

FORT SILL EXTERNAL UNIT TRAINING PROGRAM

Standard Operating Procedures

27 November 2013

DPTMS Mobilization Branch



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
455 MCNAIR AVE, SUITE 201A
FORT SILL, OKLAHOMA 73503

IMSI-PLO

27 November 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Welcome Letter

1. The staff of Fort Sill, Directorate of Plans, Training, Mobilization and Security (DPTMS) welcomes you. I am glad you have chosen Fort Sill as your training site. Here at Fort Sill, we pride ourselves with the level of support we give external units utilizing our training facilities. It is our expectation that your Soldiers undergo a comprehensive training program that will be both rewarding and challenging to leaders and Soldiers alike.
2. During your stay here, our Mobilization Branch will serve as your single point of contact for all administrative, training and logistical support. Their office is located at Post Headquarters, 455 McNair Avenue, Suite 201B, and their phone number is (580) 442-1844/558-0944. Office normal operations are from Monday thru Friday, 0730-1600 hours.
3. Our entire external unit staff is full of professional and dedicated individuals. Their focus is on providing you and your organization top quality service and support. Therefore, we request that prior to your departure from Fort Sill that you submit an After Action Review with your recommendations on how we can better serve you. It is our goal that your training experience at Fort Sill is a positive one and that it would create a desire for you to come again.
4. The point of contact for this memorandum is Mr. Alex Cruz, Mobilization Branch, at (580) 442-1844, or email: alexander.cruz3.civ@mail.mil.


CHRISTOPHER W. PEASE
Director of Plans, Training,
Mobilization and Security

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A. **Purpose:** To provide administrative guidance, policy and procedures to Active Component (AC), Reserve Component (RC) and other federal agencies conducting training at Fort Sill.

B. **Applicability:** This SOP is applicable to all military organization, Active or Reserve, as well as Department of Defense and federal agencies seeking Fort Sill training resources.

C. **Objectives:** To provide external unit guidance and administrative support for planning, coordinating and carrying out their training endeavor at Fort Sill. This SOP will be use for identifying and requesting support and services from US Army Fires Center of Excellence & Fort Sill in accordance with current regulations and within the preview of this installation.

D. **Mission:**

1. The Directorate of Plans, Training, Mobilization, and Security (DPTMS)-Mobilization Branch will serve as installation hub for the external unit training program (see diagram 1). Mobilization Branch is responsible for external unit program development, implementation and compliances IAW Fort Sill Regulatory Policy and Procedures.

2. Mobilization Branch will coordinate planning meetings, In Progress Reviews (IPRs) and teleconferences in order to facilitate unit training mission. They will oversee control over training program and Fort Sill resources. Installation agencies will adhere to Fort Sill order by synchronizing resources and providing essential services and support needed to facilitate external unit training objective.



Diagram 1

3. Once training is complete external units are required to submit an After Action Report (AAR) to DPTMS- Mobilization Branch outlining training support rendered and results. The purpose of this AAR is to ensure we met all training requirements, identify shortfalls, and provide feedback to directorate agencies. Our end state is to provide the best possible customer

service support available to our visiting units. Example format of the AAR is found in the back of the SOP in **ANNEX A**.

E. Responsibilities:

1. Directorate of Plans, Training, Mobilization and Security (DPTMS) - Mobilization Branch will serve as Commanding General's executive agent for all external unit training coordination, support and services on Fort Sill. In addition, they will—

- a. Provide policy and guidance for implementing and directing Fort Sill External Unit Training program.
- b. Develop training plan, IPRs, Pre-Deployment Site Survey for units scheduling training at Fort Sill.
- c. Serve as external unit proponent for service and support provided on the installation.
- d. Manage training calendar, write SITREP, and brief command team on external unit mission.
- e. Determine ability to support unit training plan as well as receive any and look into any justification on nonsupport tasked.
- f. Manage the external unit training plan and cost.
- g. Ensure unit uses resources appropriately and IAW governing regulations.
- h. Provide training land, ranges, training aid and device, visual simulations training, and ammunition support.
- i. Synchronize training results from AAR with Fort Sill directorates & staff.

2. Fort Sill Fires Center of Excellence (FCoE), G 33, is responsible for providing guidance, and administrative support for the Fort Sill External Unit Training program. They conduct mission analysis and prioritization of training as well as—

- a. Publish and disseminate WARNO, OPORD, and FRAGOs orders as needed to Fort Sill organization.
- b. Task Fort Sill organizations for resources in order to support external unit training mission.
- c. Staff Range Control Exception to Policy letter and Concept of Operations plan to CG.
- d. Determine feasibility and supportability of unit training at Fort Sill.

3. Garrison directorates, staff agencies and control offices are responsible for providing expertise, asset synchronization, resources and administrative support for implementing the Fort Sill External Unit Training program.

F. Administrative Support

1. Fort Sill Blue Book Standards

a. All organization, regardless of branches affiliation, training at Fort Sill will comply with the Blue Book Standards. These standards were established to set forth enforceable rules and policies that all must know, understand, and follow.

b. Unit leaders are required to enforce these standards to members of their organizations, and make corrections as necessary.

c. Units can obtain a copy of the Blue Book Standard by going into the Fort Sill intranet site https://sillc2doi462002/_docs/1.pdf and printing a copy.

2. ADVON/Rear Detachment

a. Unit advance/rear detachments are responsible for all initial/final on-the-ground coordination to include preparatory/clearance actions required for a successful training period. All advance/rear detachments must coordinate directly with each support agency upon arrival.

b. All advance detachments shall notify DPTMS-Mobilization Branch, (580) 442-1844 upon their arrival to Fort Sill. After normal duty hours they will call the Fort Sill EOC at (580) 442-3239/3240 to inform them of their arrival, then report to McNair Hall, Building 455, Room 201 the next business day to receive an in briefing.

c. Advance detachments shall:

- 1) Provide a point of contact that is available 24/7 within 24 hours of their arrival.
- 2) Provide Mobilization Branch with a copy of the unit's training event.
- 3) Sign for Soldier barracks and administrative spaces (if applicable).
- 4) Draw all Transportation Motor Pool (TMP) vehicles from the Logistical Readiness Center (LRC) upon arrival.
- 5) Draw all tactical vehicles by host unit (if applicable).
- 6) Pick up all units equipment (if applicable).
- 7) Ensure that all resources is returned and cleared prior to their departure.

3. Funding

a. GFEBs and NON GFEBs Customer Collection policy. If customer is on GFEBs, each ACOM budget office will create a separate WBS and customers/EUT will fund them. If customer is not on GFEBs, each ACOM budget office will accept separate MIPR's.

b. The following steps should be completed when requesting specific funding from the

individual ACOMs—

- 1) Unit contacts DPTMS-Mobilization Branch requesting training support on Fort Sill.
- 2) Unit completes FS-TSF and forwards to Mobilization Branch.
- 3) Mobilization Branch sends completed form to supporting agency for cost estimates.
- 4) Supporting agency completes cost estimate and returns it to Mobilization Branch and appropriate budget office.
- 5) Garrison RMO or MSC Budget Office contacts unit for funding (reference 2a above).
- 6) After training is completed, supporting agency then submits an actual cost to the budget office and DPTMS Mobilization Branch for final cost of support or resource rendered.
- 7) If actual costs exceed estimated costs, external unit will be billed the difference.

4. Postal Service

The Fort Sill Official Mail and Distribution Center (OMDC) have established a support system for external units residing at Fort Sill for two weeks or longer. Units staying less than two weeks must establish internal process for delivering mail from home station to Fort Sill.

Unit commanders requesting OMDC support must ensure mail handlers are trained and certified for mail pickup and delivery. We recommend that unit leader trains 2-3 members of the organization for this duty before coming to Fort Sill. For copies of training slides please contact DPTMS-Mobilization Branch.

Prior to arriving to Fort Sill unit should arrange mail delivery with Fort Sill OMDC Manager. Units must be prepared to provide OMDC Manager with arrival date, unit name, duration and proof of certified mail handlers.

All incoming mail should be send to building 4700. The recommended address template for incoming mail is:

SGT John Doe
4700 Mow-Way Road, Suite G05
C/O A Battery 2nd Battalion 13th FA (EUT)
Fort Sill, Oklahoma 73505

For more information on Fort Sill OMDC program please contact Mr. Clayton Martin, OMDC Manager, (580) 442-3685, or Mr. Terry Hall, OMDC A/Manager, (580) 442-3963.

5. Information Technology

The NEC/Garrison S6 provides external unit information technology (IT) support by inquiring asset needed, researching facility capability, doing a cost/benefit analysis and by providing unit leader feedback on support available on the installation. In addition to the above support they also—

a. Facilitate visiting units with internet access, long distance calling cards, phone service, and contracting copy machine.

b. Develop a cost estimate for IT service and submit cost to Mobilization Branch and Garrison Budget Analyst for collection.

6. Protocol

Visiting dignitary are Colonel (P) and above, or Command Sergeant Major who are planning a trip to Fort Sill or visiting a unit. Protocol Office is responsible for all VIPs and dignitaries visiting Fort Sill. To schedule a VIP visit please fill out our VIP Worksheet and provide individual biography to the Fort Sill Protocol Office located at McNair Hall, B455, Room 127. Copy of this Worksheet is found in our website located at <http://sillwww.army.mil/usag/DPTMS/eut/index.html> under useful document. For more information on Protocol operation or services please call (580) 442-4237.

7. Legal Service

Staff Judge Advocate (SJA) office provides assistance and advice on legal matters and liability aspect for military or DOD agencies training at Fort Sill. For more information about their service or to seek advice please contact the SJA office at (580) 442-2685.

8. Media

Public Affairs Office is responsible for providing media coverage to units training at Fort Sill. They serve as Fort Sill spokes person and publicize external unit training event to the public. They also assist in providing guidance on community relations to the Lawton/Fort Sill area. The community relations specialist can be reach at (580) 442-3024/4500.

9. Religious Service

Chaplain Office provides Religious Service upon requested to all external units training at Fort Sill. Coordination must be submitted to DPTMS-Mobilization Branch at least 30-days prior to requested date. For more information Religious Services please call Mobilization Branch at (580) 442-1844

G. Training Support

1. Range Control

Range Operations is responsibility for the safe conduct of training ranges and training areas. Range Operations will ensure specific standard operating procedures are established,

published, and disseminated to occupying units for each range/firing point designated for dry and live-fire training.

All ranges and training area must be annotated on the FS-TSF and then input on the Range Facility Management Support System (RFMSS) account at least 11 weeks out. DPTMS Range Operations will approve all ranges in RFMSS. All occupying units must maintain communications with Range Operations IAW Fort Sill Regulation 385-1.

Units requesting use of the Team Development Course, Treadwell Rappel Tower, Confidence Obstacle Course and Combat Conditioning Course must also submit a Fort Sill Form 104 for cadre support and/or equipment issue. Copy of the FS Form 104 can be found in **ANNEX D** of this SOP or in our website.

Units using Fort Sill ranges, training areas, and/or training facilities in violation of any provisions of Fort Sill Regulation 385-1 are subject to De-certification. The unit will be financially responsible for repairs or damage to utility systems or grounds caused by their actions. The only approving authority for changes to training areas, ranges and/or training facilities while units are training is DPTMS Range Operations. Units are not authorized to switch from one training area to another without prior approval and/or coordination of proper authority.

Safety certification rosters must be on hand at Range Operations prior to any unit conducting live fire training on Fort Sill. Units, without a certification roster on hand, are not allowed to live fire on Fort Sill. The following are the minimum requirements for Range Operations to accept certification:

a. It must be signed by a Director, Deputy Director, Battalion/Squadron Commander, NCO Academy Commandant, Brigade/Division Artillery Commander, Marine Artillery Detachment Commander, Senior Air Force representative, or a LTC signing for the commander or Majors with assumption of command orders.

b. It must be on hand at Range Operations and updated at least annually, upon change of command, but preferably as changes occur.

c. Certified individuals must attend the Range Safety Brief and sign the roster at Range Operations. Briefings are each Monday, Wednesday and Friday at 1300, Building 1490. This briefing is valid for 1 year.

d. A sample Safety Certification Roster is below can be found in **ANNEX B** of this SOP. Use the following abbreviations in the “Certified For” portion of the memorandum. The grade to the right of each abbreviation is the “minimum grade” required to be an OIC/RSO of that range.

WEAPON		OIC	RSO
MLRS	Multiple Launch Rocket System	E7	E6
HG	Hand Grenade (HE)	E7	E6
HGP	Hand Grenade (Practice)	E6	E5
NBC	NBC Chamber	E6	E5
9MM	Pistol	E6	E5

M16	Rifle	E6	E5
M4	M4 Carbine	E6	E5
M2	.50 Caliber Machine Gun	E6	E5
M60	7.62 mm Machine Gun	E6	E5
M240	7.62mm Machine Gun	E6	E5
M249	SAW	E6	E5
MK19	40mm Grenade Machine Gun	E7	E6
M203	40mm Grenade Launcher	E7	E6
AT4	Anti Tank Weapon (HE)	E7	E6
SUB	Sub Caliber AT4	E6	E5
MINE	M18 Claymore	E7	E6
TOW	TOW Guided missile	E7	E6
25MM	BFIST	E7	E6
DEMO	Demolitions	E7	E6
LASER	Laser	E6	E5
PYRO	Pyrotechnics/Simulators	E6	E5
105MM	105mm Cannon	E7	E6
155MM	155mm Cannon	E7	E6
60MM	60mm Mortar	E6	E5
81MM	81 mm Mortar	E6	E5
120MM	120mm Mortar	E6	E5
12 GA	12 Gauge Shotgun	E6	E5

5. In the ID# portion of the certification memorandum, enter the last five digits of the individual's Social Security Number.

6. Range Safety Requirements - Unit commanders will ensure that personnel designated as OIC and RSO meet qualifications as prescribed in DA PAM 385-63, table 1-1 (Except as designated in paragraph 1-6h(1)(a), the RSO may have no additional duties during the firing exercise).

All persons engaged in live fire training will be familiar with pertinent ARs, FMs, TMs, and other directives regarding the care, handling, operation, and employment, and safety precautions of the weapon(s) and ammunition being fired. The OIC and RSO will be present at all times during the conduct of firing/training. Fort Sill Regulation 385-1 must be on hand (Digital Copies are authorized). All personnel on or in the immediate vicinity of a firing line will have and wear approved hearing protection devices as specified in AR 40-5 and eye protection as mandated by local policy. All personnel on or in the immediate vicinity of a firing line will wear appropriate protective headgear on ranges employing explosive and fragmentation type munitions, requiring movement while firing, and/or employing overhead fire.

Running or double-timing on ranges is prohibited except in emergencies or when specifically required by the course of fire. Smoking on range and/or in buildings is prohibited except in the designated areas. Firing will not commence on any range unless appropriate medical support is on site. The occupying unit utilizing the range will provide medics or combat lifesavers.

Range Control Scheduling is located at B1490, their normal operating hours is 0700-1130 and 1200-1630, Monday through Friday, excluding federal holidays and weekends. For more information on scheduling ranges please dial (580) 442-5613/6191.

2. Mission Training Complex

The mission of the Mission Training Complex (MTC) is to provide the training enablers to conduct individual, leader and collective Mission Command (digital) training supporting FORSCOM, Mobilizing and Deploying units and provide training support to TRADOC Schools with available resources.

- a. Staffed with an experienced team of trainers, technicians, and managers to execute facility operations, training management, and exercise support.
- b. Supports brigade and battalion staff and Tactical Operation Center exercises through staff mentoring, use of simulations and stimulating tactical systems.
- c. Conducts quality individual and collective digital sustainment training on AFATDS, BCS3, BFT and CPoF and supports brigade and below Command Post Exercises and Mission Rehearsal Exercises.
- d. Uses Virtual Battle Space 2 to provide a virtual gaming training environment that meets leader development training needs at both institutional and operational level. This unit led training is based on experiences of personnel in the field, and includes capabilities to ensure the fast capture and dissemination of lessons learned.
- e. Expanded training capabilities include the addition of the Reconfigurable Vehicle Tactical Trainer and construction of a new \$23 million MTC facility.
- f. Focus is to provide the training enablers, environment and technical expertise to create, sustain and enhance individual, leader and collective Mission Command (digital/virtual) training to meet commander's intent and objectives.

To schedule training units must submit a completed FS-TSF and a Mission Training Complex Training /Exercise Support Form (FS Form 103) through Mobilization Branch or for more information on scheduling visual simulations training and times please contact MTC.

MTC is located at B3380, their normal operating hours are from 0700-1130 and 1200-1630, Monday through Friday, excluding federal holidays and weekends. For more information on MTC Operation please call (580) 442-4126.

3. Training Support Center

The mission of the Fort Sill Regional Training Support Center (RTSC) is to provide services for storage, instruction, loan/issue, accountability, and maintenance for the family of Training Aids, Devices, Simulators and Simulations (TADSS) used in support of live, virtual, and constructive training environments for the U.S. Army Garrison Fort Sill, the USAFCOEFs, and other Army, Department of Defense (DoD), and Government agencies within its assigned

regional support area of responsibility per AR 5-9 including Arkansas, Oklahoma, and northwest Texas.

Any support for RTSC support must be annotated in FS-TSF and sent to DPTMS Mobilization Branch for processing. RTSC provides services and support at the following locations-

- a. Administration and Training is located at Building 2327 Hunt Road.
- b. Virtual TADSS Instructor/Operator Support is provided for Engagement Skills Trainers (EST) and HMMWV Egress Assistance Trainers (HEAT) located at –
 - c. EST 1, Building 6168, 20 Lanes M16/M4.
 - d. EST 2 Buildings M6274, M6275, M6276, M6277, 60 Lanes M16/M4.
 - e. EST 3 Building 7506, 25 Lanes M16/M4.
 - f. EST 4 and EST 5 Building 2327 (RTSC), 20 Lanes M16/M4, M9, M2, M240B, M249, M203, Shotgun, AT4, MK19.
 - g. HEAT 1 and 2, Building 1504.
 - h. HEAT 3, MOWAY Complex.

TADSS issue/turn-in and Graphic Training Aids issue is provided at Building 2327 Hunt Road.

The fabrication shop is located in building 2327 Hunt Road.

If TADSS/GTAs are required, unit must have an established RTSC hand receipt account for loan/issue. Requirements should be identified to RTSC by DVC or GTA number, quantity, and dates required.

Normal operating hours for RTSC Warehouse are 0700-1130 and 1200-1630, Monday through Friday, excluding federal holidays. Virtual TADSS are available for scheduling Monday thru Saturday, 0600-1700 hours. You can obtain more information about these and other services by contacting TSC at (580) 442-6901/4985.

4. Henry Post Army Airfield

Henry Post Army Airfield (HPAAF) provides airfield and aviation support to Fort Sill units, Fires Brigades, Tenant and Joint Services to include an Army Radar Approach Control (ARAC). The ARAC includes radar approach, departure control, and ground controlled approaches (GCA) functions to civil and military aircraft 24/7.

Unit representatives requesting to use Fort Sill's airspace or its off-post HTA's must fill out the FS-TSF then coordinate the use of these areas with Range Control and Fort Sill's Air Traffic and Airspace Officer.

Submit airspace requests for on-post and the HTA's according to this SOP and Fort Sill Regulation 385-1 to DPTMS Range Division (scheduling).

First-come, first-served Airspace and Training Area requests may be submitted to DPTMS Range Control IAW Fort Sill Regulation 385-1. All levels of airspace do not go to the unit scheduling. During first-come, first-served period, airspace managers and land managers will be separate units if airspace is booked first, or if the unit that books the land does not schedule the airspace.

Range Facility Management Support System (RFMSS) is an automated system programmed to meet scheduling needs of units, and is available to battalion and separate company S3s. Aviation scheduling officers will use RFMSS to determine availability of resources, access schedule of events, submit requests, and produce reports.

The controlling Air Traffic Control facility for the Lawton/Fort Sill area is Fort Sill's ARAC. The Air Traffic Control Tower and airfield operates Monday thru Friday (Exc. Federal Holidays) 0700 to 2200 hours local.

Because of the ARAC, there are no delays to departing and arriving traffic due to high density airport or traffic areas. The runway is 5,000 ft x 200 ft wide of 20 inch reinforced concrete capable of handling all US Army aircraft and USAF C-17, C-130, C-9 and C-21 aircraft. The runway has a full-length parallel taxiway with large run up areas at each end and a center diagonal taxiway.

The aircraft main parking ramp (approximately 900,000 sq ft) can support (6) C-17 or (37) UH60 or (27) CH-47 aircraft at one time. HPAAF has an additional 73 temp parking pads that will support a full Combat Aviation Brigade (CAB).

HPAAF is located at B4907 and are open from 0700-1130 and 1200-1630, Monday through Friday, excluding federal holidays and weekends. For more information on the HPAAF Ops please dial (580) 442-4643.

5. Ammunition (TAMIS)

Our Ammunition Manager facilitates timely ammunition acquisition for units conducting military operations on Fort Sill. Ammunition Manager provides customer services support and attention to detail in all aspect of their training operations by ensuring Ammunition request is forecast, prioritized, and delivered.

Ammunition Management provides guidance on Fort Sill ammunition program and TAM e581 approval.

Units training at Fort Sill will forecast their training ammunition through TAMIS. Forecasts are to be input by each unit to the Fort Sill ASP (SSIL- ASP - Fort Sill) for training

and Operational Load munitions. TAMIS can be configured to allow a unit to forecast to any US Army/US Marine Corp ASP. Units not currently set up to forecast to a required ASP must contact their next higher TAMIS administrator for assistance and rights. If a unit forecasts at one installation and then decides to use it at another and it is too late to reforecast, the unit may be required to draw the ammunition from the forecasted ASP and transport it to the training location, or pay from their (operational budget) transportation for special depot shipment to the late changed location ASP.

Forecasts must be reviewed and updated or reforecast no later than the 90 days from the date training. The unit cannot increase forecast quantities for the current month and next two (2) subsequent months (lock-in period) but may decrease quantities as required for any month at any time. Units may be denied ammunition issue in any month other than when it was forecasted.

All e581s will have the appropriate remarks in block 28 of the e581 or the request will be disapproved. For Training munitions Small Arms - check the first three standards remarks blocks and add in the primary POC with all contact information. For overhead fires - select the first three & fifth standard remarks and add in the primary POC with all contact information.

- Operational Load munitions select the OPLOAD standard remark and add primary POC with all contact information.

- Storage of Ammunition. Units with a requirement to establish a Field Ammunition Supply Point (FASP) or Ammunition Holding Area (AHA) must submit a written request for authorization and approval to the ASP. In addition, the primary individuals responsible for operating the FASP/AHA should be identified, have a current ammunition handler certification card and be familiar with the appropriate ammunition, safety, and other applicable regulations.

For more information on Ammunition request please contact the Installation Ammunition Manager at (580) 442-3403.

H. Life Support

1. Lodging

Fort Sill has limited barracks and administrative space. The Directorate of Public Works-Housing Office will provide barrack, administrative space, motor pool within the constraints of base support contract requirements, funds and equipment availability on hand. Request for lodging, administrative space and motor pool must be annotated on the FS-TSF, item number 18. Request for barrack support must be sent to DPTMS-Mobilization Branch at least 45-days prior to the main body arrival. Copy of the FS-TSF can be found at <http://sill-www.army.mil/usag/DPTMS/eut/index.html>.

- a. Request for barracks must include the number of personnel coming, broken down by rank and gender, unit UIC, as well as date/time of arrival and departure. This information is needed on page 1, item 4 and 5, of the FS-TSF.

b. Unit is responsibility for setting up date/time for facility inventory and signing for room keys, as well as clearing area before their departure date. Units must provide a POC that could be reached 24/7 if necessary.

c. Time of Departure of Rear Detachment (departure should be scheduled during the normal duty hours as listed). Normal operation is between M-F, 0730-1600, office is close holidays and weekends.

d. All rooms are equipped with beds, mattresses, and wall lockers. Units are encouraged to bring their own linens, pillow or sleeping bags. No linen or pillow is provided.

e. Units are encouraged to bring their own cleaning and bathroom supplies, otherwise, we could provide them the essentials at a cost. All non-expendable items lost, damaged, or destroyed will be accounted for IAW AR 735-5.

f. Units will be charge for utilities and bathroom supplies pre occupant for each day they reside at the facility.

g. Using organization is responsible for the up keeping of the living quarters, maintenances, job orders, and facility damages.

h. Using organization will report any maintenance difficulties to the service desk at (580) 442-3251 and maintain a log with service order numbers.

i. When clearing Fort Sill facility, unit leaders must ensure that all rooms are inspected for cleanliness and that all trash cans are empty, to include common area and latrines. Occupying unit is also responsible for any missing keys and damages to furniture or building.

j. No furniture will be move from one room to another, disassemble, or rearrange in the room.

k. Using units agree to reimburse DPW Housing for:

1) Any overtime required to respond to unit needs after normal duty hours (M-F between 0730-1600 hours).

2) Any damages to facilities, furnishings and keys not returned upon departure.

2. Dining Facility

Request for dining facility support will be annotated on the FS-TSF, item number 19. Request for support must be submitted at least 45-days prior to main body arrival. Any changes or updates must be received at least 14-days prior to unit arrival. Units will ensure headcount numbers, selected meals (breakfast, lunch and dinner) and dates are correctly annotated on the FS-TSF, otherwise charges for excess meals will be imposes to unit. Unit must also indicate type of meal required, i.e., DFAC support, field feed, box lunch, or MREs. Copies of the FS-TSF can be found by visiting our website at <http://sill www.army.mil/usag/DPTMS/eut/index.html>.

DFAC and Field Feeding coordination may be conducted with the Installation Food Program Manager. Units intending to utilize Mobile Kitchen Trailers (MKT's) during their training session must coordinate with Troop Issue Subsistence Activity (TISA) to establish an account for ordering of sufficient rations for the MKT's.

Fort Sill dining facility requires payment for meals prior to any meals being served. This must be brought to the DFAC in the form of either CASH or CHECK (payable to: DEPARTMENT OF TREASURY) or MIPRs.

ROTC, JROTC, Civilian affiliated units and personnel receiving BAS, are required to pay the appropriate meal rate for their meals.

- Current CY13 Discounted Rates are: Breakfast \$2.10, Lunch \$3.95, Dinner \$3.95.
- Current CY13 Standard Rates are: Breakfast \$2.50, Lunch \$4.60, Dinner \$4.60.

Unit desiring additional ice draws past their allocation (1 lb per person, per field meal) during field duty should indicate additional ice requirement on FS-TSF. Coordination of TISA requirements may be coordinated with liaison or with the TISA Manger. Ice request is a first come, first serve program.

3. Medical

All units utilizing Fort Sill ranges or training areas must provide their own medical support with a dedicated medical (litter bearing) vehicle, litter and medical aid bag. Combat lifesaver must have current certification. A minimum of one combat lifesaver per using unit is required. A qualified medic must be present on any range using 50-caliber ammunition and above or fragmentary device. Additional combat lifesavers are recommended if more than one range is being used simultaneously. Qualified civilian medics, doctor, etc. may be utilized with proof of qualifications.

a. For emergencies from a range location, request ground or air MEDEVAC through Range Control using the nine line MEDEVAC request contained in FS Reg. 385-1. Unit Commanders may decide to MEDEVAC injured Soldiers using unit assets; however, Range Control will still be notified, (580) 442-5613/6191.

b. AR 135-381 regulates hospitalization and medical care of RC/NG Soldiers serving on AT, ADT, and ADSW.

c. All personnel reporting for sick call will report to the Thomas TMC (Craig Road TMC) and register by presenting their orders in person. Once registered, if the Soldier needs care they will be seen (Check-in 0700-0830 and on1230-1330) M-F, and (Check-in 0700-0830) at Bleak TMC (Training Side) on weekends and holidays for Acute care issues.

d. All after hour emergency issues should be processed through the Emergency Operations Center (EOC) located on the basement of McNair Hall Bldg 455. They are the post 24/7 operations, and can assist or direct your needs request. If you are in training areas over night maintain contact with them with the Land Mobil Radio (LMR) Range Control will issue you.

e. Units requesting training at Reynolds Army Community Hospital (RACH) will coordinate by calling 558-2023 for unit Medical personnel and for PA and above.

f. In the event of a casualty, please contact DPTMS-Mobilization Branch at (580) 442-1844 and DHR Installation Casualty Assistance Office, B4700, at (580) 442-4055/8592. Unit will provide Soldier information to Casualty Assistance Office so that they can make all necessary notifications and arrangements as necessary.

4. Dental

DENTAC will provide dental emergency service to all units training at Fort Sill. Dental sick call is from Monday thru Friday, 0730-0930 at Cowan Dental Clinic. Dental emergency support after clinic duty hours, weekends and holidays provided by Dental Officer of the Day accessed through RACH Emergency Room.

I. Logistical Support

Logistical Readiness Center (LRC) provides administrative service and operational support to all Soldiers, Sailors, Airmen and Marines training at Fort Sill. To coordinate and synchronize resources in support of unit training mission or in conjunction with a field training exercise, live fire event and/or Mobilization requirement unit must identify resources on the FS-TSF. Any questions on services and support should be directed to LRC Plans & Operation Division, (580) 442-3976.

1. Transportation

The Transportation Motor Pool (TMP) provides vehicle transportation to include but not limited to TMP providing drivers with buses and or passenger carrier vehicles to transport mass moves, water truck for water delivery, refrigerated truck services. Our services also include you drive vehicles for purposes of official business. Vehicle available ranges from a compact sedan up to 5-ton box vans.

Transportation is requested on a FS Form 833 (which is found on External Unit website or LRC website). The Transportation Officer will have final approval determination and then the request will be forwarded to the TMP for availability and issue of vehicle (s) of appropriate type and or size.

The TMP's days of operation and hours of operation will vary each day; our hours are dictated by the Fort Sill transportation schedules. The TMP is "normally" in operation from 0600-1900 hours daily. For more information please contact LRC, Plan & Operation Division (580) 442-3976.

2. Freight and Rail

Freight and Rail are available for inbound and outbound equipment to be used in support of unit training. Sensitive items (i.e. weapons systems, small arms, etc.) shipped by any means require advanced notification to the Traffic Manager for security and tracking of shipments.

Units should coordinate inbound and outbound Freight and Rail with the Traffic Manager. For more information please contact LRC, Plan & Operation Division (580) 442-3976.

3. Supplies

Requests for Supply and Services support are administered by the Supply and Services Division. For more information please contact LRC, Plan & Operation Division (580) 442-3976.

Base Supply Store (Beacon Express) containing cleaning supplies, administrative supplies, etc. is available for use by units holding a Government Purchase Card (GPC). Specific items (by NSN) required to be stocked should be forwarded in advance of unit arrival so that the base supply store can stock prior to unit arrival.

4. Maintenance Support

Tactical Vehicle Repair, Vehicle Recovery, and Emergency Repair are available through DOL Maintenance Division for most Wheeled Vehicles. Reimbursement will be required for work performed and any overtime hours required by mechanics for after-hours requests. For more information please contact DOL, Plan & Operation Division (580) 442-3976.

MATES 72 Team is available to support Army Reserve and National Guard organization training at Fort Sill. For details on these services please contact, MATES72 at (580) 595-4477/4481.

5. Fuel and Petroleum Products

Request for fuel and petroleum must be coordinated through the LRC Fuel Supply Point. Vehicle Identification Link (VIL) Key request must be filled out correctly and submitted within 2-weeks of unit arrival. Unit is responsible for ensuring funding information is properly filled in on page 1. Failure to supply this information will cause a delay in getting a fuel key. For more information on fuel and petroleum products please contact LRC Fuel Supply Point at (580) 442-6322/2884.

6. Ammunition Supply Point

Units are required to submit DD Form 1687 (Signature Card) in order to draw ammunition from the Ammunition Supply Point (ASP). Unit personnel intending to pick up Ammo at the ASP must have current Fort Sill Ammunition Handlers Card available from Fort Sill ASP. Units are reminded that all vehicles entering the ASP are inspected for safety and proper markings before ammunition is issued. Ammunition Supply Point questions and coordination may be accomplished by contacting the Quality Assurance Specialist (Ammunition Surveillance) (QASAS). For scheduling Ammunition Handlers Certificate or questions on ASP operation and storage please dial (580) 442-3312.

J. Training Document:

1. Fort Sill--Training Support Form v4.1 (Fort Sill Form 26):

Units requesting training on Fort Sill will make every effort to attain self-sufficiency. Units will request only those resources essential for their training and operations that are not available through normal chain of command sources. Informal coordination between units and DPTMS, Mobilization Branch personnel are encouraged; however, Mobilization Branch will not accept resource request telephonically. Copies of the FS-TSF can be found by visiting our website at <http://sillwww.army.mil/usag/DPTMS/eut/index.html>, view our sample copy found in **ANNEX C** of this SOP. The standards for requesting training resources are as followed—

a. All organizations, Active and Reserve, ROTC, and federal agencies desiring to conduct training must complete the Fort Sill-Training Support Request (FS-TSF). The FS-TSF may be obtained via e-mail (electronic version), fax, website or send through normal distribution channels by contacting DPTMS Mobilization Branch.

b. The FS-TSF is designed to assist unit commander plan and execute training. Therefore, read the instructions carefully before filling out the form and comply with requirement to alleviate any delays for training resources.

c. All data provided will assist us plan for your training event. Therefore, every item on the form must be completely filled out or marked, "Not Applicable."

d. FS-TSF will include mandatory statement in item # 7 and contact information in item # 27, 28, and 29. Please ensure you articulate your mission in detail and ensure all contact information has the correct phone number.

e. FS-TSF must arrive to DPTMS, Mobilization Branch at least 45-days prior to main body arrival date. Unit support is dependent on availability of resources and submitting request within the 45-days window runs the risk of not being supported.

f. All requests are reviewed for accuracy and scheduled IAW mission priorities and deployment dates.

g. Units will ensure payment is sent to budget analyst prior to service being rendered. Failure to comply with this request will cause delays or even cancelation of service or support requested.

h. Any changes to the FS-TSF will require another FS-TSF w/Change 1 written on it to indicate a change. DPTMS, Mobilization Branch will not accept any updates on original FS-TSF by telephone or email.

i. Failure to comply with provisions of this SOP may result in delay of services or no support at this installation.

j. Cancellation:

- Once it is determined that a training area, range and/or training facility will not be needed. The DPTMS, Mobilization Branch and Range Control will be notified immediately via memorandum/E-mail NLT 7 days prior to scheduled event. This will allow DPTMS, Range Control to make the facility available to other organizations.

- Range Control will maintain a record of no-shows. Repeated failures to notify the Range Control of cancellations will be reported to the units' higher headquarters for resolution.

2. Request for Support (Fort Sill Form 104):

FS Form 104 is needed when requesting internal Fort Sill support for military personnel, vehicles, equipment or weapons from the weapon's pool. The FS Form 104 request must be submitted through DPTMS Mobilization Branch to FCOE G3 Tasking Office. A sample of this form is founded in **ANNEX D** of this SOP.

FS Form 104 is required for cadre support or equipment issue for the Team Development Course, Treadwell Rappel Tower, Confidence obstacle and Combat conditioning Course. The follow guidelines applies—

- a. All FS Form 104 must be submitted IAW 45-days lock-in policy.
- b. Units are limited to those items which are realistic and essential to the mission and that cannot be supported from internal means.
- c. FCOE G3 Tasking Office will review, track, and tasks installation organization.
- d. Letter of lateness providing justification for FS 104s not within 45-days lock-in policy will be required.
- e. Final approval for FS Form 104 is FCOE G3 Tasking Office.
- f. For a copy of the FS Form 104 please contact DPTMS Mobilization Branch or go into our external unit training website at <http://sillwww.army.mil/usag/DPTMS/eut/index.html>.

3. Request for Portable Latrines (Fort Sill Form 110):

a. Units training at Fort Sill will be responsible for coordinating their own portable latrines support from one of the local venders, Big Bob's, (580) 353-1900 or ARA's (580) 355-1539. To determine availability of latrines at training site unit coordinators should contact Range Control and ask if portable latrines are already available at Firing Point /Training Area.

b. Once is has been determine that portable latrine is not available unit will be require to fill out a Fort Sill Form 110 and submit request to local vender. All information on Fort Sill Form 110 must to be filled in, i.e. requires dates, grid location, POC information and quantity of portable latrines, etc.

c. The cost for portable latrine service will be unit responsibility IAW Army Credit Card Policy. Please contact organization budget analyst for more information on payment method for portable latrines. Please see **ANNEX E** of this SOP for a sample copy of this form or visit our website at <http://sillwww.army.mil/usag/DPTMS/eut/index.html>.

4. Request for Motor Transportation (Fort Sill Form 833):

a. Units requesting transportation support for troop movement must submit a Fort Sill Form 833 through DPTMS Mobilization Branch to DOL Operations. Please see **ANNEX F** of SOP for sample copy of this form.

b. FS Form 833 must include type of vehicle need, numbers of personnel being transport, dates and time, as well as unit POC information.

c. Unit must also chart a training schedule indicating pickup/drop off time, dates and number of PAXs required pickup. This must be presented with FS Form 833 when submitted.

d. Cost for support must be received by DOL at least 72 hours prior to service being rendered, otherwise service will be cancelled.

e. Unit can also contact DPTMS Mobilization Branch or go into our website <http://sillwww.army.mil/usag/DPTMS/eut/index.html> for a copy of the FS Form 833.

K. Summary of Program:

1. The Fort Sill External Unit program was developed to facilitate and streamline operational support as well as control over resources on the installation. An important objective to this program was to ensure unit's training at Fort Sill receive the support and service in a timely matter that causes no interruption to their training or mission.

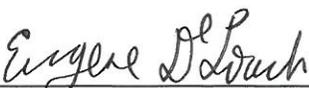
2. Units Commanders requesting training resources on Fort Sill needs to conduct a mission analysis in order to properly articulate requirement on the FS-TSF. Commanders will not request resource unless unit does not have the capability to obtain support through internal organization channels.

3. Units training at Fort Sill will ensure that payment for services and support rendered is received prior to unit arrival.

This SOP will be reviewed and revised every other year for accuracy; unless changes to any of the standards in this SOP warrant an immediate written update.

 27 Nov 13

ALEXANDER CRUZ DATE
EU/Training Specialist



EUGENE DELOACH DATE
Chief, Plans & Operation Division



CHRISTOPHER PEASE DATE
Director, DPTMS

ANNEX A—SAMPLE AFTER ACTION REPORT (AAR)

UNIT LETTERHEAD/HEADING

Office Symbol

Date

MEMORANDUM FOR Directorate of Plans, Training, Mobilization & Security
(DPTMS), Plans & Ops, ATTN: IMSI-PLO, Fort Sill, Oklahoma, 73503

SUBJECT: After Action Report (AAR), Annual Training

1. This After Action Report pertains to the Annual Training of (Unit) utilizing facilities at Fort Sill, Oklahoma.
2. Period of Training:
3. Attendance: (officers and enlisted personnel):
4. Training Areas, Ranges & Facilities used (suitability and condition of each):
5. Significant problem area encountered (recommendations as appropriate):
6. Any additional information considered of value to enhance future training at Fort Sill, Oklahoma.

Commander's Signature Block

ANNEX B—SAMPLE SAFETY CERTIFICATION ROSTER MEMORANDUM

ATZR-ZX XX June XXXX

MEMORANDUM FOR RANGE CONTROL, DPTMS

SUBJECT: Safety Certification Roster

1. The following personnel of 1st Battalion, 11th Field Artillery, meet the safety certification requirements as specified in Fort Sill Reg. 385-1, Safety Post Range Regulation for the weapon types indicated.

NAME	RANK	POSITION	ID#	UNIT	CERTIFIED FOR	EXPIRATION DATE
ROCKHEAD, JOE L.	CPT	OIC, RSO	56789	HHB	155MM, M16, HG	XX AUG XXXX
STINKLY, SAM A.	SFC	OIC, RSO	78967	HHB	DEMO, M16, 9MM	XX AUG XXXX

2. Point of contact is SFC Smoke, Assistance Noncommissioned Officer in Charge, Operations, 1-11 FA, (580) 442-1234/5678.

LITTLE FLATFACE
LTC, FA
Commanding

ANNEX C—FORT SILL TRAINING SUPPORT FORM V4.1 (FS FORM 26)

FORT SILL-TRAINING SUPPORT FORM v4.1

Instructions: This form will be used by all branches of services, military or civilian, JROTC/ROTC, DOD and federal agencies to request training resource, facility and life support asset on Fort Sill. Unit leaders must carefully review each section below and complete those items applicable to their training mission or operation. This form will be used as a checklist to ensure training resource are forecasted, tracked and supported. Items not identified on this form will not be supported unless a change is submitted.

Please ensure item #7 is filled in correctly. If an item is not applicable, check the NOT APPLICABLE block. If training asset requires a cost we will notify the unit with a cost estimate. Please note that funding must be received by the appropriate budget analyst prior to service or support being rendered, otherwise we reserve the rights to cancel support.

Submission: Once completed, please e-mail form to alexander.cruz3.civ@mail.mil for verification and staffing. If necessary, we may also schedule unit planning meeting or develop site visit itinerary in order to support unit training mission.

To obtain a electronic copy of this form please contact Mr. Alex Cruz, (580) 442-1844, or write to Directorate of Plans, Training, Mobilization & Security (DPTMS) Mobilization Branch, Bldg. 455, ATTN: IMSI-PLO, Fort Sill, OK 73503-9016.

DATE: _____

1. UNIT IDENTIFICATION AND ADDRESS:	
UNIT DESIGNATION:	UNIT MAILING ADDRESS:
UIC:	
BRANCH:	
COMPONENT:	
MAJOR COMMAND:	

2. TRAINING DATES: Use Main Body Dates (DD MMM YY)(i.e. 25 JAN 11)				
Arrival Date	Arrival Time	Departure Date	Departure Time	Facilities Clearance Time

3. TYPE OF TRAINING PLANNED: (Check one or more as appropriate)	
a. <input type="checkbox"/> Unit Field Training I/FX/FTX/STX	e. <input type="checkbox"/> Equipment Demonstration/Experiments
b. <input type="checkbox"/> Annual Weapons Qualification	f. <input type="checkbox"/> ROTC/JROTC Leadership Training /Visit
c. <input type="checkbox"/> Inactive Duty Training - MOS Training	g. <input type="checkbox"/> Other:
d. <input type="checkbox"/> Joint Exercise Event	

4. ADVANCE PARTY INFORMATION:								
		# Officers		# Senior NCOs		# E6 & Below		
Arrival Date	Arrival Time	M	F	M	F	M	F	Total

5. MAIN PARTY INFORMATION:								
		# Officers		# Senior NCOs		# E6 & Below		
Arrival Date	Arrival Time	M	F	M	F	M	F	Total

6. ARRIVAL TRANSPORTATION INFORMATION: (Check one or more as appropriate)					
	Mil Vehicle	Bus	Air	POV	Other (specify)
Advance Party					
Main Party					

For DPTMS Administrative Use Only: Lodging # _____ DFAC Location _____
--

7. PURPOSE FOR TRAINING AT FORT SILL: (DPTMS) MANDATORY INFO	
a. What is the unit's mission?	
b. What is your commander's intent?	
c. What is the unit's goal or end state?	
8. SCHEDULED TRAINING EVENTS: (DPTMS)	<input type="checkbox"/> Not applicable
a. Training Exercise Event Name:	
b. Actual Dates of Exercise Event:	
c. Location:	
d. POC for Training Exercise/Event:	
e. Higher Headquarters for Training Exercise/Event:	
f. Will Opposing Forces be participating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Type of Equipment being utilized during Training Exercise/Event:	
h. Brief Description of Training Exercise/Event:	
TRAINING EVENT:	
a. Training Exercise Event Name:	
b. Actual Dates of Exercise Event:	
c. Location:	
d. POC for Training Exercise/Event:	
e. Higher Headquarters for Training Exercise/Event:	
f. Will Opposing Forces be participating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Type of Equipment being utilized during Training Exercise/Event:	
h. Brief Description of Training Exercise/Event:	

9. RANGES REQUIRED: (DPTMS) Not applicable

Note: Units conducting range firing at Fort Sill will comply with the provisions of FS Regulation 385-1. Units may use Appendix B for a complete listing availability of ranges and characteristics. For more information on Fort Sill Ranges please contact Range Scheduling at (580) 44-5613-6191.

a. Number of Personnel to Fire (Per range)

b. Zero: Record: Other:

b. Is small arms maintenance required for Range Firing after normal duty hours or weekend? Yes No

Range #	Type	From (DD MMM YY)	To (DD MMM YY)	Start Time	End Time

10. FIELD TRAINING AREAS REQUIRED: (DPTMS) Not applicable

Training Area #	From (DD MMM YY)	To (DD MMM YY)	Start Time	End Time

11. BIVOUAC AREA REQUIRED: (DPTMS) Not applicable

Training Area #	From (DD MMM YY)	To (DD MMM YY)	Start Time	End Time	Coordinates

12. AIRFIELD/AIRSPACE/AIRSPACE FACILITIES/REQUIREMENT: (DPTMS) Not applicable

Type of Support	From (DD MMM YY)	To (DD MMM YY)	Reason

13. PORTABLE TOILETS (PORT-O-LETS) REQUESTED: Not applicable

Note: Units are required to fill out Fort Sill Form 110 and submit request to ARA or Big Bobs for action.

Training Area	From (DD MMM YY)	To (DD MMM YY)	Coordinates	# Requested

14. ENVIRONMENTAL REQUIREMENTS: (DPW) Not applicable

Note: Coordinates and a brief description of the proposed training should be provided to the Fort Sill Environmental Quality Division Support Branch (Bldg 2930), Phone (580) 442-2849.

Training Event Cleared 30 Days Out: Yes No

Date Cleared: (DD MMM YY)

Name and Phone of Person Clearing Event:

15. AMMUNITION FORECAST/REQUISITION: (DPTMS) Not applicable

Training Ammunition requirements is based on data in DA PAM 350-38 and projected training events such as crew served weapons qualification standards. Units must forecast and lead all ammunition in TAMIS at least 90 days prior to consumption date. In addition, all ammunition request must be approved by unit higher ACOM prior to draw date.

All requisitions for ammunition and explosives will be submitted in TAMIS in DA Form e581 NLT 90 days prior to firing. Only those individuals listed on a valid DA Form 1687 will be allowed to receipt for ammunition and explosives. DA Form 1687 will be submitted prior to submission of e581. In addition to those items listed above, units must furnish a copy of Assumption of Command Orders and appointment dates order for a Property Book Officer. The Fort Sill Ammunition is located at Bldg 455, Phone: (580) 442-3403-3408.

DOCUMENT # for Ammunition Draw _____, Date of Pickup _____

16. TRAINING SUPPORT CENTER REQUIREMENT:(DPTMS) Not applicable

Note: Training Aids, Devices, Simulations (TADSS) and Graphic Training Aids (GTA). POC # (580) 442-6801

TADSS/GTA Required? Yes No

If yes, TSC Account established (FS Regulation 350-6)? Yes No

Training Device/GTA Number	Description	Quantity

Training certified Instructor/Operator available? Yes No

If no, training requested from TSC? Yes No

Simulator Support (EST 2000, CFFT, HEAT) Required? Yes No

Proposed Schedule provided to TSC? Yes No

17. WEAPONS REQUIRED: (DPTMS) Not applicable

Note: Please note a FS Form 104 is required for requesting weapons at Weapon's Pool

Wpn Nomenclature	Quantity	Pick up Date/Time	Turn-in Date/Time	Remarks

18. BILLETING, FACILITIES & EQUIPMENT: (DPW) Not applicable

NOTE: Fort Sill has limited barrack space available; therefore, units should use organic asset in their inventory to support major training event. Billets when available on a priority basis starting with Mobilized/Demobilized units, etc. After request is approved unit should contact DPW Housing at (580) 512-6662/6663 or (580) 458-9435 to schedule inventory date.

a. Type of Orders?

b. Billeting Required: Yes No

c. Administrative Space Required: Yes No

d. Arms Room Required: Yes No

e. Motor Pool Required: Yes No

f. Others: Explain Yes No

19. FOOD SERVICES (AR 30-22)REQUIRED: (DOI) Not applicable

Note: Food Service requests must be submitted NLT 14 business days prior to rendering services. ROTC, JROTC, Civilian affiliated units and personnel receiving BAS, are required to pay the appropriate meal rate their meals. This must be brought to the DFAC in the form of either cash or check (payable to: DEPARTMENT OF TREASURY), or transfer of funds by MIPR.

a. Will unit have Field Kitchen Operations? Yes No
 If yes: Dates of Operation: From: _____ To: _____
 Will TISA support be required for ordering of field kitchen rations? Yes No
 Will TISA support be required for additional ice in excess of allotment per meal? Yes No
 **Unit is required to establish a TISA account (DA FORM 1687's and Assumption of Command orders)

b. Will unit be dining at Installation Dining Facilities (DFAC)? Yes No
 If yes: Dates Support Required: From: _____ To: _____

c. Will unit be in a TDY status? Yes No
 If yes: see (f) below for meal rates associated with meal costs.

d. Will unit require support from Dining Facilities for Field Feeding (Mermite)? Yes No
 If yes: Dates Support Required: From: _____ To: _____

e. Does unit have Food Containers to Support/Transport of Mermite meals? Yes No

f. Will unit require Shelf Stable/box lunches? Yes No MRE's? Yes No
 If yes: Unit required to establish a TISA account for this (DA FORM 1687 and Assumption of Command orders)

g. If you answered yes to any of the above please fill in appropriate information below.

Note: If requesting Box, Shelf Stable, or MRE's please provide information as to which meal is being substituted under their appropriate B/L/D column

Type of Support (DFAC or Field Feed)	Breakfast	Lunch	Dinner	Number of Personnel	Date(s) Requested

20. TRANSPORTATION SUPPORT REQUIRED:(DOL) Not applicable

Note: FS Form 833 and bus schedule is required if requesting troop movement.

This resource will only be available if unit places a MIPR through DOI, Budget Analysis after receiving a cost estimate. Remember any accidents/damage to vehicles will be charged to using unit. Most types of Non-Tactical Vehicles, i.e. sedans, vans, pick-ups, buses w/ driver, can be available, however tactical vehicle requests should be directed to AMC at (580) 442-4178.

a. **Vehicle Type** _____ **Quantity** _____ **From (DD MMM YY)** _____ **To (DD MMM YY)** _____

b. **Freight** – Will unit be utilizing freight/cargo services (i.e. line haul or rail) for either inbound or outbound cargo to/from Fort Sill? Yes No
 Will sensitive items be shipped (i.e. weapons systems, small arms, special munitions, etc.)? Yes No
 If Yes, please contact Transportation Traffic Manager at (580) 442-6612 for inbound/outbound coordination.

c. **Passengers**– Will commercial transportation (commercial bus, air) assistance be required. Yes No
 If yes, a Commercial Transportation Request and schedule is required.
 Number of Pax? _____ Mode Of Travel? _____ Round Trip or One – Way? _____

21. AMMUNITION SUPPLY POINT: (DOL) Not applicable

a. Are Special Munitions and/or ammunition requiring special handling or storage being shipped to Fort Sill?
 Yes No If Yes, describe munitions and handling/storage process (include estimated arrival date)

b. Is unit aware DD Form 1687 (Signature Card) is required before drawing ammunition from Fort Sill ASP?
 Yes No

c. Is unit aware that all personnel must have current Fort Sill ASP Ammunition Handlers Card prior to accessing ASP. Yes No

d. Is unit aware all vehicles entering ASP are subject to safety inspection (including proper markings prior to ammo pick-up)? Yes No

e. Is unit requesting use of Fort Sill's Ammunition Holding Area (AHA) for after hour access to ammunition?
 Yes No If Yes, indicates dates requested to use AHA _____

22. SUPPLY SUPPORT ACTIVITY: (DOI) Not applicable

a. Does the unit require SSA support? Yes No

b. Will the unit utilize Base Supply Store (Beacon Express) Yes (GPC Required) No
 If Yes and there are specific items unit requires to be stocked, submit NSN item listing and quantities

23. MAINTENANCE: (DOL) Not applicable

a. Does the unit require Tactical Vehicle Repair or anticipate Vehicle Recovery or Emergency Vehicle Repair?
 Yes No

24. WASH RACK: (DPW) Not applicable

a. Does the unit require the use of the Tactical Vehicle Wash Rack? Yes No
 POC DPW (580) 699-1889 If Yes please indicate date/time: _____

25. IT SUPPORT REQUIRED: (GARRISON) Not applicable

Type of Equipment	Quantity	From (DD MMM YY)	To (DD MMM YY)

26. RADIO FREQUENCY: (NEC) Not applicable

a. Does the unit require Radio Frequency? Yes No

27. VIP VISITATION: (Colonel and above)(PROTOCOL) Not applicable

Please fill out Annex C in External Unit SOP or contact Protocol at (580) 442-6038

a. Will unit be visited by VIP during Training Exercise on Fort Sill? Yes No

b. Who is the POC? Name and number of POC: _____

c. Lead agency for escort?

Dates (DD MMM YY)	Name	Rank	Position Title	Unit/Organization

28. COMMAND TEAM AT FORT SILL:		(All Information below must be provided)	
Please provide the following. This will assist all Fort Sill agencies providing EUT support and for emergency			
a. Unit Commander (Name, Rank, Title):			
Contact Number(s):		Cell Number(s):	
E-mail Address:			
b. Unit Senior NCO POC (Name, Rank, Title):			
Contact Number(s):		Cell Number(s):	
E-mail Address:			
c. Unit Administration POC (Name, Rank, Title):			
Contact Number(s):		Cell Number(s):	
E-mail Address:			

29. BUDGET CONTACT (MANDATORY):			
Please provide the following information. This will assist Fort Sill RMO and Agencies in determining funding requirements.			
a. Name of Budget Analyst:			
b. Position Title:			
c. Office Telephone Number(s): (Area Code):		COMM:	DSN:
			FAX:
d. Alternate Telephone Number(s):			
e. E-mail address:			

30. AUTHENTICATION:			
Please provide the following information. This will assist DPTMS, Plans and Ops in communicating and sending information to units requesting assistance.			
a. Name of Person submitting FS-TSF:			
b. Rank/Grade:			
c. Position Title:			
d. Office Telephone Number(s): (Area Code):		COMM:	DSN:
			FAX:
e. Alternate Telephone Number(s):			
f. E-mail address:			

31. SCHEDULE MEETING WITH FORT SILL:(DPTMS)			
Note: Units are required to schedule an IPR telephonic or in person with Mobilization Branch before their arrival to Fort Sill. This will ensure all training resources are schedule and available, for more information please contact the Mobilization Branch at (580) 442-1844.			
a. IPR Scheduled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When?
b. MPC Scheduled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When?
c. FPC Scheduled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When?

ANNEX D—REQUEST FOR SUPPORT (FS FORM 104)

SUPPORT REQUEST

IMPORTANT! You may email or hand carry requests which provides less than 45 calendar days lead time to the appropriate agency with a memorandum of lateness signed by a commander (LTC or above), director, or chief of special staff or tenant unit.

Date:	To:	From:
Unit Requiring Support:		POC:
Telephone:	Email:	
Request for (Check all that apply) <input type="checkbox"/> Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Information <input type="checkbox"/> Other		
List All Requirements:		
Tasking Start Date/Time:		
Tasking Ending Date/Time:		
Location of Tasking (Area, Bldg, LP or Place):		
Special/Specific Tasking Instructions (May attach word document if necessary):		
FOR FSCTO USE		
FSCTO Task #:	Assigned To:	
Suspense Date:	Published Date:	

FS Form 104
(DPTMS) 07 Feb 2011

PREVIOUS EDITION IS OBSOLETE.

ANNEX E—PORTABLE LATRINE REQUEST (FS FORM 110)

DIRECTORATE of PLANS, TRAINING, MOBILIZATION and SECURITY			
PORTABLE CHEMICAL TOILETS REQUEST FORM			
INSTRUCTIONS FOR COMPLETION			
Request for Portable Latrines must be submitted to vender at least 96 hours prior to requested date.			
Requester completes section A thru C and forwards to BN/BDE S-4 to complete section D. S-4 forwards request to the units RM Budget Analyst for payment method, total cost and approval. The unit RM Budget Analyst returns request to the unit BN/BDE S-4 or Ordering Official who will then contact the vender and place order.			
SECTION A			
Unit:		Date Requested: (DD-MM-YYYY)	
Unit POC:		Date Required: (DD-MM-YYYY)	
POC Phone #: (###-###-####)		Date Required Thru: (DD-MM-YYYY)	
POC Alternet #:		POC EMAIL:	
POC WILL CONTACTED FOR DELIVERY TO ENSURE PROPER PLACMENT OF PCT			
SECTION B			
<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Portable Toilets / w Hand Sanitizer	<input type="checkbox"/> Hand Wash Station	<input type="checkbox"/> Handy Stand <input type="checkbox"/> Hand Sanitizer
Quantity	Quantity	Quantity	Quantity
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Standard Cleaning 3x Week	<input type="checkbox"/> 2 Extra Cleanings a week
SECTION C			
Provide a clear and detailed description of the exact location where PCT's are to be located. Use page 2 continuation block if needed.			
Digit Grid Locations:			
Firing Point:			
Training Area:			
Building #:			
Comments:			
SECTION D			
Battalion / Brigade S-4 Approval			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Name:	Phone #	Date:	
Signature:			
SECTION E			
RM/Budget Funding Certification			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Payment Method:			
Funding Amount Certified: \$			
Name:	Phone #	Date:	
Signature:			
I CERTIFY FUNDS ARE AVAILABLE AND THAT ALL COST ASSOCIATED WITH THIS APPROVAL WILL BE BILLED TO THE ABOVE LISTED OFFICIAL CITE.			

ANNEX F—REQUEST FOR MOTOR TRANSPORTATION (FS FORM 833)

REQUEST FOR MOTOR TRANSPORTATION	
Suppl 1 to AR 58-1, par 2-2 (d)	
Instructions for completion	
Requester completed blocks 1 thru 11 and forwards to the responsible Budget Office. Budget Coordinator completes block 12 - 13 to "DOL Transportation Div".	
1. Number of and type of transportation requested: <input type="checkbox"/> Sedan (s) <input type="checkbox"/> Van (s) <input type="checkbox"/> Bus (es) (with driver) <input type="checkbox"/> Other	
2. Date and time of transportation desired: From: _____ To: _____	
3. Vehicle (s) reports to:	
4. Destination:	
5. Number of passengers:	
6. Description of cargo:	
7. Estimate mileage:	
8. Estimated daily trips (for bus transportation only):	
9. Justification (explain mission requirements in detail):	
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

10. Name of requester (include rank)	
11. Unit & phone number of requester:	
12. Budget Official Name	E-Mail Address
I CERTIFY THAT FUNDS ARE AVAILABLE AND THAT ALL COSTS ASSOCIATED WITH THIS APPROVAL WILL BE BILLED TO THE FOLLOWING OFFICIAL CITE (if applicable):	
Budget Official Signature	Date
-----TRANSPORTATION OFFICE USE ONLY-----	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Assets available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reimbursable: <input type="checkbox"/>	Nonreimbursable: <input type="checkbox"/>
Comments:	
Approving Official Signature:	Date