
Directorate of Emergency Services (DES) Phone 8888 AHA Key	0156			Directorate of Public Works (DPW) Phone 8222 (1) Spills (2) Equipment Support	1220		
Directorate of Logistics (DOL) Phone 8204 Property Book Office (PBO) Phone 8318 Petroleum, Oil & Lubricants (POL) Phone 8360	0138			Training Division Training Support Center (TSC) Phone 8349 8408	1252		
Campsite Manager Phone 8688	1654			Range Control Phone 8224 8374	1253		
Dining Facility Phone 8688	1654			Directorate of Plans, Training, Mobilization & Security (DPTMS) Phone 8333 Safety (IN) Issue Packet (OUT) Confirm any accident/incident	1246		
Troop Feeding Phone 8201	0145			Health Clinic (Medic must check in) Phone 8339	1650		
Transportation (TMP) Phone 8447	1340			Supply Storage (AT only) Phone 8314	1340		
TISA (Confirm Lot # if not FAPH Draw) Phone 8435	1336			Public Affairs Office (PAO) (AT only) Phone 8120	0112		
Ammunition Supply Point (ASP) (Confirm Lot # if not FAPH Draw) Phone 8801	2001			Resource Management (RMO) Phone 8211 (AT only)	0141		
Lodging Office Phone 8335	0106			Mail Room (AT only) For Official US Mail Phone 8500	0179		
Community Activity Center (CAC) Phone 8219	0106			DPTMS (LAST STOP) (After Action Report) Phone 8333	1246		
Directorate of Information Management (DOIM) Phone 8400	0159						

Range/Training Area(s)/Facilities Scheduled:

Remarks:

Accidents or Incidents: Yes / No

All installation property issued to the using unit during the training period has been turned in to the proper technical service, or necessary administrative action has been initiated to account for any lost, damaged or otherwise unaccounted for property shortages. This clearance log does not relieve personnel/unit of any pecuniary charge(s) for Government property, which has been or may be raised on a Report of Survey, or Report of Board of Officers in lieu of Report of Survey.

Name (Please Print)	Grade	Title	Signature of Unit Representative	Date
Name (Please Print)	Grade	Title	Signature of DPTMS Employee	Date

DPTMS (APH) FORM 2, Revised 31 Jul 06

FORT A. P. HILL TRAINING FACILITY CLEARANCE CHECKLIST		
UNIT:	OIC/NCOIC:	DATE:
PHONE NUMBER:	DSN:	SIGNATURE:
Commercial:		
TRAINING AREA:	FACILITY:	
NUMBER OF PERSONNEL TRAINED: Officers [] Enlisted [] Civilians []		
TYPE AND AMOUNT OF PYROTECHNICS EXPENDED: NOTE FAPH Training Support Branch (TSB) must approve the use of any type of pyrotechnic. Unit must maintain their approved copy at the training site for inspection.		
	Acceptance	Clearance
1. Training Area/Facility policed.	[] yes [] no	[] yes [] no
2. Trash removed to sanitary fill (burning trash is prohibited).	[] yes [] no	[] yes [] no
3. Roads within and bounding training area cleaned and policed.	[] yes [] no	[] yes [] no
4. Foxholes or other tactical emplacements filled under the supervision of Operations Training coordinator.	[] yes [] no	[] yes [] no
5. Unit or other improvised signs removed.	[] yes [] no	[] yes [] no
6. Unused blank ammunition, pyrotechnics and simulators turned in to ASP.	[] yes [] no	[] yes [] no
7. Expended pyrotechnics/blanks and trip wires removed.	[] yes [] no	[] yes [] no
8. Communications wire and field expedient supports removed.	[] yes [] no	[] yes [] no
9. Training aids/audiovisual (TSC) equipment turned in.	[] yes [] no	[] yes [] no
10. Any damage done during conduct of training has been corrected or reported to Training Support Branch (TSB), FAPH.	[] yes [] no	[] yes [] no
REMARKS/DISCREPANCIES:		
<hr/> <hr/> <hr/> <hr/>		
<p>Training facilities will be cleared by the unit, which scheduled its usage. Units obtaining joint usage permission will clear the training area/facility to the satisfaction of the unit granting that permission.</p>		
<hr/> Signature of DPTMS Operations Training Coordinator	<hr/> Date & Time	

INSTALLATION JOINT-USE AGREEMENT

THIS DOCUMENT MUST BE RETURNED TO FORT A.P. HILL, DPTMS WITHIN 15 DAYS.
IT IS NOT VALID WITHOUT DPTMS APPROVAL.

Scheduled Unit: _____

Requesting Unit: _____

**MEMORANDUM FOR Directorate of Plans, Training, Mobilization and Security (DPTMS)
Fort A.P. Hill, VA 22427-3106**

SUBJECT: Range and Training Facility Joint-Use Agreement

1. As a designated representative of the Scheduled (Primary) Unit (name here):
_____, I am entering into
a joint-use agreement with the following requesting unit noted above.

2. The requesting unit plans to conduct the following type of training on the ranges or training areas that I
have assigned to my unit:

3. Areas/Ranges to be co-used/jointly occupied are as follows:

a. Training Areas:

Training Area/Facility	Type Training	DTG Begin	DTG End	List Any Airspace Use:

*DZ Para-Drop (TOT) windows MUST be listed if applicable:

b. Live Range Areas:

Live Fire Ranges	Start Fire (DTG)	End Fire (DTG)	Weapon/Ammo	Number of troops to fire

4. Other Critical Conditions of Agreement:

5. Number of Personnel in Requesting Unit: _____

Signature

Signature

Scheduled Unit	Requesting Unit
Name:	Name:
Date:	Date:
Rank/Title:	Rank/Title:
Telephone:	Telephone:
E-mail:	E-mail:

(Fax this document to (804)-633-8406 for DPTMS approval after completing all parts)

JOINT USE APPROVAL:

DPTMS Approval: Signature: _____

Date: _____

DPTMS Comments/Remarks:

**FORT A.P. HILL TRAINING SITE REQUEST
FOR CHANGE/CANCELLATION
OF TRAINING AND/OR LOGISTICAL SUPPORT**

Staffing Approval

Date: _____

Counter: _____

Phone: _____

Scheduler: _____

AVN Officer _____

Range Opns _____

Range Officer _____

Chief of TNG _____

PRIMARY

UNIT: _____ TRAINING DATES: _____

This is a request for change, addition or cancellation of the following:

Range [] Training Area [] Logistic Requirement [] Billeting Requirement []

1. Range(s) / Firing Point(s).

Range	ACTION [Change, Add or Cancel]	Training Event	Date(s)	Specific Start Time	Specific End Time	Number of Personnel	Weapon & Ammunition	DPTMS Action

2. Training Area(s).

Training Area	ACTION [Change, Add or Cancel]	Training Event	Date(s)	Specific Start Time	Specific End Time	Number of Personnel	DPTMS Action

NOTE: THIS FORM WILL NOT BE USED TO REQUEST A CHANGE OF TRAINING DATES.

3. Logistic Requirements (POL, Linen, Dining Facility Equipment).

Requirement	Action [Change, Add or Cancel]	Description	Date(s)	DPTMS Action

4. Billeting/Troop Housing Requirements

Requirement	Action [Change, Add or Cancel]	Description	Date(s)	DPTMS Action

SIGNATURE OF REQUESTOR _____
(Printed Name and Title) _____

Phone Number _____

Date _____

**REQUEST FOR RESERVE COMPONENT UNIT FUND (AT) DIVIDENDS
SAMPLE**

IMNE-PEM

(DATE)

MEMORANDUM FOR Financial Management Division, ATTN: IMNE-APH-RM,
Fort A.P. Hill VA 22427

SUBJECT: Announcement of Duty Appointment

1. Effective _____, _____
(Date) (Grade/Name)

_____, is assigned for the following duties:
(current unit of assignment)

_____. Assistant _____
(Name/Unit Fund Custodian) (Grade/Name)

2. Authority: Paragraph 3-22a, (6), AR 215-1.

3. Purpose: Performs proper administration and supervision of this unit fund.

4. Period: From _____ to _____.
(Date) (Date)

5. Special Instructions: You will read the contents of AR 215-1 to familiarize yourself with your duties.

Signature Block

ANNOUNCEMENT OF DUTY

(Date)_____

For Headquarters, Forces Command
ATTN: FCJ1-CFN
Fort McPherson, GA 30330-6000

SUBJECT: Isolated Unit Status

1. Unit Designation: _____

2. Unit Address: _____

3. Unit POC: _____

(Name, Rank, Position)

4. Unit Telephone: DSN _____, Commercial _____
(Type of Unit: Active Army __, Reserve (USAR) __, National Guard __
If USAR or National Guard, is unit in an active __ or inactive status __

5. Type of Dividend Requested:
Regular IUF dividend for entire unit __
Full Time Support (FTS) dividend __

6. Distance to nearest Army installation with MWR facilities __
Branch of Service _____
Name of installation _____

7. Distance to nearest DOD military installation with MWR facilities __
Name of installation _____

8. If the distance in either of the two above questions is less than 25 miles, complete the following (yes or no):

9. Has your unit requested use of the installation's MWR facilities? __

10. Will the installation allow your unit use of their MWR facilities? __

11. Provide explanation if either answer is no: _____

(use reverse side if additional space is required)

**APPENDIX F
RISK MANAGEMENT PROCESS
AND RISK ASSESSMENT**

1. THE MANAGEMENT PROCESS.

a. Risk identification - (This is a risk.) Hazards are identified by an operational analysis of a typical scenario and on-site inspection. Figure 1 is a sample of operational analysis.

b. Risk evaluation and qualification - (The risk is of this magnitude.) Hazards are evaluated to determine their severity and probability. See Table 1 and Table 2.

c. Risk reduction - (The risk can be reduced by doing this and this.) Alternate and deliberate methods are developed to reduce the risk potential of the identified hazards.

d. Risk decision-making - (This risk is acceptable; this risk is not.) The commander decides what risks are acceptable and necessary in order to accomplish the mission.

e. Supervision. Once the hazards are identified and risk reduction controls are in place, supervisors must ensure they are implemented and followed.

f. Any method of identifying risks associated with the training event and showing the associated control measures may be used. The operations plan/analysis may be used with the identified risks and control measures included with each step or a separate master risk assessment record may be prepared for the operations.

2. THE FIVE STEP PROCESS.

a. The Chief of Staff, Army has directed that all units and directorates will utilize the five step risk management process as outlined in FM 100-14, Risk Management. This information is also contained in the Risk Management Training Support Packages (available from the U.S. Army Safety Center (NCR) website at <http://www.safety.army.mil>) and the FAPH Risk Management booklet. The Chief of Staff, Army has also directed that all military personnel will be trained using the Risk Management Chain Teaching Program.

b. The five step risk management process will be integrated into all training activities, mission operations and daily work schedules. This will include any non-routine activity or event such as snow plowing, tree clearing, etc. The risk management process will also be integrated into all FAPH regulations and internal standing operating procedures (SOPs).

c. The risk management process will be documented on RM worksheets utilizing all five step of the RM process. Unit may use their own worksheet or the SO (APH) Form 3-E, FAPH Risk Management Worksheet.

d. Commanders and directors are allowed to assume overall residual risk levels up to MEDIUM levels. Any residual risk levels higher than MEDIUM must be elevated to the next level of command.

e. All organizations will submit an ORMP for medium, high, extreme high risk training events and all RDT&E activities. Activities conducted on FAPH with a residual risk of HIGH or greater requires command approval IAW AR 385-10. Requests for high risk training requires waiver or approval, must be requested in writing with a statement of justification or operational need statement (ONS) from the unit commander in the grade of O-6 and above. The unit must provide DPTMS with a complete Operational Risk Management Plan (ORMP) consisting of an written concept (OPLAN, OPORD, Scheme of Maneuver), Operations Overlay, Comprehensive Risk Assessment and Surface Danger Zone (for live fire and pyrotechnic events). For RDT&E organizations the ORMP consists of a Detailed Test Plan, Operations Overlay, Comprehensive Risk Assessment, Surface Danger Zone (for live fire or Pyro) and an Approved Equipment Safety Release. The ONS and ORMP must be approved by the first commander in the grade of O-6 or above in the unit's chain of command. The ONS and ORMP must be reviewed and endorsed by the FAPH installation commander or commanding general, Military District of Washington, the FAPH senior mission commander as appropriate.

Risk Assessment Codes - Hazard Probability:

FREQUENT (A): Occurs very often, continuously experienced.

- Single item: Occurs very often in service life. Expected to occur several times over duration of a specific mission or operation. Always occurs.
- Fleet or inventory of items: Occurs continuously during a specific mission or operation, or over a service life.
- Individual Soldier: Occurs very often in career. Expected to occur several times during mission or operation. Always occurs.
- All Warriors exposed: Occurs continuously during a specific mission or operation.

LIKELY (B): Occurs several times in service life:

- Single item: Occurs several times in service life. Expected to occur during a specific mission or operation.
- Fleet or inventory of items: Occurs at a high rate but experienced intermittently (regular intervals, generally often).
- Individual Soldier: Occurs several times in career. Expected to occur during a specific mission or operation.
- All Warriors exposed: Occurs at a high rate but experienced intermittently.

OCCASIONAL (C): Occurs sporadically.

- Single item: Occurs some time in service life. May occur about as often as not during a mission or operation.
- Fleet or inventory of items: Occurs several times in service life.
- Individual Soldier: Occurs some time in career. May occur during a specific mission or operation, but not often.
- All Warriors exposed: Occurs sporadically (irregularly, sparsely, or sometimes).

SELDOM (D): Remotely possible, could occur at some time.

- Single item: Occurs in service life, but only remotely possible. Not expected to occur during a specific mission or operation.
- Fleet or inventory of items: Occurs as isolated incidents. Possible to occur some time in service life, but rarely. Usually does not occur.
- Individual Soldier: Occurs as isolated incident during career. Remotely possible, but not expected to occur during a specific mission or operation.
- All Warriors exposed. Occurs rarely within exposed population as isolated incidents.

UNLIKELY (E): Can assume will not occur, but not impossible.

- Single item: Occurrence not impossible, but can assume will almost never occur in service life. Can assume will not occur during a specific mission or operation.
- Fleet or inventory of items: Occurs very rarely (almost never or improbable). Incidents may occur over service life.
- Individual Soldier: Occurrence not impossible but may assume will not occur in career or during a specific mission or operation.
- All Warriors exposed: Occurs very rarely, but not impossible.

Risk Assessment Codes - Hazard Severity

CATASTROPHIC (I):

- Loss of ability to accomplish the mission or mission failure.
- Death or permanent total disability (accident risk).
- Loss of major or mission-critical system or equipment.
- Major property (facility) damage.
- Severe environmental damage.
- Mission-critical security failure.
- Unacceptable collateral damage.

CRITICAL (II):

- Significantly (severely) degraded mission capability or unit readiness.
- Permanent partial disability, temporary total disability exceeding 3 months time (accident risk).
- Extensive (major) damage to equipment or systems.
- Significant damage to property or the environment.
- Security failure.
- Significant collateral damage.

MARGINAL (III):

- Degraded mission capability or unit readiness.
- Minor damage to equipment or systems, property or the environment.
- Lost day due to injury or illness not exceeding 3 months (accident risk).

NEGLIGIBLE (IV):

- Little or no adverse impact on capability.
- First aid or minor medical treatment (accident risk).
- Slight equipment or system damage, but fully functional and serviceable.
- Little or no property or the environmental damage.

Risk Assessment Codes - Hazard Probability

FREQUENT (A): Occurs very often, continuously experienced.

- Signal item: Occurs very often in service life. Expected to occur several times over duration of a specific mission or operation. Always occurs.
- Fleet or inventory of items: Occurs continuously during a specific mission or operations, or over a service live.
- Individual Soldier: Occurs very often in career. Expected to occur several times during mission or operation. Always occurs.
- All Warriors exposed: Occurs continuously during a specific mission or operation.

LIKELY (B): Occurs several times in service life.

- Single item: Occurs several times in service life. Expected to occur during a specific mission or operation.
- Fleet or inventory of items: occurs at a high rate but experienced intermittently (regular intervals, generally often).
- Individual Soldier: Occurs several times in career. Expected to occur during a specific mission or operation.
- All Warriors exposed: Occurs at a high rate but experienced intermittently.

OCCASIONAL (C): Occurs sporadically.

- Single item: Occurs some time in service life. May occur about as often as not during a mission or operation.
- Fleet or inventory of items: Occurs several times in service life.
- Individual Solider: Occurs some time in career. May occur during a specific mission or operation, but no often.
- All Warriors exposed: Occurs sporadically (irregularly, sparsely, or sometimes).

SELDOM (D): Remotely possible, could occur at some time.

- Single item: Occurs in service life, but only remotely possible. Not expected to occur during a specific mission or operation.
- Fleet or inventory of items: Occurs as isolated incidents. Possible to occur some time in service life, but rarely. Usually does not occur.
- Individual Soldier: Occurs as isolated incident during career. Remotely possible, but not expected to occur during a specific mission or operation.
- All Warriors exposed: Occurs rarely within exposed population as isolated incidents.

UNLIKELY (E): Can assume will not occur, but not impossible.

- Single item: Occurrence not impossible, but can assume will almost never occur in service life. Can assume will not occur during a specific mission or operation.
- Fleet or inventory of items: Occurs very rarely (almost never or improbable) incidents may occur over service life.
- Individual Soldier: Occurrence not impossible, but may assume will not occur in career or during a specific mission or operation.
- All Warriors exposed: Occurs very rarely, but not impossible.

3. Figure 1. (Sample) OPERATIONAL ANALYSIS.

- a. D-5 to D-0 Garrison preparation:
 - (1) Unit briefing.
 - (2) Prepare weapons and ammunition.
 - (3) Prepare transportation.
- b. 0600-0800 Deployment to the training area.
- c. 0800-0930 Introductory training.
- d. 0930-1200 Dry-fire operations:
 - (1) Simulated or actual insertion into target area.
 - (2) Assault on target or similar objective.
 - (3) Defensive phase.
 - (4) Extraction or simulate extraction.
- e. 1200-1300 Chow.
- f. 1300-1800 Live-fire operations:
 - (1) Insertion.
 - (2) Assault on objective.
 - (3) Defensive phase.
 - (4) Extraction.

- g. 1800-1900 Chow.
- h. 1900-2100 Recovery and return to base.
- i. 2100-2200 After action activities.
 - (1) Account for personnel and sensitive items.
 - (2) Secure sensitive items.
 - (3) After action review with personnel.

4. Table 1. Hazard Probability:

- a. Description: FREQUENT.
Level: A
Individual Soldier or item: Likely to occur frequently.
All Warriors, Fleet, or Inventory Exposed: Continuously experienced.
- b. Description: LIKELY.
Level: B
Individual Soldier or item: Occurs several times in career or equipment service life.
All Warriors, Fleet, or Inventory Exposed: Occurs frequently.
- c. Description: OCCASIONAL.
Level: C
Individual Soldier or item: Occurs in career/equipment service life.
- d. Description: SELDOM.
Level: D
Individual Soldier or item: Unlikely but possible to occur in career or equipment service life.
All Warriors, Fleet or Inventory Exposed: Unlikely but remote change of occurrence.
- e. Description: UNLIKELY
Level: E
Individual Soldier or Item: Can assume will not occur in career or equipment service life.
All Warriors, Fleet or Inventory Exposed: Possible, but improbable - occurs only very rarely.

5. TABLE 2. Hazard Severity/Effect Definitions:

- a. Description: CATASTROPHIC
Category: I
Definition: Death or permanent total disability, system loss, major property damage.

b. Description: CRITICAL

Category: II

Definition: Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage.

c. Description: MODERATE

Category: III

Definition: Minor injury, lost workday accident, compensable injury, or illness, minor system damage, minor property damage.

d. Description: NEGLIGIBLE

Category: IV

Definition: Less than minor injury requiring only first aid or minor supportive medical treatment, minor system impairment.

6. TABLE. Risk Assessment Code Matrix Sample:

ACCIDENT PROBABILITY							
HAZARD SEVERITY	A FREQUENT		B LIKELY		C OCCASIONAL	D SELDOM	E UNLIKELY
CATASTROPHIC	1	1	2	2	3	I	
CRITICAL	1	2	2	3	4	II	
MARGINAL	2	3	3	4	4	III	
NEGLIGIBLE	3	4	4	4	4	IV	

7. *Risk Assessment Code (RAC) Definitions:*

a. #1 EXTREMELY HIGH - loss of ability to accomplish mission.

b. #2 HIGH RISK - significantly degrades mission capabilities in terms of required mission standards.

c. #3 MEDIUM RISK - degrades mission capabilities in terms of required mission.

d. #4. LOW RISK - little or no impact on mission accomplishment.

**SAMPLE
RISK ASSESSMENT FORM**

8. FIGURE 2. MASTER RISK ASSESSMENT RECORD SAMPLE:

<u>HAZARD OPTIONS</u>	<u>CAUSES</u>	<u>EFFECTS</u>	<u>PROBABILITY</u>	<u>SEVERITY</u>	<u>RAC</u>	<u>CONTROL</u>
Vehicle	-Improper training.	Equipment	C	1	2	Driver.
Accident	Maintenance - Improper driving -Other Drivers. -Troops on roadway.	Damage -Injuries or death.				Command emphasis on vehicle safety.
Cold Injury	-Temperature -Wind	-Frostbite and colds.	D	3	4	-Proper clothing. -Modify training schedule
Heat Injury	-Temperature -Heath Exhaustion.	-Heat stroke.	C	2	3	-Proper clothing. - Modify Training Schedule.
Falls and Trips	-Lack of attention. -Loose materials on ground. -Plant growth.	-Injuries.	D	3	3	-On site training -Periodic grounds maintenance.

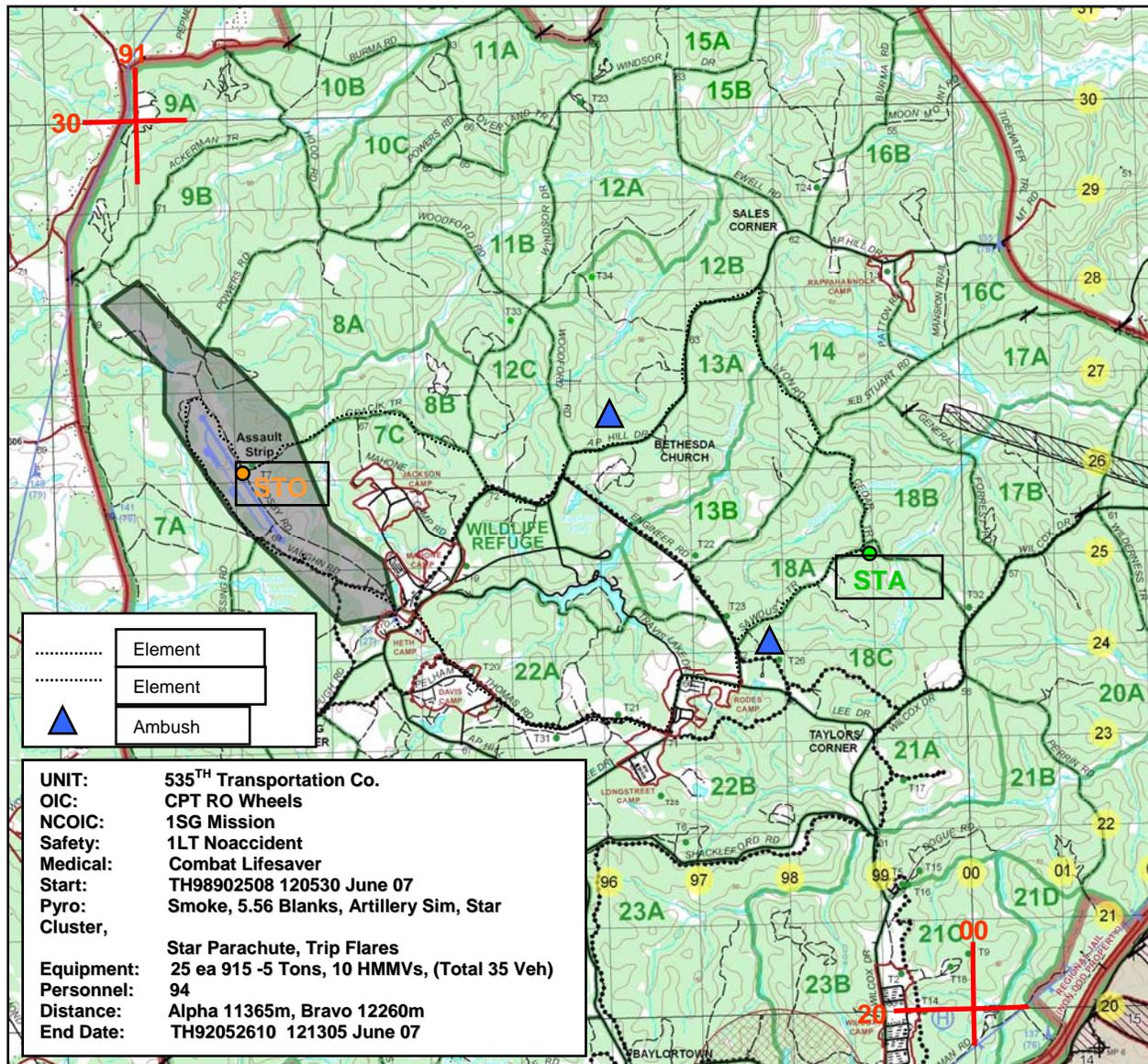
<u>HAZARD OPTIONS</u>	<u>CAUSES</u>	<u>EFFECTS</u>	<u>PROBABILITY</u>	<u>SEVERITY</u>	<u>RAC</u>	<u>CONTROL</u>
Round Ricochets	-Shooting outside of prescribed limits. -Personnel maneuvering outside of prescribed limits.	-Injuries or death.	D	2	2	-Competent controller personnel. -Command emphasis on safety. -Maneuver personnel thoroughly briefed on fire and movement limits.

FORT A.P. HILL RISK MANAGEMENT WORKSHEET

Page 1 of ____ (FORMAT/SAMPLE)

1. Mission/Task		2. Dates – Beginning: Training Ending Dates:		3. Date Prepared: Date the Risk Assessment was prepared		
4. Prepared By: _____ Rank/Last Name/Duty Phone						
5. Hazards	6. Initial Risk Level	7. Controls	8. Residual Risk Level	11. How to Implement	12. How to Supervise	13. Controls Effective
List Any and All Risks Associated with the Task or Mission. (Anything that could go wrong will go wrong). When listing hazards the commander must take into consideration training level of troops, difficulty of the mission/task, training period length, how long the troops have already been training, how many of the troops are new to the unit (cohesiveness), weather, and any other factor that may affect the risk level.	This is the risk level of the task from block #5.	Listed here are the controls the Commander implements to reduce the initial risk level	The risk level after controls have been implemented	How will the controls be implemented	Self-Explanatory (Rehearsals, spot-checks, inspections, etc)	AAR Did the controls work? (Complete after mission)
9. Overall Risk Level After Controls are Implemented (Circle One) LOW MODERATE HIGH EXTREMELY HIGH				10. Risk Decision Authority: <u>SEE NOTE BELOW</u> _____ Rank/Last Name/Duty Position NOTE**BLOCK 10 MUST BE SIGNED		

APPENDIX G SAMPLE OPERATIONS OVERLAY



**APPENDIX H
TRAINING AREAS/BIVOUAC AREAS,
AND FLIGHT TRAINING AREA MAP
STANDARD TRAINING AREAS/BIVOUAC SITES**

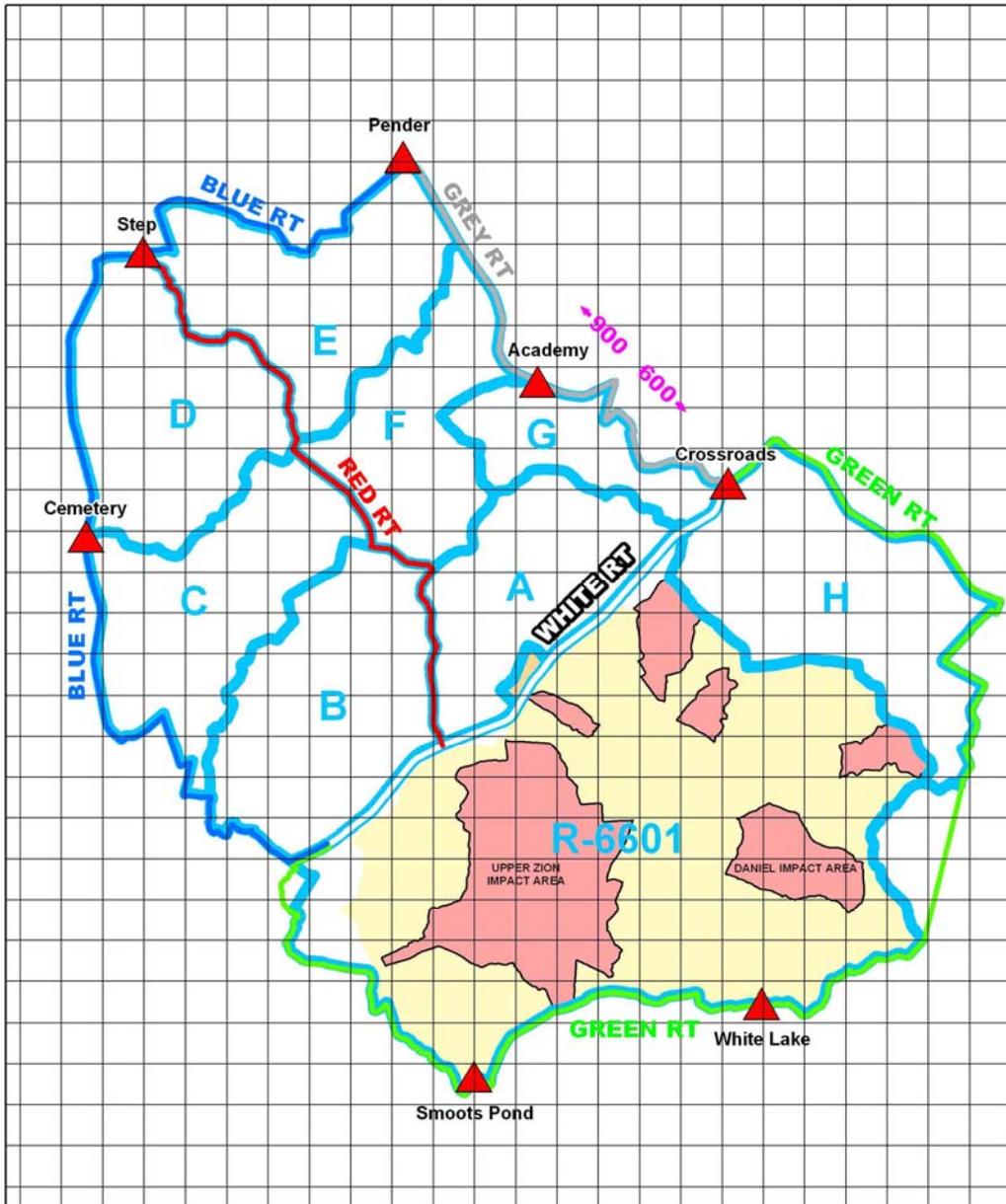
TA	ACRES	SUB TA'S	BIVOUAC SITE COORDINATES	SIZE METERS (M ²)	TYPE TRAINING	SEPARATE FACILITIES	CAMP SITES
1	1145	A, B	TH952191 TH953195	18643 3165	IN, CS/CSS	PT FIELD	ARCHER
2	561	NONE	TH947191 TH946185 TH939182 TH943179	24003 38434 32970 13947	IN, AR/MECH,CS/CSS		
3	842	A, B	TH948208 TH952206 TH952201 TH951197 TH944197 TH943199	107645 29875 108996 18786 23209 14180	IN, AR/MECH, EN, CS/CSS	LONESOME GULCH POND TAC. RAFT&BRIDGING SITE POL BERM IN CSS LANE #4	
4	228	NONE	TH934191	22051	IN, CS/CSS		
5	1837	A,B,C	TH935241 TH934238 TH947221 TH945220 TH937220 TH928222 TH933209	4793 24813 3842 6988 28087 3504 45890	IN, AR/MECH, CS/CSS	MANEUVER LANE ALPHA	
6	2381	A, B, C	TH930233 TH926224 TH923214 TH922206 TH932193	8695 20838 19008 31645 13665	IN, AR/MECH, CS/CSS		
7	2275	A, B, C	TH921242 TH943256 TH942260 TH945264	8703 5901 31317 6181	IN, AR/MECH, AV, CS/CSS	MANEUVER LANE BRAVO, DROP ZONE ASSAULT. LAND. STRIP HETH LZ,	MAHONE, JACKSON
8	1409	A, B	TH943265	12071	IN, AR/MECH, AV, CS/CSS	DROP ZONE, CACTF, MANEUVER LANE CHARLIE	
9	1447	A, B	TH916277	48550	IN, AR/MECH, AV, CS/CSS		
10	1380	A, B, C	TH934312 TH930307	17987 9113	IN, AR/MECH, CS/CSS		
11	975	A, B	TH943296 TH947304	25444 14133	IN, AR/MECH, CS/CSS	LAND NAV. COURSE	
12	2143	A, B, C	TH995280 TH959302	27781 29299	IN, AR/MECH, EN, CS/CSS	MEDIUM GIRDER BRIDGE SITE POL BERM SITE, POL BERM IN CSS LANE 3, UAC, LIVE FIRE SHOOT HOUSE	

TA	ACRES	SUB TA'S	BIVOUAC SITE COORDINATES	SIZE METERS (M ²)	TYPE TRAINING	SEPARATE FACILITIES	CAMPSITES
13	1281	A, B	TH971277 TH970268 TH967266 TH983265 TH980261 TH971255	11417 10738 24264 23215 20259 20132	IN, AR/MECH, CS/CSS		
14	644	NONE	TH984267 TH981272 TH986272	7507 11288 9292	IN, AR/MECH, CS/CSS	BIF	RAPPAHANNOCK
15	1598	A, B, C	TH961306 TH968308 TH985294	32495 22453 18638	IN, AR/MECH, AV, CS/CSS	PENDER LZ	
16	1741	A, B, C	TH983323 TH990295 TH985291 TH995288	4905 28554 11167 37003	IN, CS/CSS	POL BERM IN CSS LANE 5	PENDER, RAPPAHANNOCK
17	1194	A, B	NONE		R&D, LASER TESTING	LASER FACILITY	
18	1891	A, B, C	TH991255 TH998246 TH992236 TH976246 TH979239 TH977240	59466 23030 16615 8960 3236 59875	IN, AR/MECH, EN, CS/CSS	POL BERM SITE IN CSS LANE 1	
19	1611	A, B	NONE		R&D, LASER TESTING	LASER FACILITY	
20	2790	A,B,C,D	UH001242 UH008236 UH009233	11952 41906 11139	IN, CS/CSS		
21	2244	A, B, C	TH994228 TH992213 TH990207 TH993208 TH997207 TH995204	28456 40740 3374 23054 61348 23442	IN, EN, CS/CSS	LAND NAV. COURSE, WILCOX LZ, LRC, NBC CHAMBER AND DECON SITE, MOCK RAIL LOAD SITE, MEDICAL DEPLOY. SITE, EIB COURSE.	
22	2532	A, B	TH958224 TH961222	9029 69233	IN, AR/MECH, CS/CSS	DRIVER TRAINING COURSE, LAND NAV, AWG Training Area	DAVIS, HETH, LONGSTREET, RODES
23	2523	A, B, C	TH961218 TH959214 TH974211 TH975199 TH979199 TH980196 TH983196 TH968193 TH963193	15628 30200 6294 38892 32334 9319 4220 23612 16899	IN, AR/MECH, CS/CSS	ACORS LZ, LAND NAV. COURSE	
24	940	A, B	TH972184 TH973180	9742 18533	IN, CS/CSS	LAND NAV. COURSE, BAYONET ASSLT COURSE	ANDERSON

TA	ACRES	SUB TA'S	BIVOUAC SITE COORDINATES	SIZE METERS (M2)	TYPE TRAINING	SEPARATE FACILITIES	CAMPSITES
25	2857	A, B, C	UH067244 UH071222 UH066210	16884 15548 10671	IN, AR/MECH, EN, CS/CSS	PANEL BRIDGE SITE, COOKE LZ, LAND NAV. COURSE, POW SITE, EN LANE #1	COOKE
26	1371	A, B	UH072222 UH082214		IN, AR/MECH, CS/CSS		
27	1379	A, B	UH095225	9900	IN, AR/MECH, EN, CS/CSS		
28	1918	A, B	UH106220 UH104218 UH104214 UH109188	27038 13425 22148 24525	IN, AR/MECH, CS/CSS		
29	315	NONE	NONE	NONE	IN, EN (LIMITED DUE TO CA/LFX AREA)	WHITE'S LAKE RAFT SITE	USE MUST BE COORDINATED WITH RANGE CONTROL.
30	775	NONE	TH971157 TH970154 TH969152	2861 15106 14861	IN, AR, EN	EXPERT FIELD MEDIC. COURSE	

*SEPARATE FACILITIES NOTED MUST BE REQUESTED AND SCHEDULED SEPARATELY (NOT INCLUDED IN TA APPROVAL)

FLIGHT TRAINING AREAS (FTA'S) AND ROUTES



(REFER TO APH REG 95-2 FOR AVIATION FACILITIES AND TRAINING GUIDANCE)

**APPENDIX I
ADMINISTRATIVE REQUIREMENTS**

TITLE/FORM	SUBMITTED BY:	SUSPENSE	SUBMITTED TO:	BLDG & PHONE NUMBERS
TRAINING FACILITIES/SUPPORT REQUEST	AT UNITS	10 DECEMBER OR NLT 2 WEEKS PRIOR TO TRAINING CONFERENCE	DPTMS	BLDG 1246 (804) 633-8333
TRAINING FACILITIES/SUPPORT REQUEST	ALL OTHER UNITS	NLT 60 DAYS PRIOR	DPTMS	BLDG 1246 (804) 633-8333
TRAINING AMMO FORECAST	AC UNITS	NLT 90 DAYS PRIOR	AMMO MANAGER	BLDG 2001 (804) 633-8122
TRAINING AMMO FORECAST	RC UNITS	NLT 15 SEP	AMMO MANAGER	BLDG 2001 (804) 633-8122
DA FORM E581 (ISSUE AND TURN-IN OF AMMMO)	ALL UNITS	NLT 30 DAYS PRIOR	AMMO MANAGER	BLDG 2001 (804) 633-8122
MEMO REQUESTING MAIT ASSISTANCE	AT UNITS	NLT 15 MARCH PRIOR TO AT PERIOD	MAINT. DIV. OF DOL	BLDG 1290 (804) 633-8440
NOTICE OF DELEGATION OF AUTHORITY FOR SCHEDULING AND RECEIPT OF SUPPLIES DA FORM 1687	ALL UNITS	NLT 60 DAYS PRIOR	DPTMS, DOL, OR DPW AS REQUIRED	DPTMS BLDG 1246 (804) 633-8333 DOL BLDG 0138 (804) 633-8260 DPW BLDG 1220 (804) 633-8215
FORECAST OF POL REQUIREMENTS	ALL UNITS	NLT 60 DAYS PRIOR	SUPPLY & SERVICES DIV, DOL	BLDG 0138 (804) 633-8424
TRAINING AV SUPPORT LOAN ORDER, DA FORM 4103	ALL UNITS	NLT 60 DAYS PRIOR	TRAINING DIV OF DPTMS	BLDG 1252, (804) 633-8349
UNIT TRAINING SCHEDULE	AT UNITS	NLT 30 DAYS PRIOR TO AT	DPTMS	BLDG 1246, (804) 633-8333
SUBSISTENCE REPORT/ FIELD RATION REQUEST DA FORMS 2979 (IDT) & DA FORM 3294 (AT)	ALL UNITS	NLT 60 DAYS PRIOR	SUPPLY & SERVICES DIV, DOL	BLDG 0138 (804) 633-8424

	SUBMITTED		SUBMITTED	BLDG &
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TITLE/FORM	BY:	SUSPENSE	TO:	PHONE NUMBERS
REQUEST FOR ISSUE OR TURN IN, DA FORM 3161	ALL UNITS	NLT 60 DAYS PRIOR	SUPPLY & SERVICES DIV, DOL	BLDG 0138 (804) 633-8424
REQUEST FOR T OR B RATIONS	ALL UNITS	NLT 60 DAYS PRIOR	SUPPLY & SERVICES DIV, DOL	BLDG 0138 (804) 633-8424
MILITARY INTER-DEPARTMENTAL PURCHASE REQUEST DD FORM 448 & 448-2	ALL UNITS	NLT 60 DAYS PRIOR	APPROPRIATE DIRECTORATE	
TMP SUPPORT REQUEST	ALL UNITS	NLT 60 DAYS PRIOR	TMP, DOL (THRU DPTMS)	TMP BLDG 1340 (804) 633-8235 DOL BLDG 0138 (804) 633-8260
TROOP PROJECT EQUIPMENT LIST	ENGR. UNITS PERFORMING TROOP PROJECTS	NLT 60 DAYS PRIOR	DPW	BLDG 1220 (804) 633-8215
LABOR & EQUIPMENT UTILIZATION DPW (APH) OP FM 1	ENGR. UNITS PERFORMING TROOP PROJECTS	NLT 1000 DAILY DURING TROOP PROJECTS	DPW	BLDG 1220 (804) 633-8215
FORSCOM FORM 156R	AT UNITS	NLT 60 DAYS PRIOR	DOL	BLDG 0138 (804) 633-8260
LOAN SERVICE REQUEST, DA FORM 3938	ALL UNITS	NLT 30 DAYS PRIOR	DOIM/NCR	BLDG 0159 (804) 633-8372
REQUEST FOR INSECT SPRAYING	ALL UNITS	NLT 2 WEEKS PRIOR	DPTMS/DPW	DPTMS BLDG 1246 (804) 633-8333 DPW BLDG 1220 (804) 633-8215

IN-PROCESSING/OUT PROCESSING

TITLE/FORM	SUBMITTED BY:	SUSPENSE	SUBMITTED TO:
USER REPORTING CHECKLIST DPTMS (APH) FORM 2	ALL UNITS	IMMEDIATELY UPON ARRIVAL/IN-PROCESSING AT FAPH	DPTMS BLDG 1246 (804) 633-8333
EMERGENCY PHONE NUMBER	ALL UNITS	IMMEDIATELY UPON ARRIVAL/IN-PROCESSING AT FAPH	DPTMS, BLDG 1246 (804) 633-8333
LOCATOR CARDS, DA FORM 3955	AT UNITS	WITHIN 24 HOURS OF ARRIVAL AT FAPH	DHR BLDG 0179 (804) 633 8326
APPOINTMENT . OF MILITARY. POSTAL CLERK DD FORM 285	AT UNITS	WITHIN 24 HOURS OF ARRIVAL AT FAPH	DHR BLDG 0179 (804) 633 8326
ORDERS APPOINTING SAFETY OFFICER	AT UNITS	NLT 1000 OF FIRST DAY OF AT	SAFETY OFFICE BLDG 0179 (804) 633-8268
REQUEST FOR NONAPPROPRIATED UNIT FUND DIVIDENDS	AT UNITS	FIRST MONDAY OF AT	DFMWR BLDG 0145 (804) 633-8367
INSTALLATION POLICE DETAIL	ALL UNITS AS REQUIRED	DAILY	INSTALLATION CSM BLDG 0112 (804) 633-8205
DAILY PASSWORD	AT UNITS	NLT 1000 OF FIRST DAY OF AT	DPTMS, BLDG 1246 (804) 633-8333
CLAIMS	ALL UNITS	IMMEDIATELY AFTER OCCURRENCE OF INCIDENT WHICH MAY RESULT IN CLAIM	DHR BLDG 0179 (804) 633 8326
ITINERARY OF VISITORS IN THE GRADE OF 0-6 AND ABOVE	ALL UNITS	IMMEDIATELY UPON RECEIPT OF INFORMATION OF 0-6 OR HIGHER VISIT	PAO, BLDG 0112 (804) 6338324 DPTMS BLDG 1246 (804) 633-8333
SERIOUS INCIDENTS/ACCIDENTS	ALL UNITS	IMMEDIATELY AFTER INCIDENT OR ACCIDENT	DES, BLDG 0156 (804) 633-8425 SAFETY BLDG 0179 (804) 6338268 DPTMS BLDG 1246 (804) 633-8333
ACCIDENT REPORT DA FORM 285	ALL UNITS	PRIOR TO CLEARING INSTALLATION	SAFETY OFFICE BLDG 0179 (804) 633-8268

TITLE/FORM	SUBMITTED	SUSPENSE	SUBMITTED
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	BY:		TO:
PRIOR PERMISSION REQUIRED (PPR)	UNITS WITH AIRCRAFT LANDING AT FAPH	PRIOR TO AC LANDING AT LEAST 24 HOURS PRIOR	DPTMS BLDG 1246 (804) 633-8333
OVERLAYS	ALL UNITS	72 HOURS PRIOR TO EVENT	DPTMS BLDG 1246 (804) 633-8333 DPS BLDG 0156 (804) 633-8425
AFTER ACTION REPORT	ALL UNITS	PRIOR TO CLEARING INSTALLATION	DPTMS, BLDG 1246 (804) 633-8333
REPORT OF POL SPILLS	ALL UNITS	IMMEDIATELY UPON DISCOVERY OF SPILL	FIRE DEPARTMENT BLDG 0313 (804) 633-8780 DPTMS BLDG 1246 (804) 633-8333
SUMMARY OF ACCIDENT EXPOSURE, DA FORM 2398	ALL UNITS	DATE OF DEPARTURE FROM INSTALLATION	SAFETY OFFICE BLDG 0179 (804) 633-8268
LINE OF DUTY DETERMINATION, DA FORM 2173	ALL UNITS	PRIOR TO CLEARING INSTALLATION	HEALTH CLINIC, BLDG 1650 (804) 633-8339
REPORT OF AUTHORIZED OFFICIAL TOLL TELEPHONE CALLS	ALL UNITS AS REQUIRED	PRIOR TO CLEARING	DOIM BLDG 0159 (804) 633-8372
INSTALLATION CLEARANCE DPTMS (APH) FORM 2	ALL UNITS	DATE OF DEPARTURE FROM INSTALLATION	DPTMS BLDG 1246 (804) 633-8333

SUBJECT	COORDINATED BY	WHEN	WITH
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IN-PROCESSING	ALL UNITS	UPON ARRIVAL FAPH (NLT 1500 M-F DAILY)	DPTMS , BLDG 1246 (804) 633-8333
LOGISTICAL SUPPORT	ALL UNITS	DURING IN-PROCESSING	DOL , BLDG 0138 (804) 633-8260
COMMUNICATIONS /INFO. SYSTEMS SUPPORT	ALL UNITS	DURING IN-PROCESSING	DOIM BLDG 0159 (804) 633-8372
MEDICAL SUPPORT	ALL UNITS	DURING IN-PROCESSING	HEALTH CLINIC , BLDG P001650 (804) 633-8339
SAFETY	ALL UNITS	DURING IN-PROCESSING	SAFETY , BLDG 0179 (804) 633-8268 DPTMS BLDG 1246 (804) 633-8333
COMMANDER'S COURTESY CALL	ALL 0-6 AND BELOW	FIRST OR SECOND DAY OF TRAINING	COMMANDER , FAPH BLDG 0112 (804) 633-8206
SERGEANT MAJOR'S COURTESY CALL	ALL CSM AND 1SG OF SEPARATE UNITS	FIRST OR SECOND DAY OF TRAINING	SERGEANT MAJOR , FAPH BLDG 0112 (804) 633-8205

**APPENDIX J
EMERGENCY PHONE LOCATIONS**

<u>E</u> <u>NUMBER</u>	<u>LOCATION</u>	<u>GRID</u> <u>COORDINATES</u>	<u>TELEPHONE</u> <u>NUMBER</u>
E1	Archer Campsite	TH949186	2150
E2	Intersection A.P. Hill Drive and Fortune Road	TH961196	2125
E3	ASP Holding Area	TH976192	2312
E4	None		
E5-E8	Inside ASP Fence	TH974190	2163
E9	Taylor's Corner	TH989232	2100
E10	Boy Scout Camp	UH038248	2227
E11	Rodes Campsite	TH971239	2118
E12	Davis Campsite	TH942239	2210
E13	Youngs Corner	TH928236	2197
E14	Pole 38 at Heth	TH931250	2226
E15	Night Vision/Heth Heliport	TH936247	2226
E16	Jackson Campsite (by water tower)	TH936261	2200
E17	Pole 54 at Bethesda Church	TH968269	2192
E18	Pole 124 at Rappahannock	TH982288	2196
E19	Pender Campsite	TH981322	2216
E20	Pender Heliport	TH979322	2216
E21	Pole 298 at Featherstone Fork	TH944311	8908
E22	Sub Pole at Lodge	TH961250	2194
E23	Travis Lake Area	TH962249	2194
E24	Cooke Campsite	UH083249	2179
E25	Cooke Airstrip	UH084247	2179
E26	Range 19	UH047230	2351
E27	Rappahannock Campsite	TH986285	2196
E28	Airstrip #1	TH966162	8290
E29	Heliport at Range #34	TH969147	8321
E30	White Lake (West Side)	UH082128	2407
E31	White Lake (East Side)	UH085128	2407
E32	Delos Lake Area	UH021188	2236

EMERGENCY PHONE LOCATIONS

<u>E NUMBER</u>	<u>LOCATION</u>	<u>GRID COORDINATES</u>	<u>TELEPHONE NUMBER</u>
E33	Skeet Range Pole #30	TH959175	2122
E34	Longstreet Campsite Heliport	TH964229	8182
E35	Range 28S Heliport	UH031133	2147
E36	Christopher Fork/Range 28P	UH048129	2146
E37	Picnic Area - A. P. Hill Dr	TH956181	2122
E38	Wash Rack	TH966221	2436
E39	Dirt Bridge	TH955226	8130
E40	Laser Range	TH993268	
E41	Windsor at Ewell	TH969305	
E42	NBC Chamber	TH992215	
E43	Wilcox Heliport	TH989209	
E44	Wilcox Ball Field	TH990204	
E45	Wilcox Campsite	TH990195	
E46	Acors Corner	TH960185	8378

<u>LOCATION</u>	<u>TELEPHONE NUMBER</u>
Range 1	2142
Range 2	2142
Range 3	2123
Range 4	2135
Range 5	2106
Classroom 5	8264
Range 6 & 6N	2137
Range 7	2138
Range 8	2139
Range 9	2139
Range 10	2138
Range 11	2138
Range 14	2139
Range 15	2139
Range 16	2139

TELEPHONE

<u>LOCATION</u>	<u>NUMBER</u>
Range 17	2139
Range 18	2140
Range 19	2140
Range 20/DS70A	2140
Entrance to Seal Camp (Gate)	8808
Range 21	2140
Range 22	2141
Range 23	2141
Range 24	2141
Range 25 and Tower	8709/2116
Old Range 26S Gate	2143
Range 26S	2101
Range 26S	2145
Range 27P	2144
Range 27S	2145
Range 28P	2146
Range 28S	2147
Range 29	2148
Range 32/33 Gate	2152
Range 33	2152
Range 34	2153
Range 35	2154
Range 37	2154
Range 38	2155
Demo Site 71A	8275
Poor House Corner	2149

PERMANENT LANE LOCATIONS

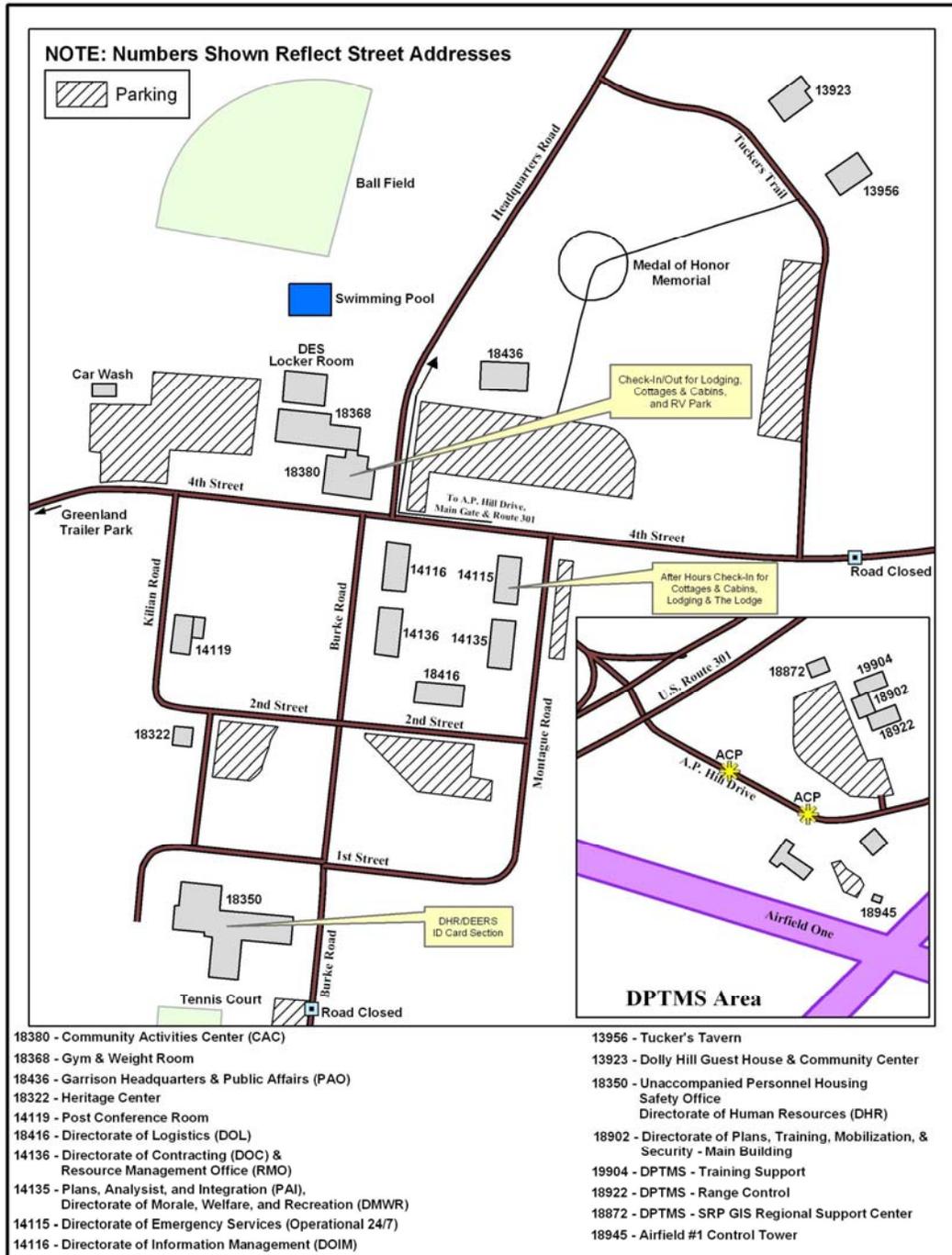
Units must contact DOIM, (804) 633-8400, DSN 578, or to schedule use of permanent Lane Drops.

The following permanent Lane Drops are available at no cost to the unit on a first come/first served basis:

<u>LOCATION</u>	<u>GRID #</u>
Honeysuckle Gate	TH956219
Honeysuckle Gate II	TH956219
Young's Corner	TH928236
Taylor's Corner	TH989232
Pender Camp	TH984320
Pender Heliport	TH982320
Baylortown	TH960196
Baylortown II	TH960198
Archer Camp	TH949185
Archer Camp II	TH949185
Jackson Camp	TH934262
Rappahannock Camp	TH993284
Longstreet Camp	TH962230
Wilcox Camp	TH991204
Wilcox Heliport	TH989205
Wilcox Camp II	TH990199
00 Gate	TH971165
Rodes Camp	TH975242
Windsor Rd & Ewell	TH969305
Windsor Rd & Gracik Trl	TH946264
Windsor Rd at Raines Corner	TH955300
Windsor Rd at Pole	TH978310
Featherstone Fork	TH960305
A. P. Hill Dr & Lyon Rd	TH978282
Sales Corner	TH981288
Bethesda Church	TH968268
Davis Camp	TH942239
Acors Corner	TH959185
ASP (Fortune Rd)	TH973197
Eubank Corner	TH975238
Woodford Rd & Windsor Rd	TH952281
Cooke Heliport	UH084247
Range 23 - North Range Rd & Garnett Rd	UH084210
Range 25	UH094162
Range 24	UH106191

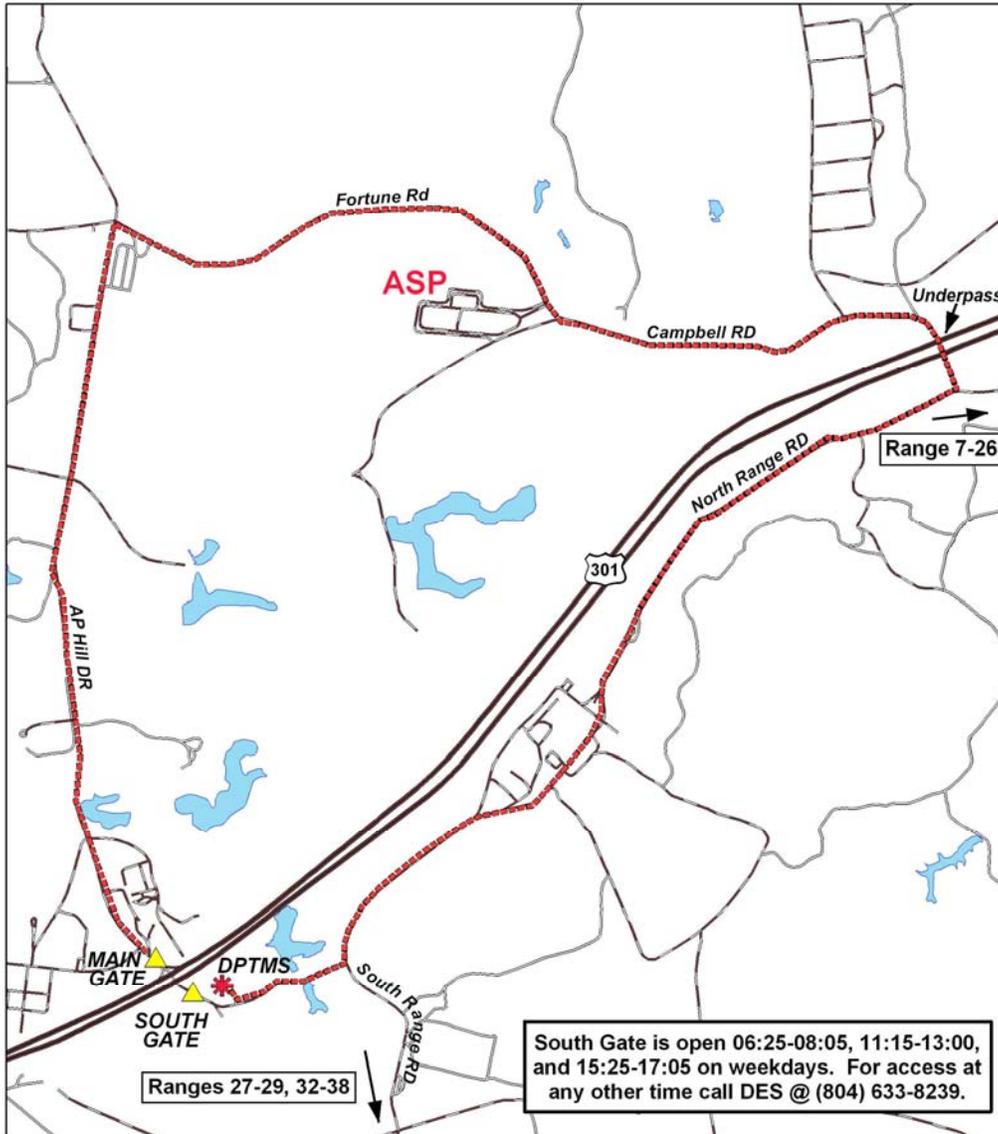
(AS OF 01/01/08)

APPENDIX K STRIP MAP (HEADQUARTERS AREA)



**APPENDIX K
MAP FROM NORTH GATE TO DPTMS (RANGE AND TRAINING)**

Fort AP Hill



APPENDIX L
FORMAT FOR REQUEST OF TSB / AV EQUIPMENT (SAMPLE)

LETTER HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Fort A.P. Hill, ATTN: IMNE-APH-PLT, 19904 A.P. Hill Drive, Fort A.P. Hill, Virginia 22427-3107

SUBJECT: Request for Training Aids

1. Request the following equipment be provided from 7 Sep 07 to 7 Sep 07 in the following amounts:

- a. TV 2 each.
- b. VCR 2 each.
- c. AT-4 (Training) 5 each.
- d. MILES M16A1 80 each.
- e. M60 10 each.
- f. SAAF 3 each.

2. POC is SFC Smith at 804 633-8555 or DSN 222-5573/6627.

Signature Block
Commanding Officer

APPENDIX M
DIGGING / PERMITS FOR ANTENNAS

1. Digging permits are required for:
 - a. Stakes over 8” whether for tents, antennas, grounding rods, etc.
 - b. Any “Digging Permit Required” Area in pink on attached map.
2. Approvals require 7 – 10 days. Plan ahead.
3. DPTMS and DPW have designated specific training areas and marked designated areas on ranges that are excluded from the requirement for digging and antenna permits. DPTMS will Inform the unit when a digging/antenna permit is not required.
4. Permit forms can be obtained via fax or email. Unit must know exact location(s) or grid coordinates where digging or staking will be required. Erroneous grids will slow down this process.
5. Follow instructions on Digging Permit Instruction Sheet.
6. For additional information:
Digging permits: 804-633-8359 or DSN 578-xxxx.
Antennas: 804-633-8268/9, DSN 578-xxxx

Digging Permit Instructions:

To Begin Digging Permit process:

- 1) Proposed area for excavation must be marked, staked or flagged **in white** by Requestor. (**Note:** For units in training areas digging fighting positions, six digit UTM coordinates must be included.).
- 2) When proposed area is clearly marked, requestor contacts DPW (primary contact Betsy Flenner, x8359) to request a Digging Permit form (forms are available both hard copy and electronic format). (**Note:** Permit numbers will **not** be issued until proposed area is clearly marked **and** drawing or sketch is provided).
- 3) Requestor will complete sections **A, C** and **D** of permit. Read and sign section E and return permit form with appropriate sketch or drawing to DPW.

4) DPW will generate an email notice to appropriate Directorates and begin Permit circulation. Requestor will be copied on this email. (**Note:** Section Chiefs reserve the right to disapprove any request for excavation that does not comply with section policies or Army policies, procedures or regulations).

5) Completion of Digging Permit process for routine work requires approximately 10 – 14 working days to complete. Requestor **should not** schedule contractors or contractor work prior to receiving the signed, completed original permit. (**Note:** Any cancellation or rescheduling fees that may be incurred because work was scheduled prior to receiving completed original permit will be the responsibility of the requestor).

NOTE: Requestor is responsible to notify Miss Utility or any other service providers specifically notated by Department Chiefs outside routine permit reviewers.

When Permit is Reviewed and Approved by Affected Directorates:

Requestor will be notified by DPW when permit is completed and ready to be picked up from DPW.

DPW will assign a permit expiration date. Permits may be continued beyond expiration date **ONLY if an extension is requested in writing prior to expiration date.** The request for extension will be evaluated based on risk of damage, weather, and other relevant factors. The Requestor will be notified of the decision in writing. **Extensions WILL NOT be given over the telephone.**

(**Note:** If either DPW or DOIM assess excavation risk as Class I, high risk, expiration of permit shall be 10 days from date of issue.).

Original Digging Permits **must** be on the site during work.

When Work is Complete:

Once work has been completed, requestor signs and dates the “work completed” line and returns the original permit (with attachments) to DPW.

If you have any questions regarding the status of your requested permit, you may call DPW at x8359.

U.S. ARMY GARRISON, FORT A.P. HILL DPW EXCAVATION PERMIT

Permit #: _____ Service Order/
Work Order/ Project #: _____ Expiration Date
Of Permit: _____

A. REQUESTER: (Minimal Risk)	B. EXCAVATION RISK:	Class I:	Specific Hazard	Class II
POC:	DPW	_____	_____	_____
Tele #:	DOIM	_____	_____	_____
Date Clearance Req'd:	_____			

C. LOCATION OF AREA TO BE EXCAVATED: (NOTE: A to-scale drawing of the excavation site must be submitted along with this form. **Excavation route must be staked or flagged by the Requester every 30 Feet.**)

D. TYPE OF WORK TO BE PERFORMED:

E. ADDITIONAL INFORMATION:

- (1) This excavation permit is used for any work that may disrupt underground utilities, communications, right of ways or any routine activities.
- (2) Processing of this permit will take approximately 10-14 days. Requester must have an approved excavation permit prior to commencement of work and permit must be kept on site.
- (3) Requestor is responsible to stake, flag or mark location of proposed excavation. **Stakes, Flags or Markings must be white in color for proposed excavation.**
- (4) If utilities or communications have been located in the area to be excavated, hand digging will be used within a 10-foot radius until the exact location of all lines has been determined. If markings are maintained by the requester, an extension may be given to the expiration date if needed.
- (5) The government reserves the right to have on-site personnel present during any excavation, and will specify on this permit under precautionary measures, if needed.
- (6) The requester shall protect from damage all existing improvements, utilities, communications, vegetation and wildlife at or near the work site. The Requester shall be liable for all damages to persons or property that occur as a result of the Requester's fault or negligence.
- (7) For placement of new utilities or facilities, Requestor is responsible to contact Dave Hovis, 804-633-8302 for GPS placement into GIS mapping system.
- (8) Any questions regarding this permit may be directed to Engineer Resource Management Division (ERMD), (804) 633-8359.
- (9) Requestor is responsible to return original permit (with attachments) to Engineer Resource Management Division at the completion of work.

I HAVE FULLY READ AND UNDERSTAND THE ABOVE

Signature of _____ Permit Initiated _____ Work
Completed _____
Requester/POC _____ On: _____ On:

F. REQUESTER ACTION

(1) Chief, ERMD _____ (2) Chief, EP&S _____

(Date) (Signature) (Date) (Signature)
(3) Chief, DOIM _____

(Date) (Signature) (Date) (DOIM Technician Signature)
(4) Chief, Environmental _____ (5) Chief, Range Control _____

(Date) (Signature) (Date) (Signature)
(6) Chief, Utility Shop _____

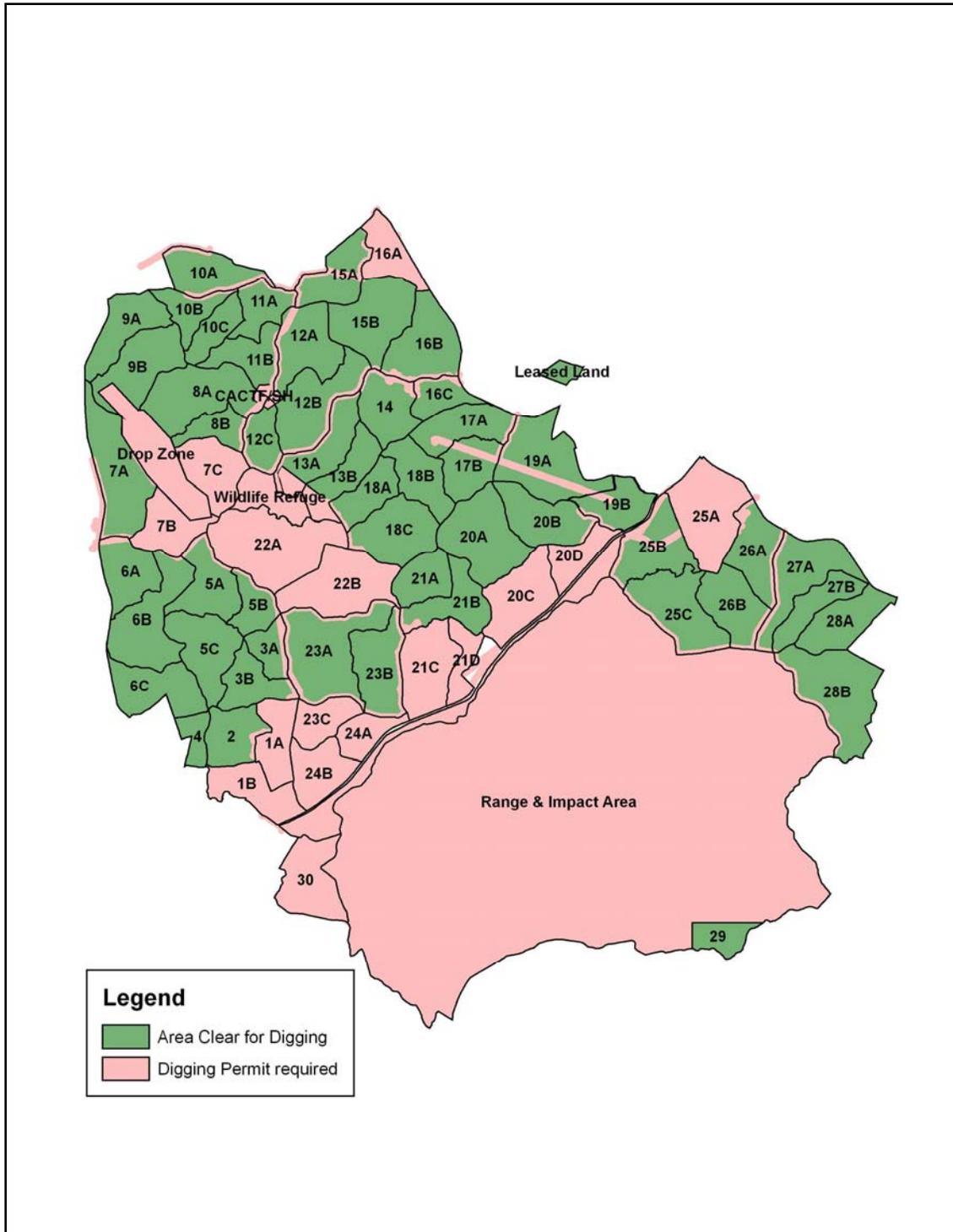
(Date) (Signature) (Date) (Utilities Tech Signature) (Date) (Utilities Tech Signature)
(7) Representative, REC _____

(Signature) (Date)

G. PRECAUTIONARY MEASURES:

FAPH(DPW) FM 20

Digging Permit Map



**APPENDIX N
ANTENNA PERMITS**

ANTENNAS

Approved permits are required for antennas.

DPTMS and DPW have designated specific training areas and marked designated areas on ranges that are excluded from the requirement for digging and antenna permits. DPTMS will inform the unit when a digging/antenna permit is not required.

Approval requires 7 – 10 days. Plan ahead.

Permit forms can be obtained via fax or email before unit arrival. Unit must know exact location(s) or grid coordinates where antenna staking will be required.

Follow instructions on Digging Permit Instruction Sheet.

For additional information call: 804-633-8262 or
DSN 578-8286

(OUTSIDE THE RESTRICTED AREA)
FORT A.P. HILL ANTENNA ERECTION PERMIT

Unit Name: _____

OIC/NCOIC Name: _____

Location of the Antenna (Grid Coord): _____

INCLUSIVE DATES THE ANTENNA WILL BE ERECTED;

_____ TO _____

TYPE OF ANTENNA & MAXIMUM HEIGHT: _____

APPROVED BY: _____

(WITHIN THE RESTRICTED AREA)
FORT A.P. HILL ANTENNA ERECTION PERMIT

Unit Name: _____

OIC/NCOIC Name: _____

Location of the Antenna (Grid Coord): _____

INCLUSIVE DATES THE ANTENNA WILL BE ERECTED;

_____ TO _____

TYPE OF ANTENNA & MAXIMUM HEIGHT: _____

APPROVED BY: _____
(DOIM, INSTALLATION SAFETY OFFICER, and/or DOL)

NOTE: ATTACH A COPY OF THE RISK MANAGEMENT WORKSHEET

**APPENDIX O
CAMPSITE INFORMATION FOR UNIT BILLETING**

1. There are a total of 12 campsites available for troop usage on FAPH. Five are permanent campsites available year round and seven are tent campsites available from May through September of each year.

2. Capacity and facilities available include:

a. Permanent Campsites:

<u>Campsites</u>	<u>Capacity</u>		<u>Dining Bldg/Cap</u>	<u>Latrines Bldg Facilities</u>	
	<u>Bldgs</u>	<u>Tents</u>			
Cooke	1/14	56/560	1/800	2	51 Showers 38 Urinals 61 Commodes
Wilcox	29/4370 (15 Admin Bldgs)	N/A	3/800	29	227 Showers 160 Urinals 227 Commodes
Longstreet	5/484	N/A	1/800	5	35 Showers 30 Urinal 13 Commodes

*Note: Longstreet Dining Facility for Contract Feeds only (scheduled with DFMWR).

Heth	3/58	N/A	1/200	2	13 Showers 1 Urinal 13 Commodes
Anderson	CLOSED	N/A	N/A	5	43 Showers 27 Urinals 41 Commodes 71 Sinks

b. Tent Campsites:

<u>Campsite</u>	<u>Capacity</u>	<u>Latrine</u>		<u>Reefers</u>
		<u>Bldgs</u>	<u>Facilities</u>	
Archer	1510	1	72 Showers 36 Urinals 58 Commodes	10

<u>Campsite</u>	<u>Latrine Capacity</u>	<u>Bldgs</u>	<u>Facilities</u>	<u>Reefers</u>
Davis	1150	1	72 Showers 36 Urinals 58 Commodes	8
Liberty	240			6
Mahone NO SLABS	650	1	72 Showers 36 Urinals 58 Commodes	10

<u>Campsite</u>	<u>Latrine Capacity</u>	<u>Bldgs</u>	<u>Facilities</u>	<u>Tables</u>	<u>Reefers</u>
Jackson	200	1	72 Showers 36 Urinals 58 Commodes	12	2
Pender	1270	N/A	N/A	N/A	
Rappahannock	930	N/A	N/A	N/A	
Rodes	1840	1	72 Showers 36 Urinals 58 Commodes	N/A	12

3. Each company area in a tent campsite contains:

- a. One orderly room tent.
- b. One supply room tent.
- c. One Kitchen tent.
- d. Two GP medium dining tents with tables.
- e. One refrigerator (reefer) for frozen foods.
- f. One refrigerator (reefer) for refrigerated items.

- g. EP and BOQ tents with folding steel cots and mattresses with covers.
4. Other facilities in campsites are:
- a. Telephone pay stations for long distance calls.
 - b. Soft drink dispensing machines.
 - c. Recreation service facilities at Archer, Wilcox, Rodes, Mahone, Rappahannock, Pender, Cooke, Davis, and Longstreet are:
 - (1) Regulation softball field.
 - (2) Horseshoe pit.
 - (3) Volleyball court.
 - (4) Multi-purpose court, lighted softball fields, picnic shelter (Wilcox only).

**APPENDIX P
WARFIGHTING LANES TRAINING**

1. There are currently a number of training/STX lanes at Fort A.P. Hill available to units for training purposes. These include:

a. Light Infantry or Infantry Lanes – 9.

b. Combat Service Support Lanes – 6.

c. Anti-Tank (TOW) Lane – 1.

d. Scout Lane – 1.

e. Maneuver Lanes: 6 Light and Medium Armored Vehicle mounted maneuver lanes are programmed. Currently 2 lanes (A & B) are fully operational. The remaining 4 are under development and are projected to be completed by 1 October 2009. Contact DPTMS Scheduling Staff for details.

*f. Combat Engineer Lanes – 1 (see note below).

*Note: This EN lane includes a live fire portion on Range 22. Procedures for usage of live fire facilities are in APH Reg 350-2, (Ranges).

2. The locations of lanes are depicted on the attached sketch. As illustrated on the sketch, each lane is created as a separate training facility; however the infantry lanes are generally utilized in a 3-lane concept. The Infantry Assembly Area is company size with each lane being a platoon element training facility. Lane objectives are typically up to platoon size objectives with trench and bunker facilities. Lanes should be requested through scheduling at DPTMS by lane type. Each request for lanes should be specific by lane number and the corresponding training area(s). This facilitates the clearing of lanes once training is completed.

3. Units are welcome to recon lanes prior to usage. These recons must be coordinated through the DPTMS Scheduling Staff. This precludes interference with units already undergoing lanes training. A packet with details and locations is available in TSB, 19904 A.P. Hill Drive, Bldg. 1252 for each of the lanes.

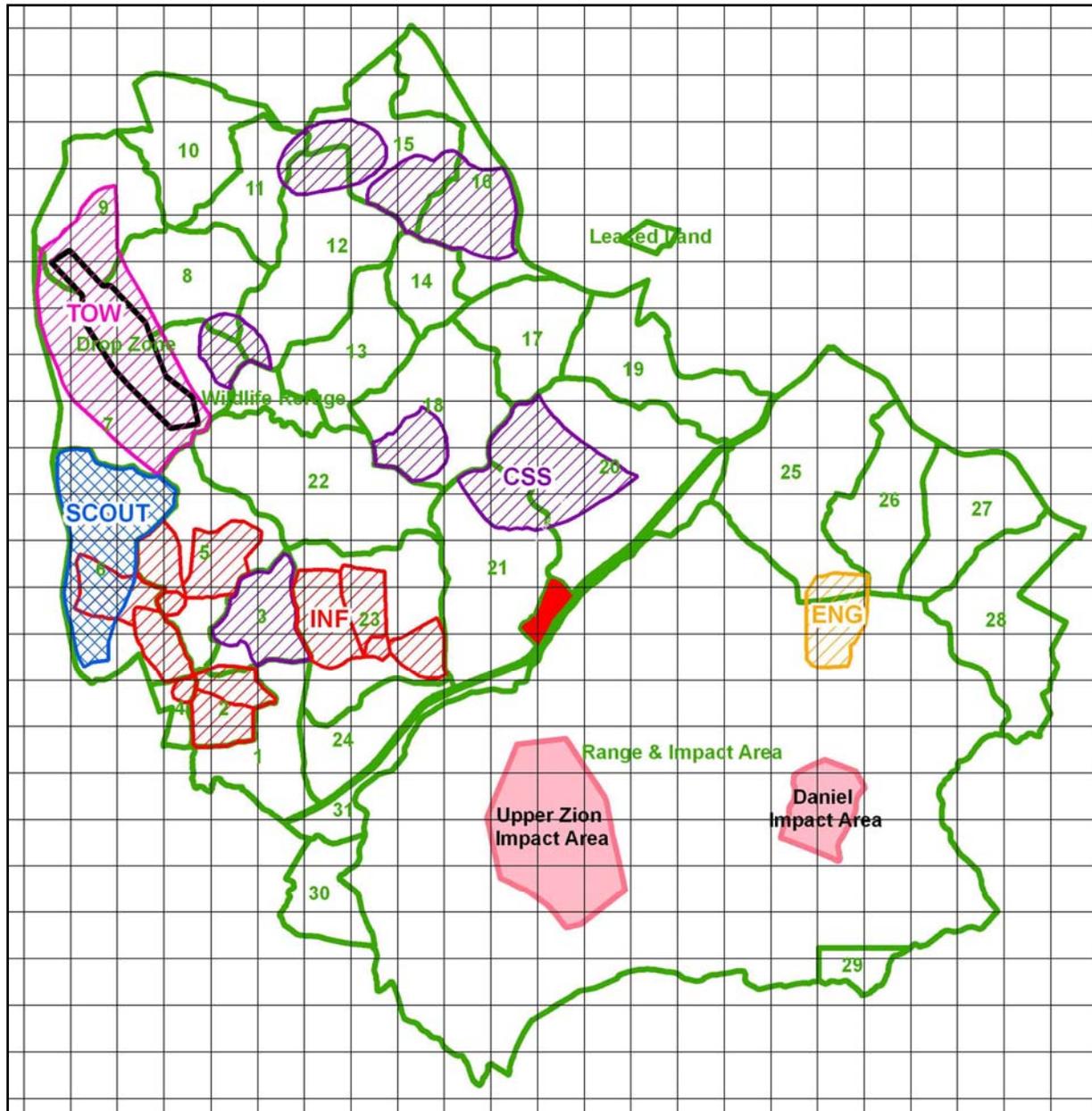
4. It is expected that the using unit will return all lanes in the same or better condition of repair than when they were issued. This includes but is not limited to bunker repair/reconstruction, police of the area, turn-in of all training aids, trench digging, sandbag filling and repositioning of

those bags, camouflaging as needed and repair of all obstacles. Units will furnish all labor, equipment and materials. Units will not be given final clearance until all lanes are repaired/restored to the satisfaction of the TSB or Range Control.

5. Modifications or additions to all lanes must be coordinated and approved in writing by the DPTMS/TSB prior to emplacement or implementation.

6. The shelter areas at each lane can be used for other purposes other than lanes training, i.e., classroom instruction, and briefings. However you must be scheduled for the area where the shelter is located prior to use.

FORT AP HILL TRAINING LANES



**APPENDIX Q
CAMP CLARK**

1. Camp Clark is a 200 acre tract. This area is divided into 6 campsites and 4 skill sites, which are restricted to organized groups who maintain their own insurance such as Boy Scouts, Girl Scouts, Explorers and other youth groups for tent camping. Groups must be self-supporting in regards to camping equipment, transportation and rations. Standing nose cones are on a first-come, first-serve basis. This is a "Leave No Trace" Camp. All minors will require adult supervision on a 1-10 ratio.

a. Boating. Hearn's Pond located within Camp Clark is an excellent site for boating. Boats are available through the Community Activity Center, Fort A.P. Hill at (804) 633-8219. You can bring your own boat or canoe. Personal floatation devices are required for each individual.

b. Fishing. Age 15 and under require adult supervision. This adult must also possess a Virginia State Fishing License and a Fort A.P. Hill Fishing License. Age 16 and up require a Virginia State License and a Fort A.P. Hill License. Licenses are available from Game Check, Fort A.P. Hill at (804) 633-8244.

c. Swimming. Swimming **is not authorized**.

d. Hiking. Hiking/Biking can be conducted within the camp boundaries. Helmets are required. Safety vests/waist bands will be required when hiking/biking outside the camp boundaries. These activities must be coordinated with and approved by Director, DPTMS at (804) 633-8333.

e. Water. There is no drinking water at the campsite. Small groups need to bring their own water and/or water containers. Water draw point will be at Rodes Camp for each season except Winter. Winter draw point is Wilcox Camp.

f. Latrines. This is a wilderness camp. There is one field latrine (8 holer). One latrine per 35 people or 280 people before extra latrines need to be secured by your group.

g. Campsite Fires. Fires are permitted with permission of the Fort A.P. Hill Fire Department upon arrival at (804) 633-8317.

h. The area must be policed and all trash placed in a dumpster.

i. Do's and Don'ts. If you build a survival shelter, it is your responsibility to knock it down and return the area as you found it. Do not cut live trees. There is plenty of dead wood around and you could even stack some firewood for the next camper. All fires must be put out correctly. Do not climb on the nose cones.

2. Medical Emergencies.

a. Each group must possess a CPR qualified individual and emergency medical kit.

b. An emergency phone on the pole next to the road for 911 calls or call (804) 633-8911 with your cell phone.

c. The Health Clinic is not allowed to treat minors (under 18 years of age) who are not dependents of active or retired military personnel unless it is for a life-threatening situation. The clinic may provide routine treatment to active or retired military personnel. The nearest medical facility is Mary Washington Hospital in Fredericksburg, VA, approximately 27 miles north. Directions to Mary Washington Hospital: From the North Front Gate of A.P. Hill turn right on to 301. Turn right on Broaddus. Turn right on Route 2. Turn left on Route 17. Turn right on Route 1 and the hospital will be approximately 5 miles on your left.

3. Tents. You may choose which campsite to use. However, each of the 6 campsites has a maximum occupancy level (see Annex B of Camp Clark SOP posted on Fort A.P. Hill web site). Tents must be flame resistant and meet the requirements of National Fire Protection Association 701. Tents not exceeding 1200 square feet in ground area shall not be required to be separate from each other provided safety precautions have been taken to prevent fire in each. There shall be no smoking inside any tent or fabric structure. No combustible liquids (gasoline, kerosene) shall be stored inside any tent or fabric structure.

4. Request for Use of Camp Clark. To make a request, you may find the necessary form on the Fort A.P. Hill website (www.aphill.army.mil) and email it to the DPTMS Scheduling Staff at: TrainingReq@conus.army.mil. If your camping intentions are not within the scope of the previous information, please contact the DPTMS Scheduling Office at (804) 633-8333.

5. Information required and routing of requests. Request *must be submitted not later than 60 days prior to actual arrival date*. Requests must include: Troop Number, number of adults, and scouts, estimated time of arrival/departure, and point of contact.

APPENDIX R

FIELD LEVEL MUNITIONS STORAGE AREA (FLMSA)

1. Physical Security of Arms, Ammunition and Explosives (AA&E). All ammunition, pyrotechnics and/or explosives on FAPH are controlled items and must be secured, guarded, and stored in accordance with Physical Security requirements outlined in AR 190-11, AR 385-64 and FAPH External ASP SOP. Physical Security of AA&E is a command responsibility and a tactical operational requirement for combat services support. Once properly drawn from the ASP on DA Form E581, all AA&E not issued as a personal basic load for training must be secured in an established Field Level Munitions Storage Area (FLMSA).

a. **Physical Security violations of AA&E are considered a SERIOUS INCIDENT and will be reported by the Garrison Commander to the senior mission commander and first general officer in the organizations chain of command.**

b. All incidents of unsecured or abandoned Category I, II or III and Category IV munitions in excess of an individual basic load are considered a reportable SERIOUS INCIDENT on FAPH. DES will initiate a formal investigation and/or notify the US Army Criminal Investigation Directorate (CID) as required.

c. Physical Security violations of AA&E may result in criminal prosecution, suspension of training, training restrictions and unit expulsion from FAPH based on all considerations, the severity of the incident and the discretion of the installation commander.

2. Field Level Munitions Storage Area (FLMSA). Units desiring to establish a temporary FLMSA such as Ammunition Transfer Points (ATP), Ammunition Holding Area (AHA), or Forward Arming and Refuel Point (FAARP), must receive approval after detailed preliminary planning from DOL (QASAS and ASP Officer), DES (Fire Inspector, Physical Security Officer and Provost Marshal), DPTMS (Training or Range Officer and Scheduling Staff) and installation Safety Officer. Units will specify requested locations for any FLMSA requirements as part of the Training Support Request approval process. AR 190-11 (Chapters 2 and 5), AR 385-64 and FAPH External ASP SOP, are the governing regulatory guidance for FLMSA. **It is imperative that units plan well ahead to meet these requirements in order to prevent disruptions to training caused by unit non-compliance with requirements.**

3. **GENERAL.** Organizations requesting establishment of a FLMSA must coordinate through DPTMS and submit a detailed FLMSA Plan for staffing no later than 10 working days before expected establishment/or use in order to coordinate for support and required inspections of the location, dates, times and capacity for AR 190-11 and AR 385-64 regulatory requirements.

a. CATEGORY I MUNITION ITEMS are PROHIBITED from storage in a FLMSA.

b. CATEGORY II MUNITIONS.

(1) Claymore mines and fragmentation grenades are PROHIBITED from storage in a FLMSA.

(2) Explosive compounds, detonation cord and igniters will be SEGREGATED by classification and stored in separate holding pens within the FLMSA.

(3) Units must have a formal armed guard force that has been trained and briefed on the use of deadly force and equipped with a primary and alternate means of communication with the installation central dispatch at all times of operation.

4. CATEGORY III AND IV MUNITIONS. The storing unit must have at least one armed guard. The guard must have a primary and alternate means of communications established with the central dispatch at all times of operation.

a. AA&E will NEVER be left unattended. Appropriate security measures to include guard force requirements for each class of ammunition will be strictly enforced.

b. AA&E will be properly stored at all times including proper use of dunnage material, storage containers or vehicle storage configurations.

c. AA&E will be properly handled and segregated at all times by type, DODIC, and lot number IAW applicable regulations and HAZMAT guidance. LIVE AND BLANK AMMUNITION WILL BE CAREFULLY SEGREGATED AND NEVER STORED ON THE SAME PALLET. Lot integrity will be maintained at all times.

5. Class V materials should be protected from environmental conditions and not exposed unnecessarily to precipitation or direct sunlight. Water retardant and fire resistant tarpaulins used must provide 18" of clearance for air circulation.

a. Two 10 BC fire extinguishers must be present at all times when transporting or storing ammunition.

b. Remove fire hazards to include excess vegetation and debris to create a 50 foot firebreak around the FLMSA. Smoking is strictly prohibited within 50 feet of the FLMSA.

c. Sleeping is PROHIBITED within 50 feet of FLMSA or in any vehicle transporting AA&E.

d. Eating and drinking is strictly prohibited in a FLMSA or in any vehicle transporting AA&E. Chemicals in Class V packing materials present a physical hazard if ingested.

e. Class V munitions will not be thrown, stepped on, dragged, tumbled, dropped or otherwise mishandled to prevent damage or accidental detonation of munitions.

f. Belted Class V munitions will NEVER be de-linked, modified or re-linked by unauthorized or unqualified personnel. When authorized, belted munitions will NEVER be de-linked, modified or re-linked with like ammunition from another DODIC or lot. The installation QASAS must approve any modifications to standard ammunition.

g. Pyrotechnics require additional protection against moisture, dampness and high temperatures. Pyrotechnic items must be given a high priority for the best protection from environmental conditions because of their sensitivity. Pyrotechnic munitions that have been wet are hazardous to store; consequently, any boxes that show signs of exposure to precipitation or moisture will be removed from the storage site and inspected. If the pyrotechnic material is wet, it will be destroyed.

h. AA&E stored inside an approved container MUST be secured with a 5200 series lock. CAT I & II require a 9500 series lock.

i. Personnel undergoing behavioral counseling, pending discharge, courts martial, other disciplinary action, or otherwise suspected a security risk will not be utilized to guard or handle Class V munitions.

j. Unit commanders will designate in writing, authorized personnel by name, rank and social security number, who are authorized access to the ammunition stored in the installation AHA. The DES-PMO will retain the original and a copy will be forwarded to the unit performing the guard mission.

6. FLMSA site locations should be able to sustain easy access and egress traffic through the estimated period of operation. The site should be generally flat, stable and free from adverse weather conditions to include standing water or flooding.

7. Installation Ammunition Holding Area (AHA). Organizations may use the Installation AHA (a.k.a. Hot Pad) by coordinating with the Department of Emergency Services, Provost Marshal Office (DES-PMO), Building #P00156, at (804) 633-8888, DSN 578.

a. The unit is responsible for providing security at the installation AHA.

b. The unit vacating the installation AHA will return the assigned installation AHA key and lock to the FAPH Provost Marshal Office Police Desk/Central Dispatch. The key and lock will be reassigned upon your return to the PMO. This allows other units to access the installation AHA for proper storage of their AA&E.

c. The unit commander will designate in writing, authorized personnel by name, rank and social security number, who are authorized access to the ammunition stored in the installation AHA. The DES-PMO will retain the original and a copy will be forwarded to the unit performing the guard mission.

d. The individual performing guard duties will:

(1) Check Category II thru IV of AA&E stored inside the AHA on the hour and log the results of that check in the guard journal.

(2) Ensure vehicle has proper fire marking of category type of AA&E being transported.

(3) Ensure two 10BC fire extinguishers are present and serviceable.

(4) Check the identification of all personnel attempting to enter into the FLMSA. The ID will be verified against the access roster supplied by the unit commander.

(5) Check the unit's DA Form 581 and verify its accuracy and accountability of all stored ammunition.

(6) Telephonically contact the central dispatch desk officer (extension 8888) every hour from 1800 until 0600 weekdays and every hour on weekends and holidays when the unit is not in the field. Hourly checks of the FLMSA will be conducted and annotated in the journal.

(7) While performing guard duties, verbal orders received from the central dispatch, DES-PMO desk officer, patrol officer or FAPH staff inspection personnel will be annotated in the journal. The name of the officer to include the instruction given will be explicitly annotated in the journal.

(8) Report all suspicious activity, hazards or threats to the central dispatch immediately. Personnel attempting to access the FLMSA that are not on an access list will be reported to the police desk officer. Possession of the individuals ID card will be maintained and released to the arriving police officer.

8. Ammunition Transfer Point (ATP). ATP's are normally a division and above tactical operation. Organizations may request training areas to conduct ATP operations but significant advance planning, staffing and approval is required. The requesting organization must provide MOS trained and qualified personnel and have a mission essential requirement to perform an ATP mission. Coordination begins when the training support request is received.

9. Field Ammunition Holding Area. Unit established temporary Field AHA's are the most commonly requested FLMSA operation. FAPH has established a permanent installation AHA and has planned a semi-permanent field AHA that will provide organizations with the physical security and safety infrastructure required to secure Class V munitions IAW AR 190-11, AR 395-64 and FAPH External ASP SOP.

10. Organizations using FAPH provided AHA facilities are required to provide the required formal guard force required for the stored ammunition classification, and provide an adequate light source for the semi-permanent AHA.

11. Field AHA Planning and Site Requirements.

a. A written Field AHA Plan will consist of an Unit Ammunition SOP, Formal Guard Force LOI/MOI, Operational Risk Management, Physical Security and Fire Protection Control measures with consideration for emergency evacuation. The Field AHA Plan must be submitted and approved by the installation commander and the AHA must pass inspection by the QASAS, ASP Officer, Fire Inspector, Physical Security Officer, Provost Marshal, the Training or Range Officer and installation Safety Officer. An example may be obtained from DPTMS.

b. The Field AHA site must provide minimum quantitative distance (QD) requirements from inhabited buildings, utilities, public roadways and troop concentrations IAW AR 385-64.

c. The Field AHA site must provide a secured perimeter with a minimum requirement of triple strand concertina wire enclosure large enough to maintain security and required compatible QD requirements for all FLMSA locations to prevent unauthorized access and physical security violations.

12. Signage. Signage requirements include restricted area notices, fire/HAZMAT symbol, no smoking notices, and chemical symbols.

13. On-Site Operation Requirements. Establish a grass cutting schedule and spraying schedule for building 1660 and 1661. The campsite areas should be sprayed for ticks during the summer months. Also establish a pumping schedule for the latrine, Bldg 1661.

**APPENDIX S
WEAPONS IMMERSION POLICY**

1. Responsibilities.

a. Installation Commander.

(1) Establish and enforce a policy for weapons immersion training. Conduct a policy review annually.

(2) Establish and rehearse procedures for response to lost, missing or missing arms, ammo, and explosives (AA&E) and or Accidental Discharge Serious Incident Reporting procedures.

(3) Validate unit provided operational risk management plans for weapons immersion for each training organization.

b. Directorate of Emergency Services (DES).

(1) Establish a procedure to screen and review unit weapons immersion policies, unit TASOP's, and operational risk management plans to ensure that physical security and reporting procedures are in compliance with regulations.

(2) Provide immediate response by law enforcement personnel for all incidents of loss, missing or stolen AA&E, Accidental Discharges and initiate Serious Incident Reports as required.

c. Directorate of Plans, Training, Mobilization and Security (DPTMS).

(1) Review and staff requests for weapons immersion training, screen and review unit weapons immersion policies and operational risk management plans, staff requests to appropriate proponent directorates that weapons immersion training is planned in their area of responsibility, and seek specific instruction as coordinated.

(2) Establish unit weapons immersion training policy and review or update annually.

d. Training Unit Commanders.

(1) Develop and enforce a comprehensive policy and standing operating procedure for weapons immersion training on Fort A.P. Hill (FAPH). This policy and supporting documentation will be provided to DPTMS for garrison staff review and policy validation.

(2) Designate buildings, training areas and other facilities used in the weapons immersion training as restricted areas IAW reference 1b. Ensure an access control program is implemented.

(3) Ensure physical security measures are enforced. These will include measures for locks, active patrolling, security lighting, arms room licensing, and implementation of a guard force, as required.

(4) Establish procedures for Serious Incident Reporting (SIR) as required by this policy with the parent headquarters and the Fort A.P. Hill DES.

(5) No Privately owned weapons are authorized to be used or stored on FAPH while training on the installation.

2. Background. The negligent discharge (ND) of weapons can result in the needless wounding or death of Warriors and civilians. Weapons immersion training is designed to eliminate casualties from negligent discharges by placing Warriors in an environment closely approximating contemporary operating environments, such as Afghanistan and Iraq, and by instilling in Warriors, in training, the skills needed to properly handle their weapons. As a training installation, this policy applies to all organizations to provide realism in training.

3. The weapons immersion policy is prohibited and weapons are strictly prohibited from the following areas on Fort A.P. Hill.

(1) The AAFES Post Exchange (PX) Shopette.

(2) The AAFES Snack Bar.

(3) The Lois Wells Troop Medical Clinic.

(4) Any Dining Facilities.

(5) The Fort A.P. Hill Ammunition Supply Point (ASP).

(6) All designated weapons prohibited areas, or designated buildings on the installation.

4. Policy.

a. The purpose of weapons immersion requires all units to develop specific criteria and standards for protection of arms, ammunition and explosives used in training. Immersion training will prepare Warriors to become familiar with weapons handling procedures in the training environment that closely replicates the contemporary operating environment. Weapons immersion does not apply to Warriors engaged in a field training exercises.

b. This policy prescribes the minimum criteria for the security of weapons and blank ammunition in the custody of Warriors training on Fort A.P. Hill. The criteria outlined in this policy, under normal circumstances, will provide adequate protection against loss or theft of weapons and blank ammunition on the installation. However, the threat or particular characteristics of a given location may require the implementation of additional security measures.

c. Weapons Immersion will apply to all units training on Fort A.P. Hill.

d. Training will focus on safe weapons handling, orientation, proper loading and clearing procedures prior to and upon exiting/entering a building and situational awareness at all times.

e. Prudent security measures will be used to promote the security of weapons and to assist Warriors to whom weapons are issued. Paragraph 4-1b (1) of reference 1.a. states that (1) each weapon issued for training, operations, or any other reason will be carried at all times on the person of the individual to whom the weapon is issued, or (2) the weapon will be properly safeguarded and secured. If the weapon is properly issued, the security of the weapon becomes the responsibility of the Warrior to whom the weapon is issued. There is no requirement to store the weapon in an arms room, Class V container, nor are armed guards required. Additionally, the regulation provides latitude for those short periods of time a Warrior might need assistance in securing their weapon by allowing a battle buddy or other responsible person to watch the weapon for them.

5. Weapon racks or other security devices used in the barracks.

a. Weapon racks or other security devices, such as cable locks, may be used in the barracks to assist Warriors in securing their weapons during non-duty hours. Units are responsible for providing security devices.

b. The use of weapon racks or other security devices does not constitute separating the Warrior from his or her weapon if each Warrior is able to quickly get to his or her weapon, positively identify the weapon as their assigned weapon and physically touch the weapon. Each Warrior should be able to see his or her weapon from his or her bunk.

c. If weapon racks are used, the rack will be secured to an immovable object. If the weapon racks cannot be secured to an immovable object they will be secured together in such a manner that the racks cannot be separated from one another and their total combined empty weight is 500 pounds or more.

d. High Value Item Security Cages with an empty weight of 500 or more pounds may also be used.

e. Weapons will not be stored with magazines loaded or inserted. All magazines containing blank ammunition will be secured in the vicinity of the weapons and safeguarded.

6. Keys and Locks.

a. Keys and locks used to secure weapons racks in the barracks will be controlled IAW paragraph 3-8 of reference 1.a.

b. If used, cable locks, keys, other locks and keys used by the unit to secure weapons will be hand receipted to the cadre, accounted for and controlled.

7. Inventories and physical counts.

a. Units are responsible for the inventory and physical security of AA&E.

b. A physical count of weapons and blank ammunition will be accomplished at least twice daily.

c. Inventory, accountability, issue, and turn-in procedures will be delineated in local regulations or unit SOP's to ensure the accountability procedures support the physical security of weapons and ammunition.

8. Guards, communications and duress alarms.

a. The unit will provide a senior duty officer/NCO in the barracks area and provide at least two methods of sounding a designated alarm. Anyone who detects or suspects a criminal act or attack must have the authority to sound the alarm without fear of reprisal.

b. At least two guards (i.e. access control) will be posted in the barracks area where Warriors are sleeping with weapons. These guards will maintain visibility of weapons secured in arms racks and/or the general condition of security within the barracks area. The guards will have a positive means of contacting the duty officer/NCO or DES Central Dispatch.

c. A security guard, patrol, or unit personnel will periodically check facilities and barracks areas, especially during hours of darkness, IAW paragraph 3-7 of reference 1.a.

9. Incidents of lost, stolen, missing weapons.

a. The unit will immediately notify the DES-Police at FAPH extension 8888, immediately or within 15 minutes of the discovery of a lost, missing or stolen weapon on the installation. The unit is responsible to initiate a Serious Incident Report (SIR) with their parent headquarters and assist the DES with the submission of a SIR to the Military District of Washington and Installation Management Command Headquarters. FAPH will be courtesy copied on any SIR

submitted by parent installation and or parent installation will be courtesy copied on any SIR submitted by the installation.

b. A thorough investigation will be made of lost, stolen, or missing weapons or ammunition IAW Paragraph 2-9 of reference 1.a. Unit will provide copy of the completed investigation to FAPH.

c. In the event of a lost or missing weapon, a lockdown of all personnel may be appropriate in a given situation in order to use those personnel to look for the lost or missing weapon. The length of any lockdown of personnel may only be as long as is needed to conduct a thorough search for the lost or missing weapon in areas where it would be logical and reasonable to find it. Lockdowns used as mass punishment are unlawful. Commanders should consult with servicing legal advisors before initiating lockdown procedures, if possible, and will consult with servicing legal advisors concerning when to terminate the search and lockdown. Legal advisors may also advise when a search authorization from a commander may be required to look into a particular place where a reasonable expectation of privacy may exist for the person who owns or controls that place or thing to be searched.

10. Control of weapons and ammunition during training or range firing. Close supervision of Warriors in training by officers, NCOs, or civilian equivalents can eliminate most security problems in the training area. The security of weapons and ammunition will be monitored closely by all personnel IAW unit policies and APH Reg 350-1 and APH Reg 350-2.

11. Safety and Risk Management.

a. The safe handling of weapons is a basic Warrior skill that must be taught and reinforced in training. Leaders must ensure all Warriors are proficient in the maintenance and safe handling of weapons and ammunition.

b. Before weapons are issued to Warriors, training will be conducted on proper loading, unloading, clearing and muzzle orientation.

c. The Chain of Command, and/or cadre will reinforce safe weapon handling through daily reminders, on the spot corrections and swift actions to identify unsafe acts.

d. Commanders will establish and enforce policies that ensure magazines are removed from weapons and weapons are cleared prior to entering all buildings including barracks, administrative buildings, etc. Warriors will ensure that weapons are clear and no empty magazines are loaded and inserted in any weapon in any building on FAPH. Weapons are strictly prohibited from designated buildings as outlined in paragraph 2a.

e. Commanders will establish and enforce strict procedures to address range operations with specific attention to preventing the removal of live ammunition from ranges and training areas IAW APH Reg 350-2.

**APPENDIX T
REFERENCES**

AR 5-9	Area Support Responsibilities
AR 5-12	Army Management of the Electromagnetic Spectrum
AR 5-13	Training Ammunition Management
AR 15-6	Procedures for Investigating Officers and Boards of Officers
AR 25-1	The Army Information Resource Management Program
AR 25-11	Record Communications
AR 27-20	Claims
AR 30-22	The Army Food Program
AR 40-5	Preventive Medicine
AR 55-162	Permits of Oversize, Overweight or Other Special Military Movements on Public Highways in the United States
AR 58-1	Management, Acquisition and Use Of Administrative Use Motor Vehicles
AR 60-10	Army and Air Force Exchange Service
AR 75-1	Malfunctions Involving Ammunition and Explosives
AR 190-5	Motor Vehicle Traffic Supervision
AR 190-11	Physical Security of Arms, Ammunition and Explosives
AR 190-13	The Army Physical Security Program
AR 190-45	Law Enforcement Report
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-Sensitive)
AR 200-1	Environmental Protection and Enhancement

AR 215-1	Military Morale, Welfare and Recreation Programs and Non-appropriated Fund
AR 350-1	Army Training
AR 350-38	Training Device Policies and Management
AR 360-1	The Army Public Affairs Program
AR 380-5	Department of the Army Information Security Program
AR 385-10	The Army Safety Program
AR 385-63	Range Safety
AR 600-8-1	Army Casualty Program
AR 600-8-14	Identification Cards for Members of the Uniformed Services
AR 600-38	Meal Card Management System
AR 600-55	The Army Driver and Operator Standardization Program
AR 670-1	Wear and Appearance of Army Uniforms and Insignia
AR 710-2	Supply Policy Below the National Level
AR 735-5	Policies and Procedures for Property Accountability
AR 735-11-2	Reporting Supply Discrepancies
DA PAM 25-30	Consolidated Index of Army Publications and Blank Forms
DA PAM 40-501	Hearing Conservation Program
DA PAM 190-51	Risk Analysis for Army Property
DA PAM 305-38	Standards in Weapons Training
DA PAM 350-9	Index and Description of Army Training Devices
DA PAM 385-63	Range Safety
DA PAM 710-2-1	Using Unit Supply System
DA PAM 710-2-2	Supply Support Activity Supply System Manual Procedures

APH Reg 350-1 (15 AUG 08)

DA PAM 738-750 Functional Users Manual for The Army Maintenance Management

FORSCOM Reg 55-1 Unit Movement Plans and Reports

FORSCOM/NG Reg 350-2 Reserve Component (U. S. Army) Training

IMCOM Reg 190-1 Serious Incident Reports

TRADOC PAM Training Devices for Army-Wide Use

1A Supplement to Reserve Component Training

A. P. Hill Reg 95-2 Aviation

A. P. Hill Reg 350-1 Training Regulation

A. P. Hill Reg 350-2 Live Fire Range Regulation

A. P. Hill Reg 360-1 Army Public Affairs

A. P. Hill Reg 385-10 Safety

A. P. Hill Reg 420-1 Fire Prevention

Fort Belvoir MEDDAC Medical Support – Fort A.P. Hill, Virginia

FM 3-21-38 Pathfinder Operations

FM 3-19.30 Physical Security

FM 5-250 Explosives and Demolitions

FM 8-250 Preventive Medicine Manual

FM 10-27-2 Field Service Company, General Support

FM 14-100 Finance Management Operations

FM 21-10 Field Hygiene and Sanitation

FM 21-18 Foot Marches

FM 21-305 Manual for Wheeled Vehicle Driver

FM 3-97-61 Military Mountaineering

FM 55-30	Army Motor Transport Units and Operations
FM 57-220	Basic Parachuting Techniques and Training
FM 90-4	Air Assault Operations
FM 90-5	Jungle Operations (How to Fight)
TC 90-1	Military Operations or Urbanized Terrain Training
TC 90-13	River Crossing Operations
TM 5-634	Solid Waste Management
TM 9-1300-200	Ammunition, General
TB Med 81	Cold Injury
TB Med 507	Occupational and Environmental Health: Prevention, Treatment and Control of Heat Injury
TB Med 530	Occupational and Environmental Health: Food Service Sanitation
TB Med 577	Sanitary Control and Surveillance of Field Water Supplies
TB Med 593	Guidelines for Field Waste Management
TRADOC Policy 3530	TRADOC Policy on Weapons Immersion Training
APH Policy No. 2-92	APH Standard Operating Procedures for Spill Responses
APH Policy No. 4-93	Jogging, Running or Marching on Installation
40 CFR	Resource Conservation and Recovery Act