

## FORT A.P. Hill FACILITY REQUEST FORM

**I. NOTES:**

1. This is the required format for all Training and Range requests. All requested information MUST be completed or listed as "NA" if not applicable.
2. Requests must be received NLT 60 days prior to requested training dates. Requests received after this suspense may be returned without action. (Only exceptions to this are units on orders to mobilize or deploy) Battalion or higher-level headquarters will submit all requests Exceptions are Separate Company level units without an organic S-3 element.
3. On-Line scheduling is NOT currently available. This form may be downloaded and completed. Copy can be faxed/e-mailed to the scheduler: DSN 578-8406/COMM 804-633-8406.
4. FAPH Regulation 350-1 is supplemented by FAPH Regulation 350-2, which covers all Live Fire Range information.
5. Signature authority for requests (if given) must be carefully delegated by unit commanders to insure that the commander's training objectives are accurately reflected by the requested ranges/facilities.
6. Range certification required (briefing/test) for OIC/RSO on ranges.

MEMORANDUM FOR Commander, 18902 A. P. Hill Drive, Fort A. P. Hill,  
ATTN: ANAP-OP, Bowling Green, VA 22427-3106

**SUBJECT: Training Facilities/Support Request (All spaces must be completed or be annotated as NA. Incomplete requests may be returned without action)**

DATE SUBMITTED (UNIT): \_\_\_\_\_

DATE RECEIVED (DPTMS Ft AP Hill): \_\_\_\_\_

\*Commanders License Required? \_\_\_\_\_ ( DPTMS USE)

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

**a. Unit information:**

UNIT ACTIVITY or DPSIGNATION	UNIT ADDRESS <i>*MUST</i> be complete	UNIT POC NAME/RANK	UNIT PHONE (DSN and COMMERCIAL)	UIC	Component (ARNG, AC, etc.)
POC E-Mail Address:					
Unit FAX Number:					

**b. Dates and time of arrival and departure:**

Element	Arrival Time/Date	Departure Time/Date
Advance Party		

Main Body		
Rear Detachment		

**c. Unit Training Strength:**

Officers	Warrant Officers	Enlisted	Civilian	Remarks

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

(1) Schedule of activity:

Facility Requested*	Training Event	Date	Start Time	End Time	Weapon	Ammo Type	Ammo Qty.	Number of Personnel

**\*Note:** For clarity insure requests list name/number/type. (i.e.: Demo Site 76, Rge 34, or Firing Point 39, etc.)

(2) Special Targetry/Assistance:

Request special targetry or assistance (yes/no)	
Describe details and location:	

(3) Demolitions training:

Nature of Demo Training (purpose, such as steel cutting, etc.)	
Maximum Poundage Requested Per Shot (See 350-2 for Shot Plan requirements and shot limitations)	
Remarks: (identify any non-standard requests)	

(4) Miscellaneous:

Standard Range Requests: Brief Description: (Indirect Fire Fans and Surface Danger Zones required by Range Control prior to training. (See AR 385-63 for SDZ guidance)	
Requesting Bivouac on Range: Dates and	

<b>Locations Requested:</b>	
<b>Summary of Medical Assets Unit Will Have On Site During This Period.</b>	

(5) Range facility requests requiring overlays will be conditionally approved pending receipt and approval of overlays (see note regarding advance party coordination requirements). Requirements per FAPH REG 350-2 and AR 385-63.

(6) Portable Latrines or Grey Water Tanks (specify):

<b>Number Required:</b>	
<b>Locations:</b>	
<b>Dates Required:</b>	

**e. Training area/facility (Non-LFX) requirements.** (See Overlay Requirements, FAPH REG 350-1):

<b>Training Area or Facility</b>	<b>Bivouac Coordinates</b>	<b>Type of Training</b>	<b>Date/Time to Occupy</b>	<b>Date/Time to Clear</b>	<b>Number of Personnel</b>	<b>Pyrotechnic Use Planned?</b>

**f. Aviation requirements:** (See APH Memorandum (Reg) 95-1 and Appendix C of FAPH REG 350-1)

<b>Subject</b>	<b>Unit Data</b>
Date/Time of Use	
PZ/LZ Locations Requested	
Type and Number of Aircraft	
FTAs Requested (LIST HERE)	
Airfield/Heliport Requested	
Unit Providing Aviation Support (Include Operations POC/Phone)	

**g. Airborne Operations.**

\*SOP for DZ must be picked up from TSD, Bldg. #P01252 prior to use. (See paragraph 4-20, FAPH REG 350-1)

Subject	Unit Data
Type and Number of Aircraft	
Altitude of Jump	
Number of Jumpers/Equipment Drop?	
Static Line? HALO?	
Name of DZSO/Phone Number	
Frequencies to be Used	
Date/Time of Jump. (Note: Risk Assessment must be approved by RC or TSD prior to jump) Spell out TOT for Jump.	
NOTAM Submitted/Complete? (Explain)	

**h. Training aids/devices and audiovisual equipment.** (See paragraph 3-8 and 4-23, FAPH REG 350-1):

Equipment Required	Pickup Date	Return Date	Remarks.

**i. Overlays.** (For requirements, see paragraph 4-7, FAPH REG 350-1)

**2. Request the following Logistical Support:**

**a. Campsite Requirements.** (See paragraph 5-15 and Appendix D, FAPH REG 350-1).

(1) Number of officers to be billeted	
(2) Number of EM (males) to be billeted	
(3) Number of EW (females) to be billeted	
(4) Dining facility required	
(5) Arms room required	
(6) Maintenance area required	
(7) Campsite Requested (First Choice)	
(8) Campsite Requested (Second Choice)	
(9) BOQ Rooms Required (total number)	

**b. Ammunition:** (Unit must request per Paragraph 3-4 & 5-7, FAPH REG 350-1 for forecast & request procedures. DA 581 and 1687 submitted prior to suspense required to support dates of training.

**c. POL** (See paragraph 3-13 and 5-6, FAPH REG 350-1).

	MOGAS	DIESEL	JP8
Number of Gallons:			

**d. Subsistence.** (Unit must request per paragraph 3-8 and 5-4, FAPH REG 350-1).

**e. Vehicle Support.** Limited assets are on an "as available" basis:

Type Vehicle Required:	Number Required	Remarks:

**f. Visiting Officer Quarters (VOQ) and Distinguished Visitor Quarters (DVQ).** (See paragraph 11-11, FAPH REG 350-1).

Required? Yes/No:	Rank/Admin. Details:	Dates:

**g. Communications Support:** (See Chapter 7, FAPH REG 350-1).

Subject:	Data:
Radio Frequencies: List number, type, and range of frequencies requested.	
Telephone Requirements: List # of lines and Class. Give Bldg #/location.	
Network/E mail Requirements	
FAX Support Requested (number and locations):	
Copiers (number and locations):	

**h. Law Enforcement/Security Requirements:**

SUBJECT	DATA
Convoy Information: number/types of vehicles.	
Aircraft: number and time of arrival and departure.	
Classified Material/Equipment: Type/Location on FAPH	
Special Requirements: Convoy escort/Security Requirements	

<b>Necessity of Ammunition Storage in FAPH Ammunition Supply Point/ Ammunition Holding Pins (Type/ Quantity)</b>	
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**i. Funding Documentation.** (Unit must coordinate MIPR or other funding actions per paragraph 9-3, FAPH REG 350-1, and per any applicable ISSA or commander's installation license in effect).

3. Alternate Unit POC to contact if primary POC is not available:

Name:	
Rank:	
Phone:	
E-Mail:	

**Signature Block**



