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\*APH Reg 350-1 (1 Oct

DEPARTMENT OF THE ARMY  
U. S. ARMY GARRISON, FORT A. P. HILL  
BOWLING GREEN, VIRGINIA 22427-5000

APH Regulation 350-1  
1995

1 October

TRAINING REGULATION

FOR THE COMMANDER:

Units

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DEPUTY TO THE COMMANDER

OFFICIAL:

THOMAS J. MEDLEY, SR.  
Director of DPTMS

History. This publication was last published 1 April 1994. This printing publishes changes made since that date.

Summary. This is a revision of a current regulation. It establishes policies and procedures for the use of training areas 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, Fort A. P. Hill. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Directorate of Plans, Training, Mobilization and Security, ATTN: ANAP-OPT, Fort A. P. Hill, Bowling Green, VA 22427-5000.

\*This regulation supersedes Fort A. P. Hill Memorandum 350-1 dated 1 April 1994.

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DEPARTMENT OF THE ARMY  
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REGULATION  
NUMBER 350-1  
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TRAINING

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CHAPTER 1

GENERAL

1-1. PURPOSE:

a. To prescribe policies, procedures, and information for planning, supporting and conducting training at Fort A. P. Hill (FAPH). The word "her/his", when used in this regulation represents both the masculine and the feminine genders unless stated otherwise.

b. To establish standard terminology pertaining to training operations.

c. To prescribe responsibilities and procedures related to the safe conduct of training on the installation.

1-2. APPLICABILITY: This regulation applies to the following units/agencies, which train or plan to train at FAPH:

- a. Active and Reserve Component units.
- b. Federal and State agencies.
- c. Civilian organizations.

1-3. RESPONSIBILITIES:

a. Commander, FAPH:

(1) Ensures training support is provided to requesting units if available.

(2) Establishes training and training support policies and procedures in accordance with guidance from higher headquarters.

(3) Develops and publishes training support regulations and SOP's.

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

(1) Plans and conducts Annual Training (AT) precamp conferences IAW FORSCOM/NG Regulation 350-2.

(2) Schedules and maintains training areas, ranges and separate training facilities.

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(4) Provides airfield support and airspace management.

(5) Provides training aids/devices, graphic training aids and audiovisual support equipment.

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

(7) Plans for training support improvements by monitoring changes in doctrine and equipment.

(8) Provide Integrated Training Area Management (ITAM) Systems.

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

d. Director of Public Works (DPW):

(1) Provide engineer related support to training units.

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

(3) Provides visiting officer and distinguished visitor quarters support.

(4) Provides Environmental Support.

(5) Provide maintenance support to training and range facilities.

e. Director of Personnel and Community Activities (DPCA):

- (1) Provides emergency administrative support.
  - (2) Provides morale, welfare, and recreation support.
  - (3) Ensures religious activity support is provided.
- f. Public Affairs Officer (PAO):
- (1) Provides public affairs support.
  - (2) Makes protocol arrangements for visiting dignitaries.

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- g. Directorate of Information Management (DOIM):
- (1) Provides information systems hardware and software support.
  - (2) Provides administrative support (i.e., local forms, lease of copier and facsimile equipment, locator service, and mail service).
  - (3) Provides communications related support (i.e., radio frequencies and telephones) to training units.
  - (4) Provide Computer training as needed.
- h. Unit Commander:
- (1) Attends precamp conference for unit conducting Annual Training (AT) on the installation.
  - (2) Identifies and requests training support requirements IAW this regulation.
  - (3) Attends range safety briefing prior to firing on ranges and ensures that Officer-in-Charge (OIC), and Safety Officer (SO) attend the briefing.
  - (4) Conducts training IAW established regulations, policies, and SOP's.
  - (5) Provides a Military Interdepartmental Purchase Request (MIPR), (DD Form 448) or Letter of Functional Authority 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.

(6) Provides necessary publications, and blank forms. Local forms will be provided to the units by DOIM or responsible proponent.

(7) Ensures that unit is self sufficient to the maximum extent possible.

(8) Ensures that unit has communications with post 24 hours a day.

(9) Ensures compliance with Army and post safety guidance.

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1-4. OFFICE DIRECTORY: Building and telephone numbers, and office symbols are not indicated in the body of this memorandum due to possible changes but are provided at Appendix L.

1-5. RELATED REGULATIONS: If training activities involve any of the following the applicable A. P. Hill Regulation must be consulted:

<u>ACTIVITY</u>	<u>FAPH DIRECTIVE</u>
Aviation	Regulation 95-1
Ranges	Regulation 350-2
Safety	Regulation 385-10
Emergency (Crisis Plan)	

## 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. REQUESTING TRAINING FACILITIES:

a. Annual Training (AT) Units: Headquarters elements will coordinate the requirements for all units over which they will exercise operational control. Firm written requirements must be submitted to the Directorate of Plans, Training, Mobilization and Security (DPTMS) within 14 days of the Precamp Conference by the controlling headquarters elements or individual units as applicable.

b. For other than AT, unit commanders will forward training facility requests to reach this headquarters NLT 60 days prior to commencement of training on the installation. Requests can be submitted one year in advance. Requests less than 60 days prior to training will only be accepted in emergency situations or unit mission changes and will be the last documents to receive actions.

c. Requests for training facilities and related support will be forwarded through command channels in the format prescribed at Appendix A to:

Commander, Fort A. P. Hill, ATTN: ANAP-OP,  
Bowling Green, VA 22427-5000

2-3. SCHEDULING:

a. DPTMS is the overall coordinating/scheduling agency for the use of facilities at the installation.

b. Training areas and facilities will be scheduled only after a written request is received. In accordance with FORSCOM/ARNG Regulation 350-2, priority of available training resources will be accorded Reserve Component units conducting Annual Training (AT) and or IDT.

c. Priorities for allocating training resources are:

(1) Reserve Component (RC) units performing AT.

(2) Reserve Component (RC) units performing IDT with a four month lock-in for resources.

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(3) Mobilization tests and exercises.

(4) Active Component (AC) units and research and development projects on a first-come, first-serve basis.

(5) Others.

d. Training requirements take precedence over other requests for hunting, fishing and other recreational uses.

e. The training facilities indicated in paragraph 4-19 below are scheduled separately. Scheduling surrounding training areas does not give the unit scheduled to use the training area authority to use or control any facility in paragraph 4-19.

2-4. 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.

b. 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 which has the facility. DPTMS must be provided in writing a copy of joint usage approval prior to training date.

c. Training facilities will be cleared by the unit which scheduled its usage. Units obtaining joint usage

permission will clear the training facility to the satisfaction of the unit granting that permission.

2-5. CHANGES AND CANCELLATIONS: Changes and cancellations must be reported as soon as units are aware that reserved facilities are no longer required. This will ensure that facilities are available to other units.

a. Telephonic notification is acceptable, but must be followed-up in writing.

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 facilities must be made NLT 48 hours in advance of requirements. Changes for weekends or holidays must be coordinated with DPTMS NLT 1500 on the next to last normal duty day preceding the holiday or weekend.

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2-6. CONTROL OF FACILITIES BY MAJOR HEADQUARTERS: Major headquarters are defined as a division, a group, or a separate brigade. A major headquarters controlling range and training scheduling will comply with the following procedure.

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 AT period. The Liaison Officer will be stationed in the DPTMS building during duty hours Monday through Friday and be able to assist Range Control on weekends and holidays. The Assistant Liaison Officer will be stationed in the Range Control building 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 range and/or training scheduling will not be accepted after 1000 for the next day's training.

2-7. FACILITIES RESPONSIBILITIES:

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

b. DPTMS Range Branch operates, maintains and clears all range complex facilities.

c. DPTMS Training Support Division operates, maintains and clears all training facilities other than those located in the range complex.

d. Training Support Branch is responsible for allocating training aids and audiovisual equipment.

e. DPTMS Aviation Branch is responsible for aviation facilities not located in the range complex.

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CHAPTER 3  
ADMINISTRATIVE REQUIREMENTS FOR TRAINING

3-1. PURPOSE: To provide guidance on the completion of administrative requirements connected with training at Fort A. P. Hill.

SECTION I. PRIOR TO DEPARTURE FROM HOME STATION

3-2. AT PRECAMP CONFERENCE:

a. Fort A. P. Hill hosts a Pre-camp Conference for all units scheduled for annual training at this installation. AT units will be notified of the date, time and location of the conference by letter.

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.

3-3. LIAISON VISIT: It is recommended that a representative familiar with unit requirements make a liaison visit with DPTMS, DPW, DOL, and DOIM at least two weeks prior to commencement of training to confirm requirements and support to be provided by this installation.

3-4. TRAINING AMMUNITION:

a. Reserve Component unit's annual forecasts will be forwarded to FAPH NLT 15 September for the training year as outlined in paragraph 2-3, FORSCOM Regulation 700-4.

b. Active Component units will forward two copies of approved forecasts for training ammunition to DPTMS NLT 120 days prior to the commencement of training.

c. Forward DA Forms 581 (Request for Issue and Turn-In of Ammunition) to DPTMS NLT 30 days prior to required pick-up date of the ammunition.

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 60 days prior to arrival of the unit.

3-6. POL FORECAST. All units will submit forecasts to DOL for POL products and list of fuel points NLT 60 days prior to the required date.

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3-7. TRAINING AIDS REQUEST: All units will submit training aids, GTA and audio-visual requests to TASC IAW Appendix M NLT 60 days prior to required date.

3-8. TRAINING SCHEDULES:

a. AT units will forward one copy of the unit training schedule to include challenge and password to arrive at DPTMS NLT 30 days prior to AT period and one copy will be delivered to the Evaluation Headquarters, Bldg TT0122 by the advance party on Friday before the AT period.

b. Units other than AT units will provide one copy to DPTMS during inprocessing.

c. Training schedules should indicate proposed utilization of scheduled training facilities and time of utilization.

3-9. RATION REQUEST: All units will forward DA Form 2970 (IDT) and DA Form 3294 (AT) (3 copies) for A rations and DA Form 3161 (4 copies) for extra rations to DOL NLT 30 days prior to the required date. All requests for T and/or B rations must be forwarded to DOL NLT 60 days prior to required date.

3-10. MIPR/LETTER OF AUTHORIZATION: All units obtaining repair parts, chemical toilets, POL products and/or maintenance support will submit a MIPR (DD Form 448). Warming and cooling beverage, ice & expendable supplies will require a letter of authorization, to DOL NLT 30 days prior to the date of unit arrival at FAPH.

3-11. FORSCOM FORM 156R: AT units will submit FORSCOM Form 156R to DOL NLT 60 days prior to required date for post, camp and station (PCS) property. TMP vehicle support will not be requested on this form.

3-12. EXPENDABLE SUPPLY REQUESTS: All units will forward a memorandum forecasting expendable requirements to DOL NLT 90 days prior to required usage. Forecasts will be in triplicate and will include the following:

- a. Unit designation to include DODAAC.
- b. Stock Number.
- c. Nomenclature.
- d. Unit of measure.
- e. Quantity.

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3-13. CLASS IV SUPPORT REQUESTS: All units requiring Class IV (construction materials) must submit requirements to the DPW NLT 120 days prior to required usage. Forecasts will include the following:

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

3-14. TRANSPORTATION MOTOR POOL (TMP): All units will submit a memorandum requesting TMP vehicles and driver training support to DOL NLT 60 days prior to AT as outlined in paragraph 5-12, this regulation. TMP vehicles have been converted to GSA fleet vehicles. Units must reimburse daily lease fees and mileage.

3-15. LABOR EQUIPMENT AND UTILIZATION: Engineer units

performing troop projects will submit this report on FORSCOM Form 362-R and DA Form 4288 to DPW on a daily basis showing the total man hours and equipment expended on the previous day for each troop project.

3-16. POL SPILLS: All units will report spills of POL or other polluting products to the Fire Department immediately IAW Appendix O, this regulation.

3-17. REQUEST FOR TELEPHONE SERVICE: All units will submit DA Form 3938 and supporting DD Form 448/448-2 to Directorate of Information Management (DOIM) NLT 30 days prior to required date requesting telephone service.

3-18. OVERLAYS: All units will submit overlays to Training Division for approval 24 hours prior to the scheduled occurrence of those training events outlined in paragraph 4-8, this regulation.

## SECTION II. UPON ARRIVAL AT FORT A. P. HILL

3-19. UNIT CHECK IN PROCEDURES:

a. DPTMS. The OIC of all advance parties will report to DPTMS immediately upon arrival at Fort A. P. Hill. No directorate/activity at Fort A. P. Hill will conduct business with any unit before the unit INPROCESSES WITH DPTMS.

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(1) DPTMS (APH) Form 1, User Reporting Checklist and Drop Zone/Assault Landing Strip Utilization, indicating the organization and number of Officer(s), Warrant Officer(s), enlisted and civilian personnel present for training will be filled in by the OIC. DPTMS (APH) Form 2 (Organizational Clearance) will be provided to the OIC at this time.

(2) Utilization of ranges, training areas, training facilities, training aids and audio-visual equipment will be confirmed at this time.

(3) OIC will be briefed on Fort A. P. Hill policies and requirements during inprocessing.

(4) Annual Training (AT) units will provide the unit evaluator within 24 hours of the arrival of the main body, a draft copy of FORSCOM Training Assessment Model (TAM) with the appropriate parts completed and a copy of the METL (Mission Essential Task List with supporting tasks/drills) attached.

The unit commander will submit narrative comments supporting

the information contained in Part I of the TAM along with any other comments he deems appropriate. All information provided will be IAW the applicable regulations (FORSCOM Reg 135-7).

b. DOL: All units will coordinate overall logistical requirements and campsite billeting requirements (Chapter 5).

(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.

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c. DOIM: All units coordinate communications, information systems, postal, copy machine, facsimile requirements, and radio frequency usage (Chapter 7).

d. Health Clinic: All units coordinate for medical support and receive briefing on medical evacuation procedures and other health related policies (Chapter 6).

e. Safety Office: All units will coordinate all safety requirements and receive a safety briefing. AT units will receive a briefing at 1000 on first Monday of training. AT units will appoint a Safety Officer and/or Safety NCO (E-6 or above) and will provide two copies of appointing order to the installation Safety Officer at the safety briefing.

f. Provost Marshal: All units will coordinate military police support and the opening of exterior boundary gates only during convoy movements.

g. Public Affairs Office (PAO): AT unit PAO's will

report to FAPH PAO office on the first Monday morning of the AT period to coordinate PAO objectives.

h. Finance Office: AT unit Class A Agents will report to the Directorate of Resource Management (DRM) for a briefing at 0830 on the first Monday of AT.

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) Coordinate field laundry/bath facility locations.

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

(6) In-process thru Environmental Office.

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3-20. ORIENTATION OF UNIT PERSONNEL:

a. All unit commanders will ensure that personnel receive an orientation briefing on the use of facilities at FAPH within 24 hours of arrival on the installation.

b. Points to be emphasized are:

(1) Uniform regulations (Chapter 10).

(2) Safety to include reporting of duds, operation of motor vehicles, range operations, entering and exiting from helicopters, safe installation of communications equipment, water safety (Chapter 4), speed control and DUI/DWI.

(3) Police and sanitation (Chapter 4).

(4) Use of track vehicles and protection of

underground telephone cables, if applicable.

(5) Environmental requirements (Chapter 12).

(6) Fire prevention (see A. P. Hill Regulation 420-1 and Chapter 11, this regulation).

(7) Off-limits areas (Chapter 4).

3-21. STRENGTH ACCOUNTABILITY:

a. AT Units will submit an initial strength report to the Directorate of Plans, Training, Mobilization and Security (DPTMS) (APH) Form 15 (Appendix I) as soon as possible after arrival, but NLT 1000 the following day.

b. All units will submit a final strength report on DPTMS (APH) Form 15 as an enclosure to the Installation Clearance form to be collected by DPTMS.

3-22. LOCATOR CARDS: AT units will provide one alphabetized copy of the unit roster or DD Form 3955 to Admin Services Branch, DOIM, Bldg TT0101 and provide telephone number, campsite location, and building number for all locator calls to be referred. Telephone number provided must be manned on a 24 hour basis.

3-23. APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY: AT unit mail clerks will submit three copies of DD Form 285 to Admin Services Branch, DOIM within 24 hours of arrival at FAPH.

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3-24. REQUEST FOR NONAPPROPRIATED UNIT FUND DIVIDENDS: AT units will submit the request on a memorandum to IMWRF on the first Monday of the AT period IAW Chapter 8, this regulation.

3-25. CLAIMS: All units will process claims in accordance with AR 27-20. The FAPH Claims Officer will be notified as soon as possible after the occurrence of any incident which may result in a claim against the government whether the incident occurred on or off the installation.

3-26. VISITORS: All units will notify 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.

3-27. DAILY PASSWORDS: All units will provide the passwords to DPTMS for the entire training period NLT 1000 on the

first day of training at FAPH.

3-28. SERIOUS INCIDENT/ACCIDENT REPORTS: All incidents, accidents or occurrences which are adverse in nature will be reported immediately to the Military Police Office and Safety Office. An Accident Report, DA Form 285, will be prepared as required and a copy will be provided to the Safety Officer prior to departing FAPH.

3-29. COURTESY CALLS: All Annual Training AT units:

a. Unit commanders, grade 06 and below, must visit the installation commander or the deputy to the commander on the first or second duty day.

b. Unit Sergeant Major must visit the installation Sergeant Major.

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

3-30. UNIT TELEPHONE DIRECTORY:

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

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

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3-31. 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. 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. ARNG Members: The State Adjutant General's (TAG) representative present at the training site in accordance with National Guard regulations.

3-32. AFTER ACTION REPORTS:

a. AT units (battalion size or larger and separate companies and detachments) will submit an after action report covering the areas outlined in Appendix G. Report will be submitted to DPTMS NLT 1600 on the second Thursday of the AT period. Specific comments are required to allow corrective action to be initiated.

b. Commanders/operations officers should be prepared to discuss all unfavorable comments with Director, DPTMS, on Friday prior to unit departure. This discussion is to ensure that deficiencies are clearly understood to enable remedial action.

3-33. POST POLICE DETAIL: All units will coordinate with the installation Sergeant Major or staff duty officer after duty hours 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 military One 3/4 ton or driver's license smaller vehicle  
                  Two - Enlisted personnel for trash collection

b. Separate        One - Enlisted personnel with Companies military driver's

license

3-34. INSTALLATION CLEARANCE: All units must ensure that DPTMS (APH) Form 2, Organizational Clearance, is entirely completed and returned to DPTMS on day of departure for final clearance approval (Appendix I). DPTMS will handle final clearances during

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duty hours. The Post Duty Officer/NCO will handle final clearances after duty hours and on weekends/holidays. (Note that Post Duty Officer/NCO responsibilities are transferable to Provost Marshal Office.)

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

(1) After Action Report has been submitted by AT

units.

(2) All training aids and audio-visual equipment have been returned to the Training Support Branch.

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

(4) All scheduled ranges have been cleared.

(5) 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 (Appendix I).

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

(3) MIPR's have been properly funded or closed out.

(4) TISA account has been closed out.

(5) 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 COR, Bldg TT0116 or telephone contractor.

(2) All DA Form 360's for commercial toll calls have been turned in to Admin Services Branch, Bldg TT0101.

(3) All leased facsimile and copier equipment has been turned in through the Admin Services Branch, Bldg TT0101 and clearance sheet has been initialed by Admin Services Branch personnel.

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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.

(3) All campsites and construction sites are free of construction debris, spills of contaminants, sanitary waste, etc.

(4) Construction has been approved and accepted.

(5) Class IV accounts closed out.

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#### CHAPTER 4

##### TRAINING SUPPORT

4-1. PURPOSE: To establish training guidelines 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 be the primary consideration. 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 units responsibility to establish communications with Training Division, ext 8349/8408, by 0900 hours each day of training. The unit may walk-in, telephone or radio Training Division. Training Division is responsible for locating personnel for emergency calls, wet bulb and fire index. Training Division MUST know the location of ALL units at ALL times training in the training areas.

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.

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

- a. Controlled/Cantonment Area.
- b. Travis Lake.
- c. Laser Range (located within Training Areas 17 and 19).
- d. Wildlife Refuge Area.
- e. Boy Scout Area.
- f. Hopemont.
- g. Post Trailer Park.
- h. ASP.

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- i. Trailer Park.

j. Recreation Vehicle Park.

k. Impact Area.

4-6. SAFETY:

a. Safety is a unit responsibility and must have continued command emphasis. See APH Regulation 385-10.

b. All unit personnel must receive a safety briefing prior to departure from home station to include:

(1) Requirement for reporting all accidents to the Military Police Desk Sergeant immediately.

(2) Personnel safety, including hearing and sight protection, danger of heat exhaustion, insect and reptile bites and poisonous plants.

(3) Motor vehicle safety, official and private, as outlined in AR 385-55 and AR 385-10. Operators and all occupants of Army motor vehicles are required to utilize the seat belts at all times.

(4) Safety regulations for usage of arms, ammunition and explosive devices for training as outlined in AR 385-63 and pertinent range regulations.

(5) Bivouac and training safety.

(6) Off-duty accident prevention.

(7) Safe usage and maintenance of equipment.

(8) Safe operation and warnings for use of pyrotechnic simulators as outlined in TM 9-1370-207-10. Ground burst M115A1 simulators will not be detonated within 35 meters of unprotected personnel.

(9) Water training safety as outlined in AR 385-15, if applicable.

(10) Aviation safety as outlined in AR 385-95 and APH Regulation 95-1, if applicable.

(11) Blackout driving as outlined in FM 21-305, if applicable.

(12) Requirement to carry protective masks when participating in exercise involving the use of smoke and/

or tear gas.

(13) All construction activity is conducted in accordance with Engineer Manual 385-10-1-1.

c. Water Safety:

(1) The principal sites for tactical water operations on FAPH are the White Lake Float Bridge and Tactical Raft Training Area (Training Area 29), the Lonesome Gulch Float Pond and the Leased Site (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 safety guidance.

(2) There are no authorized recreational swimming areas on FAPH except at the post 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. The following list is provided as a briefing guide; however, it is not intended to be all inclusive:

(a) Personnel will wear life preservers 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 (vehicle swimming only).

(d) Strict military order will be maintained at all times. (Use of lane markers, flags etc. may be required for control purposes).

(e) The unit commander will insure 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 two qualified lifeguards will remain on site until termination of training. A rescue boat must be available during vehicle swimming operations.

d. Rappel Tower:

(1) The primary instructor for rappel training must be a current, certified rappel master.

(2) The use of "Slack rappel" techniques are prohibited. Units will adhere to guidance provided in FM 90-5 and TC 90-6-1 for proper rappelling techniques.

(3) Prior to the conduct of training, unit safety briefings and inspections will be conducted by the Safety Officer/NCO as specified in paragraphs 28 and 31, Appendix G, FM 57-38. 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) A safety person will belay each rappeler.

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

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

(f) The chin strap will be worn when the rappeller is wearing a helmet.

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

(h) The rappel tower may be used during daylight hours only.

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

e. Helocasting Safety: Units conducting 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 385-15, Water Safety.

f. Leaders 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 the other tasks. No task is run twice so the Leader's skills in planning, organizing, decision making, supervising, and communicating can be evaluated as they pertain to the leader. The leader will be evaluated on how well she/he does, not how well someone else has done or what she/he has learned about the task through observation.

(2) All personnel using the LRC will wear Kevlar helmets or steel pots with helmet liners and chin strap if they are issued to your unit. Those units not issued the above mentioned items must have an approval from Director of DPTMS to utilize the LRC. Nonmilitary personnel and any civilian organizations may not utilize the LRC.

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

(4) NO pyrotechnics, simulators, demolition or explosives are authorized for use in the LRC.

(5) Currently the LRC may be used during day light hours only.

(6) The LRC SOP has to be obtained by going to Training Support Division, building PO1252 prior to use.

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

g. Decontamination Site (Decon Site):

(1) The Decon Site is a state of the art training area to provide units with the capability and location to train for deliberate decontamination of NBC agents for personnel, vehicles and equipment.

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

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(3) DS2 or other decontaminated 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.

(5) The DECON SOP may be obtained from the Training Support Division, building PO1252 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 Training Division, ext 8349 and Fire Department, ext 8317.

b. Units using training areas are responsible for extinguishing all fires which start therein. 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, utilizing the troops available, will immediately start fighting the fire with all means available unless the fire is in an impact area where the presence of "duds" is known or suspected. In this event the OIC will organize the available personnel to fight the fire but will not enter the area until he has been granted authority to do so by the Post Fire Marshal, Fire Chief, or Post Forester.

(2) The fire will be reported to the Fire Department, extension 911.

(3) The Fire Chief or Post Forester will assume responsibility of directing the fire fighting activities upon arrival.

(4) Fires and fire fighting procedures in the range and impact area are covered in A. P. Hill Regulation 350-2, Range Regulations.

4-8. OVERLAYS:

a. Overlays will be submitted to the Training Division for approval 24 hours prior to the scheduled occurrence of the following training events: (See Appendix P).

(1) Blackout marches.

(2) Road closures.

(3) Foot marches along roadways.

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- (4) Convoy operations.
- (5) Demolition/explosive operations.
- (6) Pyrotechnics usage.
- (7) Smoke usage.
- (8) Tear gas usage.
- (9) Ambushes on vehicular traffic.
- (10) Crib construction.
- (11) Construction sites, haul routes, and material storage locations.

b. Units will not conduct above type of training unless an approved overlay from the Training Division, DPTMS is in unit's possession.

c. The Training Division will inform applicable FAPH staff elements of the above types of training upon approval of unit overlays.

d. Overlays will be drawn to scale using the current FAPH military map. Three copies of all overlays are required. The following must be on each overlay: unit, event, date, start/end time, grid coordinates, specific pyrotechnics used, number of personnel/vehicles, safety officer and NCOIC. Only one event will be reflected on each overlay. Units are to insure that PMO is given a copy of the approved overlay.

#### 4-9. ROADS:

a. Scheduling of an area does not include exclusive use of the roads located therein, unless it has been approved by the Training Division.

#### b. Road Closures:

(1) Post roads normally are considered open for traffic at all times except for Mosby Road through the Drop Zone during scheduled drops and Hicks Boulevard through the Laser Range.

(2) Units may request the closure of post 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 Road Complex. An overlay is required IAW paragraph 4-7.

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(3) All roadblocks will be physically manned. Roadblocks will be manned by personnel with 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) Road closures will be announced in the Daily Bulletin at least 24 hours prior to road closure of a hard surface road.

c. Gates: All roads leading on/off of FAPH are closed off by gates with the exception of the Main Gate (GC 963162). A written request may be made to DPTMS to have other gates opened during convoy movements. Approval of such a request will be made with the provision that the unit place a guard on the gate to ensure that entry/exit is restricted to members of her/his unit.

d. Blackout Drive: Blackout road marches will normally be conducted on unimproved roads. Blackout drives will not be performed on A. P. Hill Drive, South and North Range Road, Lee Drive, Early Drive and Wilcox Drive unless approved by the Deputy to the Commander or the Post Commander. Limited use of improved roads will be permitted under strictly controlled conditions. Units will post road guards with flashlights and reflective clothing at all intersections to halt crossing traffic and to prevent other traffic from entering the blackout drive area. Overlays are required IAW paragraph 4-7 above and will reflect the location of road guards.

e. Foot Marches: Foot marches will not be performed on 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.

(1) Maximum use will be made of off-road trails to keep troops off roads used by vehicles. When required to march troops along a roadway, they will restrict troops to single file formation on the roadway shoulder.

(2) Use 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) Overlays are required when marching on installation roads IAW paragraph 4-7.

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f. Convoys: The movement of 10 or more vehicles constitutes a convoy and requires the submission of an overlay IAW paragraph 4-7.

g. Tracked Vehicles: Tracked vehicles will use existing dirt/gravel roads and tank trails within the limits of the installation. Tracked vehicles are not permitted on hard surface roads, or to drive on road shoulders and areas where grass is mowed. A corridor for tracked vehicle employment is located in Training Areas 2, 3, 5, 6 and 7.

(1) Tracked vehicles will cross hard surfaced installation roads and underground telephone cables only at designated tank crossings listed below.

Exit to supply and maintenance area	977170
Howards Corner South	994184
Howards Corner Underpass	994186
Howards Corner North	990189
Howards Corner West	983187
Mill Creek Crossing	989218
Taylor's Corner	990229
Eubanks Corner East	990233
Longstreet East	967229
Longstreet West	963226
Honeysuckle Gate	956215
Baylortown	961193
Archer	954184
Fortune Road	970193
ASP	978189

Bullocks Corner 956258  
Drop Zone 920259

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Villboro East 914237  
Villboro Crossing 906234  
Crossing Tank Ramp 1 967160 Underground  
Cable  
Crossing Tank Ramp 2 964156 Underground  
Cable  
Crossing Tank Ramp 3 964156 Underground  
Cable Crossing

(2) Tracked vehicles will cross streams on established bridges or culverts. Fording streams is prohibited.

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

- (a) Wildlife Refuge.
- (b) Post Headquarters Area.
- (c) All Cantonment Areas.
- (d) Boy Scout Camp.
- (e) Laser Range.
- (f) Assault Air Strip.

4-10. NATURAL RESOURCES:

a. Foliage may be used for camouflage as required.

b. Timber for engineer construction, such as bridges, headwall and cribs may be cut and removed from areas as approved by Training Division, DPTMS and the DPW Post Forester. The following species are not authorized for use:

- (1) Black walnut.

- (2) Sawtooth oak.
- (3) Autumn olive.
- (4) Chinese chestnut.
- (5) Fruit and ornamental trees.

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c. Off-road vehicle movements should be confined to tank and jeep trails whenever possible to prevent soil erosion.

d. Utilization of established walnut or Chinese chestnut plantations for bivouac areas and equipment parking areas is prohibited.

4-11. TEAR GAS OR CHOCKING AGENTS:

a. Tear 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 post, across roads open to traffic, or near quarters, billets, or office areas. The Training exercise must be 1000 meters from main roads and boundary roads. Please take into consideration the other training areas when planning your exercise.

b. An overlay will be submitted IAW paragraph 4-7.

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 post road guards IAW paragraph 4-8, if there is a possibility that smoke will create unsafe driving conditions.

b. Wind direction & weather conditions will be considered when employing smoke pots or generators to avoid smoke from going off the installation. Smoke pots and generators will not be employed within 1500 meters of the installation boundary, across open traffic, near family quarters, troop billeting, cantonment areas or off post highway at any time. Hand thrown smoke will not be employed within 500 meters as stated above.

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

d. An overlay will be submitted IAW paragraph 4-7 above for each event.

#### 4-13. PYROTECHNICS/SIMULATORS:

a. The use of pyrotechnics and/or simulators will be prohibited during dry seasons to prevent the start of forest fires.

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b. Artillery Simulator (M110) hard black plastic will not be used as a perimeter defense in or around bivouac areas. Use of this device should be used only in a controlled environment and with the approval of unit OIC/SAFETY OFFICER and Training Division.

c. An overlay will be submitted IAW paragraph 4-7 for each event.

#### 4-14. DEMOLITIONS/EXPLOSIVES:

a. An overlay will be submitted to Range Control (copy to Training Division) for approval for any training involving the use of demolitions and explosives in training areas IAW paragraph 4-8. Briefings will be conducted twice daily, Monday thru Friday at Range Control, 0900 and 1500 hours. The briefing takes approximately 30 minutes. Certification as RNOIC/RSO remains valid for six months. Requests for special briefing times and/or locations will be submitted in writing or by telephone to Range Division, ext 8224/8410, at least five working days in advance.

b. The Officer-In-Charge (OIC) and Safety Officer (SO) will be responsible for the supervision of all phases of the demolition training. The OIC 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 personnel and helicopters in flight.

c. The maximum allowable amount of explosive and/or demolition per single shot is 80 pounds. This applies to both surface and subsurface emplacement and generally applies to all types of cratering charges. 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.

d. Charges will be detonated only in accordance with the following rules:

(1) Under foggy and overcast conditions, detonations will be postponed until fog and haze has burned off.

(2) When a temperature inversion of less than 5,000 feet altitude exists, no charges larger than 40 pounds of TNT or the equivalent will be detonated.

(3) If there is a temperature inversion at less than 10,000 feet altitude, but greater than 5,000 feet, charges of 60 pounds of TNT or the equivalent may be detonated.

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e. Abatis tactical operations are permitted in approved sites provided the following is accomplished:

(1) Demolition may not be used for purely demo instruction, i.e., directional falling of trees for construction of abatis. This type of instructional demo is to be accomplished in designated demo areas.

(2) One of the following grid coordinates may be used:

(a) 938276

(b) 959278

(c) 961276

(d) 964286

f. Road cratering may be accomplished in any approved site provided the crater is filled in and area restored to original state.

g. Communication will be established with Range Control, extension 8224/8374 or FM 32.00 during daylight hours prior to any detonation. The OIC will give location and time detonation is to take place. Communication will again be established once detonation is completed. If Range Control cannot be reached after hours, call Fort A. P. Hill Staff Duty Officer at extension 8201/8207.

h. Medical requirements include having a qualified medic/aidman at each detonation site with an ambulance or vehicle capable of evacuating a litter patient and an aid bag.

4-15. BUNKERS AND EMPLACEMENTS:

a. Units are authorized to construct bunkers and dig emplacements to add realism to the training environment.

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

4-16. POLICE AND SANITATION:

a. Police and field sanitation are the specific responsibility of the using unit. Commanders are responsible for ensuring that the areas or facilities are used properly and that they are thoroughly policed and inspected prior to the unit's departure.

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b. Sump pits will not be used in training areas for the disposal of garbage or trash. It will be the responsibility of the units utilizing training areas to haul all refuse to the scrap yard fill or closest dumpster.

c. Fixed latrines (concrete vault or portable chemical toilets) should be used instead of pit latrines where possible. When fixed facilities are not available, slit trenches and cat holes may be used IAW FM 21-10 or portable latrines may be used. The locations of pit latrines shall be coordinated with the Environmental Office, ext 8255.

4-17. 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 20 feet across road surfaces. Tactical wire may be laid on the ground provided it is staked, tagged, and tied across roadways and walkways.

c. All wire will be removed from the training area upon completion of the tactical problem.

SECTION II. TRAINING SUPPORT

4-18. TRAINING AREAS:

a. There are a total of 30 training areas comprised of 46,291 acres of land which are available for training

purposes. A description of each training area is provided in Appendix B.

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 incisement 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 areas. There are no stream fords on FAPH with crossing areas limited to culverts and bridges.

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d. Vegetation: Forests, consisting of evergreen needleleaf and deciduous broadleaf trees, compose about 70% of the FAPH land area. Approximately 30 percent of the land is covered by low loblolly pine plantations and/or scrub vegetation.

e. Cross-Country Movement:

(1) Tracked vehicle movement is severely slowed by randomly spaced trees making it difficult to maintain constancy of movement both in direction and speed on 80 percent of FAPH. Numerous swamps and drainage ways with miry soil condition make cross country movement impractical. Tracked vehicles may move on existing trails and gravel road in these areas. Tracked vehicle movement may be accomplished in corridor located in Training Areas 2, 3, 5, 6, and 7.

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

f. Bivouac location, size and availability of latrine facilities are provided in Appendix B.

4-19. SEPARATE TRAINING FACILITIES:

a. These facilities are scheduled separately and are not considered a part of the surrounding training areas.

b. The separate training facilities are as follows:

<u>Area</u>	<u>Facility</u>	<u>Coordinate</u>	<u>Training</u>
	(1) Assault Air Strip	92025800	Drop Zone
	(2) Pender Tactical	97853200	Pender Campsite
Landing Site			
Campsite	(3) Cooke Tactical	08062364	Cooke Landing Site
	(4) Wilcox Tactical	99152015	Wilcox Campsite
Landing Site	(5) Airfield 1		96601585
	(6) Aviation TA	104205	TA 28

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	<u>Facility</u>	<u>Coordinate</u>	<u>Training Area</u>
(7)	Borrow Pits - Gravel	068200	TA 25
		960300	TA 12
		970300	TA 12
	Sand	098237	TA 27
(8)	Bridge Training Sites		
	(a) Float Bridge	943194	TA 3
		082126	TA 29
	(b) Medium Girder Bridge	956290	TA 12
	(c) Tactical Raft	082125	TA 29
		038285	Leased Area
(9)	Combined Personnel and Equipment Decontamination Site	992211	TA 21
(10)	Driver's Training Course	962191	TA 23

(11)	Drop Zone	920260	TA 7&8
(12)	Expert Field Medical Badge (EFMB) Test Site	966149	TA 30
(13)	Expert Infantry Badge (EIB) Test Site	963191	TA 23
(14)	Field Fortification and Tactical Wire Site	114185	TA 28
(15)	Laser Range		TA 17 & 19
(16)	Gas Chamber (OLD)	964191	TA 23
	Gas Chamber (NEW)	995211	TA 21
(17)	Helocasting Site Delos Lake	019178	
(18)	Land Mine Warfare Site	088234	TA 26

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	<u>Facility</u>	<u>Coordinate</u>	<u>Training Area</u>
24	(19) Land Navigation Courses		TA 11 TA
25	(Requires scheduling entire training area for each course)		TA 21 TA TA 23
	(20) Vehicle Land Navigation Courses (2, 4 and 8 Hour Courses)		
	(21) Flight Training Areas (FTA) (Special overlay available)		
(Picnic Area)	(22) PCPT Field	957173	TA 1
(Wilcox)		991201	TA 21
(Taliaferro	(23) EPW Compound	069233	TA 25

Trail)

		094219		TA 27
(Hampton Trail)				
		991278		TA 14 (Rapp
Campsite)				
(24)	Hostage Rescue Training Facility	086223		TA 26
(25)	Rappel Towers (35 Feet)	AP Hill Drive Thomas Road	(1) (2)	945248
945236		Thomas Road	(3)	958231
(26)	Scout Camp	038245		TA 20
(27)	POL Berms	B1 959298 B2 977236 B3 955200 B4 933266 B5 984288 B6 002231		TA 12A TA 18C TA 3B TA 8B TA 15B TA 21A
(28)	Combat Village (Urban Terrain)	997203		TA 21
(29)	Medical Deployment Site	994197		TA 21
(30)	Bayonet Assault Course	083237		TA 26
(31)	Leaders Reaction Course	993213		TA 21
(32)	Slide for Life (Lonesome Gulch)	942194		TA 3B

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c. Standing Operating Procedures for Leased Area.

(1) Units will schedule use of the Leased Area through DPTMS. If a unit is not scheduled, it will not be allowed to utilize the area.

(2) Units are responsible for any damage incurred in the area and will furnish a MIPR to DRM or DOL for payment. To report damage or problems contact DPTMS Training Division at extension 8349/8408.

(3) Units are responsible for police and cleanliness of the area.

4-20. RANGES: See A. P. Hill Regulation 350-2, Post Range

Regulation for information relating to ranges.

4-21. AVIATION TRAINING FACILITIES:

a. Aviation units will conduct training activities in accordance with A. P. Hill Regulation 95-1.

b. Utilization of aviation facilities is restricted to military air traffic with Prior Permission Required (PPR) approval from DPTMS.

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.

d. The following aviation training activities may be accomplished at FAPH:

(1) FAPH has eight flight training areas for scheduling aviation flight training. Units must schedule flight training areas through DPTMS to insure aircraft separation is maintained between units. If aviation activities include landing at Landing Zones (LZ's)/Pick-Up Zones (PZ's)(paragraph 4-20d(5)), training area must also be scheduled by the using unit(s).

(2) Helicopter gunnery will be in accordance with APH Regulation 350-2.

(3) A general aviation training area is located at Grid Coordinates 104205 in Training Area 28. This area is approximately 35 acres of open area and may be utilized for the following aviator training:

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- (a) VMC Approach.
- (b) Go-Around.
- (c) High Reconnaissance.
- (d) Confined Area Operations.
- (e) Slope Operations.
- (f) Hover Out of Ground Effect Check.
- (g) Terrain Flight Takeoff
- (h) FM Radio Homing

- (i) Tactical Operations in NBC Environment
- (j) Aerial Observation
- (k) Evasive Maneuvers
- (l) Techniques of Movement

(4) Units conducting sling load operations are responsible for providing their own slings and trained hookup personnel. See APH Regulation 95-1.

(5) Possible PZ/LZ's are identified below. The use of these sites must be coordinated with Training Division, DPTMS to avoid interference with another unit's training or encountering smoke, CS gas and/or explosive charges. PZ/LZ are as follows:

<u>#</u>	<u>Coordinate</u>	<u>Description</u>	<u>#</u>	<u>Coordinate</u>	<u>Description</u>
2C	TT 93631776		17G	UT00302504	
2E	TT 94701750		18P	TT 98152324	
2N	TT 94861756		18S	UT 00092427	Scrap wood
3A	TT 94752065		18S	TT 98322461	Sawdust Trail
3C	TT 95692005		19M	UT 01602540	Monroe Corner
6A	TT 93551889	Loving Fork	20F	UT 00682464	
6B	TT 92342229		20M	UT 01462338	
7D	TT 92182374	Madison Pond	20N	UT 01352508	

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<u>#</u>	<u>Coordinate</u>	<u>Description</u>	<u>#</u>	<u>Coordinate</u>	<u>Description</u>
7F	TT 93402586	Jackson Camp	20S	UT 01572143	
7G	TT 93782541		20W	UT 01822466	Wilderness Trail
11A	TT 94352928		20X	UT 01242435	
12A	TT 98032847	Sales Corner	21A	UT 00672125	
12B	TT 96762735		21C	TT 99102015	Wilcox
12R	TT 95742982	Raines Corner	21D	TT 99222100	

13G TT 97102530 Corner	21E TT 99102265 Taylors
13I TT 97672760 Lyon Rd (Fork) Road	22A TT 99512164 Shackleford
13J TT 96452605	22S TT 98582260 Sanitary Fill
16G TT 98662890 Gouldin Course	23A TT 96201900 Drivers
16L TT 99502960 Along Rd	23B TT 96151869
25B UT 069233 POW Compound	FP23 UT 06351887
26P UT 08562353	FP26 UT 06292115

4-22. AIRBORNE OPERATIONS:

a. A drop zone is available at FAPH. Essential information is as follows:

- (1) Length: 2,400 meters.
- (2) Width: 600 meters.
- (3) Highest Elevation: 23 feet.
- (4) Location (center): TT918263 on edition 2-DMA, Series V734S, Fort A. P. Hill map.
- (5) True/Mag Course: 336/324.

b. Units will provide their own medical coverage on the drop zone for all personnel drops.

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

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

e. Units are required to provide chemical lights for night jumps.

4-23. ASSAULT AIRSTRIP:

a. An assault airstrip is located on the FAPH Drop Zone that is capable of handling four C-130 aircraft.

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 Airstrip until DPTMS is provided written confirmation verifying that the proper 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.

4-24. TRAINING SUPPORT BRANCH (TSB):

a. Available training aids and devices are described in DA PAM's 25-37 and 350-9. The major items available at FAPH are as follows:

- (MILES):
- (1) Multiple Integrated Laser Engagement System
    - (a) M16A1.
    - (b) M16A2.
    - (c) M60.
    - (d) Controller Gun.
    - (e) Viper.
    - (f) Dragon.

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- (g) TOW I.
- (h) TOW II.
- (i) Mobile Independent Target System (MITS).
- (j) Small Arms Alignment Fixture (SAAF).

- (k) M901 Improved TOW Vehicle (ITV).
- (1) M113 Armored Personnel Carrier (APC).
- (2) WEAPONNEER.
- (3) AT-4 (Training).
- (4) AT-4 (Sub-Cal).
- (5) Dragon Launch Effects Simulator (LES).
- (6) Placed Mine Training Kit (PMTK).
- (7) AK-47 (Mock).
- (8) OPFOR Uniforms.
- (9) M18 Claymore.
- (10) M12 A. T. Mine.
- (11) M21 A. T. and A. P. Mine.
- (12) Practice Grenade Bodies.
- (13) Armored Vehicle Identification Kit.
- (14) M16A1 Mock 2:1 Scale.
- (15) Moulage Kit.
- (16) TV.
- (17) VCR.
- (18) Overhead Projector.
- (19) 35mm Projector.
- (20) BM-10 Screen.

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- (21) Lectern.
- (22) Man Pack Public Address System.
- (23) Easels.
- (24) Resuci-Annie.

b. All equipment will be issued for short term loans on a "first come first supported" basis. MILES, projectionist, TV/VCR, "On Site Visits" and other training is available from TSB on a scheduled basis. Requirements for this training should be incorporated in the request for equipment.

c. Units may establish an account with TSB by submitting a DA Form 1687, Signature Card. Equipment will be issued on a DA Form 3161 or DA Form 2062. All property will be returned before the unit will be cleared by the TSB. Shortages and damaged equipment will be accompanied by a Report of Survey, Statement of Charges, or Cash Collection Voucher, as required.

d. Requests for loan of this equipment will be forwarded to this headquarters, ATTN: ANAP-OPT-T IAW Appendix N, NLT 60 days prior to required date. This will lock on equipment and allow adequate time to obtain items not on hand. Units may request assistance at 804 633-8349/8378 or DSN 578-8349/8378.

e. Units are responsible for setting up equipment drawn for all classes, meetings, conferences and change of command ceremonies. The Training Support Branch will provide technical advice when needed.

4-25. WEATHER FORECAST: A three-day forecast is available by calling extension 8280 Monday through Friday, 0800-1630. The three-day forecast is also published in the Post Bulletin.

4-26. SEVERE WEATHER:

a. Severe weather warning will be disseminated to all units by DPTMS during duty hours and by the Post Duty Officer during non-duty hours.

b. Training during adverse/severe weather.

(1) Units already on the installation.

(a) Priority for road clearing to units.

(b) If possible, FAPH will clear roads/ranges to support continued training.

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(c) In the event roads are categorized "RED" by the installation commander, only critical vehicles are to be driven.

(d) Based on the severity of the situation, all training/firing may be canceled by the installation commander. In this case, unit commanders may decide to return to home stations.

(e) Severe disruptions to post facilities (lack of heat, electricity, etc) will become the post priority rather than training.

(2) Units scheduled but not on the installation.

(a) Units will be discouraged from coming.

(b) The installation may not be capable of providing normal support.

(c) Should units still come, they must be self-supporting and deal with inconveniences or problems on their own (open roads, no snow plowing, no vehicle evacuation, etc).

#### 4-27. WET BULB GLOBE TEMPERATURE (WBGT) INDEX:

a. The Health Clinic will provide the WBGT Index to DPTMS for initial reading and category changes thereafter on duty days during summer months. This information will be recorded for dissemination.

b. Units will obtain the WBGT Index by calling extension 8404 on weekdays. WBGT Index will be obtained from the Post Duty Officer, extension 8201/8207 on weekends and after duty hours. The Health Clinic is not to be contacted for the readings.

c. The WBGT Index is to be used as a guide for 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? training. protective allowed.	Commanders should use discretion in No training in mission-oriented posture IV (MOPP IV) gear is
82?-84.9? training. *Green	Commanders should use discretion in Reservists and trainees with less than 12 weeks should be considered in this
category.	

WBGT INDEX

RECOMMENDED ACTION

shade  
increments  
every  
be  
stress.  
reasons),

85?-87.9?  
\*Yellow

88?-89.9?  
\*Red

six  
unseasoned

90? +  
conditioned  
\*Black  
cease.

Allow 10 minutes of reduced activity to  
per hour of field training, in two  
for unseasoned personnel (five minutes  
30 minutes of training). Cadre will  
observant for indications of heat  
stress.  
Dress should include soft cap in place of  
helmet and liner (except for safety  
and unbloused utility uniform, shirt and  
trousers, shirt sleeves may be rolled.  
Outdoor classes in the sun should be  
avoided.  
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?. In addition, reduced  
usage of webbed gear is recommended.  
Strenuous exercise is discouraged for  
unacclimatized persons.  
Training suspended for personnel under 12  
consecutive weeks training. Acclimatized  
persons can carry on limited activity at  
WBGT 88?-89.9? for periods not exceeding  
hours per day. At least 15 minutes of  
reduced activity in shade per one hour of  
training should be allowed during field  
training, in three increments for  
personnel.  
Training suspended except for air  
classrooms. All outdoor training will

d. The Fire Spread Index is calculated by the DPW Land Management Branch on a daily basis throughout the year. The calculation combines temperature, humidity, wind speed and rainfall/fuel moisture. The spread index (SI) categories and recommended actions are listed below:

easily CAT 1 (low), SI: 0 to 4: Fires do not start and will not spread rapidly.

No training restrictions required.

from  
not  
CAT 2 (Moderate), SI: 5 to 9: Fires may start most pyrotechnics or tracers, but will spread quickly.

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fire  
restrictions;  
of pyro/tracer  
CAT 3 (High), SI: 10 to 19: Fires start quickly, spread quickly out of control. Immediate control necessary. No training However, increased monitoring use is important.

minutes.  
Recommend  
CAT 4 (VERY HIGH), SI: 20 to 39: Fires likely to start, spread and gain intensity in minutes. Fires quickly unpredictable. limitation or suspension of pyrotechnics/tracer use.

of  
CAT 5 (EXTREME), SI: 40+: All Fires potentially dangerous. Recommend complete suspension of pyrotechnics and tracers.

When the spread index reaches CAT 4 (VERY HIGH), Land Management Branch will notify Training Division, Range Control and Post Fire Department. Information regarding fire risk or daily weather calculations may be obtained from Land Management, ext 8417/8415.

4-28. MAPS: A limited supply of Fort A. P. Hill Military Installation Map 1:50,000, Edition 2-DMA, Series V734S, DMA stock number V734SSTAPHILMIM, is available from Training Division, DPTMS. Units requesting maps in excess of 25 should procure them from the following agency IAW AR 115-1:

Director  
Defense Mapping Agency  
Office of Distribution Services  
ATTN: PP  
6500 Brook Lane  
Washington, DC 20315-0300

4-29. 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)	100
Theater (Bldg SS0137)	100
TMP Classroom (Bldg TT0128)	16

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<u>Building</u>	<u>Maximum Capacity</u>
DECON Site Classroom	50
Heth School (Bldg TT0214)	250
Wilcox Classroom (Bldg T01648) (Four separate rooms)	50 EA
Wilcox Classroom (Bldg T01652) (Four separate rooms)	50 EA

4-30. VEHICLE/EQUIPMENT WASHRACKS: Due to the inefficiency of the installation's wash racks and the potential for surface water contamination, the use of the wash rack should be limited to only those vehicles which must be washed by regulation, and monitor the wash rack outlet for any oil on the water. Report all spills to the Fire Department at extension 8317. The following is a list of the wash racks available and their applicable restrictions:

<u>LOCATION</u>	<u>RESTRICTIONS</u>	<u>GRID</u>
a. A. P. Hill Drive	No detergents allowed.	GC
958168		
b. Wilcox	No detergents allowed. Use only one pump at half throttle. Clean separator before and after use.	GC
989219		
c. Buzzard Roost Pond	No detergents allowed. Use only one pump at half throttle.	GC
951187		

SECTION III. TRAINING AREA/FACILITY CLEARANCE

4-31. GENERAL: All training areas/facilities must be cleared IAW the responsibilities, procedures, and standards outlined below. Once a unit signs for a facility, the unit has 24 hours to inform Training Division of any deficiencies or cancellation of a training area or facility, otherwise the unit will clear that facility through the Training Division whether or not the facility was utilized by the unit.

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4-32. RESPONSIBILITIES:

a. Unit/activity will:

(1) 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 inprocessing for training upon arrival at FAPH. Provide a detail to accompany the Training Coordinator for on-the-spot corrections of noted deficiencies.

(2) Prepare training facilities for Training Division clearance inspection IAW FAPH Training Clearance Checklist, DPTMS (APH) Form 3 (Appendix I).

(3) In cases of joint usage, the unit which initially signed for the training facility will be responsible to clear the facility unless other arrangements are coordinated with Training Division.

(4) Damage/loss or theft of FAPH property, facilities and/or equipment will be resolved through Reports of Survey, Statements of Charges, Cash Collection or Reimbursable Order, as appropriate.

(5) Clear facilities that will no longer be used as they become available.

(6) Use only the convenience center in TA 18, GC 999244 for disposal of trash, garbage, scrap metal, wood and wooden pallets.

b. Training Division will:

(1) Inspect training facilities to determine if the unit should be cleared.

(2) Ensure that the Training Division is staffed seven days a week to support training efforts except on holiday weekends.

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

4-33. LANES:

See Appendix C for Lanes Training.

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## CHAPTER 5

### LOGISTICAL SUPPORT

5-1. PURPOSE: To prescribe the policies 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 Appendix F.

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 IAW APH Form 2, Organization Clearance, when clearing the installation.

e. The Building Acceptance/Clearance Checklist, DOL (APH) Form 6 will be used for checking into and clearing campsites (Appendix I).

f. 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 Forms 1687 will be

forwarded to DOL NLT 60 days prior to arrival of the unit as follows:

<u>SUPPORT</u>	<u>NO COPIES</u>	<u>COPIES FOR</u>
Class II	3	Supply and Services Division
Class III (Bulk)	3	POL Branch
Class IV (Troop Project Construction Supplies)	3	DPW
Class V	3	Supply and Services Division
Class VII	3	Property Book Branch, DOL
Class IX	3	Supply and Services Division
DS Maintenance	3	DS Maintenance
Cash Collection Books	2	DOL

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<u>SUPPORT</u>	<u>NO COPIES</u>	<u>COPIES FOR</u>
Self Service Store	2	Supply & Services Division
Training Aids	2	Training Support Branch
Transportation	2	Transportation Division
Athletic Equipment	2	Community Recreation
Division		
Movie Film	2	Community Recreation
Division		

5-4. CLASS I, SUBSISTENCE:

a. Rations will be requested on DA Forms 3294 and 3161 as outlined in paragraph 3-10, this regulation. DD Form 577 is used in lieu of DA Form 1687 for Class I supplies.

b. USAR and ARNG units will receive, store, prepare and account for subsistence under the Army Field Feeding System (AR 30-21).

c. Subsistence items will be issued IAW Supply Bulletin 10-263, 14-day U. S. Army Reserve Component and Field Training Menu. It is the responsibility of each unit to obtain copies of the 14-day menu. Notice of changes and/or adjustments to the 14-day menu will be provided by the Troop Issue Subsistence Activity (TISA). A new 14 day menu has been published. Contact the TISA, extension 8413, to determine what menu you will utilize during your training period.

d. The ration issue cycle is 2-2-3 (Monday, Wednesday and Friday). No issues will be made on weekends and national holidays. Only one change will be accepted per issue and must

be made five days in advance.

e. Rations will be issued from FAPH TISA, Building P1336, on Fort A. P. Hill Drive. Units will provide clean and covered military transportation with standard pallets or duckboards to elevate the subsistence items three to four inches above the bed of the vehicle IAW AR 40-5.

f. 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.

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g. Condiment items are issued for the training period at the same time that the first field rations are issued. Condiment items will be computed by TISA personnel.

h. Excess non-perishable subsistence items will be turned in prior to departing FAPH by listing the items on DA Form 3161 or DA 3294. Per AR 30-21, 1-6 (5), all perishable subsistence items drawn for a specific meal must be prepared and served. The Food Service Sergeant (FSS) must monitor their perishable inventory and will be allowed to cut certain items at the loading dock. Transporting such items to home station is prohibited as is unauthorized distribution to military and civilian personnel. Units are required to keep accounts according to the Army Field Feeding System (Meals Issued - Meals Fed).

i. Rations will not be transported from home station for consumption on Fort A. P. Hill without the permission of the Food Service Advisor.

j. Cash collection procedures are as follows:

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

(2) Officers, 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 30-1. Under no circumstances will officers and civilians receiving

per diem allowances be exempt from paying the surcharges.

(3) DOL will issue Cash Meal Payment Books/Sheets, DD Form 1544, to AC and Army Reserve persons authorized by DA Form 1687 (para 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 chance of lost or missing sheets.

(4) Cash will be turned in IAW AR 30-1 except:

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

(b) Use DD Form 1131 (5 copies) as outlined in AR 30-1 to turn in cash to the Cash Collection Agent, DOL.

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

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(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 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 POST, 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 this property should be submitted on FORSCOM Form 156-R. Examples of types of equipment available are as follows:

- (1) GP small tents
- (2) Kitchen tents
- (3) GP medium tents
- (4) Field tables

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- (5) Folding cots
- (6) Foot lockers
- (7) Bath unit and shower heads
- (8) Ice storage chest (200 lb and 400 lb)
- (9) Insulated jugs
- (10) Folding metal chairs
- (11) Field ranges, gas
- (12) Mermite food containers
- (13) Floor fans
- (14) Space heaters
- (15) Concertina wire

e. These items will be issued after receiving an approved temporary hand receipt from the Property Book Officer, FAPH.

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

a. POL products will be forecasted by memorandum NLT 60 days prior to required date as outlined in para 3-6, this

regulation.

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. Requirements will be determined whether issuance of 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).

e. A DD Form 448 Military Interdepartment Purchase Request (MIPR) 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 & the service of POL Branch.

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5-7. CLASS V - TRAINING AMMUNITION:

a. Training ammunition forecasts and DA Forms 581, requesting issue of ammunition, will be forwarded through the training chain of command for approval prior to arrival at the Training Division, DPTMS. Dates of submission are as outlined in paragraph 3-4, this regulation.

b. The Unit Identification Code (UIC) and Training Event Code (TEC) must be reflected on all DA Forms 581 requesting issue and turn-in to facilitate TAMIS processing.

c. The unit ammunition officer will coordinate a pick-up time, either telephonically or in person, with the ASP at least one working day prior to the pick-up date. Units must submit their request for ammunition turn-in at the time of issue.

d. Office space is not available at the ASP for unit personnel.

e. Units are required to provide their own security when using the outer ammunition holding area located adjacent to the ASP.

f. Units must bring an ample supply of DA Forms 581 to

accomplish required turn-in actions.

g. Ammunition will not be issued to any unit unless a current DA Form 1687 and a copy of the assumption of command or appointment order are on file at the ASP.

h. The using unit will inspect any vehicle transporting ammunition IAW AR 55-355. This inspection will be documented on DD Form 626. A vehicle will not be used to transport ammunition if an unsatisfactory condition exists. Two 10 BC fire extinguishers and four explosive placards are required for each vehicle transporting ammunition.

i. Turn-ins:

(1) Do not remove the ordnance seal on packaged ammunition until needed for firing. 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 and that all safety devices are intact.

(2) Commanders are responsible for returning all unused ammunition, packing materials and components to include reusable ammunition boxes.

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(3) The unit will provide a work detail to unload the vehicle.

(4) DA Form 581 will be used to turn-in unused ammunition with a separate document number for each turn-in. The document number under which the ammunition was issued will be reflected in block 11, DA Form 581. Only one issue document number will be reflected in block 11 for each turn-in. Only lots and items initially issued will be turned in on this document.

(5) The DA Form 581 for turn-in of residue will contain certification that contents have been inspected and contain no live rounds, unfired primers, explosives or other dangerous material as required by para 11-15b, DA Pam 710-2-1.

j. The DA Form 581 for turn-in of unused live ammunition must contain a statement certifying that all ammunition received was either expended or turned in. Residue shortages that exceed allowable losses specified in DA Pam 710-2-1 will be explained on DA Form 581 and signed by the battalion commander or first LTC-or-equivalent commander in the chain of command and forward to the ASP for approval.

k. Missing live ammunition will require that action be

initiated by the unit under the provisions of AR190-11/NGR190-11.

1. Units desiring to establish temporary Ammunition Transfer Points (ATP) must receive approval from DOL and DPTMS.

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 1402 and DA Form 2765-1 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. National Guard and active army units must submit a DD Form 448, MIPR to DOL for repair parts support as outlined in paragraph 3-10, this regulation.

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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 canceled DA Form 2765-1 must be submitted to IDS maintenance for issue of "cann" point items.

5-9. EXPENDABLE SUPPLIES:

a. Units desiring self service supplies from FAPH should submit requirements NLT 90 days prior to required date as outlined in para 3-12, this regulation. A letter of authority must be submitted to DOL, Supply Storage Site (SSS), Building 1340 as outlined in paragraph 3-10, this regulation.

b. Self service supplies include such items as paper plates, paper cups, napkins, cleaning supplies, 9 volt batteries for MILES equipment and office supplies. A listing of self service supplies will be supplied upon request.

c. DA Form 2765-1 will be used to request expendable

supplies.

(1) All requests will be prepared in accordance with DA Pam 710-2-1 with Code 2C in CC 65-66 indicating "Fill or Kill".

(2) DA Forms 2765-1 for "out of stock" items will be annotated "killed" and returned without action.

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 to the IDS/IGS Maintenance along with the inoperative equipment.

e. National Guard and active army units must submit a DD Form 448, MIPR, to DOL for IDS/IGS maintenance support as outlined in paragraph 3-10, this regulation.

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f. Units requiring vehicle recovery or evacuation assistance within a 50 mile radius of FAPH will contact the Maintenance Division, DOL during normal duty hours or the Post Duty Officer after duty hours for emergencies. Telephone numbers are listed in Appendix L.

5-11. TRANSPORTATION:

a. A Transportation Coordinator, in the grade of 01 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 E7 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 FORSCOM Form 573-R by the operator.

(5) The unit will be required to reimburse for vehicle issued from TMP and for any repair cost for damage to TMP non-tactical vehicles "by fault" of user unit personnel.

(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.

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

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(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.

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, Bowling Green, VA 22427-5000.

(3) Requests for emergency Government Travel Requests must be requested through the Carlson Travel Network, Fort Belvoir, Virginia (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 six 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 or DD Form 1266, as applicable. Requests must be provided to the Transportation Office three days prior to move.

(5) All off post convoy operations will be as prescribed by AR 55-29, 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.

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(2) Toll tickets must be purchased at home station. Emergency toll tickets or unprogrammed 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 Community Club operates Anderson Dining Facility for troop feedings. Units must reimburse the club for meals on a DD Form 448. Contact the Club Manager for further information.

b. The Community Club Manager may provide support to limited numbers of party personnel, transient personnel and small units/activities with no mess capabilities 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 (Appendix A) as outlined in Chapter 2.

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

e. Units training at Fort A. P. Hill are required to provide all self-service items required to operate a dining facility. These items include: cleaning supplies (pine-sol, 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 in the dining facility.

5-14. DINING FACILITY ATTENDANT (KP) SUPPORT:

a. KP support is available to USAR and National Guard units upon request, however, a DD Form 448, MIPR is required.

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b. KP support will not be provided for dining facilities scheduled to feed less than 100 personnel. Units with less than 100 personnel will normally be combined with other units and operate a consolidated dining facility.

c. Requests for KP support must be submitted to DOL NLT 90 days prior to scheduled AT period. The following information must be submitted for each meal of each day that KP support will be required:

- (1) Meal and date.
- (2) Meal hours.
- (3) Number of personnel consuming meal.

d. KP support for AT is for a full 14 days for units in garrison. KP support is not available for shorter periods.

5-15. CAMPSITES AND TROOP BILLETING:

a. Campsites and facilities available are as indicated at Appendix D.

b. Requests for campsites will be incorporated in the Training Facilities/Support Request (Appendix A) as outlined in Chapter 2. 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.

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(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, 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 proper 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 permitted in any troop billet.

(2) Edible garbage will be placed in garbage bags and placed close to dumpster containers to ensure proper pick-up by refuse collectors. No edible garbage will be placed in dumpsters. 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.

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(6) Field refrigerator units are pre-set for desired temperatures. Any manipulation of controls by using units should be avoided. 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 Fire Marshal.

m. Used oil:

(1) Used oil will be deposited in pre-positioned 55 gallon drums at all campsite maintenance areas.

(2) If oil must be drained while out of the campsite (i.e., bivouac site, etc.) it must be deposited in a temporary container and placed in the 55 gallon drums upon return to campsite.

(3) Drums will be collected by campsite support personnel. If additional 55 gallon drums are required, contact the campsite manager.

(4) Care will be taken to prevent pollution of soil and water by spillage of oil and other contaminants. Spills of oil or other hazardous substances must be reported to the Fire Department immediately in accordance with the Installation Spill Contingency Plan and the Spill SOP.

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

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

ANY SPILLS MUST BE REPORTED TO THE FIRE DEPARTMENT AT EXTENSION 8267.

5-16. LAUNDRY:

- a. There is no laundry service provided at FAPH.
- b. A small laundry mat facility is available at Wilcox Campsite, Cooke Campsite and Anderson Campsite. Washers and dryers are also located in troop billets at Longstreet Campsite. Keys for these facilities may be signed out from the Campsite Manager.
- c. Commercial facilities are available in nearby civilian communities.

5-17. PORTABLE LATRINES:

- a. Vault latrines have been constructed at several bivouac sites and ranges (Appendix B).
- b. Request for portable latrines must be submitted 30 days prior to training and should be incorporated in the Training Facilities/Support Request (Appendix A) as outlined in Chapter 2. A DD Form 448, Military Interdepartmental Purchase Request, is required for lease of portable chemical latrines. The vendor cannot pump latrines on Sunday. Latrines cannot be placed in any of the impact areas.

5-18. 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 issue 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.

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## 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, U. S. Army Health Clinic, FAPH, is designated as the Post Surgeon and is responsible for all medical and dental affairs at the installation.

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) Airborne operations. This includes static line and free fall parachuting from aircraft.

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

(3) Rappelling from fixed locations and from aircraft.

(4) Water operations in the leased area and on the installation. These operations require life vests 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, if available. Coordination for additional medical resources and support will be made with the Chief, Plans, Operations, Mobilization and Security (POM&S), Fort Belvoir MEDDAC.

d. Elective medical treatment will not be provided to personnel training at FAPH due to critical shortages of medical personnel.

e. Dental support will be restricted to emergency treatment only unless special arrangements have been made

in advance with the DENTAC Commander, Fort Belvoir. The dental clinic is staffed only during AT periods.

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

g. The senior medical personnel assigned to the unit will report to the Health Clinic on 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 OPERATION:

a. Hours of operations are:

(1) Routine - 0800 - 1630, Monday through Friday (excluding holidays).

(2) AT period - 24 hours per day for emergencies seven days per week.

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

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, U. S. 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 below 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 their 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 Post Surgeon.

e. A dispensary facility is available in the Wilcox Campsite.

f. The names of patients and the diagnosis will be provided to the Post 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.

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g. 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 Appendices A and C, Fort Belvoir MEDDAC Reg 40-80.

6-6. EMERGENCIES:

a. Non-AT DIAL 911: The military police will answer and direct the emergency call appropriately. Emergency telephone locations are indicated in Appendix H.

b. During normal duty hours of AT the ambulance will be requested directly from the Health Clinic. Provide precise information concerning the type of injury or illness, number of injured or ill personnel and the exact location on the installation.

c. After duty hours, the post Fire Department ambulance will respond to your call. The unit must provide someone to accompany the injured to the hospital.

d. The requirements for evacuation by air ambulance will be requested by the senior person present to make request. MEDEVAC support is provided and coordinated via the FAPH Health Clinic during AT season and through the Fire Department during non AT season. Ground transportation to Mary Washington Hospital may be more expeditious than awaiting the helicopter in some instances.

e. If resources are available MEDEVAC will be on site during AT.

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 five copies prior to clearing the installation.

6-8. PREVENTIVE MEDICINE:

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

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

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

- (a) AR 40-5
- (b) FM 21-10
- (c) TM 8-250
- (d) TC 8-3
- (e) TB Med 81
- (f) TB Med 203
- (g) TB Med 530

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

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 periods of high WBGT readings as follows to prevent heat injury.

<u>ACTIVITY</u>	<u>EXAMPLE</u>	<u>QUARTS OF WATER PER MAN PER DAY</u>	
		<u>WBGT LESS 80</u>	<u>WBGT MORE THAN 80</u>
Light	Desk Work	5	6
Moderate	Route march	7	9
Heavy	Forced march; entrenching; route march w/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 or serving of foodstuffs will have a valid Food Handlers Certificate available for inspection.

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e. Garbage, liquid kitchen waste, sewage and rubbish will be disposed of IAW AR 40-5, AR 420-47, 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 the Military Police.

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 post pest controller has a list of all pesticides used during AT.

#### 6-9. MEDICAL SUPPLY PROCEDURES:

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

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

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b. Unprogrammed requirements may be submitted during training to the Material Branch, Building 1030, Fort Belvoir, Virginia. 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 stocked within the Material Branch, DACH may be obtained by submitting a request to the address in paragraph a above.

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## CHAPTER 7

INFORMATION SYSTEMS, ADMINISTRATIVE AND 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 as requested. Additional telephonic requirements will be installed by the using unit from their organic switchboards.

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

d. Access to DSN, FTS 2000, and local area numbers is available to training units through the FAPH operator. If a unit feels FTS 2000 will NOT provide adequate long distance dialing capability, commercial long distance toll call service is available through the operator IF unit provides DOIM with a Military Interdepartmental Purchase Request (MIPR), DD Form 448/448-2. DOIM will assign a Billing Authorization Code upon receipt of DD Form 448/448-2. This code must be provided to the operator each time a commercial long distance call is placed by an authorized individual.

e. Personal commercial 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. Permanent Magneto Drop service is available at 24 locations throughout the installation at no cost to the user

on a first come/first served basis. A list of permanent Magneto Drop locations is provided in the Pre-camp Brochure. There are additional Magneto Drops reserved for priority installation along existing lines upon request IF units first provide DOIM with a MIPR to cover the cost of installation and removal.

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g. Emergency telephones are provided through the installation as shown at Appendix H. 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. Coordinate permanent Magneto Drop requirements with DOIM at least 30 days in advance.

c. Submit telephone service requirements on DA Form 3938, Local Service Request, along with supporting MIPR to DOIM, FAPH NLT 30 days prior to required date. (This should be a separate MIPR from the one submitted to the installation DOL.) A separate DA Form 3938 is required for each circuit hookup and for each circuit removal.

d. Submit a MIPR for any telephone service required beyond the in place Army Telephone System capabilities to include commercial toll call requirements. (This should be a separate MIPR from the one submitted to the installation DOL.) MIPRs will be forwarded through COR, DOIM, Fort A. P. Hill, Bowling Green, VA 22427-5000, to DOIM, ATTN: ASQT-FBB-R, 9830 Flagler Road, Suite 200, Fort Belvoir, VA 22060-5924

e. Provide a list of unit personnel authorized to place official long distance commercial calls to DOIM NLT 1000 the second day after arrival at FAPH IF commercial billing is requested and a supporting MIPR is submitted.

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

g. Provide DPTMS with telephone number or magneto drop 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 hour basis to ensure that emergency messages are relayed in the most expeditious manner possible.

h. 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.

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i. TCO will ensure the maintenance of DA Form 360, Report of Authorized Official Toll Telephone Calls, to record all commercial long distance toll calls placed using the assigned Billing Authorization Code. The DA Form 360 will be verified, signed and delivered to the DOIM office prior to clearance.

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 (Appendix A) as outlined in Chapter 2, this regulation. Be sure to include number, type, and frequency range desired.

b. CEOI's and Call Signs are the responsibility of the using unit.

7-5. FACSIMILE SERVICE:

a. Facsimile service is available in Building TT0101 for official unclassified traffic. Service is available 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) MIPR.

(2) Memorandum to include equipment specifications, location site, unit point of contact and dates equipment is to be in place and turned in to DOIM, FAPH no later than 30 days prior to required date.

7-6. WESTERN UNION SERVICES:

a. Incoming and outgoing services (prepaid and collect telegrams and money orders) are available at the Main Post Exchange (Bldg #PO1664) 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.

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

7-8. MAIL SERVICE:

a. The FAPH Mail Room is located in Building TT0101.

b. Unit Mail Clerks will present three completed copies of DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, to the FAPH Postal Officer within 24 hours of arrival for validation.

c. Incoming mail for units training at FAPH is picked up from the Bowling Green, Virginia, Post Office only by authorized representatives of this headquarters.

d. Authorized unit mail orderlies will pick up mail for their unit from the FAPH Mail Room from 1200-1300, Monday through Friday.

e. Outgoing personal and official mail and internal distribution will be delivered to the FAPH Mail Room by unit

mail orderlies.

f. Postage stamps and money orders are not available from the FAPH Mail Room, but are available at the Post Exchange.

g. Official Mail service is available on a reimbursable basis. AT units requiring support must submit MIPR 30 days prior to arrival date.

7-9. LOCATOR SERVICE: Locator service will be provided on a 24 hour a day basis. Assistance may be obtained by calling FAPH telephone operator and asking for Locator Service, extension 8428.

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7-10. 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 and turned in to DOIM, FAPH no later than 60 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, Bldg TT0116.

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

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. PUBLIC AFFAIRS:

a. Public affairs operations are the responsibility of the installation commander and will be coordinated by the installation PAO.

b. AT unit PAO's will report to the installation PAO office for a briefing on policies and procedures on the first Monday of AT as directed in paragraph 3-19g, this regulation.

c. Direct release may be made to hometown media concerning individual or unit activities. Copies of each release together with distribution list, will be provided to PAO, FAPH. Releases concerning Army policy or matters other than individual or unit activities will be cleared through PAO, FAPH.

d. No releases on fatalities, serious accidents or serious incidents will be made without the approval of PAO, FAPH. Any incident involving a fatality, a serious accident or serious incident will be reported telephonically or in person to the Military Police and the PAO without delay and must include all available facts. The PAO may be reached through the Staff Duty Office during non-duty hours.

e. The PAO will be notified as far in advance as

possible of proposed visits by newspaper, radio or television media personnel to cover unit training activities. Notification will include name of media representative, media represented, purpose of visit, time of arrival and duration of the stay.

f. Upon receipt of a request for a media visit, the Public Affairs Officer will coordinate with the appropriate installation staff, tenants or training unit.

g. When the media arrive on the installation, they will be directed to the Public Affairs Office or Office of the Commander. Prior to visiting, a PAO (APH Form 1) will be completed, see Appendix I.

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h. All media will be escorted throughout the visit either by the Public Affairs Office, a representative of the tenant/training unit or another agency hosting the visit.

i. When unit or agency requests a visit by media, they will insure the following:

(1) Advanced coordination is accomplished with the Public Affairs Officer, Fort A. P. Hill.

(2) An understanding that they are responsible for the media.

(3) A primary and alternate point of contact, telephone numbers and address is provided in writing to the Public Affairs Office, Fort A. P. Hill as soon as feasible.

As much specific advanced information as possible regarding the media visit will also be furnished such as locations to be visited.

(4) In cases when a unit or agency plans to fly media on government aircraft, the sponsoring organization will obtain required approval IAW AR 360-5 prior to arriving at Fort A. P. Hill.

(5) A follow-up report to the Public Affairs Officer, Fort A. P. Hill is made within 24 hours of the visit. It is especially important that this report include any adverse reactions or comments by the media.

j. This policy also applies to "Boss Lifts" and other events which could involve media interest.

k. Photographic coverage and service will be provided within the capabilities of the photographic laboratory facilities as follows:

(1) Requests for photography will be coordinated with PAO.

(2) Coverage of parades, inspections, presentation of awards and visiting dignitaries will be limited to official requirements.

(3) Civilian activities and social events are not considered subjects for military photography.

(4) Only properly captioned and numbered prints will be released from the photographic laboratory.

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8-3. RED CROSS: Red Cross assistance may be obtained by contacting the American Red Cross Office, Fort Lee, Virginia.

8-4. POST EXCHANGE:

a. The main post exchange is located in the Wilcox Area and is operated on a year round basis.

b. Operating hours are as follows:

(1) AT Periods:

(a) 1000-2000, Monday through Sunday

(b) Hours will be extended upon request.

(2) Non AT Periods:

(a) 1000-1700, Monday through Friday

(b) 1000-1700, Saturday

(c) Closed Sunday

(d) Hours will be extended upon request.

c. Personnel utilizing the Post Exchange 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. In addition, members of reserve components on active duty for training must produce competent orders indicating that they

are in that status in order to obtain unlimited exchange privileges.

d. Dependents of reserve component members 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. Units desiring to make unit fund purchases from the Post Exchange may do so provided checks have been properly completed to include unit designation, signature and printed name of custodian.

f. Check cashing facilities are available for a maximum of \$150.00 per day on a "cash available basis".

g. Dispensing machines for soft drinks are available at the campsites.

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h. A Class VI Store is operated by Post Exchange, Wilcox Campsite. A schedule of operating hours will be posted at the Community Club as well as on the building. An ID card and a copy of orders are required to be shown prior to making a purchase.

8-5. BARBER SHOP: A Barber Shop is located in the town of Bowling Green.

8-6. RELIGIOUS SERVICES:

a. There is no assigned Chaplain at FAPH, however a Chaplain is available during AT time periods to coordinate religious services for reserve component units training on the installation. Chaplain activities are coordinated through DPCA during non-AT periods.

b. Unit Chaplains will conduct services for their units, however it may be necessary for the Post Chaplain to request that unit Chaplains conduct services for other units.

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

d. Additional post, 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 communities. Units should contact the Post Chaplain during the AT period or DPCA during non-AT periods to obtain a schedule of these services.

8-7. NONAPPROPRIATED UNIT FUNDS:

a. The Fort Belvoir Financial Management Division (FMD) 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 on DPCA (APH) Form Letter 3, Request for Reserve Component Unit Fund (AT) Dividends, in format outlined in Appendix I and forwarded to the Installation Morale Welfare Recreation Fund Office, FAPH in four copies NLT 1200, the first Monday of AT. The request will be accompanied by three copies

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each of the Unit Fund Custodian appointment orders and the unit's orders reflecting the unit designation, the period of training and location of training. 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 and 215-2. The establishment of clubs other than as provided by regulation is prohibited on this 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 and bar services will be available in the Community Club as announced by DPCA.

d. Troop contract feeding may be arranged with Tucker's Tavern II Dining Facility, a NAF activity, by calling Club Manager at 804 633-8398 or DSN 578-8398.

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SECTION II. COMMUNITY RECREATION ACTIVITIES

8-9. COMMUNITY RECREATION DIVISION (CRD) OPERATIONS:

a. The hours of operation for Community Recreation Division facilities are as follows unless otherwise noted:

(1) AT Period: 0800-2030, Monday - Saturday  
1200-2030, Sunday

(2) Non-AT Period: 0800-2030, Monday - Friday

b. DA Forms 1687, Delegation of Authority, will be forwarded to CRD IAW paragraph 5-3, this regulation, for athletic equipment and for qualified projectionists to draw films.

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

d. Reserve component personnel and their dependents may use the facilities upon showing a copy of their orders and other form of identification.

8-10. ATHLETIC EQUIPMENT: Units should bring athletic equipment from home station. Limited amounts of equipment are available from CRD on a first-come, first-serve basis.

Equipment available includes softballs, bats, bases, and gloves; volleyball and net; horseshoes, basketball, football, tennis rackets, croquet sets, badminton sets and soccer balls.

8-11. 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

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8-12. SWIMMING:

a. Swimming pool hours of operation are 1200-2000, Tuesday through Sunday.

b. Swimming attire must be conservative and of acceptable standards. "Cut-off" and other than swimming attire are prohibited in the pool.

c. No alcoholic beverages will be allowed in the pool area.

d. Authorized personnel will be admitted after paying required fee.

e. Swimming is not permitted in the ponds and lakes on FAPH due to high bacteria count.

8-13. CERAMIC SHOP: Molds are available for pouring. Slip, paints, cleaning tools and brushes are sold in the shop.

8-14. GYMNASIUM: This facility is equipped with a universal machine, weights, exercise bike and a sauna. Keys may be signed out from the Staff Duty Officer on weekends and after 2000 on weekdays.

8-15. LIBRARY/RECREATION CENTER: This facility is equipped

with two pool tables, ping pong tables, radio and television, newspapers and magazines, give-away paperback books, playing cards and games.

8-16. MOVIES:

a. Films are available during the AT period. A list of available films will be provided upon request.

b. Films will be issued on a first-come, first-served basis.

c. Films will be returned on schedule regardless of cancellation of showing because of inclement weather or training requirements.

8-17. 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 CRD.

8-18. RECREATIONAL CABINS: Three recreational cabins are available at FAPH. Reservations and rates are available from CRD.

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8-19. RENTAL EQUIPMENT:

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

- (1) Jon boats
- (2) "Custom" Jon boats
- (3) Boat trailers
- (4) Trolling motors
- (5) Canoes
- (6) Bicycles
- (7) "Super" BBQ grill
- (8) Travel trailer
- (9) Pop-up camper

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

8-20. 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 at CRD, Bldg TT0106.

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 or fishing license in their possession as well as a FAPH permit to hunt or fish. Members of the armed forces who are PCS to 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. Written authorization to purchase a state resident license may be obtained at the Office of the Commander, Bldg TT0101.

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CHAPTER 9

FINANCE AND ACCOUNTING SUPPORT AND SERVICES

9-1. PURPOSE: To provide guidance on the financial services available and to identify the funding policies and procedures at FAPH.

9-2. GENERAL:

a. AT units expecting to receive their payroll checks while here at FAPH will report to the DRM office for a briefing at 0830, first Monday of AT.

b. Class A Agents will be appointed on appointment orders and will be familiar with the provisions of FM 14-7, Class A Agents.

9-3. FUNDING:

a. National Guard units training at FAPH will provide funding documents as outlined in paragraph 9-3e below for the following requirements:

- (1) Expendable supplies
- (2) POL
- (3) Repair parts
- (4) Laundry
- (5) Portable latrine rental
- (6) Subsistence
- (7) Medical supplies

b. Army Reserve units training at FAPH will provide funding documents as outlined in paragraph 9-3e below for the following requirements:

- (1) Expendable supplies
- (2) POL
- (3) Repair parts except RX

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- (4) Portable latrine rental
- (5) Subsistence
- (6) Medical supplies

c. Active component units training at FAPH will provide funding documents as outlined in paragraph 9-3e below for all identifiable base operations support.

d. Navy and Marine Corps units training at FAPH will provide funding documents as indicated for all identifiable base operations support:

(1) Navy - Order for Work and Services, NAVCOMPT Form 225

(2) Marine Corps - Military Interdepartmental Purchase Request, DD Form 448

e. The type of support provided and funding documentation required from RC and AC Army units are as follows:

TYPE OF SUPPORT

FUNDING DOCUMENT REQUIRED

Expendable supplies Authorization	DD Form 448 or Letter of
POL (bulk)	DD Form 448
RX repair parts Authorization	DD Form 448 or Letter of
Portable latrine rental	DD Form 448
Laundry	DD Form 448
Subsistence	DA Form 3294 or DA Form 3161
Medical Supplies	Letter of Authorization only
POL (Packaged)	Letter of Authorization only
Repair parts other than RX	Letter of Authorization only
Other base operations support	DD Form 448

f. Funding documents (DD Form 448 and NAVCOMPT Form 225) will be forwarded to the coordinating directorate, this installation in five copies NLT 60 days prior to date of required support as outlined in paragraph 3-11 above, this regulation. Funding documents for medical supplies will be forwarded to DeWitt Army Hospital as outlined in paragraph 6-9 above.

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g. 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

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

may be made by the Class A Agent for a local bank to cash checks on a limited basis. Arrangements must be made in advance of the pay week to take advantage of this service.

A service charge per check is customarily charged by the financial institution. The Post Exchange, Wilcox Campsite can cash checks up to \$150.00. Any amount exceeding \$150.00 needs special arrangements with the Post Exchange Manager.

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## CHAPTER 10

### LAW AND ORDER

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

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. Garrison military police and military police investigators engaged in the performance of official duties will not be denied access to any building, area, or facility occupied by troops or AT troop units unless such access would endanger proper security of classified information.

c. All accidents and serious incidents or occurrences, which are adverse in nature, will be immediately reported to the Military Police as directed in paragraph 3-30, this regulation.

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

e. Commanders of AT units will have a responsible individual, who represents the commander, report to the Provost Marshal's Office on the first Monday of AT for coordination.

f. Each unit is responsible for providing their own payroll guards. Contact PMO only in the event that assistance is required.

#### 10-3. INTOXICATING BEVERAGES:

a. The sale of alcoholic beverages on FAPH by any agency except the club system 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 prohibited. Violations of this policy are considered safety hazards and are grounds for immediate termination of training.

c. No person under age 21 is permitted to introduce, possess, purchase or consume alcoholic beverages on FAPH except as outlined in paragraph 10-3d, below.

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#### d. Unit/AT Parties:

(1) The serving of alcoholic beverages to underage soldiers may be authorized on infrequent, non-routine military occasions at the conclusion of AT.

(2) Commanders desiring to serve alcoholic beverages to underage soldiers during unit parties must have written approval from the first General Officer in their chain of command and notification of this approval must be forwarded to the Commander, FAPH NLT two days prior to the scheduled event.

(3) Commanders will be held accountable for the actions of their soldiers and must have appropriate controls to prevent drunk driving and misbehavior related to the consumption of alcoholic beverages.

(4) Such events must be conducted on the installation and soldiers must be in a non-duty status.

10-4. TRAFFIC REGULATIONS:

a. Traffic regulations are strictly enforced under the provisions of the Motor Vehicle Code of Virginia and 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 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. The wearing of seat belts on FAPH is mandatory for all personnel to include visitors.

d. Maximum speed of 40 miles per hour (MPH) while within 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.

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(5) Truck, cargo 5/4T M1008, truck, utility 5/4T M1028, commercial utility cargo vehicle 3/4T M1009 40 MPH or as posted.

(6) The above speed limits will apply to all emergency vehicles (ambulances, fire trucks and MP vehicles) except when engaged in an EMERGENCY operation.

(7) Vehicles loaded with ammunition or hazardous material will not exceed 25 MPH. Cargo vehicles loaded with ammunition, hazardous material, or with passengers riding outside the cab will not exceed 25 MPH.

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 15 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 or the Post 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 3-20 and 4-7, this regulation.

(6) Tactical vehicles, when parked and unattended, will immobilize the steering wheel with a chain and U. S. Government approved lock. 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. Items such as

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as clothing, cassettes, cameras, etc., will be removed from the vehicle and secured out of sight in the glove compartment or trunk.

g. Convoy operations will be conducted as follows:

(1) Convoy control and markings will be prescribed in FM 55-312 and AR 746-1, respectively.

(2) Off post convoy movements and those crossing U.

S. Route 301 on post must be coordinated with the PMO.

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

h. Blackout drives are permitted as outlined in paragraph 4-8, this regulation.

10-5. VEHICLE REGISTRATION:

a. Privately owned vehicles must be registered with the PMO.

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

c. Temporary vehicle registration stickers are required for personnel in AT status who do not possess a valid permanent DOD vehicle registration.

(1) The unit may request temporary vehicle registration stickers in advance of AT by forwarding a list of authorized vehicles to the Vehicle Registration Section, PMO, this installation with the following information:

- (a) Owner and rank
- (b) License number, state and year
- (c) Vehicle make, year, type and color
- (d) Insurance company and month/year of expiration

(2) Units not requesting the temporary vehicle registration sticker in advance will bring a list of vehicles with the information outlined in paragraph 10-5c(1) above to PMO within 24 hours of arrival at FAPH.

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

(1) Proof of ownership as indicated by a certificate of title, a 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 require 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 barracks or in any vehicle on FAPH.

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

(1) Walking sticks (potential weapon permitted only if a medical need exists or if on a hike).

(2) Blackjacks or bludgeons.

(3) Knives with over a 3 inch blade.

(4) Brass "knucks" or similar devices.

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

c. Unit commanders may authorize knives with a blade of more than 3 inches 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 firecrackers, bombs, duds, or explosive items of any type. This restriction does not apply to authorized items being transported in authorized vehicles for authorized training.

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e. No person except a military policeman, security guard or person on official business will carry a weapon into the PX, Community Club, Theater, Class VI Store or other recreational building.

f. Privately owned firearms will be personally registered at PMO. Firearms include pellet and gas

discharging weapons.

(1) No person shall carry a concealed weapon.

(2) Privately owned firearms will be secured under unit control except when the owner has written permission from his unit commander to have it in his possession for authorized sport or range shooting.

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 range firing or supervised 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 shakedown inspections are conducted prior to leaving ranges and training areas to prevent ammunition from being transported to campsites.

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 safe guarded and secured.

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 safe keeping should be guarded 24 hours a day.

10-9. LOSS OF GOVERNMENT WEAPONS:

a. Lost weapons will be reported to PMO immediately.

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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 living 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 plain OD or brown are not authorized for wear in post headquarters area.

c. Headbands are not authorized for wear except with the PT uniform.

d. All soldiers will be in a complete uniform with bloused trousers, outer shirt and hat as prescribed in AR 670-1 prior to leaving the work area.

10-11. MAGISTRATE COURT:

a. All personnel, both military and civilian, stationed at, training at, working on, or passing through 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.

## ENGINEER AND BILLETING SUPPORT

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

11-2. FIRE PREVENTION:

a. Commander will:

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

(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 the installation fire regulations.

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

(1) Break glass or open 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 fire alarm box, dial 911, and report the location of the fire and what is on fire.

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 the Training Division and Fire Department.

(2) Smoking in bed.

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

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

(5) Using hot plates, coffee pots, etc. without approval of DPW.

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(6) Storing paints, gasoline or other flammable

liquids in unapproved areas.

11-3. CONSERVATION OF NATURAL RESOURCES:

a. Hunting, fishing or trapping are not permitted without the proper local county, state and FAPH licenses and permits as outlined in paragraph 8-20, this regulation.

b. Trapping and fishing with survival gear may only be done during approved survival training courses.

c. Dead animals found on post will be reported to the Pest Controller, Land Management Branch, or the Military Police. Dead or injured animals of the game species will be reported to the Wildlife Section, Building TT0163.

11-4. 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.

11-5. WORK REQUESTS FROM UNITS:

All requests for improvements or changes in training areas/facilities or ranges will be coordinated with and approved by the Training Division or DPTMS as applicable prior to coordination with DPW. This includes mowing operations.

11-6. UNDERGROUND UTILITIES:

The majority of these utilities are located in campsites or 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 must be effected with DPW prior to digging.

11-7. TROOP PROJECTS:

a. All work planned as troop 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, 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, this regulation. 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 and equipment expended on each troop project will be submitted to DPW on a DA Form 4288, Labor and Equipment Utilization Report, or FORSCOM Form 362-R, Labor and Equipment Utilization Report (For Military Only), NLT 1000 each day.

d. Materials:

(1) Concrete will be ordered two working days prior to delivery. All orders will be requested through the Troop Project Office, DPW, by the unit project officer. Orders for concrete may not be canceled 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 Supply Section, DPW.

(2) Stone aggregate for individual troop projects will be obtained by the unit from the DPW warehouse. Large stone aggregate orders will be scheduled in advance and delivered by the vendor to individual job sites. These type of orders are usually limited to road and tank trail construction and repair projects.

(3) Sand and pit gravel will be obtained from the sites indicated in paragraph 4-18, this regulation. Stone will be purchased from outside sources.

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(4) 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.

11-8. BILLETING:

a. Limited sets of Visiting Officer Quarters (VOQ) and Distinguished Visitors Quarters (DVQ) are located in the following area of the installation. (Quarters around Bullocks Pond and Travis Lake are Recreational Facilities and are handled through CRD for reservations, see page 8-7, paragraph 8-18).

- (1) Headquarters area
- (2) Heth area
- (3) Bullocks Pond
- (4) Travis Lake (near the Lodge)

b. Requests for reservations must be submitted to Housing Division, FAPH, in writing not later than 15 January preceding the Annual Training period. 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 Housing Division approximately 30 days prior to AT dates.

d. Upon arrival at FAPH, unit representatives, military personnel and guests will register at the Housing Division on DEH (APH) Form 5, Guest Registration Card. In the event that the Housing Office is closed, registration will be accomplished with the Staff Duty Office located in the FAPH Headquarters Building.

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e. Payment:

(1) National Guard Officers and senior enlisted personnel are required to pay individual billeting fees. Where funds are provided by the State USP&FO, units wishing to procure transient billeting services (VOQs) from Ft A. P. Hill must forward a purchase order/contract (DD Form 1155) through their procurement channels as a commitment for payment of transient billeting services. Units who require Ft A. P. Hill transient billeting services (VOQs) on a regular or frequent basis may want to establish a Blanket Purchase Agreement (BPA) through their procurement channels.

(2) Units may continue to make reservations in advance of the Housing Office receiving a purchase order/contract. However, the purchase order/contract must be received by the Housing Office prior to or upon arrival of the unit. Receipt of purchase order/contract does not necessarily signify space available.

(3) The Housing Office will then submit an invoice to the unit address upon completion of the required transient billeting services. Unit will then submit the invoice to their finance office for payment. PAYMENT OF SERVICES MUST BE IN THE FORM OF A CHECK PAYABLE TO THE FORT A. P. HILL BILLETING FUND.

(4) Individual active duty officers and senior enlisted and/or reservist of TDY status are required to pay a billeting fee.

(5) Payment is not required for BOQ billeting in the campsites.

## CHAPTER 12

## ENVIRONMENTAL REQUIREMENTS

12-1. PURPOSE: To establish a Standing Operating Procedure for environmental compliance.

12-2. GENERAL: Fort A. P. Hill is committed to protecting the environment and conserving our natural resources. Coordination shall be made with the Environmental Office 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:

12-3. HAZARDOUS MATERIALS, HAZARDOUS WASTE and USED POL PRODUCTS:

a. Minimize the use of hazardous materials (HM) whenever possible by using an environmentally safe alternate.

b. Bring only the amount of HM necessary for training. The remaining HM must be returned with the unit at the end of training.

c. All hazardous waste (solvents, lacquers, paints, cleaners, etc.) and infectious wastes must be disposed of in accordance with State and Federal Regulations.

d. Disposal of all hazardous wastes shall be coordinated in advance with the DPW Environmental Office at extension 8255.

e. Solvents, cleaners, antifreeze, etc. shall not be mixed with used oil.

f. Used oil (with no solvents), antifreeze, and cleaning fluids are controlled wastes and must be disposed accordingly. Each item must be collected separate from other wastes. Pickup for recycling can be coordinated through POL at extension 8360 or through the DPW Environmental Office at extension 8255.

g. Oil filters, generated on an infrequent basis (i.e. one per month), can be drained at least 24 hours, secured in a

plastic bag, and discarded into the normal refuse stream (Dumpster). Contact the DPW Environmental Office at extension 8255 for more information.

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h. Aerosol containers that are empty may be disposed as general refuse.

i. No unserviceable munitions or explosives shall be brought onto the installation without the proper manifests, documentation, and approval of the Environmental Office.

j. 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 drum labeled "Hazardous Waste" located at Range Control.

k. The disposal of infectious waste must be coordinated through the Health Clinic by calling extension 8216.

#### 12-4. BATTERY DISPOSAL:

a. Battery disposal is outlined in the Fort A. P. Hill Standing Operating Procedures (DRAFT). More information may be obtained from the DPW Environmental Office in person or by calling extension 8255.

b. The following batteries shall be turned in to DOL, SSSC Building 1340 with the appropriate MSDS: Lead-acid, Lithium-Sulfur Dioxide multi-cell, Lithium-Thionyl Chloride - multi-cell, Magnesium, Mercury, Nickel-Cadmium, Silver. The SSSC can be contacted at extension 8314 or 8486.

#### 12-5. WASH RACKS:

a. Vehicle washing shall be limited to what is required by proper maintenance and regulation.

b. No detergents shall be used at any wash point.

c. The washing of equipment anywhere other than the designated wash points is strictly forbidden. No other locations (lakes, streams, etc.) are authorized.

d. Use of wash points and pumps must be coordinated through DOL.

e. Only one pump at half throttle shall be used per

wash rack.

f. During operation, the oil/water separators must be closely monitored to ensure that no POL product leaves the separator. If any amount of POL contaminates the stream or water

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body, cleaning operations must cease immediately and the responsible unit shall notify the Fire Department at extension 8117. Failure to provide notification to the proper authorities and cleanup a discharge is a violation of State and Federal regulations and is punishable by fines up to 25,000/day/incident.

g. If the wash rack is not functioning properly call the Service Desk at extension 8286.

#### 12-6. LAUNDRY AND SHOWER SITES:

a. Pre-existing field laundry and shower slabs that drain into the sanitary sewer must be utilized.

b. If pre-existing sites cannot be used, coordinate the placement of all field laundry and shower sites must be coordinated through the Environmental Office at extension 8255.

#### 12-7. 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 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 are discharged.

(3) The ground is relatively level in the area of the proposed discharge.

(4) The site consists of well drained soils.

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.

c. Placement of field mess/kitchen sites must be coordinated through the Environmental Office at extension 8255.

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12-8. SPILLS:

a. All spills must be reported IMMEDIATELY to the Fire Department, extension 911 or 8117, as stated in the FAPH SOP for 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 Fort A. P. Hill guidelines: The Integrated Discharge Prevention and Contingency Plan (IDPCP) and The Standard Operating Procedures for Petroleum, Oils, and Lubricants (POLSOP).

d. Improper handling of POL products and other hazardous materials constitutes gross negligence which can be punishable by a fine and/or imprisonment.

12-9. TEMPORARY POL SITES AND FUEL BLADDER STORAGE:

a. Use existing POL berms for fuel bladder storage whenever possible.

b. Positioning of all FARPs, as well as any secondary containment, will be coordinated with the Environmental Office, extension 8255, prior to set-up.

c. Units preparing for training at Fort A. P. Hill shall 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 shall use spill control/containment measures such as pans or

absorbent pads.

12-10. SOLID WASTE:

a. Use only authorized locations for the disposal of trash, garbage, scrap metal, wood and wood pallets. Scrap metal and wood may be taken and segregated at the Scrape Yard which is located at the corner of Cedar Trail and Wilcox Drive. Units shall coordinate with DPTMS on the disposal locations during in-processing.

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b. Dumping of appliances, hazardous materials/wastes, commercial tires, ordnance, and concertina wire is strictly prohibited. All questions regarding disposal can be direct to the Environmental Office at extension 8255.

c. To reduce the amount of waste and reduce the cost of disposal, units and activities will maximize turn in of material through supply channels and recycling.

d. Police all areas before, during, and after training activities. Remove all litter whether it is yours or not and dispose of it in the authorized locations.

e. Accountable (hand-receipt) items such as the concertina wire and tent poles must be removed from the training areas and returned to DOL. Wire left in the field detracts from the natural environment and can ensnare animals as well as humans. Concertina wire, unused hazardous materials, and other items brought from a unit's home shall return with the unit.

f. Military tires must be disposed of through DOL. Arrangement for disposal can be made by contacting DS Maintenance at extension 8440. Tires cannot be disposed at the scrap yard or in any other manner.

g. All materials shall be segregated and recycled as appropriate.

12-11. LATRINES:

a. All latrine box locations shall be sited in accordance with FM 21-10 and State Health Department requirements. The following is a summary of site latrine boxes:

(1) Placement shall be at least 100 meters from any water body (wells, streams, springs), low areas, drainage basins, and buildings.

(2) Placement shall be on high ground.

(3) Trenches shall be hand dug and not more than 5 feet in depth.

(4) Trenches must be completely filled in with at least 2 feet of soil covering all waste.

b. Latrine box locations that will be sited for 5 days or longer shall be approved in advance by the DPW Environmental Office at extension 8255.

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12-12. NOISE:

a. Aircraft operations must avoid all noise sensitive areas which are designated as "Off Limits". All off-post flights will maintain a minimum altitude of 500 feet above ground level.

b. Direct fire, indirect fire, and explosives training will be conducted in accordance with Fort A. P. Hill REG 350-1 and 350-2.

12-13. NATURAL RESOURCES AND ENVIRONMENTAL CONSIDERATIONS

a. FIRES:

(1) Open fires are restricted at Fort A. P. Hill. Open Fires necessary for training shall be coordinated through Fort A. P. Hill Fire Departments either in person or by calling extension 8317.

(2) Use caution with cigarettes and pyrotechnics. Police training areas for butts and expended equipment before leaving an area.

(3) When the fire danger index is high, the use of open flame and pyrotechnics may be prohibited.

12-14. PEST CONTROL:

a. Ticks which carry Lyme disease and Rocky Mountain Spotted Fever have been found on the Installation. The best method for prevention of these diseases is personal protection. Unit Medical Officers have complete information for disease prevention and personal protection.

b. Wasp, hornets, and bees will be controlled as needed by the Installation Pest Controller. Requests should be made through the DPW Service Desk by calling extension 8286. These requests must include specific location information (i.e. Training Area or Range along with UTM Grid Coordinates). The requester should also coordinate a time for the visit from the Pest Controller to show the location of the nest.

c. All request for Pest Control and grass cutting must be coordinated at least two weeks in advance through:

(1) For training requirements contact the Training Division at extension 8349.

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(2) For range activity requirements contact Range Control at extension 8224 or 8303.

(3) For aviation requirements contact DPTMS at extension 8333 or 8374.

(4) For campsites contact the Campsite Manager at extension 8688.

d. All units shall inform the Environmental Office of any pesticide usage on the installation prior to application. This includes materials used in the field sanitation kits.

e. Self Service items to include insect repellent for personal application (DEET) and insect repellent for clothing application (Permanone) can be purchased from the SSSC Warehouse with the proper documentation (MIPR). Further information can be obtained by calling extension 8314 or 8486. Miscellaneous items to include fly sprays, tick repellents (body & clothing) (when funding is not available), ant bait, fly swatters, mouse traps and glue boards can be obtained from the Installation Pest Controller at Building 1247, extension 8457.

12-15. VEHICLE MOVEMENT:

- a. Stay on designated roads and trails.
- b. Avoid damage to vegetation while bivouacking.
- c. Cross streams and ditches slowly and at

appropriate crossings so as to minimize the impact to the environment.

d. Remove mud and debris immediately from roadways.

12-16. ENVIRONMENTAL DOCUMENTATION: Proposed actions which are not identified in the on-going Environmental Assessment (EA) will require preparation of a Record of Environmental Consideration (REC) or an EA to assess the environmental consequences of the proposed projects or activities.

12-17. OVERFLIGHTS:

a. The "NO OVERFLIGHT" areas designated on the Fort A. P. Hill Installation Map will be observed. Additionally, over flight of the Bald Eagle nesting sites is limited to 500 feet above tree top level. Contact the DPW Environmental Office at extension 8255 for more information.

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b. All aviation operations will be coordinated through the Airfield Commander and Range Control.

c. In addition to the listed over flight areas, the Hopemont Housing area, A. P. Hill Drive is considered off limits to all low flying aircraft.

12-18. ENDANGERED SPECIES: Fort A. P. Hill is home to one known endangered specie (Small Whorled Pagonia) and four threatened species (Bald Eagle, Bachman's Sparrow, American Ginseng, and Swamp Pink) that are protected by federal and/or state regulations. Every effort should be made to avoid disturbing these species. More information about these and other indigenous flora and fauna can be obtained from the DPW Environmental Office.

12-19. WETLANDS:

a. Wetlands and beaver dams are to be avoided.

b. Operations involving wetlands shall be coordinated and approved by the Environmental Office, extension 8255, prior to conducting any exercises.

12-20. RELIC HUNTING: Relic hunting and use of metal detectors are prohibited. Report all accidental discoveries of historic artifacts to the Environmental Office at extension 8255.

12-21. WILDLIFE AND FOREST RESOURCES: Do not disturb any wildlife species encountered on Fort A. P. Hill. Hunting, trapping or possession of wild animals is prohibited unless specifically authorized by the Installation Commander. Observations of injured animals, nuisance or abnormal animal behavior should be reported to the Pest Controller at extension 8457 or the Environmental Office at extension 8255. Routine use of trees and brush for training purposes is authorized; requirements for large quantities should be coordinated through the DPW Land Management Branch at extension 8417.

12-22. ENERGY CONSERVATION: Command has placed an emphasis on energy conservation as required by AR 11-27, Army Energy Program. Energy saving practices must be followed for such conservation measures as:

- a. Turn off lights when not needed.
- b. Close doors and windows to prevent loss of energy required for heating and cooling.

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c. Employ air conditioning and heating only when needed and in accordance with established policies. Heating: 65°F to 70°F during working hours for office space. Cooling: 76°F to 80°F during office hours for office space. Temperatures in warehouses should be adjusted from 55°F or below depending on the type of occupancy and the degree of activity. Warehouses will not be heated if they are devoid of human activity and if freezing or condensation are not problems.

d. Implement MOGAS, diesel and JP8 conservation policies.

e. Temperature controls on hot water heaters should be set to approximately 95°F.

f. Reduce water consumption: Avoid running water unnecessarily or for prolonged periods; consider installing spray type faucets with flow restrictors, particularly in shower heads; repair leaky fixtures, toilets, pipes, or valves.

g. More information may be obtained about energy conservation from the Environmental Office by calling extension 8255.

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APPENDIX A

FORMAT FOR  
REQUEST FOR USE OF FACILITIES

LETTER HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Fort A. P. Hill, ATTN: ANAP-OP,  
Bowling Green, VA 22427-5000

SUBJECT: Training Facilities/Support Request

1. Request that training facilities/ranges be provided as follows:

a. Unit/activity designation, mailing address, Point of Contact (POC) and Defense Switching Network/commercial telephone number.

b. Dates and time of arrival and departure of:

(1) Advance Party

- (2) Main Body
- (3) Rear Detachment

c. Unit Training Strength:

OFF \_\_\_\_\_, WO \_\_\_\_\_, ENL \_\_\_\_\_, CIV \_\_\_\_\_.

d. Range Facility Requests. (See A. P. Hill Reg 350-2)

(1) Schedule of activity:

Range Ammunition Facility	Use	Bivouac on Site Yes/No	Date/Time Begin Fire End Fire	Type/Calibre Weapons & Explosives	Type
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(2) Request special targetry or assistance and what location.

(3) Demolitions training state objectives, i.e. basic instruction, tree cutting, craters, etc.

(4) Nonstandard range requests include brief description of activity.

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(5) Range facility requests requiring overlays will be conditionally approved pending receipt and approval of overlays.

e. Training area/facility requirements. (See Appendix B, this reg).

Training Date/Time	Bivouac Coordinates	Training Facility	Type Training	Date/Time Occupy Area	Clear Area
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f. Aviation requirements: (See APH Regulation 95-1 and Appendix C, this reg).

Type A/C	Number of A/C	Airfield/ Heliport	LZ/PZ Required	FTA Course	Date/Time of Use
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g. Airborne Operations. (See paragraph 4-20, this regulation)

Type Date/Time A/C Drop	Number of A/C	Altitude of drop (AGL)	Number of Personnel	Frequencies to be Used	of
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h. Training aids/devices and audio visual equipment:  
(See paragraph 3-8 and 4-23, this reg)

i. Overlays. (See paragraph 4-7, this regulation)

2. Request the following logistical support:

a. Campsite Requirements. (See paragraph 5-15 and Appendix D, this reg).

(1) Number of officers to be billeted

(2) Number of EM to be billeted

(3) Number of EW to be billeted

(4) Dining facility required

(5) Arms room required

(6) Maintenance area required

b. Dining Facility Support. (See paragraph 5-13).

c. Ammunition: (See paragraph 3-5 and 5-7, this Reg for forecast and request procedures.)

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d. POL (See paragraph 3-13 and 5-6, this reg).

MOGAS

DIESEL

JP8

Number of Gallons

e. Subsistence. (See paragraph 3-10 and 5-4, this reg).

f. Vehicle Support. List type and number of vehicles required.

g. Visiting Officer Quarters (VOQ) and Distinguished Visitor Quarters (DVQ). (See paragraph 11-11, this reg).

h. Communications Support: (See Chapter 7, this reg).

i. Funding Documentation. (See paragraph 9-3, this reg).

3. The name and telephone number of POC for the various areas not covered by the POC in paragraph 1a are:

POC

TYPE  
SUPPORT

TELEPHONE  
NUMBER

Signature Block  
Commanding Officer

NOTE: Each paragraph in sample letter above will be addressed giving required information, stating that information will be forwarded via separate correspondence or that support is not required in that area.

APPENDIX B  
STANDARD AREAS/BIVOUAC SITES

<u>TA</u>	<u>ACRES</u>	<u>SUB</u> <u>TA</u>	<u>BIVOUAC SITE</u> <u>COORDINATES</u>	<u>SIZE</u> <u>METERS</u>	<u>BIVOUAC</u> <u>VAULT</u> <u>LATRINE</u>	<u>TYPE</u> <u>TRAINING</u>	<u>SEPARATE</u> <u>FACILITIES</u>	<u>CAMPSITES</u>
1	1,142	A B	TT951189	1150		IN CS/CSS	PT FIELD (A)	ARCHER
2	560	NONE	TT942175 TT944177 TT948188	500 500		IN AR/MECH IN CS/CSS	IN LN 1 & 2	
3	843	A B	TT953198 TT947204 TT953194 TT944196	900 1300 900	TT953199 TT943197	IN AR/MECH IN EN CS/CSS	LONESOME GULCH POND (B) TACTICAL RAFT & BRIDGING SITE (B) IN LN 2 (B) CSS LN 4 (A & B)	
4	224	NONE	TT933186 TT931185	500 500		IN CS/CSS		
5	1,833	A B C	TT936215 TT931185	350 350 450		IN AR/MECH IN CS/CSS	IN LN 5 (A & C) IN LN 6 (A, B & C)	
6	2,376	A B C	TT927222 TT931189	300		IN AR/MECH IN	IN LN 3 (C) IN LN 4 (B) SCOUT LN	
7	2,280	A B C	TT922238 TT942258	400 300		IN AR/MECH IN AV	DROP ZONE ASSAULT LANDING STRIP HETH LANDING SITE TOW LN Rap Twr 1 with Obstacle Course CSS LN 2 (C)	MAHONE JACKSON
8	1,406	A B	TT919273 TT943264	300		IN AR/MECH IN AV CS/CSS	DROP ZONE TOW LN CSS LN 2 (B)	
9	1,441	A B	TT917276	900		IN AR/MECH IN CS/CSS	TOW LN	

**NOTE: SEPARATE TRAINING FACILITIES NOT INCLUDED IN TRAINING AREA. MUST BE SCHEDULED SEPARATELY.**

<u>TA</u>	<u>ACRES</u>	<u>SUB TA</u>	<u>BIVOUAC SITE COORDINATES</u>	<u>SIZE METERS</u>	<u>BIVOUAC VAULT LATRINE</u>	<u>TYPE TRAINING</u>	<u>SEPARATE FACILITIES</u>	<u>CAMPSITES</u>
10	1,388	A				IN		
		B	TT932301	200		AR/MECH IN		
		C				CS/CSS		
11	975	A	TT945294	1000		IN	LAND NAVIGATION	
			TT956302	250		AR/MECH IN	COURSE	
		B				CS/CSS	CSS LN 3 (A & B)	
12	2,142	A	TT959288		TT958299	IN	MEDIUM GIRDER	
		B	TT955276	300	TT955276	AR/MECH IN	BRIDGE (TT955289)	
		C				EN	POL BERM SITE 4	
							CSS LN 2 (C)	
							CSS LN 3 (A)	
						CS/CSS	BORROW PITS	
13	1,032	A	TT971264	200		IN		
			TT972274	250		AR/MECH IN		
		B	TT978258	400		CS/GS		
			TT982261	200				
14	646	NONE	TT984263	400	TT985265	IN		RAPPAHANNOCK
						AR/MECH IN		
						CS/CSS		
15	1,596	A	TT961302	300	TT961302	IN	PENDER LANDING	
		B	TT984292	600	TT984292	AR/MECH IN	SITE	
						AV	CSS LN 3 (A & B)	
						CS/CSS	CSS LN 5 (B)	
16	1,730	A				IN	CSS LN 5 (B)	PENDER
		B	TT990292	300		CS/CSS		RAPPHANNOCK
			TT995287	400				
		C						
17	1,197	A				TESTING	LASER FACILITY	
		B						
18	1,892	A				IN	POL BERM SITE 5	
		B	TT991252	300	TT989249	AR/MECH IN	CSS LN 1 (C)	
		C	TT977236	400	TT977235	EN	Rap Twr 4 with	
			TT981235	200		CS/CSS	obstacle course	
			TT997242	200				
			TT996235	300				
19	1,634	A				TESTING	LASER FACILITY	
		B						

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STANDARD AREAS/BIVOUAC SITES

BIVOUAC

<u>TA</u>	<u>ACRES</u>	<u>SUB TA</u>	<u>BIVOUAC SITE COORDINATES</u>	<u>SIZE METERS</u>	<u>VAULT LATRINE</u>	<u>TYPE TRAINING</u>	<u>SEPARATE FACILITIES</u>	<u>CAMPSITES</u>
20	2,901	A	UT001208 UT010231	500 300		IN	CSS LN 6 (A) CS/CSS	
		B						
		C						
		D						
21	2,392	A	TT991222 TT994224	500 400	TT994224	IN EN	LAND NAVIGATION COURSE	WILCOX
		B	TT993212	400		CS/CSS	WILCOX LANDING SITE	
		C	TT994200	150			LEADERS REACTION COURSE (B) DECONTAMINATION SITE (B) MOUT SITE (C) RAIL MOCK UP LOAD SITE (C) GAS CHAMBER (C) HAND TO HAND PIT MEDICAL DEPLOYMENT SITE	
		D	TT997203	400	TT998203			
22	1,613	A				IN	HAND TO HAND Rap Twrs 2 & 3 with obstacle course	DAVIS
		B	TT961218 TT968216	800 600		AR/MECH IN CS/CSS	PIT (B)	HETH LONGSTREET RODES
23	2,521	A	TT972195 TT976194	300 450		IN AR/MECH IN	ACORS LANDING SITE	
		B	TT981200	250		CS/CSS	DRIVERS TRAINING COURSE	
		C	TT965189 TT969191	150 250			EXPERT INFANTRY BADGE TEST SITE IN LN 7 (A) IN LN 8 (A) IN LN 9 (B)	
24	987	A	TT986186	150		IN	EIB LAND	ANDERSON
		B	TT972176	400		CS/CSS	NAVIGATION	

B-3  
STANDARD AREAS/BIVOUAC SITES

<u>TA</u>	<u>ACRES</u>	<u>SUB TA</u>	<u>BIVOUAC SITE COORDINATES</u>	<u>SIZE METERS</u>	<u>BIVOUAC VAULT LATRINE</u>	<u>TYPE TRAINING</u>	<u>SEPARATE FACILITIES</u>	<u>CAMPSITES</u>
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25	2,862	A	UT066241	300		IN	COOKE LANDING	
		B				AR	SITE	
		C				EN	HAND TO HAND PIT	
			UT067206	300		CS/CSS	LAND NAVIGATION	
			UT078208	500			COURSE	
							ENG LN 1 (C)	
							POW COMPOUND	
							BORROW PIT	
26	1,368	A	UT072220	450	UT083236	IN	MINE WARFARE SITE	COOKE
		B				AR	(A)CONFIDENCE COURSE	
						EN	HEAVY LIFT SITE (A)	
			UT082209	450		CS/CSS	BAYONET ASSAULT	
							COURSE	
							ENG LN 2 (B)	
							HOSTAGE RESCUE	
							FACILITY	
							ANTI-TANK DITCH SITE	
27	1,400	A	UT095223	300		IN	SAND PIT	
			UT105226	400		AR	ENG LN 2 (A)	
		B				EN		
						CS/CSS		
28	1,926	A	UT104212	700	UT108215	IN	AV TRAINING SITE	
		B	UT113184	1200	UT112183	AR	VEHICLE RECOVERY	
						AV	SITE	
						CS/CSS	ENG LN 3	
29	268	NONE	UT077125	700		IN	WHITE LAKE	
						EN	TACTICAL RAFT	
						AR	& BRIDGING	
30	874	NONE	TT968148	450		IN	EXPERT FIELD	
			TT970152	500		AR	MEDICAL COURSE	
LEASED								
AREA	111	NONE	NONE			EN	FLOAT BRIDGE SITE STANDARD	
						CSS	AREAS/BIVOUAC SITES	

APPENDIX C

WARFIGHTING

LANES TRAINING

1. There are currently a total of 22 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. Combat Engineer Lanes - 3
- \*f. Mortar Lanes - 2
- \*g. Artillery Lanes - 2

\*These lanes are live fire exercises and procedures for usage are in Fort A. P. Hill Regulation 350-2, (Range Regulation).

2. The locations of the lanes are depicted on the attached sketches (Enclosures 1-5). As illustrated on the sketches, each lane is created as a separate training facility, however the infantry lanes are generally utilized in a three-lane concept. The Infantry Assembly Area is company size with each lane being a platoon element training facility. Lanes can be requested through scheduling at DPTMS by lanes type. It is recommended each request for lanes be specific by lane number. This facilitates the clearing of lanes once training is complete.

3. Units are welcome to recon lanes prior to usage. These recons must be coordinated with the Training Division or Range Control depending on whether they are live fire or not. This precludes interference with units already undergoing lanes training.

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 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 Training Division or Range Control.

C-1

5. Modifications or additions to all lanes must be coordinated with the Chief, Training Support Division 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, briefings. However you must own the area where the shelter is located prior to use.

C-2  
APPENDIX D

CAMPSITES

FOR UNIT BILLETING

1. There are a total of 12 campsites available for troop usage on A. P. Hill. Of this total five are permanent campsites available year round while seven are tent campsites available from May through September of each year.

2. Capacity and facilities available include:

a. Permanent Campsite:

<u>Campsites</u> <u>Facilities</u>	<u>Capacity</u>		<u>Dining</u>	<u>Bldg</u>	Latrines
	<u>Bldgs</u>	<u>Tents</u>	<u>Bldg/Cap</u>		
Cooke	8/438	56/560	1/800	2	51
Showers					38
Urinals					61
Commodes					
Wilcox	34/3006	N/A	3/800	34	227
Showers					
	(15 Admin Bldgs)				160
Urinals					227
Commodes					
Longstreet	5/500	N/A	1/800	5	35
Showers					30
Urinal					13
Commodes					
Heth	1/28	N/A	1/200	2	13
Showers					1
Urinal					13
Commodes					
Anderson	21/336	N/A	1/250	5	43
Showers					27
Urinals					41
Commodes					71 Sinks

b. Tent Campsites:

<u>Campsite</u> <u>Reefers</u>	<u>Capacity</u>	<u>Latrine</u>		<u>Tables</u>
		<u>Bldgs</u>	<u>Facilities</u>	
Archer	1510	1	72 Showers 36 Urinals 58 Commodes	132 22
Davis	1150	1	72 Showers 36 Urinals 58 Commodes	132 22
Liberty	240			24 4

<u>Campsite</u> <u>Reefers</u>	<u>Capacity</u>	<u>D-1 Latrine</u>		<u>Tables</u>
		<u>Bldgs</u>	<u>Facilities</u>	
Mahone	650	1	72 Showers 36 Urinals 58 Commodes	60 10
Jackson	200	1	72 Showers 36 Urinals 58 Commodes	12 2
Pender	1270		33 Shower Heads	120 12
Rappahannock	930		82 Shower Heads	84 14
Rodes	1840	1	72 Showers 36 Urinals 58 Commodes	144 24

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).

D-2

APPENDIX E

BOY SCOUT CAMP

1. Camp Opechancanough: A 200 acre tract at Hearn's Pond. This area is divided into 12 campsites which are restricted to organized groups such as Boy Scouts, Girl Scouts, and Explorers for tent camping.

a. Boating. Hearn's Pond is an excellent site for boating and boats are available through Community Recreation Division (CRD), Fort A. P. Hill.

b. Swimming. Swimming is not authorized.

c. Hiking. Hikes can be conducted within the Boy Scout Camp boundary without additional clearance. Hiking outside the Boy Scout Camp boundaries must be coordinated with and approved by Director, DPTMS, Fort A. P. Hill.

d. Water. There is no potable water at the campsite.

2. Special Requirements:

a. Groups must be self supporting in regards to camping equipment, transportation, and rations.

b. 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 Health Clinic may provide routine treatment to minor dependents of active or retired military personnel only when an adult is present with a limited power of attorney from the dependent's parent or guardian. The nearest treatment facility is Mary Washington Hospital, Fredericksburg,

Virginia, approximately 27 miles north of the Boy Scout Camp.

c. The group leader or representative will report to DPTMS, Bldg TT0126, or PMO, Bldg TT0127, Fort A. P. Hill, prior to moving into the campsite. At this time, the group leader will be briefed on the campsite utilization, and a time/date will be established for clearance.

d. A representative of the group will coordinate with the installation Fire Department, Bldg SS0313 on campsite fires and will draw a key for the fire fighter shed at the Scout Camp.

e. The grounds, and facilities will be policed and all trash placed in the dumpster prior to departing the area. The unit will notify the Military Police upon their departure and return fire shed keys if drawn.

E-1

3. Information required and routing of requests: Request must be submitted not later than 30 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 F  
ADMINISTRATIVE REQUIREMENTS

SUSPENSE DATES FOR SUBMISSION

TITLE/FORM PARA	SUBMITTED BY	SUBMITTED SUSPENSE DATE	REQUIRED TO	BY
TRAINING FACILITIES/SUPPORT 2A, 3-4 REQUEST	AT UNITS	PRECAMP CONFERENCE	DPTMS	2-
	ALL OTHER UNITS	NLT 60 DAYS PRIOR TO COMMENCEMENT	DPTMS OF TRAINING	2-
TRAINING AMMUNITION FORECAST 5, 5-7	AC UNITS	NLT 120 DAYS PRIOR TO COMMENCEMENT OF TRAINING	TRAINING DIV, DPTMS	3-
	RC UNITS	NLT 15 SEP	TRAINING DIV,	3- DPTMS
REQUEST FOR ISSUE & TURN-IN 5, 5-7 OF AMMUNITION, DA FORM 581	ALL UNITS	NLT 30 DAYS PRIOR TO COMMENCEMENT OF	TRAINING DIV, DPTMS TRAINING	3-
MEMORANDUM REQUESTING MAIT 15, ASSISTANCE <u>11B</u>	AT UNITS	NLT 15 MAR PRIOR TO AT PERIOD	MAINTENANCE DIV, DOL	3- 5-
	ALL UNITS	NLT 60 DAYS	DPTMS, DOL,	3-

6,5-3 AUTHORITY RECEIPT OF SUPPLIES, DA FORM 1687		PRIOR TO ARRIVAL AT FAPH	& DPW AS REQUIRED
FORECAST OF POL REQUIREMENTS ALL UNITS 13, 5-6		NLT 30 DAYS PRIOR TO ARRIVAL AT FAPH	SUPPLY & SERVICE DIV, DOL
FORECAST OF EXPENDABLE 13, SELF SERVICE 5-9 SUPPLIES	ALL UNITS	NLT 90 DAYS PRIOR TO ARRIVAL AT FAPH	SUPPLY & SERVICE DIV, DOL
TRAINING AUDIOVISUAL SUPPORT 3-8, LOAN ORDER, MEMORANDUM 4-23	ALL UNITS	NLT 60 DAYS PRIOR TO REQUIRED DATE	TRAINING SUPPORT BRANCH, DPTMS

F-1

TITLE/FORM PARA	SUBMITTED BY	SUBMITTED SUSPENSE DATE	REQUIRED TO	BY
UNIT TRAINING SCHEDULE 3-9	AT UNITS	NLT 30 DAYS PRIOR TO	DPTMS	
	ALL OTHER	COMMENCEMENT OF TRAINING UNITS DURING	INPROCESSING	
SUBSISTENCE REPORT & FIELD 10, RATION REQUEST 5-4	ALL UNITS	NLT 30 DAYS PRIOR TO REQUIRED DATE	SUPPLY & SERVICES	3-

DA FORM 2970 (IDT) DA	FORM	3294	DIV, DOL	(AT)
REQUEST FOR ISSUE OR TURN-IN ALL UNITS 10, DA FORM 3161		NLT 60 DAYS PRIOR TO REQUIRED DATE	SUPPLY & SERVICE DIV, DOL	3-
REQUEST FOR T OR B RATIONS 10, 5-4	ALL UNITS	NLT 60 DAYS PRIOR TO REQUIRED DATE	SUPPLY & SERVICE DIV, DOL	3-
MILITARY INTERDEPARTMENTAL 11, PURCHASE REQUEST, 13, DD FORM 448 & 448-2 8C, 5-10E, 5-2B(5), 5-14A  17B, 9-3E  6-9,  7-3C	ALL UNITS	NLT 60 DAYS PRIOR TO REQUIRED SERVICE	APPROPRIATE DIRECTORATE          DEWITT HOSPITAL USAISC,	3- 3- 5-          ARMY  FAPH
TRANSPORTATION MOTOR 16, POOL (TMP) SUPPORT REQUEST 5-12	ALL UNITS	NLT 60 DAYS PRIOR TO REQUIRED SUPPORT	TRANSPORTA- TION DIV, DOL	3-
TROOP PROJECT EQUIPMENT LIST	ENGINEER UNITS	NLT 60 DAYS PRIOR	DPW	3-

17,  
 11-9C PERFORMING TO ARRIVAL AT FAPH  
 TROOP PROJECTS

LABOR & EQUIPMENT UTILIZA- ENGINEER UNITS NLT 1000 DAILY DPW  
 3-17  
 TION, DA FORM 4288/FORSCOM PERFORMING DURING TROOP  
 FORM 362-R TROOP PROJECTS PROJECTS

F-2  
 TITLE/FORM SUBMITTED BY SUBMITTED REQUIRED  
 PARA SUSPENSE DATE TO BY

FORSCOM FOR 156R AT UNITS NLT 60 DAYS DOL 3-  
 12 PRIOR TO AT

CLASS IV SUPPORT REQUESTS ALL UNITS NLT 120 DAYS PRIOR DPW 3-  
 14 TO REQUIRED DATE

LOCAL SERVICE REQUEST ALL UNITS NLT 30 DAYS PRIOR USAISC 3-  
 19, TO REQUIRED DATE 7-  
 DA FORM 3938

3B  
 REQUEST FOR INSECT SPRAYING ALL UNITS NLT TWO WEEKS BEFORE DPW 12-  
 11 AS REQUIRED MOVING INTO TRAINING AREA

PARA IMMEDIATELY UPON REQUIRED BY  
INPROCESSING ALL UNITS ARRIVAL AT FAPH TO  
 USER REPORTING CHECKLIST DPTMS

3-21 DPTMS	(APH)	FORM		2
32, EMERGENCY TELEPHONE NUMBER 7-3F	ALL UNITS		DURING INPROCESSING	3- DPTMS
TELEPHONE DIRECTORY 32, 3E	ALL UNITS	NLT 1000 SECOND DAY OF TRAINING AT FAPH	USAISC	3- 7-
STRENGTH ACCOUNTABILITY, 23 DPTMS (APH) FORM 15	AT UNITS	NLT 1000 DAY AFTER	DPTMS ARRIVAL AT FAPH	3-
LOCATOR CARDS, DD FORM 3955 24	AT UNITS	WITHIN 24 HOURS OF ARRIVAL	DOIM AT	3- FAPH
APPOINTMENT OF MILITARY 25 POSTAL CLERK, DD FORM 285	AT UNITS	WITHIN 24 HOURS OF	DOIM ARRIVAL AT FAPH	3-
ORDERS APPOINTING 21E SAFETY OFFICER/NCO	AT UNITS	NLT 1000 FIRST MONDAY OF AT	SAFETY OFFICE	3-
REQUEST FOR NONAPPROPRIATED 26, UNIT 8-7 MEMORANDUM	AT UNITS FUND	FIRST MONDAY OF AT	IMWRF, DPCA DIVIDENDS,	3-

TITLE/FORM PARA	SUBMITTED BY	SUBMITTED SUSPENSE DATE	REQUIRED TO	BY
<u>POST POLICE DETAIL</u> <u>3-25</u>	ALL UNITS	DAILY		POST SGM
DAILY PASSWORD 3-29	ALL UNITS	NLT 1000 FIRST DAY		DPTMS
		OF		TRAINING
CLAIMS 27, 27-20	ALL UNITS	IMMEDIATELY AFTER OCCURRENCE OF INCIDENT WHICH MAY RESULT IN	DPCA A	3- AR CLAIM
ITINERARY OF VISITORS 3-28 IN GRADE OF 0-6 AND ABOVE	ALL UNITS	IMMEDIATELY UPON RECEIPT OF INFORMA- TION 0-6 OR EQUIVALENT GRADE CIVILIAN WILL VISIT	PAO, DPTMS	UNIT
SERIOUS INCIDENT/ACCIDENTS 30, <u>10-2C</u>	ALL UNITS	IMMEDIATELY AFTER INCIDENT/ACCIDENT	PMO	3-
ACCIDENT REPORT, 3-30 DA FORM 285	ALL UNITS	PRIOR TO CLEARING POST		SAFETY OFFICE

PRIOR PERMISSION REQUIRED 20B	UNITS WITH AIRCRAFT LANDING AT FAPH	PRIOR TO AIRCRAFT LANDING 24 HOURS IN ADVANCE OF ARRIVAL	DPTMS	4-
				TIME

OVERLAYS 20, 4-7	ALL UNITS	24 HOURS PRIOR TO EVENT	TRAINING DIV, DPTMS	3-
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AFTER ACTION REPORT 3-34	AT UNITS	NLT 1600 SECOND THURSDAY	DPTMS OF	AT
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F-4

TITLE/FORM PARA	SUBMITTED BY	SUBMITTED SUSPENSE DATE	REQUIRED TO	BY
REPORT OF POL SPILL 12-7	ALL UNITS	IMMEDIATELY UPON DISCOVERY OF SPILL	FIRE DEPARTMENT	

FINAL STRENGTH REPORT 3-23 DPTMS (APH) FORM 15	ALL UNITS	DATE OF DEPARTURE FROM FAPH - CLEARING	DPTMS	
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SUMMARY OF ACCIDENT EXPOSURE REG	ALL UNITS	DATE OF DEPARTURE	SAFETY	APH
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DA FORM 2398 FROM FAPH - CLEARING OFFICE  
385-10

LINE OF DUTY DETERMINATION, ALL UNITS PRIOR TO CLEARING HEALTH  
6-7  
DA FORM 2173 POST CLINIC

REPORT OF AUTHORIZED ALL UNITS PRIOR TO CLEARING USAISC  
7-3I  
OFFICIAL TOLL TELEPHONE  
CALLS, DA FORM 360

INSTALLATION CLEARANCE ALL UNITS DATE OF DEPARTURE DPTMS  
3-36  
DPTMS (APH) FORM 2 FROM FAPH

ADMINISTRATIVE REQUIREMENTS

REQUIRED BRIEFINGS/COORDINATION VISITS

REQUIRED SUBJECT/AREA PARA	COORDINATED BY	WHEN COORDINATED	WITH	COORDINATED BY
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<u>INPROCESSING</u> 21A	ALL UNITS	IMMEDIATELY UPON ARRIVAL	DPTMS TO	3- FAPH
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EVALUATION 21A(4)	AT UNITS	IMMEDIATELY UPON ARRIVAL TO FAPH	EVALUATION HQ DPTMS	3- 3-
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21A(4)

REQUIRED SUBJECT/AREA PARA	COORDINATED BY	F-5 WHEN COORDINATED	COORDINATED WITH	BY
<u>LOGISTICAL SUPPORT</u> <u>21B</u>	ALL UNITS	DURING INPROCESSING	DOL	3-
COMMUNICATIONS/ 21C, INFORMATION 7-3 ADMIN	ALL UNITS	DURING INPROCESSING	USAISC/DOIM	3- SYSTEMS/ SUPPORT
<u>MEDICAL SUPPORT</u> <u>2G</u>	ALL UNITS	DURING INPROCESSING	HEALTH CLINIC	3-21D,6-
SAFETY 21E	ALL UNITS	DURING INPROCESSING 1000, FIRST MONDAY OF	SAFETY OFFICE	3- TRAINING
<u>LAW &amp; ORDER</u> <u>21F</u>	ALL UNITS	DURING INPROCESSING	PMO	3-
AREA FIRE MARSHAL 2	ALL UNITS	WITHIN 24 HOURS OF ARRIVAL	FIRE	11- DEPARTMENT
PUBLIC AFFAIRS 21G	AT UNITS	FIRST MONDAY OF TRAINING	PAO	3-

CLASS "A" AGENT 21H	AT UNITS	0830, FIRST MONDAY OF	DRM	3- TRAINING
COMMANDER'S 31A COURTESY CALL	ALL 0-6 AND BELOW	FIRST OR SECOND DAY OF TRAINING	COMMANDER	3- FAPH
SERGEANT MAJOR'S 31B COURTESY CALL	ALL COMMAND SERGEANTS MAJOR AND 1SG OF SEPARATE	FIRST OR SECOND DAY OF TRAINING	SERGEANT MAJOR FAPH	3- UNITS
POST POLICE 35	ALL UNITS	FIRST DAY OF TRAINING	SERGEANT MAJOR FAPH	3-

APPENDIX G  
AFTER ACTION REPORT  
FORMAT

UNIT DESIGNATION

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Fort A. P. Hill, ATTN: ANAP-OP,  
Bowling Green, VA 22427-5000

SUBJECT: After Action Report

1. Precamp Conference.
2. Administrative Support (Postal and locator services; Red Cross; Religious Service).
3. Training Support (Adequacy of training areas; ranges; training facilities; training aids/devices; audiovisual;).
4. Campsites (Adequacy of campsites and facilities).
5. Logistical Support (Adequacy of issued equipment; ammunition; POL; mess and subsistence procedures).
6. Directorate of Information Management (DOIM) (Adequacy of installation communications).
7. Facilities Engineer Support (Adequacy of Engineer Site Support mission assignments; utility support in campsites; engineer technical assistance).
8. Medical Support (Adequacy of medical assistance; procedures for evacuation; Preventive Medicine).
9. Community Recreation Services (Adequacy of facilities and motion picture services).
10. Post Exchange.
11. Public Affairs.
12. Aviation Support (Adequacy of tower operations, communications and briefings).
13. Safety.
14. Other Comments.

Signature Block

APPENDIX H

EMERGENCY PHONE LOCATIONS

<u>E</u> <u>TELEPHONE</u> <u>NUMBER</u>	<u>LOCATION</u>	<u>GRID</u> <u>COORDINATES</u>	<u>NUMBER</u>
E1	Archer Campsite	949182	8152
E2	Intersection A.P. Hill Drive and Fortune Road	961192	8124
E3	ASP Holding Area	975189	8382
E4	None		
E5-E8	Inside ASP Fence	975187	8296
E9	Taylor's Corner	989228	8155
E10	Boy Scout Camp	038244	8159
E11	Rodes Campsite	971235	8388
E12	Dirt Bridge (Intersection A. P. Hill Dr and Lee Dr)	956222	8130
E13	Davis Campsite	945235	8142
E14	Youngs Corner	928232	8128
E15	Pole 38 at Heth	931246	8552
E16	Night Vision/Heth Heliport	936243	8129
E17	Jackson Campsite (by Water Tower)	936257	8551
E18	Pole 53 at Bethesda Church	968265	2242
E19	Pole 124 at Rappahannock	982284	2242
E20	Pender Campsite	981318	8145
E21	Pender Heliport	979318	8145
E22	Pole 298 at Featherstone Fork	944307	8554
E23	Sub Pole at Lodge	961246	2241
E24	Travis Lake Area	962245	2241
E25	Cooke Campsite	083245	8801
E26	Cooke Airstrip	084243	8801
E27	Range 19		8807
E28	Rappahannock Campsite	986281	2242
E29	Airstrip #1		8290
E30	Heliport at Range #34		8820
E31	White Lake (West Side)	083124	8181
E32	White Lake (East Side)	085125	8181
E33	Delos Lake Area	021184	8803
E34	Skeet Range Pole #30	959174	8132
E35	POL Storage Area Acors Corner	960181	8378
E36	Longstreet Campsite Heliport	964224	8182
E37	Entrance to Seal Camp	093229	8807
E38	Range 28S Heliport		8137
E39	Christopher Fork/Range 28P		8295
E40	Picnic Area - A. P. Hill Dr	956177	8132

<u>LOCATION</u>	<u>TELEPHONE NUMBER</u>
Range 1	8384
Range 2	8384
Range 3	8193
Range 4	8803
Range 5	8804
Classroom 5	8264
Range 6 & 6N	8126
Range 7	8803
Range 8	8806
Range 9	8806
Range 10	8803
Range 11	8803
Range 14	8806
Range 15	8806
Range 16	8806
Range 17	8806
Range 19	8807
Range 20	8807
Entrance to Seal Camp (Gate)	8808
Range 21	8808
Range 22	8808
Range 23	8808
Range 24	8808
Range 25 and Tower	8809
Range 26P	8183
Range 26S	8129
Range 27P	8184
Range 27S	8136
Range 28P	8295
Range 28S	8137
Range 29	8138
Range 30	8139
Range 32	8381
Range 33	8819
Range 34	8820
Range 35	8383
Range 36	None
Range 37	8383
Range 38	8822

PERMANENT MAG DROP LOCATIONS

Units must contact DOIM, Mr. Hall, DSN 578-8400 or 804 633-8400 to schedule use of permanent Mag Drops. The following permanent Mag Drops are available at no cost to the unit on a first come/first served basis:

<u>LOCATION</u>	<u>GRID #</u>	<u>MAG #</u>
Honeysuckle Gate	TT956216	MAG #2103 & #2104
Young's Corner	TT929232	MAG #2215
Taylor's Corner	TT989228	MAG #2105
Pender Camp	TT984316	MAG #2204
Pender Heliport	TT982316	MAG #2205
Baylortown	TT960192	MAG #2108
Baylortown II	TT958196	MAG #2109
Archer Camp	TT949181	MAG #2112 & #2114
Jackson Camp	TT934258	MAG #2206
Rappahannock Camp	TT993280	MAG #2203
Longstreet Camp	TT964223	MAG #2111
Wilcox Camp	TT991200	MAG #2301
Wilcox Heliport	TT989202	MAG #2302
Wilcox Camp	TT990195	MAG #2305
00 Gate	TT971161	MAG #2115
Rodes Camp	TT975238	MAG #2107
Windsor Rd & Ewell	TT969301	MAG #2201
Windsor Rd & Gracik Trl	TT946260	MAG #2207
Windsor Rd at Raines Corner	TT955296	MAG #2209
Windsor Rd at Pole	TT978306	MAG #2208
Featherstone Fork	TT960301	MAG #2211
A. P. Hill Dr & Lyon Rd	TT978278	MAG #2213
Sales Corner	TT981284	MAG #2214
Bethesda Church	TT968264	MAG #2202
Davis Camp	TT945235	MAG #2113
Acors Corner	TT959182	MAG #2102
ASP (Fortune Rd)	TT973193	MAG #2110
Eubank Corner	TT975234	MAG #2118
Woodford Rd & Windsor Rd	TT952277	MAG #2212
Cooke Heliport	UT008245	MAG #2106
Range 23 - North Range Rd & Garnett Rd		MAG #2117
Range 25	UT097158	MAG #2216

H-3  
APPENDIX I

FAPH FORMS

The APH Forms on the following pages, this appendix, are referred to within this regulation and are enclosed to aid in planning unit training at Fort A. P. Hill.

USER REPORTING CHECKLIST AND DROP ZONE/ASSAULT LANDING STRIP UTILIZATION

SECTION I

STRENGTH

UNIT: \_\_\_\_\_ AGENCY: \_\_\_\_\_ OFF WO EM CIV  
 CDR: \_\_\_\_\_ S3/OPS OFF: \_\_\_\_\_  
 UNIT REPRESENTATIVE/ADVANCE PARTY OIC: \_\_\_\_\_  
 HOME STATION: \_\_\_\_\_ HOME STATION PHONE: \_\_\_\_\_  
 ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ CAMPSITE: \_\_\_\_\_ PHONE: \_\_\_\_\_

--	--	--	--

FREQ/CALL SIGN	DATE	RANGE	TRAINING AREA	FACILITY	LOCATION	CMD POST	MAG	RADIO
						DROP	DROP	

SUPPORT UNITS: \_\_\_\_\_

VIP's: YES \_\_\_ NO \_\_\_ IF YES, WHO/TITLE/WHEN

- CHECK IN: 1. DOL YES \_\_\_ NO \_\_\_ 5. TRAINING DIVISION YES \_\_\_  
 NO \_\_\_ 2. HEALTH CLINIC YES \_\_\_ NO \_\_\_ 6. SAFETY YES \_\_\_  
 NO \_\_\_ 3. DPCA YES \_\_\_ NO \_\_\_ 7. USAISC YES \_\_\_  
 NO \_\_\_ 4. PMO YES \_\_\_ NO \_\_\_ 8. SGM YES \_\_\_

REPRESENTATIVE WILL REPORT BACK TO THIS OFFICE UPON COMPLETION OF ITEMS 1 - 8 ABOVE TO RECEIVE POST CLEARANCE FORM. CLEARANCE FORM YES \_\_\_ NO \_\_\_

OCCUPAT PROCEDURES.

REPRESENTATIVE FULLY UNDERSTANDS POLICIES REGARDING CLEARING OF TRAINING AREAS, OCCUPATION OF RANGES, SUBMISSION OF OVERLAYS AND FINAL POST CLEARANCE

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (SIGNATURE)

DPTMS (APH) FORM 1  
 1 Apr 89

REPLACES APH FORM 38,  
 87, AND

1 OCT  
 RESCINDS APH FORM  
 51, 1 APR 88

SECTION II

TYPE OF ACTIVITY

PERSONNEL DROP: YES \_\_\_\_\_ NO \_\_\_\_\_

EQUIPMENT DROP: YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER OF TAKE OFFS/LANDINGS: \_\_\_\_\_

START TO STOP TIME OF ACTUAL USAGE: \_\_\_\_\_

ALTITUDE OF DROP: \_\_\_\_\_

NUMBER OF PERSONNEL: \_\_\_\_\_

NUMBER OF PIECES OF EQUIPMENT: \_\_\_\_\_

NUMBER OF SORTIES: \_\_\_\_\_

SUPPORTING AVIATION UNIT

UNIT DESIGNATION:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE:

\_\_\_\_\_

TYPE OF AIRCRAFT/NUMBER PARTICIPATING:

\_\_\_\_\_

\_\_\_\_\_

OTHER INFORMATION:

DID A COMBAT CONTROL TEAM INSPECT THE DROP ZONE AND WHAT WAS ITS STATUS?



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INSTRUCTIONS

WRITTEN STRENGTH REPORT WILL BE SUBMITTED BY ALL UNITS TO  
 DPTMS ON DATE OF DEPARTURE.

SIGNATURE OF PERSON PREPARING REPORT:

-----

DPTMS (APH) FORM 15  
 90  
 1 OCT 92

REPLACES DPCA (APH) FORM 5, 1 JAN

ORGANIZATIONAL CLEARANCE					
USING UNIT COVERED		MAILING ADDRESS		PERIOD	
PHONE :					
CLEARANCE CHECKLIST					
ACTIVITY INITIAL	BLDG	INITIAL	ACTIVITY	BLDG	
PMO	0127		DPTMS	0126	

DOL/PBO/POL	0143	TRAINING	1252
CAMPSITE MGR	1640	TASC	1252
DINING FAC	0143	RANGE CNTRL	1253
TRANS	0128	SAFETY	0124
MAINTENANCE DIV	1290	HEALTH CLINIC	0113
TISA	1336	DOIM	0116
ASP	2001	CRD	0106
SUP STORAGE	0143	MAIL DIST	0101
BILLETING	0142	DPCA*LAST STOP	0101

ANNUAL TRAINING UNITS MUST ALSO CLEAR THE FOLLOWING ACTIVITIES:

DEH	1220	DRM	0124
PUBLIC AFFAIRS	0120	CHAPLAIN'S OFC	0120

REMARKS:

ALL POST, CAMP AND STATION PROPERTY ISSUED TO THIS ORGANIZATION DURING THE TRAINING PERIOD HAS BEEN TURNED IN TO THE PROPERTY TECHNICAL SERVICE, OR NECESSARY ADMINISTRATIVE ACTION HAS BEEN INITIATED TO ACCOUNT FOR ANY LOST, DAMAGE, DESTROYED OR OTHER WISE UNACCOUNTED FOR PROPERTY SHORTAGES.

THIS CLEARANCE DOES NOT RELIEVE PERSONNEL/UNIT OF ANY PECUNIARY CHARGE FOR THE 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.

DATE UNIT	NAME, GRADE & TITLE	SIGNATURE OF USING
DATE	NAME, GRADE & TITLE	SIGNATURE OF DPCA/PDO

DPTMS (APH) FORM 2  
REV 1 OCT 92

I-4

TRAINING CLEARANCE CHECKLIST

UNIT DESIGNATION UTILIZED	RAINING AREAS/FACILITIES

COMPLETED	ITEMS YES
NO	
1. TRAINING AREAS/FACILITIES POLICED.	
2. TRASH REMOVED TO SANITARY FILL (BURYING TRASH IS PROHIBITED).	
3. ROADS WITHIN & BOUNDING TRAINING AREAS CLEARED AND POLICED.	
4. FOXHOLES OR OTHER TACTICAL EMPLACEEMNTS FILLED UNDER THE SUPERVISION OF OPERATIONS TRAINING COORDINATOR.	
5. UNIT OR OTHER IMPROVISED SIGNS REMOVED.	
6. UNUSED BLANK AMMUNITION, PYROTECHNICS & SIMULATORS TURNED IN.	
7. PYROTECHNICS AND TRIP WIRES REMOVED.	
8. COMMUNICATIONS WIRE REMOVED.	
9. TRAINING AIDS/AUDIOVISUAL EQUIPMENT TURNED IN.	
REMARKS:	
UNIT PHONE NUMBER DSN OR COMMERCIAL	PRINTED NAME OF UNIT REPRESENTATIVE
DATE:	SIGNATURE OF UNIT REPRESENTATIVE
DATE:	SIGNATURE OF OPERATIONS TRAINING COORDINATOR
DPTMS (APH) FORM 3 REV 1 MAR 94	
I-5	

BUILDING ACCEPTANCE/CLEARANCE CHECKLIST	COMPLETE BY INDICATING X OPPOSITE ALL ITEMS

UNIT	BUILDING NUMBER	DATE	ACCEPT- ANCE	CLEAR- ANCE
1. FLOORS - CLEAN (SWEEP AND/OR MOPPED, TILE FLOORS WAXED AND BUFFED).				
2. WALLS - ALL SIGNS/POSTERS REMOVED.				
3. WINDOWS - CLOSED, LEDGES CLEAN				
4. FURNITURE AND EQUIPMENT - DUSTED, DEBRIS REMOVED, USEABLE CONDITION, PROPER LOCATION.				
5. LIGHTS - LIGHT BULBS PRESENT AND SERVICEABLE.				
6. LATRINE/SHOWERS - a. FLOORS SCRUBBED AND CLEAN. b. WASH BASINS SCOURED AND CLEAN. c. URINALS AND TOILETS SCOURED AND CLEAN. d. SHOWER FLOORS AND WALLS/STALLS CLEAN & FREE OF SOAP FILM.				
7. INSPECT INSIDE AND OUTSIDE OF BUILDING FOR DAMAGE/REPAIRS.				
8. POLICE - a. ALL TRASH REMOVED FROM BUILDING. b. AREAS AROUND BUILDING POLICED.				
9. DINING FACILITY - a. SERVING LINE, FOOD PREPARATION TABLES, UTENSILS (CLEAN, FREE OF GREASE). b. OVENS, STOVES, COOKING EQUIPMENT (CLEAN, FREE OF GREASE AND OIL, FREE OF FOOD RESIDUE). c. MIXING MACHINES, POTATO PEELER (CLEAN, FREE OF FOOD RESIDUE). d. DISHWASHER, SINKS - CLEAN, SCOURED AND DRAINED. e. ICE MACHINE - CLEAN, SERVICEABLE. f. REFRIGERATION UNITS - CLEAN, FOOD REMOVED, OPERATIONAL. g. GARBAGE CANS AND GARBAGE AREAS CLEANED AND POLICED.				
10. BUILDING CAN BE/IS PROPERLY SECURED.				
REMARKS:				
SIGNATURE OF ACCEPTING INDIVIDUAL		SIGNATURE OF ISSUING INDIVIDUAL		
SIGNATURE OF ACCEPTING INDIVIDUAL		SIGNATURE OF ISSUING INDIVIDUAL		
DOL (APH) FORM 6 WHICH IS REV 1 DEC 89		REPLACES APH FORM 12, 1 OCT 86, OBSOLETE.		

I-6

UNIT DESIGNATION	CAMPSITE CLEARANCE/ACCEPTENCE CHECKLIST CAMPSITE UTILIZED	COMPLETE BY
		INDICATING X OPPOSITE ALL ITEMS ACCEPT- CLEAR-

		ANCE	ANCE
1. SHOWERS AND LATRINES HAVE BEEN WASHED DOWN WITH HOT SOAPY WATER AND RINSED CLEAN.			
2. ALL GRASS CUT AROUND TENT SLABS.			
3. THE CAMPSITE, TO INCLUDE AN AREA FIFTY YARDS INTO THE WOODLINE AND ALL TRASH BARRELS, IS IN A POLICED AREA.			
4. ALL FIRE BARRELS ARE CLEAN AND FULL OF WATER.			
5. ALL IMPROVED SIGNS, TABLES, OR SHELVES HAVE BEEN REMOVED FROM THE CAMPSITE.			
<del>6. ALL ROADS ARE POLICED 25 YARDS IN FROM THE WOODLINE ON BOTH SIDES.</del>			
7. ALL WIRE OR CABLE (I.E., COMMUNICATION GUY LINES, CLOTHES LINES) HAS BEEN REMOVED.			
8. VEHICLE WASH POINT, ACCESS ROAD, AND SURROUNDING AREA ARE IN GOOD STATE OF POLICE.			
9. REEFERS ARE CLEAN OF ALL FOOD ITEMS AND SCRUBBED WITH HOT SOAPY WATER, RINSED CLEAN, AND LEFT OPEN FOR INSPECTION.			
<del>10. ALL MESS TABLES ARE ON MESS TENT SLABS.</del>			
11. ALL TENTS ARE PROPERLY ERECTED, PEGGED DOWN, AND SECURED BY ROPES.			
12. ALL UNNECESSARY PITS AND HOLES ARE FILLED AND MOUNDED WITH 15" OF DIRT.			
13. ALL KITCHEN SUMPS ARE CLEAN AND IN AN ACCEPTABLE STATE.			
14. THERE IS AN ADEQUATE NUMBER OF LIGHT BULBS IN THE CAMPSITE.			
15. ALL TENT SLABS ARE CLEAN.			
16. ALL TRASH HAS BEEN REMOVED TO THE SANITARY FILL AND TRASH BARRELS HAVE BEEN WASHED AND PLACED IN UPSIDE DOWN POSITION.			
17. ALL WOODEN MILK CASES HAVE BEEN RETURNED TO CLASS I.			
18. MATTRESSES HAVE BEEN LAID OUT FLAT ON TOP OF BUNK AND COVERS REMOVED AND REPLACED WITH CLEAN ONES.			
REMARKS:			
DATE: REPRESENTATIVE		SIGNATURE OF AUTHORIZED	
DATE:		SIGNATURE OF CAMPSITE MANAGER	
DOL (APH) FORM 5 IS REV 1 DEC 89		REPLACES APH FORM 14, 1 OCT 89, WHICH IS OBSOLETE. I-7	

SAMPLE

ANAP-PEM (215-1d)

MEMORANDUM FOR Financial Management Division, ATTN: ANFB-EC-R,

Fort Belvoir, VA 22060

SUBJECT: Request for Reserve Component Unit Fund (AT) Dividends

1. Request Unit Fund Dividends be transferred o this unit as follows:

	<u>Number of Personnel</u>		<u>Number of AT Days</u>		<u>Total Days</u>
a.	_____	x	_____	=	
b.	_____	x	_____	=	
c.	_____	x	_____	=	
d.	_____	x	_____	=	
e.	_____	x	_____	=	
f.	_____	x	_____	=	
g.	_____	x	_____	=	

h. Total Personnel AT Days

i. Total Personnel Months (Divided by 30) \_\_\_\_\_ x

j. Dividends Due (\$1.00) x Personnel Months \_\_\_\_\_ x

2. Unit Information:

a. Dates of AT

b. Name and Address of Organization :

c. Typed Name of Responsible Officer with telephone number.

d. Signature of Responsible Officer.

PAMELA S. BOYER  
Chief, Financial  
Management

Division  
DPCA (APH) FL 3

1 Jul 89 I-8

I-8  
SAMPLE

(Date)

For Headquarters, Forces Command  
ATTN: FCJI-CEN  
Fort McPherson, GA 30330-6000

Unit Designation:

Unit Address:

Unit POC:

\_\_\_\_ (Name, Rank, Position)

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

Type of Dividend Requested: Regular IUE dividend for entire unit \_\_\_\_ or Full Time Support (FTS) dividend

Distance to nearest Army installation with MWR facilities.

\_\_\_\_ Branch of Service:

Name of Installation:

If the distance shown in either of the two above questions is less than 25 miles, complete the following (yes or no):

Has your unit requested use of the installation's MWR facilities?

Will the installation allow your unit use of their MWR facilities?

Provide explanation if either answer is no:

\_\_\_\_\_ (use reverse side if additional space is required)

(use reverse side if additional space is required)

\_\_\_\_\_  
Commanding)

(Signature, Name, Rank,

I-8-A

SAMPLE

ANAP-PEM (215-1d)

MEMORANDUM FOR Financial Management Division, ATTN: ANFB-PEC-R,  
Fort Belvoir, VA 22060

SUBJECT: Announcement of Duty Appointment

1. Effective \_\_\_\_\_, \_\_\_\_\_ (Date) \_\_\_\_\_ (Grade/Name)  
—

\_\_\_\_\_, is assigned the following duties:  
(Current unit of assignment)

\_\_\_\_\_. Assistant  
(Name/Unit Fund Custodian) \_\_\_\_\_ (Grade/Name)

2. Authority: Para 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

DPCA (APH) FL 4  
1 Jul 89

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MEDIA INFORMATION FORM

NAME (PRINT  
CLEARLY) : \_\_\_\_\_

ORGANIZATION :  
\_\_\_\_\_  
\_\_\_\_\_

AREA CODE/PHONE NUMBER :  
\_\_\_\_\_

WHO YOU WILL BE VISITING ON INSTALLATION (NAME/UNIT) :  
\_\_\_\_\_  
\_\_\_\_\_

POINT OF CONTACT (NAME/RANK/ORGANIZATION/PHONE #):  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF VISIT :  
\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF VISIT:

WHERE YOU'LL BE LOCATED WHILE VISITING (AREA):

PHONE # WHERE YOU CAN BE REACHED AT:

HAS PRIOR CLEARANCE/COORDINATION BEEN MADE WITH INSTALLATION  
PUBLIC AFFAIRS OFFICE: YES \_\_\_\_\_ NO \_\_\_\_\_

HAS PRIOR CLEARANCE BEEN MADE WITH POINT OF CONTACT: YES \_\_\_ NO  
\_\_\_

DATE:

SIGNATURE:

DPCA (APH) FORM 6  
1 FEB 91

I-10

APPENDIX J

REFERENCES

- AR 5-13 Training Ammunition Management System Test Set
- 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 30-1 The Army Food Service Program
- AR 30-18 Army Troop Issue Subsistence Activity Operating  
Procedures
- AR 40-5 Preventive Medicine
- AR 55-29 Military Convoy Operations in CONUS

AR 55-162 Permits of Oversize, Overweight or Other Special  
U. S. Military Movements on Public Highways in the

AR 55-355 Defense Traffic Management Regulation

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 105-24 Radio Frequency and Call Sign Assignments for U.  
S. Army Communications-Electronics Activities

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 190-40 Serious Incident Report

AR 190-51 Security of Army Property at Unit and Installation  
Level

J-1

AR 200-1 Environmental Protection and Enhancement

AR 215-1 Administration of Morale, Welfare and Recreation  
Activities and Nonappropriated Fund  
Instrumentalities

AR 350-1 Army Training

AR 360-5 Army Public Affairs, Public Information

AR 380-5 Department of the Army Information Security  
Program

AR 385-10 Army Safety Program

AR 385-15 Water Safety

AR 385-40 Accident Reporting and Records

AR 385-55 Prevention of Motor Vehicle Accidents

AR 385-63 Policies and Procedures for Firing Ammunition

for	Training, Target Practice and Combat
AR 420-47	Solid and Hazardous Waste Management
AR 420-74	Natural Resources, Land, Forest and Wildlife Management
AR 600-8-1 Duty	Army Casualty and Memorial Affairs and Line of Investigations
AR 600-38	Meal Card Management System
AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing and Licensing
AR 640-3	Identification Cards, Tags and Badges
AR 670-1 Insignia	Wear and Appearance of Army Uniforms and
AR 710-2	Supply Policy Below the Wholesale Level
AR 735-5	Basic Policies and Procedures for Property Accounting
AR 705-1	Army Material Maintenance Policy and Retail Maintenance Operations
DA Pam 25-30 Blank	Consolidated Index of Army Publications and Forms

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DA Pam 25-37	Index of Graphic Training Aids
DA Pam 350-9	Index and Description of Army Training Devices
DA Pam 710-2-1	Using Unit Supply System
DA Pam 710-2-2	Supply Support Activity Supply System Manual Procedures
TM 38-750-1	The Army Maintenance Management System
FORSCOM Reg 37-7	USAR Financial Management and Reserve Component Support
FORSCOM Reg 55-1	Unit Movement Plans and Reports
FORSCOM/NG Reg 350-2 Training	Reserve Component (U. S. Army)

FORSCOM Reg 700-4	Ammunition
1A Supplement to FORSCOM Reg 350-2	Reserve Component Training
A. P. Hill Memo 95-1 (Reg)	Aviation
A. P. Hill Reg 350-2	Ranges
A. P. Hill Memo 360-1 (Reg)	Army Public Affairs
A. P. Hill Memo 385-10 (Reg)	Safety
A. P. Hill Memo 420-1 (Reg)	Fire Prevention
Ft Belvoir MEDDAC Reg 40-80	Medical Support - Fort A. P. Hill, VA (under revision)
FM 5-250	Explosives and Demolitions
FM 10-27-2	Field Service Company, General Support
FM 14-7	Finance Operations
FM 21-10	Field Hygiene and Sanitation
FM 21-18	Foot Marches
FM 21-305	Manual For Wheeled Vehicle Driver
FM 57-38	Pathfinder Operations

J-3

FM 57-220 Training	Basic Parachuting Techniques and Training
FM 90-4	Air Assault Operations
FM 90-5	Jungle Operations (How to Fight)
TC 90-1 Terrain	Military Operations or Urbanized Training
TC 90-6-1	Military Mountaineering
TC 90-13-1	Deliberate River Crossing Planning
TM 9-1300-200	Ammunition, General
TM 9-1300-206	Ammunition and Explosive Standards

TB Med 81

Cold Injury

TB Med 501

Occupational and Environmental Health:  
Hearing Conservation

TB Med 507

of Heat

Occupational and Environmental Health:  
Prevention, Treatment and Control  
Injury

TB Med 530

Occupational and Environmental Health:  
Food Service Sanitation

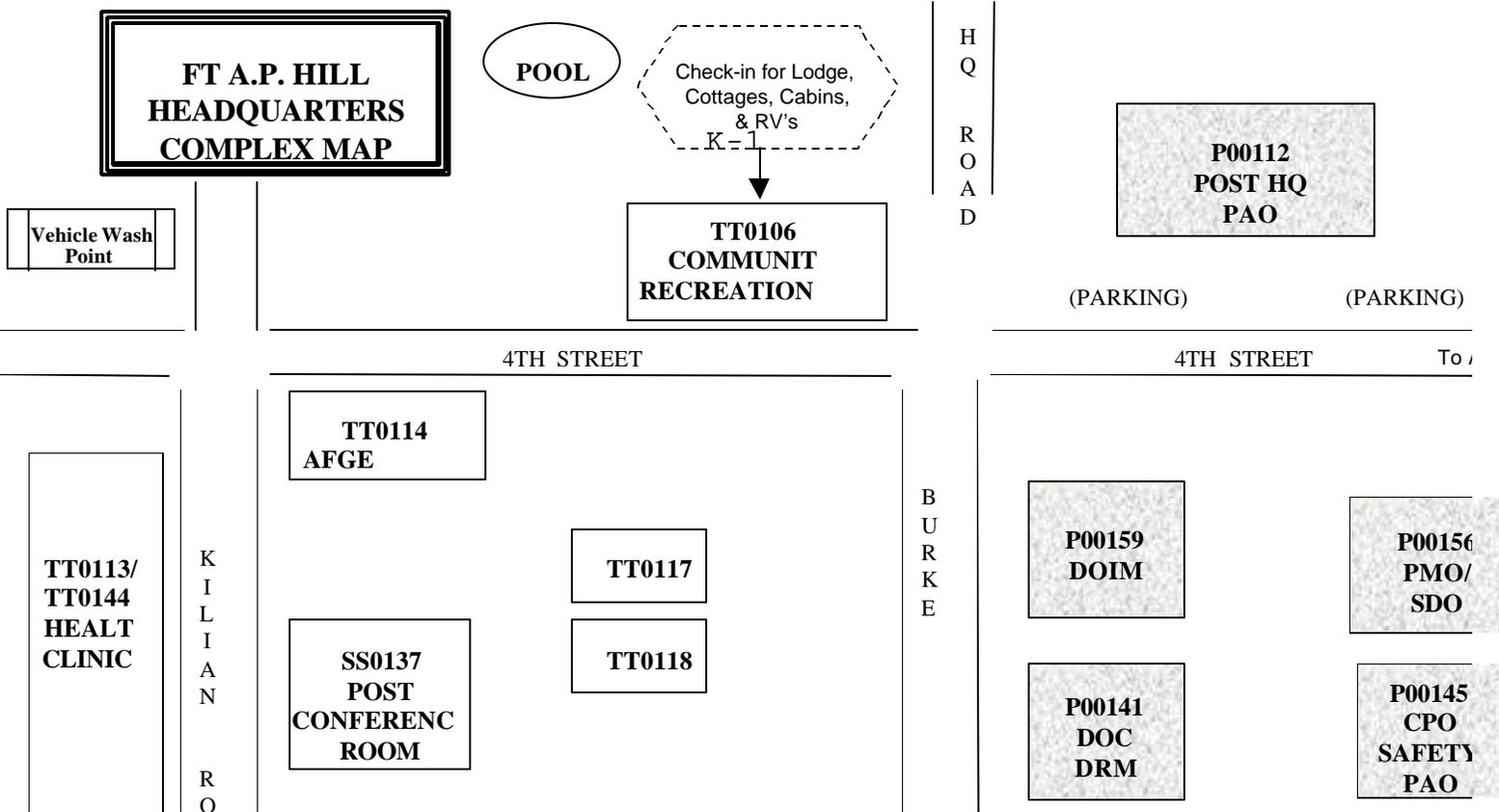
FAPH Policy No. 2-92

FAPH Standard Operating Procedures For  
Spill Response

FAPH Policy No. 4-93

Jogging, Running or Marching on  
Installation

J-4



K-1

APPENDIX L

OFFICE LOCATION,  
SYMBOL, AND TELEPHONE NUMBER

ADDRESS

Commander  
Fort A. P. Hill  
ATTN: (See Office Symbol Below)  
Bowling Green, VA 22427-5000

TELEPHONE NUMBER

DSN: 578-8XXX (See numbers below)

COMMERCIAL: 804-633-8XXX (See numbers below)

ON POST: Dial last 4 digit numbers below

<u>TELEPHONE</u> <u>ACTIVITY</u> <u>NUMBER</u>	<u>OFFICE</u> <u>SYMBOL</u>	<u>BLDG</u> <u>NUMBER</u>	
Post Commander 8205/8206	ANAP-CD	PO0112	
Deputy to the Commander 8205/8206	ANAP-DC	PO0112	
Post Sergeant Major 8205/8206	ANAP-SM	PO0112	
DPCA 8201/8207	ANAP-PE	PO0112	
IMWRF	ANAP-PEM	TT0106	8367
CPO 8326/8329	ANAP-CP	TT0101	
CRD 8219/8257	ANAP-PER	TT0106	
Community Club	ANAP-PET	PO0172	8398
Chaplain (AT only)	ANAP-PEC		8311
Safety Office 8268/8298	ANAP-OS	TT0127	
PAO 8324/8480	ANAP-PA	TT0120	
DPTMS 8203/8333	ANAP-OP	PO1246	
Plans Division 8483/8403	ANAP-OPP	PO1246	
Training Division 8349/8408	ANAP-OPT	PO1252	
Range Division 8224/8374	ANAP-OPTS	PO1253	
1A Evaluation HQ 8302/8225	ANAP-OPE	TT0122	
ITAMS Wet Bulb Reading 8404	ANAP-OP-I	PO1273 PO1246	8730
Weather DRM 8242/8218	ANAP-RM	PO1246 TT0101	8280
DOL 8204/8422	ANAP-LG	TT0143	
Plans & Opns Division	ANAP-LG-OP	TT0143	8260
Supply & Services Division	ANAP-LGA-S	TT0143	8318
TISA 8413/8435	ANAP-LGA-T	PO1336	
ASP 8801/8812	ANAP-LGA-SS-S	TT2001	
POL Transportation Division 8446/8235	ANAP-LGA-S ANAP-LG-TR	TT0128 TT0128	8319
Maintenance Division	ANAP-LG-MN	SS1290	

8479/8440

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<u>TELEPHONE</u> <u>ACTIVITY</u> <u>NUMBER</u>	<u>OFFICE</u> <u>SYMBOL</u>	<u>BLDG</u> <u>NUMBER</u>	
DPW 8215/8315	ANAP-PW	PO1220	
Environmental Office	ANAP-PWE	PO1220	
8750/8255			
Resources Mgmt Division	ANAP-PWR	PO1220	
8277/8233			
Plans and Services Division	ANAP-PWP	P00220	
8467/8468			
Supply Storage Division	ANAP-PWS	PO1237	
8396/8316			
Operations and Maintenance Division	ANAP-PWO	TT1225	8364
Fire Prevention-Protection Division	ANAP-PWF	SS0313	
8317/8267			
Housing Division	ANAP-PWH	TT0142	8335
DOC	ANAP-OC	TT0116	
8328/8331			
Health Clinic	HSXA-APH	TT0113	
8216/8339 PMO		ANAP-PM	TT0127
8390/8288			
Desk Sergeant	ANAP-PM	TT0127	
8239/8425			
Vehicle Registration	ANAP-PM	TT0127	8288
Military Police Investigation	ANAP-PM	TT0127	8259
Post Exchange	AAFES-APH	PO664	8690
Headquarters Company	ANAP-HQ	PO0179	
8245/8234			
DOIM	ANAP-IM	TT0116	
8400/8350			
Admin Services	ANAP-IMA	TT0101	8433

L-2

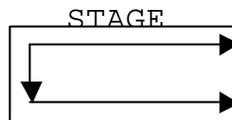
APPENDIX M

STANDING OPERATING PROCEDURES FOR POST CLASSROOMS

The following procedures apply for requisition, issue, and turn-in of Classrooms 5 & 15:

- a. Classrooms are scheduled in accordance with paragraph 2-2, this memo.
- b. Keys and equipment are issued by DPTMS, Training Division, Building PO1252.
- c. Prior to clearing, floors should be cleaned, and windows/doors secured.
- d. To accommodate classes, chairs, and desks may be arranged as needed. However, prior to clearing, desks, and chairs are to be returned to the configuration shown below:

Ten desks wide, and nine rows deep.



Five desks across back.

M-1

APPENDIX N

S A M P L E

FORMAT FOR REQUEST OF TASC EQUIPMENT

LETTER HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Fort A. P. Hill, ATTN: ANAP-OPT-T,  
Bowling Green, VA 22427-5000

SUBJECT: Request for Training Aids

1. Request the following equipment be provided from 10 Oct 93 to 21 Oct 93 in the following amounts:

- a. TV 2 ea
- b. VCR 2 ea
- c. AT-4 (Training) 5 ea
- d. MILES: M16A1 80 ea
- e. M60 10 ea
- f. SAAF 3 ea

2. POC is SFC Smith at 804 633-8555 or DSN 222-5573/6627.

Signature Block

Commanding Officer

S A M P L E

N-1

APPENDIX O

FORT A. P. HILL STANDARD OPERATING PROCEDURES FOR SPILL RESPONSE

1. POLICY: This Standard Operating Procedure applies to all releases of oils, 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 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 insure 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 Fire Department by calling extension 8317 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.

O-1

(2) Immediately proceed to the spill site and take appropriate measures to secure the area and provide clean-up commensurating with the existing conditions.

(3) Notify the Environmental Office and report spill and clean-up operations by calling extension 8255. If the spill occurs on a week- end, call the Environmental Coordinator at the home number given to the Department. The information must be accurate, updated and provided as soon as possible.

(4) In the event of a sewage spill, the Fire Department will notify the sewage treatment plant 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) Insure that all proper agencies are notified within the required time frames.

(2) Insure that all required reports are accurate and filed in a timely manner.

(3) Provide technical assistance, if necessary, to insure compliance with all Federal, State, and Local statutes.

5. REFERENCE(S): 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.

O-2  
APPENDIX P

SAMPLE

DPTMS

FORT A. P. HILL

CUSTOMER COMMENTS

Your comments are required so that we may improve our service to you. Provide comments both positive and negative and return to Directorate of Plans, Training, Mobilization and Security. Where appropriate please provide names of individuals concerned so that appropriate recognition or corrective action can be taken.

UNIT: \_\_\_\_\_ DATE:

ADDRESS:

POC: \_\_\_\_\_ PHONE: (DSN)  
(COMM)

Return to DPTMS (Bldg 1246), Training/TASC Division  
(Bldg 1252), or Range Control (Bldg 1253) after completion.

P-1

ANAP-OP  
350-1

APH REG

FOR THE COMMANDER:

BRUCE L. HOPKINS  
Deputy To The Commander

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