

## Scheduling FAQs

How is a recon/site visit coordinated?

To coordinate a recon/site visit, complete a [Change Form](#) (used for recons also) and submit to the DPTMS via fax to 804-633-8406 or email at [training\\_req@conus.army.mil](mailto:training_req@conus.army.mil). It is requested that all visits be coordinated at least one week out. If you are requesting a Capabilities Briefing, please schedule at least 2 weeks out.

What are the Primary Governing Regulations?

### REFERENCES:

FAPH 350-1, Training Regulation, 15 Jan 08  
FAPH 350-2, Live Fire Range Regulation, 5 Dec 06  
FAPH 95-2, Aviation, 1 May 00 (new regulations in approval process)  
AR 5-9, Area Support Responsibilities, 16 Oct 98  
AR 5-13, Training Ammunition Management, 1 Mar 05  
AR 190-11, Physical Security, 15 Nov 06  
AR 350-38, Training Device Policies and Management, 15 Oct 93  
AR 385-63, Range Safety, 19 May 03  
DA PAM 350-38, Standards in Weapons Training FY06/FY07 - STRAC website  
DA PAM 385-63, Range Safety, 10 Apr 03  
TRADOC PAM, Training Devices for Army-Wide Use, 30 Sep 93

How do I schedule training?

[CLICK LINK](#) (Links to Come Train with Us page)

How do I schedule logistical support?

[CLICK LINK](#) (Links to Come Train with Us page)

What is a One-stop shop?

DPTMS operates as a One-stop shop as we schedule all training areas and live fire ranges as well as coordinates logistical support. In and out processing from post also takes place at DPTMS.

What are a Delegation of Authority and Assumption of Command orders?

A Delegation of Authority a memorandum and is requested to be used in lieu of the 1687 for DPTMS. You can find the template [here](#). This memo will state who the Commander has assigned privileges to schedule, change, and cancel training at Fort A.P. Hill. The memorandum is good for one year from date of submission. The Assumption of Command is to establish on what date the Command was taken and verification of authority of position. You can find the template [here](#). The equivalent to an 05 or higher is a GS 13 or higher. Both of these documents must be signed by the same authorizing individual. For any other unit that needs clarification on their particular organizations, please contact DPTMS at 804-633-8333/8338. [See also 350-1 Regulation Chapter 2-2, Paragraph a. and Chapter 3-5 pg 23.](#)

What do I do if I need to make a change to an existing request?

To make a change to an existing request, complete a [change form](#) and submit via fax 804-633-8406 or email at [training.req@conus.army.mil](mailto:training.req@conus.army.mil).

How are training requests processed? How is my unit tiered/prioritized?

Training requests are processed by month, tier, and then by date received. For further details please see [Fort A.P. Hill 350-1 Regulation Chapter 2-3](#). The tier breakdown is outlined on pages 15-17.

What do I do if I need to cancel training dates? A specific range?

If a unit wishes to cancel an entire training session including logistical support a [change form](#) listing facilities with “cancel” as the action must be submitted and a memo explaining why cancellation was necessary. If a specific logistical support, training area, or range needs to be canceled a change form is used listing the specific area, range or logistic. See [350-1 Regulation Chapter 2-6, pg 19](#).

What happens if my unit is in a “no show” status for training areas or live fire ranges?

No show status is defined as being 2 or more hours late for a range or training area. This also includes failure to in-process at DPTMS upon arrival to Fort A.P. Hill. If this situation arises a [Letter of Justification](#) must be submitted signed by an O5 or higher.

What is a Letter of Justification?

A [Letter of Justification](#) is required when a unit is a “no show” or “cancels” training within 10 days of the training dates. This memorandum must explain why you made this change and must be signed by an O5 or higher and submitted ASAP. See *Cancelling*

When do I need an Exception to Policy?

An Exception to Policy must be submitted when a unit is requesting training for dates within 30 days. For example, a training request for the dates 1-5 Dec must be submitted by the 1<sup>st</sup> of Nov. If it is not, then an Exception to Policy signed by an O5 will be required.

What is an Installation Commander’s License (ICL) /Permit?

The Installation Commander’s License or Permit is a legal document that allows non-Army units to train on Fort A.P. Hill. This includes other military branches, DOD, non-DOD and government organizations, and private organizations. This is usually sent in the confirmation email and must be signed and returned before the unit may train. See [350-1 Regulation Chapter 2-4, pg 17](#).

How do I get a dig permit/antenna permit?

You can get a dig permit and/or antenna permit from the DPTMS office or by clicking [here](#). You must submit dig permits at least 3 weeks out in order to receive approval. If you are erecting an antenna, a dig permit and antenna permit must be completed and submitted.

How do I get RSO/OIC certified?

In order to get RSO/OIC certified you will need to complete a Command Safety Certification memo signed by an O5 or higher, listing soldiers name, rank, social, and weapons that they are being certified on. Click [here](#) for the template. Class schedule is as follows:

Monday 0900

Friday 1500

Saturday 0800

How do I get ATS range certified to operate automated ranges?

The certification takes 10 minutes and most units do the training the day of the event. If you wish to make an appointment to be certified, you can contact the Fire Desk at 804-633-8224/8303.

How do I schedule EST 2000 Instructor/Operator (I/O) Training?

To become I/O certified for the EST 2000, you must request a "Train the Trainer" course which is generally held on Mondays. This will allow your unit to run the EST 2000 for your training dates. The classes run from 0900-1500. No more than 5 personnel may attend and they must be NCOs. If you require special considerations such as an I/O Class on a different day, you may contact the EST 2000 coordinators at 804-633-8349. If you do NOT have your own I/O to run the EST 2000, you will be charged a fee for our personnel to run it for you. Also, please notify the EST 2000 coordinators 2 weeks in advance from your training date.

How do I schedule the EST 2000 for training?

In order to schedule the EST 2000, you must submit a training request form. The EST 2000 falls under the category of TADSS/Training Aids.

Where can I get a Risk Assessment example?

A Risk Assessment example may be picked up at Range Control or by clicking [here](#).

What type of logistical support can my unit request?

Units can request the following logistical support:

Fuel

TISA(MREs UGRAs)

MWR Catering

Barracks/Lodging

Transportation Needs(no tactical vehicles)

Property Book Items

Conference Facilities

VOQ/DOQ/VIP lodging through [MWR](#)

Tactical Internet

Frequency Assignment

Classrooms, BOQs, Admin/arms rooms

Dining Facilities

Communication Support(fax,copiers, etc)

What are the billeting/housing options for units?

[See Appendix O, 350-1.](#)

Is there an open mess on post? Is there a PX and what are the hours?

There is not an open mess on post. Dining facilities must be requested and organic cooks brought with unit. MWR catering is also available.

There is a PX on post, but its hours are limited. To have the PX opened for certain dates and/or times, you may request it through DPTMS.

What are the South Gate hours? How can I get the gate opened at other times?

South Gate hours are 06:30-08:00, 11:15-13:00, 15:00-17:15. To have the gate opened at other times you must request it through DPTMS. All ammunition transports must come through the South Gate.

#### Scouting Information

\*NOTE – Boy Scouts are authorized limited support and use of government facilities as outlined in [AR 75-1](#). Camp Clark serves as a designated training area that provides the needs for most Scouting requirements.

Click [here](#) for a link about Boy Scout Support (graphic?)

#### Private Organizations

Requests for use of government facilities by private non-profit organizations are considered on a case-by-case basis on an extremely limited basis. Commercial and other for-profit entities are not authorized use of government facilities unless they are contracted to support the government. The Fort A.P. Hill primary mission is to support readiness during a time of war. All requested support is provided on a reimbursable or fee for service basis.

